MAP OF CAMPUSES

CPCCentral Park Campus
CYC-Courtyard Center
PRC-Preston Ridge Campus
SCC-Spring Creek Campus
Central Park Campus
2200 W. University Dr.
P.O. Box 8001
McKinney, Texas 75070
(214) 548-6790

Spring Creek Campus
2800 E. Spring Creek Pkwy.
Plano, Texas 75074
(214) 881-5790

Internet Address:
http://hw.cccd.edu

Courtyard Center for Professional and Economic Development
4800 Preston Park Blvd.
Plano, Texas 75093
(214) 985-3790

Preston Ridge Campus
9700 Wade Blvd.
Frisco, Texas 75034
(214) 377-1790

Collin County Community College (CCCC) is an equal opportunity institution and provides educational and employment opportunities without discrimination on the basis of race, color, religion, sex, age, national origin, disability or veteran status. In accordance with the Americans with Disabilities Act of 1990 and section 504 of the Vocational Rehabilitation Act of 1973, CCC provides accommodations as required by law, to afford equal educational opportunities to all people. An ADA compliance officer can be reached at (214) 548-6606.

The programs, policies, statements, fees and courses contained herein are subject to continual review and evaluation. CCC reserves the right to make changes or deletions at any time without notice. This publication is intended for information only and is not intended as a contract. Upon request, the college catalog is available on computer disk and tape for students with print-oriented disabilities. For more information contact ACCESS (Accommodations at Collin County for Equal Support Services) at 881-5898 (TDD). For persons with hearing or speech impairments, please use the Texas Relay Services when offices or departments on campus do not list a TDD number. The Texas Relay number is 1-800-735-2989 (TDD).

ACCREDITATION STATUS

Collin County Community College 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 associate degrees and certificates.
TABLE OF CONTENTS

I. GENERAL INFORMATION
   Academic Calendar .................................................. .4
   Phone Directory .................................................. .5
   History of CCC .................................................... .6
   Board of Trustees .................................................. .7
   Mission Statement, Philosophy, Purpose and Goals ............ .7

II. ADMISSIONS & REGISTRATION
   Admissions Procedures and Residency .......................... .8
   New Students ..................................................... .8
   Returning Students ............................................... .8
   Students Without a Diploma or GED ............................ .9
   Transfer Students ............................................... .9
   International Students .......................................... .10
   Students on Academic Suspension .............................. .10
   Residence Requirements ......................................... .10
   Orientation ....................................................... .11
   Registration Procedures ......................................... .11
   Student ID Cards ................................................ .11
   Tuition and Fees ................................................ .12

III. ACADEMIC POLICIES
   Adding Courses .................................................... .13
   Dropping Courses ................................................ .13
   Auditing Courses ................................................ .13
   Class Attendance ................................................ .13
   Grading System .................................................. .14
   Graduation ........................................................ .14
   High Academic Achievement .................................... .15
   Incomplete Grades/Contracts ..................................... .15
   Non-Traditional College Credit .................................. .15
   Student Records .................................................. .16
   Repeating Courses ................................................ .16
   Academic Standards .............................................. .16
   Student Classifications .......................................... .18
   Student Load ...................................................... .18
   Transcripts ....................................................... .18
   Veterans' Certification .......................................... .18
   Withdrawal from the College .................................... .18

IV. STUDENT DEVELOPMENT
   Academic Advising ................................................. .19
   ACCESS - Accommodations at Collin County for Equal Support Services ........... .19
   Articulation and Transfer ....................................... .19
   Assessment and Testing Services ............................... .21
   TASP-Texas Academic Skills Program ........................... .21
   Career Services .................................................. .22
   Counseling Services ............................................. .23
   Financial Aid ..................................................... .24
   Health Services .................................................. .26
   Human Development .............................................. .26
   Student Activities ............................................... .27
   Student Code of Conduct ....................................... .27
   Students with Disabilities ...................................... .27
# V. EDUCATIONAL SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>28</td>
</tr>
<tr>
<td>Child Development Centers</td>
<td>29</td>
</tr>
<tr>
<td>Cooperative Work Experience</td>
<td>29</td>
</tr>
<tr>
<td>Developmental Education</td>
<td>29</td>
</tr>
<tr>
<td>Experiential Learning</td>
<td>30</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>31</td>
</tr>
<tr>
<td>Interdisciplinary Honors Program</td>
<td>31</td>
</tr>
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<td>International Studies Program</td>
<td>31</td>
</tr>
<tr>
<td>Learning Resources Centers</td>
<td>31</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>32</td>
</tr>
<tr>
<td>Student Wellness</td>
<td>32</td>
</tr>
<tr>
<td>Distance Learning Courses (Telecourses)</td>
<td>32</td>
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# VI. CONTINUING EDUCATION

<table>
<thead>
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# VII. SPECIAL SERVICE PROGRAMS

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<tr>
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<tbody>
<tr>
<td>Contract Training</td>
<td>34</td>
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<tr>
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<td>34</td>
</tr>
<tr>
<td>Fire Protection Training</td>
<td>34</td>
</tr>
<tr>
<td>College and Community Development</td>
<td>34</td>
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<td>Small Business Development Center</td>
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# VIII. ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE DEGREE PROGRAMS

<table>
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# IX. ASSOCIATE OF ARTS

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<tr>
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<tbody>
<tr>
<td>General Education Core for Associate of Arts</td>
<td>37</td>
</tr>
<tr>
<td>Accounting</td>
<td>38</td>
</tr>
<tr>
<td>Anthropology</td>
<td>38</td>
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<tr>
<td>Art</td>
<td>38</td>
</tr>
<tr>
<td>Business Administration</td>
<td>39</td>
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<td>Criminal Justice</td>
<td>39</td>
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<td>40</td>
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<td>Economics</td>
<td>41</td>
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<tr>
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<td>41</td>
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<tr>
<td>Fire Science</td>
<td>42</td>
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<tr>
<td>French</td>
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<td>Government</td>
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<td>44</td>
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<td>Sociology</td>
<td>46</td>
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<tr>
<td>Spanish</td>
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# X. ASSOCIATE OF SCIENCE

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<td>48</td>
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<td>Biology</td>
<td>49</td>
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<td>Chemistry</td>
<td>49</td>
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<td>51</td>
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<td>51</td>
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<tr>
<td>Physical Education</td>
<td>51</td>
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<tr>
<td>Physics</td>
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# XI. ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS AND CERTIFICATES

<table>
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</thead>
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<tr>
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<tr>
<td>Career Programs</td>
<td>54</td>
</tr>
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# XII. ASSOCIATE OF APPLIED SCIENCE

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<tr>
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<tbody>
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<td>55</td>
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<td>Applied Graphic Design Technology</td>
<td>58</td>
</tr>
<tr>
<td>Child Development Certificate</td>
<td>58</td>
</tr>
<tr>
<td>Computer Aided Drafting and Design</td>
<td>60</td>
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<tr>
<td>Computer Information Systems</td>
<td>63</td>
</tr>
<tr>
<td>Computer Science</td>
<td>66</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>67</td>
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<tr>
<td>Dietary Manager Certificate</td>
<td>69</td>
</tr>
<tr>
<td>Electronic Technology and Electronic Engineering Technology</td>
<td>69</td>
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<tr>
<td>Emergency Medical Services Certificate</td>
<td>72</td>
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<td>72</td>
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<tr>
<td>Horticulture Technology</td>
<td>74</td>
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<tr>
<td>Interpreter Preparation Program/Deaf</td>
<td>75</td>
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<tr>
<td>Legal Assistant/Paralegal</td>
<td>77</td>
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<tr>
<td>Management</td>
<td>78</td>
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<tr>
<td>Marketing</td>
<td>79</td>
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<td>Commercial Music</td>
<td>80</td>
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<tr>
<td>Nursing</td>
<td>82</td>
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<tr>
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<td>84</td>
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<td>Phlebotomy Certificate</td>
<td>87</td>
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<td>Physical Therapist Assistant</td>
<td>88</td>
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<td>Real Estate</td>
<td>88</td>
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<tr>
<td>Respiratory Care</td>
<td>96</td>
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<td>Small Business Management</td>
<td>91</td>
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# XIII. DIVISIONS AND DISCIPLINE COORDINATORS

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
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<td>92</td>
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# XIV. COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
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<tbody>
<tr>
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<td>95</td>
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# XV. STAFF AND FACULTY DIRECTORY

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>148</td>
</tr>
</tbody>
</table>

# XVI. INDEX

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>162</td>
</tr>
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</table>
ACADEMIC CALENDAR AND PHONE DIRECTORY

FALL 1996
Fall Classes Begin (Saturday) ................................ August 24
Labor Day Break (Campuses Closed) ................. August 31 - September 2
Fall Census Date ........................................ September 9
Fall Last Day to Withdraw ........................................ November 15
Thanksgiving Break (Campuses Closed) ....... November 28 - December 1
Fall Final Exams ........................................ December 7 - 13
Winter Break (Campuses Closed) ................. December 24 - January 1

WINTERMESTER 1997
Winter Classes Begin ................................ January 2
Winter Census Date ................................ January 3
Winter Last Day to Withdraw ................................... January 10
Winter Final Exams ................................ January 14

SPRING 1997
Spring Classes Begin ................................ January 15
Spring Census Date ................................ January 28
Spring Break (No Classes) ............... March 10 - 16
Spring Break (Campuses Closed) ............. March 14 - 16
Spring Mini-Break (Campuses Closed) ........ March 28 - 30
Spring Last Day to Withdraw ....................... April 11
Spring Final Exams ................................ May 8 - 14
1996-97 Commencement Ceremony ............. May 14

MAYMESTER 1997
Maymester Classes Begin ................................ May 19
Maymester Census Date ................................ May 20
Memorial Day (Campuses Closed) ............ May 24 - 26
Maymester Last Day to Withdraw ................... May 30
Maymester Final Exams ................................ June 3

SUMMER I/III 1997
Summer I/III Classes Begin ................. June 4
Summer I Census Date ................................ June 9
Summer III Census Date ................................ June 11
Summer I Last Day to Withdraw ..................... June 27
Independence Day (Campuses Closed) ..................... July 4
Summer I Final Exams ................................ July 8
Summer III Last Day to Withdraw ............... July 25
Summer III Final Exams ......................... August 11 - 12

SUMMER II 1997
Summer II Classes Begin ................. July 9
Summer II Census Date ................................ July 14
Summer II Last Day to Withdraw ................. August 1
Summer II Final Exams ................................ August 12

Note: All dates are subject to change. See current schedule of classes for current information.
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Collin County Community College offered its first classes on-site at a new high school in the fall of 1985, with the Central Park Campus in McKinney opening its doors to students in January 1986. This campus includes a 207,000 square-foot facility set on 115 acres near the intersection of Highway 75 and Highway 380 and is the center for classes like nursing, physical therapist assistant, law enforcement and fire science.

CCCC's plans for expansion continued to unfold in the fall of 1988, as the Spring Creek Campus was completed. This 400,000 square-foot complex houses a physical education unit, a theatre, Macintosh graphic design lab, conference center and cafeteria and is the home for CCCC's fine arts classes and athletic teams. It's located at the intersection of Spring Creek Parkway and Jupiter Road in Plano.

In July of 1995, CCCC opened its newest campus, Preston Ridge, located near State Highway 121 and Preston Road in Frisco. Convenient for many who live in western Collin County, Preston Ridge houses many of CCCC's high-tech courses like computer science, electronic engineering and computer aided drafting and design. A new P.E., fitness center and natatorium is also set to open soon.

A fourth site for the CCCC district was purchased in 1993, the Courtyard Center for Professional and Economic Development. Located near the corner Preston Road and Park Boulevard in west Plano, the Courtyard Center houses continuing education, real estate and contract training programs and the Small Business Development Center.

Day and evening classes are offered at CCCC campuses, and all residents of Collin County are encouraged to use CCCC facilities such as libraries and Alternative Learning Centers, and to attend campus events like theater productions, art exhibits, concerts and athletic events.

Founding Board Members—left to right: Sue Olivier, Carey Cox, Tino Trujillo and Bob Collins.
MISSION STATEMENT

Collin County Community College affirms as its mission the commitment to provide, within the resources available, educational programs and services that meet the individual and community needs. The district seeks to promote lifelong individual growth and excellence through strengthening the intellect, character and capabilities of all students. The college acts as a resource to local, state, national and international communities by providing educational, cultural and civic programs and services.

PHILOSOPHY AND PURPOSE

The philosophy of Collin County Community College is to achieve its mission by promoting:

- Universal access
- Personal development
- Open involvement and active participation in the learning and decision-making process
- Recognition, acceptance and encouragement of diversity
- High standards of innovation and excellence
- Recognition of the dignity and worth of all individuals

GOALS

- To expand knowledge and develop skills through an integrated general education curriculum and support services that enable students to grow within a changing environment and to be productive citizens of the community and workplace.
- To assist students in identifying and accomplishing their educational, career and personal goals.
- To create an environment that promotes cultural understanding, social responsibility and international awareness.
- To contribute to the economic growth and development of Collin County by offering diverse programs and services.
- To develop and effectively utilize human, fiscal and physical resources of the college.
ADMISSIONS PROCEDURES & RESIDENCY

CCCC operates under an "open door" policy. Students who are 18 years of age or older with a high school diploma or equivalent are eligible for admission. Other students may be admitted under the special admission requirements that follow.

The college reserves the right to guide the placement of students through assessment, which may include interviews and a review of past academic achievement.

Registration options are enhanced and delays may be avoided by completing all admission requirements in advance of registration.

In all admissions policies and practices, CCCC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status in accordance with federal law.

NEW STUDENTS

New students should submit to the Admissions Office:

1. An application for admission. This application may be submitted prior to, or at the time of, registration.

2. An official transcript from their most recent high school or college attended or a copy of their GED scores and documentation of TASP status. Students applying for and/or receiving financial aid or veterans benefits are required to submit a complete record of all academic work including high school transcripts. Degree-seeking students will be required to submit all official transcripts.

3. Students who have completed the SAT and/or ACT are encouraged to submit their scores.

Admission to the college does not guarantee admission to a specific program of study. Programs and certificates in dietary manager, emergency medical services, firefighter certificate, interpreter preparation program for the deaf, nursing, physical therapist assistant and respiratory care have additional admissions criteria. Contact the division office for information on program requirements.

RETURNING STUDENTS

Former CCCC students who have not been enrolled during the preceding two regular (16-week) semesters will need to reapply for admission. An application for readmission and official transcripts from any colleges or universities attended since their last enrollment at CCCC and documentation of TASP status are required. For more information on residency see, page 10.
STUDENTS WITHOUT DIPLOMA OR GED

Students 18 years or older without a high school diploma or GED may take local assessments and be admitted under individual approval. Students under 18 without a high school diploma or equivalent will be required to:

1. complete CCC assessments in reading, writing and math,
2. provide documentation that he/she is no longer enrolled in a high school program,
3. submit a transcript from last school attended and
4. interview with a college representative.

Anyone admitted without a GED or high school diploma will be strongly encouraged to complete the GED during the first semester of their enrollment at CCC. Course selection and load may be restricted. Continued enrollment is provisional.

TRANSFER STUDENTS

Transfer students who are in good standing academically and otherwise at the last institution of higher education they attended are eligible for admission. An official college transcript from the college they recently attended and TASP status documentation are required.

Students who transfer to CCC from other institutions of higher education may be awarded credit according to the conditions that follow.

1. Credit must have been earned at a regionally accredited institution of higher education. Foreign transcripts will not be evaluated.
2. An official transcript from all institutions of higher education attended by the student must be on file at CCC.
3. Students must be currently admitted to CCC to request a degree plan.
4. Official course descriptions from the catalog under which the student attended may be required for evaluation.
5. Credit for courses equivalent to those listed in the CCC catalog will be accepted if the courses are required on the student’s degree plan for graduation. Other credits may be accepted in lieu of elective courses depending on the student’s program of study.
6. Only the grade and credits earned in the most recent repeated course will be used in computing the grade point average and applied toward degree or program requirements.
7. Official evaluations are conducted by the degree plan coordinator. Final approval rests with the division dean.
8. Grades of “D” are accepted from other institutions; however, a cumulative GPA of 2.0 is required for graduation. Grades of “F” and “T” do not transfer.
9. Waivers for physical education requirements may be granted for medical reasons. A written statement from a physician and two additional hours of electives are required. Credit for PHED courses is awarded for military training upon receipt of a student’s DD214 (Honorable Discharge).
10. While there is no limit on the number of hours that can be transferred into CCC from other institutions, there is an 18 credit hour residency requirement to earn an associate degree from CCC. Students obtaining certificates containing 18 hours or less must complete course work in residence at CCC. Petitions to transfer credits into certificate programs containing 18 hours or less may be made to the division dean through the degree plan coordinator.

11. Time limits and minimum grade requirements may be imposed for transfer work into select programs. Contact the program coordinator or division dean for details.

12. CCC does not evaluate transcripts (except for TASP exemption purposes) or award transfer credit earned at foreign institutions; however, students may be eligible for credit through examination at the college.

HOME SCHOOL STUDENTS

Home school students interested in applying to CCC who are under the age of 18 should

1. provide a completed SAT I score report with a verbal and math score of no less than 500 for each section,
2. complete CCC assessments scoring at the college level in reading, writing, and math,
3. submit a transcript or academic record from the last or current high school attended (including home school programs) and
4. schedule an appointment with the Coordinator of Special Admissions. Course selection and load are not to exceed two college credit courses per semester. Admission and continued enrollment are provisional.

HIGH SCHOOL CONCURRENT ENROLLMENT AND PROJECT FIRST STEP

High school students who have completed their junior year and are interested in concurrent admission to CCC should

1. contact their high school counselor’s office to obtain a concurrent enrollment permission form with appropriate signatures (from the high school counselor’s office),
2. provide an official high school transcript,
3. take required CCC institutional assessments (reading and writing assessments are required; math assessment is optional depending on course selection) and
4. make an appointment with a Special Admissions representative.

High school students in grades 9-11 must also submit an SAT I score report with a verbal and math score of no less than 500 for each section. High school students should contact the TASP office before taking the TASP examination.

Instructor approval may be required. All students who are admitted must maintain at least a 2.0 GPA (no grade below a “C”), and will be enrolled provisionally on a semester by semester basis. Credit will be awarded according to state, local and institutional policies in effect at the time of enrollment.
TECH PREP

High school students enrolled in Tech Prep programs may be eligible for college credit upon enrollment at CCC. Enrollment in at least one college-level course at CCC is required. Tech Prep students should provide the Admissions and Records Office with:
1. high school transcripts reflecting Tech Prep courses and grades,
2. an application for admission,
3. a petition for Tech Prep credit.

INTERNATIONAL STUDENTS

Students on temporary visas or holding permanent residence cards may be eligible for admission. To verify residency status, students are required to present their visa or permanent residence card with their application.

INTERNATIONAL STUDENT ADMISSIONS/F-1, F-2 VISAS

All international students must provide the Recruitment and Retention Office with:
1. an application for admission,
2. an official international TOEFL score of 525 or above,
3. a completed statement of financial support (available from the Recruitment and Retention Office),
4. official transcripts (school records) and/or test results reflecting completion of 12 years of primary and secondary education,
5. official transcripts (school records) from all colleges and universities previously attended and
6. a valid visa or passport upon arrival.

International students who do not qualify under these requirements will be advised by the Recruitment and Retention Office as to how they might acquire the necessary qualifications. Students with a TOEFL score between the range of 425-524 may be considered for admission upon the written recommendation of the ESL Coordinator and by meeting all other requirements. Students would be admitted on a provisional basis and would be required to be enrolled in 12 semester hours of ESL courses continuously for both the Fall and Spring semesters. These students would be required to submit an official TOEFL score report of 525 or above in order to pursue college level courses. It is recommended that all admission materials be received 30 days prior to regular registration to ensure issuance of the I-20.

STUDENTS ON ACADEMIC SUSPENSION

Students currently on suspension from, or otherwise ineligible for admission to, other institutions of higher education must petition for admission. For consideration students must provide prior to the first class day:
1. official transcripts from all colleges and universities previously attended,
2. completed petition for enrollment form and
3. schedule an interview with the Academic Action Coordinator.

Admission and continued enrollment are provisional. The college reserves the right to limit the number of hours or specify courses in which a student on suspension may enroll. Probationary status may be imposed while at CCC. See the section on satisfactory progress or contact the Coordinator for Academic Action for more information.

RESIDENCE REQUIREMENTS

To be considered a Texas resident, students must clearly establish residence in Texas for the 12 months preceding their enrollment. Documentation of Texas residency may be required.
1. An in-county student is an individual who is a resident of Texas and who resides in Collin County at the time of registration.
2. An out-of-county student is a resident of Texas who resides outside of Collin County at the time of registration.
3. An out-of-state student is an individual who has not resided in Texas for 12 months preceding registration or whose permanent resident card is less than 12 months old. Most students on temporary visas will also be classified as non-residents for tuition purposes.

The responsibility for registering under the proper residency classification is that of the student and any question concerning the student’s right to classification as a resident of Collin County must be clarified prior to enrollment at CCC. Changes of address, name, etc. must be reported promptly to the Admissions and Records Office. This enables students to receive registration and other information from various college departments and programs. Changes of address affecting residency should promptly be reported to the Admissions and Records Office.

Students who are dependent on a parent’s residence status must also submit the top portion of the Federal Income Tax form for the current and preceding years.

DOCUMENTS TO SUPPORT RESIDENCY

Documentation of Texas residency may be required if the information given on the enrollment application is not adequate to prove residency. If so, the following documents may be used in meeting residency requirements:
• Permanent Texas driver’s license or Texas I.D. card (at least one year old)
• Texas high school transcript (if enrolled within the last 12 months)
• Letter of employment on company letterhead (verifying one year of employment)
• Texas voter’s registration card (at least one year old)
• Lease agreement covering the past 12 months
• Collin County property tax statements

AD VALOREM WAIVERS

Students who have not lived in Texas for the 12 months preceding registration, but who own property in Collin County, may be eligible for an ad valorem waiver. A copy of one’s deed or most recent property tax statement is required for verification. If this waiver is based on a student’s parents’ property ownership, a copy of their most recent Federal Income
Tax form showing the student as a dependent is also required. Once Texas residency has been established (12 months), the student should submit the necessary documentation to the Admissions and Records Office. At that point, ad valorem waivers will no longer be necessary. Property owners on most types of temporary visas are not eligible for the ad valorem waiver. Students must generally be U.S. citizens or permanent residents to be eligible for an ad valorem waiver.

**ORIENTATION**

Orientation provides an overview of the policies, procedures, services and student activities at CCC. The initial concerns of both traditional and non-traditional students are addressed. The orientation dates and times are available at the information centers.

**TELEPHONE EXPRESS REGISTRATION (TEX)**

TEX provides students with an opportunity to register early in courses for the upcoming semester. This process is designed for students who have completed admissions and assessment requirements and met with an adviser. TEX registration enables students to have earlier course selection, deferred tuition payment and more comprehensive advisement. See the current Schedule of Classes for a listing of dates, times and complete instructions regarding TEX.

**REGULAR REGISTRATION**

Regular registration is scheduled prior to the beginning of classes with admissions, assessment and advising services available at that time. Comprehensive admissions, assessment and advising programs are more easily obtained prior to regular registration and students are encouraged to complete these steps early. Tuition and fees are due at the time of registration. See the current Schedule of Classes for a listing of regular registration times and locations.

**LATE REGISTRATION**

Students who must register late should do so within the published late registration schedule. A late registration fee will be assessed. This fee is not assessed to students who have completed registration during Telephone Express or regular registration periods and are making schedule changes, or to students who are registering on an audit basis. Students may also add available classes prior to the third class hour of the course being added. See page 13 for details.

**REGISTRATION FOR CONTINUING EDUCATION CLASSES**

Each semester CCC offers continuing education classes to community members through the Continuing Education Division. Registration for these classes can be done in four ways:

1. Walk-in registration- Available at Courtyard Center, Central Park, Preston Ridge or Spring Creek, times are listed in the current Continuing Education Schedule of Classes.
2. Phone-in registration- (credit card only). Call (214) 548-6855 or (214) 985-3711. Times and dates are listed in the current Continuing Education Schedule of Classes.
3. Mail-in registration- Send your registration information to: Registration, Collin County Community College, Courtyard Center for Professional and Economic Development, 4800 Preston Park Blvd., Box 12, Plano, Texas 75093. See the current Continuing Education Schedule of Classes for registration deadlines.
4. Fax-in registration- (credit card only). Check the current Continuing Education Schedule of Classes for availability. Fax your registration to (214) 985-3765 or (214) 548-1702. See page 3 for more information on continuing education.

**STUDENT ID CARDS**

All credit students at CCC are required to have a student identification card to use the services provided by the Bookstore, Fitness Center, Admissions and Records Office, Student Activities Office, Career Services Office, Testing Center, and other offices and labs. Students will have one ID card to use throughout their enrollment at CCC, and must be issued a validation sticker (free of charge) at the beginning of each semester in which they are enrolled.

A $2 non-refundable fee is assessed with other registration fees for each student who has not previously purchased an ID card. Part-time cards and validation stickers are issued during registration periods to all new and returning students. Replacement cards will be made at a cost of $2 each for those whose cards have been lost or stolen, who have had a name change, or who would prefer a new photo.

Students should go to the Student Activities Office at Central Park or Spring Creek campuses or to the Testing Center at Preston Ridge Campus with a valid photo ID to have their student ID cards and/or validation stickers issued.

Student ID cards are also valuable in the community. Students are eligible to receive discounts at participating restaurants, movie theaters and businesses as well as lower admission rates to some CCC programs and events.
Tuition is based on residency and the number of credit hours for which a student enrolls. Following is a schedule of tuition and fees by residency classification.

Lab fees are additional costs. Additional fees may be assessed as new programs are developed. These fees will be kept to a practical minimum.

Special fees and charges may be added as necessary and as approved by the board of trustees.

It is the policy of CCC to revoke check writing privileges to persons from whom we have received more than three returned checks.

Students participating in commencement ceremonies must purchase graduation regalia (cap and gown) from the college bookstore.

### Tuition and Fees Schedule

**TUITION**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>In-county</th>
<th>Out-of-County</th>
<th>Out-of-state</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$34.50*</td>
<td>$34.50*</td>
<td>$209.50*</td>
</tr>
<tr>
<td>2</td>
<td>$48</td>
<td>$62</td>
<td>$219.</td>
</tr>
<tr>
<td>3</td>
<td>$72</td>
<td>$93</td>
<td>$264</td>
</tr>
<tr>
<td>4</td>
<td>$96</td>
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</tr>
<tr>
<td>5</td>
<td>$120</td>
<td>$155</td>
<td>$396</td>
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<td>6</td>
<td>$144</td>
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<td>$462</td>
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<td>7</td>
<td>$168</td>
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<td>8</td>
<td>$192</td>
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<td>$341</td>
<td>$726</td>
</tr>
<tr>
<td>12</td>
<td>$288</td>
<td>$372</td>
<td>$792</td>
</tr>
<tr>
<td>13</td>
<td>$312</td>
<td>$403</td>
<td>$858</td>
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<td>14</td>
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<td>17</td>
<td>$408</td>
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<td>$1,122</td>
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<td>$432</td>
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<td>$1,188</td>
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<tr>
<td>19</td>
<td>$456</td>
<td>$589</td>
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</tr>
<tr>
<td>20</td>
<td>$480</td>
<td>$620</td>
<td>$1,320</td>
</tr>
<tr>
<td>21</td>
<td>$504</td>
<td>$651</td>
<td>$1,386</td>
</tr>
</tbody>
</table>

*Includes minimum tuition required by law.

**OTHER FEES**

Other fees are applied as required regardless of residency.

**Per Semester**

- Student records fee ................................. $2.00
- First Enrollment
  - student ID fee** .................................. $2.00
  (replacement cards cost an additional $2 each)

**Other Fees**

- Lab fees*** ........................................... $0.00-24.00 per lab
- Audit fee** .......................................... $25 per course
- Credit by exam fee** ................................. $30 per course
- Late registration fee** ............................. $10.00
- Returned check fee ................................. $20.00

**non-refundable**

***some physical education classes have higher fees

**Note:** Firefighters qualifying for a tuition and lab fee waiver are required to pay the $9 per credit hour building use fee.

**Note:** Valedictorians qualifying for a tuition waiver are required to pay the $9 per credit hour building use fee.

**Note:** Veterans qualifying for a tuition and fee waiver are required to pay the $50 per credit hour student activity fee.

**Note:** Fees for continuing education courses can be found in the current Continuing Education Schedule of Classes.

**Senior Citizen Reduced Tuition**

Students age 55 and older by the first class day of the semester are eligible to pay a reduced tuition as follows:

- Age 55-64 .............................................. $10.00 per credit hour for tuition and building use fee; other fees will be charged as above.
- Age 65 & Older ...................................... Six credit hours per semester are free on a space available basis; student must pay building use fee; other fees will be charged as above.

---

**COST PER CREDIT HOUR EXAMPLE**

In addition to tuition, each credit hour cost includes the following fees:

- Building Use Fee $9 and Student Activities Fee $.50.

<table>
<thead>
<tr>
<th>Per Hour</th>
<th>In-County</th>
<th>Out-of-County</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$14.50</td>
<td>$21.50</td>
<td>$56.50</td>
</tr>
<tr>
<td>Bldg. Use Fee</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
</tr>
<tr>
<td>Student Activities</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
</tr>
<tr>
<td>Total</td>
<td>24.00</td>
<td>31.00</td>
<td>66.00</td>
</tr>
</tbody>
</table>
Adding/Dropping Courses

Any change in a student's class schedule may be made by telephone (during Telephone Express registration) or by submitting an Add/Drop form to the Admissions and Records office, when TE is not available. Students may add available classes prior to the third class hour. Students may withdraw from a course with a grade of "W" through the end of the 12th class week during a regular (16-week) term, through the end of the fourth week in a short (five-week) summer term, through the end of the seventh week in a long (10-week) summer term, and through the end of the second week in Maymester or Winter Semester. (Contact the Admissions and Records Office for withdrawal deadlines for other terms.)

Students who are enrolled in a developmental course for TASP purposes may not drop or withdraw from their only developmental course unless they completely withdraw from the college. For information, see the Dean of Developmental Education. International students and students receiving financial aid or veteran's assistance should see the appropriate college official before dropping or withdrawing. See "Withdrawal from the College," page 18, for exact procedures.

Students should contact their professors prior to initiating a drop or withdrawal. A student who discontinues class attendance and does not officially drop or withdraw from the course will receive a performance grade.

Auditing Courses

Registration to audit a course will be permitted as long as a credit student is not displaced from the class as a result of the audit. Requests for audit are processed during late registration and the add/drop period only. Registered students may not change to audit status. Audit students may change to credit status prior to the term's census date. An audit student is subject to the usual registration process. Tuition and fees for an audit are included in the tuition and fees schedule. Since state funding is not received for audits, a special non-refundable audit fee is assessed in addition to tuition (see page 12).

Students who are auditing classes will not receive grades or credit for the course, but the transcript will indicate that the course was audited. Students who are auditing classes will not be required to take tests; however, participation in regular class activities is expected. Foreign language classes may not be audited. (The Continuing Education Department offers foreign language classes. See the current Continuing Education Schedule of Classes).

Class Attendance

Regular classroom attendance is expected of all students. Classroom attendance requirements are determined by professors; therefore, a student should ascertain each professor's attendance policy on the first day of the class.

Students who receive Veteran's Administration educational benefits must conform to attendance and academic standards as established by the
Veteran’s Administration and college policy. Information concerning requirements for attendance, satisfactory progress, certification of benefits and all other questions affecting veteran students may be obtained from the director of financial aid/veterans affairs. It is the veteran student’s responsibility to determine and conform to college policies affecting veterans.

**RELIGIOUS HOLIDAYS**

In accordance with Section 51.911 of the Texas Education Code, CCC will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. Students are required to file a written request with each professor within the first 15 days of the semester to qualify for an excused absence. A copy of the state rules and procedures regarding holy days and the form for notification of absence from each class under this provision are available from the Admissions and Records Office.

**GRADING SYSTEM**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>IP</td>
<td>In-Progress</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>0</td>
</tr>
<tr>
<td>Z</td>
<td>No grade reported</td>
<td>0</td>
</tr>
</tbody>
</table>

4 grade points per credit hour; not computed toward cumulative GPA or cumulative hours.

**ASSOCIATE DEGREES**

Students may earn an Associate of Arts degree or an Associate of Science degree. Students may also earn an Associate of Applied Science degree and certificates. See pages 36-91 for specific degree plans. To graduate, students must complete a minimum of 18 credit hours at CCC and satisfy all other degree requirements. Non-traditional and developmental course credit does not meet this residency requirement.

Candidates for an associate's degree should submit an application for graduation no later than the deadline established for that semester.

**SUMMER GRADUATES**

Students with six hours or less remaining toward completion of an associate’s degree may participate in the current year’s graduation ceremonies provided they are pre-registered for the appropriate summer courses. Students planning to complete graduation requirements during a summer session and participating in graduation ceremonies must file for graduation by the preceding spring semester deadline. Otherwise, summer graduates may participate in the following year’s ceremonies.
CERTIFICATE PROGRAM

Students obtaining certificates containing 18 hours or less must complete course work in residence at CCC. Petitions for transfer credits into certificate programs containing 18 hours or less may be made to the division dean through the degree plan coordinator. Certificates will be awarded upon completion of program requirements. Students earning certificates may participate in commencement ceremonies.

HIGH ACADEMIC ACHIEVEMENT

All students who complete 12 or more quality credit hours during a regular (16-week) term with a current 3.5 GPA or above qualify for the Dean's List.

All students who complete 12 or more quality semester hours during a regular (16-week) term with a current 4.0 GPA qualify for the President's List.

INCOMPLETE GRADES & CONTRACTS

Incomplete contracts must be agreed to and signed by the involved student, professor and appropriate division dean at the close of the term in order for a grade of "I" to be assigned. The contract must define the exact requirements the student is to meet to achieve a performance grade. Requirements of incomplete contracts must be completed as specified in the contract, but by no later than the end of the following 16-week term. The contract may state that if the work is not completed as specified, the grade will be changed to a performance grade based on the quality and amount of work completed. If no performance grade is specified on the contract and the contract is not fulfilled, an "I" will remain on the permanent record.

NON-TRADITIONAL COLLEGE CREDIT (NTCC)

Various credit options enable persons who have acquired knowledge and skills in non-traditional ways to demonstrate academic achievement. Credit may be given for college-level experience as demonstrated by acceptable test results regardless of the means by which the knowledge was acquired, except for college credit that has been previously granted. Students may also receive credit for some previous military training. Please note that a fee for test administration and transcript recording will be assessed. Without special permission from the vice president of instruction, no more than 18 hours of NTCC may be counted toward a degree.

For additional information regarding CLEP examinations, advanced placement tests, the Customized Articulation Program, Tech Prep, armed forces credit and credit for the completion of the Certified Professional Secretaries examination, contact the director of testing or the Admissions and Records Office.

