

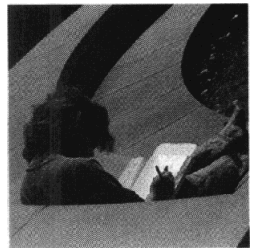


C O L L I N

C O U N T Y

C O M M U N I T Y

C O L L E G E

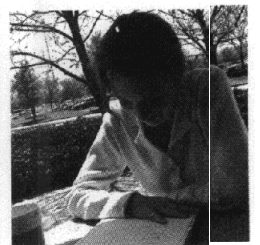
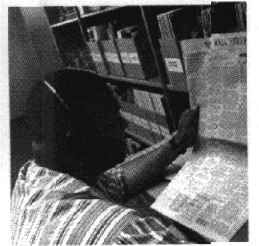


COLLIN

COUNTY

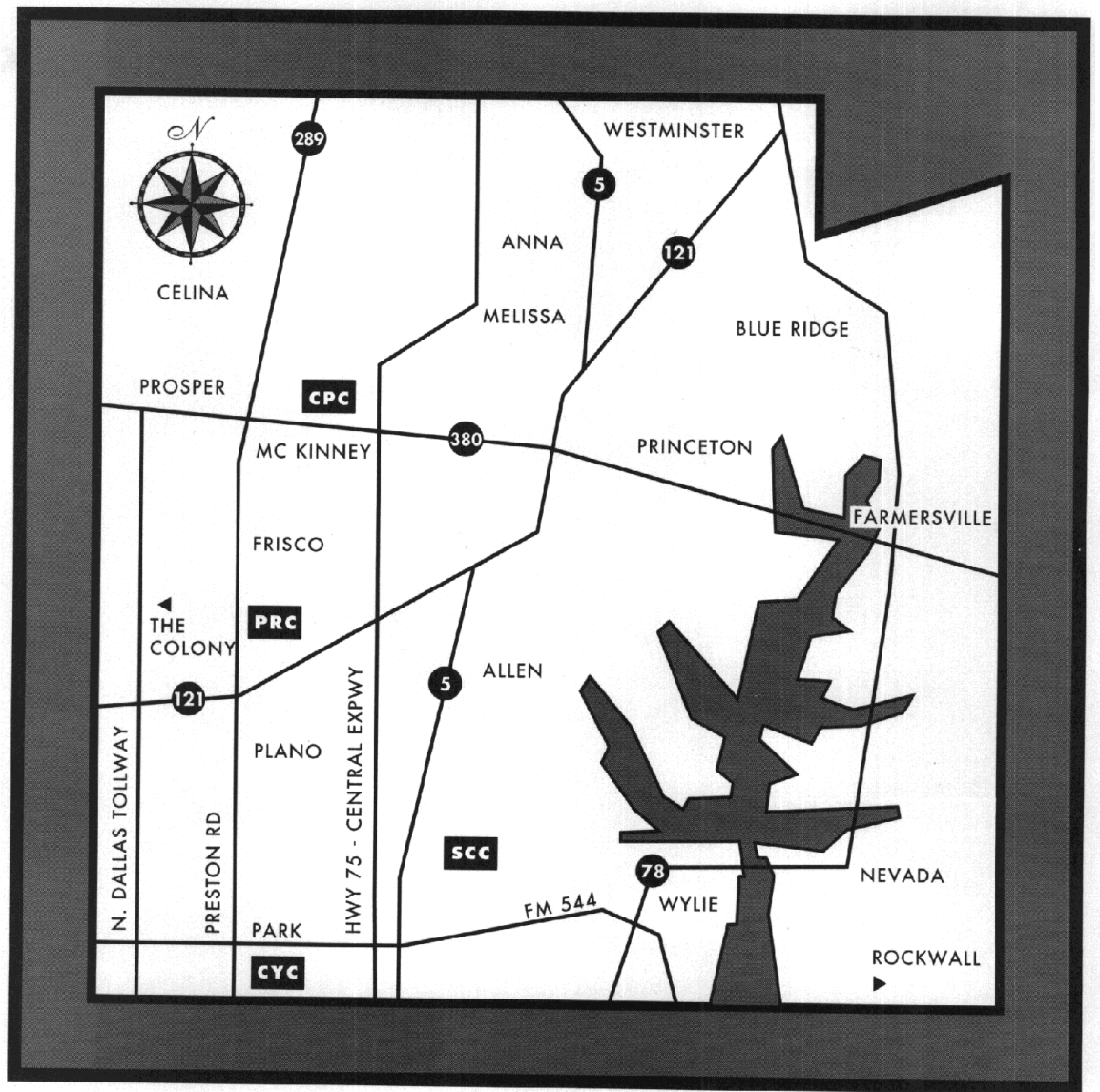
COMMUNITY

COLLEGE



400 Spring Creek Campus
900 Preston Oaks Campus
1000 Mountain Creek
1500 Forest Park Campus

MAP OF CAMPUSES



- CPC**—Central 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

Courtyard Center for Professional and Economic Development

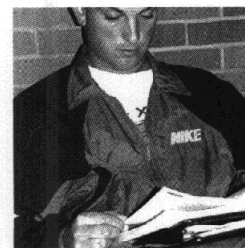
4800 Preston Park Blvd.
 Plano, Texas 75093
 (214) 985-3790

Spring Creek Campus

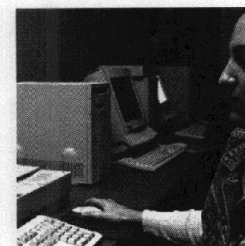
2800 E. Spring Creek Pkwy.
 Plano, Texas 75074
 (214) 881-5790

Preston Ridge Campus

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

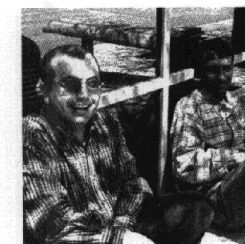
**1996-1997 CATALOG**

Internet Address:
 hap://hw.ccccd.edu



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, CCCC 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. CCCC 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 V/TDD. For persons with hearing or speech impairment, 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.

Published by Collin County Community College, Public Relations and Publications Department, Spring Creek Campus, 2800 E. Spring Creek Pkwy., Plano, Texas 75074.

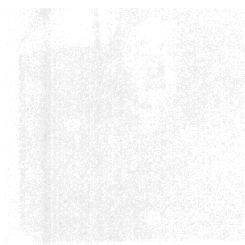
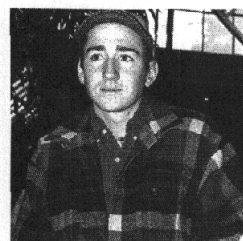
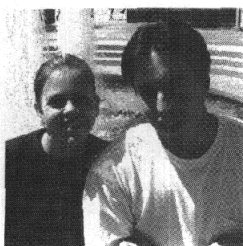


TABLE OF CONTENTS



I. GENERAL INFORMATION

| | |
|--|---|
| Academic Calendar | 4 |
| Phone Directory | 5 |
| History of CCCC | 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

| | |
|---|----|
| Bookstore | 28 |
| Child Development Centers | 29 |
| Cooperative Work Experience | 29 |
| Developmental Education | 29 |
| Experiential Learning | 30 |
| Intercollegiate Athletics | 31 |
| Interdisciplinary Honors Program | 31 |
| International Studies Program | 31 |
| Learning Resources Centers | 31 |
| Safety and Security | 32 |
| Student Wellness | 32 |
| Distance Learning Courses (Telecourses) | 32 |

VI. CONTINUING EDUCATION

| | |
|-------|----|
| | 33 |
|-------|----|

VII. SPECIAL SERVICE PROGRAMS

| | |
|---------------------------------------|----|
| Contract Training | 34 |
| Collin County Law Enforcement Academy | 34 |
| Fire Protection Training | 34 |
| College and Community Development | 34 |
| Global EDGE Tech Prep Consortium | 35 |
| Small Business Development Center | 35 |

VIII. ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE DEGREE PROGRAMS

| | |
|-------|----|
| | 36 |
|-------|----|

IX. ASSOCIATE OF ARTS

| | |
|--|----|
| General Education Core for Associate of Arts | 37 |
| Accounting | 38 |
| Anthropology | 38 |
| Art | 38 |
| Business Administration | 39 |
| Criminal Justice | 39 |
| Drama | 40 |
| Economics | 41 |
| English | 41 |
| Fire Science | 42 |
| French | 42 |
| Geography | 43 |
| German | 43 |
| Government | 43 |
| History | 43 |
| Legal Assistant | 44 |
| Music | 44 |
| Philosophy | 45 |
| Photography | 45 |
| Psychology | 46 |
| Sociology | 46 |
| Spanish | 47 |
| Speech | 47 |

X. ASSOCIATE OF SCIENCE

| | |
|---|----|
| General Education Core for Associate of Science | 48 |
| Biology | 49 |
| Chemistry | 49 |
| Computer Science | 50 |
| Engineering | 50 |
| Geology | 50 |
| Horticulture/Landscape Technology | 51 |
| Mathematics | 51 |
| Physical Education | 51 |
| Physics | 52 |

XI. ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS AND CERTIFICATES

| | |
|-----------------|----|
| | 53 |
| Career Programs | 54 |

XII. ASSOCIATE OF APPLIED SCIENCE

| | |
|---|----|
| General Education Core for Associate of Applied Science | 55 |
| Applied Graphic Design Technology | 56 |
| Child Development Certificate | 58 |
| Computer Aided Drafting and Design | 60 |
| Computer Information Systems | 63 |
| Computer Science | 66 |
| Criminal Justice | 67 |
| Dietary Manager Certificate | 69 |
| Electronic Technology and Electronic Engineering Technology | 69 |
| Emergency Medical Services Certificate | 72 |
| Fire Science | 72 |
| Horticulture Technology | 74 |
| Interpreter Preparation Program/Deaf | 75 |
| Legal Assistant/Paralegal | 77 |
| Management | 78 |
| Marketing | 79 |
| Commercial Music | 80 |
| Nursing | 82 |
| Office Administration | 84 |
| Phlebotomy Certificate | 87 |
| Physical Therapist Assistant | 88 |
| Real Estate | 89 |
| Respiratory Care | 90 |
| Small Business Management | 91 |

XIII. DIVISIONS AND DISCIPLINE COORDINATORS

| | |
|-------|----|
| | 92 |
|-------|----|

XIV. COURSE DESCRIPTIONS

| | |
|-------|----|
| | 95 |
|-------|----|

XV. STAFF AND FACULTY DIRECTORY

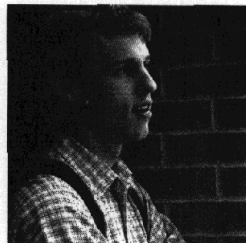
| | |
|-------|-----|
| | 148 |
|-------|-----|

XVI. INDEX

| | |
|-------|-----|
| | 162 |
|-------|-----|



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 |

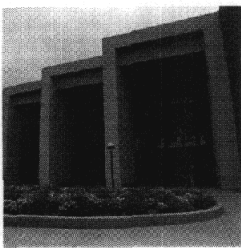
SUMMER II 1997

| | |
|--------------------------------------|-----------|
| 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 |

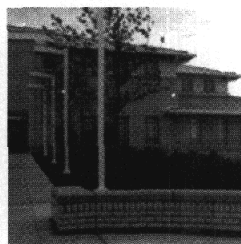
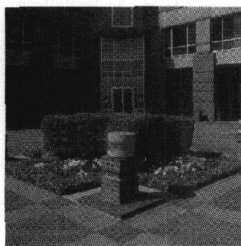
Note: AU dates are subject to change. See current schedule of classes for current information.