ADVANCED PLACEMENT TESTS OF THE COLLEGE BOARD (AP)

Beginning freshmen who have received college-level training in secondary schools and who present scores of three, four or five on the appropriate Advanced Placement Examination will be granted, on request, placement and credit for comparable courses at the college following the completion of six semester hours at the college. For more information contact the director of testing.

ARMED FORCES CREDIT

In addition to using credit earned at other institutions to achieve advanced placement at the college, students may also receive such standing by presenting evidence of having satisfactorily completed a program of military training for which equivalent college credit may be given in accordance with the American Council on Education Standards and Recommendations. Armed Forces credit is evaluated by the degree plan coordinator.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Most public supported colleges and universities have agreed to accept as transfer credits all CLEP credit granted by regionally accredited institutions using the criteria below. Students planning to use CLEP credit to meet degree requirements at other institutions should check the requirements of the receiving institution. CLEP General Exams are not evaluated for credit at CCC. CCC uses these criteria for CLEP Subject Examination evaluation:

1. CLEP credit shall be recorded on transcripts so as to be clearly recognized as credit earned by examination (CR) rather than through residence course work.
2. CLEP credits shall not be granted if they duplicate credits for courses already completed.
3. Credit is awarded for CLEP Subject Examination scores at or above the 70th percentile. Official score reports should be sent to the director of testing.
4. A $10 non-refundable fee will be charged for each CLEP examination in addition to the required fee for the CLEP examination.

CREDIT BY EXAM (DEPARTMENTAL EXAMS)

Credit for some courses may be granted upon successful completion of a comprehensive examination over the content of the course. A non-refundable fee is charged for each course examination. Students must be currently or previously enrolled or have earned credit at the college to receive credit by examination. Students may not request credit by examination in courses for which they are currently enrolled. Credit by examination may be attempted only once for any given course. The student must score at or above 70 percent to receive credit for the course. Some credit by examination may require portfolio review.
OUTSIDE AFFILIATIONS

All learning experiences undertaken in affiliation with outside agencies are under the control and supervision of a faculty member or clinical coordinator at CCCC.

PORTFOLIO REVIEW FOR CREDIT

If a credit by exam requires portfolio review before credit is awarded the students must follow the steps outlined below:
1. Student must pick up institutional credit by exam/portfolio review form from the director of testing at Spring Creek Campus.
2. Contact one of the full-time faculty in the discipline for an appointment to review the student's portfolio.
3. The professor will review the portfolio to see if the coursework meets all the course requirements for which the student seeks credit.
4. If the student’s portfolio meets or exceeds the competencies, then the professor will complete the credit-by-exam form and will send the student to the director of testing.
   If the student's coursework does not meet the competencies, he/she will be advised to take the course.

STUDENT RECORDS

PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the registrar. Students should submit to the registrar a written request which identifies as precisely as possible the record or records he or she wishes to inspect. Contact the registrar for procedures on students’ rights of inspection, review, and correction of educational records.

DISCLOSURE OF EDUCATION RECORDS

CCCC will disclose information from a student’s education records only with the prior written consent of the student, except with regard to the law that provides for disclosure without consent as indicated below:
1. To school officials who have a legitimate educational interest in the records.
2. To other schools.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before Nov. 19, 1974.
6. To organizations conducting certain studies for or on behalf of the college.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. As it relates to directory information, unless the student restricts directory information.
12. To the student.

DIRECTORY INFORMATION

Directory information may be released to the general public without the student's consent. Directory information is defined as:
1. Student name
2. Student address
3. Telephone listing
4. Date and place of birth
5. Major field(s) of study
6. Participation in officially recognized activities and sports
7. Weight and height of athletic team members
8. Dates of attendance/enrollment
9. Most recent previous educational institution attended
10. Degrees and awards received

A student may request that directory information be withheld from the public by completing and filing a request with the Admissions and Records Office. This request should be submitted during the first twelve days of class of a regular semester, or prior to the census date of the current semester. If no request is filed, directory information will be released upon inquiry. Filed requests are valid until revoked by the student.

Directory information is the only part of a student's record that may be released without the student's prior written permission, except with regard to the law that provides for disclosure without consent.

REPEATING COURSES

Courses that may be repeated for credit more than one time are specified in the course description. Otherwise, courses may be repeated for the purpose of improving grade point average (GPA) only one time without permission from the appropriate academic administrator. Only the grade and credits earned in the most recent course repeated will be used in computing the grade point average and applied toward degree or program requirements. Grades of all courses taken will be recorded on the student's transcript.

Veterans should consult the director of financial aid/veterans affairs before repeating any course.

ACADEMIC STANDARDS

In order to encourage students to make progress towards their goals, the college has established minimum standards for satisfactory academic progress. After completing 18 quality hours, all students must maintain a minimum 2.0 cumulative GPA to be in good standing. Quality hours refer to the number of college-level hours a student completes at CCCC, excluding developmental, non-traditional and transfer work. These quality
hours are used in calculating a student's GPA at CCCC.

Students who do not earn at least a 2.0 cumulative GPA will be placed on one of the following six academic actions:

1. Academic Warning
2. Academic Probation
3. Continued Enrollment on Probation
4. Academic Suspension
5. Second Suspension
6. Academic Dismissal

Students placed on any academic action, with the exception of academic warning, will be subject to Students on Academic Action Program (SOAAP).

ACADEMIC WARNING

Students with less than 18 cumulative quality hours at the college who have not earned a minimum 2.0 cumulative GPA will be placed on academic warning. Students on academic warning will receive written notification of their status each regular semester. Students on academic warning should seek advisement prior to continued enrollment; however, no registration restrictions apply.

STUDENTS ON ACADEMIC ACTION PROGRAM (SOAAP) PROCEDURE

Academic Probation

Students accumulating 18 or more quality hours with less than a 2.0 cumulative GPA at the college will be placed on academic probation and notified in writing of their probationary status. Students on academic probation will be required to obtain the signature of the advisor for academic action on their advising registration ticket prior to registration. These students are strongly encouraged to participate in SOAAP (see Consequences for Non-Participation). Students who have registered early and have been subsequently placed on academic probation should meet with the advisor for academic action prior to the end of the add/drop period.

Continued Enrollment on Probation

Students may enroll for classes while on academic probation as long as they earn a 2.0 or better grade point average for the current semester. Students on probation must see the advisor for academic action prior to registration and will not be eligible for the registration signature waiver option. Students on continued enrollment on probation are strongly encouraged to participate in SOAAP (see Consequences for Non-Participation). Students will be removed from academic probation when their cumulative GPA is 2.0 or better.

Academic Suspension

Students on probation who earn less than a 2.0 GPA for the semester will be placed on academic suspension. Students on academic suspension are required to participate in SOAAP if they petition for re-enrollment for the next regular semester following the semester in which they were placed on suspension (see Consequences for Non-Participation). Students may, however, petition for special permission to re-enroll.

Students who register early, through TES, and are subsequently placed on suspension may be administratively withdrawn unless they petition for continued enrollment. Suspended students who petition and are granted permission to re-enroll must participate in SOAAP (see Consequences for Non-Participation). Guidelines for re-enrollment are established by the Academic Progress Task Force. The Students on Academic Action Program is administered by the Academic Advising Center.

Second Suspension

Students who are suspended for the second time may not re-enroll for one calendar year and are not eligible to petition for re-enrollment during that calendar year.

Dismissal

A student who re-enrolls after the second suspension will be on academic probation status and will be required to maintain a minimum of a 2.0 GPA for each semester until the cumulative grade point average is 2.0 or better. The student who does not maintain a minimum 2.0 GPA for each semester until the cumulative GPA is 2.0 or better is subject to academic dismissal from CCCC. The Academic Progress Task Force will consider appeals after a period of one calendar year.

Consequences of Choosing Not to Participate in SOAAP

A student classified as suspended will not be allowed to attend CCC the following spring or fall semester for which he or she petitions if the following two conditions exist:

1. The student did not participate in SOAAP as required.
2. The student is placed on suspension a second time.

The student must remain out of college for the required period of time as stated in the college catalog.

A student classified as probation, continued probation or any level of suspension who does not participate in SOAAP risks being denied re-admission to the college. A student's choice not to take part in SOAAP weighs heavily in the decision to accept or not accept the student petition for re-enrollment. Non-participation is viewed as a lack of intent to improve the student's academic progress.

VETERAN STUDENTS

Veteran students who make unsatisfactory academic progress will be reported to the Veterans Administration as being on suspension at the end of the second consecutive semester when the cumulative GPA remains below 2.0. If a non-punitive grade is assigned to a veteran and is not converted to a punitive grade within a limited period of time, this will be reported to a VA Regional Office within 30 days of issuance of the non-punitive grade, and benefits will be reduced accordingly. Students who fail to meet these academic standards of progress will jeopardize eligibility to receive financial aid and/or other benefits such as those from the Veterans Administration.
**STUDENT CLASSIFICATIONS**

- **Freshman:** A student who has successfully completed fewer than 30 quality hours.
- **Sophomore:** A student who has successfully competed 30 or more quality hours.
- **Full-time:** A student enrolled for 12 credit hours or more in a regular semester or six credit hours or more in a short summer session.
- **Part-time:** A student enrolled for 11 credit hours or less in a regular semester or three credit hours or less in a 5-week summer session.

Classification varies for courses meeting on alternative or accelerated schedules.

**STUDENT LOAD**

A full-time student load is a minimum of 12 credit hours per 16-week semester. Students taking 11 credit hours or less per 16-week semester are classified as part-time students. Full-time status during the summer sessions or accelerated sessions may vary. For clarification, see “Student Classifications” or the registrar.

Students with disabilities should contact the ACCESS office at 881-5950 for student classification/load information.

Students may, with special permission of a full-time academic adviser, enroll for more than 18 credit hours during a regular session and seven hours in a summer session. Normally, permission will not be granted unless the student has a 3.0 cumulative grade point average and plans to carry no more than 21 hours during a regular semester or nine hours or less during a summer session.

**TRANSCRIPTS**

Requests for official transcripts must be made by the student to the Admissions and Records Office. A student’s written permission must be on file in the Admissions and Records Office before transcripts are released (except for releasing to the student or another school.) To request a transcript, students may complete a transcript request form available from the Admissions and Records Office, or send a signed request letter addressed to the Admissions and Records Office.

**VETERANS’ CERTIFICATION**

Veterans wishing to enroll and receive benefits should contact the director of financial aid/veterans affairs. In order to receive benefits, veterans must maintain satisfactory progress as stipulated by the Veterans Administration and college policy. All prior credit earned through civilian or military education must be submitted to the degree plan coordinator for transfer evaluation.

**WITHDRAWAL FROM THE COLLEGE**

Students may withdraw with a grade of "W" through the end of the 12th week during the regular (16-week) semester or the end of the fourth week during the short summer session, by completing a form in the Admissions and Records Office. Students may also withdraw from the college by sending a written request for such action. The request must include the student’s signature and the student’s address, social security number, phone number(s), and course names and numbers. The date postmarked on the envelope will be the official withdrawal date. Students should contact their professor prior to initiating a drop or withdrawal. Withdrawal from the college should be student-initiated.

Students who are enrolled in a developmental course for TASP purposes may not drop/withdraw from their only developmental course unless they completely withdraw from all college courses. A student who discontinues class attendance and does not officially withdraw will receive a performance grade for the course. Students who do not attend/participate in TASP required remediation may be administratively withdrawn from all courses with no refund.
ACADEMIC ADVISING

Academic advising is an integral component of each student's success at CCCC and is an on-going process at the college. Any prospective student interested in talking with an adviser should contact the Academic Advising Department located within the Student Development Center at either campus. New students are advised through the Academic Advising Department prior to their first registration at CCCC.

Students are strongly encouraged to meet with an academic adviser each semester to prepare and update their degree plans and evaluate their academic progress.

Academic advising in the Student Development Center offers:

- Assistance for undecided and new students in selecting a field of study
- Facts about classes and programs
- Assistance with registration as a CCCC student and adjustment to college
- Information about academic requirements
- A source of information about procedures involving dropping a class, appealing grades, registration, etc.
- A place to start when seeking to establish a degree plan; and
- Transfer information for those planning to attend a four-year institution (Transfer Lab)

ACCESS

ACCESS (Accommodations at Collin County for Equal Support Services) is a comprehensive accommodation program for all CCCC students. Following ADA guidelines and Section 504 Rehabilitation Act of 1973, reasonable accommodations for students with disabilities are provided. Students with disabilities are encouraged to make an appointment with ACCESS at least one month prior to the beginning of classes. Services include: interpreters, notetakers, readers and test assistants. Students may obtain referral lists for tutors.

A licensed educational diagnostician conducts psychological evaluations for students requesting them. Results are evaluated and recommendations are made.

The ACCESS office is located at SCC/G200. Please contact this office for services on all campuses.

ARTICULATION AND TRANSFER

A transfer lab is available to students on all three campuses located in the Student Development Center. The Transfer Lab has materials that help students transfer courses and/or programs from CCCC to four-year institutions. Check the Transfer Lab for up-to-date information on other institutions.

- Students are encouraged to meet with an adviser
- Four-year institutions determine courses which will be required for degrees. Check the appropriate catalog for current degree plans
- Some courses are designed for job entry and career preparation and may not meet degree requirements
• Courses in developmental education and some courses in human development are designed for individual skill and personal improvement and generally will not transfer to a four-year institution.
• Check the specific college catalog for admission, housing, scholarship and financial aid deadlines.

When duplicating (repeating) a course at CCC, check with the receiving institution on their policy for accepting course duplications.

RESOLUTION OF TRANSFER DISPUTES

CCCC works closely with other institutions to make the transfer process as smooth as possible. The Texas Higher Education Coordinating Board has established procedures to be followed when transfer credit for lower division courses is disputed. The individual courses covered by this procedure are defined by the Coordinating Board’s guide entitled “Transfer of Credit Policies and Curricula.”

Resolution of Transfer Disputes for Lower-Division Courses

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

The Commissioner of Higher Education or the commissioner’s designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

A complete copy of the guide, including definitions, and Transfer Dispute Resolution Forms are available at CCC from the director of articulation and transfer (881-5757) and the vice president of instruction (881-5801).

GUARANTEE FOR TRANSFER CREDIT

CCCC guarantees to its students, who have met the requirements of selected “Transfer Guides,” the transferability of course credits to those Texas colleges and universities that participate in the Guarantee for Transfer Credit program. If such courses are rejected, the student may take tuition-free alternate courses at CCC that are acceptable to the four-year institution. Special conditions that apply to the guarantee program are available on request.

This guarantee is designed for CCC students who have made firm decisions about their major and the institution to which they plan the transfer. CCC has worked with several Texas institutions to make transfer guarantees possible. Students should contact the director of articulation and transfer for further information.

“NEXT STEP” TRANSFER PROGRAM

“Next Step” is a program designed to assist students’ transition from CCC to four-year institutions by providing the following:

• List of course equivalences for CCC and four-year institutions
• Information on transfer of credit
• Directory listing addresses and phone numbers for four-year institutions
• Course and program transfer guides
• Library of catalogs for both out-of-state and Texas colleges and universities
• Degree plans for four-year institutions

It is the responsibility of the student to check with the college or university to which they wish to transfer for all requirements. The student should know admissions requirements, specific department requirements, deadlines and courses that will satisfy a specific degree.

DUAL OPPORTUNITIES AGREEMENTS

Collin County Community College (CCCC)/Dallas County Community College District (DCCCD):

Collin County residents may enroll in select technical programs offered by the DCCCD at in-county tuition rates. Likewise, Dallas County residents may enroll in select technical programs offered by CCC.

Collin County Community College (CCCC)/Grayson County College (GCC):

CCCC and GCC have agreed to offer a select number of programs in a 1 + 1 arrangement. The 1 + 1 program allows students to enroll in prerequisite courses at CCC and transfer to GCC to complete study within selected majors. For more information contact the Academic Advising Department.
Assessment and Testing Services

Testing Centers are located on all campuses for basic skills testing, proctoring and national testing. CCC is an official testing site for the SAT, ACT and Texas Academic Skills Program (TASP).

TASP–Texas Academic Skills Program

In an effort to ensure that all students pursuing higher education have certain basic skills, the State of Texas has enacted legislation which requires the following:

The Texas State Education Code requires that all students “who entered public institutions of higher education in the fall of 1989 and thereafter be tested. TASP is a test in reading, writing and mathematics that is required of all students seeking a college degree or certificate within nine or more semester credit hours or general education courses (as defined by the Southern Association of Colleges and Schools), at a public college in Texas.” If you are pursuing a certificate in a program with less than nine semester credit hours of general education courses, you may request TASP Waived (not required) status by contacting the TASP office. You do not have to take TASP if you have completed three college-level hours prior to fall of 1989. Transfer students with fewer than 60 semester credit hours or the equivalent and non degree seeking students who have not previously taken the TASP must take the test in the semester in which they accumulate their ninth college level hour at a Texas public institution. All students seeking teacher certification will be required to take TASP Performance on TASP will not be used as a condition for admission to CCC.

In addition, students may seek exemption from TASP based on a composite ACT score of 26 or higher (with individual math and English scores of no less than 22), as of April 1995 and thereafter: re-centered SAT scores of 1180 (combined with a minimum of 550 on the mathematical and verbal tests each), prior to April 1995: original scale scores of 1090 (combined with a minimum of 530 on the mathematical test and 470 on the verbal test), or TASP scale scores of 1780 on the writing test and a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test. ACT and SAT scores can be no more than five years old. TASP scores can be no more than three years old.

Students may continue to take and accumulate lower division courses past the 60 hour limit, but will be unable to graduate with a degree or eligible certificate until they have passed the TASP test. Until TASP is successfully completed, continuous remediation is mandated. New students will be required to furnish the college with necessary proof regarding TASP status. The test fee will be paid by the student.

Note For specific current information about TASP and CCC’s testing, contact the director of Testing. Please note that, in addition to the state test, the college requires new students to be assessed in reading, writing and math for diagnostic and course placement purposes. All students who wish to enroll in any English or mathematics courses must be assessed for proper course placement. Developmental classes and tutorial assistance are available for students who need or want this support. Transfer students must provide documentation of TASP status. Documentation may be in the form of official TASP score reports or official transcripts.

Students requesting exemption from TASP should provide the Admissions Office with documentation of at least three hours of college-level credit earned prior to Sept. 1, 1989. Documentation may include:

- an official transcript (college, university, trade, foreign university or military);
- an official score report (AP, CLEP, DANTES).

Basic Skills Assessment

Basic skills assessment is the process each student must complete to identify strengths and/or weaknesses in the following areas:

- Reading
- English as a Second Language
- Writing
- Mathematics

Basic skills assessment in reading is required for all first-time students. Students who wish to enroll in any of the following courses must be assessed.

- English: English 0300, 0305, 0315 and 1301.
- English as a Second Language classes.
- Mathematics: Math 0302, 0305, 0310, 1314, 1316, 1324, 1332, 1342, 1342, 2312. Other assessments may be required based upon faculty and advisor recommendations.

Developmental Mathematics Assessment Policy

All students enrolling in mathematics courses are required to participate in assessment or show proof of prerequisites (a transcript validating that the prerequisite course has been passed within the last three years). A student may be placed in the developmental mathematics sequence (Math 00, 0302, 0305, 0310) by scores on Test I, II or III. A student is allowed to take the assessment twice before the mathematics entry level is established prior to enrollment that semester. If a student decides not to enroll in a mathematics course during the semester of assessment, the student may retain this assessment score for one year, or may reassess prior to the beginning of the semester when enrollment is planned. However, once a student has been placed in the proper course and has enrolled in the developmental mathematics sequence of courses, the student must continue from the point of entry through Math 0310 before enrolling in a college level math course. Any exceptions require approval from the dean of Developmental Education.

English as a Second Language

Students who are interested in taking English as a Second Language (ESL) as a non-credit course through Continuing Education must first take the CLOZE Test in the Testing Center. Students who are interested in taking ESL courses as a credit course must first take the ESL Assessment. Students are placed in the appropriate course based on scores earned on the assessment. Please see the current schedule of classes for dates and times of the testing session(s).

Generally, assessment results are valid for one year. The results of the basic skills assessment guides the advisor and student in proper course
ASSOCIATION PRIOR TO TASP

Students required to participate in TASP (see "Texas Academic Skills program," page 21) must take TASP in the semester they accumulate nine or more hours of college-level course work. If students have earned nine or more college-level credit hours at the end of a given semester, they must take TASP before they will be eligible to enroll in college-level courses at any Texas public institution of higher education. For most students, this will mean taking TASP in their first semester. TASP registration bulletins are available from the Testing Centers and Information Centers at CCCC.

Passing scores for the TASP in their first semester. TASP registration bulletins are available from the Testing Centers and Information Centers at CCCC.

Passing scores for the TASP are:
- Reading 230 (beginning with the September 16, 1995 test)
- Mathematics 230 (beginning with the September 16, 1995 test)
- Writing 220

OTHER TESTING SERVICES

The Testing Center also offers an extensive testing program in the following areas:
- Certified Professional Secretaries Examination
- CLEP – College-Level Examination Program
- ACT – American College Testing Program
- ACE – Automechanics Certification Examination
- SAT – Scholastic Aptitude Test
- PEP – ACT Proficiency Examination Program
- Credit By Exam Subject tests designed by CCCC faculty
- Correspondence Testing (A fee of $20 is required for test administration)
- International Society of Certified Electronics Technicians (ISCET)
- PCC Certification
- MCAT – Medical College Admissions Test
- MECP – Mobile Electronics Certification Program

CCC codes for these tests are shown below.
- CLEP (Spring Creek Campus) 1951
- ACT (Central Park Campus) 4046
- ACT (Spring Creek Campus) 4209
- SAT (Central Park Campus) 44-646
- SAT (Spring Creek Campus) 44-702
- TASP (Central Park Campus) 137
- TASP (Spring Creek Campus) 138

Students requiring more information on the above programs should contact the director of testing.

Career Services offers a variety of services to enhance the career planning and exploration process. Four major steps have been outlined to assist students in making career decisions and completing the job search process. These services are FREE to students and many are available to members of the community at a nominal charge.

Step One: Self Assessment

What are your work values, interests, abilities and how do they relate to careers? What school subjects appeal to you? How do you spend your free time? What are your hobbies? What did you enjoy about your previous jobs? What skills do you possess and what careers use these skills? How do all of the above relate to career choices?

Self Assessment is the first step in choosing a career path. Career Services offers the following resources:
- Career Assessments: Myers-Briggs, COPES, COPS
- SIGI Plus (System of Interactive Guidance and Information)
- "Discover" Computerized Career Guidance Program. (This program is available on interactive CD-ROM at the Preston Ridge Campus.)
- Self-Directed Search (SDS)

These assessments are available in Career Services by appointment. Professional interpretations are available, by appointment, once the assessments are complete.

Step Two: Know the Career Fields

In Step Two you will investigate career fields and explore specific jobs as they relate to your self-assessment. Career Services maintains a Resource Library which has a variety of books, computerized programs, videos, and manuals.
- Resource Library
- Guidance Information System (GIS)
- "Discover"
- Career Visions Program
- Internship Program
- Annual Career Fair
- Workshops and Seminars

Step Three: Know the Job Market

Career Services offers books and handouts which track current trends in job availability. Handouts containing information on area placement agencies, human resource departments, and job listings are also available. Placement assistance is provided to currently enrolled students with positions available both on-campus and off-campus. See job listings for current openings.

Step Four: Prepare and Market Yourself

To help you prepare for entry into the job market, Career Services offers word processing programs and a laser printer by appointment, resume critiques, interview coaching, and videotaped interviews.
Also available are handouts on:
- Cover Letters
- Resumes
- Interviewing
- After the Interview

Technical Career Advisor

Career Services provides a Technical Career Advisor for Associate of Applied Science majors and students who are enrolled in a certificate program. Contact the Technical Career Advisor for advisement, job search assistance or to enroll in the Job-Seeker Database.

Please contact Career Services at Central Park Campus (A 108, 548-6747), Spring Creek Campus (G103, 881-5781) and Preston Ridge Campus (F 135, 377-1781) for additional information.

GUARANTEE FOR JOB COMPETENCY

Graduates of the Associate in Applied Science (AAS) degree program or recipients of a Certificate of Proficiency, who are judged by their employer to be lacking in technical job skills identified as exit competencies for their specific degree program, will be provided up to nine tuition-free credit hours of additional skill training by CCCC. Special conditions that apply to the guarantee are as follows:

1. The graduate must have earned the AAS degree or Certificate of Proficiency beginning May 1993, or thereafter, in a technical, vocational or occupational program identified in the college's general catalog.
2. The graduate must have completed the AAS degree at CCCC with 45 hours in residence, and must have completed the degree within a five-year time span. All coursework for the certificate must have also been completed at CCCC within a five-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 appropriate division dean.
4. Employment must commence within six months of graduation or certification.
5. The employer must certify, in writing, that the employee is lacking entry-level skills identified by CCCC as program exit 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 members 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 complete 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, 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 program can be initiated by employer or graduate by a written request to the vice president of instruction within 90 days of the graduate's initial employment. For more information, please contact the director of career services.

COUNSELING SERVICES

PERSONAL COUNSELING

The college's counseling program is designed to support and assist students who have personal issues which impact their college experience. The college is aware of the interaction between personal development, emotional wellness and success in academic pursuits. Therefore, Counseling Services offers accessible assistance in the areas of therapeutic intervention, prevention and support. Staffed by licensed Professional Counselors and supervised interns, Counseling Services provides individual personal counseling, facilitates various support groups, sponsors personal growth seminars and encourages awareness of issues of concern to both traditional and non-traditional students.

Counseling addresses issues which include:
- Crisis intervention
- Depression
- Stress management
- Anxiety
- Relationships
- Life transitions
- Alcohol and other drugs
- Eating disorders
- Trauma recovery
- Assertiveness
- Grief issues

The counseling program is designed to offer crisis intervention, solution-oriented therapy, assessment, and referral services. The counseling staff adheres to ethical and legal standards and does not discuss with the counseling center is confidential. There is no fee charged to students for counseling services. For additional information or assistance with counseling concerns, call 881-5779, 548-6770, or 377-1771.

PROMISE PROGRAM

The PROMISE Program is available to assist displaced homemakers/single parents in coping with major life transitions due to separation, divorce, widowhood, spousal disability or single parenthood. The PROMISE Program provides comprehensive support services aimed at helping the displaced homemaker/single parent to re-enter the work force and to contribute fully to the well-being of their family and community.

The program provides services that include:
- Vocational training and educational advancement
- Vocational assessment and career counseling
- Personal counseling (individual and group)
- Life skills workshops
- Educational assessment
- Information and referral to social service agencies
- Job readiness and re-employment preparation
- Support network and support groups
- Textbook lending library

Please call the PROMISE Program for more information at 548-6851, 881-5791, ext. 6851 or 881-5126.
As a service to CCCC students, the Financial Aid Office administers a financial aid program which includes scholarships, grants, loans, and part-time employment. Financial aid officers are trained to assist students in realizing their goals.

A primary purpose of the college’s financial aid program is to provide assistance for students who otherwise might find it difficult or impossible to attend college. All students are encouraged to apply for financial aid. CCCC does not award federal grants, loans, or work-study to students with a bachelor’s degree. Students should not withdraw from college for financial reasons without the need for collateral. The federal government the greatest amount of financial need (range: $200-$2,000/year).

FINANCIAL AID PROGRAMS - FEDERAL ASSISTANCE

Federal Pell Grant

Eligibility for the Pell Grant is based on the financial strength of the student and/or the student’s family as well as the student’s enrollment status (range: $400-$2,440/year).

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG provides assistance for eligible students who show financial need and are making satisfactory progress toward their educational goal. Priority consideration is given to students demonstrating the greatest amount of financial need (range: $200-$2,000/year).

Federal Work-Study (FWS)

Students demonstrating financial need may be considered for the work-study program. Students are employed to work at various jobs on campus or at other district sites. They are allowed to work to earn the amount that is designated in their award package (range: $1,360-$2,880/year).

Federal Stafford Loan Program

This program permits a student to borrow money from a commercial lending agency without the need for collateral. The federal government guarantees repayment of the loan and pays interest on the subsidized amount borrowed until six months after the student graduates or ceases to be at least a half-time student. Eligibility is based on financial need; but for periods of enrollment beginning on or after October 1, 1992, students can get a Stafford loan regardless of need; that is, regardless of their or their family’s income. Variable interest rates are set each fiscal year but not higher than 9 percent. Students can borrow $2,625 for the first year of completion in their program of study. During the second year, the student may borrow $3,500.

Federal PLUS Loans

Federal PLUS Loans are for parents who want to borrow money to help pay for their children’s education. The loan provides additional funds for education expenses. Like Federal Stafford Loans, HLS Loans are made by a lender such as a bank, credit union, or savings and loan association. Credit rates will vary. Parents may borrow up to the cost of education less resources and aid.

FINANCIAL AID PROGRAMS - STATE ASSISTANCE

Texas Public Education Grant (TPEG)

The TPEG program is a state financial aid program designed to assist students attending state supported colleges. Students must show financial need and be making satisfactory progress toward their educational goals. The actual amount of the grant will vary depending on the availability of funds to the college, the student’s family financial condition, and other financial aid that the student may be receiving (range: $200-$2,000/year).

Texas Public Education - State Student Incentive Grant (TPEG-SSIG)

The TPEG-SSIG is a state program that bases grants on the financial need of the applicant. Eligibility is determined by the college and is based on the student’s family financial condition, and other financial aid that the student may be receiving (range: $200-$1,000/year). See the Financial Aid Office for more information.

ADDITIONAL FINANCIAL AID INFORMATION

Many of the financial aid programs listed are under constant state and federal review and are subject to change.

Students may apply for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available in the Financial Aid Office and most high school counseling offices. Financial aid priority deadlines are as follows:

- Fall semester: June 1
- Spring semester: November 1
- Summer terms: March 1

INSTITUTIONAL POLICY OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Federal law requires that to receive financial aid, students must make satisfactory progress in their course of study. CCCC requires the following standards:

Grade Point Average (GPA) Requirements:

1. A student must maintain a 2.0 GPA for each semester or the combined summer sessions for which an award is approved.

2. A transfer student from a college outside of the district must have a cumulative 2.0 GPA as evidenced by an official academic transcript.

3. All transfer students or new applicants with less than a 2.0 GPA will be allowed to be awarded financial aid under the following conditions listed below:
   a. Student must complete 12 hours and maintain a 2.0 GPA of the last 12 hours at CCCC before financial aid is granted.
   b. Student will be granted one semester on probation if Section 3a above is fulfilled.
Completion Requirements

1. A student enrolled full-time (12 credit hours or more) must complete a minimum of 9 credit hours for any semester or the combined summer sessions for which funding is received.
2. A student enrolled in 6 to 11 credit hours must complete a minimum of 6 credit hours for any semester or the combined summer sessions for which funding is received.
3. A student who is enrolled in 1 to 5 credit hours in any semester or combined summer sessions must complete all attempted credit hours.
4. An "IP" or "I" in developmental courses will not satisfy the completion requirements.
5. Developmental courses will be included to determine the financial aid student's GPA and completion requirements.
6. A student who fails all of his/her courses within a semester or term or withdraws from all classes will be immediately suspended from financial aid the next semester or term enrolled at CCC.

Failure to Meet the Standards of Academic Progress

In the following provisions, probation or suspension means financial aid probation or suspension, not academic probation or suspension.
1. Following the first semester in which the above standards of academic progress are not met, the student will be placed on probation and will be notified of that status.
2. If the student's current GPA is at least 2.0, but his/her cumulative GPA is below a 2.0, aid will be awarded on an extended probationary status.
3. 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.
4. During the first period of suspension, the student must enroll at least half-time for one semester at CCC, pay the expenses related to that enrollment, and maintain the standards of academic progress to re-establish eligibility for financial aid.
5. If failure to meet satisfactory progress results in a second suspension from financial aid, the student must enroll at least half-time for the equivalent of two semesters at CCC, pay the expenses related to that enrollment, and maintain the standards of academic progress to re-establish eligibility for financial aid.
6. Following any period of suspension, the student will again be eligible for funding on a probationary basis for one semester or combined summer sessions.
7. If failure to meet satisfactory progress results in a third suspension from financial aid, no additional aid will be awarded. Exceptions may be petitioned to the Dean of Students.

Notification

A student who is placed on probation or suspension will be notified in writing.

Incremental Measurement of Progress

Academic progress of recipients will be measured three times a year following the fall and spring semesters and summer sessions.

Maximum Time Period for Completing Educational Objectives

1. Students receiving financial aid funds will be expected to complete their educational objective or course of study within a reasonable period of time. The maximum credit hour limit at CCC is 75 credit hours (including all transfer credit), excluding developmental education courses.
2. Funding beyond the maximum credit hour limit may be approved by the Financial Aid Task Force and must be based on mitigating circumstances.

Appeal Process

A student who has been denied financial aid because of a failure to meet any of the criteria of the standards of satisfactory academic progress may petition the Financial Aid Appeals Task Force by writing a letter explaining any mitigating circumstances. The Financial Aid Appeals Task Force will evaluate the petition and decide whether to award the student financial aid. The following provisions must be included in the appeal letter:
1. Clear statement of any mitigating circumstances (explain why you should be granted an exemption from the 2.0 GPA and/or 75 credit hour limit).
2. Official academic transcripts from all colleges, universities, and/or trade schools attended are required. These must be provided even if you withdrew from all classes.
3. Documentation to provide support of your appeal (for example, verification from your doctor, copy of death certificate, etc.) if applicable.
4. Letters from people to support your request (for example, instructors, counselors).
5. Information requested from Items 1 and 2 must be submitted before the Task Force will review your appeal. Items 3 and 4 are optional. The student's appeal must be submitted to the Financial Aid Office no later than the Friday before the last Wednesday of the month. The Task Force will meet the last working Wednesday of each month. The Financial Aid Office will contact students of the Task Force's decision in writing within seven working days of the scheduled meeting.

Effects on Funding

1. Certain courses not considered for funding are:
   a. Courses taken as an audit, and
   b. Courses taken outside the degree plan; however, developmental courses, if required as a prerequisite to enable a student to successfully complete a student's educational goal or TASP requirements, may be considered for funding.
2. Credit hours earned by a placement test will not be considered for funding.
3. All courses for which an "F", "IP", "F" or "W" grade is received will not be treated as completed courses.
4. Repeated courses may be considered for funding if the student received a passing grade of "D" or better when the course was first taken.
5. Financial aid may be paid for developmental courses that are prerequisites for credit courses or are mandated TASP requirements.

**FINANCIAL AID PROGRAMS - SCHOLARSHIPS**

Scholarships at CCC are generally awarded on the basis of academic achievement, need, merit, special population, or a combination of each. Scholarships are designed to encourage and assist students in pursuing academic excellence, merit, and leadership roles. All students are encouraged to apply.

**Some of the Foundation Scholarships available:**


**Athletic Scholarships:**

- Men's and Women's Basketball, Men's Baseball, Men's and Women's Tennis, Women's Volleyball.

**CCCC Departmental Scholarships:**

Music, Photography and Theatre scholarship information is located in the Foundation Office, the Financial Aid Office and on the scholarship bulletin board at the CPC, SCC, and HRC Campuses.

**FINANCIAL AID PROGRAMS - OTHER**

**Waivers**

State tuition waivers provide qualifying students with exemptions from certain tuition and fee charges in public colleges. Contact either the Financial Aid Office or the Admissions Office for additional information for a specific waiver. A few of the state waivers including the appropriate office administering the waiver are listed below:

**Financial Aid Waivers**

- Hazlewood Act
- Highest Ranking High School Graduates
- Orphans of National Guard Members
- Blind/Deaf Students
- Children of Disabled Firemen and Peace Officers
- Children of Prisoners of War or Persons Missing in Action

- Firemen Enrolled in Fire Science Courses
- Aid for Dependent Children
- Early High School Graduation

**Admissions Waivers**

- Ad-Valorem Tax
- Concurrent Enrollment
- Dual Agreement-Grayson County
- Dual Agreement-Dallas County
- Contract Training for Out of District

**Veterans Educational Benefits**

CCCC is fully approved for training of veterans under the provision of the G.I. Bill (Public Laws 346, 550, 16 and 89-358). Veterans and dependents of veterans should apply to the Financial Aid/Veterans Affairs Office before the school term begins. paperwork should be filed six weeks prior to registration, if possible. All prior credit earned through civilian or military education must be submitted to the degree plan coordinator for transfer evaluation. Veterans must maintain satisfactory academic progress. Students who make unsatisfactory academic progress will be reported to the Veterans Regional Office as being on suspension at the end of the second consecutive semester when the cumulative GPA remains below 2.0. If a nonpunitive grade is assigned to a veteran and is not converted to a punitive grade, this will be reported to the VA Regional Office within 30 days of issuance of the nonpunitive grade, and benefits will be reduced accordingly.

The college is dedicated to the total well-being of its students. Health fairs, alcohol and drug awareness programs, aerobic and other fitness courses are geared toward student wellness. Although the college does not employ a nurse or physician, first aid kits are available at the Information Center, Fitness Center, Physical Plant, Student Activities Office and division offices.

**IMMUNIZATIONS**

Due to recent measles outbreaks, the Texas State Board of Health is requesting students born after Jan. 1, 1957, confirm appropriate immunizations or immunity to the following diseases: tetanus/diphtheria, mumps, measles and rubella.

**HUMAN DEVELOPMENT**

Credit and non-credit courses and seminars are available for students wishing to enrich their development in areas such as study skills, leadership development, personal development and career planning.
involvement, and you are encouraged to join these or form new groups that meet your interests. Student Activities staff members are available to help you become involved in college programs and activities. Contact the Student Activities office (CPC/D109, 548-6788, PRC, 377-1788 and SCC/F129, 881-5788) for more information.

INVolvement in Institutional Governance

You are encouraged to become involved with institutional governance by expressing your thoughts and feelings about college policies, procedures and activities. The president, vice presidents and all college employees are interested in your ideas, opinions and suggestions.

Through participation in Student Advisory Council, representation on college task forces, participation in V.I.P. luncheons and dinners, and personal conversations with faculty and staff, you are encouraged to communicate your needs, desires and proposals for change.

In addition, you are encouraged to form relevant clubs, organizations and special interest groups to further your own interests and become involved with the college through co- and extra-curricular activities.

See the current CCCC Student Handbook for detailed information on how to get involved in student activities, student clubs and organizations and institutional governance.

StudenT CODE OF Conduct

CCCC students are both citizens and members of the academic community. As citizens and students they enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations which are theirs by virtue of this membership.

The college expects its students to conduct themselves in such a way as to reflect credit upon the institution they represent. There are two basic standards of behavior required of all students:

1. They shall adhere to college policies and municipal, county, state and federal laws; and
2. They shall not interfere with or disrupt the orderly educational processes of the college.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. For more information, see the CCCC Student Handbook or contact the Dean of Students’ Office.

StudenTs with disabilities

All campuses are accessible to all individuals with disabilities. Sign language interpreters, adaptive equipment, and academic and personal advising are provided to make college life more convenient.

The Special Needs Center, located within the Learning Resources Center, is equipped with low-vision readers, a scanner and a voice synthesized speech program on IBM-compatible personal computers.

Contact the ACCESS office, Spring Creek Campus G200, 881-5898, 881-5950/ TDD for information about CCCC’s facilities and specialized services.
BOOKSTORE

The bookstore is an auxiliary enterprise of CCC. Textbooks are selected by the faculty and ordered through the bookstore. Book prices are established by the book publishers and change at their discretion. The majority of textbooks are billed to the college at the selling price less 25 percent. Used books, sold at 75 percent of the new price, are purchased by the bookstore wherever available.

TEXTBOOK AND LANGUAGE TAPE REFUNDS

Students who change courses or select the wrong books and language tapes may return them for a refund under the following conditions.
1. Books or language tapes are returnable during the first 10 calendar days of the fall and spring semesters and the first five days of the summer semesters.
2. Students must have their original cash register receipt to receive a refund. No cash refunds given on credit card sales.
3. Students should not write in new books until they are certain they have the correct books. New books that are soiled, damaged or have been written in will not receive a full refund.
4. Books and cassette tapes in shrink wrap (plastic or vinyl packaging) must be returned unopened in the original package. Books cannot be accepted if the shrink wrap has been removed.
5. Defective books, missing pages, etc., purchased from CCC bookstores will be replaced at no charge during the semester in which they were purchased.

SOFTWARE RETURNS

Software that is unopened must be returned with original receipt no later than two weeks from date of purchase. Software that is opened is not returnable.

TEXTBOOK SHORTAGES

The bookstore makes every effort to have the required textbooks by registration week. For various reasons, there may be shortages: out-of-print or out-of-stock by the publisher, unexpected increases in enrollment, late placement of orders by the faculty, missing shipments and human error. Every attempt is made to minimize these problems.

TEXTBOOK BUYBACK

Books are bought back every day at their current market value. Up to fifty percent of the original purchase price, subject to the following conditions, will be paid during final exams of each semester:
1. Books must be in clean, salable condition.
2. Books must be required for use by the college during the next semester.
4. Workbooks, lab manuals, study guides, mass-market paperbacks, books with torn covers, excessive markings and water damage, books with perforated pages and books containing diskettes cannot be bought back.
5. **Books cannot be bought back if the store is overstocked, or if needs for the following semester have been filled.**

The faculty, not the bookstore, decide whether or not each textbook will be used again. Unless an instructor tells the bookstore he/she will use that title again, the bookstore must assume it will not be used. Books falling into this category can be bought from students only at used wholesale prices. Old editions have no value and cannot be resold even to wholesalers. Some courses at CCCC are not taught every semester and students may wish to sell their books when that course is offered again, provided the faculty member requires the same books.

**CHECK CASHING**

Checks may be cashed in the amount of $10 with or without a purchase. Discover, MasterCard, VISA, checks and cash are accepted as payment. Students must show their CCCC student ID card to write or cash checks and to make credit card purchases.

**CHIL DEVELOPMENT CENTERS**

CCCD provides Child Development Centers at the Spring Creek and Central Park campuses. The SCC center enrolls children in morning and full-day programs. The center at CPC offers more flexibility with enrollment, offering morning, afternoon, and full-day options in multiple schedules. Both centers serve as a laboratory site for the Child Development Department. The programs are open to children of students, faculty/staff and the community as spaces are available.

The children’s program is designed to promote physical, social, emotional and cognitive development in a nurturing and supportive environment. Daily activities are based on individual children’s needs and interest.

For more information, please call the following numbers: CPC: 548-6852, SCC: 881-5945.

**COOPERATIVE WORK EXPERIENCE**

Cooperative Work Experience (CWE) is an educational program (course) designed to provide actual work experience which relates classroom study to career choice. The course elements include hands-on work experience, specific learning objectives, and participation in specialized, professional development seminars to build the skills employers are requesting. The integration of academic concepts with planned, supervised work experience assists students in developing greater self-awareness and validation of career direction.

CWE is designed to serve students in certificate and two-year technical fields as well as transfer-oriented students desiring academic internships. Additionally, service learning opportunities are available in non-paid, volunteer community service projects. CWE has open enrollment every month based upon when a student accepts a position. Students must obtain permission from the CWE office to register for these courses.

To be eligible, students must be working towards a degree or certificate, must have a minimum 2.5 GPA, must be able to work at least 20 hours per week, and must be concurrently enrolled in at least one, three-hour academic course at CCCC.

A student who is presently employed may use a current job for the CWE course if it relates to the ultimate career goal. Students who are seeking related work experience may utilize the CWE placement service to obtain a job that can be used to receive college credit. Work a minimum of 20 hours per week for a 16-week semester, along with 16 hours of classroom seminars, allows a student to earn three credit hours towards a program. Additional options for one or two-hour credit work experiences may be available within certain guidelines.

For more information, call CWE at SCC, 881-5735; CPC, 548-6730; or PRC, 377-1735.

**STUDENTS WITH EDUCATION AND EXPERIENCE (SEE)**

SEE is a cooperative education-based retention program for students at risk of leaving the education system. This nationally recognized program is open to qualified students whose educational/career goals allow for enrollment in CWE. SEE consists of mentoring, employer/student shadowing, professional development programs, career awareness and counseling plus referral. Contact the CWE offices for more information.

**SUCCESS**

SUCCESS is a cooperative work experience program that unites classroom study with community service. Students approved for the program receive stipends for volunteer, community service projects. The program helps to develop a unique linking system which bonds students to their communities and increases their civic knowledge. Contact the CWE offices for more information.

**DEVELOPMENTAL EDUCATION**

Developmental Education courses are designed to provide students with the basic skills needed to achieve success in college-level courses and to pass TASP. Currently, courses are offered in math, reading, writing and ESL. The instructional formats vary and include individualized, self-paced and lecture approaches. If basic skills assessment scores indicate that a student would be better prepared by taking a developmental education class prior to enrollment in a college-level class, the student must enroll in the developmental class.

Developmental classes and other support programs are specifically designed to help students gain the skills and self-confidence needed to successfully complete credit courses. Since the fall of 1989, the implementation of Texas House Bill 2182 (TASP) mandated that students who are not ready for college-level courses must take developmental classes. Each of the developmental disciplines (math, reading, English as a Second Language and writing) is designed to provide the skills tested on TASP.

In addition to the courses, developmental education also offers study skill seminars which teach students basic study and test-taking skills. A schedule of these free seminars is published each semester. Copies of the
schedule may be obtained at the Information Center at all campuses. Please call 881-5720 for additional information.

**EXPERIENTIAL LEARNING**

A variety of learning laboratories are in use at CCCC to facilitate experiential learning by students.

**BEHAVIORAL SCIENCES LABORATORY**

Behavioral Science laboratories are located on each campus. They are designed to provide students with the opportunity to replicate and/or conduct research projects in psychology and sociology. The labs provide students with an environment in which to conduct practical applications of theoretical principles from course work as well as opportunities to conduct original projects to promote the use of the investigative methods of the behavioral sciences.

The laboratories are equipped with computers, audio-visual equipment, biofeedback equipment and other state-of-the-art equipment. They include an observation room that connects to the classroom/research laboratory.

**MACINTOSH WRITING CLASSROOMS**

Several sections of English 1301 and 1302 are taught in the Macintosh classrooms located on the second floor of the Spring Creek Campus LRC, the second floor of the Central Park Campus and the second floor of the Preston Ridge Campus. Students in these classes use software including WordPerfect®, Internet®, Netscape®, Aspects®, Dialogue Notebook, Correct Grammar® and CD-Roms.

**MATH LAB**

The Math Labs assist student enrolled in CCCC developmental math and college credit math courses and helps students with math-based assignments in other disciplines. The staff includes faculty, instructional associates and student tutors. Students may use videos, graphing calculators and computers to complete math homework assignments and labs. Study sessions for college algebra labs, business pre-calculus labs and business calculus labs are scheduled. At the beginning of each semester, workshops are held for students using graphing calculators. Hours for drop-in assistance vary each semester and are posted on each campus at the beginning of each semester.

**STUDENT MEDIA WORKSHOP**

A video production and editing facility is available for course-assigned student projects. Computer generated special effects may be added as well as titles and credits. Two studio-quality cameras are available as well as equipment for special effects and graphics. A Commodore Amiga 2500 with Video Toaster and audio-dubbing capabilities enables students to produce professional-looking videos.

**WRITING CENTER**

The Writing Centers are staffed by instructors to help students with writing assignments. Appointments are recommended but drop-in students are also welcome. The Writing Centers are on all campuses, in the LRC.
The college offers intercollegiate athletic programs in men's basketball, baseball, and tennis, and in women's basketball, volleyball and tennis. These teams are affiliated with the National Junior College Athletic Association (NJCAA) and participate in regional events which may lead to national competition. To participate in intercollegiate athletic programs at CCCC, students should contact the athletic director at 881-5888 for more information.

### INTERDISCIPLINARY HONORS PROGRAM

The Honors Program at CCCC is designed to provide a challenging learning experience for students with advanced academic skills. In small classes (maximum: 15 students) advanced and highly motivated students engage in discussion, research and creative projects geared to their special abilities and commitment to learning. In the honors forum of thoughtful and communicative participants, interaction among students is fundamental. Among other benefits to students are an honors course designation on the transcript and possible qualification for honors scholarships.

Students are usually recommended to honors courses by professors. However, any disciplined student with accelerated skills is invited to consider the program and may enroll in honors courses with the instructor's approval.

Inquiries should be directed to the chair of the Honors Task Force at 881-5965 or the Academic Advising Center 881-5778.

### INTERNATIONAL STUDIES PROGRAM

The college offers international study programs in a variety of fields to help prepare students for the increasingly internationalized world. International programs (some offered in alternate years) include the following:

#### INTERNATIONAL INTERNSHIPS

From time to time the college may offer students opportunities to earn credit by working abroad in fields such as photography or child care. Interested students should inquire at the office of the appropriate division dean.

#### NATIONAL INTERNSHIPS

Any increasing awareness of the global importance of the ocean environment has led to the establishment of this program which features a one-week field trip to selected coral reefs. Students earn four credits for enrolling in Marine Biology (BIOL 1470) and for participating in its field trip which emphasizes reef ecology and the biology of reef organisms.

### MONTH-IN-GERMANY/AUSTRIA PROGRAM

The Month-in-Germany/Austria Program offers students seven hours of college credit in German language and music appreciation. Participants spend one week in a major German-speaking city, followed by three weeks in a second city.

### MONTH-IN-PARIS PROGRAM

This program offers a combination of study and travel in France for students interested in the French language and western art. Students live and study in Paris during the month of July and earn seven college-level credits. Offered biennially since 1987, the program requires no previous language training.

### SPANISH LANGUAGE PROGRAM

Involving intensive language study in Mexico or Spain, the Spanish Language Program was offered for the first time in the summer of 1992. Students earn transferable college credits, study Spanish with native teachers and develop first-hand knowledge of Hispanic culture.

### LEARNING RESOURCES CENTERS (LRC)

The Learning Resources Centers consist of the Alternative Learning Centers (ALC), the Libraries and the Media Centers at Central Park, Spring Creek, and Preston Ridge Campuses. Media Services are also available at the Courtyard Center for Continuing Education. Wide area network provides access to the latest in electronic databases, Internet, and instructional and media computer technology. Materials within the LRCs include books, periodicals, microforms, and media which are accessible using the online public access catalog. The Internet and World Wide Web give global information as well as extraordinary range of learning tools for any subject area. Sound, color photographs, even film clips and full-motion videos are available from many sites.

The Alternative Learning Centers (ALC) contain multi-discipline, instructional computing laboratories and classrooms, utilizing multimedia software on Power Macintosh and PC platforms, as well as software development and authoring. The ALC also manages instructional television which includes distance learning, telecourses, teleconferencing, and Distance TV. The science place provides students with software and models for hands on learning in anatomy and physiology. Computer classrooms designed to teach English Composition and a multi-discipline classroom at SCC allow faculty from Humanities, Foreign Languages, and Developmental Education to teach using technology.

The Libraries offer reference, interlibrary loan, library instruction, collection development, and circulation services within an automated environment. Internet, the World Wide Web and CD-ROM services give users access to information in a wide variety of fields, including business, humanities, social sciences, education, the sciences, and engineering.

Media Centers focus on video production and media distribution, recordings, satellite systems, student media workshop, tapings, teleconference downlinks, and classroom setups. The Media Center
manages the technical operation of College TV and Distance Learning Studio. Instructional videos and audio-visual equipment for classroom and student use are available from the Media Services desk. Requests for equipment should be made 24 hours in advance. Instructional videos are available for in-library-use only, but a large collection of videos are available for check out at the circulation desk.

Cumulative collections of the LRCs include:

- Books: 118,244
- Periodical titles: 675
- Videotapes: 5,200
- Music Recordings: 2,140
- Books on Cassette: 660
- CDROM Database: 17

SAFETY AND SECURITY

Safety and security is a concern for all members of the college community including students, college employees and visitors. Possession of firearms or other lethal weapons on campus or at college-sponsored events is illegal, except for commissioned police officers as prescribed by law. See the Student Code of Conduct in the current CCCC Student Handbook for detailed information.

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and Texas House Resolution 2253 and Senate Resolution 645, CCCC forbids the unlawful manufacture, distribution, sale, possession or use of illegal drugs, alcoholic beverages and tobacco products on campus or at college sponsored events. For more information, refer to the current CCCC Student Handbook, or contact the dean of students, director of counseling or the director of human resources.

REPORTING EMERGENCIES

If an emergency should arise on campus, report it to the Information Center receptionist located on the first floor of each campus. Contact faculty within the classroom if a problem should arise during a class. Emergency medical services will be notified for students when necessary.

If an emergency arises at an off-campus location, immediately notify a faculty member, who will then notify the building site supervisor.

EMERGENCY CLOSING OF THE COLLEGE

If classes have been cancelled, local radio and television stations will make the announcement. A decision to cancel classes will usually be made by 3 p.m. for evening classes and by 6 a.m. for day classes.

FITNESS CENTER

A major emphasis of the Physical Education and Dance department at CCCC is to encourage lifetime fitness. Students may use the Fitness Center at either Central Park Campus or Spring Creek Campus during the times posted. The Central Park Campus Fitness Center consists of locker room facilities; a weight training room with treadmills, Stairmasters, weight machines and bicycle ergometers; a dance studio; and three racquetball courts.

The Spring Creek Campus Fitness Center consists of the main gymnasium with rubber running track; weight training room with Universal Super Circuit single station weight machines, free weights, treadmills, Stairmasters, rowing machines and bicycle ergometers; dance studio; four racquetball courts; locker room facilities; eight lighted tennis courts; and play fields.

Before beginning a new exercise regimen, students, faculty, staff and community members are encouraged to take a fitness assessment in the Wellness Center. Contact the wellness coordinator to set up an individual wellness program.

Collin County residents who are not enrolled in classes at the college will have the opportunity to take advantage of these facilities with a $50 per semester paid membership and a $2 non-refundable, initial ID card fee. Contact the Fitness Center at CPC/E121, 548-6891 or SCU/A103, 881-5848 for further information and hours of operation.

INTRAMURALS

The intramural sports program includes volleyball, basketball, flag football, softball, soccer, bowling, golf, racquetball and tennis. These are an integral part of the total physical education program at CCCC. For information, contact the director of intramurals at 881-5848 or 5.

DISTANCE LEARNING COURSES

[Formerly Telecourses]

CCCC offers a variety of credit courses through instructional television and video check-out from the Alternative Learning Center (ALC). Registration for these courses is during regular registration and students are required to attend an orientation session for each distance learning course taken.

Courses may apply toward associate degree requirements; many fit into certificate program requirements and the majority fulfill requirements for BA and BS degrees. Consult the current Schedule of Classes for available telecourses and distance learning courses.
Collin County Community College is dedicated to presenting dynamic and flexible educational programs to the community throughout our geographical area. The college strives to make programs readily accessible and bring learning opportunities to the public as conveniently and economically as possible.

Learning goes beyond initial career preparation, traditional concepts of full-time study and program degree completion and encourages education renewal. CCC endeavors to provide learning opportunities for people of all ages to develop their personal and professional potential, upgrade job-related skills and prepare for informed participation in the civic, cultural and political life of the community.

The college, through the Continuing Education Division, can provide services which encompass a broad range of purposes:

- addressing adults' career needs by assisting them to cope with the explosion of new information and techniques, work toward job advancement, or move into a new career
- providing job-specific customized training for use by business and industry with curricula relevant to needs of the local economy
- contributing to the growth and development of local business and industry through economic development activities on local, state and national levels
- responding to the non-academic or extra-curricular interests and needs of adults by providing a sufficient number of personal development courses
- facilitating the interaction between the college and the community
- expanding awareness and understanding of public issues affecting the local, state and national economy

Each of these specific purposes within the Continuing Education Division relates to the purpose of promoting the philosophy of "lifelong learning" at CCC. CCC's flexible continuing education program offers courses, programs and conferences geared to professional development. Course material is adapted to the needs of the particular groups of participants.

CONTINUING EDUCATION COURSES

The Continuing Education Division publishes a schedule each semester with approximately 600 courses pertaining to business and professional development, personal development and extra-curricular activities. Conferences, seminars and workshops on special topics are also offered throughout the year.

CONTINUING EDUCATION UNITS

The Continuing Education and Workforce Training courses may offer courses which award credit or Continuing Education Units (CEU), depending upon the offering. CEUs are nationally recognized to record satisfactory completion of certain approved occupationally related programs. Courses are offered throughout the county at a variety of sites depending on the types of courses and availability of facilities.

For more information on how the Continuing Education Division can be your connection to lifelong learning, please call 985-3750 in Plano or 548-6790 in McKinney.
The Contract Training Office responds immediately to the current needs of business and industry by delivering job-specific customized in-house training. This may mean entry-level or a "quick start" training of employees of new and expanding business and industry, re-training of employees for new technological developments or extension of technical assistance to business and industry in the essential managerial functions of planning, organizing, implementing and controlling.

The Law Enforcement Academy received academy status in June of 1990 from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE). Working with the Collin County Sheriff's Office and other law enforcement agencies, the Law Enforcement Academy provides quality training programs for and for experienced law enforcement officers.

These courses provide basic and advanced training designed to enhance both the technical skills as well as the professionalism of law enforcement officers. The Law Enforcement Academy provides TCLEOSE training credits as well as Continuing Education Units to all students successfully completing program requirements.

Collin County Community College recognizes the demand for specialized training for fire and rescue personnel. Fire suppression and rescue courses are designed for paid and volunteer firefighters, experienced instructors represent area fire departments and are certified by the Texas Commission on Fire Protection. Classes are offered at a reasonable cost with convenient registration.

The College and Community Development Division supports the entire college by promoting and facilitating delivery of college programs and services to the community. The division serves as an economic resource for the community. The college created the Business and Community Relations Office to assist in reaching out to the community as a part of CCC's coordinated marketing strategy.
The needs of Collin County employers for skilled workers are changing dramatically. To assure that students obtain the technical and lifelong learning skills required for immediate and continued employment, CCCC, local public school districts and area businesses have formed a consortium to transform education.

Global EDGE will provide students with appropriate, flexible and seamless programs throughout the public school and higher education systems. The learning environment will reflect workplace experiences and work transition programs will provide students with on-the-job learning experiences and smooth transitions from school to the workplace.

CCCC and Tech Prep consortium partners have developed Tech Prep programs that provide high school students with the opportunity to obtain free college credit while preparing for the world of work. These programs now include: Electronics Technology, Computer Aided Drafting and Design, Criminal Justice, Child Development, Office Administration and Management Development. New programs are created based upon occupational demand and interest. Students may elect to complete a Tech Prep program upon graduation from high school, or continue at the community college in pursuit of a certificate, applied associate degree, or an enhanced skills certificate. These degrees will provide students with nationally-recognized credentials that will place them in high-skill, high-wage jobs. For more information, call 548-6723 in McKinney or 881-5790, ext. 6723 in Plano.

**GLOBAL EDGE TECH PREP CONSORTIUM**

**SMALL BUSINESS DEVELOPMENT CENTER**

The SBDC, a partnership between the U.S. Small Business Administration and CCCC, aims to promote the economic health and success of small businesses in Collin County. The SBDC provides free, in-depth small business counseling as well as seminars and workshops on topics relevant to established, new and potential small business owners.
The purpose of the Associate of Arts (AA) and the Associate of Science (AS) degree programs is to provide students with university-parallel or pre-professional courses which readily transfer to four-year colleges and universities. Upon completing these degrees, CCC students generally transfer to area universities with junior class standing. While the curricula suggested in this catalog will satisfy the requirements of most senior institutions, it is the student's responsibility to identify as early as possible the institution to which they will transfer and to ascertain the specific degree requirements of that institution for the freshman and sophomore year. Students should consult with a CCC advisor on a regular basis to ensure enrollment in courses appropriate to the chosen major field of interest.

Current college/university catalogs and transfer information is available in the CCC transfer labs located at each campus.

The AA and AS degrees require completion of a minimum of 60 credit hours, excluding developmental credits, 18 credit hours of which must be earned in residence at CCC. Most colleges/universities will accept at least 66 credit hours in transfer to satisfy specific baccalaureate requirements.

**PRE-PROFESSIONAL PROGRAMS**

- Pre-Dentistry
- Pre-Medicine
- Pre-Veterinary Medicine
- Pre-Professional Studies in Law
- Pre-Pharmacy

No college/university awards a "pre" degree. Students are advised to consult with an academic adviser at CCC to determine the program of study providing the most appropriate background (freshman/sophomore courses) for the programs listed above and for selected health science fields. A suggested curriculum is located in the transfer labs for students who plan to transfer to a university. Students should carefully check the entrance requirements of the university to which they expect to transfer. Completion of the suggested curriculum along with the appropriate General Education Core will qualify students for an associate's degree.

**EDUCATION**

Suggested curriculum for Elementary (Interdisciplinary Studies) and Secondary Education majors is located in the transfer lab at Spring Creek Campus in 6103, Central Park Campus in A108, and Preston Ridge Campus in F135, Founder's Hall. Completion of the suggested curriculum along with the appropriate General Education Core will qualify students for an associate's degree before transferring to a four-year institution. Check with a CCC academic adviser for information.

*Note: Associate of Arts degrees begin on page 38.
Associate of Science degrees begin on page 49.*
GENERAL EDUCATION CORE

I. English: 9 credit hours
   ENGL 1301 Composition/Rhetoric I
   and ENGL 1302 Composition/Rhetoric II
   and ENGL 2xxx Sophomore Literature

II. Speech Communications: 3 credit hours
   SPCH 1311 Fundamentals of Speech Communications
   or SPCH 1315 Public Speaking

III. Social Sciences: 12 credit hours
   GOVT 2301 American Government I
   and GOVT 2302 American Government II
   HIST 1301 U.S. History I
   and HIST 1302 U.S. History II

IV. Mathematics: 3 credit hours
    MATH Any college level mathematics course as determined by area of emphasis.

V. Natural Science: 8 credit hours
    Lab Sciences to be chosen from any lab science course. See course description for prerequisite.

VI. Computer Literacy: 3 credit hours
    CCC 1306 Introduction to Computers

VII. Humanities/Fine Arts: 3 credit hours
   HUMA 1301 Introduction to Humanities
   or ARTS 1301 Art Appreciation
   or ARTS 1303 Art History I
   or ARTS 1304 Art History II
   or DRAM 1310 Introduction to Theatre
   or MUSI 1306 Music Appreciation
   or MUSI 2308 Introduction to Music literature
   or PHIL xxx Philosophy course

VIII. Behavioral Science: 3 credit hours
    PSYC 2301 General Psychology
    or SOCI 1301 Introduction to Sociology

IX. Physical Education and Dance: 1 credit hour
    PHED/DANC Any activity course
    or PHED 1238 Concepts of Physical Fitness and Wellness

General Education Core 45 Credit Hours
Electives 15 Credit Hours Minimum
Total 60 Credit Hours Minimum

*Fire Science (Associate of Arts) program at CCC has specific core curriculum requirements. Please refer to the degree plan for details.

Other Associate of Arts programs will follow the core listed above
Associate of Arts

ACCOUNTING

This Associate of Arts degree provides general academic courses and electives that enable students who intend to major in accounting to transfer to four-year institutions. Because of the various transfer requirements of different four-year institutions, and to ensure enrollment in appropriate courses, students should consult with a CCCC adviser and the institution which they plan to wend.

I. General Education Core                  45 credit hours

See page 37.

MATH 1324 is recommended.

II. Recommended Electives                   15 credit hours

A. ACCT 2301 Principles of Accounting I .............. 3
B. ACCT 2302 Principles of Accounting II .......... 3
C. ECN 2301 Principles of Macroeconomics ...... 3
D. ECN 2302 Principles of Microeconomics .... 3
E. MATH 1325 Calculus for Business/Economics ........ 3

ANTHROPOLOGY

The anthropology program has been designed to provide students with essential life skills and help them better understand themselves and the world around them. Anthropology asks, what does it mean to be human? what different ways are there of being human? How are we to understand these commonalities and differences? These are critical questions for a world torn by racial and ethnic conflicts and divided by bigotry and unequal opportunities for individual growth and societal development. The study of such questions requires the integration of archaeological, biological, and cultural research – the basic components of anthropology. Anthropology majors or minors will gain a solid foundation in the discipline which will prepare them for transferring into a university program.

CAREER OPPORTUNITIES

The majority of students who select anthropology as their focus at CCCC transfer into a four-year program. There are entry level positions available in Cultural Resource Management firms upon completion of an associate's degree. Anthropology majors typically seek careers in teaching social sciences or research and planning in governmental or corporate settings. An anthropology minor is an excellent choice for students considering career in business, medicine, law, government, or diplomacy.

I. General Education Core                  45 credit hours

See page 37.

II. Recommended Electives                   15 credit hours

A. ANTH 2301 Physical Anthropology .............. 3
B. ANTH 2302 Introduction to Archaeology .......... 3
C. ANTH 2351 Cultural Anthropology ........ 3
D. ANTH 2389 Academic Co-op Anthropology .... 3
E. BIOL 1471 Human Anatomy and Physiology Basics ... 4
E. BIOL 2416 Genetics .................................. 4
G. GEOG 1302 Cultural Geography ............. 3
H. SOCI 1301 Introduction to Sociology .......... 3
I. SOCI 2319 Minority Studies .............. 3

ART

(Also see Photography)

The fine arts program offers courses in foundation classes such as drawing and design and specialization classes such as painting, watercolor, ceramics, sculpture, printmaking, computer design I and computer painting. All labs include professional quality equipment such as an intaglio printing press, a variety of ceramic kilns, electric pottery wheels and a metal-casting foundry. Two gallery spaces serve to acquaint students with current professional artists and to showcase student work in competitions and all-student shows. Seminars in professional practices help prepare the students to function as fine artists. Instructors are highly trained, practicing artists who are dedicated to encouraging the individual students to reach their highest level of skill and creativity.

CAREER OPPORTUNITIES

Careers in fine arts are quite varied. Perhaps the most visible are the practicing, professional fine artists and art teachers. Other career opportunities include work in museums as docents; museum curators; art historians; art restorers; exhibition designers; sales or gallery positions; artists' representatives; art brokers; art therapists; medical illustrators; art administrators and directors of cultural arts programs; color, space or texture consultants; commercial artists; illustration and design of books and advertising; window display; interior design; fabric, wall and floor covering design. Students may enroll in academic co-op through Cooperative Work Experience to obtain practical experience in the career field.
I. General Education Core 45 credit hours

See page 37.

II. Recommended Electives 15 credit hours

A. ARTS 1301 Art Appreciation ............................................. 3
B. ARTS 1303 Art History I .................................................. 3
C. ARTS 1304 Art History II ............................................... 3
D. ARTS 1311 Design I .......................................................... 3
E. ARTS 1312 Design II ...................................................... 3
F. ARTS 1316 Drawing I ...................................................... 3
G. ARTS 1317 Drawing II .................................................... 3
H. ARTS 1325 Art for Elementary Educators ............................... 3
I. ARTS 1370 Problems in Contemporary Art .............................. 3
J. ARTS 2311 Introduction to Color/Painting .................................. 3
K. ARTS 2316 Painting I ...................................................... 3
L. ARTS 2317 Painting II ....................................................... 3
M. ARTS 2323 Life Drawing ................................................... 3
N. ARTS 2326 Sculpture I ..................................................... 3
O. ARTS 2327 Sculpture II .................................................... 3
P. ARTS 2333 Printmaking I .................................................. 3
Q. ARTS 2334 Printmaking II .................................................. 3
R. ARTS 2336 Ceramics I ..................................................... 3
S. ARTS 2346 Ceramics II ..................................................... 3
T. ARTS 2347 Ceramics ...................................................... 3
U. ARTS 2366 Watercolor I ................................................... 3
V. ARTS 2367 Watercolor II .................................................. 3

BUSINESS ADMINISTRATION

The Associate of Arts with emphasis in Business Administration program consists of a forty-five credit hour general education core and fifteen credit hours of suggested electives. The program is designed to provide the basis for completing a bachelor's degree at most four-year colleges or universities located in Texas. This program provides flexibility allowing students to pursue accounting, economics, finance, marketing or management majors at many four-year institutions.

CAREER OPPORTUNITIES

This program is designed primarily to prepare students to major in some area of business administration at the junior/senior level. Students should consult with an academic adviser.

I. General Education Core 45 credit hours

See page 37.

MATH 1324 is recommended.

II. Recommended Electives 15 credit hours

A. ACCT 2301 Principles of Accounting I ................................. 3
B. ACCT 2303 Principles of Accounting II ................................ 3
C. CSCI 1320 Basic Programming ......................................... 3
D. ECON 2301 Principles of Macroeconomics ............................ 3
E. ECON 2302 Principles of Microeconomics ............................ 3
F. ENGL 2372 Forms of Literature III: Poetry & Drama ............... 3
G. MATH 1325 Calculus for Business and Economics .................. 3
H. MATH 1342 Statistics .............................................. 3
I. PSYC 2301 General Psychology ...................................... 3

CRIMINAL JUSTICE

[Also see Associate of Applied Science Criminal Justice]

Providing comfort and direction during a rape crisis intervention, assisting persons with developmental disabilities, resolving a domestic dispute, or simply talking with a correctional client are just a few of the myriad of functions performed by criminal justice agents. Law enforcement, court and corrections personnel work with people most often when they are in need of help, when they are perplexed or sometimes when they are at their worst. Few careers will require the perseverance and compassion needed in criminal justice, yet law will be as personally rewarding.

The Criminal Justice program prepares its graduates for entry-level positions in law enforcement, court services, and corrections at the local, state and federal echelons of government. Through classroom and laboratory experiences students will acquire the fundamental knowledge and skills necessary to understand the criminal justice system, its agencies, personnel and functions. Students planning to transfer to a four-year institution will have a solid foundation upon which to build as they pursue further studies in criminal justice.
CAREER OPPORTUNITIES

Challenging career opportunities await graduates at all levels of government as:
- Law Enforcement Officers
- Investigators
- Corrections Officers
- Victim Services Counselors
- Youth Service and Juvenile Court Officers
- Probation Officers and Parole Officers

Students planning to transfer to a four-year institution should consult with the coordinator of the criminal justice program.

I. General Education Core 45 credit hours

See page 37.