PHONE DIRECTORY

| | Central Park campus | Courtyard Center for Professional & Economic Development | Spring Creek Campus | Preston Ridge campus |
|--|------------------------|---|------------------------|-------------------------|
| General Information | 548-6790 | 985-3790 | 881-5790 | 377-1790 |
| Accommodations at CCC for Equal Support Services (ACCESS) | | | 881-5950 | |
| Administrative Services | 548-6620 | | 881-5620 | |
| Admissions and Records | 548-6710 | 985-3720 | 881-5710 | 377-1710 |
| Advising | 548-6770 | | 881-5778 | 377-1778 |
| Articulation and Transfer | 548-6770 | | 881-5757 | 377-1757 |
| Associate Faculty Office | 548-6830 | | 881-5759 | 377-1505 377-1705 |
| Bookstore | 548-6680 | 985-3710 | 881-5680 | 377-1680 |
| Business and Community Relations | | 985-3734 | | |
| Business and Engineering Division | 548-6830 | | 881-5831 | 377-1731 |
| Business Office | 548-6630 | 985-3724 | 881-5634 | 377-1630 |
| Refunds/Tuition/Fees | 548-6637 | | 881-5634 | 377-1637 |
| Career Services | 548-6747 | 985-3786 | 881-5781 | 377-1781 |
| College and Community Development Division | | 985-3731 | 881-5611 | |
| Continuing Education Division | 548-6790 | 985-3750 | | 377-1711 |
| Cooperative Work Experience | 548-6730 | | 881-5735 | 377-1735 |
| Counseling - Personal | 548-6770 | | 881-5779 | 377-1771 |
| Dean of Students | 548-6770 | | 881-5771 | 377-1771 |
| Developmental Education Division | 548-6896 | | 881-5720 | 377-1720 |
| Financial Aid | 548-6760 | | 881-5760 | 377-1760 |
| Fine Arts Division | 548-6830 | | 881-5107 | 377-1507 |
| Fitness Center | 548-6891 | | 881-5848 | |
| Health Sciences, Physical Education and Child Development Division | 548-6679 | | 881-5925 | |
| Human Resources | 548-6660 | 985-3780 | 881-5660 | |
| Humanities and International Studies Division | 548-6830 | | 881-5810 | 377-1510 |
| Learning Resources Center/Library | 548-6860 | | 881-5860 | 377-1560 |
| Mathematics and Natural Sciences Division | 548-6830 | | 881-5880 | 377-1580 |
| Plant Operations/Security | 548-6690 | 985-3777 | 881-5690 | |
| President's Office | 548-6600 | 758-3800 | 881-5600 | |
| PROMISE Program | 548-6851 | | 881-5126 | |
| Provost's Office | 548-6803 | | 881-5801 | 377-1551 |
| Public Relations and Publications Office | 548-6610 | | 881-5610 | |
| Recruitment and Retention Office | | | 881-5853 | |
| Registrar's Office | 548-6744 | 985-3720 | 881-5744 | 377-1744 |
| Social Sciences and Public Services Division | 548-6830 | | 881-5800 | |
| Student Activities | 548-6788 | | 881-5788 | 377-1788 |
| Student Development Center | 548-6700 | | 881-5700 | 377-1770 |
| Texas Academic Skills Program (TASP) | 548-6888 | | 881-5902 | 377-1522 |
| Testing Center | 548-6849 | | 881-5922 | 377-1522 |
| Vice President and Associate Vice President for Instruction | 548-6800 | | 881-5801 | |
| For offices not listed | 548-6790 | 985-3790 | 881-5790 | 377-1790 |



HISTORY OF CCCC & THE BOARD OF TRUSTEES



HISTORY OF CCCC

Collin County Community College offered its first classes on-site at area high schools 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.



Additional Board Members—left to right: Glenn Justice, Margaret Reynolds, E.T. Boone, Gary Harris and Sam Rouch

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

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

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

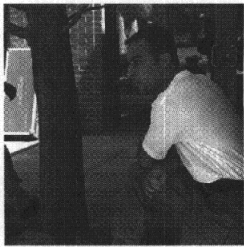
New students should submit to the Admissions Office:

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.



ADMISSIONS AND REGISTRATION



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 CCCC 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 CCCC. 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 most recently attended and TASP status documentation are required.

Students who transfer to CCCC 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 CCCC.
3. Students must be currently admitted to CCCC 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 CCCC **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 "I" 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 CCCC from other institutions, there is an **18** credit hour residency

requirement to **earn** an associate degree from CCCC. Students obtaining **certificates** containing **18** hours or less must complete course work in residence at CCCC. 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. CCCC 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 CCCC 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 CCCC **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 CCCC 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 CCCC 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 CCCC. Enrollment in at least one college-level course at CCCC 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 CCCC. 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 CCCC. 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 CCCC. The initial concerns of both traditional and non-traditional students are addressed. The orientation dates and times are available at the information centers.

REGISTRATION PROCEDURES

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 CCCC 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 fax availability. Fax your registration to (214) 985-3765 or (214) 548-1702. See page 33 for more information on continuing education.

STUDENT ID CARDS

All credit students at CCCC 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 CCCC, 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. Pint-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 CCCC programs and events.

TUITION AND FEES

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 CCCC 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

| Credit Hours | In-county | Out-of-County | Out-of-state |
|--------------|------------------|------------------|------------------|
| | \$24/credit hour | \$31/credit hour | \$66/credit hour |
| 1 | \$34.50* | \$34.50* | \$209.50* |
| 2 | \$48 | \$62 | \$219. |
| 3 | \$72 | \$93 | \$228.50" |
| 4 | \$96 | \$124 | \$264 |
| 5 | \$120 | \$155 | \$330 |
| 6 | \$144 | \$186 | \$396 |
| 7 | \$168 | \$217 | \$462 |
| 8 | \$192 | \$248 | \$528 |
| 9 | \$216 | \$279 | \$594 |
| 10 | \$240 | \$310 | \$660 |
| 11 | \$264 | \$341 | \$726 |
| 12 | \$288 | \$372 | \$792 |
| 13 | \$312 | \$403 | \$858 |
| 14 | \$336 | \$434 | \$924 |
| 15 | \$360 | \$465 | \$990 |
| 16 | \$384 | \$496 | \$1,056 |
| 17 | \$408 | \$527 | \$1,122 |
| 18 | \$432 | \$558 | \$1,188 |
| 19 | \$456 | \$589 | \$1,254 |
| 20 | \$480 | \$620 | \$1,320 |
| 21 | \$504 | \$651 | \$1,386 |

*Includes minimum tuition required by law.

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.

| Per Hour | In-County | Out-of-County | Out-of-State |
|--------------------|--------------|---------------|--------------|
| Tuition | \$14.50 | \$21.50 | \$56.50 |
| Bldg. Use Fee | 9.00 | 9.00 | 9.00 |
| Student Activities | .50 | .50 | .50 |
| Total | 24.00 | 31.00 | 66.00 |

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*** \$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 d i t hour building use fea

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

Note: Veterans qualifytng for a tuition and fee waiver are required to pay the \$.50 per d i t hour student activity fee.

Note: Fees for continuing education courses can he 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**.

ADDING/DROPPING COURSES

Any change in a student's class schedule may be made by telephone (during Telehone EXpress registration) or by submitting an Add/Drop form to the Admissions and Records office, when TEX 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 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

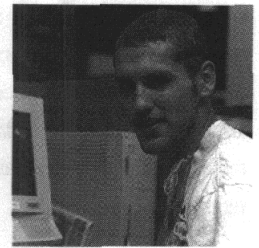
Registration to audit a course will be permitted as long as a credit student is not displaced from the class as a result of the audit. Requests for audit are processed during late registration and the add/drop period only. Registered students may not change to audit status. Audit students may change 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).

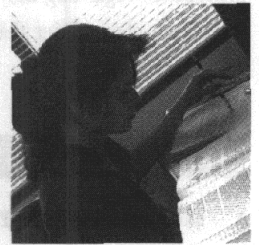
CLASS ATTENDANCE

Regular classroom attendance is expected of all students. Class 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



ACADEMIC POLICIES



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, CCCC 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

| | | |
|----|-------------------|--|
| A | Excellent | 4 grade points per credit hour |
| B | Above Average | 3 grade points per credit hour |
| C | Average | 2 grade points per credit hour |
| D | Below Average | 1 grade point per credit hour |
| F | Failure | 0 grade points per credit hour |
| W | Withdrawal | 0 grade points per credit hour; is not computed toward cumulative GPA or cumulative hours. |
| I | Incomplete | 0 grade points per credit hour; not computed toward cumulative GPA unless it is replaced with a performance grade. (See "Incomplete Grades & Contracts" section.) |
| IP | In-Progress | 0 grade points per credit hour; not computed toward cumulative GPA. Student has completed 70 percent of the program but is not yet at competency level; must complete the remaining work during the next long semester or receive an "IP" as the permanent grade. "IP" earned only in READ 0100, 0105, 0110 (READ 0300, 0305, 0310 effective Spring 1997); ENGL 0300, 0305, 0310, 0315; and ESL classes. |
| AU | Audit | 0 grade points per credit hour; is not computed toward cumulative grade point average nor cumulative hours. |
| CR | Credit | 0 grade points per credit hour; is not computed in GPA but is computed in cumulative hours. Earned only when recording non-traditional credit or continuing education units. |
| Z | No grade reported | 0 grade points per credit hour unless it is replaced by professor with a performance grade; is not computed in cumulative grade point nor cumulative hours. |

At the completion of each term, the college will determine the student's semester and cumulative grade point averages, which will be recorded on the student's official transcript. Grades earned in developmental education courses are not included in the grade point average. Grades are available through Telephone EXpress (TEX).

GRADUATION

The college offers associate of arts, associate of science and associate of applied science degrees and certificate programs. Students who plan to graduate from CCCC should request a degree plan prior to the completion of 30 credit hours. Students must be currently admitted to CCCC to request a degree plan. Students may graduate under any of the college's catalogs from the preceding five years as long as the student was enrolled under that catalog; however, students may benefit from graduating under the requirements of the most recent catalog.

A student who completes specific course requirements for a degree or certificate with a minimum cumulative grade point average of 2.0 is a candidate for graduation.

Degree honors will be awarded for student with the following cumulative grade point average at CCCC:

| | |
|-----------|-----------------|
| 4.0 | Summa cum laude |
| 3.75-3.99 | Magna cum laude |
| 3.5-3.74 | Cum laude |

Honors are calculated using all CCCC college-level coursework. (Grades earned in developmental and transfer courses from other colleges or universities are not included.) To be eligible for honors, students must complete 30 hours at CCCC. Honors are calculated using all CCCC college-level coursework and transfer courses from other accredited colleges and universities. (Grades earned in developmental education are not included).

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 CCCC 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 CCCC. 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 fulfill in order to receive 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, departmental 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 CCCC. CCCC 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 residency 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 adviser 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 adviser 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 adviser 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 TEX, 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 CCCC 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 and,
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 performance.

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 completed 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.

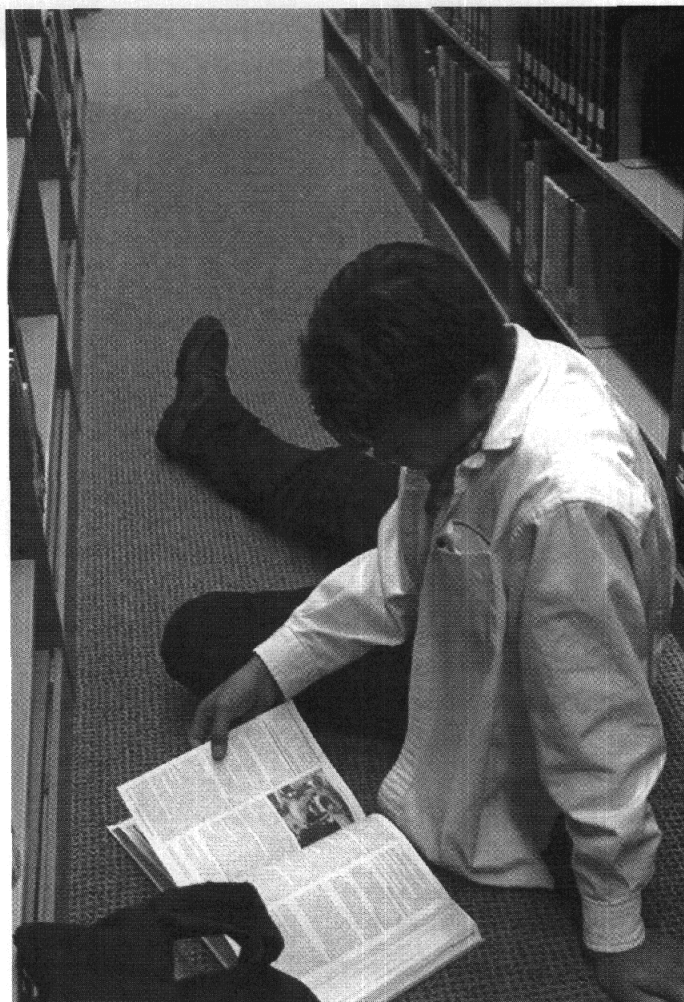
Students may, with special permission of a full-time academic adviser, enroll for more than 18 credit hours during a regular session and seven hours in a summer session. Normally, permission will not be granted unless the student has a 3.0 cumulative grade point average and plans to carry no more than 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 Senices) is a comprehensive accommodation program for all CCCC studentb. **Following** ADA guidelines and 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.