II. Recommended Electives 15 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIJ 1301</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 1306</td>
<td>The Courts and Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 1307</td>
<td>Crime in America</td>
<td>3</td>
</tr>
<tr>
<td>D. CRIJ 1310</td>
<td>Fundamentals of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 1370</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>PHIL 2306</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HSUY 2301</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>HSUY 2316</td>
<td>Psychology of Personality</td>
<td>3</td>
</tr>
<tr>
<td>SOCJ 1301</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOCJ 1306</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOCJ 2306</td>
<td>Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 2319</td>
<td>Minority Studies</td>
<td>3</td>
</tr>
<tr>
<td>SFCH 1315</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

DRAMA

The theatre program at CCCC strives to introduce students to the aesthetic and analytical elements of theatrical productions. It offers studies in the principles and practices of acting, stagecraft, basic costuming preparation, theatre marketing, technical theater production and stage management.

The labs permit students hands-on experiences through performances, as well as shop and crew duties. Our studies include contemporary theories and classical aspects of theatrical studios.

Students may enroll in an academic co-op through Cooperative Work Experience to obtain practical experience in the career field.

The Quad C Theatre Program at CCCC offers a full curriculum of theatre study including work in beginning and advanced acting, voice and diction, stage and lighting design, costume design and stage makeup, theatre history and dramatic literature, and specially courses in various skills, stunt work, stage combat, musical theatre, and acting for the camera.

Students and community members interested in theatre performance are encouraged to audition for the plays performed each year. Auditions are announced both on and off campus.

Theatre program faculty have experience in professional stage and motion picture work, including such projects as the Broadway musical "Saratoga", rock tours with Van Halen, Michael W. Smith and Hank Williams, Jr.; films such as "Young Guns," "JFK," "Flesh and Bone," "Cry Baby," "Acts of Love," "The Stars Fell on Henrietta," and the TV miniseries "Murder in the Heartlands."

The theatre facility is comprised of two separate performance spaces including the 365-seat John Anthony Theatre and the 100-seat Black Box Theatre. The multi-million dollar complex also houses three dressing rooms, a theatre box office, a costume vault and construction shop, a scene and paint shop in addition to acting/directing classroom spaces.

For more information about the Quad C Theatre Program, contact the coordinator of theatre (SOG/C155, 881-5679). For ticket and season subscription information, contact the Quad C Theatre Program Box Office at (SOG/C120, 881-5809).

CAREER OPPORTUNITIES

- Theater Education
- Performer
- Technical Assistant
- Lighting Technician
- Costumer
- Producer/Director
- Theatre Marketing and Management
I. **General Education Core**

   See page 37.

II. **Recommended Electives**

   **15 credit hours**

   A. DRAM 1171 Theatre Practicum: Performance ................. .3
   B. DRAM 1172 Theatre Practicum: Technical ................. .1
   C. DRAM 1310 Introduction to the Theatre ................. .3
   D. DRAM 1330 Stagecraft I ................................... .3
   E. DRAM 2331 Stagecraft II ................................... .3
   F. DRAM 1341 Theatrical Makeup ............................. .3
   G. DRAM 1351 Acting I ........................................... .3
   H. DRAM 1352 Acting II .......................................... .3
   I. DRAM 2351 Acting III .......................................... .3
   J. DRAM 1376 Introduction to Costuming ....................... .3
   K. DRAM 2336 Voice and Diction ................................ .3
   L. DRAM 2361 History of Theatre I ............................ .3
   M. DRAM 2362 History of Theatre II ............................ .3
   N. DRAM 2366 History of Film Making I ......................... .3
   O. DRAM 2367 History of Film Making II ......................... .3
   P. DRAM 2371 Special Topics in Drama ............................................. .3
   (see course descriptions for list of topics)
   Q. DRAM 2371 The Art of Directing ............................. .3
   R. BUSI 2379 Business of Theatre ............................. .3

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**ECONOMICS**

The Associate of Arts degree with an emphasis in economics establishes an academic foundation for future studies at a college/university. Students will develop an understanding of past and present economic theories and learn to apply this information toward solving tomorrow’s economic problems.

**CAREER OPPORTUNITIES**

Numerous career opportunities are available to those with a background in economics. Areas of career opportunities are listed below. Prospective students should bear in mind that many of these areas require training beyond the Associate of Arts degree, and some may require professional degrees.

- Banking and Finance
- College Teaching
- Economists
- Governmental Agencies
- Investment Specialists
- Planners

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I. **General Education Core**

   See page 37.

   MATH 1324 is recommended.

II. **Recommended Electives**

   **15 credit hours**

   A. ACCT 2301 Principles of Accounting I .................. .3
   B. ACCT 2302 Principles of Accounting I .................. .3
   C. CSCI 1320 BASIC Programming .......................... .3
   D. ECON 2301 Principles of Macroeconomics ............... .3
   E. ECON 2302 Principles of Microeconomics ............... .3
   F. ENGL 2371 Forms of Literature II: Poetry & Drama .... .3
   G. MATH 1342 Statistics ................................. .3
   H. MATH 1343 Calculus for Business and Economics ....... .3
   I. PSC 2301 General Psychology ............................ .3

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**ENGLISH**

The courses in English train students to communicate effectively through writing. Composition/Rhetoric I and II enable students to build skills in thinking and writing. In Composition/Rhetoric I, students practice expository and persuasive writing. In Composition/Rhetoric II, students focus on argumentation, logical thinking and research. Each of these courses includes a lab component that is an integral part of the course, designed to help students identify weak areas in their writing, eliminate individual problems in writing and strengthen their writing skills. The writing center, another part of the English program, provides professional consultation to students across the curriculum. At the center, students can get immediate help in composing, writing and revising papers, manuscripts, reports, etc. Some Composition/Rhetoric I courses are taught in the Macintosh classroom. Students may also enroll in Cooperative Work Experience to gain practical work experience.

**CAREER OPPORTUNITIES**

- Positions requiring writing skills
- Positions requiring editing/proofreading skills
- Positions requiring word processing skills
- Positions requiring knowledge of the research process

Combined with further study, the associate degree with an emphasis in English may equip students for a variety of careers in education, law, government and public information.

I. **General Education Core**

   See page 37.

II. **Recommended Electives**

   **15 credit hours**

   A. ENGL 2307 Creative Writing .............................. .3
   B. ENGL 2311 Technical Writing ............................. .3
   C. FXGL 2322 British Literature I ............................ .3
   D. ENGL 2323 British Literature II ............................ .3
   E. FXGL 2327 American Literature I ............................ .3
   F. ENGL 2328 American Literature II ............................ .3
   G. ENGL 2332 World Literature I ............................. .3
   H. ENGL 2333 World Literature II ............................. .3
   I. ENGL 2371 Forms of Literature I: Short Story and Novel .3
Associate of Arts

<table>
<thead>
<tr>
<th>General Education Core</th>
<th>37 credit hours</th>
</tr>
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<tbody>
<tr>
<td>A. ENGL 1301</td>
<td>Composition/Rhetoric I</td>
</tr>
<tr>
<td>B. ENGL 1302</td>
<td>Composition/Rhetoric II</td>
</tr>
<tr>
<td>C. CSC 1306</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>D. SPCH 1311</td>
<td>Fundamentals of Speech Communication</td>
</tr>
<tr>
<td>E. MATH 1332</td>
<td>Contemporary Mathematics</td>
</tr>
<tr>
<td>F. GOVT 2301</td>
<td>American Government I</td>
</tr>
<tr>
<td>G. GOVT 2302</td>
<td>American Government II</td>
</tr>
<tr>
<td>H. HIST 1301</td>
<td>U.S. History I</td>
</tr>
<tr>
<td>I. HIST 1302</td>
<td>U.S. History II</td>
</tr>
<tr>
<td>J. CHEM 1405</td>
<td>Introduction to Chemistry I</td>
</tr>
<tr>
<td>K. CHEM 1407</td>
<td>Introduction to Chemistry II</td>
</tr>
<tr>
<td>or FISC 2310</td>
<td>Chemistry of Hazardous Materials II</td>
</tr>
<tr>
<td>L.</td>
<td>Humanities/Fine Arts*</td>
</tr>
</tbody>
</table>

II. Technical Core 22 credit hours

| A. FSC 1310            | Fire Prevention                 | 3 |
| B. FSC 1320            | Fire Administration I           | 3 |
| C. FSC 1330            | Fire Protection Systems         | 3 |
| D. FISC 1335           | Building Codes and Construction | 3 |
| E. FSC 1345            | Fire Cause and Origin Determination | 3 |
| F. FSC 1450            | Firefighting Tactics and Strategy | 4 |
| G. FSC 2305            | Chemistry of Hazardous Materials I | 3 |

III. Commission Approved Fire Science Electives 6 credit hours

| A. FISC 1305           | Fundamentals of Fire Protection | 3 |
| B. FISC 1315           | Fire Safety Education           | 3 |
| C. FSC 1325            | Industrial Fire Protection I    | 3 |
| D. FSC 2310            | Chemistry of Hazardous Materials II | 3 |
| E. FSC 2320            | Fire Administration II          | 3 |
| F. FSC 2330            | Introduction to CAM             | 3 |
| G. FSC 2335            | Methods of Fire Service Instruction | 3 |

*Choose a Humanities/Fine Arts course from the Associate of Arts General Education Core.

FRENCH

The Associate of Arts degree with an emphasis on French provides the essential language background for the advanced study of French, for competency in understanding, speaking, and writing the language, and for a more rapid acquisition of other foreign languages (particularly Romance languages like Spanish). The courses are oral proficiency based in order to enable the student to converse in French as quickly as possible.

CAREER OPPORTUNITIES

When combined with further study beyond the associate degree, an emphasis on French may lead to careers in education, information science, business, and government.

In light of the economic opportunities presented by the emergence of a European Community, the mastery of French and other European languages may lead to exciting career opportunities when combined with a business or marketing degree.

II. Recommended Electives 15 credit hours

| A. FREN 1411           | Beginning French I              | 4 |
| B. FREN 1412           | Beginning French II             | 4 |
| C. FREN 2311           | Intermediate French            | 3 |
| D. FREN 2312           | Intermediate French II          | 3 |
| E. FREN 1100           | French Conversational I         | 1 |
| E. FREN 1110           | French Conversational II        | 1 |
| G. FREN 2303           | French Literature               | 3 |
| H. FREN 2304           | French Literature II            | 3 |

*Co-requisite of FREN 2311
*Co-requisite of FREN 2312
**GEOGRAPHY**

The geography program has been designed to assist students to expand their knowledge about the physical and cultural environments of the world. We are entering a period in human history of tremendous change marked by increasing globalization. It is extremely important to be geographically literate as our world approaches the Information Age.

**CAREER OPPORTUNITIES**

Students transferring into a four-year institution geography curriculum will be able to prepare for diverse careers in urban planning, petroleum exploration, cartography (mapping), and corporate planning for expansion and development. Many universities require education majors to take a geography course as part of their degree.

I. General Education Core 45 credit hours
See page 37.

II. Recommended Electives 15 credit hours
A. GEOG 1301 Physical Geography ...............3
B. GEOG 1302 Cultural Geography .................3
C. GEOG 1303 World Regional Geography ..........3
D. ANTH 2351 Cultural Anthropology ...............3
E. HIST 2311 Western Civilization I ...............3
F. HIST 2312 Western Civilization II .............3
G. PSYC 2301 General Psychology .................3
H. Foreign Language Sequence I ...................4
I. Foreign Language Sequence II ...................4

**GERMAN**

The Associate of Arts degree with an emphasis on German provides the essential language background for the advanced study of German, for competency in understanding, speaking, and writing the language, and for a more rapid acquisition of other foreign languages (particularly Germanic languages like Dutch). The courses are oral-proficiency based in order to enable students to converse in German as quickly as possible.

**CAREER OPPORTUNITIES**

The recent reunification of Germany has created many job opportunities in international relations, business, and finance. German has emerged as an important language in both the European community and the world market. Combining the study of German with business or related degrees will provide students with the tools to live and work in an international environment.

I. General Education Core 45 credit hours
See page 37.

II. Recommended Electives 15 credit hours
A. GERM 1412 Beginning German II ................4
B. GERM 2311 Intermediate German I ..............3
C. GERM 2312 Intermediate German II .............3
D. GERM 2313 Intermediate German III ............3
E. GERM 2314 Intermediate German IV .............3
F. GERM 2315 Intermediate German V .............3
G. GERM 2316 German Literature I ................3
H. GERM 2317 German Literature II ................3

*Co-requisite of GERM 2311
*Co-requisite of GERM 2312

**GOVERNMENT**

The Government program features introductory courses in American and Texas politics. The courses emphasize contemporary political analysis, critical thinking and hands-on experiential learning exercises.

**CAREER OPPORTUNITIES**

An Associate of Arts degree in government is a stepping stone to a liberal arts education whose second step is a bachelor's degree from a four-year Institution. Persons who major in government often aspire to attend law school, anticipate a career in education or desire the broad background inherent in a liberal arts education which is valued by employers in all areas.

I. General Education Core 45 credit hours
See page 37.

II. Recommended Electives 15 credit hours
A. CRJ 1301 Introduction to Criminal Justice ......3
B. ECON 2301 Principles of Macroeconomics .......3
C. ECON 2302 Principles of Microeconomics ......3
D. GOVT 2304 Introduction to Political Science .....3
E. PHIL 2303 Logic ..................................3
F. PHIL 2306 Ethics ..................................3
G. PSYC 2301 General Psychology ..................3
H. Foreign Language Sequence I ...................4
I. Foreign Language Sequence II ...................4

**HISTORY**

The history program at OCCC is designed for both students who are interested in completing an associate degree or pursuing a bachelor's degree and for those in the community who have an interest in the country's past. The American survey history course meets the state's requirement of six hours of American history. In addition to the survey courses, the department also offers classes in Western Civilization (required by some colleges) and special courses that are designed to examine specific topics in detail, such as the 1960s, the Civil War, History of Religion in the United States, Texas History and the History of Race Relations in the United States. These courses count as elective hours, or in some cases will transfer as part of the state's six hour requirement.
CAREER OPPORTUNITIES

Students who major in history will be attractive employee prospects because of the demands of the discipline: writing skills, organizational abilities, critical thinking and an ability to analyze problems in a holistic fashion. This liberal arts background prepares the student not just for a career as an historian but for a variety of fields such as journalism, law, politics, social work, television and radio, etc.

A degree in history will naturally assist the student interested in being a writer or teacher but also will provide career opportunities in such adjacent fields as public history, museum curator, archivist, research associate for public and private agencies, and in developing fields like environmental historian for state agencies, contract work for legal firms and in the areas which will dominate the 21st century: computer/video/film documentaries.

I. General Education Core 45 credit hours
See page 37.

II. Recommended Electives 15 credit hours

| A. ECON 2301 | Principles of Macroeconomics | .3 |
| B. ECON 2302 | Principles of Microeconomics | .3 |
| C. HIST 2301 | Texas History | .3 |
| D. H1S 2311 | Western Civilization I | .3 |
| E. H1S 2312 | Western CivilizationII | .3 |
| F. HIST 3301 | Introduction to Philosophy | .3 |
| G. PHIL 2303 | Logic | .3 |
| H. PSYC 2301 | General Psychology | .3 |
| I. SOCI 1301 | Introduction to Sociology | .3 |
| J. | Foreign Language Sequence I | .4 |
| K. | Foreign Language SequenceII | .4 |

LEGAL ASSISTANT

Also see Associate of Applied Science Legal Assistant

The Associate of Arts degree is designed for students planning to pursue a four-year degree in legal assistant. Degree requirements include six hours of American history, six hours of U.S. Government, and eight hours of lab science courses in the general education core. Students must also complete 15 credit hours of basic legal courses; required legal courses are Law and Judicial Systems, Civil Procedure, Law Office Management, and Legal Research.

CAREER OPPORTUNITIES

Employment opportunities for entry-level legal assistants are available to students who have completed an associate's degree. Students who transfer to a four-year university after completion of their associate's degree, and complete a bachelor's degree, afford themselves the opportunity to enter the labor market in a higher level position.

JOB DESCRIPTION

Law firms, corporations, and governmental agencies hire legal assistants to manage an array of legal responsibilities under the direction and supervision of a licensed attorney. Legal assistants must be proficient in computer skills, legal terminology, and legal procedures. Responsibilities routinely performed by legal assistants include drafting legal documents, performing legal research, obtaining information relevant to cases, interviewing clients, and assisting in trial preparation.

ARTICULATION/TRANSFER AGREEMENT

Formal articulation and/or transfer agreements have been established allowing graduates with an Associate of Arts (AA) or Associate of Applied Science (AAS) degree to continue their education in bachelor's degree programs at specific four-year universities. For detailed information contact the program coordinator of the Legal Assistant program, the director of articulation and transfer program or an academic adviser.

MUSIC

Also see Associate of Applied Science Commercial Music

The music department offers a two-year Associate of Arts degree, emphasizing a strong curriculum of music theory, music literature, private study and ensemble participation.

CAREER OPPORTUNITIES

- Music Education
- Performer

I. General Education Core 45 credit hours
See page 37.

II. Recommended Electives 15 credit hours

| A. MUSI 1301 | Music Fundamentals | .3 |
| B. MUSI 1311 | Music Theory I | .3 |
| C. MUSI 1312 | Music Theory II | .3 |
| D. MUSI 2311 | Music Theory III | .3 |
| E. MUSI 2312 | Music Theory IV | .3 |
| F. MLISI 1116 | Aural Skills I | 1 |
| G. MUSI 1117 | Aural Skills II | 1 |
The philosophy program seeks to develop men and women dedicated to the pursuit of knowledge. Students become acquainted with the main problems of philosophy. Emphasis is placed on philosophical thinking, which will enable graduates to integrate their work and lives.

CAREER OPPORTUNITIES

- Preparation for those who plan to major in philosophy at a four-year institution
- Preparation for related fields such as law, government, education, and the humanities


**PSYCHOLOGY**

The psychology program features a variety of introductory courses exploring the nature of behavior and mental processes. Featured courses include general psychology, applied psychology and life-span psychology. These courses emphasize current psychological theory and research, as well as the practical application of the basic principles of psychology to the student’s daily life. Many courses in the program require participation in hands-on, experiential laboratory exercises which further emphasize practical application of course material.

**CAREER OPPORTUNITIES**

An Associate of Arts degree in psychology serves as a foundation for continued studies in psychology. Since most careers in psychology require a graduate degree, many students transfer to four-year institutions and eventually enter graduate school in psychology. Students who earn advanced degrees in psychology are often employed as counselors, psychotherapists and mental health workers. With further study, a psychology degree may also be used as a stepping-stone to a career in education, business, law or medicine.

I. General Education Core  

See page 37.

II. Recommended Electives  

See page 37.

### PSYCH 2301 General Psychology  .3  

A. PSYC 2301  

B. PSYC 2306  

C. PSYC 2314  

D. PSYC 2315  

E. PSYC 2316  

F. PSYC 2319  

G. PSYC 2371  

H. SOCI 1301  

I. SOCI 1306  

J. SOCI 2301  

K. SOCI 2371  


**SOCIOLOGY**

The sociology program has been designed to provide students with essential life skills to help them better understand themselves and the world around them. Sociology courses at CCC will enable all students to comprehend the tremendous social change brought about by the transition of our world into the Information Age. Sociology helps us to better understand how human behavior is influenced by social forces which exist in the world. Students will develop critical thinking skills and a global perspective which will benefit them regardless of their major in college. Sociology majors or minors will gain a solid foundation in the discipline which will prepare them for transferring into a university program.

**CAREER OPPORTUNITIES**

The majority of students who select sociology as their focus at the community college level transfer into a four-year program. There are career opportunities available in entry level positions with social service agencies upon completion of an associate’s degree. Sociology is an excellent minor for students considering careers in education, business, law, medicine or psychology. The knowledge gained from sociology courses will enhance a student’s chances of being successful in accomplishing their career and life goals.

Sociology majors typically seek careers in teaching, social services or research and planning in governmental or corporate settings.

I. General Education Core  

See page 37.

II. Recommended Electives  

See page 37.

A. SOCI 1301  

B. SOCI 1306  

C. SOCI 2306  

D. SOCI 2301  

E. SOCI 2319  

F. SOCI 2371  

G. ANTH 2351  

H. PSYC 2301  

I. PSYC 2314  

J. PSYC 2316  

K. PSYC 2319  


46
The Associate of Arts degree with an emphasis in Spanish provides the essential language background for the advanced study of Spanish, for the mastery of the competencies in listening, speaking, and writing the language, and for a more rapid acquisition of other foreign languages (particularly Romance languages like French.) The courses are oral-proficiency based in order to enable the student to converse in Spanish a quickly as possible.

CAREER OPPORTUNITIES

Because of the growing number of Hispanics in this area and the impact of new international trade agreements, the demand for Spanish both in the community and the business environment is growing rapidly. Combining Spanish with another field can open opportunities in nursing, teaching, computer science, sociology, banking, counseling, law and many other areas.

1. General Education Core

See page 37.

II. Recommended Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>A. SPAN 1411</td>
<td>Beginning Spanish 1</td>
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<tr>
<td>B. SPAN 1412</td>
<td>Beginning Spanish II</td>
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<tr>
<td>C. SPAN 2171</td>
<td>Conversational Spanish I</td>
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<td>D. SPAN 2172</td>
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<td>E. SPAN 2311</td>
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<td>F. SPAN 2312</td>
<td>Intermediate Spanish II</td>
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<tr>
<td>G. SPAN 2321</td>
<td>Spanish Literature I</td>
</tr>
<tr>
<td>H. SPAN 2322</td>
<td>Spanish Literature II</td>
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</tbody>
</table>

Excellent communication skills are essential in today's society. In school, the workplace, and at home, success depends greatly on our ability to communicate effectively. The Associate of Arts degree in Speech Communication gives students a broad background in communication competencies. Students who enroll in Speech Communication courses will become aware of the impact of communication on their personal and professional lives. They will also improve interpersonal communication skills and strengthen presentation abilities.

Both the traditional rhetorical approach (oral presentation) and the behavioristic approach (communication theory and skill) are reflected in Speech Communication course offerings.

In addition, the CCC Speech Communication program includes a forensics workshop, which entails participation in speech competitions. Scholarships are available for qualified students. Students may enroll in an academic co-op through Cooperative Work Experience to obtain practical experience in the career field. Contact the Speech Communication department for more information.

CAREER OPPORTUNITIES

The Associate of Arts degree in Speech Communication will aid individuals seeking employment in all occupations, especially those that involve a high degree of interaction with the public. Occupations involving marketing research, conference and special events planning, product/service demonstrations, and sales are but a few of the career Opportunities well-suited to Speech Communications majors.

The Associate of Arts degree in Speech Communication provides the academic foundation to successfully complete a bachelor's degree at a four-year institution, and then to pursue a career in fields such as mass media, public relations, law, government, personnel, employee relations and education.

1. General Education Core

45 credit hours

See page 37.

II. Recommended Electives

15 credit hours

A. SPCH 1144 Forensics Workshop ............... 1
B. SPCH 1311 Fundamentals of Speech Communication .............. 3
C. SPCH 1315 Public Speaking ..................... 3
D. SPCH 1318 Interpersonal Communication .............. 3
E. SPCH 1321 Business and Professional Speaking .............. 3
F. SPCH 1371 Public Speaking II ..................... 3
G. SPCH 2341 Oral Interpretation .............. 3
H. SPCH 2370 Language and Communication .............. 3
I. COMM 2331 Radio and TV Announcing .............. 3
J. COMM 2332 Radio and TV News .............. 3
K. DRAM 1351 Acting I .............. 3
L. DRAM 1352 Acting II .............. 3
ASSOCIATE OF SCIENCE

GENERAL EDUCATION CORE

I. English: 6 credit hours
   ENGL 1301 Composition/Rhetoric I
   and ENGL 1302 Composition/Rhetoric II

II. Speech Communications: 3 credit hours
   SPCH 1311 Fundamentals of Speech Communications
   or SPCH 1315 Public Speaking

III. Social Sciences: 12 credit hours
   HIST 1301 U.S. History I
   and HIST 1302 U.S. History II
   GOVT 2301 American Government I
   and GOVT 2302 American Government II

IV. Mathematics: 6 credit hours
   MATH 1314 College Algebra
   MATH 1316 Trigonometry
   MATH 1342 Statistics
   MATH 1348 Analytic Geometry
   MATH 2312 Pre-calculus for Math and Science (or
   higher as determined by area of emphasis)

V. Natural Science: 8 credit hours (as determined by area of
   emphasis; higher level courses may be used)
   BIOL 1406 General Biology I
   BIOL 1407 General Biology II
   or CHEM 1411 General Chemistry I
   CHEM 1412 General Chemistry II
   or GEOG 1403 Physical Geology
   GEOG 1404 Historical Geology
   or PHYS 1401 General Physics I
   PHYS 1402 General Physics II

VI. Computer Literacy: 3 credit hours
   COSC 1306 Introduction to Computers

VII. Humanities/Fine Arts: 3 credit hours
   HUMA 1301 Introduction to Humanities
   or ARTS 1301 Art Appreciation
   or ARTS 1303 Art History I
   or ARTS 1304 Art History II
   or DRAM 1310 Introduction to Theatre
   or MUSI 1306 Music Appreciation
   or MUSI 2308 Introduction to Music Literature
   or PHIL xxx Any philosophy course

VIII. Behavioral Science: 3 credit hours
   PSYC 2301 General Psychology
   or SOCI 1301 Introduction to Sociology

IX. Physical Education and Dance: 1 credit hour
   PHED/DANC Any activity course
   or PHED 1238 Concepts of Physical Fitness and Wellness

General Education Core 45 Credit Hours
Electives 15 Credit Hours Minimum
Total 60 Credit Hours Minimum
Today, more than ever, an understanding of biology is critical to human life and the future of the planet. Fast-paced developments in medicine, genetics, and environmental issues can be bewildering without basic knowledge of biological science. The Associate of Science degree with a biology emphasis provides an educational foundation broad enough to prepare students to pursue university studies leading to a bachelor's degree in a science-related field. An excellent instructional staff, computer-aided instruction, state-of-the-art laboratory facilities, and an emphasis on current research give biology students at CCCC a personalized, high quality educational experience.

CAREER OPPORTUNITIES

Many exciting career opportunities are available in the biological sciences. In particular, the areas of health care, genetic research, and environmental science are predicted to provide many job opportunities in the coming decade. Students should bear in mind that many of the career areas listed below require training beyond the Associate of Science degree and some will require a post-graduate degree.

- Agriculture
- Allied Health Sciences
- Biotechnology
- Botany
- Dentistry
- Ecology
- Environmental Science
- Genetic Counseling
- Genetic Engineering
- Marine Science
- Medicine
- Medical Research
- Medical Technology
- Microbiology
- Nutrition and Dietary Science
- Pharmacology
- Physical Therapy
- Science Education
- Toxicology
- Veterinary Science
- Wildlife Biology

I. General Education Core 45 credit hours
See page 48.

II. Recommended Electives 15 credit hours
A. BIOL 1322 General Nutrition ...............3
B. BIOL 1411 General Botany ................4
C. BIOL 1424 Systematic Botany ..............4
D. BIOL 1470 Marine Biology ................4
E. BIOL 2370 Special Problems in Biology ...3
F. BIOL 2371 Special Topics in Biology .......3
G. BIOL 2389 Academic Co-op Biology .......4
H. BIOL 2401 Anatomy and Physiology I ....4
I. BIOL 2402 Anatomy and Physiology II ....4
J. BIOL 2406 Introductory Ecology ..........4
K. BIOL 2416 Genetics ......................4
L. BIOL 2418 Invertebrate Zoology ..........4
M. BIOL 2420 Microbiology ................4
N. BIOL 2428 Comparative Vertebrate Anatomy ....4
O. BIOL 2470 Human Genetics ..............4

II. Recommended Electives 15 credit hours
A. CHEM 1411 General Chemistry I ............4
B. CHEM 1412 General Chemistry II ..........4
C. CHEM 2423 Organic Chemistry I ...........4
D. CHEM 2425 Organic Chemistry II ..........4
T. ENVR 1470 West Texas Natural History ...4
U. HILC 1300 Medical Terminology ............3
V. MATH 1342 Calculus I .....................3
W. PHYS 1401 General Physics I ..............4
X. PHYS 1402 General Physics II ..............4
Y. PHYS 2425 College Physics I ..............4
Z. PHYS 2426 College Physics II .............4

Chemistry

The CCCC Associate of Science degree with an emphasis in chemistry establishes an academic foundation for future studies. Courses include general chemistry and organic chemistry, as well as an introduction to chemistry designed for students who are novices in science disciplines.

Solving problems in chemistry requires creativity and curiosity as well as logic and reasoning. An excellent instructional staff, computer-aided instruction, laboratory facilities and current scientific literature give chemistry students at CCCC a personalized high quality educational experience.

CAREER OPPORTUNITIES

Modern society offers both challenging and lucrative careers to employees with scientific and technical backgrounds. Careers listed below demand a knowledge of chemistry and many require academic training beyond the Associate of Science degree.

- Biomedical Engineer
- Chemical Engineer
- Cosmetics Researcher
- Dietician
- Environmental Scientist
- Geophysicist
- Industrial Researcher
- Medical Technologist
- Nurse
- Oceanographer
- Perfumer
- Pharmacist
- Physician
- Veterinarian

I. General Education Core 45 credit hours
See page 48.

II. Recommended Electives 15 credit hours
A. CHEM 1170 Biochemistry ..................1
B. CHEM 2389 Academic Co-op Chemistry ...3
C. CHEM 2401 Analytical Chemistry .........4
D. CHEM 2423 Organic Chemistry I ..........4
E. CHEM 2425 Organic Chemistry II ..........4
F. MATH 2415 Calculus III ..................4
G. MATH 2320 Differential Equations ..........3
H. PHYS 2425 College Physics I .............4
I. PHYS 2426 College Physics II .............4

49
COMPUTER SCIENCE

(Also see Associate of Applied Science Computer Science Software Development)

The accelerating pace of industrial and technological developments has created an ever-increasing demand for highly qualified professionals to formulate and solve the problems of today and the future. The Associate of Science degree with an emphasis in computer science discipline will prepare the student for work in this field. The course work for a BS in Computer Science is similar in most disciplines; however, the student is advised to consult an academic adviser when deciding upon which university to attend and which course of study to pursue.

CAREER OPPORTUNITIES

At the present time, over two-thirds of all the technical and a large percentage of the managerial positions in industry are occupied by software engineers and computer scientists. Our computer science program prepares the students for transfer to a four-year institution where they can specialize in such disciplines as Computer Science and Computer Software Engineering.

I. General Education Core 45 credit hours

See page 48.

II. Recommended Electives 15 credit hours

15 credit hours minimum

A. COSC 1317 Scientific Programming ....................... 3
B. COSC 1318 Programming Concepts I ..................... 3
C. COSC 1320 C/C++ Programming ......................... 3
D. COSC 2318 Programming Concepts II ..................... 3
E. COSC 2325 Assembly Language ............................. 3
F. ENGL 2311 Technical Writing .............................. 3
G. ENGL 2xxx Any Sophomore Literature Course ............ 3
H. MATH 2318 Linear Algebra ................................... 3
I. PHIL 2303 Logic ............................................. 3

ENGINEERING

The accelerating pace of industrial and technological developments has created an ever-increasing demand for highly qualified professional engineers to formulate and solve the problems of today and the future. The AS degree in engineering at CCCC prepares the student for transfer to a four-year institution in most engineering programs. The student is advised to consult with an academic adviser at CCCC when deciding on a transfer university.

CAREER OPPORTUNITIES

At the present time, over two-thirds of all the technical and a large percentage of the managerial positions in industry are occupied by engineers. Our engineering program prepares the students for transfer to a four-year institution where they can specialize in such disciplines as:

- Aerospace Engineering
- Agriculture Engineering
- Bioengineering
- Biochemical & Food Engineering
- Chemical Engineering
- Civil Engineering
- Computer Science Engineering
- Electrical Engineering
- Forest Engineering
- Industrial Engineering
- Mechanical Engineering
- Nuclear Engineering
- Ocean Engineering
- Petroleum Engineering
- Radiological Health Engineering

I. General Education Core 45 credit hours

See page 48.

II. Recommended Electives 15 credit hours

A. ENGR 1304 Engineering Graphics ........................... 3
B. ENGR 2301 Engineering Mechanics I .................... 3
C. ENGR 2302 Engineering Mechanics II .................... 3
D. ENGR 2332 Materials and Processes ........................ 3
E. ENGR 2405 Electrical Circuit Analysis ...................... 3
E CHEM 1411 General Chemistry I ............................. 4
C. CHEM 1412 General Chemistry II ............................ 4
H. CSC 1318 Programming Concepts I ........................ 3
I. ENGL 2311 Technical Writing .............................. 3
J. MATH 2318 Linear Algebra ................................... 3
K. MATH 2320 Differential Equations .......................... 3
L. MATH 2415 Calculus III ..................................... 4

GEOL0GY

The science of geology seeks to understand the earth and its natural processes that act within the earth’s environment. The basic concepts of geology overlap several disciplines. A knowledge of geology provides a background for careers in geology and environment fields.

The CCCC Associate of Science degree with an emphasis in geology prepares the student to pursue university studies leading to a bachelor’s degree. The basic AS program in geology will prepare the student for further education in fields such as geology, environmental science, or resource management. Students seeking advanced degrees in geological or environmental fields should select electives related to their field of interest.

Students planning to transfer to a four-year institution should check with the specific degree plan requirements of their intended major.

CAREER OPPORTUNITIES

Geology students may select a career in a wide range of geological and environmental fields. The student should bear in mind that most of these career areas require education or training beyond the Associate of Science degree. Career fields available to the geology student include:

- Geology
- Geophysics
- Geochemistry
- Geology
- Oceanography
- Soil Science
- Civil Engineering
• Seismology
• Mining Technology
• Environmental Science
• Environmental Engineering

• Hydrogeology
• Resource Management
• Waste Management
• Land-use Planning

I. General Education Core

45 credit hours

See page 48.

II. Recommended Electives

15 credit hours

A. GEOL 2409 Rock and Minerals Identification .... 4
B. GEOL 2389 Academic Co-op Geology ........... 3
C. CHEM 1411 General Chemistry I .............. 4
D. CHEM 1412 General Chemistry II ............ 4
E. COSC 1318 Programming Concepts I .......... 3
F. ENGL 2311 Technical Writing ............ 3

MATHEMATICS

The mathematics program offers courses which meet general mathematics requirements for associate degrees and for transfer and technology; prepare students for majors in mathematics, science, and engineering. All courses include calculator or computer use and emphasize applications of mathematical concepts. The program at CCCC features a well-qualified instructional staff and a mathematics laboratory providing personal, computer and audio-visual tutorial assistance.

CAREER OPPORTUNITIES

Mathematics majors have many potential career opportunities. They may provide technical assistance in business, engineering science,
CAREER OPPORTUNITIES

Physical education offers challenging, rewarding careers. Listed below are some of the possibilities, many of which may require training beyond the Associate of Science degree.

- Athletic Director
- Personal Trainer
- Aerobic Instructor
- Athletic Trainer
- Coach
- Fitness Center Instructor
- Recreation Coordinator
- Sports Administrator
- Sports Medicine
- Teacher

I. General Education Core

See page 48.

II. Recommended Electives

15 credit hours

A. PHED 1238 Concepts of Physical Fitness and Wellness . . . 2
B. PHED 1301 Introduction to Physical Education .................. 3
C. PHED 1304 Personal Health ............................................. 3
D. PHED/DANC Any Activity Course ................................. 1
E. PHED 2389 Academic Co-op Physical Education ............ 3
F. BIOL 2401 Anatomy and Physiology I ........................... 4
G. BIOL 2402 Anatomy and Physiology II ........................... 4
H. PSYC 2301 General Psychology ....................................... 3

PHYSICS

The science of physics seeks to understand the physical universe and deals with the behavior of matter and energy at the most fundamental level. By observation, physicists search for the basic principles that explain natural phenomena. The concepts of physics overlap many disciplines. A knowledge of physics provides a strong background for careers in science, engineering, computer technology or education.

The CCC Associate of Science degree with an emphasis in physics prepares the student to pursue university studies leading to a bachelor's degree. The basic AS program, at the general physics level, will prepare the student for further education in fields such as biology, medicine or secondary education. Students seeking a bachelor's degree in fields such as physics, engineering or computer science will require the more advanced mathematics and physics.

Students planning to transfer to a four-year institution should check with the specific degree plan requirements of their intended major.

DEGREE REQUIREMENTS

The Associate of Science degree with physics emphasis requires the General Education Core requirements for the AS degree offered by CCC. Depending on the career plans of the student, the physics emphasis will be at either the general physics or the college physics level.

CAREER OPPORTUNITIES

Physics students may select a career in a wide range of scientific and technical fields. The student should bear in mind that most of these career areas require education or training beyond the Associate of Science degree. Career fields available to the physics student include:

- Aerospace Technology
- Astronomy
- Biophysics
- Chemistry
- Computer Science
- Elementary or Secondary Education
- Engineering-Govt, Electrical or Industrial
- Geophysics
- Hydrogeology
- Medicine
- Meteorology
- Patent Law
- Physics
- Seismology

II. Recommended Electives

15 credit hours

A. PHYS 1411 Elementary Astronomy ................................. 4
B. PHYS 2389 Academic Co-op Physics ............................... 3
C. CHEM 1411 General Chemistry I .................................... 4
D. CHEM 1412 General Chemistry II .................................... 4
E. COSC 1318 Programming Concepts I ............................... 3
F. ENGL 2311 Technical Writing ......................................... 3
G. MATH 2312 Pre-Calculus for Mathematics and Science (General Level) ............................................. 3
H. MATH 2318 Linear Algebra (College Level) ....................... 3
I. MATH 2320 Differential Equations (College Level) ............. 3
J. MATH 2415 Calculus III (College Level) ........................... 4
The Associate of Applied Science degree (AAS) is awarded upon completion of a prescribed two-year program of study designed to prepare students to enter and compete in the job market. AAS curricula are designed to enable the graduate to enter an occupation with marketable skills, an acceptable level of technical competency, and the ability to communicate effectively. The general education core and the total number of hours required to complete an AAS degree varies depending upon the program of study. A minimum of 18 credit hours must be earned at CCC.

Formal articulation and/or transfer agreements have been established allowing graduates with an Associate of Applied Science degree to continue their education in a Bachelor of Applied Arts and Science degree at specific four-year universities. For further information contact the coordinator of the AAS program or the Academic Advising department.

CERTIFICATE PROGRAMS

CCCC offers certificate programs designed to meet specific employment needs of the community. Students who enroll in certificate programs are generally interested in re-entering the job market after an absence, changing careers, or upgrading job related skills in order to enhance employment specialization. Although certificates are normally one year in length, the specific number of credit hours varies by program area.

ARTICULATION/TRANSFER AGREEMENTS

Formal articulation and/or transfer agreements have been established allowing graduates with an Associate of Applied Science degree to continue their education in a Bachelor of Applied Arts and Sciences degree at specific four-year universities. For detailed information contact the coordinator of the AAS program or the director of articulation and transfer programs.

COOPERATIVE WORK EXPERIENCE (CWE)

Under supervision of the college and the employer, students combine classroom learning with career-related work experience. Credit is earned for specified hours worked, completion of specific learning objectives, and professional development seminar participation. This is an academic course requiring CWE permission to enroll. Placement assistance is provided or approval of current position for the program.

PROGRAM ADVISORY COMMITTEES

Advisory committees are used by the instructional divisions in each technical program area for program development, evaluation, long-range planning, development of employment opportunities for graduates, and other program issues.

These committees provide an essential link between the educational institution and the business community to ensure that our graduates are adequately prepared for employment.

Members of the advisory committees are selected from related industry, prospective employers, and other knowledgeable community representatives.
<table>
<thead>
<tr>
<th>Program</th>
<th>Associate of Applied Science</th>
<th>Specialization</th>
<th>Certificate</th>
<th>Enhanced Skills Cert.</th>
<th>Tech Prep</th>
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<td>Applied Graphic Design Technology</td>
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<td>Animation</td>
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<td>Computer Graphics</td>
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<td>Digital Video</td>
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<td>Illustration</td>
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<td>Internet/Web Design</td>
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| Special Admission Requirement                 | | | | | |

54
GENERAL EDUCATION CORE

I. English: 3 credit hours
   ENGL 1301 Composition/Rhetoric I

II. Speech Communications: 3 credit hours
   SPCH 1311 Fundamentals of Speech Communications
   or SPCH 1315 Public Speaking
   or SPCH 1321 Business and Professional Speaking

III. Mathematics: 3 credit hours
   MATH College level mathematics course. The
   math requirements may vary from
   the core. Check each degree plan.

IV. Computer Literacy: 3 credit hours
   COSC 1306 Introduction to Computers

V. Economics: 3 credit hours
   ECON 1301 Introduction to Economics
   or ECON 2301 Principles of Macroeconomics
   or ECON 2302 Principles of Microeconomics

VI. Humanities/Fine Arts: 3 credit hours
   HUMA 1301 Introduction to Humanities
   or ARTS 1301 Art Appreciation
   or ARTS 1303 Art History I
   or ARTS 1304 Art History II
   or DRAM 1310 Introduction to Theatre
   or MUSI 1306 Music Appreciation
   or MUSI 2308 Introduction to Music Literature
   or PHIL xxx Any philosophy course

VII. Behavioral Science: 3 credit hours
   PSYC 2301 General Psychology
   or PSYC 2302 Applied Psychology

VIII. Physical Education and Dance: 1 credit hour minimum
   PHED/DANC Any activity course
   or PHED 1238 Concepts of Physical Fitness and Wellness

Total General Education Core 22 Credit Hour Minimum

Criminal Justice, Fire Science (also Associate of Arts). Interpreter
Preparation Program/Deaf (IPPD), Nursing, Physical Therapist Assistant and
Respiratory Care programs have specific core curriculum
requirements. Please refer to the degree plan for details.
III. Major Courses

<table>
<thead>
<tr>
<th>Graphic Design Specialization</th>
<th>27 credit hours</th>
</tr>
</thead>
</table>
| A. AGDT 1303                         | Survey of Applied Graphic Design Technology  
| B. AGDT 1325                         | Visual Communications I                  |
| C. AGDT 1330                         | Beginning Illustration                  |
| D. AGDT 1331                         | 2D Computer Illustration                |
| E. AGDT 2325                         | Electronic Publishing for Graphic Design |
| F. AGDT 2365                         | Ad Agency                                |
| G. ARTS 1316                         | Drawing I                                |

Choose two of the following:

A. AGDT 1326 | Visual Communications II
B. AGDT 1335 | Instruction Design for Graphic Designers
C. AGDT 1345 | Artistic Concept, for Interface Design
D. AGDT 1351 | Interactive Multimedia Authoring
E. AGDT 2320 | Image Processing
F. AGDT 2335 | Advanced 2D Computer Animation
G. ARTS 1311 | Design I
H. ARTS 2356 | Photography I

Electives

6 credit hours

A. ARTS 1303 | Art History I
B. ARTS 1304 | Art History II
C. ARTS 1317 | Drawing II
D. ARTS 1370 | Computer Painting
E. ARTS 2311 | Introduction to Computer Graphics
F. ARTS 2316 | Painting I
G. ARTS 2323 | Life Drawing
H. ARTS 2334 | Printmaking II
I. ARTS 2357 | Photography II
J. ARTS 2366 | Watercolor I
K. COMM 1317 | News Photography

Multimedia Specialization

27 credit hours

| A. AGDT 1340 | Storyboard and Script Design
| B. AGDT 1350 | Introduction to Multimedia Animation
| C. AGDT 2335 | 2D Computer Animation
| D. AGDT 2355 | Multimedia Studio
| E. AGDT 2361 | Digital Post-Production
| F. MUSI 2350 | Audio for Multimedia I

Choose three from the following:

A. AGDT 1325 | Visual Communications I
B. AGDT 2320 | Image Processing
C. AGDT 2332 | 3D Computer Animation
D. AGDT 2335 | 3D Computer Animation
E. ARTS 1311 | Design I
F. ARTS 2356 | Photography
G. DRAM 2366 | History of Film Making
H. DRAM 2371 | The Art of Direction
### Electives: 6 credit hours

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<td>D. ARTS 1370</td>
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<td>E. ARTS 2311</td>
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<td>E. COSC 1318</td>
<td>Programming Concepts I</td>
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<td>G. COSC 1320</td>
<td>C/C++ Programming</td>
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<td>H. COSC 2315</td>
<td>Data Structures with C/C++ (Advanced C)</td>
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### Digital Video Special: 36 credit hours

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<td>B. AGDT 2320</td>
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<td>C. AGDT 2326</td>
<td>Graphic Design for Production</td>
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<td>D. AGDT 2330</td>
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<td>E. ARTS 1311</td>
<td>Design I</td>
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<tr>
<td>F. ARTS 1311</td>
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<tr>
<td>G. ARTS 2356</td>
<td>Programming Concepts II</td>
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<tr>
<td>H. DRAM 2371</td>
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### Electives: 6 credit hours

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<td>C. ARTS 1370</td>
<td>The Art of Directing</td>
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<td>E. DRAM 1341</td>
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<td>Introduction to Costuming</td>
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### Applied Graphic Design Certificate Programs

Some of the courses in the certificate programs may require prerequisites. Please check the course descriptions in the back of this catalog.

#### Animation Certificate: 33 credit hours

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<td>C. AGDT 1320</td>
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#### Computer Graphics Certificate: 36 credit hours

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<td>J. ARTS 2371</td>
<td>Digital Photo I</td>
<td>3</td>
</tr>
<tr>
<td>K. COMM 1316</td>
<td>Photo Illustration</td>
<td>3</td>
</tr>
<tr>
<td>L. ELECTIVE:</td>
<td>Contemporary Studies in the Visual Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Select One)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Special Topics:</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• Fashion Photography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• Architectural Photography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• View Camera/Zone Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• Alternative Processes</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• Advanced Color Photography</td>
<td>3</td>
</tr>
</tbody>
</table>
Associate of Applied Science

**Illustration Certificate**

33 credit hours

| A. AGDT 1300 | Survey of Applied Graphic Design Technology | 3 |
| B. AGDT 1310 | Introduction to Computer Graphics | 3 |
| C. AGDT 1320 | Introduction to Electronic Imaging | 3 |
| D. AGDT 1325 | Visual Communications I | 3 |
| E. AGDT 1330 | Beginning Illustration | 3 |
| F. AGDT 1331 | 2D Computer Illustration | 3 |
| G. AGDT 2330 | Illustration | 3 |
| H. AGDT 2365 | Ad Agency | 3 |
| I. ARIS 1311 | Design I | 3 |
| J. ARIS 1316 | Drawing I | 3 |
| K. ARIS 2323 | Life Drawing | 3 |

**Internet/Web Design Certificate**

33 credit hours

| A. AGDT 1305 | Survey of Applied New Media | 3 |
| B. AGDT 1310 | Introduction to Computer Graphics | 3 |
| C. AGDT 1320 | Introduction to Electronic Imaging | 3 |
| D. AGDT 1340 | Storyboard and Script Design | 3 |
| E. AGDT 1345 | Artistic Conceptualization for Interface Design | 3 |
| F. AGDT 2335 | 2D Computer Animation | 3 |
| G. AGDT 2355 | Multimedia Studio | 3 |
| H. AGDT 2361 | Digital Post-Production for Multimedia | 3 |
| I. AGDT 2390 | Special Topics: Multimedia for Internet | 3 |
| J. AGDT 2391 | Special Topics: Advance. Multimedia for the Internet | 3 |
| K. MUSI 2350 | Audio for Multimedia I | 3 |

**Multimedia Certificate**

33 credit hours

| A. AGDT 1305 | Survey of Applied New Media | 3 |
| B. AGDT 1310 | Introduction to Computer Graphics | 3 |
| C. AGDT 1320 | Introduction to Electronic Imaging | 3 |
| D. AGDT 1340 | Storyboard and Script Design | 3 |
| E. AGDT 1345 | Artistic Conceptualization for Interface Design | 3 |
| F. AGDT 1350 | Introduction to Multimedia Authoring | 3 |
| G. AGDT 1351 | Interactive Multimedia Authoring | 3 |
| H. AGDT 2335 | 2D Computer Animation | 3 |
| I. AGDT 2355 | Multimedia Studio | 3 |
| J. AGDT 2361 | Digital Post-Production for Multimedia | 3 |
| K. MUSI 2350 | Audio for Multimedia I | 3 |

**CHILD DEVELOPMENT CERTIFICATE**

[Also a Tech Prep Program]

24-26 credit hours depending on specialization

The Child Development Certificate program is a one-year curriculum designed to prepare individuals for entry-level positions working with young children and their families. The course work can also be applicable in-service training for teachers, administrators, nannies and family day home providers.

A developmental approach is emphasized which promotes optimal physical, social, emotional, and cognitive growth of children. Students learn management skills which allow them to provide quality programs in safe, nurturing environments.

The classroom learning experiences are supplemented by laboratory activities which promote observational skills and multi-cultural, non-sexist approaches to teaching. Student receive training in observation and evaluation procedures, practice skills necessary for planning, organizing, communicating, and supervising; and learn to work cooperatively with parents and community services.

**REQUIREMENTS FOR ALL CHDV STUDENTS**

To participate in the Child Development Center and receive credit for the lab component of courses, the following requirements must be met:

1. Enroll in a CCC child development course.
2. Within the first week of your first child development course, provide a copy of acceptable tuberculosis test results. Continuing students must submit acceptable tuberculosis results every two years.
3. Complete and sign a student recons tant form as a contract to ensure the following:
   - Verification that you have read and agree to abide by the Texas Minimum Standards for day care centers
   - Verification that you have read and agree to follow the laboratory student guidelines
   - Information provided to a criminal history check by the Texas Department of Protective and Regulatory Services
   - Confirmation that confidentiality and professional discretion will be observed at all times
   - Personal release for video taping for instructional purposes

Our records should always contain current personal information and is the student's responsibility to keep this information current.

Students need to pick up a CHDV registration packet in the Health Sciences, Physical Education, and Child Development Offices; the Child Development Lab Schools; or at registration.

Tech Prep students who took college-level courses in Child Development while in high school may elect to receive college credit by contacting a CCC advisor. A petition for Tech Prep credit should be completed as soon as possible upon admission to CCC.

58
CAREER OPPORTUNITIES

The Child Development Certificates are designed to provide the necessary preparation to work as a day care director, director of children's programs or an educational director. The skills acquired will be directly applicable in a variety of facilities including:

- Child Care Centers
- Preschool Programs
- Family Day Homes
- Employer-Sponsored Child Care
- Church-Sponsored Child Care
- Hospital-Sponsored Child Care
- Before and After School Programs
- Community Center Programs
- Parent and Child Study Programs
- Teacher's Aide
- Director, Assistant Director, Manager or Educational Coordinator in Children's Programs
- In-Home Care Giver or Nanny

CHILD DEVELOPMENT CERTIFICATE PROGRAMS

Some of the courses in the certificate programs may require prerequisites. Please check the course descriptions in the back of this catalog.

I. Technical Core

A. CHDV 1300 Early Child Development (0-3) .............. 3
   or CHDV 1301 Early Child Development (1-5) .............. 3
B. CHDV 1305 Early Childhood Fundamentals .............. 3
C. CHDV 1310 Nutrition, Health and Safety .............. 3
D. CHDV 1315 Child Guidance .................. 3
E. CHDV 2305 Parents and the Caregiver .............. 3

II. Major Courses

Early Childhood Administrator .................. 6 credit hours
A. CHDV 2315 Administration of Early Childhood Programs .................. 3
B. CHDV 2316 Organization & Management of Early Childhood Programs .................. 3

Early Childhood Educator .................. 8 credit hours
A. CHDV 2400 Material and Activities Development I ........ 4
B. CHDV 2401 Material and Activities Development II ........ 4
**Associate of Applied Science**

**COMPUTER AIDED DRAFTING & DESIGN**

(Also a Tech Prep program)

64 to 70 credit hours depending on the specialization

High-tech industries are constantly creating new career opportunities in exciting, highly specialized fields. The degree opportunities in Computer Aided Drafting and Design (CADD) provide both an educational foundation in computer-aided design and insight into current industry practices. Students in CCCC's intensive CADD hands-on training program are taught the skills a designer, draftsman, architect, or engineer needs for successful CADD operations. The Electronic Design Specialization provides an educational foundation in computer-aided Printed Circuit Board (PCB) design. Students in the Manufacturing Specialization are taught the skills the CADD/CAM technician needs to seek high-tech career opportunities in this rapidly growing field. Commercial interior design specialization is an upcoming, fast-emerging career field for CADD students. The Interior Design Specialization will prepare the student for a rewarding career in this field. It will also provide the student with a strong foundation in preparation for transfer to many four-year institutions.

Tech prep students who took collegiate-level courses in CADD while in high school may elect to receive college credit by contacting a CCCC advisor. A petition for Tech Prep credit should be completed as soon as possible upon admission to CCCC.

**CAREER OPPORTUNITIES**

Enjoy a profitable career in a modern business environment. Expanding job market possibilities related to drafting and design exist in such industries as:

- Manufacturing Firms
- Research Organizations
- Aircraft Industry
- Governmental Agencies
- Computer Centers
- Architectural Firms

**Technical Electives**

64 credit hours required to graduate

1. **General Education Core**

22 credit hours

See page 55.

MATH 1314 (or higher) and CADD 1301 (substituted for COSC 1306) are required for this program.

2. **Technical Core**

15 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. ELET 1440</td>
<td>Pre-Calculus for Mathematics and Science</td>
</tr>
<tr>
<td>B. MATH 2312</td>
<td>General Physics I</td>
</tr>
<tr>
<td>C. HYS 1401</td>
<td>General Physics II</td>
</tr>
<tr>
<td>D. HYS 1402</td>
<td>General Physics II</td>
</tr>
</tbody>
</table>

3. **Major Courses**

21 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. CADD 1301</td>
<td>Computer Graphics Systems</td>
</tr>
<tr>
<td>B. CADD 1302</td>
<td>Technical Graphics I</td>
</tr>
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</table>

4. **Electives**

9 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. CADD 2301</td>
<td>Technical Illustration</td>
</tr>
<tr>
<td>B. CADD 2302</td>
<td>Computer Aided Design</td>
</tr>
<tr>
<td>C. CADD 2306</td>
<td>Descriptive Geometry</td>
</tr>
<tr>
<td>D. CADD 7300</td>
<td>Cooperative Education I</td>
</tr>
<tr>
<td>E. CADD 7305</td>
<td>Cooperative Education II</td>
</tr>
<tr>
<td>F. CADD 7310</td>
<td>Cooperative Education III</td>
</tr>
<tr>
<td>G. COSC 2390</td>
<td>Advanced Topics in Computer Science</td>
</tr>
</tbody>
</table>

**Manufacturing Specialization**

70 credit hours required to graduate

1. **General Education Core**

22 credit hours

See page 55.

MATH 1314 (or higher) and CADD 1301 (substituted for COSC 1306) are required for this program.

2. **Technical Core**

15 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. ELET 1440</td>
<td>Pre-Calculus for Mathematics and Science</td>
</tr>
<tr>
<td>B. MATH 2312</td>
<td>General Physics I</td>
</tr>
<tr>
<td>C. HYS 1401</td>
<td>General Physics I</td>
</tr>
<tr>
<td>D. HYS 1402</td>
<td>General Physics II</td>
</tr>
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</table>

3. **Major Courses**

21 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. CADD 1301</td>
<td>Computer Graphics Systems</td>
</tr>
<tr>
<td>B. CADD 1302</td>
<td>Technical Graphics I</td>
</tr>
</tbody>
</table>

4. **Electives**

12 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. CADD 2301</td>
<td>Technical Illustration</td>
</tr>
<tr>
<td>B. CADD 2302</td>
<td>Computer Aided Design</td>
</tr>
<tr>
<td>C. CADD 2306</td>
<td>Descriptive Geometry</td>
</tr>
<tr>
<td>D. CADD 7300</td>
<td>Cooperative Education I</td>
</tr>
<tr>
<td>E. CADD 7305</td>
<td>Cooperative Education II</td>
</tr>
<tr>
<td>F. CADD 7310</td>
<td>Cooperative Education III</td>
</tr>
<tr>
<td>G. COSC 2390</td>
<td>Advanced Topics in Computer Science</td>
</tr>
</tbody>
</table>

**Electronic Design Specialization**

67 credit hours required to graduate

1. **General Education Core**

22 credit hours

See page 55.

MATH 1314 (or higher) and CADD 1301 (substituted for COSC 1306) are required for this program.

2. **Technical Core**

15 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. ELET 2425</td>
<td>Digital Control Applications</td>
</tr>
<tr>
<td>B. EIAT 2425</td>
<td>Active Devices</td>
</tr>
</tbody>
</table>
III. Major Courses  

A. CADD 1301 Computer Graphics Systems  .3
B. CADD 1302 Technical Graphics I  .3
C. CADD 1304 Computer Aided Drafting  .3
D. ELET 2301 Advanced CADD  .3
E. CADD 2305 Electronic PCB Drafting  .3
F. CADD 2310 Printed Circuit Board Design  .3
G. CADD 2311 Advanced Printed Circuit Board Design  .3

IV. Electives  6 credit hours

A. CADD 2301 Technical Illustration  .3
B. CADD 2302 Computer Aided Design  .3
C. CADD 2306 Descriptive Geometry  .3
D. CADD 7300 Cooperative Education 1  .3
E. CADD 7305 Cooperative Education II  .3
F. CADD 7310 Cooperative Education III  .3
G. COSC 2390 Advanced Topics in Computer Science  .3

Commercial Interior Design Specialization

67 credit hours required to graduate

I. General Education Core  22 credit hours

See page 55.

II. Technical Core  12 credit hours

A. BUSI 1301 Introduction to Business'  
B. CADD 1301 Computer Graphics Systems  
C. CADD 1302 Technical Graphics I  
D. CADD 1304 Computer Aided Drafting  

ENHANCED SKILLS CERTIFICATE

The Enhanced Skills Certificate in Computer Aided Drafting and Design provides additional training in specific job skills which supplement those acquired within the curriculum for an AAS degree in Computer Aided Drafting and Design. Students will have an opportunity to acquire these employment-related skills while completing the AAS degree requirements or subsequent to earning their AAS degree in Computer Aided Drafting and Design.

Enhanced Skills Certificate Requirements  9 credit hours

A. CADD 2301 Technical Illustration  
B. CADD 2302 Computer Aided Design  
C. COSC 2390 Advanced Topics in AutoCAD
CADD CERTIFICATE PROGRAMS

Some of the courses in the certificate programs may require prerequisites. Please check the course descriptions in the back of this catalog.

I. Autocad Certificate 15 credit hours
A. CADD 1301 Computer Graphics Systems ...................... 3
B. CADD 1304 Computer Aided Drafting ....................... 3
C. CADD 2302 Computer Aided Design\* ..................... 3
D. CADD 2303 Advanced CADD ............................... 3
E. COSC 2390 Advanced Topics-Autolisp\* .................. 3

\*Enhanced Skills Certificate

II. Commercial Interior Design Certificate 30 credit hours
A. ARTS 1311 Design I .................................. 3
B. ARTS 1312 Design II .................................. 3
C. ARTS 1316 Drawing I .................................. 3
D. CADD 1301 Computer Graphics Systems ............... 3
E. CADD 1302 Technical Graphics I ......................... 3
F. CADD 1304 Computer Aided Drafting .................... 3
G. CADD 2302 Computer Aided Design ..................... 3
H. INTD 1301 Applied Interior Design I ................. 3
I. INTD 2302 Applied Interior Design II .................. 3
J. INTD 2303 Applied Interior Design III ............... 3

III. Computer Aided Drafting and Design Certificate 30 credit hours
A. CADD 1301 Computer Graphics Systems .................. 3
B. CADD 1302 Technical Graphics I ......................... 3
C. CADD 1303 Technical Graphics II ....................... 3
D. CADD 1304 Computer Aided Drafting .................... 3
E. CADD 2301 Technical Illustration\* ..................... 3
F. CADD 2302 Computer Aided Design\* ................... 3
G. CADD 2303 Advanced CADD .................................. 3
H. CADD 2305 Electronic PCB Drafting ..................... 3
I. CADD 2307 Manufacturing Processes ..................... 3
J. COSC 2390 Advanced Topics-Autolisp\* .................. 3

\*Enhanced Skills Certificate

IV. Electronic Design Certificate 39 credit hours
A. CADD 1301 Computer Graphics Systems .................. 3
B. CADD 1302 Technical Graphics I ......................... 3
C. CADD 1303 Technical Graphics II ....................... 3
D. CADD 1304 Computer Aided Drafting .................... 3
E. CADD 2303 Advanced CADD .................................. 3
F. CADD 2305 Electronic PCB Drafting ..................... 3
G. CADD 2310 Printed Circuit Board Design .................. 3
H. CADD 2311 Advanced Printed Circuit Board Design .... 3
I. ELAT 2355 Digital Control Applications .................. 3
J. ELAT 2425 Active Devices .................................. 4
K. ELET 1400 Circuit Analysis I ........................... 4
L. ELET 1401 Circuit Analysis II ............................ 4

V. Manufacturing Design Certificate 30 credit hours
A. CADD 1301 Computer Graphics System .................. 3
B. CADD 1302 Technical Graphics I ......................... 3
C. CADD 1303 Technical Graphics II ....................... 3
D. CADD 1304 Computer Aided Drafting .................... 3
E. CADD 2302 Computer Aided Design ..................... 3
F. CADD 2303 Advanced CADD .................................. 3
G. CADD 2307 Manufacturing Processes ..................... 3
H. CADD 2308 NC Programming ............................. 3
I. CADD 2309 Computer Integrated Manufacturing .......... 3
J. COSC 2390 Advanced Topics-Autolisp .................. 3
BUSINESS PROGRAMMING
64 credit hours required to graduate

The development and use of computers in business and industry has created a need for many data processing technicians who are proficient in basic languages as well as computer operations. Many small and medium sized businesses spend a considerable amount of money seeking qualified computer specialists who can solve business problems.

The degree program in Computer Information Systems with an emphasis in Business Programming is for the person who wants to obtain the entry-level skills and technical knowledge necessary for the demands of today's business and industry needs. Areas of study include:
- Business Programming = use of COBOL in a business environment is emphasized.
- Financial Skills = accounting and economics courses are used to strengthen the background of the graduate.
- Management Skills = information systems management, systems analysis, database management systems, applied psychology and technical writing are used to do an effective management decisions.
- Technical Skills = operating systems, data structures and statistics are presented to further technical competency.

Students planning to transfer to a four-year institution should check with an academic adviser.

CAREER OPPORTUNITIES

Students in the Business Programming specialization program will receive basic instruction and pre-employment training for positions requiring high degrees of skill and technical knowledge. The CSCI curriculum will extend or improve the existing occupational competence of employed persons. The Business Programming specialization readies students to seek one of many new job opportunities, a few of which are:
- Business Programmer = produces new business programs and modifies existing ones.
- Computer Operator = controls and monitors mainframe computer functions.
- Database Manager = designs and manages business data systems.
- Production Analyst = maintains computer security, computer libraries, and business forms and equipment.

I. General Education Core 22 credit hours
See page 55.
MATH 1324 is required for this program.
PSYC 2301 should be taken by students planning to transfer.

II. Technical Core 15 credit hours
A. CSCI 2330 COBOL I .......................... 3
B. CSCI 2350 Computer Operating Systems ........... 3
C. CSCI 2355 Networking and Telecommunications .... 3

III. Major Courses 21 credit
A. CSCI 2331 COBOL II ................................
B. ACCT 2301 Principles of Accounting I .............
C. ACCT 2302 Principles of Accounting II ............
D. COSC 1318 Programming Concepts I ..............
E. COX 2318 Programming Concepts II ..............
F. ENGL 2311 Technical Writing ....................
G. MATH 1325 Calculus for Business/Economics ....

IV. Electives 6 credit
A. CSCI 1305 Microcomputer Concepts ..............
B. CSCI 1320 BASIC Programming ..................
C. CSCI 2305 Integrated Spreadsheet Applications ...
D. CSCI 2310 Database Applications ..........................
E. CSCI 2315 Desktop Applications ..................
E. CSCI 2335 Data Structures for Business ............
G. CSCI 2390 Special Topics in CSCI I ............
H. CSCI 2395 Special Topics in CSCI II ...........
I. CSCI 7300 Cooperative Education I .............
J. CSCI 7305 Cooperative Education II ..........
K. BUSI 1301 Introduction to Business .............
L. CADD 1301 Computer Graphics Systems ..........
M. COSC 2325 Assembly Language ..................

BUSINESS MULTIMEDIA TECHNOLOGY
67 credit hours required to graduate

Incorporating technology into instructional processes is one greatest challenges educators and trainers face today. Today's companies are using multimedia to provide computer-based train simulations. Companies have an increased need to access information now only available to those who are experts in technology driven systems. In this era of multimedia, educators are faced with challenging task of presenting classroom material via multimedia program will prepare students to provide interactive computer training modules and simulations as well as multimedia presentations.

CAREER OPPORTUNITIES

- Instructional Technologist = an emerging para-professional occupation which allows for the following career opportunities.
- Support Staff/Teacher Aide = assists instructors in the preparation of multimedia presentations and interactive computer-based training both business and educational settings.
- Instructors = all levels of teaching faculty who can incorporate multimedia in their classroom presentation.
- Trainers = individuals who can both develop and present multimedia and computer-based training programs in the business environment.
- Generalists = individuals who can develop multimedia presentations for any purpose in any environment.
I. General Education Core  
See page 55.  
MATH 1324 is required for this program.

II. Technical Core  
A. CSCI 1305 Microcomputer Concepts .................3  
B. CSCI 2350 Computer Operating Systems ...........3  
C. ENGL 2311 Technicalwriting ..................3

III. Major Courses  
A. CSCI 1310 Introduction to Graphics ...............3  
B. CSCI 1325 Instructional Design for Business & Educ. ..................3  
C. CSCI 2325 Intermediate Multimedia Applications ..............3  
D. CSCI 2340 Project Development and Delivery .................3  
E. CSCI 2365 Advanced Multimedia Applications ..............3  
F. COSC 1370 Introduction to Visual Programming ...............3

IV. Electives  
A. COSC 1317 Scientific Programming ...............3  
B. COSC 1370 Introduction to Visual Programming ..............3  
C. COSC 2315 Data Structures with C/C++ ..................3  
D. COSC 2370 Advanced Visual Programming .................3  
E. COSC 2371 Hypertext Authoring ..................3  
F. COSC 2373 Information Retrieval and Utilization ..............3  
G. COSC 2374 Novell NetWare .........................3  
H. COSC 2375 Advanced Assembly Language ...............3  
I. COSC 2379 Programming in Windows ..................3  
J. COSC 2387 Introduction to Artificial Intelligence ..............3  
K. COSC 2390 Advanced Topic in COSC ..................3  
L. COSC 7300 Cooperative Education I .................3

Special Admission Requirement: Keyboarding or consent of instructor

BUSINESS MULTIMEDIA TECHNOLOGY CERTIFICATES

Some of the courses in the certificate programs may require prerequisites. Please check the course descriptions in the back of this catalog.

Multimedia Authoring Specialist Certificate  
A. CSCI 1305 Microcomputer Concepts .................3  
B. CSCI 1310 Introduction to Graphics ...............3  
C. CSCI 1325 Introduction to Multimedia .................3  
D. CSCI 1330 Instructional Design for Business & Educ. ..................3  
E. CSCI 2325 Intermediate Multimedia Applications ..............3  
F. CSCI 2340 Project Development and Delivery .................3  
G. CSCI 2365 Advanced Multimedia Applications ..............3  
H. CSCI 7300 Cooperative Education I ..................3  
I. COSC 1306 Introduction to Computers ..................3  
J. COSC 1370 Introduction to Visual Programming ..............3  
K. COSC 1371 Hypertext Authoring ..................3

Special Admission Requirement: Keyboarding or consent of instructor

Multimedia Presentation Technician Certificate  
A. CSCI 1305 Microcomputer Concepts .................3  
B. CSCI 1310 Introduction to Graphics ...............3  
C. CSCI 1325 Introduction to Multimedia .................3  
D. CSCI 1330 Instructional Design for Business & Educ. ..................3  
E. CSCI 2340 Project Development and Delivery .................3  
E. COSC 7300 Cooperative Education I ..................3  
G. COSC 1306 Introduction to Computers .................3

Special Admission Requirement: Keyboarding or consent of instructor

COMPUTER SYSTEMS

64 credit hours required to graduate

The area of computer information systems is an exciting field that presents many opportunities for a student who is proficient in both applications and business programming. The skills acquired in this program will enable the student to solve problems that are encountered when working in this ever-changing and growing field. Five certificates are offered that can be a part of this degree. After completing one or more certificates, students can continue at Collin County Community College and receive an Associate of Applied Science degree.

The degree program in Computer Information Systems is for persons who want to obtain the entry-level skill and knowledge necessary for the demands of today's business and industry needs. Areas of study include:
- Microcomputer Applications
- Financial Skills
- Business Programming
- Management Skills
- Technical Skills

Students planning to transfer to a four-year institution should check with an academic adviser.

CAREER OPPORTUNITIES

Students in the Computer Systems option program will receive basic instruction and pre-employment training for positions requiring high degrees of skill and technical knowledge. The certificates will provide the knowledge to update current job requirements. The skills acquired will be directly applicable in a variety of businesses and industries including:
- Manufacturing Firms
- Microcomputer Support Firms
- Computer Centers
- Transportation Industry
- Governmental Agencies
- Financial Firms
- Accounting Firms

I. General Education Core  
See page 55.  
MATH 1324 is required for this program.  
PSYC 2301 should be taken by students planning to transfer.

II. Technical Core  
A. COSC 2380 Software Engineering .................3  
B. CSCI 1320 BASIC Programming ..................3
The development and use of computers in business and industry has created a need for many data processing technicians who are proficient in business programming languages as well as a variety of computer application packages.

The United States Office of Technology Assessment estimates that by the year 2000, 80 percent of all jobs will be computer-related.