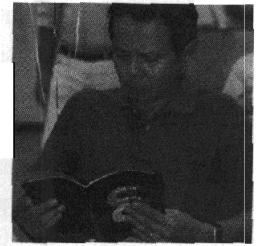
A licensed educational diagnostician conducts psychological evaluations for students requesting them. Results are **evaluated and** recommendations are made.

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

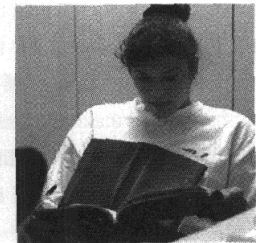
ARTICULATION AND TRANSFER

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



STUDENT DEVELOPMENT



- 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 CCCC, 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 CCCC 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 CCCC 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 CCCC students who have made firm decisions about their major and the institution to which they plan the transfer. CCCC 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 CCCC to four-year institutions by providing the following:

- List of course equivalences for CCCC 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.

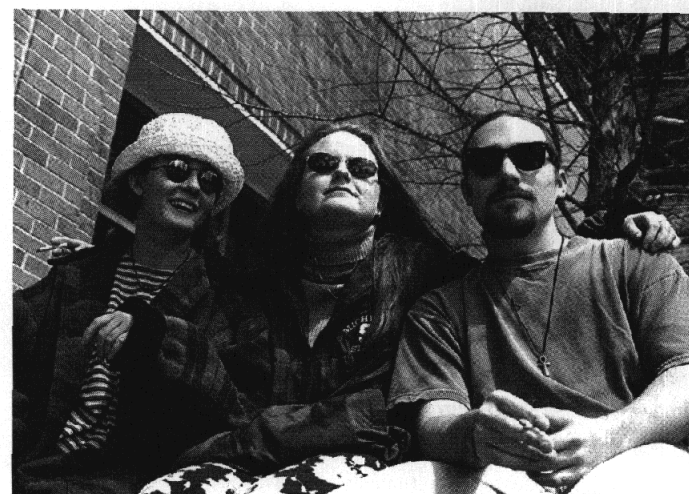
DUAL OPPORTUNITIES AGREEMENTS

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 CCCC.

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 CCCC 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. CCCC 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 with **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 CCCC.

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 TAAS 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. TAAS 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 CCCCs 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, 1742 and 2312**. Other assessments may be required based upon **faculty and adviser** 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 0-00, 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 **adviser** and student in proper course

placement. These **results** are used for course placement only and do not affect the admission status of the student.

ASSESSMENT 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 CCC. 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
- GLEP – 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 CCC faculty
- Correspondence Testing (A fee of \$20 is required for test administration)
- International Society of Certified Electronics Technicians (ISCET)
- FCC 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

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-Brigs, 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 **hot line** phone numbers 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 of 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 course work 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 member will develop a written educational plan for retraining.
7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be 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 major.
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
- 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 contact 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.

FINANCIAL AID

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 first having consulted the Director of Financial Aid/Veterans Affairs. All financial aid students must familiarize themselves with the standards of academic progress. For more information call CPC 5486760, SCC 881-5760, or PRC 377-1760.

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, PLUS 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 (TPE-SSIG)

The TPE-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 financial need and availability of funds (range: \$100-\$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 be making 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 CCCC.

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 a 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 CCCC, 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 CCCC**, 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 CCCC 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 circumstance**. 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 "I", "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 "C" or better when the course was first taken.

- 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 CCCC 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:

Botsford/J.C. Penney, Christ United Methodist Church Men's Club, Collin County Bar Association, Eric Douglas Funk Music, Jack Hatchell Public Administration/Engineering, Ann Eliza and Clyde Miller, Carole A. Anthony Performing Arts, Dr. John H. Anthony Endowment, Dr. Walter L. Pike Memorial, Dr. Richard H. Sewell Memorial, Gladys Young Music, Betty Burton Memorial, Special Population: Disabled/First Generation Student/Single Parent/Displaced Homemaker, Collin County Legal Secretaries Association, Trustees Merit-Based for Continuing Student, Trustees Merit-Based for First Year Student, Cooperative Work Experience student of the Year Award, Jackie Dooley Memorial Scholarship for Learning Disabled Students, Frito-Lay Endowment, HCA Medical Center of Plano Endowment, John Ferguson Endowment, Foundation Scholar's Program, Louise M King Endowment, Performing Arts, Rodeo Club, Trustee-Merit Based, and the EL Roy-H.P. Cohick.

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 PRC 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.

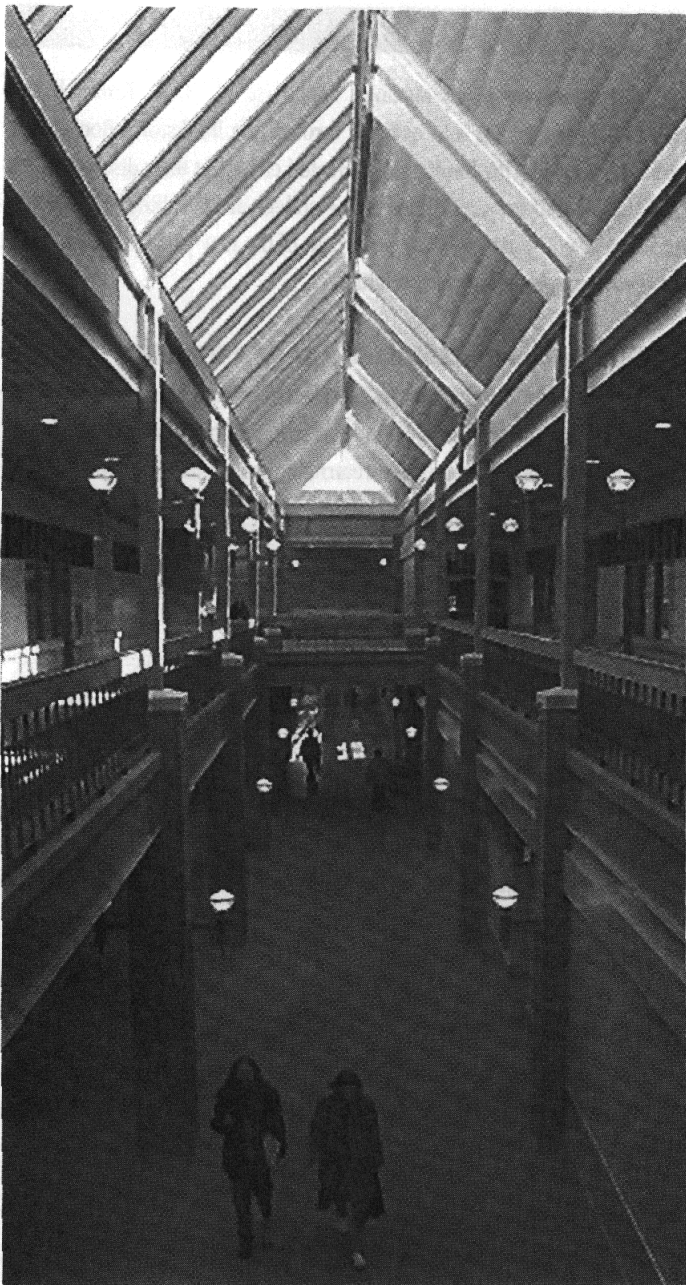
The college is dedicated to the total well-being of its students. Health fairs, alcohol and drug awareness programs, aerobic and other fitness courses are geared toward student wellness. Although the college does not employ a nurse or physician, First aid kits are available at the Information Center,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



STUDENT ACTIVITIES

PROGRAMS

We believe that your active involvement in your educational experience greatly increases your likelihood of having a successful and rewarding college career. All students, therefore, are encouraged to participate in activities that will foster social, cultural and intellectual growth.

The Student Activities Office offers programs such as LeaderQuest, entertainers, social and cultural events, guest speakers, field trips and the like. In conjunction with CCC's laboratory component, many student activities programs integrate in-class material with events outside the traditional classroom environment.

A variety of registered clubs and student organizations, including the representative Student Advisory Council, offer opportunities for

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

STUDENT CODE OF CONDUCT

CCC 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.

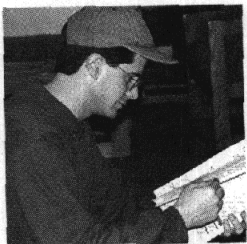
Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. For more information, see the CCC Student Handbook or contact the Dean of Students' Office.

STUDENTS WITH DISABILITIES

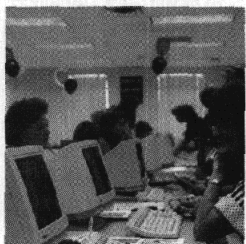
All campuses are accessible to all individuals with disabilities. Sign language interpreters, adaptive equipment, and academic and personal advising are provided to make college life more convenient.

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 CCC's facilities and specialized services.



EDUCATIONAL SERVICES



BOOKSTORE

The bookstore is an auxiliary enterprise of CCCC. 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 CCCC 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.
3. Books must be current editions.
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.

CHILD DEVELOPMENT CENTERS

CCCC 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 to fit student schedules. Both centers serve as a laboratory site for the Child Development Department. The programs are open to children of students, faculty/staff and to 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 validating 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.

INTERCOLLEGIATE ATHLETICS

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.

INTERNATIONAL MARINE BIOLOGY PROGRAM

An 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 _____ order.

MONTH-IN-PARIS PROGRAM

This program offers a combination of study and travel in France for students interested in the French language and western world 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 credit, 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 College 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 |
| CD-ROM 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 SCC/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 548-6891.

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. CCCC 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 CCCC. CCCC'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.

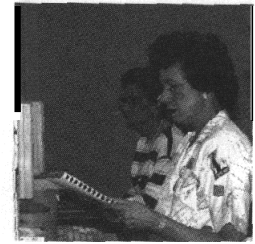
CONTINUING EDUCATION COURSES

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

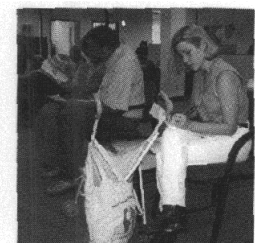
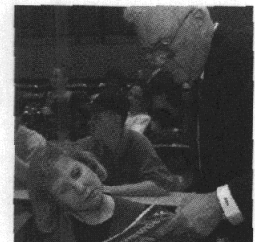
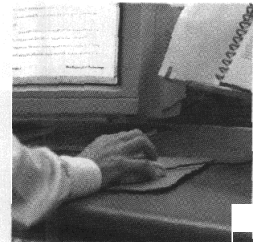
CONTINUING EDUCATION UNITS

The Continuing Education and **community training units** 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.



CONTINUING EDUCATION





SPECIAL SERVICE PROGRAMS



CONTRACT TRAINING

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.

COLLIN COUNTY LAW ENFORCEMENT ACADEMY

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 by 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.

FIRE PROTECTION TRAINING

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.

COLLEGE & COMMUNITY DEVELOPMENT

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 CCCC's coordinated marketing strategy.

GLOBAL EDGE TECH PREP CONSORTIUM

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.