The Associate of Applied Science degree program in Computer Information Systems with an emphasis in Microcomputer Applications accentuates the entry level technical skills necessary for the demands of today's business and industry needs. These skills are:

- Business Applications - fluency in the use of dBASE, Lotus 1-2-3, Symphony, word processing and desktop publishing software is emphasized
- Technical Skills - operating systems, data structures, networking, telecommunications and microcomputer concepts courses are used to enhance technical competency
- Management Skills - systems analysis and design, applied psychology and database design techniques are used to enhance effective management decisions

Students planning to transfer to a four-year institution should check with an academic adviser.

CAREER OPPORTUNITIES

Students in the Microcomputer Applications option will prepare for entry into the workforce by experiencing practical applications and "real world" simulations using the latest in advanced software applications packages.

The degree in Computer Information Systems with a Microcomputer Applications option readsies students for many new business and industry job opportunities, including:

- Latest database applications programs to design and maintain business data
- PC Support Specialist - business problem solving using a variety of micro-application packages
- MicroProgrammer - design new programs and modify existing programs using microcomputer business languages
- PC Service Representative - support networking and the micro-telecommunications industry

I. General Education Core 22 credit hours

See page 55.

MATH 1324 is required for this program.

PSYC 2301 should be taken by students planning to transfer.

II. Technical Core 15 credit hours

A. CSCI 1305 Microcomputer Concepts ............3
B. CSCI 1320 BASIC Programming ...............3
C. CSCI 1325 Introduction to Multimedia ..........3
D. CSCI 2350 Computer Operating Systems ........3
E. CSCI 2355 Networking and Telecommunications ....3

III. Major Courses 21 credit hours

A. CSCI 1310 Introduction to Graphics ............3
B. CSCI 2305 Integrated Spreadsheet Applications ..3
C. CSCI 2310 Database Applications ............3
D. CSCI 2315 Desktop Publishing ...............3
E. CSCI 2325 Intermediate Multimedia Applications ....3
F. ACCT 2301 Principles of Accounting I ..........3
G. CSCI 7300 Cooperative Education I .............3
H. CSCI 7305 Cooperative Education II ............3

IV. Electives 6 credit hours

A. CSCI 2330 COBOL I ..........................3
B. CSCI 2331 COBOL II ..........................3
C. CSCI 2335 Data Structures for Business ........3
D. CSCI 2390 Special Topics in CSCI I ............3
E. CSCI 2395 Special Topics in CSCI II ...........3
F. CSCI 7300 Cooperative Education I .............3
G. CSCI 7305 Cooperative Education II ............3
H. BUSI 1370 Principles of Management ............3
J. BUSI 2372 Organizational Behavior ............3
K. COSC 2380 Software Engineering ..............3

MICROCOMPUTER APPLICATIONS

64 credit hours required to graduate

Integrated Spreadsheet Applications ........................3
Database Applications ....................................3
Beginning Word Processing ................................3

Electives 27 credit hours

A. COSC 1318 Programming Concepts I ............3
B. COSC 1320 C++ Programming .....................3
c. COSC 2318 Programming Concepts II ............3
D. COSC 2383 Computer Networks ....................3
E. ACCT 1370 Elementary Accounting ................3
E. ACCT 2301 Principles of Accounting I ............3
G. BUSI 1370 Principles of Management ............3
H. BUSI 2372 Organizational Behavior ............3
J. CSCI 1305 Microcomputer Concepts ..............3
K. CSCI 2315 Desktop Publishing .....................3
L. CSCI 2330 COBOL I ................................3
M. CSCI 2331 COBOL II ................................3
N. CSCI 2335 Data Structures for Business ........3
O. CSCI 2350 Computer Operating Systems .......3
P. CSCI 2355 Networking and Telecommunications ....3
Q. CSCI 2390 Special Topics in CSCI ...............3
R. CSCI 7300 Cooperative Education I .............3
S. CSCI 7305 Cooperative Education II ............3
T. ENGL 2311 Technical Writing ....................3
### COMPUTER INFORMATION SYSTEMS CERTIFICATE PROGRAMS

Some of the courses in the certificate programs may require prerequisites. Please check the course descriptions in the back of this catalog.

**Computer Applications Certificate**  
**15 credit hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. CSCI 1305</td>
<td>Microcomputer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>B. CSCI 2305</td>
<td>Integrated Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>C. CSCI 2310</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>D. CSCI 2315</td>
<td>Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>E. COSC 1306</td>
<td>Introduction to Multimedia</td>
<td>3</td>
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</table>

**Computer Operating Systems Certificate**  
**18 credit hours**

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>A. CSCI 1305</td>
<td>Microcomputer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>B. CSCI 2350</td>
<td>Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>C. COSC 1306</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>D. COSC 1318</td>
<td>Programming Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>E. COSC 2325</td>
<td>Assembly Language</td>
<td>3</td>
</tr>
<tr>
<td>E. COSC 2380</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
</tbody>
</table>

**Information Systems Management Certificate**  
**21 credit hours**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. CSCI 1305</td>
<td>Microcomputer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>B. CSCI 1325</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>C. CSCI 2310</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>D. CSCI 2355</td>
<td>Networking and Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>E. COSC 1306</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>F. COSC 1318</td>
<td>Programming Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>G. COSC 2330</td>
<td>COBOL I</td>
<td>3</td>
</tr>
<tr>
<td>G. COSC 2380</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
</tbody>
</table>

**Networking & Telecommunications Certificate**  
**24 credit hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. CSCI 1305</td>
<td>Microcomputer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>B. CSCI 2350</td>
<td>Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>C. CSCI 2355</td>
<td>Networking and Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>D. CSCI 7300</td>
<td>Cooperative Education I</td>
<td>3</td>
</tr>
<tr>
<td>E. COSC 1306</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>E. COSC 1318</td>
<td>Programming Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>G. COSC 2330</td>
<td>COBOL I</td>
<td>3</td>
</tr>
<tr>
<td>G. COSC 2380</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>H. COSC 2383</td>
<td>Computer Networks</td>
<td>3</td>
</tr>
</tbody>
</table>

### SOFTWARE DEVELOPMENT

**65 credit hours required to graduate**

The development and use of computers, especially microprocessors, has created a demand for software application programs. There are career opportunities in both real-time control programs and systems software development. This involves not only developing programs but correcting and updating existing software.

This **degree** program requires extensive hands-on programming on both microcomputers and VAX minicomputers.

Students planning to **transfer** to a four-year institution should check with an academic adviser.

### CAREER OPPORTUNITIES

This program prepares entry-level computer programmers for work in an applications environment. The student gains a background in basic programming concepts including software design and is exposed to present-day computer languages. Careers available for the graduate include:

- Computer Service Technician
- Computer Programmer
- Software Development Programmer
- Numerical Control Programmer
- Minicomputer Programmer

**I. General Education Core**  
**22 credit hours**

See page 55

MATH 1314 (or higher) is required for this program.

FSIC 2301 should be **taken** for students planning to **transfer**.

**II. Technical Program Core**  
**10 credit hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. ENGL 1400</td>
<td>Basic Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>B. ENGL 2311</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>C. MATH 2312</td>
<td>Pre-Calculus for Math &amp; Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**III. Major Courses**  
**24 credit hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. COSC 1318</td>
<td>Programming Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>B. COSC 1320</td>
<td>C/C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>C. COSC 2318</td>
<td>Programming Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>D. COSC 2325</td>
<td>Assembly Language</td>
<td>3</td>
</tr>
<tr>
<td>E. COSC 2372</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>F. COSC 2380</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>G. COSC 2383</td>
<td>Computer Networks</td>
<td>3</td>
</tr>
<tr>
<td>H. COSC 2384</td>
<td>Large Scale Operating System</td>
<td>3</td>
</tr>
<tr>
<td>or COX 2350</td>
<td>Computer Operating System</td>
<td>3</td>
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</table>

**IV. Electives**  
**9 credit hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>A. COSC 1317</td>
<td>Scientific Programming</td>
<td>3</td>
</tr>
<tr>
<td>B. COSC 1370</td>
<td>Introduction to Visual Programming</td>
<td>3</td>
</tr>
<tr>
<td>C. COSC 2315</td>
<td>Data Structures with C/C++ (Advanced C)</td>
<td>3</td>
</tr>
<tr>
<td>D. COSC 2370</td>
<td>Advanced Visual Programming</td>
<td>3</td>
</tr>
</tbody>
</table>
SOFTWARE DEVELOPMENT CERTIFICATE PROGRAMS

Some of the courses in the certificate programs may require prerequisites. Please check the course descriptions in the back of this catalog.

**Assembly Language Programming Certificate** 21 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. COSC 1306</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>B. COSC 1318</td>
<td>Programming Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>C. COSC 1320</td>
<td>C/C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>D. COSC 2318</td>
<td>Programming Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>E. COSC 2325</td>
<td>Assembly Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>F. COSC 2375</td>
<td>Advanced Assembly Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>G. COSC 2380</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
</tbody>
</table>

**Business Programming Certificate** 21 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. COSC 1306</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>B. COSC 1318</td>
<td>Programming Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>C. COSC 2318</td>
<td>Programming Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>D. COSC 2380</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>E. CSCI 2330</td>
<td>COBOL I</td>
<td>3</td>
</tr>
<tr>
<td>F. CSCI 2331</td>
<td>COBOL II</td>
<td>3</td>
</tr>
<tr>
<td>G. CSCI 2350</td>
<td>Computer Operating Systems</td>
<td>3</td>
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</tbody>
</table>

**C Programming Certificate** 24 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. COSC 1306</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>B. COSC 1318</td>
<td>Programming Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>C. COSC 1320</td>
<td>C/C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>D. COSC 2315</td>
<td>Data Structures with C/C++ (Advanced C)</td>
<td>3</td>
</tr>
<tr>
<td>E. COX 2318</td>
<td>Programming Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>F. COSC 2372</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>G. COSC 2379</td>
<td>Windows Programming with Visual C/C++</td>
<td>3</td>
</tr>
<tr>
<td>or COX 2386</td>
<td>Systems Programming</td>
<td>3</td>
</tr>
<tr>
<td>H. COX 2380</td>
<td>Software Engineering</td>
<td>3</td>
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</tbody>
</table>

**Programming for Educators Certificate** 21 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. COSC 1306</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>B. COX 1318</td>
<td>Programming Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>C. COSC 2318</td>
<td>Programming Concepts II</td>
<td>3</td>
</tr>
<tr>
<td>D. COSC 2380</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>E. CSCI 1305</td>
<td>Microcomputer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>F. CSCI 1320</td>
<td>BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>or COSC 1320</td>
<td>C/C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>G. CSCI 2350</td>
<td>Computer Operating Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Criminal Justice**

(Also see Associate of Arts Criminal Justice)

(Also a Tech Prep program)

62 credit hours required to graduate

The challenge of crime in a free society has created many employment opportunities for graduates of college programs in law enforcement and corrections. Virtually all public and private labor forecasting organizations predict that law enforcement and corrections career opportunities will grow substantially between now and the turn of the century. Majoring in either law enforcement or corrections, graduates of the 62 semester hour Associate of Applied Science degree will be prepared for entry-level positions in local, county, state, and federal law enforcement, corrections, and juvenile justice agencies and to continue their education at the baccalaureate level.

Tech Prep students who took college-level courses in Criminal Justice while in high school may elect to receive college credit by contacting a CCCC academic advisor. A petition for Tech Prep credit should be completed as soon as possible upon admission to CCCC.

**CAREER OPPORTUNITIES**

Challenging career opportunities exist for graduates as:

- Municipal Police Officers
- State Law Enforcement Officers
- Forest, Watercraft and Game Protection Officers
- Probation Officers and Parole Officers
- Victim Service Counselors
- Corrections Officers for local, county, state and federal corrections institutions
- Community Supervision Officers
- Deputy Sheriffs
- Public Safety Officers
- Federal Law Enforcement Protection Officers
- Public and Private Investigators
- Juvenile Detention Officers

**General Education Core** 23 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A. ENGL 1301</td>
<td>Composition/Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>B. SPCH 1311</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>C. MATH 1332</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>D. COSC 1306</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>E. ECON 1302</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>I. HUM 1301</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>G. SOCI 1301</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>H. HED 1238</td>
<td>Concepts of Physical Fitness and Wellness</td>
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**Technical Core** 12 credit hours

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<tr>
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<tbody>
<tr>
<td>A. CRJ 1301</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>B. CRJ 1306</td>
<td>The Courts and Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>C. CRJ 1307</td>
<td>Crime in America</td>
<td>3</td>
</tr>
<tr>
<td>D. CRJ 1310</td>
<td>Fundamentals of Criminal Law</td>
<td>3</td>
</tr>
</tbody>
</table>
III. Major Courses

Law Enforcement specialization 21 credit hours
A. CRIJ 2313 Juvenile Justice System ......................... 3
B. CRIJ 2314 Criminal Investigation ......................... 3
C. CRIJ 2323 Legal Aspects of Law Enforcement ........... 3
D. CRIJ 2328 Police Systems and Practices ................. 3
E. CRIJ 7300 Cooperative Education I or elective .......... 3
F. GOVT 2301 American Government I ....................... 3
G. SOCI 2319 Minority Studies .............................. 3

Corrections specialization 21 credit hours
A. CRIJ 1513 Juvenile Justice System ....................... 3
B. CRIJ 2301 Community Resources in Corrections .......... 3
C. CRIJ 2305 Legal Aspects of Corrections .................. 3
D. CRIJ 2313 Correctional Systems and Practices .......... 3
E. CRIJ 7300 Cooperative Education I or elective .......... 3
F. PSYC 2371 Individual Counseling ........................ 3
G. SOCI 2319 Minority Studies .............................. 3

IV. Electives 6 credit hours
A. CRIJ 2314 Criminal Investigation ........................ 3
B. CRIJ 2315 Special Topics in Criminal Justice .......... 3
C. CRIJ 2328 Police Systems and Practices ................. 3
D. ANTH 2301 Physical Anthropology ....................... 3
E. BUSI 1370 Principles of Management .................... 3
F. HIST 1302 United States History II ...................... 3
G. PSYC 2301 General Psychology .......................... 3
H. PSYC 2306 Human Sexuality .............................. 3
I. PSYC 2316 Psychology of Personality .................... 3
J. PSYC 2319 Social Psychology ............................. 3
K. PSYC 2370 Drug Use and Abuse ........................... 3
L. SOCI 1306 Social Problems ............................... 3
or SOCI 2306 Human Sexuality .............................. 3
M. SOCI 2301 Marriage and the Family ...................... 3
N. SOCI 2319 Minority Studies .............................. 3

Spanish/English Bilingual Certificate 14 credit hours
A. SPAN 1411 Beginning Spanish I ......................... 4
B. SPAN 1412 Beginning Spanish II ......................... 4
C. SPAN 2311 Intermediate Spanish I ...................... 3
D. SPAN 2312 Intermediate Spanish II ..................... 3

Texas Peace Officer Certificate
(Continuing Education Units are awarded)

CCM 7030 Texas Peace Officer Law (80 hours)
A study of laws directly related to police field work; traffic, intoxicated driver, Penal Code, elements of crime, Family Code, Alcoholic Beverage Code and civil liability.

CCM 7031 Texas Peace Officer Procedures (80 hours)
Techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control and jail operations.

CCM 7032 Texas Peace Officer Skills (96 hours)
Demonstration and practice of the skills expected of a police officer. Patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care.

Note: Texas Peace Officer Enhanced Skills Certificate is offered during summer sessions only. Students will enroll in CCM 7030, 7031, and 7032 sequentially, completing one course per summer session.

CORRECTIONS ENHANCED SKILLS CERTIFICATES

Criminal Justice Dual Major Certificate 12 credit hours
A. CRIJ 2314 Criminal Investigation ........................ 3
B. CRIJ 2323 Legal Aspects of Law Enforcement ........... 3
C. CRIJ 2328 Police Systems and Practices ................. 3
D. SPCH 1315 Public Speaking ............................... 3

Interpersonal Skills Certificate 12 credit hours
A. BUSI 1371 Leadership and Human Relations ............. 3
B. PSYC 2316 Psychology of Personality .................... 3
C. PSYC 2319 Social Psychology ............................. 3
D. SPCH 1318 Interpersonal Communications ............... 3

Spanish/English Bilingual Certificate 14 credit hours
A. SPAN 1411 Beginning Spanish I ......................... 4
B. SPAN 1412 Beginning Spanish II ......................... 4
C. SPAN 2311 Intermediate Spanish I ...................... 3
D. SPAN 2312 Intermediate Spanish II ..................... 3

Corrections Officer Certificate (Continuing Education Units are Awarded)

CCM 1204 Basic Certification for Correctional Officer (128 hours)
This course will certify students for employment with the corrections division of the Texas Department of Criminal Justice.

Note: Course is offered during summer sessions only.
Dietary Manager Certificate

(Also see Biology for Nutrition Courses)

The curriculum is approved by the Dietary Manager's Association. Students will be prepared to test for Certification by DMA to be designated a Certified Dietary Manager upon completion of the certificate.

CAREER OPPORTUNITIES

Health care food services supervisor for hospitals, nursing homes and other facilities.

Special Admissions Requirements

- High school diploma or GED certificate
- Completed admissions procedure packet

Registration is by permission only. Additional information and applications may be obtained from the admissions office or from the Mathematics and Natural Sciences division office.

Dietary Manager Certificate

18 credit hours

A. DTMG 1600 Dietary Manager I
B. DTMG 1601 Dietary Manager II
C. BUSI 1371 Leadership and Human Relation
D. COSC 1306 Introduction to Computers

Electronic Technology

67 credit hours required to graduate

Electronic Technology

(Also a Tech-Prep Program)

Graduates of the Electronic Technology degree program will receive training in one of four specialized areas:

- General Electronic Specialization: A broad base training program covering several diversified areas in modern electronics that include telecommunications, computer technology, avionics, robotics and automated manufacturing.
- Telecommunications Specialization: A training program developed for the telecommunications industry with strong support and interaction from companies such as Northern Telecom, MCI, DSC, Southwestern Bell, Alcatel, Ericsson, Andrews, EDS and other telecommunications companies. This program concentrates on theory, design, troubleshooting and repair of processor controlled telecommunications equipment used in the control, transmission and reception of audio, video and data signals including telemetry, using various mediums such as wire, wireless and fiber.
- Computer Maintenance Specialization: This program trains the student in the theory, application, modification and repair of microcomputers. Emphasis is placed on diagnostic tools, test equipment and providing hands-on practical experience to the student. Modifications include upgrading and interfacing for various control operations.
- Instrumentation Specialization: The student is trained in theory, modification, application and repair of electronic equipment systems used for industrial applications that include manufacturing, materials handling, transportation, mining, telemetry and tracking. Methods and devices covered include, servomechanisms, process control, programmable logic controllers, micro controllers and optoelectronics.

Electronic Engineering Technology

Graduates of the Electronic Engineering Technology degree program will receive training in several diversified areas of electronics. The emphasis of this program will be the application of mathematical theorems and applied physics toward the design and analysis of electronic circuits. Students will be exposed to a combination of classroom theory and hands-on laboratory design and analysis experiments.

Electronic Technology and Electronic Engineering Technology

The curriculum includes software design and simulation packages that students use in all courses, programmable graphing calculators that interface with equipment as well as other innovative methods of instruction. Program curriculum and laboratory equipment have been formally evaluated and endorsed by an advisory committee consisting of members of the electronics industry.
Associate of Applied Science

Articulation agreements allow the student to transfer their completed program into several four-year institutions toward a baccalaureate degree. Students planning transfers should consult a CCC academic advisor.

CCC is a member of the Texas Association of Schools of Engineering Technology and the Texas Technical Society. We are also a certified testing site for the ACT exam, the CLEP exam and the MEP exam.

CAREER OPPORTUNITIES

Trained electronic technicians and electronic engineering technicians are in high demand in our service area. Industry at present has a shortage of over 3000 technicians and forecasts this to increase over the next decade.

Students completing the Electronic Technology or Electronic Engineering Technology degree program will receive quality training that will provide career opportunities in areas such as:

- Telecommunications
- Computer Systems Applications
- Semiconductor Wafer Fabrication
- Advanced Manufacturing Equipment Applications
- Avionics and Space Communications
- Biomedical Applications and Design
- Printed Circuit Board Design and Manufacturing
- Laser and Fiber Optics Applications

ELECTRONIC TECHNOLOGY

I. General Education Core 22 Credit Hours Minimum

See page 55.

Math 1314 (or higher) is required for this program.

ECON 2301/2302 (substituted for ECON 1301) may be used for this program.

II. Technical Core 9 credit hours

A. CADD 2305 Electronic PCB Drafting ................. 3
B. ENGL 2311 Technical Writing ...................... 3
C. MATH 2312 Pre-Calculus for Math & Science .......... 3

III. Major Courses

General Electronic Technology Specialization 30 credit hours

67 credit hours required to graduate

A. ELAT 1315 Basic Digital* ...................... 3
B. ELAT 1400 Basic Electronics I* ................. 4
C. ELAT 1401 Basic Electronics II* ................. 4
D. ELAT 1405 Electronic Fabrication I ............ 4
E. ELAT 1410 Solid State Devices* ................. 3
F. ELAT 2330 Instrumentation and Telemetry ........ 3
G. ELAT 2420 Fundamentals of Electronic Communications .... 4
H. ELAT 2425 Active Devices ....................... 4

*These courses may have been taken in high school.

Electives 6 credit hours minimum

Any ELAT courses not listed in the above program to include:

A. ELAT 7300 Cooperative Education I ......... 3
B. ELAT 7305 Cooperative Education II .......... 3

Computer Maintenance Specialization 30 credit hours

67 credit hours required to graduate

A. ELAT 1405 Electronic Fabrication I ............ 4
B. ELAT 2360 Microcomputer Systems ............ 3
C. ELAT 2450 Computer Architecture ............. 4
D. ELAT 2455 Applied Computer Programming .... 4
E. ELAT 1405 Digital IC Analysis ................. 4
F. ELAT 1410 Fundamentals of Computers ....... 4
G. ELAT 2325 Computer Interfacing ............... 3
H. ELAT 2430 Computer Maintenance .............. 4

Electives 6 credit hours minimum

Any ELAT courses not listed in the above program to include:

A. ELAT 7300 Cooperative Education I ......... 3
B. ELAT 7305 Cooperative Education II .......... 3

Communication Systems Installation and Repair Specialization 30 credit hours

71 credit hours required to graduate

A. ELAT 1315 Basic Digital ........................ 3
B. ELAT 1400 Basic Electronics I ................ 4
C. ELAT 1401 Basic Electronics II ............... 4
D. ELAT 1410 Solid State Devices ................. 3
E. ELAT 2340 Power Supply Systems .............. 3
F. ELAT 2430 Fundamentals of Electronic Communications 4
G. ELAT 2465 Optoelectronics ................... 4
H. ELAT 2420 Communications .................... 4
I. ELAT 2435 Microwave/RF Design ............. 4

Electives

Any ELAT courses not listed in the above program to include:

A. ELAT 7300 Cooperative Education I ......... 3
B. ELAT 7305 Cooperative Education II .......... 3

Instrumentation Specialization 31 credit hours

65 credit hours required to graduate

A. ELAT 1315 Basic Digital ....................... 3
B. ELAT 1400 Basic Electronics I ............... 4
C. ELAT 1401 Basic Electronics II .............. 4
D. ELAT 1410 Solid State Devices ............... 4
E. ELAT 2330 Instrumentation and Telemetry .... 3
F. ELAT 2335 Digital Control Applications .... 3
G. ELAT 2340 Programmable Logic Controls .... 3
H. ELAT 2360 Microcomputer Systems .......... 3
I. ELAT 2437 Industrial Automation Controllers ... 4

Electives 6 credit hours

A. ELAT 2340 Powers Supply Systems .......... 3
B. ELAT 2445 Applied Electronic Circuits ....... 4
C. ELAT 2450 Computer Architecture .......... 4
D. ELAT 2455 Applied Computer Programming ... 4
E. ELAT 2465 Optoelectronics ................ 4
F. ELAT 7300 Cooperative Education I ........ 3
G. ELAT 7305 Cooperative Education II ....... 3

70
ENHANCED SKILLS CERTIFICATE

The Enhanced Skills Certificate in Electronic Technology provides additional training in specific job skills which supplement those acquired within the curriculum for an AAS degree in Electronic Technology. Students who complete the Enhanced Skills Certificate requirements subsequent to earning their AAS in Electronic Technology will have an opportunity to acquire those employment-related skills needed to advance in their occupations.

Enhanced Skills Certificate Requirements 10 credit hours
A. ELAT 2335 Digital Control Applications ................................... 3
B. ELAT 2336 Programmable Logic Controllers ................................ 3
C. ELAT 2427 Industrial Information Controllers .............................. 4

ELECTRONIC TECHNOLOGY CERTIFICATE PROGRAMS

Some of the courses in the certificate programs may require prerequisites. Please check the course descriptions in the back of this catalog.

Communications Systems Installation & Repair Certificate 34 credit hours
A. ELAT 1315 Basic Digital ............................................................ 3
B. ELAT 1400 Basic Electronics I ..................................................... 4
C. ELAT 1401 Basic Electronics II ................................................... 4
D. ELAT 1410 Solid State Devices .................................................... 4
E. ELAT 2340 Power Supply Systems .............................................. 3
F. ELAT 2420 Fundamentals of Electronic Communication .................. 4
G. EM 2485 Optoelectronics .......................................................... 4
H. ELET 2420 Telecommunications ................................................ 4
I. ELET 2435 Microwave R/F Design ............................................. 4

Computer Maintenance Technology Certificate 30 credit hours
A. ELET 1405 Electronic Fabrication I ............................................. 4
B. ELET 2380 Microcomputer Systems ............................................ 3
C. ELET 2450 Computer Architecture ............................................. 4
D. ELET 2455 Applied Computer Programming ................................ 4
E. ELET 1405 Digital IC Analysis .................................................. 4
F. ELET 2380 Computer Interfacing .............................................. 3
G. ELET 2385 Fundamentals of Computers .................................... 4
H. ELET 2430 Computer Maintenance ............................................ 4

Electronic Technology Certificate 30 credit hours
A. EM 1315 Basic Digital ............................................................. 3
B. ELET 1400 Basic Electronics I .................................................. 4
C. ELET 1401 Basic Electronics II ................................................ 4
D. ELET 1405 Electronic Fabrication I ............................................ 4
E. ELET 1410 Solid State Devices .................................................. 4
F. ELET 2380 Instrumentation and Telemetry .................................. 3
G. ELET 2420 Fundamentals of Electronic Communications .............. 4
H. ELET 2425 Active Devices ....................................................... 4

Instrumentation Certificate 31 credit hours
A. ELAT 1315 Basic Digital .......................................................... 3
B. ELAT 1400 Basic Electronics I .................................................. 4
C. ELAT 1401 Basic Electronics II ................................................ 4
D. ELET 1410 Circuit Analysis I .................................................... 4
E. ELET 1401 Circuit Analysis II .................................................. 4
F. ELET 1405 Digital IC Analysis ................................................ 4
G. ELET 1410 Fundamentals of Computers .................................. 4
H. ELET 1415 Circuit Analysis III .............................................. 4
I. ELET 2420 Telecommunications .............................................. 4

ELECTRONIC ENGINEERING TECHNOLOGY 67 credit hours required to graduate

I. General Education Courses 22 Credit Hours Minimum
See page 55.
MATH 1314 (or higher) is required for this program ECON 2301/2302 (substitute for ECON 1301) may be used.

II. Technical Core 15 credit hours
A. MATH 2312 Pre-Calculus for Math & Science .......................... 3
B. MATH 2314 Calculus I ............................................................. 3
C. PHYS 1401 General Physics I .................................................... 3
D. PHYS 1402 General Physics II .................................................. 3

III. Major Courses 24 credit hours
A. ELET 1400 Circuit Analysis I ................................................... 4
B. ELET 1401 Circuit Analysis II .................................................. 4
C. ELET 1405 Digital IC Analysis ................................................ 4
D. ELET 1410 Fundamentals of Computers .................................. 4
E. ELET 1415 Circuit Analysis III ............................................... 4
F. ELET 2420 Telecommunications .............................................. 4

IV. Electives 6 credit hours minimum
A. ELET 1300 Calculator Applications for Electronics .................. 3
B. ELET 1440 AC/DC Fundamentals ............................................. 4
C. ELET 2325 Computer Interfacing ............................................. 3
D. ELET 2380 Selected Topics ..................................................... 3
E. ELET 2385 Independent Study ................................................ 3
F. ELET 2430 Computer Maintenance ............................................ 4
G. ELET 2435 Microwave R/F Design ......................................... 4
H. ELET 7300 Cooperative Education I ..................................... 3
I. ELET 7305 Cooperative Education II .................................... 3

ELECTRONIC ENGINEERING TECHNOLOGY CERTIFICATE PROGRAM

Some of the courses in the certificate programs may require prerequisites. Please check the course descriptions in the back of this catalog.

Electronic Engineering Technology Certificate 30 credit hours
A. ELET 1400 Circuit Analysis I ................................................... 4
B. ELET 1401 Circuit Analysis II .................................................. 4
C. ELET 1405 Digital IC Analysis ................................................ 4
D. ELET 1410 Fundamentals of Computers .................................. 4
E. ELET 1415 Circuit Analysis III ............................................... 4
F. ELET 2325 Computer Interfacing ............................................. 3
G. MATH 2312 Pre-Calculus for Math & Science .......................... 3
H. MATH 2413 Calculus II ............................................................. 4

Higher level mathematics courses may be used.
EMERGENCY MEDICAL SERVICES CERTIFICATE

(Also see Phlebotomy Certificate)

23 credit hours required to graduate

CAREER OPPORTUNITIES

Students certified as Emergency Medical Technician-Basic and Emergency Medical Technician-Paramedic may find employment opportunities with fire departments, private ambulance services, municipal ambulance services, insurance companies, and hospitals. Certified technicians may find rewarding careers such as those listed below:

- Emergency Medical Technician
- Paramedic
- Firefighter
- Hospital Lab Technician
- Patient Care Technician
- Emergency Department Assistant
- Cardiac Lab Technician

SPECIAL ADMISSIONS REQUIREMENTS

- Proof of high school diploma or GED
- Be 18 years old or older (special age waiver may be granted to those who are not yet 18 but will turn 18 prior to completion of the course)
- Complete program application procedure
  - Complete CCC reading, writing, and mathematics assessments
  - Complete PSB examination for Allied Health Professionals

Registration is by permission only. Additional information and applications may be obtained from the Admissions Office or from the Health Science, Physical Education, and Child Development Office. Emergency Medical Services at CCC establishes an excellent foundation for careers in emergency medicine and related fields. After completion of the following courses, a student qualifies to test for state certification as an ECA, EMT/Basic, or EMT/Paramedic.

Emerging Medical Services Certificate 20 credit hours

A. EMTP 1500 Emergency Medical Procedures ............5
B. EMTP 1800 Paramedic Procedures I .................8
C. EMTP 2700 Paramedic Procedures II ..............7

Recommended Elective

A. EMTP 1300 Emergency Care Attendant/First Responder .3

FIRE SCIENCE

(Also see Associate of Arts Fire Science)

68 credit hours minimum required to graduate

The firefighter with a well-balanced educational background will be better prepared to serve and protect the community. The Collin County Community College Associate of Applied Science degree in Fire Science is designed to give a broad perspective on various facets of providing fire protection. The program is applicable for students wishing to enter the fire service and for persons already employed as firefighters or in related career fields. Students acquire the technical knowledge needed to combat the fire problems created by modern living.

The Basic Firefighter Certificate is designed to prepare the student for certification as a Basic Firefighter by the Texas Commission on Fire Protection. Students enrolled in the Basic Firefighter Certification Program are involved in various hands-on exercises including rescue practices and live fire training.

CCC's courses are scheduled to accommodate traditional firefighter work shifts. Full-time, full-paid firefighters employed by any political subdivision enrolled in fire science courses offered as a part of CCC's fire science curriculum are exempt from payment of tuition and laboratory fees.

Students planning to transfer to a four-year institution should check with an academic adviser.
CAREER OPPORTUNITIES

Today's fire protection responsibilities provide new and exciting challenges in both the public and private sectors. Students enrolled in the Fire Science program prepare for occupations involving fire suppression, investigation, prevention and education. These challenging job opportunities include:

- Firefighter
- Fire Department Officer
- Municipal Emergency Administrator
- Safety Technician
- Hazardous Material Team Member
- Fire Equipment Sales and Service Representative
- Industrial Fire Protection Technician

I. General Education Core  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ENGL 1301</td>
<td>Composition/Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>B SPCH 1311</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>C MATH 1332</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>D COSC 1306</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>E ECON 1301</td>
<td>Introduction to Economics</td>
<td>3</td>
</tr>
<tr>
<td>F HUMA 1301</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>G PSYC 2302</td>
<td>Applied Psychology</td>
<td>3</td>
</tr>
<tr>
<td>H PHED 1100</td>
<td>Beginning Weight Training and Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>I CHEM 1405</td>
<td>Introduction to Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>J ENGL 2311</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>K GOVT 2301</td>
<td>American Government I</td>
<td>3</td>
</tr>
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</table>

II. Technical Core  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>A FISC 1305</td>
<td>Fundamentals of Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>B FISC 1315</td>
<td>Fire Safety Education</td>
<td>3</td>
</tr>
<tr>
<td>C FISC 1325</td>
<td>Industrial Fire Protection I</td>
<td>3</td>
</tr>
<tr>
<td>D FISC 1330</td>
<td>Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td>E FISC 1335</td>
<td>Building Codes and Construction</td>
<td>3</td>
</tr>
</tbody>
</table>

III. Major Courses  

Basic Firefighter Courses

See special admissions requirements for the Fire Academy just for the Basic Firefighter courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A FISC 1011</td>
<td>Firefighter Certification I</td>
<td>3</td>
</tr>
<tr>
<td>B FISC 1012</td>
<td>Firefighter Certification II</td>
<td>2</td>
</tr>
<tr>
<td>C FISC 1013</td>
<td>Firefighter Certification III</td>
<td>2</td>
</tr>
<tr>
<td>D FISC 1014</td>
<td>Firefighter Certification IV</td>
<td>2</td>
</tr>
<tr>
<td>E FISC 1015</td>
<td>Firefighter Certification V</td>
<td>3</td>
</tr>
<tr>
<td>F FISC 1016</td>
<td>Firefighter Certification VI</td>
<td>1</td>
</tr>
<tr>
<td>G EMTP 1500</td>
<td>Emergency Medical Procedures</td>
<td>5</td>
</tr>
</tbody>
</table>

Fire Commission Approved Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A FISC 1310</td>
<td>Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>B FISC 1320</td>
<td>Fire Administration I</td>
<td>3</td>
</tr>
<tr>
<td>C FISC 1340</td>
<td>Fire Cause and Determination</td>
<td>3</td>
</tr>
<tr>
<td>D FISC 1450</td>
<td>Firefighting Tactics and Strategy</td>
<td>4</td>
</tr>
<tr>
<td>E FISC 2100</td>
<td>Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

BASIC FIREFIGHTER CERTIFICATE PROGRAM

18 credit hours

SPECIAL ADMISSIONS REQUIREMENTS

- Have proof of high school graduation or GED
- Complete COCC reading and mathematics assessments
- Complete the physical ability exam and personal interview scheduled through the program coordinator

Candidates to the Fire Academy must be in good academic standing. Registration is by permission only. Additional information and applications may be obtained from the Admissions Office, the Social Science and Public Services Office or from the program coordinator.