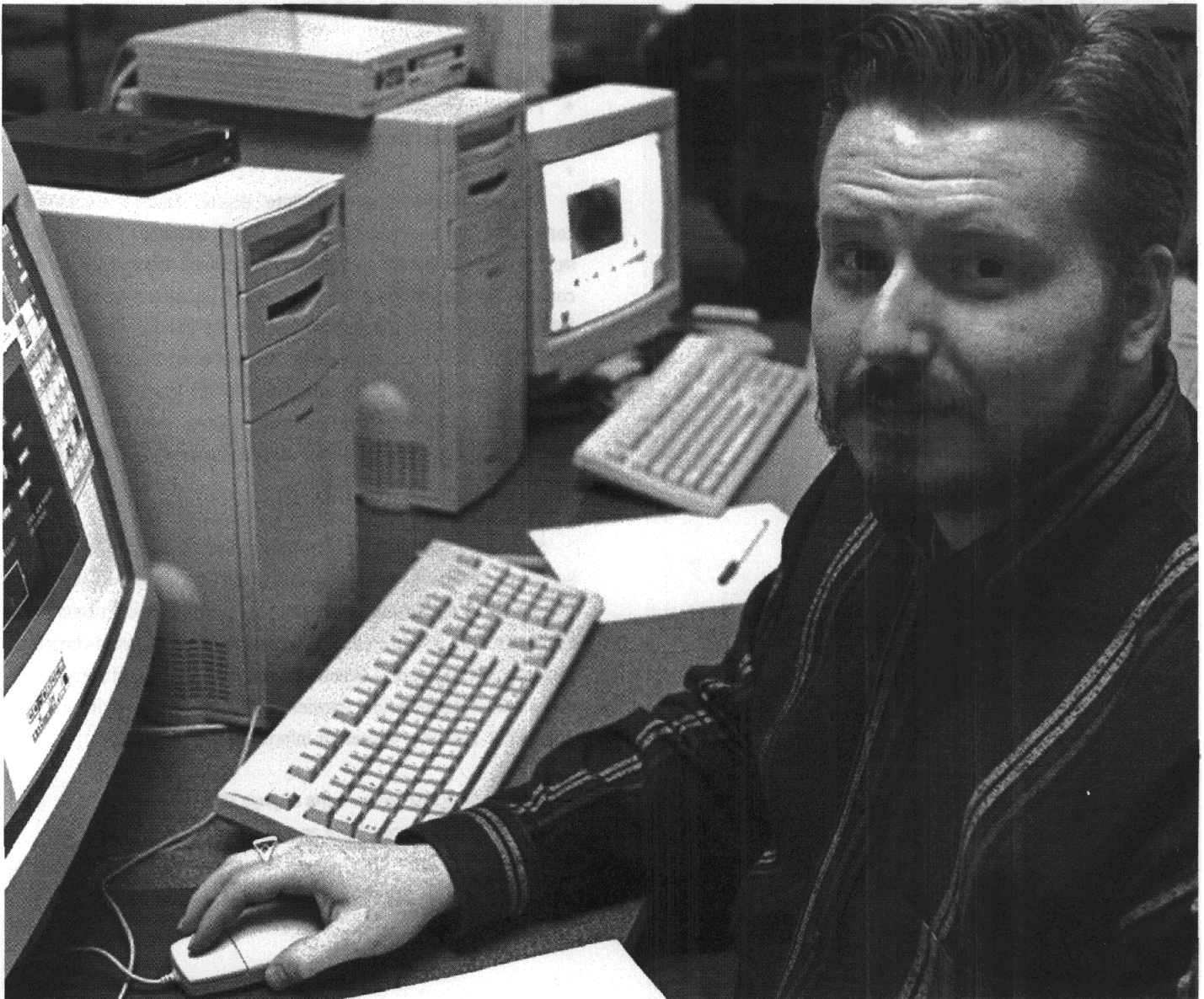
Global EDGE will provide students with appropriate, flexible and seamless programs throughout the public school and **higher** education systems. **The** learning environment will reflect workplace experiences and work transition programs **will** provide students with on the **job** learning experiences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

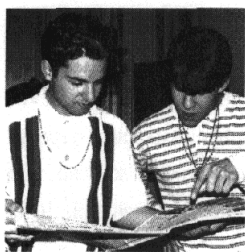
CCCC and Tech Prep consortium partners have developed Tech Prep programs that provide **high** school students with the opportunity to **obtain** free college credit while preparing for the world of work. These programs now include: Electronics Technology, Computer Aided Drafting and Design, Criminal 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**.

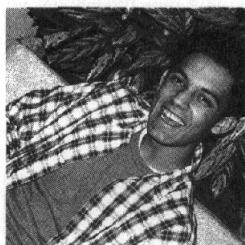
SMALL BUSINESS DEVELOPMENT CENTER

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.





ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREE PROGRAMS



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, CCCC 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 students' 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 CCCC 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 CCCC 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 CCCC. Most colleges/universities will accept at least 66 credit hours in transfer to satisfy specific baccalaureate requirements.

PRE-PROFESSIONAL PROGRAMS

- he-Dentistry
- he-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 CCCC 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 CCCC academic adviser for **information**.

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

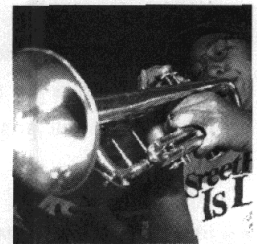
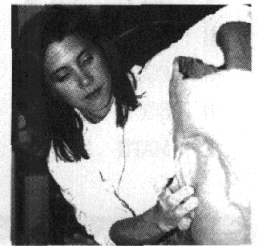
GENERAL EDUCATION CORE1

| | |
|--|---|
| 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 |
| COSC 1306 | Introduction to Computers |
| VII. Humanities/Fine Arts: | 3 credit hours |
| HUMA 1301 | Introduction to Humanities |
| or ARTS 1301 | Art Appreciation |
| or ARIS 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 xxxx | 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 |
| <u>Electives</u> | 15 Credit Hours Minimum |
| Total | 60 Credit Hours Minimum |

Fire Science (Associate of Arts) program at CCCC 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 attend.

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 I3
- B. ACCT 2302 Principles of Accounting II3
- C. ECON 2301 Principles of Macroeconomics3
- D. ECON 2302 Principles of Microeconomics3
- E. MATH 1325 Calculus for Business/Economics3

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

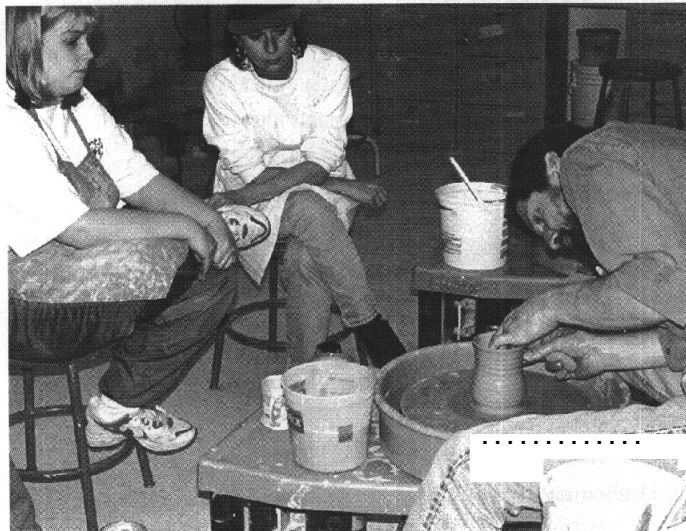
The majority of students who select anthropology **as** their focus at CCCC transfer into a four-year program. There are entry level positions available in Cultural Resource Management firms upon completion of an associate's degree. Anthropology majors typically seek careers in teaching social sciences 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 Anthropology3
- B. ANTH 2302 Introduction to Archaeology3
- C. ANTH 2351 Cultural Anthropology3



- D. ANTH 2389 Academic Co-op Anthropology3
- E. BIOL 1471 Human Anatomy and Physiology Basics4
- E. BIOL 2416 Genetics..4
- G. GEOG 1302 Cultural Geography3
- H. SOCI 1301 Introduction to Sociology3
- I. SOCI 2319 Minority Studies3

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** positions in galleries; 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 |
| E. 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 | Fibers I: Papermaking | .3 |
| S. ARTS 2346 | Ceramics I | .3 |
| T. ARTS 2347 | Ceramics II | .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 2302 | 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 |
| E. ENGL 2372 | Forms of literature II Poetry & Drama | .3 |
| G. MATH 1325 | Calculus for Business and Economics | .3 |
| H. MATH 1342 | Statistics | .3 |
| I. PSYC 2301 | General Psychology | .3 |

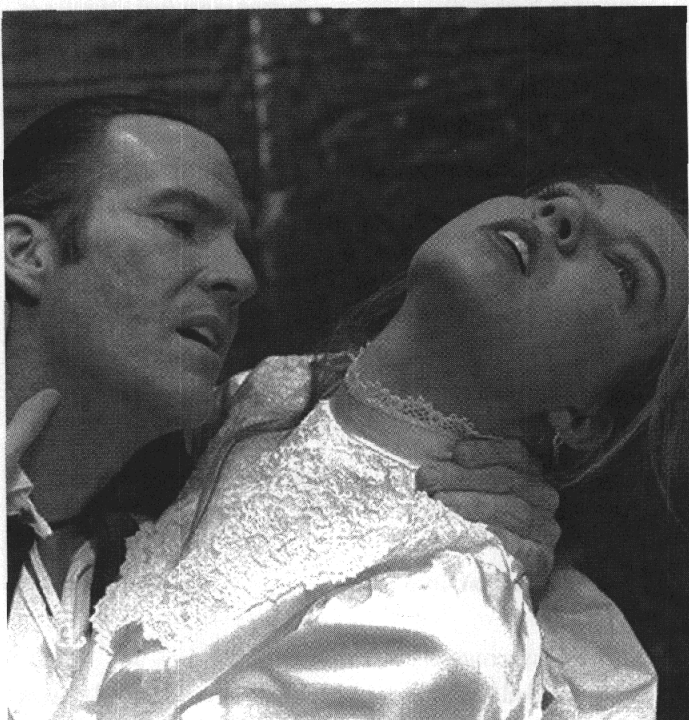
CRIMINAL JUSTICE

(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, arresting a dangerous offender — assisting 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 few 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.

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 circus 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 "Sarafina!"; 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 (SCC/C155, 881-5679). For ticket and season subscription information, contact the Quad C Theatre Program Box Office at (SCC/C120, 881-5809).

CAREER OPPORTUNITIES

- Theater Education
- Performer
- Technical Assistant
- Lighting Technician
- Costumer
- Producer/Director
- Theatre Marketing and Management

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 Parol 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

| | | | | |
|----|-------|------|-----------------------------------|--------|
| A. | CRIJ | 1301 | Introduction to Criminal Justice |3 |
| B. | CRIJ | 1306 | The Courts and Criminal Procedure |3 |
| C. | CRIJ | 1307 | Crime in America |3 |
| D. | CRIJ | 1310 | Fundamentals of Criminal Law |3 |
| E. | BUSI | 1370 | Principles of Management |3 |
| F. | PHIL | 2306 | Ethics |3 |
| G. | PSYC | 2301 | General Psychology |3 |
| H. | PSYC | 2316 | Psychology of Personality |3 |
| I. | SOC I | 1301 | Introduction to Sociology |3 |
| J. | SOCI | 1306 | Social Problems |3 |
| K. | SOCI | 2306 | Human Sexuality |3 |
| L. | SOCI | 2319 | Minority Studies |3 |
| M. | SPCH | 1315 | Publicspeaking |3 |

I. General Education Core 45 credit hours

See page 37.