Basic Firefighter Certificate  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A FISC 1011</td>
<td>Firefighter Certification I</td>
<td>3</td>
</tr>
<tr>
<td>B FISC 1012</td>
<td>Firefighter Certification II</td>
<td>2</td>
</tr>
<tr>
<td>C FISC 1013</td>
<td>Firefighter Certification III</td>
<td>2</td>
</tr>
<tr>
<td>D FISC 1014</td>
<td>Firefighter Certification IV</td>
<td>2</td>
</tr>
<tr>
<td>E FISC 1015</td>
<td>Firefighter Certification V</td>
<td>3</td>
</tr>
<tr>
<td>F FISC 1016</td>
<td>Firefighter Certification VI</td>
<td>1</td>
</tr>
<tr>
<td>G EMTP 1500</td>
<td>Emergency Medical Procedures</td>
<td>5</td>
</tr>
</tbody>
</table>
## HORTICULTURE TECHNOLOGY

(Also see Associate of Science Horticulture/Landscape Technology)

70 credit hours required to graduate

Challenging careers for the 1990's and beyond may be found in the horticulture industry. The horticulture program prepares graduates for immediate positions in the nursery, landscape and professional turfgrass industries. In addition, students upgrade their knowledge and skills in various areas of the industry by attending classes pertaining to certain aspects of the horticulture industry.

The horticulture program contains three specialization areas: Horticulture Technology, Landscape Technology, and Professional Turfgrass Management. While a student will ultimately choose a specific specialization, cross-training opportunities are available no matter which specialty is chosen. Many courses are shared by each specialization curriculum.

A teaching staff with industry experience provides a practical academic approach to the study of horticulture technology. Small classes, laboratory opportunities, and a focus on experiential learning provides each student with a personalized, high quality education.

Students planning to transfer to a four-year institution should refer to the Associate of Science degree.

### CAREER OPPORTUNITIES

The field of horticulture is constantly changing. Public awareness of the value of landscape development, gardening and turfgrass management, along with increasing technological sophistication is contributing to the need for trained people in the horticulture industry. Some opportunities for employment are:

- Landscape Contracting and Management
- Professional Turfgrass Management
- Grounds Supervision
- Nursery Ownership and Management
- Park Maintenance
- Greenhouse and Nursery Production

### I. General Education Core

22 credit hours

See page 55.

### II. Technical Core

18 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. HORT 1500</td>
<td>Basic Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>B. HORT 1305</td>
<td>Soils &amp; Plant Nutrition.</td>
<td>3</td>
</tr>
<tr>
<td>C. HORT 1310</td>
<td>Plant Pests and Controls.</td>
<td>3</td>
</tr>
<tr>
<td>D. HORT 2290</td>
<td>Selected Topics in Horticulture</td>
<td>2</td>
</tr>
<tr>
<td>E. HORT 2350</td>
<td>Practicum</td>
<td>3</td>
</tr>
<tr>
<td>E. HORT 2400</td>
<td>Site Analysis and Surveying</td>
<td>4</td>
</tr>
</tbody>
</table>

### III. Major Core

Horticulture Specialization

30 credit hours minimum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A. HORT 1400</td>
<td>Woody Plant Materials</td>
<td>4</td>
</tr>
<tr>
<td>B. HORT 1401</td>
<td>Herbaceous Plant Materials</td>
<td>4</td>
</tr>
<tr>
<td>C. HORT 2300</td>
<td>Introduction to Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>D. HORT 2320</td>
<td>Floriculture</td>
<td>3</td>
</tr>
<tr>
<td>E. HORT 2325</td>
<td>Plant Propagation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>E. HORT 2336</td>
<td>Nursery Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. HORT 1315</td>
<td>Interior Plants</td>
<td>3</td>
</tr>
<tr>
<td>B. HORT 1320</td>
<td>Turfgrass Science and Management</td>
<td>3</td>
</tr>
<tr>
<td>C. HORT 2315</td>
<td>Landscape Management</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electives (see IV.)

4 credit hours minimum

### Landscape Specialization

30 credit hours minimum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. HORT 1200</td>
<td>The Landscape Industry</td>
<td>2</td>
</tr>
<tr>
<td>B. HORT 1320</td>
<td>Turfgrass Science and Management</td>
<td>3</td>
</tr>
<tr>
<td>C. HORT 1400</td>
<td>Woody Plant Materials</td>
<td>4</td>
</tr>
<tr>
<td>D. HORT 1401</td>
<td>Herbaceous Plant Materials</td>
<td>4</td>
</tr>
</tbody>
</table>
E. HORT 2300 Introduction to Landscape Design ............3
E. HORT 2309 Landscape Technology I ..........................3
G. HORT 2310 Landscape Technology II ..........................3

Choose two of the following:
A. HORT 1225 Irrigation Systems ...............................2
B. HORT 2315 Landscape Management ..........................3
C. HORT 2340 Arboretural Techniques ..........................3

Electives (see IV.) ...........................................3 credit hours minimum

**Professional Turf Management Specialization** 30 credit hrs

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. HORT 1225</td>
<td>Irrigation Systems</td>
<td>2</td>
</tr>
<tr>
<td>B. HORT 1320</td>
<td>Turfgrass Science and Management</td>
<td>3</td>
</tr>
<tr>
<td>C. HORT 1335</td>
<td>Plants of North Texas</td>
<td>3</td>
</tr>
<tr>
<td>D. HORT 2210</td>
<td>Equipment Management</td>
<td>2</td>
</tr>
<tr>
<td>E. HORT 2335</td>
<td>Professional Turfgrass Management</td>
<td>3</td>
</tr>
<tr>
<td>F. HORT 2336</td>
<td>Golf Course and Park Management</td>
<td>3</td>
</tr>
<tr>
<td>G. HORT 2337</td>
<td>Specialized Turfgrass Management</td>
<td>3</td>
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</tbody>
</table>

Choose two of the following:
A. HORT 2300 Introduction to Landscape Design ............3
B. HORT 2340 Arboretural Techniques ..........................3
C. BUSI 1372 Supervisory Management ..........................3

Electives (see IV.) ...........................................5 credit hours minimum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>A. HORT 1350</td>
<td>Native Plants of Texas</td>
<td>3</td>
</tr>
<tr>
<td>B. ACCT 2301</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>C. BUSI 1301</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>D. BUSI 1374</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>E. SPAN 1411</td>
<td>Beginning Spanish</td>
<td>4</td>
</tr>
</tbody>
</table>

**LANDSCAPE INDUSTRY CERTIFICATE**

The certificate program in landscape industry is an early exit point for the Landscape Specialization. This allows persons entering the landscape contracting and management field an opportunity to gain an education, even though they have little or no previous academic background. Interested persons should contact the coordinator of the horticulture/landscape technology program at Spring Creek Campus.

**INTERPRETER PREPARATION PROGRAM/DEAF (IPPD)**

(Also see Sign Language)

71 credit hours required to graduate (includes ASL I, II, & III, Fingerspelling)

The Interpreter Preparation Program (IPPD) strives to provide a focused and balanced education for students whose goal is to become a Sign Language Interpreter. With an emphasis on receptive skills, the program concentrates on synthesizing the study of American Sign Language (ASL), Deaf Culture, and interpreting as a profession. Interpreting requires excellence in ASL, and a thorough knowledge of oneself and one's ethics (because interpreters are privy to much confidential information). The Collin County Community College Interpreter Preparation Program has a higher number of Deaf teachers and interpreters, and lab technicians, allowing students the opportunity to become fluent in ASL and to develop culturally-appropriate behaviors and responses.

**CAREER OPPORTUNITIES**

The career opportunities for persons with an IPPD Associate of Applied Science degree are varied and widespread, and include educational, medical, legal, mental health and community-based employment. Because of the passage of the Americans with Disabilities Act, there is currently a national and statewide shortage of interpreters. Moreover, the quality as well as the quantity of the interpreters that the market demands is increasing. In addition, many interpreters are self-employed and work as independent contractors for various corporations and government service agencies.

**SPECIAL ADMISSIONS REQUIREMENTS**

1. Completion of the Interpreter Preparation Program packet (IPPD packet), which includes:
   - Official transcripts sent to the Admissions and Records Office at OCC
   - Application to the Interpreter Preparation Program
   - Current reading, writing, and math assessment scores

2. Assessment into:
   - READ 0100 or higher
   - RENG 0305 or higher
   - MATH 0305 or higher

3. Demonstration of competencies or completion with a GPA of at least 2.5 in the following:
   - SGNL 1401-American Sign Language I (ASL I)
   - SGNL 1402-American Sign Language II (ASL II)
   - IPPD 1104 (Fingerspelling)

4. Recommendation from the IPPD committee. Personal interview to assess ASL skills is required.

**SPECIAL ADMISSIONS REQUIREMENTS**

1. Completion of the Interpreter Preparation Program packet (IPPD packet), which includes:
   - Official transcripts sent to the Admissions and Records Office at OCC
   - Application to the Interpreter Preparation Program
   - Current reading, writing, and math assessment scores

2. Assessment into:
   - READ 0100 or higher
   - RENG 0305 or higher
   - MATH 0305 or higher

3. Demonstration of competencies or completion with a GPA of at least 2.5 in the following:
   - SGNL 1401-American Sign Language I (ASL I)
   - SGNL 1402-American Sign Language II (ASL II)
   - IPPD 1104 (Fingerspelling)

4. Recommendation from the IPPD committee. Personal interview to assess ASL skills is required.
Associate of Applied Science

CONTINUATION REQUIREMENTS

Beginning with IPPD 2401 (ASL III), the student must maintain at least a B average in each IPPD course in order to continue in the program.

PROGRAM EXIT REQUIREMENTS

In order to graduate, the student must demonstrate the ability to:

- Interpret between 100-120 wpm as measured by interactive videotape and/or audiotape selections
- Transliterate between 100-120 wpm as measured by interactive videotape and/or audiotape selections
- Voice interpret with 85-100 percent accuracy as measured by interactive videotapes and/or role plays

I. General Education Core 23 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. ENGL 1301</td>
<td>Composition/Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>B. SPCH 1311</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 1315</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 1321</td>
<td>Business and Professional Speaking</td>
<td>3</td>
</tr>
<tr>
<td>C. MATH Any college-level mathematics course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>D. COSC 1306</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>E. ECON 1301</td>
<td>Introduction to Economics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 2301</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 2302</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or SEIMT 1300</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>E. PHIL 2306</td>
<td>Ethics 2</td>
<td>3</td>
</tr>
<tr>
<td>G. PSYC 2302</td>
<td>Applied Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 2301</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>H. PHED 1238</td>
<td>Concepts of Physical Fitness &amp; Wellness</td>
<td>2</td>
</tr>
<tr>
<td>or Any 2 activities courses</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

I. Technical Core 6 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. ENGL 1302</td>
<td>Composition/Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>B. ANTH 2351</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>C. SPCH 1315</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>D. SPCH 1318</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>E. DRAM 1351</td>
<td>Acting I</td>
<td>3</td>
</tr>
</tbody>
</table>

III. Major Courses 31 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. IPPD 1104</td>
<td>Expressive/Receptive Fingerspelling &amp; Numbers</td>
<td>1</td>
</tr>
<tr>
<td>B. IPPD 1303</td>
<td>Deaf Culture</td>
<td>3</td>
</tr>
<tr>
<td>C. IPPD 1305</td>
<td>Multi-Cultural Aspects of the Deaf Community</td>
<td>3</td>
</tr>
<tr>
<td>D. IPPD 2201</td>
<td>Interpreting Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>E. IPPD 2202</td>
<td>Interpreting Practicum II</td>
<td>2</td>
</tr>
<tr>
<td>E. IPPD 2304</td>
<td>Introduction to Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>G. IPPD 2305</td>
<td>Interpreting I</td>
<td>3</td>
</tr>
<tr>
<td>H. IPPD 2307</td>
<td>Sign-to-Voice Interpreting</td>
<td>3</td>
</tr>
</tbody>
</table>

The IPPD prefix is reserved for students in the Interpreter Preparation Program. Other students must use the SGNL prefix.

IV. Electives 3 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. BUSI 1307</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>B. BUSI 1371</td>
<td>Leadership and Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>C. CRJ 1306</td>
<td>The Courts and Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>D. CRJ 1313</td>
<td>Juvenile Justice System</td>
<td>3</td>
</tr>
<tr>
<td>E. HSFC 1300</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>E. SOCI 1306</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>G. SOCI 2319</td>
<td>Minority Studies</td>
<td>3</td>
</tr>
<tr>
<td>H. SGNL 2109</td>
<td>ASL Conversation</td>
<td>1</td>
</tr>
</tbody>
</table>

*This course may be repeated for credit up to 3 times. Prerequisite: SGNL/IPPD 2401 or 2402 or consent of instructor.*

1MATH 1332 (Contemporary Math) recommended for IPPD majors

2Recommended for IPPD majors
**LEGAL ASSISTANT/PARALEGAL**

[Also see Associate of Arts Legal Assistant]

64 credit hours required to graduate

The Associate of Applied Science degree is designed for students who plan to enter the job market upon completion of the two-year degree. In addition to the 22 credit hour general education core, students are required to complete 37 credit hours of legal and office administration courses which provide skills development and training for entry into the labor market. Required legal courses are Law and Judicial Systems, Civil Procedure, Law Office Management, and Legal Research.

**CAREER OPPORTUNITIES**

Employment opportunities for entry-level legal assistants are available to students who have completed the Associate of Applied Science degree.

Law firms, corporations, and governmental agencies hire legal assistants to manage an array of legal responsibilities under the direction and supervision of a licensed attorney. Entry-level legal assistants must possess the clerical skills of a legal secretary, as well as the legal skills to perform such tasks as legal research, client interviews, and mail preparation.

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**I. General Education Core 22 credit hours**

See page 55.

Higher levels of mathematics and economics may be substituted with program coordinator approval.

SOCI 1301 may be substituted for PSYC 2302.

---

**II. Technical Core**

15 credit hours

A. ACCT 2301 Principles of Accounting I ............... 3
B. ENGL 1302 Composition/Rhetoric II .................. 3
C. OFAD 1331 Beginning Word Processing ................ 3
D. OFAD 1332 Intermediate Word Processing ............... 3
E. OFAD 2303 Advanced Keyboarding ....................... 3

---

**III. Major Courses**

12 credit hours

A. LEGL 1301 Law and Judicial Systems .................. 3
B. LEGL 1302 Legal Research .............................. 3
C. LEGL 1305 Law Office Management ...................... 3
D. LEGL 2301 Civil Procedure ............................. 3

---

**IV. Electives**

15 credit hours

A. LEGL 2303 Family Law .................................. 3
B. LEGL 2304 Wills, Trusts, and Probate ................. 3
C. LEGL 2306 Business Organizations .................... 3
D. LEGL 2307 Tort and Insurance Law .................... 3
E. LEGL 2308 Business Legal Environment ................. 3
F. IHEC 7300 Cooperative Education I ................... 3
G. BUSI 2301 Business Law ................................ 3
H. CRJ 1301 Introduction to Criminal Justice ............ 3
I. CRJ 1306 Courts and Criminal Procedure ............... 3
J. CRJ 1310 Fundamentals of Criminal Law ................. 3
K. ENGL 2xxx Any Sophomore Literature Course .......... 3
L. GOVT 2302 American Government II .................... 3

---

**Legal Assistant General Certificate**

15 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. LEGL 1301</td>
<td>Law and Judicial Systems</td>
<td>3</td>
</tr>
<tr>
<td>B. LEGL 1302</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>C. LEGL 1305</td>
<td>Law Office Management</td>
<td>3</td>
</tr>
<tr>
<td>D. LEGL 2301</td>
<td>Civil Procedure</td>
<td>3</td>
</tr>
<tr>
<td>E. ACCT 1370</td>
<td>Elementary Accounting</td>
<td>3</td>
</tr>
<tr>
<td>F. COSC 1306</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>G. OFAD 1325</td>
<td>Office Support Software</td>
<td>3</td>
</tr>
<tr>
<td>H. OFAD 1331</td>
<td>Beginning Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>I. OFAD 2303</td>
<td>Advanced Keyboarding</td>
<td>3</td>
</tr>
</tbody>
</table>

*To enroll in this certificate program, the student must meet one of the following admission requirements and have permission from the program coordinator:

a. Three years full-time employment in a legal related field or
b. Five years full-time employment in a secretarial related field.

---

**Legal Assistant Specialty Certificate**

15 credit hours

Choose five of the following courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. LEGL 2303</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>B. LEGL 2304</td>
<td>Wills, Trusts, and Probate</td>
<td>3</td>
</tr>
<tr>
<td>C. LEGL 2306</td>
<td>Business Organization</td>
<td>3</td>
</tr>
<tr>
<td>D. LEGL 2307</td>
<td>Tort and Insurance Law</td>
<td>3</td>
</tr>
<tr>
<td>E. LEGL 2308</td>
<td>Business Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>F. BUSI 2301</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>G. CRJ 1306</td>
<td>The Courts and Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>H. CRJ 1310</td>
<td>Fundamentals of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>I. RLST 1315</td>
<td>Promulgated Contract Law</td>
<td>3</td>
</tr>
<tr>
<td>J. BUSI 2320</td>
<td>Real Estate Law</td>
<td>3</td>
</tr>
</tbody>
</table>

*To enroll in this certificate program, the student must meet one of the following admission requirements and have permission from the program coordinator:

a. Completion of the legal assistant general certificate or
b. Five years full-time employment in a legal related field.
MANAGEMENT DEVELOPMENT
(Also a Tech Prep Program)
67 credit hours required to graduate

The world of management development is an exciting field that presents many unique opportunities. Every business, organization and group needs effective leaders to plan, organize, lead and control the many activities that accompany a successful venture. Topics include basic management foundations and theories, human resource management, human relations training, sales and promotion, and capital acquisition skills.

The skills acquired in this program will enable the student to identify and resolve many problems that are encountered daily when working with individuals, groups and organizations.

Students planning to transfer to a four-year institution should check with a CCCC academic adviser.

Students planning to transfer to a four-year institution should check with a CCCC academic adviser.

<table>
<thead>
<tr>
<th>Envelope</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. BUSI 2301</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>B. BUSI 2301</td>
<td>Business Law</td>
</tr>
<tr>
<td>C. BUSI 2372</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>D. BUSI 2378</td>
<td>Selected Topics in Personnel Management</td>
</tr>
<tr>
<td>E. BUSI 2379</td>
<td>Selected Topics in Business Principles</td>
</tr>
<tr>
<td>F. BUSI 7305</td>
<td>Cooperative Education II</td>
</tr>
<tr>
<td>G. ACCT 2302</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>H. ENGL 2311</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>I. MKRT 1305</td>
<td>Principles of Marketing</td>
</tr>
</tbody>
</table>

Enhanced Skills Certificate courses. These courses may have been taken in high school.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. BUSI 2370</td>
<td>Quality Management</td>
</tr>
<tr>
<td>B. BUSI 2371</td>
<td>Quality Management Techniques</td>
</tr>
<tr>
<td>C. BUSI 2373</td>
<td>Management of Change</td>
</tr>
</tbody>
</table>

ENHANCED SKILLS CERTIFICATE
The Enhanced Skills Certificate in Management Development provides additional training in specific job skills which supplement those acquired within the curriculum for an AAS degree in Management Development. Students will have an opportunity to acquire those employment-related skills while completing the AAS degree requirements or subsequent to earning their AAS in Management Development.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. BUSI 1301</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>B. BUSI 1301</td>
<td>Leadership and Human Relations</td>
</tr>
<tr>
<td>C. BUSI 1372</td>
<td>Supervisory Management</td>
</tr>
<tr>
<td>D. BUSI 1374</td>
<td>Personnel Management</td>
</tr>
<tr>
<td>E. BUSI 1378</td>
<td>High Performance Work Team</td>
</tr>
<tr>
<td>F. BUSI 2370</td>
<td>Quality Management</td>
</tr>
<tr>
<td>G. BUSI 2371</td>
<td>Quality Management Techniques</td>
</tr>
<tr>
<td>H. BUSI 2373</td>
<td>Management of Change</td>
</tr>
<tr>
<td>I. BUSI 2376</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>J. BUSI 7300</td>
<td>Cooperative Education I</td>
</tr>
<tr>
<td>K. BUSI 2301</td>
<td>Principles of Accounting I</td>
</tr>
</tbody>
</table>

MANAGEMENT DEVELOPMENT GENERAL CERTIFICATE
Some of the courses in the certificate programs may require prerequisites. Please check the course descriptions in the back of this catalog.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>A. BUSI 1370</td>
<td>Principles of Management</td>
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<tr>
<td>B. BUSI 1371</td>
<td>Leadership and Human Relations</td>
</tr>
<tr>
<td>C. BUSI 1372</td>
<td>Supervisory Management</td>
</tr>
<tr>
<td>D. BUSI 1374</td>
<td>Personnel Management</td>
</tr>
<tr>
<td>E. BUSI 1378</td>
<td>High Performance Work Team</td>
</tr>
<tr>
<td>F. BUSI 2370</td>
<td>Quality Management</td>
</tr>
<tr>
<td>G. BUSI 2371</td>
<td>Quality Management Techniques</td>
</tr>
<tr>
<td>H. BUSI 2373</td>
<td>Management of Change</td>
</tr>
<tr>
<td>I. BUSI 2376</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>J. BUSI 7300</td>
<td>Cooperative Education I</td>
</tr>
<tr>
<td>K. BUSI 2301</td>
<td>Principles of Accounting I</td>
</tr>
</tbody>
</table>
MARKETING

61 credit hours required to graduate

Marketing incorporates professional education courses to prepare individuals for career paths with retail or wholesale organizations, profit or non-profit service organizations, governmental agencies and academic institutions.

This program is designed to give a thorough background in aspects of marketing and to provide methods for improving skills for people already employed in a marketing career.

Marketing students who have questions or plan to transfer to four-year institutions should check with the program coordinator.

CAREER OPPORTUNITIES

Marketing provides the essential core of marketing practices and prepares students for positions in:
- Retailing
- Wholesaling
- Marketing Management
- Sales
- Sales Management
- Consulting
- Marketing/Fashion
- Marketing/International
- Marketing/Research
- Marketing/Management
- Marketing/Advertising
- Marketing/Retailing

I. General Education Core

22 credit hours

See page 55.

MATH 1324 & PSYC 2301 should be taken by students planning to transfer.

II. Technical Core

15 credit hours

A. MRKT 1305 Principles of Marketing .......................... 3
B. MRKT 1315 Principles of Selling ............................. 3
C. ACCT 2301 Principles of Accounting I ......................... 3
D. SBMT 1300 Small Business Management I .................. 3
E. SBMT 1310 Principles of Retailing ............................ 3

III. Major Courses

18 credit hours

A. MRKT 1310 Principles of Advertising .......................... 3
B. MRKT 1315 Sales Management .................................. 3
C. MRKT 2305 Market Research ...................................... 3
D. MRKT 2315 Business Ethics ....................................... 3
E. MRKT 2320 International Marketing ............................ 3
E. MRKT 2330 Marketing Special Topics .......................... 3

IV. Electives

3 credit hours

A. MRKT 2300 Fashion Show Production .......................... 3
B. MRKT 2310 Promotion Techniques .............................. 3
C. MRKT 2330 Marketing Special Topics .......................... 3
D. MRKT 7300 Cooperative Education I .......................... 3
E. MRKT 7305 Cooperative Education II .......................... 3
F. AGDT 1300 Survey of Advertising Art .......................... 3
G. AGDT 1325 visual communications I ......................... 3
H. BUSI 2301 Business Law .......................................... 3
I. COMM 1307 Introduction to Mass Communication ........... 3

V. Elective

3 credit hours

A. Elective .................................................................. 3

MARKETING CERTIFICATE PROGRAMS

Some of the courses in the certificate programs may require prerequisites. Please check the course descriptions in the back of this catalog.

Marketing/Advertising Certificate

15 credit hours

A. MRKT 1305 Principles of Marketing .......................... 3
B. MRKT 1310 Principles of Advertising .......................... 3
C. MRKT 1315 Principles of Selling ............................... 3
D. MRKT 2310 Promotion Techniques ............................. 3
E. MRKT 2330 Marketing Special Topics (Media Management) 3

Marketing/Fashion Certificate

15 credit hours

A. MRKT 1305 Principles of Marketing .......................... 3
B. MRKT 1310 Principles of Advertising .......................... 3
C. MRKT 1315 Principles of Selling ............................... 3
D. MRKT 1320 Fashion Design ........................................ 3
E. MRKT 1325 Fashion Buying ....................................... 3

Marketing/International Certificate

15 credit hours

A. MRKT 1305 Principles of Marketing .......................... 3
B. MRKT 1310 Principles of Advertising .......................... 3
C. MRKT 1315 Principles of Selling ............................... 3
D. MRKT 2320 International Marketing ........................... 3
E. MRKT 2330 Marketing Special Topics (Customer Service) 3

Marketing/Management Certificate

15 credit hours

A. MRKT 1305 Principles of Marketing .......................... 3
B. MRKT 1310 Principles of Advertising .......................... 3
C. MRKT 1315 Principles of Selling ............................... 3
D. Electives* ............................................................. 6
*Electives must be chosen from the following:
MRKT 2330 Marketing Special Topics (Customer Service) 3
MRKT 2330 Marketing Special Topics (Problem Solving) 3
SBMT 1300 Small Business Management I .................. 3

Marketing/Research Certificate

15 credit hours

A. MRKT 1305 Principles of Marketing .......................... 3
B. MRKT 1310 Principles of Advertising .......................... 3
C. MRKT 1315 Principles of Selling ............................... 3
D. MRKT 2305 Market Research ...................................... 3
E. MRKT 2315 Business Ethics ....................................... 3

Marketing/Retailing Certificate

15 credit hours

A. MRKT 1305 Principles of Marketing .......................... 3
B. MRKT 1310 Principles of Advertising .......................... 3
C. MRKT 1315 Principles of Selling ............................... 3
D. SBMT 1300 Small Business Management I .................. 3
E. SBMT 1310 Principles of Retailing .............................. 3
FASHION MARKETING
61 credit hours required to graduate

Positions in Fashion Marketing fall into five general categories: production, administration, design, selling and communication.

The Fashion Marketing incorporates both marketing and management aspects of skill needed for a fashion merchandising career.

CAREER OPPORTUNITIES
- Marketing Director
- Costing Engineer
- Piece Goods Buyer
- Order Processor
- Draper
- Sketcher

1. General Education Core

See page 55.

MATH 1324 & PSYC 2301 should be taken by students planning to transfer.

II. Technical Core

12 credit hours

A. ACCT 2301 Principles of Accounting I 3
B. MRKT 1305 Principles of Marketing 3
C. MRKT 1315 Principles of Selling 3
D. SBMT 1300 Small Business Management I 3

III. Major Courses

18 credit hours

A. MRKT 1300 Fashion Marketing 3
B. MRKT 1320 Fashion Design 3
C. MRKT 1325 Fashion Buying 3
D. MRKT 2300 Fashion Show Production 3
E. MRKT 2305 Market Research 3
F. SBMT 1310 Principles of Retailing 3

IV. Electives

6 credit hours

A. ACCT 2302 Principles of Accounting II 3
B. ACCT 1332 Visual Communications I 3
C. ARTS 2336 Fibers I: Papermaking 3
D. BUSI 2301 Business Law 3
E. MRKT 7300 Cooperative Education I 3
F. MRKT 7305 Cooperative Education II 3
G. SPCH 1321 Business and Professional Speaking 3

V. Elective

3 credit hours

A. Elective 3

COMMERCIAL MUSIC

(Also see Associate of Arts Music)

67 credit hours required to graduate

The Associate of Applied Science degree program in Commercial Music began in the Fall of 1994. Three areas of study are available: Performance, Audio Engineering and Composer/Arranger/Copyist. The Commercial Music program offers students the theoretical background and real-world experience which they need to successfully pursue a career in the music industry. Former students are currently employed by recording studios, tape duplicating and editing facilities, sound reinforcement companies, performing ensembles, and more. Students may enroll in a academic co-op through Cooperative Work Experience to obtain practical experience in the career field.

Students planning to transfer to a four-year institution should check with a CCC academic advisor.

CAREER OPPORTUNITIES
- Audio Engineering
- Digital Audio Editing
- Music Transcribing
- Jingle Composition
- Synthesizer Programming
- Studio Management
- Music Marketing
- Instrumental/Vocal Arranging
- Audio Duplication/Manufacture

Audio Engineering Specialization

I. General Education Core

See page 55.

II. Technical Core

19 credit hours

A. MUSI 1371 Audio Engineering I 3
B. MUSI 1372 Audio Engineering II 3
C. MUSI 2371 Audio Engineering III 3
D. MUSI 2372 Audio Engineering IV 3
E. BUSI 2379 Business of Music I 3
F. ELAT 1400 Basic Electronics I 4

III. Major Courses

18 credit hours

A. MUS1 1311 Music Theory I 3
B. MUSI 1116 Aural Skills I 1
C. MUSI 1312 Music Theory II 3
D. MUSI 1117 Aural Skills II 1
E. MUSI 1181 Beginning Piano I 1
F. MUSI 1271 Introduction to Synthesis & MIDI 2
G. MUSI 1173 Secondary Applied Music 1
H. MUSI 1273 Principal Applied Music 2
I. MUSI 1386 Arranging 3
J. MUSI 1377 Ensembles* 2

*For a list of ensembles see the Music Department.

If applied instrument is piano, total credit hours is 77.

These courses may be taken in any combination to total two (2) credit hours.
IV. Electives  
8 credit hours
(if applied instrument is piano, any ♪ hrs.)

A. MUSI 1183  Class Voice                      ................. 1
B. MUSI 1272  Advanced Synthesis & MIDI............. 4
C. MUSI 1182  Beginning Piano II ................... 1
D. MUSI 2181  Beginning Piano III .................. 1
E. MUSI 2182  Beginning Piano IV .................... 1
E. MUSI 1263  Improvisation ........................... 2
G. MUSI 2389  Academic Co-op Music ................ 3
H. MUSI 2308  Introduction to Music Literature ...... 3
I. MUSI 2311  Music Theory III ....................... 3
J. MUSI 2116  Aural Skills III ...................... 1
K. MUSI 2350  Audio for Multimedia I ................ 3
L. MUSI 2351  Audio for Multimedia II ................ 3
M. BUSI 2378  Business of Music II .................. 3
N. MUSI 1162  Vocal Diction I ........................ 1
O. MUSI 1165  Vocal Diction II ....................... 1
P. MUSI 2312  Music Theory IV ....................... 3
Q. MUSI 2118  Aural Skills IV ....................... 1
R. MUSI 1286  Introduction to Songwriting ............ 2
S. MUSI 1287  Introduction to Composition ............ 2

Composer/Arranger/Copyist Specialization

I. General Education Core  22 credit hours
See page 55.

II. Technical Core  6 credit hours

A. BUSI 2379  Business of Music I .................... 3
B. MUSI 1371  Audio Engineering I .................... 3

III. Major Courses' 31 credit hours

A. MUSI 1311  Music Theory I ...................... .3
B. MUSI 1116  Aural Skills I .......................... 1
C. MUSI 1312  Music Theory II ...................... .3
D. MUSI 1117  Aural Skills II .......................... 1
E. MUSI 2311  Music Theory III ..................... 3
E. MUSI 2116  Aural Skills III ..................... 1
G. MUSI 2312  Music Theory IV .................... 3
H. MUSI 2118  Aural Skills IV .................... 1
I. MUSI 1181  Beginning Piano I .................... 1
(unless applied instrument is piano)
J. MUSI 1182  Beginning Piano II .................... 1
(unless applied instrument is piano)
K. MUSI 1263  Improvisation ........................... 2
L. MUSI 1271  Introduction to Synthesis & MIDI ...... 2
M. MUSI 1173  Secondary Applied Music^ .............. 1
or MUSI 1273  Principal Applied Music (Composition)^ .2
N. MUSI 1386  Arranging ............................. 2
O. MUSI 1386  Arranging ............................. 3

^For a list of ensembles see the Music Department.

*These courses may be taken in any combination to total four (4) credit hours.

IV. Electives  8 credit hours
(if applied instrument is piano, any 10 credit hours)

A. MUSI 1183  Class Voice ............................ 1
B. MUSI 1372  Audio Engineering II .................. 3
C. MUSI 2181  Beginning Piano II ................... 1
D. MUSI 2182  Beginning Piano IV .................... 1
E. MUSI 2371  Audio Engineering III ................ 3
E. MUSI 2372  Audio Engineering IV ................ 3
G. MUSI 2389  Academic Co-op Music ................ 3
H. MUSI 2308  Introduction to Music Literature ...... 3
I. MUSI 1272  Advanced Synthesis & MIDI ............ 2
J. MUSI 2350  Audio for Multimedia I ................ 3
K. MUSI 2351  Audio for Multimedia II ................ 3
L. MUSI 1162  Vocal Diction I ........................ 1
M. MUSI 1165  Vocal Diction II ....................... 1
N. MUSI 1286  Introduction to Songwriting .......... 2
O. MUSI 1287  Introduction to Composition .......... 2
P. BUSI 2378  Business of Music II .................. 3
Q. SBMT 1300  Small Business Management ......... 3

81
Performing Musician Specialization

I. General Education Core 22 credit hours

See page 55.

II. Technical Core 6 credit hours

A. BUSI 2379 Business of Music I .................................. 3
B. MUSI 1371 Audio Engineering I .................................. 3

III. Major Courses 35 credit hours

A. MUSI 1411 Music Theory I ........................................ 3
B. MUSI 1116 Aural Skills I .......................................... 1
C. MUSI 1312 Music Theory II ....................................... 3
D. MUSI 1117 Aural Skills II ......................................... 1
E. MUSI 2311 Music Theory III ...................................... 3
F. MUSI 2116 Aural Skills III ........................................ 3
G. MUSI 1181 Beginning Piano I ..................................... 1
     (unless applied instrument is piano)
H. MUSI 1182 Beginning Piano II .................................... 1
     (unless applied instrument is piano)
I. MUSI 1263 Improvisation .......................................... 2
J. MUSI 1271 Introduction to Synthesis & MIDI ......................... 2
K. MUSI 1272 Advanced Synthesis & MIDI .......................... 2
L. MUSI 1173 Secondary Applied Music II ............................ 1
M. MUSI 1273 Principal Applied Music II .............................. 2
N. MUSI 1386 Arranging .................................................. 3

If applied instrument is piano, total hours is 33.

*These courses may be taken in any combination to total eight (8) credit hours.

*For a list of ensembles contact the Music Department.

IV. Electives 4 credit hours

(Applied instrument is piano, any 6 credit hours).