II. Recommended Electives 15 credit hours

| | | |
|--------------|---|---|
| A. DRAM 1171 | Theatre Practicum: Performance | 1 |
| 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 |
| E. 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 (see course descriptions for list of topics) | 3 |
| Q. DRAM 2371 | The Art of Directing | 3 |
| R. BUSI 2379 | Business of Theatre | 3 |

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

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. CSCI 1320 | BASIC Programming | 3 |
| D. ECON 2301 | Principles of Macroeconomics | 3 |
| E. ECON 2302 | Principles of Microeconomics | 3 |
| E. ENGL 2372 | Forms of Literature II-Poetry & Drama | 3 |
| G. MATH 1325 | Calculus for Business and Economics | 3 |
| H. MATH 1342 | Statistics | 3 |
| I. PSYC 2301 | General Psychology | 3 |

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, memos, 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/proofing 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 45 credit hours

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

| | | | | |
|----|------|------|--|---|
| J. | ENGL | 2372 | Forms of literature 11-Poetry& Drama | 3 |
| K. | | | Foreign Language Sequence I | 4 |
| L. | | | Foreign Language Sequence II | 4 |

FIRE SCIENCE

[Also see Associate of Applied Science Fire Science]

63 credit hours minimum required to graduate

The Fire Science program 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.

CCCC'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 CCCC'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 | | | 37 credit hours | |
| A. | ENGL | 1301 | Composition/Rhetoric I | 3 |
| B. | ENGL | 1302 | Composition/Rhetoric II | 3 |
| C. | CCSC | 1306 | Introduction to Computers | 3 |
| D. | SPCH | 1311 | Fundamentals of Speech Communication . . . | 3 |
| E. | MATH | 1332 | Contemporary Mathematics | 3 |
| F. | GOVT | 2301 | American Government I | 3 |
| G. | GOVT | 2302 | American Government II | 3 |
| H. | HIST | 1301 | U.S. History I | 3 |
| I. | HIST | 1302 | U.S. History II | 3 |
| J. | CHEM | 1405 | Introduction to Chemistry I | 4 |
| K. | CHEM | 1407 | Introduction to Chemistry II | 4 |
| or | FSC | 2310 | Chemistry of Hazardous Materials II | 3 |
| L. | | | Humanities/Fine Arts ¹ | 3 |

| | | | | |
|---------------------------|------|------|--|---|
| II. Technical Core | | | 22 credit hours | |
| A. | FISC | 1310 | Fire Prevention | 3 |
| B. | FISC | 1320 | Fire Administration I | 3 |
| C. | FISC | 1330 | Fire Protection Systems | 3 |
| D. | FISC | 1335 | Building Codes and Construction | 3 |
| E. | FISC | 1340 | Fire Cause and Origin Determination | 3 |
| F. | FISC | 1450 | Firefighting Tactics and Strategy | 4 |
| G. | FISC | 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. | FISC | 1325 | Industrial Fire Protection I | 3 |
| D. | FISC | 2310 | Chemistry of Hazardous Materials II | 3 |
| E. | FISC | 2320 | Fire Administration II | 3 |
| F. | FISC | 2330 | Introduction to CAMEO | 3 |
| G. | FISC | 2335 | Methods of Fire Service Instruction | 3 |

¹Choose 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.

| | | | | |
|----------------------------------|------|------|---|---|
| I. General Education Core | | | 45 credit hours | |
| See page 37. | | | | |
| 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 I | 3 |
| D. | FREN | 2312 | Intermediate French II | 3 |
| E. | FREN | 1100 | French Conversational I ¹ | 1 |
| E. | FREN | 1110 | French Conversational II ² | 1 |
| G. | FREN | 2303 | French Literature I | 3 |
| H. | FREN | 2304 | French Literature II | 3 |

¹Co-requisite of FREN 2311

²Co-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 Geography3 |
| B. GEOG 1302 | Cultural Geography3 |
| C. GEOG 1303 | World Regional Geography3 |
| D. ANTH 2351 | Cultural Anthropology3 |
| E. HIST 2311 | Western Civilization I3 |
| E. HIST 2312 | Western Civilization II3 |
| G. PSYC 2301 | General Psychology3 |
| H. | Foreign Language Sequence I4 |
| I. | Foreign Language Sequence II4 |

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 1411 | Beginning German I4 |

- | | |
|--------------|--|
| B. GERM 1412 | Beginning German II4 |
| C. GERM 2311 | Intermediate German I3 |
| D. GERM 2312 | Intermediate German II3 |
| E. GERM 1100 | Conversational German I ¹1 |
| F. GERM 1110 | Conversational German II ²1 |
| G. GERM 2303 | German Literature I3 |
| H. GERM 2304 | German Literature II3 |

¹Co-requisite of GERM2311

²Co-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 Justice3 |
| B. ECON 2301 | Principles of Macroeconomics3 |
| C. ECON 2302 | Principles of Microeconomics3 |
| D. GOVT 2304 | Introduction to Political Science3 |
| E. PHIL 2303 | Logic3 |
| F. PHIL 2306 | Ethics3 |
| G. PSYC 2301 | General Psychology3 |
| H. | Foreign language Sequence I4 |
| I. | Foreign language Sequence II4 |

HISTORY

The history program at CCC is designed for both students who are interested in completing an associate degree or pursuing a bachelors 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 a specific topic 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 Macroeconomics3
 - B. **ECON 2302** Principles of Microeconomics3
 - C. **HIST 2301** **Texas History** 3
 - D. **HIS 2311** Western Civilization I3
 - E. **HIST 2312** Western Civilization II3
 - E. **PHIL 1301** Introduction to Philosophy3
 - G. **PHIL 2303** Logic 3
 - H. **PSYC 2301** General Psychology3
 - I. **SOCI 1301** Introduction to Sociology3
 - J. Foreign Language Sequence I4
 - K. Foreign Language Sequence II4

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.

- I. General Education Core** **45 credit hours**
See page 37.
 - II. Recommended Electives** **15 credit hours'**
 - A. **LEGL 1301** Law and Judicial Systems3
 - B. **LEGL 1302** Legal Research 3
 - C. **LEGL 1305** Law Office Management3
 - D. **LEGL 2301** Civil Procedure 3
 - E. **OFAD 1325** Office Support Software3
 - F. **OFAD 1331** Beginning Word Processing 3
 - G. **OFAD 2303** Advanced Keyboarding/Legal3
- *Additional hours may be required for transfer. See the program coordinator.*

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 I3
 - C. **MUSI 1312** Music Theory II3
 - D. **MUSI 2311** Music Theory III3
 - E. **MUSI 2312** Music Theory IV3
 - E. **MLN 1116** Aural Skills I 1
 - G. **MUSI 1117** Aural Skills II 1

| | | | | |
|-----|------|------|---|---|
| H. | MUSI | 2116 | Aural Skills III | 1 |
| I. | MUSI | 2118 | Aural Skills IV | 1 |
| J. | MUSI | 1306 | Music Appreciation | 3 |
| K. | MUSI | 1310 | Music In America | 3 |
| L. | MUSI | 2308 | Introduction to Music Literature I | 3 |
| M. | MUSI | 1162 | Vocal Diction I | 1 |
| N. | MUSI | 1165 | Vocal Diction II | 1 |
| O. | MUSI | 1183 | Class Voice | 1 |
| P. | MUSI | 1192 | Class Guitar I | 1 |
| Q. | MUSI | 1193 | Class Guitar II | 1 |
| R. | MUSI | 1171 | Leisure Piano I | 1 |
| S. | MUSI | 1172 | Leisure Piano II | 1 |
| T. | MUSI | 1181 | Beginning Piano I | 1 |
| U. | MUSI | 1182 | Beginning Piano II | 1 |
| V. | MUSI | 2181 | Beginning Piano III | 1 |
| W. | MUSI | 2182 | Beginning Piano IV | 1 |
| X. | MUSI | 1173 | Secondary Applied Music (private study) | 1 |
| Y. | MUSI | 1273 | Principal Applied Music (private study) | 2 |
| Z. | MUSI | 1263 | Improvisation | 2 |
| AA. | MUSI | 1286 | Introduction to Song Writing | 2 |
| BB. | MUSI | 1287 | Introduction to Composition | 2 |
| CC. | MUSI | 1386 | Arranging | 3 |
| DD. | MUSI | 1271 | Introduction to Synthesis & MIDI | 2 |
| EE. | MUSI | 1272 | Advanced Synthesis & MIDI | 2 |
| FF. | MUSI | 1371 | Audio Engineering I | 3 |
| GG. | MUSI | 1372 | Audio Engineering II | 3 |
| HH. | MUSI | 2371 | Audio Engineering III | 3 |
| II. | MUSI | 2372 | Audio Engineering N | 3 |
| JJ. | MUSI | 2350 | Audio for Multimedia I | 3 |
| KK. | MUSI | 2351 | Audio for Multimedia II | 3 |
| LL. | MUSI | 1131 | Small Ensembles | 1 |
| MM. | MUSI | 1159 | Vocal Ensemble | 1 |
| NN. | MUSI | 2124 | Band | 1 |
| OO. | MUSI | 2143 | Chorus | 1 |
| PP. | BUSI | 2379 | Business of Music I | 3 |
| QQ. | BUSI | 2378 | Business of Music II | 3 |

PHILOSOPHY

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

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

II. Recommended Electives **15 credit hours**

| | | | | |
|----|------|------|------------------------------|---|
| A. | PHIL | 1301 | Introduction to Philosophy | 3 |
| B. | PHIL | 1304 | Comparative Religion | 3 |
| C. | PHIL | 2303 | Logic | 3 |
| D. | PHIL | 2306 | Ethics | 3 |
| E. | PSYC | 2301 | General Psychology | 3 |
| F. | HDEV | 1205 | Personal Development | 2 |
| G. | | | Foreign Language Sequence I | 4 |
| H. | | | Foreign Language Sequence II | 4 |

PHOTOGRAPHY

The photography program provides an opportunity to acquire the various technical and aesthetic skills necessary to prepare for a career in professional photography. The program is designed to meet the needs of the fine arts photographer and the commercially directed photographer.

For commercial photography, instructional emphasis is offered in product illustration, news photography, color processing and printing, the portrait, large format photography and digital photography. For fine arts photography, courses are offered in landscape, portrayal, large format cameras and the zone system, non-silver printing and portfolio.

CAREER OPPORTUNITIES

Jobs in photography vary and can be applied to related disciplines:

- Portrait studio
- Commercial Illustration
- Product Catalog Illustration
- Industrial Photography
- Digital Image Manipulation
- Multimedia Presentation
- Freelance Work
- Photo Lab Technician
- Architectural Photographer
- Historical Documentary Photographer

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

II. Recommended Electives **15 credit hours**

| | | | | |
|----|------|------|--|---|
| A. | ARTS | 2356 | Photography I | 3 |
| B. | ARTS | 2357 | Photography II | 3 |
| C. | ARTS | 2370 | Photography Portrayal | 3 |
| D. | ARTS | 2371 | Contemporary Studies in the Visual Arts Photography ¹ | 3 |
| E. | ARTS | 2372 | History of Photography | 3 |
| F. | ARTS | 7310 | Photography Internship | 3 |
| G. | COMM | 1316 | Photo Illustration | 3 |
| H. | COMM | 1317 | News Photography | 3 |
| I. | DRAM | 2366 | History of Film Making I | 3 |

¹Check the current class schedule for each semester topics

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 45 credit hours

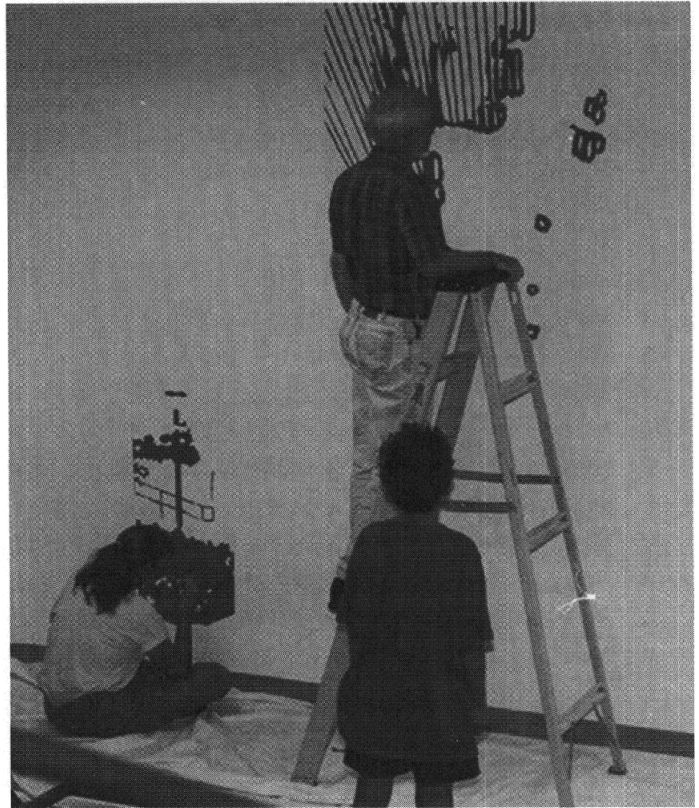
See page 37.

II. Recommended Electives 15 credit hours

- A. PSYC 2301 General Psychology3
- B. PSYC 2306 Human Sexuality3
- C. PSYC 2314 Life Span Psychology3
- D. PSYC 2315 Psychology of Personal Adjustment3
- E. PSYC 2316 Psychology of Personality3
- F. PSYC 2319 Social Psychology3
- G. PSYC 2371 Selected Topics in Psychology3
- H. SOCI 1301 Introduction to Sociology3
- I. SOCI 1306 Social Problems3
- J. SOCI 2301 Marriage and Family3
- K. SOCI 2371 Selected Topics in Sociology3

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 CCCC 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 45 credit hours

See page 37.

II. Recommended Electives 15 credit hours

- A. SOCI 1301 Introduction to Sociology3
- B. SOCI 1306 Social Problems3
- C. SOCI 2306 Human Sexuality3
- D. SOCI 2301 Marriage and Family3
- E. SOCI 2319 Minority Studies3
- F. SOCI 2371 Selected Topics in Sociology3
- G. ANTH 2351 Cultural Anthropology.....3
- H. PSYC 2301 General Psychology3
- I. PSYC 2314 Life Span Psychology3
- J. PSYC 2316 Psychology of Personality3
- K. PSYC 2319 Social Psychology3

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 as 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.

| | |
|----------------------------------|----------------------------------|
| I. General Education Core | 45 credit hours |
| See page 37. | |
| II. Recommended Electives | 15 credit hrs |
| A. SPAN 1411 | Beginning Spanish I4 |
| B. SPAN 1412 | Beginning Spanish II4 |
| C. SPAN 2171 | Conversational Spanish I1 |
| D. SPAN 2172 | Conversational Spanish II1 |
| E. SPAN 2311 | Intermediate Spanish I3 |
| E. SPAN 2312 | Intermediate Spanish II3 |
| G. SPAN 2321 | Spanish Literature I3 |
| H. SPAN 2322 | Spanish Literature II3 |

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 Associates 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 presentational 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 CCCC 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.

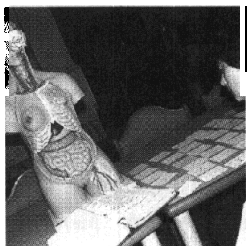
CAREER OPPORTUNITIES

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.

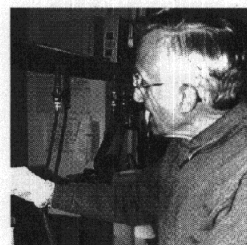
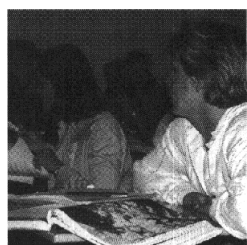
The Associate of **Arts** degree in Speech Communication provides the academic foundation to successfully complete a bachelor's degree at a four-year institution, and then to pursue a career in fields such as mass media, public relations, law, government, personnel, employee relations and education.

| | |
|----------------------------------|---|
| I. General Education Core | 45 credit hours |
| See page 37. | |
| II. Recommended Electives | 15 credit hours |
| A. SPCH 1144 | Forensics Workshop1 |
| B. SPCH 1311 | Fundamentals of Speech Communication ...3 |
| C. SPCH 1315 | Publicspeaking 3 |
| D. SPCH 1318 | Interpersonal Communication3 |
| E. SPCH 1321 | Business and Professional Speaking3 |
| F. SPCH 1371 | Public Speaking II3 |
| G. SPCH 2341 | Oral Interpretation3 |
| H. SPCH 2370 | Language and Communication3 |
| I. COMM 2331 | Radio and TV Announcing3 |
| J. COMM 2332 | Radio and TV News3 |
| 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 GEOL 1403 Physical Geology
 GEOL 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 xxxx 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 |
| <u>Electives</u> | <u>15</u> | <u>Credit Hours Minimum</u> |
| Total | 60 | Credit Hours Minimum |

BIOLOGY

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 CCCO 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 | 3 |
| 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 |

| | | |
|--------------|----------------------------|---|
| P. CHEM 1411 | General Chemistry I | 4 |
| Q. CHEM 1412 | General Chemistry II | 4 |
| R. CHEM 2423 | Organic Chemistry I | 4 |
| S. CHEM 2425 | Organic Chemistry II | 4 |
| T. ENVR 1470 | West Texas Natural History | 4 |
| U. HLSC 1300 | Medical Terminology | 3 |
| V. MATH 1342 | statistics | 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 CCCO 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 CCCO 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 |

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. ENCR 2301 | Engineering Mechanics I |3 |
| C. ENGR 2302 | Engineering Mechanics II |3 |
| D. ENCR 2332 | Materials and Processes |3 |
| E. ENCR 2405 | Electrical Circuit Analysis |3 |
| E. CHEM 1411 | General Chemistry I |4 |
| C. CHEM 1412 | General chemistry II |4 |
| H. COSC 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 |

GEOLOGY

The science of geology seeks to understand the earth and the 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
- Oceanography
- Soil Science
- Civil Engineering

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 **45 credit hours**
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 Education3
- C. PHED 1304 Personal Health3
- D. PHED/DANC Any Activity Course1
- E. PHED 2389 Academic Co-op Physical Education3
- F. BIOL 2401 Anatomy and Physiology I4
- G. BIOL 2402 Anatomy and Physiology II4
- H. PSYC 2301 General Psychology3

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 CCCC 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 CCCC. 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-Civil, Electrical or Industrial
- Geophysics
- Hydrogeology
- Medicine
- Meteorology
- Patent Law
- Physics
- Seismology

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

a. General Physics Level

Students seeking degrees in biology or pre-medical should select general physics.

b. College Physics Level

Students seeking advanced degrees in science and engineering fields should select advanced levels of math and physics sequences (such as courses listed below) for the AS degree.

- PHYS 2425 College Physics I
- PHYS 2426 College Physics II
- MATH 2413 Calculus I
- MATH 2414 Calculus II

II. Recommended Electives **15 credit hours**

- A. PHYS 1411 Elementary Astronomy4
- B. PHYS 2389 Academic Co-op Physics3
- C. CHEM 1411 General Chemistry I4
- D. CHEM 1412 General Chemistry II4
- E. COSC 1318 Programming Concepts I3
- F. ENGL 2311 Technical Writing3
- 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 CCCC.

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

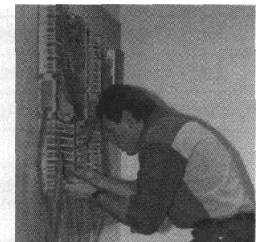
Advisory committees are used by the instructional divisions in each technical program area for program development, evaluation, long-range planning, development of employment opportunities for graduates, and other program issues.

These committees provide an essential link between the education 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.



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS & CERTIFICATES



CAREER PROGRAMS

| Program | Associate of Applied Science | Specialization | Certificate | Enhanced Skills Cert. Tech Prep |
|--|------------------------------|----------------|-------------|---------------------------------|
| Applied Graphic Design Technology | • | | | |
| Animation | | | • | |
| Computer Graphics | | | • | |
| Digital Photography | | | • | |
| Digital Video | | • | | |
| Graphic Design | | • | | |
| Illustration | | | • | |
| Internet/Web Design | | | • | |
| Multimedia | | • | • | |
| Child Development | | | | |
| Early Childhood Administrator | | | • | |
| Early Childhood Educator | | | • | |
| Computer Aided Drafting and Design | • | | • | • |
| Autocad | | | • | |
| Commercial Interior Design | | • | • | |
| Electronic Design | | • | • | |
| Manufacturing | | • | • | |
| Computer Information Systems | • | | | |
| Business Multimedia Technology | | • | | |
| Business Programming | | • | | |
| Computer Applications | | | • | |
| Computer Operating Systems | | | • | |
| Computer Systems | | • | | |
| Microcomputer Applications | | • | | |
| Information Systems Management | | | • | |
| Multimedia Authoring Specialist | | | • | |
| Multimedia Presentation Technician | | | • | |
| Networking and Telecommunications | | | • | |
| Computer Science/Software Development | • | | | |
| Assembly Language Programming | | | • | |
| Business Programming | | | • | |
| C Programming | | | • | |
| Programming for Educators | | | • | |
| Criminal Justice | • | | | • |
| Corrections | | • | • | |
| Law Enforcement | | ■ | • | |
| Dietary Manager | | | • | |
| Electronic Technology | ■ | | ■ | ■ |
| Communications Systems Installation & Repair | | ■ | • | |
| Computer Maintenance | | • | ■ | |
| General Electronic Technology | | • | | |
| Instrumentation | | • | • | |
| Electronic Engineering Technology | • | | • | |
| Emergency Medical Services | | | ■ | |
| Fire Science | • | | | |
| Basic Firefighter | | | ■ | |

| Program | Associate of Applied Science | Specialization | Certificate | Enhanced Skills Cert. Tech Prep |
|--|------------------------------|----------------|-------------|---------------------------------|
| Horticulture Technology | • | | | |
| Horticulture | | • | | |
| Landscape | | • | | |
| Landscape Industry | | | • | |
| Professional Turf Management | | • | | |
| Interpreter Preparation for the Deaf | ■ | | | |
| Legal Assistant | • | | | |
| Legal Assistant General | | | • | |
| Legal Assistant Specialty | | | • | |
| Management Development | • | | • | • |
| Marketing | • | | | |
| Marketing/Advertising | | | • | |
| Marketing/Fashion | | | • | |
| Marketing/International | | | • | |
| Marketing/Management | | | • | |
| Marketing/Research | | | • | |
| Marketing/Retailing | | | • | |
| Marketing/Sales | | | • | |
| Fashion Marketing | | • | | |
| Commercial Music | • | | | |
| Audio Engineering | | • | | |
| Composer/Arranger/Copyist | | • | | |
| Performing Musician | | • | | |
| Nursing (ADN) | ■ | | | |
| Office Administration | • | | | |
| Administrative Support | | | • | |
| Enhanced Office Technology | | | • | |
| Entry-Level Accounting Clerk | | | • | |
| Entry-Level Office Support | | | • | |
| Entry-Level Medical Transcription Skills | | | • | |
| Entry-Level Medical Office Support | | | • | |
| Legal Office Support | | | • | |
| Medical Administrative Assistant | | | • | |
| Mid-Level Office Support | | | | |
| Word Processing | | | • | |
| Phlebotomy | | | ■ | |
| Physical Therapist Assistant | ■ | | | |
| Real Estate | • | | | |
| Real Estate General | | | | |
| Real Estate Advanced | | | | |
| Respiratory Care | ■ | | | |
| Small Business Management | | | • | |

■ Special Admission Requirement

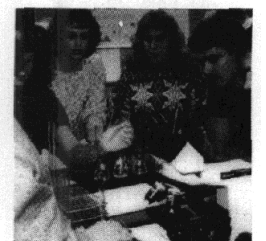
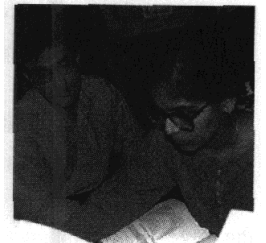
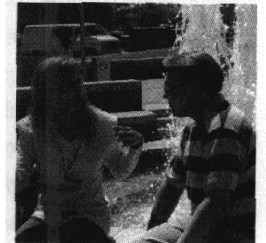
GENERAL EDUCATION CORE¹

- I. English: 3 credit hours
ENGL 1301 Composition/Rhetoric I
- II. Speech Communications: 3 credit hrs
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 ARIS 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 xxxx 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 Hours; Minimum

¹Criminal Justice, Fire Science (also Associate of Arts), Interpreter Preparation Program/Deaf (IPPD), Nursing, Physical Therapist Assistant and Respiratory Care program at CCCC have specific core curriculum requirements. Please refer to the degree plan for details.