A. MUSI 1183 Class Voice .............................................. 1
B. MUSI 1372 Audio Engineering II .................................. 3
C. MUSI 2118 Beginning Piano III ................................... 1
D. MUSI 2182 Beginning Piano IV ................................... 1
E. MUSI 2371 Audio Engineering III ................................ 3
F. MUSI 2372 Audio Engineering IV ................................ 3
G. MUSI 2389 Academic Co-op Music ................................ 3
H. MUSI 2308 Introduction to Music Literature ..................... 3
I. MUSI 2350 Audio for Multimedia I ............................... 3
J. MUSI 2351 Audio for Multimedia II ............................ 3
K. MUSI 2312 Music Theory IV .................................... 3
L. MUSI 2118 Aural Skills IV ...................................... 1
M. MUSI 1162 Vocal Diction I ...................................... 1
N. MUSI 1165 Vocal Diction II ..................................... 1
O. MUSI 1286 Introduction to Songwriting ......................... 2
P. MUSI 1287 Introduction to Composition ......................... 2
Q. BUSI 2378 Business of Music II ............................... 3

SCHOLARSHIPS

Various scholarships are available to students when they have been accepted into the nursing program. Most scholarships are awarded based on financial need. Other types of monetary support are available through the Financial Aid Office.

SPECIAL ADMISSION REQUIREMENTS

- GPA of 2.5 or greater on all courses applicable to the nursing program
- Official copies of all college transcripts
- Complete the PSB — (Nursing School Aptitude Exam) prior to January 31 with a satisfactory result
- Complete pre-entrance course requirements with a minimum 2.5 GPA Admission is selective. Admission to the college does not guarantee admission to the nursing program.
- Registration is by permission only. Information and applications may be obtained from the Admissions Office, the Health Science, Physical Education and Child Development Division Office or from the program coordinator.

Student placement in mathematics and English is based upon the results of assessments and subjects completed before admission.

I. Pre-Entrance Requirements 15 credit hours

A. BIOL 2401 Anatomy and Physiology I ......................... 4
B. BIOL 2402 Anatomy and Physiology II ....................... 4
C. BIOL 2420 Microbiology ........................................ 4
D. MATH 1324 Pre-Calculus for Business/Economics .......... 3
or MATH 1342 Statistics ........................................... 3
or MATH 1314 College Algebra .................................... 3

II. First Semeskr 14 credit hours

A. NURS 1800 Nursing I ........................................... 8
B. ENGL 1301 Composition/Rhetoric I ............................ 3
C. PSYC 2301 General Psychology ................................ 3
<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>III. Second Semester</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>A. NURS 1805</td>
<td>Nursing II</td>
<td>8</td>
</tr>
<tr>
<td>B. PHED</td>
<td>Any Activity Course</td>
<td>1</td>
</tr>
<tr>
<td>C. PSYC 2314</td>
<td>Life Span Psychology</td>
<td>3</td>
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<td>D.</td>
<td>Humanities/Fine Arts</td>
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<tr>
<td>IV. Summer Semester</td>
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<td>A. NURS 2400</td>
<td>Nursing III</td>
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<td>V. Fourth Semester</td>
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<tr>
<td>A. NURS 2900</td>
<td>Nursing IV</td>
<td>9</td>
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<tr>
<td>B. SOCI 1301</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or SOU 1306</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>or SOCI 2371</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>VI. Fifth Semester</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>A. NURS 2905</td>
<td>Nursing V</td>
<td>9</td>
</tr>
<tr>
<td>B. Elective¹</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

¹Choose a Humanities/Fine Arts course from the General Education Core for the Associate of Applied Science Degree on page 55.
²Elective must be chosen from discipline outside Nursing.

Note: Biology and mathematics courses must have been completed within the last five years to be considered toward degree requirements.

Refer to Biology and Nutrition for descriptions of each nutrition course. For certificate refer to Dietary Manager on page 69.
Associate of Applied Science

OFFICE ADMINISTRATION

GENERAL
62 cred’t noun required to graduate

The degree in Office Administration is designed to incorporate both the technical and behavioral aspects of jobs in the automated office. This program enables the student to master office skills and select a specialty by choosing the proper electives. Areas of study include:

- Office Skills-document production, business telephone techniques, and electronic memory calculators
- Proofreading/Editing-language applications for business correspondence and documents
- Computers and Spreadsheet (software and database programs such as 1-2-3, Excel, and Access)
- Word Processing—hands-on experience using software such as WordPerfect for DOS, WordPerfect for Windows, Microsoft Word for Windows, and other popular software for document production and desktop publishing
- Records Management—ARMA filing rules, design and implementation of efficient and cost-effective system
- Office Management—administrative details, and office procedures
- Medical Records—transcription and coding of patient records and reports
- Financial Responsibilities—insurance claims, accounting systems, fees and payments

Tech Prep students who took collegiate-level courses in Office Administration while in high school may elect to receive college credit by contacting a CCCC advisor. A petition for Tech Prep credit should be completed as soon as possible upon admission to CCCC.

CAREER OPPORTUNITIES

Job opportunities for those with Office Administration training (depending on electives chosen) would include:

- Typist—entry-level position requiring accurate typing skills (50 wpm)
- Receptionist/Typist—individuals for front desk positions to answer phones, type, and handle various other duties such as machine transcription
- CRT Operator—enter bills of lading by CRT, answer phones, process daily shipping reports and shipping labels
- Human Resources Clerk—primary responsibilities include greeting and screening visitors, data input, and general office support
- Billing Clerk—detail-oriented person to process invoices, purchase orders, and inventory records using the computer and ten-key skills
- Secretary/Administrative Assistant—assisting the executive in decision making, conducting research, meeting the public, and office skills
- Medical Secretary or Medical Transcriptionist—work for a doctor in a general practitioner’s office, a group practice, a dental office, hospitals, clinics, or in the home
- Legal Office Support—work for a law office using entry-level law office clerical skills

Some of the courses required for the AAS Office Administration degree are also excellent preparation for the experienced secretary who plans to take the Certified Professional Secretary exam. The secretary who has already passed the CPS exam may apply for academic credit from CCCC to be applied toward the AAS degree in Office Administration.

I. General Education Core

See page 55.
MATH 1324 may be substituted for MATH 1332

II. Technical Core

13 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A. OFAD 1210</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>B. OFAD 1211</td>
<td>Proofreading/Editing</td>
<td>2</td>
</tr>
<tr>
<td>C. OFAD 1302</td>
<td>Intermediate Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>D. OFAD 1315</td>
<td>Electronic Calculator</td>
<td>3</td>
</tr>
<tr>
<td>E. OFAD 1331</td>
<td>Beginning Word Processing</td>
<td>3</td>
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III. Major Courses

12 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>A. OFAD 1332</td>
<td>Intermediate Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>B. OFAD 2303</td>
<td>Advanced Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>C. OFAD 2305</td>
<td>Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>D. OFAD 2306</td>
<td>Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>E. OFAD 2315</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>
IV. Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. OFAD 1310 Medical Insurance Coding</td>
<td>3</td>
</tr>
<tr>
<td>B. OFAD 1320 Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>C. OFAD 1325 Office Support Software</td>
<td>3</td>
</tr>
<tr>
<td>D. OFAD 2306 Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>E. OFAD 2307 Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>F. OFAD 2333 Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>G. OFAD 7300 Cooperative Education I</td>
<td>3</td>
</tr>
<tr>
<td>H. OFAD 7305 Cooperative Education II</td>
<td>3</td>
</tr>
<tr>
<td>I. ACCT 1370 Elementary Accounting</td>
<td>3</td>
</tr>
<tr>
<td>J. CSCI 1305 Microcomputer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>K. CSCI 2305 Integrated Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>L. CSCI 2310 Database Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

1OFAD medical and legal students should substitute OFAD 1325 Office Support Software (WordPerfect 5.1/DOS) if not skilled in merge and macro functions.

2OFAD medical and legal students should substitute OFAD 1325 Office Support Software (WordPerfect 6.1/Windows).

3Permission may be granted by OFAD Coordinator to substitute one non-OFAD course for one elective. CSC1300 Medical Terminology is recommended for medical OFAD majors and can be used as one of the 15 credit hours elective.

OFFICE ADMINISTRATOR CERTIFICATE PROGRAMS

Some of the courses in the certificate programs may require prerequisites. Please check the course descriptions in the back of this catalog.

OFFICE SUPPORT

The Entry-Level Office Support Certificate, the Mid-Level Office Support Certificate, the Administrative Support Certificate, and the Entry-Level Accounting Clerk Certificate Programs are designed to prepare individuals for general office support or accounting clerk positions. Each level will build on the next level while increasing your knowledge.

Entry-Level Office Support Certificate 16 credit hours

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A. OFAD 1210 Records Management</td>
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<tr>
<td>B. OFAD 1211 Proofreading/Editing</td>
<td>2</td>
</tr>
<tr>
<td>C. OFAD 1301 Beginning Keyboarding</td>
<td>3</td>
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<tr>
<td>D. OFAD 1302 Intermediate Keyboarding</td>
<td>3</td>
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<tr>
<td>E. OFAD 1315 Electronic Calculator</td>
<td>3</td>
</tr>
<tr>
<td>F. OFAD 2315 Office Procedures</td>
<td>3</td>
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</tbody>
</table>

Mid-Level Office Support Certificate 19 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>A. OFAD 1210 Records Management</td>
<td>2</td>
</tr>
<tr>
<td>B. OFAD 1211 Proofreading/Editing</td>
<td>2</td>
</tr>
<tr>
<td>C. OFAD 1302 Intermediate Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>D. OFAD 1315 Electronic Calculator</td>
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Administrative Support Certificate 25 credit hours

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<tbody>
<tr>
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</tr>
<tr>
<td>B. OFAD 1211 Proofreading/Editing</td>
<td>2</td>
</tr>
<tr>
<td>C. OFAD 1302 Intermediate Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>D. OFAD 1303 Advanced Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>E. OFAD 2315 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>F. OFAD 2333 Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>G. OFAD 2305 Integrated Spreadsheet Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Entry-Level Accounting Clerk Certificate 18 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. OFAD 1301 Beginning Keyboarding</td>
<td>3</td>
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<tr>
<td>B. OFAD 1302 Intermediate Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>C. OFAD 1315 Electronic Calculator</td>
<td>3</td>
</tr>
<tr>
<td>D. OFAD 1315 Beginning Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>E. OFAD 2315 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>F. ACCT 1370 Elementary Accounting</td>
<td>3</td>
</tr>
<tr>
<td>G. OFAD 2333 Advanced Word Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

85
Enhanced Office Technology Certificate 12 credit hours

This certificate is designed to enhance an Office Administration degree and/or certificate and prepare the student for a higher-level position in an office environment.

A. BUSI 1371 Leadership and Human Relations ............... 3
B. OFAD 1320 Business Correspondence ..................... 3
C. CSCI 1305 Microcomputer Concepts ....................... 3
D. CSCI 2305 Integrated Spreadsheet Applications .......... 3

WORD PROCESSING
The Word Processing Certificate program is designed to prepare individuals for entry-level positions requiring extensive document preparation using microcomputer equipment and word processing software.

Word Processing Certificate 20 credit hours

A. OFAD 1211 Proofreading/Editing ......................... 2
B. OFAD 1302 Intermediate Keyboarding .................... 3
C. OFAD 1325 Office Support Software ..................... 3
D. OFAD 1331 Beginning Word Processing ................... 3
E. OFAD 1332 Intermediate Word Processing ................. 3
F. OFAD 2303 Advanced Keyboarding ....................... 3
G. OFAD 2333 Advanced Word Processing ................... 3

MEDICAL OFFICE SUPPORT
The Entry-Level Medical Office Support and Medical Administrative Assistant Certificate Programs are designed to prepare individuals for

MEDICAL TRANSCRIPTION
The Entry-Level Medical Transcription Skills Certificate is designed to prepare individuals as medical language sp
dictation by physicians and other providers, patient assessment, work-up, therapy, diagnosis, prognosis, etc. in order to delivery of healthcare services.

Entry-Level Medical Transcription Skills Certificate

A. OFAD 1211 Proofreading/Editing ......................... 2
B. OFAD 1331 Beginning Word Processing ................... 3
C. OFAD 1332 Intermediate Word Processing ................. 3
D. OFAD 2306 Medical Keyboarding ......................... 3
E. OFAD 2307 Medical Keyboarding ......................... 3
F. HLSC 1300 Medical Terminology ......................... 3

Mid-Level Medical Transcription
High school English skills demonstrated
5.1/DOS skills demonstrated or taken

A. OFAD 1201 Speedtyping ................................. 2
B. OFAD 1211 Proofreading/Editing ......................... 2
C. OFAD 1325 Office Support Software ..................... 3
D. OFAD 2306 Medical Keyboarding ......................... 3

I. HLSC 1300 Medical Terminology ......................... 3
PHLEBOTOMY CERTIFICATE

7 credit hours

that consists of two courses combining classroom instruction, student laboratory, and clinical experience in affiliated medical laboratories. The program prepares students with career entry skills in phlebotomy, fulfills requirements for a Certificate of Completion in Phlebotomy, and completes prerequisites for certification by examination as a phlebotomist. All graduates of the Phlebotomy Program are eligible for national certification by examination by the Board of Registry, American Society of Clinical Pathologist (PBT category), or the National Certification Agency for Clinical Laboratory Personnel (CLP category). The Collin County Community College Phlebotomy Program has been submitted to the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) for programmatic approval. All clinical practicums are under the supervision of a certified medical technologist or certified phlebotomist.

LEGAL

The Legal Office Support Certificate Program is designed to prepare the student for legal office support with entry-level law office clerical skills and also allows the student to complete prerequisite courses leading to Legal Assistant programs.

Legal Office Support Certificate

19 credit hours

A. LEGL 1301 Law and Judicial Systems ............... 3
B. OFAD 1210 Records Management .................. 2
C. OFAD 1211 Proofreading/Editing .................. 2
D. OFAD 1302 Intermediate Keyboarding ............. 3
E. OFAD 1331 Beginning Word Processing .......... 3
E. OFAD 1332 Intermediate Word Processing/Legal 3
G. OFAD 2305 Machine Transcription/Legal .......... 3

Substitute OFAD 1225 Office Support Software (WordPerfect 5.1/DOS) if not skilled in merge and macro functions.
WordPerfect 5.1/DOS.
WordPerfect 6.1/Windows.

CAREER OPPORTUNITIES

Certified Phlebotomists may find employment opportunities with hospital laboratories, veterinary laboratories, multi-physician clinics, doctors' offices, health department laboratories, insurance companies and reference laboratories.

SPECIAL ADMISSIONS REQUIREMENTS

- Proof of high school diploma or GED
- Complete program application procedure
- Complete CCCC reading, writing, and mathematics assessments
- Evidence of good physical and mental health

Practicum space is limited, so students will be admitted on a selected basis. Application must be submitted before August 1 for the Fall semester and December 1 for the Spring semester. Student liability and up-to-date immunization are also required for all laboratories and clinical practicums.

Registration is by permission only. Additional information and application packets may be obtained from the Admissions Office, Academic Advising, or the Health Sciences, Physical Education and Child Development Office.

A. HLSC 1500 Phlebotomy ......................... 5
B. HLSC 1200 Phlebotomy Practicum ............ 2

E. OFAD 2309 Special Topics in Medical Transcription 3
F. OFAD 7300 Cooperative Education ............. 3
or OFAD 2310 Medical Transcription Simulation 3
G. OFAD 2307 Medical TranscriptionII ........... 3
H. BIOC 1471 Human Anatomy & Physiology Basics 4
I. HLSC 1300 Medical Terminology ............... 3
J. HLSC 1305 Advanced Medical Terminology .... 3
K. HLSC 1310 Human Diseases ................... 3
L. HLSC 2300 Medical Procedures ............... 3
M. HLSC 2305 Pharmacology ..................... 3
N. HLSC 2310 Professional and Medicolegal Issues 3

LEGAL

The Legal Office Support Certificate Program is designed to prepare the student for legal office support with entry-level law office clerical skills and also allows the student to complete prerequisite courses leading to Legal Assistant programs.

Legal Office Support Certificate

19 credit hours

A. LEGL 1301 Law and Judicial Systems ............... 3
B. OFAD 1210 Records Management .................. 2
C. OFAD 1211 Proofreading/Editing .................. 2
D. OFAD 1302 Intermediate Keyboarding ............. 3
E. OFAD 1331 Beginning Word Processing .......... 3
E. OFAD 1332 Intermediate Word Processing/Legal 3
G. OFAD 2305 Machine Transcription/Legal .......... 3

Substitute OFAD 1225 Office Support Software (WordPerfect 5.1/DOS) if not skilled in merge and macro functions.
WordPerfect 5.1/DOS.
WordPerfect 6.1/Windows.
**PHYSICAL THERAPIST ASSISTANT**

72 credit hours required to graduate

The PTA program is designed to prepare skilled technical health workers to perform certain physical therapy procedures and related tasks under the direction and supervision of a licensed physical therapist. The PTA degree is not a transitional degree to becoming a licensed physical therapist. Prospective students need to be aware that becoming a PTA does not enhance the student's likelihood to being accepted to a Bachelor/Master Physical Therapist degree program.

The Physical Therapist Assistant curriculum balances educational and technical courses and includes hands-on, supervised practicum at local hospitals and clinics. Upon successful completion of the program, the student is awarded an Associate of Applied Science degree and is eligible to sit for the licensing examination administered by the Texas Board of Physical Therapy Examiners.

Students applying to this program need to be aware that required courses will be taught at both campuses and that dependable transportation to the GCC campus is the responsibility of the individual student.

This is a two year course of study between Collin County Community College and Grayson County College.

### ACCREDITATION

GCC and CCC are seeking accreditation by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. This program has submitted a Declaration of Intent to Apply for Accreditation, which is the formal application required in the pre-accreditation stage.

### SPECIAL ADMISSION REQUIREMENTS

- Proof of high school graduation or GED
- Official copies of all college transcripts
- Complete CCC reading, writing and mathematics assessments
- A handwritten, one-to-two page essay that explains the applicant's interest in the PTA program
- Minimum of 20 hours of observation in two different physical therapy clinics (for a total of 40 hours), or two previous work experiences in physical therapy

Registration is by permission only. Information and applications may be obtained from the Health Sciences, Physical Education and Child Development Division offices or from the program coordinator.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
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<tr>
<td><strong>I. Pre-Entrance Requirements</strong></td>
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<tr>
<td>A. BIOL 1406</td>
<td>General Biology I</td>
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<td><strong>II. Summer Semester</strong></td>
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<tr>
<td>A. BIOL 2401</td>
<td>Anatomy and Physiology I</td>
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<td>Medical Terminology</td>
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<td><strong>III. Second Semester</strong></td>
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<td>Composition and Rhetoric I</td>
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<td>B. MATH 1316</td>
<td>Trigonometry</td>
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<td>C. BIOL 2402</td>
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<td>D. SPCH 1311</td>
<td>Fundamentals of Speech</td>
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<td>E. PSYC 2301</td>
<td>General Psychology</td>
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<td>F. PTAS 1301</td>
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<td><strong>IV. Third Semester</strong></td>
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<td>B. PTAS 1303</td>
<td>Kinesiology</td>
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<td>C. PTAS 1304</td>
<td>Physical Agents</td>
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<td>D. HHYS 1401</td>
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<td>D. Humanities/Arts</td>
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<td><strong>VII. Fifth Semester</strong></td>
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<td>C. PTAS 2404</td>
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</table>
REAL ESTATE

63 credit hours required to graduate

Real Estate is a dynamic field in which highly motivated men and women can and do create their own success stories. The degree program in Real Estate is designed with flexibility to allow students to successfully achieve a goal, whether it be personal knowledge, receipt of a degree, completion of a certificate program, or transfer to a four-year institution or real estate licensure.

Students will explore a variety of topics including:
- Fundamentals and principles of real estate
- Sources of financing
- State and federal influences on financing
- Legal rights of owners, buyers and brokers
- Property appraisal
- Contract negotiations
- Closing

An excellent instructional staff and a cooperative education program with local brokers give real estate students at CCCC a personalized, practical, high-quality educational experience.

Students planning to transfer to a four-year institution should check with a CCCC academic adviser.

CAREER OPPORTUNITIES

The study of real estate can be the beginning of an interesting and profitable career. Real estate is a vast and complex industry and career options are numerous. Some of the possibilities are:
- Brokerage
- Appraisal
- Finance
- Properly Development

I. General Education Core
   22 credit hours
   See page 55.

II. Technical Core
   8 credit hours
   A. BUSI 1301 Introduction to Business .......... .3
   B. ENGL 1302 Composition/Rhetoric II .......... .3
   C. OFAD 1200 Computer Keyboarding .......... .2

III. Major Courses
   21 credit hours
   A. RLST 1301 Real Estate Principles I ............ .3
   B. RLST 1302 Real Estate Principles II ........... .3
   C. RLST 1303 Law of Agency .................... .3
   D. RLST 1305 Real Estate Math ................... .3
   E. RLST 1315 Promulgated Contract Forms ........ .3
   F. RUT 1320 Real Estate Sales and Marketing ....... .3
   G. RUT 2310 Real Estate Finance ................. .3

IV. Electives
   9 credit hours
   Minimum three credit hours in the major electives, the other six credit hours may be selected from either the major or related electives listed.

Major Electives

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<tr>
<td>A.</td>
<td>RLST 1310 Real Estate Appraisal</td>
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<td>B.</td>
<td>RLST 2305 Real Estate Investments</td>
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<td>C.</td>
<td>RLST 2315 Real Estate Property Management</td>
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<td>R.</td>
<td>RLST 2320 Real Estate Law</td>
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<td>E.</td>
<td>RLST 2325 Real Estate Commercial</td>
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<td>F.</td>
<td>RLST 2330 Real Estate Financial Analysis</td>
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<td>G.</td>
<td>RLST 2335 Real Estate Brokerage</td>
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Related Electives

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<td>A.</td>
<td>RLST 2101 Real Estate Selected Topics I</td>
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<td>B.</td>
<td>RLST 2104 Appraisal Ethics</td>
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<td>C.</td>
<td>RLST 2302 Real Estate Selected Topics II</td>
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<td>D.</td>
<td>RLST 7300 Cooperative Education I</td>
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<td>E.</td>
<td>RLST 7305 Cooperative Education II</td>
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<td>H.</td>
<td>BUSI 1370 Principles of Accounting</td>
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<tr>
<td>I.</td>
<td>BUSI 1374 Principles of Management</td>
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<td>J.</td>
<td>SBMT 1300 Small Business Management I</td>
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<td>K.</td>
<td>MRKT 1316 Sales Management</td>
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<td>L.</td>
<td>CSCI 2305 Integrated Spreadsheet Applications</td>
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<td>M.</td>
<td>SBMT 1310 Principles of Retailing</td>
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</table>
Associate of Applied Science

V. Elective  

3 credit hours

A. Elective  

Note: Elective must be chosen from discipline outside Real Estate.

REAL ESTATE CERTIFICATE PROGRAMS

The certificate programs may require course descriptions in the back of this book.

15 credit hours

- state Principles I  
- state Principles II  
- Agency

6 credit hours

- state Math

B. RLST 1310 Real Estate Appraisal
C. RLST 1315 Promulgated Contract Forms
D. RLST 1320 Real Estate Sales and Marketing
E. RLST 1330 Real Estate Brokerage
F. RLST 1340 Cooperative Education I
G. RLST 1350 Cooperative Education II

Real Estate Advanced Certificate  

30 credit hours

A. RLST 1301 Real Estate Principles I
B. RLST 1302 Real Estate Principles II
C. RLST 1303 Law of Agency
D. RLST 1305 Real Estate Math
E. RLST 1310 Real Estate Appraisal
F. RLST 1315 Promulgated Contract Forms
G. RLST 1320 Real Estate Sales and Marketing
H. RLST 2310 Real Estate Finance

Electives  

6 credit hours

A. RLST 2101 Real Estate Selected Topics I
B. RLST 2302 Real Estate Selected Topics II
C. RLST 2305 Real Estate Investments
D. RLST 2315 Real Estate Property Management
E. RLST 2320 Real Estate Law
F. RLST 2325 Real Estate Commercial
G. RLST 2330 Real Estate Financial Analysis
H. RLST 2335 Real Estate Brokerage
I. RLST 7300 Cooperative Education I
J. RLST 7305 Cooperative Education II

RESPIRATORY CARE

72 credit hours required to graduate

Respiratory care offers a program which prepares individuals for an allied health specialty in clinical care and management of respiratory disorders. The 22 month program graduates a student with an Associate in Applied Science degree and qualifies the individual to apply for the Registered Respiratory Therapist board examination.

The student is required to maintain a GPA of 2.0 in general academic coursework and in all science courses. The minimum grade in all respiratory care classes will be a B (3.0 GPA).

PROGRAM COMPLETION REQUIREMENTS

All students are required to complete comprehensive program examinations to receive their certificate of completion and degree. The CRTT SAE will be given in the summer semester of the first year. The RRT SAE and Clinical Simulation SAE will be given in the spring semester. The student will have two opportunities to pass all exams. Satisfactory completion is required for graduation from the program.

TRANSITION PROGRAM

The college offers a transition program to allow students who hold a CRTT credential and have one year experience to receive their degree and become registry eligible. Contact the program director for additional information.

CAREER OPPORTUNITIES

Career opportunities in the health care industry for registered respiratory therapists are increasing rapidly. Recent surveys indicate that the supply of trained respiratory care professionals has not been sufficient to meet the progressive growth in demand.
SPECIAL ADMISSION REQUIREMENTS
- Proof of high school graduation or GED
- Official copies of all college transcripts
- Complete COCC reading, writing and mathematics assessments
- Complete Psychological Services Bureau, Health Occupations Aptitude Exam

Registration is by permission only. Information and applications may be obtained from the Health Sciences, Physical Education and Child Development Division office or the program coordinator.

I. Pre-Entrance Requirements 11 credit hours
A. BIOL 2401 Anatomy and Physiology I ................. 4
B. BIOL 2402 Anatomy and Physiology II ................. 4
C. MATH 1314 College Algebra ........................... 3
or MATH 1324 Pre-Calculus for Business/Economics .... 3
or MATH 1342 statistics ....................................... 3

II. First Semester 15 credit hours
A. RTPP 1010 Respiratory Clinical Practicum I ........ 4
B. RTPP 1200 Cardiopulmonary Anatomy and Physiology .2
C. RTPP 1220 Respiratory Chemistry/Physics ........... 2
D. RTPP 1400 Fundamentals of Respiratory Care I .... 4
E. ENGL 1301 Composition and Rhetoric I .............. 3
or PSYC 2301 General Psychology ........................ 3
or PSYC 2302 Applied Psychology ........................ 3
or SOCI 1301 Introduction to Sociology ................... 3

III. Second Semester 15 credit hours
A. RTPP 1015 Respiratory Clinical Practicum II ......... 2
B. RTPP 1205 Respiratory Pharmacology ................. 2
C. RTPP 1405 Fundamentals of Respiratory Care II .... 4
D. RTPP 1415 Respiratory Disease ........................... 4
E. PSYC 2301 General Psychology ........................ 3
or PSYC 2302 Applied Psychology ........................ 3
or SOCI 1301 Introduction to Sociology ................... 3

IV. Summer Semester 6 credit hours
A. RTPP 1020 Respiratory Clinical Practicum III ........ 2
B. RTPP 1410 Fundamentals of Respiratory Care III .... 4

V. Fourth Semester 12 credit hours
A. RTPP 2100 Respiratory Clinical Practicum IV ........ 2
B. RTPP 2210 Advanced Respiratory Care I ............. 4
C. RTPP 2310 Perinatal Respiratory Care ................. 3
D. Humanities/Fine Arts1 ..................................... 3

VI. Fifth Semester 13 credit hours
A. RTPP 2105 Respiratory Clinical Practicum V ........ 2
B. RTPP 2215 Advanced Respiratory Care II ............ 3
C. RTPP 2300 Cardiopulmonary Dynamics ................. 3
D. BIOL 2420 Microbiology .................................. 4
E. EMTP 1100 Advanced Cardiac Life Support .......... 1

1 Choose a Humanities/Fine Arts course from the General Education Core for the Associate of Applied Science Degree on page 55.
DIVISIONS

BUSINESS AND ENGINEERING DIVISION
CPC B305 (548-6830) SCC F135 (881-5831) PRC H245 (377-1730)
• Accounting
• Business Administration
• Computer Information Systems
• Computer Science
• Computer-Aided Drafting and Design
• Economics
• Electronics
• Engineering
• Fashion Marketing

• Legal Assistant/Paralegal
• Management
• Management Development
• Marketing
• Office Administration
• Real Estate
• Small Business Management
• Software Development

FINE ARTS DIVISION
SCC K128 (881-5107)
• Applied Graphic Design Technology
• Art
• Music
• Photography
• Theatre/Drama

HEALTH SCIENCES, PHYSICAL EDUCATION AND CHILD DEVELOPMENT DIVISION
CPC D305 (548-6679) SCC A220 (881-5925)
• Child Development
• Emergency Medical Technology
• Health, PE and Dance
• Nursing
• Phlebotomy
• Physical Therapy Assistant
• Respiratory Care

HUMANITIES AND INTERNATIONAL STUDIES DIVISION
CPC B305 (548-6830) SCC K189 (881-5810)
• Communications
• English
• Foreign Languages
• Humanities
• International Studies
• Interpreter Preparation Program/Deaf
• Journalism
• Philosophy
• Radio and Television
• Sign Language
• Speech

MATHEMATICS AND NATURAL SCIENCES DIVISION
CPC A300 (548-6880) SCC K102 (881-5880)
• Biology
• Chemistry
• Dietary Manager
• Environmental Science
• Horticulture/Landscape Technology
• Mathematics
• Nutrition
• Physical Science
• Physics
• Pre-Dental
• Pre-Medical
• Pre-Veterinary

SOCIAL SCIENCES AND PUBLIC SERVICES DIVISION
CPC B305 (548-6830) SCC B240 (881-5800)
• Anthropology
• Criminal Justice
• Fire Science
• Geography
• History
• Law Enforcement Academy
• Political Science
• Pre-Law
• Psychology
• Sociology
### DISCIPLINE COORDINATORS

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<tr>
<th>Discipline</th>
<th>Coordinator</th>
<th>Office</th>
<th>Phone</th>
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<tr>
<td>Accounting (ACCT)</td>
<td>Dean Wallace</td>
<td>SCC/H207</td>
<td>881-5706</td>
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<td>Applied Graphic Design Technology (AGDT)</td>
<td>Esther Kibby</td>
<td>SCC/K119</td>
<td>881-5968</td>
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<td>Jeff MacKinnon</td>
<td>SCC/H219</td>
<td>881-5112</td>
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<td>Art (ARTS)</td>
<td>Cathy Cotter</td>
<td>SCC/B131</td>
<td>881-5817</td>
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<td>Biology (BIOL)</td>
<td>David McCulloch</td>
<td>SCC/J225</td>
<td>881-5991</td>
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<td>Business Administration (BUSI)</td>
<td>Larry Beck</td>
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<td>548-5832</td>
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<td>Peter Dawson (BLAW)</td>
<td>PRC/F235</td>
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<td>Chemistry (CHEM)</td>
<td>Fred Jury</td>
<td>SCC/H116</td>
<td>881-5883</td>
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<td>Child Development (CHDV) and Early Childhood Administration</td>
<td>Elaine Boski</td>
<td>SCC/B175</td>
<td>881-5967</td>
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<td>Shelley Lane</td>
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<td>Byrd Williams</td>
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<td>Glenn Adams</td>
<td>PRC/H114</td>
<td>377-1689</td>
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<td>Judy Richison</td>
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<td>377-1688</td>
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<td>Criminal Justice (CRJ)</td>
<td>Keith Haley</td>
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<td>881-5984</td>
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<td>Jill Whitson</td>
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<td>Marie Walt</td>
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<td>Drama (DRAM)</td>
<td>Brad Baker</td>
<td>SCC/C155</td>
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<td>Mike Cothick</td>
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<td>John Baltzer</td>
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<td>Electrical Engineering Technology (ELET)</td>
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<td>Emergency Medical Services (EMTP)</td>
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<td>English—Developmental (ENGL)</td>
<td>Hazel Phillips</td>
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<td>English (ENGL)</td>
<td>Sherill Cobb</td>
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<td>English as a Second Language (ESL, ESLG, ESLR, ESLW)</td>
<td>Peggy Breedlove</td>
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<td>Fire Science (FSC)</td>
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<td>Government (GOVT)</td>
<td>Ted Lewis</td>
<td>PRC/F213</td>
<td>377-1535</td>
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<td>History (HIST)</td>
<td>Matt Coulter</td>
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</table>
Horticulture/Landscape Technology (HORT)
Kevin Starnes ......................... SCC/J220 .881-5968

Human Development (HDEV)
Linda Qualia ......................... SCC/G200 .881-5779

Humanities (HUMA)
Peggy Brown ......................... SCC/H236 .881-5808

Interpreter Preparation Program/Deaf (IPPD)
Helene Cohen-Gilbert ................ SCC/G227 .881-5152
Shelley Lane ......................... SCC/B108 .881-5821

Japanese (JAPN)
Elke Matijevich ....................... SCC/K229 .881-5970

Legal Assistant/Paralegal (LEGL)
P. Dee Roessler ....................... CPC/A200a .548-6823

Management (MANAGEMENT)
Russell Kunz ......................... PRG/F236 .377-1692

Marketing (MRKT)
Gloria Cockerell ..................... SCC/J247 .881-5736

Mathematics—Developmental (MATH)
Rosemary Karr ....................... SCC/K219 .881-5805

Mathematics (MATH)
Denise Brown ......................... SCC/B134 .881-5816
Doug Proffer ......................... SCC/J238 .881-5889

Music (MUSI)
Brian Allison ......................... SCC/B182 .881-5813

Nursing (NURS)
Vivian Lilly ......................... CPC/E310 .548-6878

Office Administration (OFAD)
Diana Ramsower ..................... SCC/J117 .881-5835
Mary Jane Tobaben .................. PRG/H118 .377-1701

Philosophy (PHIL)
Rodney Boyd ......................... SCC/D240 .881-5948

Phlebotomy (HLSC)
Anita Lau ......................... CPC/A307 .548-6840

Photography (ARTS)
Dyru Williams ....................... SCC/K119 .881-5727

Physical Education, Health (PHED)
Susan Evans ......................... SCC/A111 .881-5150

Physical Therapist Assistant (PTAS)
Colleen Grafa ....................... CPC/D307 .548-6854

Physics (PHYS)
Michael Broyles ..................... SCC/J139 .881-5882

Psychology (PSYC)
Dan Lipscomb ....................... SCC/J225 .881-5715
Barbara Lusk ....................... CPC/B200d .548-6809

Reading—Developmental (READ)
Edelin Ruino ......................... SCC/D114 .881-5956

Real Estate (RLST)
Patricia Banta ....................... CYC/B323 .985-3707

Respiratory Care (RTTP)
Allen Barbaro ....................... CPC/D308 .548-6870

Russian (RUSS)
Elke Matijevich ..................... SCC/K229 .881-5970

Sign Language (SGNL)
Helene Cohen-Gilbert ............... SCC/G227 .881-5152
Shelley Lane ......................... SCC/B108 .881-5821

Sociology (SOCL)
Debbie White ......................... SCC/H221 .881-5822

Small Business Management (SBMT)
Gloria Cockerell .................... SCC/J247 .881-5736

Spanish (SPAN)
Estelita Young ....................... SCC/G215 .381-5724

Speech Communication (SPCH, COMM)
Shelley Lane ......................... SCC/B108 .881-5821