ASSOCIATE OF APPLIED SCIENCE



APPLIED GRAPHIC DESIGN TECHNOLOGY

64 credit hours minimum to graduate

The program in Applied Graphic Design Technology trains today's artists and designers in the communication medium of the future as well as the present computer-aided communication design. Students work with state-of-the-art hardware and software, creating professional-level publishing, graphics, illustration, animation and imaging. Students also design software and human interface applications. Leading-edge industries support the program fiscally and act as a source of referral and employment for our graduates.

Apple Computer has named CCCCs Applied Graphic Design Technology department one of only three Apple Multimedia Regional Centers in the country. The high visibility of this center enhances CCCCs graduates' employment possibilities.

Applied Graphic Design Technology offers an Associate of Applied Science degree with specialization in graphic design, multimedia or digital video. Certificates are also offered in animation, multimedia, computer graphics, digital photography, illustration and Internet/web design.

Students receive a strong background in traditional graphics together with state-of-the-art training in electronic publishing, imaging, graphics, 3D modeling animation and interactive multimedia. A student ad agency and an active internship program help to bridge the gap from formal training to full-time employment. Students may elect to take Cooperative Work Experience (AGDT 7300) outside of the degree or certificate programs.

Students completing the two-year Commercial Art program in the Plano ISD or the two-year Commercial Art Cluster at Skyline High School may be eligible to receive credit through articulation. Contact the admissions office or program coordinator.

CAREER OPPORTUNITIES

Jobs in the Applied Graphic Design Technology field are varied and depend upon the business or agency speciality. Listed below are some of the career opportunities:

- Production Artist
- Art Director
- Computer Graphics production Artist
- Multimedia Director/Author
- Computer Visualization Artist
- Graphic Designer
- Illustrator
- Computer Illustrator
- Computer Animator
- Digital Photo Retouch Artist

I. General Education Core 22 credit hours

See page 55.

II. Technical Core 21 credit hours

- A. AGDT 1305 Survey of Applied New Media3
- B. AGDT 1310 Introduction to Computer Graphics3
- C. AGDT 1320 Introduction to Electronic Imaging3

III. Major Courses

Graphic Design Specialization 27 credit hours

- A. AGDT 1300 Survey of Applied Graphic Design Technology .3
- B. AGDT 1325 Visual Communications I3
- C. AGDT 1330 Beginning Illustration3
- D. AGDT 1331 2D Computer Illustration3
- E. AGDT 2325 Electronic Publishing for Graphic Design .3
- F. AGDT 2365 Ad Agency3
- G. ARTS 1316 Drawing I3

Choose two of the following:

- A. AGDT 1326 Visual Communications II3
- B. AGDT 1335 Instruction Design for Graphic Designers .3
- C. AGDT 1345 Artistic Concept for Interface Design3
- D. AGDT 1351 Interactive Multimedia Authoring3
- E. AGDT 2320 Image Processing3
- F. AGDT 2336 Advanced 2D Computer Animation3
- G. ARTS 1311 Design I3
- H. ARTS 2356 Photography I3

Electives 6 credit hours

Any AGDT course not listed above

- A. ARTS 1303 Art History I3
- B. ARTS 1304 Art History II3
- C. ARTS 1317 Drawing II3
- D. ARTS 1370 Computer Painting3
- E. ARTS 2311 Introduction to Color/Painting3
- F. ARTS 2316 Painting I3
- G. ARTS 2323 Life Drawing3
- H. ARTS 2334 Printmaking II3
- I. ARTS 2357 Photography II3
- J. ARTS 2366 Watercolor I3
- K. COMM 1317 News Photography3

Multimedia Specialization 27 credit hours

- A. AGDT 1340 Storyboard and Script Design3
- B. AGDT 1350 Introduction to Multimedia Authoring3
- C. AGDT 2335 2D Computer Animation3
- D. AGDT 2355 Multimedia Studio3
- E. AGDT 2361 Digital Post-Production3
- E. MUSI 2350 Audio for Multimedia I3

Choose three of the following:

- A. AGDT 1325 Visual Communications I3
- B. AGDT 2320 Image Processing3
- C. AGDT 2332 3D Computer Illustration3
- D. AGDT 2335 3D Computer Animation3
- E. ARTS 1311 Design I3
- F. ARTS 2356 Photography3
- G. DRAM 2366 History of Film Making I3
- H. DRAM 2371 The Art of Directing3

Electives **6 credit hours**

Any AGDT course not listed above

| | | |
|--------------|---|---|
| A. ARTS 1303 | Art History I | 3 |
| B. ARTS 1304 | Art History II | 3 |
| C. ARTS 1317 | Drawing II | 3 |
| D. ARTS 1370 | Computer Painting | 3 |
| E. ARTS 2311 | Introduction to Color/Painting | 3 |
| E. COSC 1318 | Programming Concepts I | 3 |
| G. COSC 1320 | C/C++ Programming | 3 |
| H. COSC 2315 | Data Structures with C/C++ (Advanced C) | 3 |
| I. COSC 2318 | Programming Concepts II | 3 |
| J. CSCI 1320 | | |

Digital Video Speci

| | | |
|--------------|--|---|
| A. AGDT 1340 | | |
| B. AGDT 2355 | Multimedia Studio | 3 |
| C. AGDT 2360 | Video for Multimedia | 3 |
| D. AGDT 2361 | Digital Post-Production for Multimedia | 3 |
| E. MUSI 2350 | Audio for Multimedia I | 3 |
| F. MUSI 2351 | Audio for Multimedia II | 3 |

Choose three of the following:

| | | |
|--------------|--------------------------------|---|
| A. AGDT 1325 | Visual Communications I | 3 |
| B. AGDT 2320 | Image Processing | 3 |
| C. AGDT 2326 | Graphic Design for Production | 3 |
| D. AGDT 2330 | Illustration | 3 |
| E. ARTS 1311 | Design I | 3 |
| F. ARTS 1311 | Computer Design I | 3 |
| G. ARTS 2356 | Photography I | 3 |
| H. DRAM 2371 | Acting for Film and Television | 3 |

Electives **6 credit hours**

Any AGDT courses not listed above

| | | |
|--------------|--------------------------------|---|
| A. ARTS 1303 | Art History I | 3 |
| B. ARTS 1304 | Art History II | 3 |
| C. ARTS 1370 | The Art of Directing | 3 |
| D. ARTS 2356 | Photography I | 3 |
| E. COMM 1316 | Photo Illustration | 3 |
| F. DRAM 1341 | Theatrical Makeup | 3 |
| G. DRAM 1376 | Introduction to Costuming | 3 |
| H. DRAM 2366 | History of Film Making I | 3 |
| I. DRAM 2367 | History of Film Making II | 3 |
| J. DRAM 2371 | Acting for Film and Television | 3 |

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**

| | | |
|--------------|------------------------------------|---|
| 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 2332 | 3D Computer Illustration | 3 |
| F. AGDT 2355 | 2D Computer Animation | 3 |
| G. AGDT 2336 | Advanced 2D Computer Animation | 3 |
| H. AGDT 2340 | 3D Computer Animation | 3 |
| I. AGDT 2341 | Advanced 3D Computer Animation | 3 |
| J. AGDT 2355 | Multimedia Studio | 3 |
| K. MUSI 2350 | Audio for Multimedia I | 3 |

Computer Graphics Certificate **36 credit hours**

| | | |
|--------------|---|---|
| A. AGDT 1300 | Survey of Applied Graphic Design Technology | 3 |
| B. AGDT 1305 | Survey of Applied New Media | 3 |
| C. AGDT 1310 | Introduction to Computer Graphics | 3 |
| D. AGDT 1315 | Computer Graphics II | 3 |
| E. AGDT 1320 | Introduction to Electronic Imaging | 3 |
| F. AGDT 1325 | Visual Communication I | 3 |
| G. AGDT 1330 | Beginning Illustration | 3 |
| H. AGDT 1331 | 2D Computer Illustration | 3 |
| I. AGDT 2325 | Electronic Publishing for Graphic Design | 3 |
| J. AGDT 2365 | Ad Agency | 3 |
| K. ARTS 1316 | Drawing I | 3 |
| L. ARTS 1311 | Traditional Design I | 3 |
| or ARTS 1311 | Computer Design I | 3 |

Digital Photography Certificate **36 credit hours**

| | | |
|--------------|---|---|
| A. AGDT 1300 | Survey of Applied Graphic Design | 3 |
| B. AGDT 1310 | Introduction to Computer Graphics | 3 |
| C. AGDT 1325 | Visual Communications I | 3 |
| or AGDT 1340 | Storyboard and Script Design | 3 |
| D. AGDT 2335 | 2D Computer Animation | 3 |
| or ARTS 2371 | Digital Photography II | 3 |
| E. AGDT 2355 | Multimedia Studio | 3 |
| or AGDT 2365 | Ad Agency | 3 |
| F. ARTS 1311 | Design I | 3 |
| G. ARTS 2356 | Photography I | 3 |
| H. ARTS 2357 | Photography II (Color Theory) | 3 |
| I. ARTS 2371 | Digital Photo I | 3 |
| J. COMM 1316 | Photo Illustration | 3 |
| K. COMM 1317 | News Photography | 3 |
| L. ELECTIVE: | (Select One) | |
| ARTS 2371 | Contemporary Studies in the Visual Arts | |

Special Topics:

- Fashion Photography
- Architectural Photography
- View Camera/Zone Systems
- Alternative Processes
- Advanced Color Photography

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. | ARTIS | 1311 | Design I | .3 |
| J. | ARTIS | 1316 | Drawing I | .3 |
| K. | ARTIS | 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 |
| or | AGDT | 2332 | 3D Computer Illustration | .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 |
| or | AGDT | 1335 | Instructional Design for Graphic Designers | .3 |
| F. | AGDT | 1350 | Introduction to Multimedia Authoring | .3 |
| G. | AGDT | 1351 | Interactive Multimedia Authoring | .3 |
| or | AGDT | 2336 | Advanced 2D Computer Animation | .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 as 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 CCCC 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 recon 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 CCCC advisor. A petition for Tech Prep credit should be completed as soon as possible upon admission to CCCC.

CAREER OPPORTUNITIES

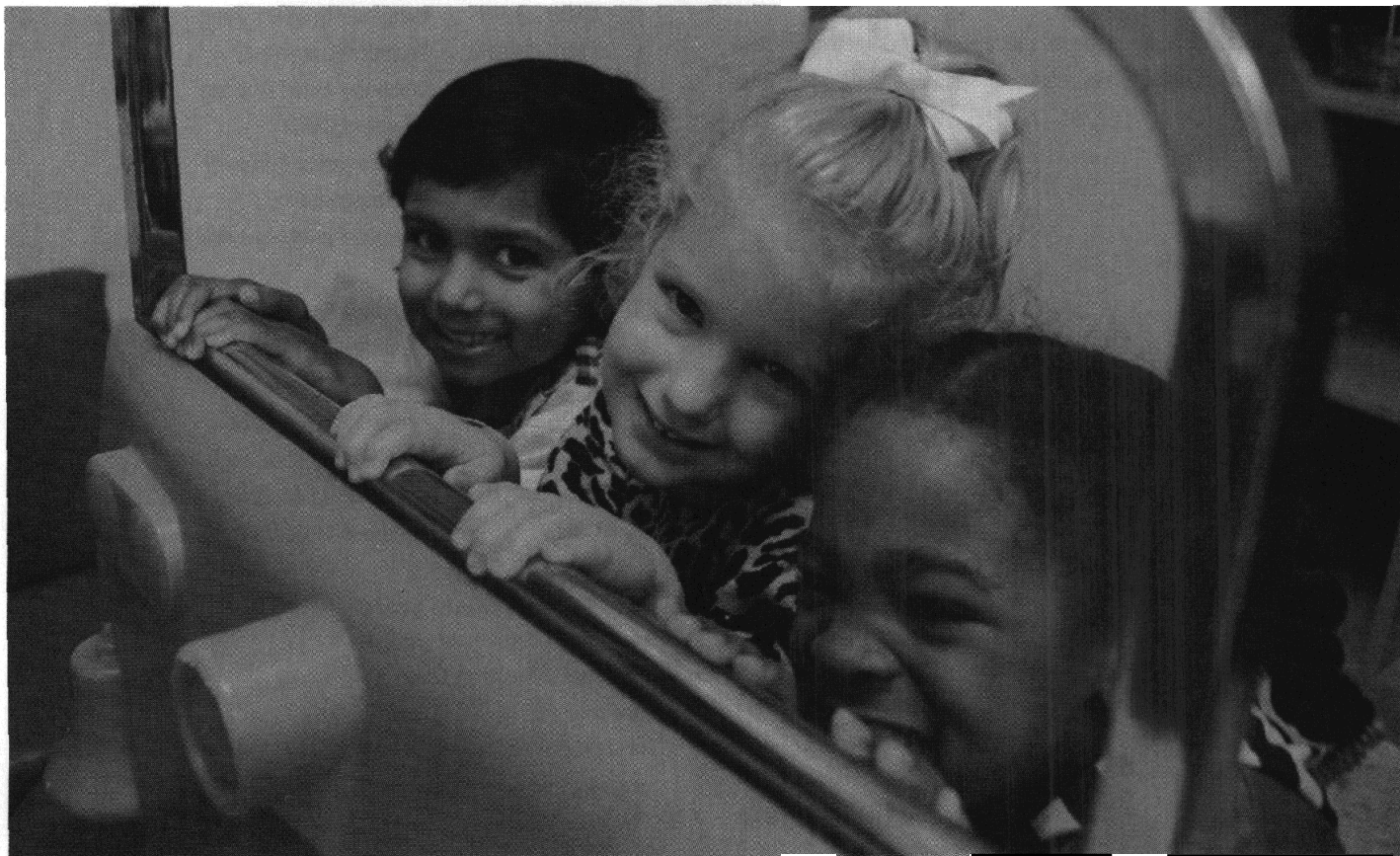
The Child Development Certificates are designed to provide the necessary preparation to work as a day care director, director of children's programs or an educational director. The skills acquired will be directly applicable in a variety of facilities including:

- 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 | 18 credit hours |
| A. CHDV 1300 | Early Child Development (0-3)3 |
| or CHDV 1301 | Early Child Development (3-5)3 |
| B. CHDV 1305 | Early Childhood Fundamentals3 |
| C. CHDV 1310 | Nutrition, Health and Safety3 |
| D. CHDV 1315 | Child Guidance3 |
| E. CHDV 2305 | Parents and the Caregiver3 |
| F. CHDV 2310 | Practicum A 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 I4 |
| B. CHDV 2401 | Material and Activities Development II4 |



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) provides 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

General CADD Specialization

64 credit hours required to graduate

I. 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.

II. Technical Core 15 credit hours

- A. ELET 1440 AC/DC Fundamentals4
- B. MATH 2312 Pre-Calculus for Mathematics and Science3
- C. PHYS 1401 General Physics I4
- D. PHYS 1402 General Physics II4

III. Major Courses 18 credit hours

- K. CADD 1301 Computer Graphics Systems3
- B. CADD 1302 Technical Graphics I3

- C. CADD 1304 Computer Aided Drafting3
- D. CADD 2303 Advanced CADD3
- E. CADD 2305 Electronic PCB Drafting3
- F. CADD 2307 Manufacturing Processes3

IV. Electives 9 credit hours

- A. CADD 2301 Technical Illustration3
- B. CADD 2302 Computer Aided Design3
- C. CADD 2306 Descriptive Geometry3
- D. CADD 7300 Cooperative Education I3
- E. CADD 7305 Cooperative Education II3
- E. CADD 7310 Cooperative Education III3
- G. COSC 2390 Advanced Topics in Computer Science3

Manufacturing Specialization

70 credit hours required to graduate

I. General Education Core 22 credit hrs

See page 55.

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

II. Technical Core 15 credit hours

- K. ELET 1440 AC/DC Fundamentals4
- B. MATH 2312 Pre-Calculus for Mathematics and Science3
- C. PHYS 1401 General Physics I4
- D. PHYS 1402 General Physics II4

III. Major Courses 21 credit hours

- A. CADD 1301 Computer Graphics Systems3
- B. CADD 1302 Technical Graphics I3
- C. CADD 1304 Computer Aided Drafting3
- D. CADD 2303 Advanced CADD3
- E. CADD 2307 Manufacturing Processes3
- F. CADD 2308 NC Programming3
- G. CADD 2309 Computer Integrated Manufacturing3

IV. Electives 12 credit hours

- K. CADD 2301 Technical Illustration3
- B. CADD 2302 Computer Aided Design3
- C. CADD 2306 Descriptive Geometry3
- D. CADD 7300 Cooperative Education I3
- E. CADD 7305 Cooperative Education II3
- E. CADD 7310 Cooperative Education III3
- G. COSC 2390 Advanced Topics in Computer Science3

Electronic Design Specialization

67 credit hours required to graduate

I. 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.

II. Technical Core 15 credit hours

- A. ELET 2307 Digital Control Applications3
- B. EIAT 2425 Active Devices4

| | | |
|---------------------------|--|------------------------|
| C. ELET 1400 | Circuit Analysis I | 4 |
| D. ELET 1401 | Circuit Analysis II | 4 |
| E. MATH 2312 | Pre-Calculus for Mathematics and Science | 3 |
| III. Major Courses | | 21 credit hours |
| A. CADD 1301 | Computer Graphics Systems | 3 |
| B. CADD 1302 | Technical Graphics I | 3 |
| C. CADD 1304 | Computer Aided Drafting | 3 |
| D. CADD 2303 | Advanced CADD | 3 |
| E. CADD 2305 | Electronic PCB Drafting | 3 |
| E. 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 I | 3 |
| E. CADD 7305 | Cooperative Education II | 3 |
| E. 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 | |
| <i>SBMT 1300 may be substituted for BUSI 1301</i> | | |
| III. Major Courses | | 21 credit hours |
| A. ARTS 1311 | Design I | |
| B. ARTS 1316 | Drawing I | |
| C. ARTS 2311 | Introduction to Color/Painting | |
| D. CADD 2302 | Computer Aided Design | |
| E. INID 1301 | Applied Interior Design I | |
| F. INTD 2302 | Applied Interior Design II | |
| G. INTD 2303 | Applied Interior Design III | |

IV. Electives 12 credit hours

| | | |
|--------------|-------------------------------|--|
| A. ARTS 1303 | Art History I | |
| B. ARTS 1304 | Art History II | |
| C. ARTS 2366 | Watercolor I | |
| D. CADD 2301 | Technical Illustration | |
| E. CADD 2303 | Advanced CADD | |
| F. CADD 7300 | Cooperative Education I | |
| G. CADD 7305 | Cooperative Education II | |
| H. CADD 7310 | Cooperative Education III | |
| I. COSC 2390 | Advanced Topics-Autolisp | |
| J. HORT 1315 | Interior Plants | |
| K. HORT 2300 | Introduction Landscape Design | |
| L. MRKT 1305 | Principles of Marketing | |
| M. MRKT 1310 | Principles of Advertising | |
| N. SBMT 1310 | Principles of Retailing | |

ENHANCED SKILLS CERTIFICATE

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



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 Design¹ 3
- D. CADD 2303 Advanced CADD 3
- E. COSC 2390 Advanced Topics- Autolisp¹ 3

¹Enhanced 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 Illustration¹ 3
- F. CADD 2302 Computer Aided Design¹ 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-Autolisp¹ 3

¹Enhanced 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 2335 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

COMPUTER INFORMATION SYSTEMS

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 business programming 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 make 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 |

| | | | | | |
|----|------|------|----------------------|-------|---|
| D. | COX | 1320 | C/C++ Programming | | 3 |
| E. | COSC | 2380 | Software Engineering | | 3 |

III. Major Courses

21 credit

| | | | | | |
|----|------|------|---------------------------------|-------|---|
| A. | CSCI | 2331 | COBOL II | | 3 |
| B. | ACCT | 2301 | Principles of Accounting I | | 3 |
| C. | ACCT | 2302 | Principles of Accounting II | | 3 |
| D. | COSC | 1318 | Programming Concepts I | | 3 |
| E. | COX | 2318 | Programming Concepts II | | 3 |
| F. | ENGL | 2311 | Technical Writing | | 3 |
| G. | MATH | 1325 | Calculus for Business/Economics | ... | 3 |

IV. Electives

6 credit

| | | | | | |
|----|------|------|-------------------------------------|-------|---|
| A. | CSCI | 1305 | Microcomputer Concepts | | 3 |
| B. | CSCI | 1320 | BASIC Programming | | 3 |
| C. | CSCI | 2305 | Integrated Spreadsheet Applications | .. | 3 |
| D. | CSCI | 2310 | Database Applications | | 3 |
| E. | CSCI | 2315 | Desktop Publishing | | 3 |
| E. | CSCI | 2335 | Data Structures for Business | | 3 |
| G. | CSCI | 2390 | Special Topics in CSCI I | | 3 |
| H. | CSCI | 2395 | Special Topics in CSCI II | | 3 |
| I. | CSCI | 7300 | Cooperative Education I | | 3 |
| J. | CSCI | 7305 | Cooperative Education II | | 3 |
| K. | BUSI | 1301 | Introduction to Business | | 3 |
| L. | CADD | 1301 | Computer Graphics Systems | | 3 |
| M. | COSC | 2325 | Assembly Language | | 3 |

BUSINESS MULTIMEDIA TECHNOLOGY I

67 credit hours required to graduate

Incorporating technology into instructional processes is one of the greatest challenges educators and trainers face today. Today's pro companies are using multimedia to provide computer-based training 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 a challenging task of presenting classroom material via multimedia. This 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 modules
- Instructors – all levels of teaching faculty who can incorporate multimedia in their classroom presentation
- Trainers – individuals that 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 22 credit hours

See page 55.

MATH 1324 is required for this program.

II. Technical Core 9 credit hours

- A. CSCI 1305 Microcomputer Concepts3
- B. CSCI 2350 Computer Operating Systems3
- C. ENGL 2311 Technical writing3

III. Major Courses 27 credit hours

- A. CSCI 1310 Introduction to Graphics3
- B. CSCI 1325 Introduction to Multimedia3
- C. CSCI 1330 Instructional Design for Business & Educ. . . .3
- D. CSCI 2325 Intermediate Multimedia Applications3
- E. CSCI 2340 Project Development and Delivery3
- F. CSCI 2365 Advanced Multimedia Applications3
- or COSC 2370 Advanced Visual Programming3
- G. CSCI 7300 Cooperative Education I3
- H. COSC 1370 Introduction to Visual Programming3
- I. COSC 2371 Hypertext Authoring3

IV. Electives 9 credit hours

- A. COSC 1317 Scientific Programming3
- B. COSC 1370 Introduction to Visual Programming3
- C. COSC 2315 Data Structures with C/C++3
- D. COSC 2370 Advanced Visual Programming3
- E. COSC 2371 Hypertext Authoring3
- F. COSC 2373 Information Retrieval and Utilization3
- G. COSC 2374 Novell NetWare3
- H. COSC 2375 Advanced Assembly Language3
- I. COSC 2379 Programming in Windows3
- J. COSC 2387 Introduction to Artificial Intelligence3
- K. COSC 2390 Advanced Topic in COSC3
- L. COSC 7300 Cooperative Education I3

¹Special Admission Requirement: *Keyboarding w/ consent of instructor*

BUSINESS MULTIMEDIA TECHNOLOGY CERTIFICATES¹

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 Certificate¹ 30 credit hours

- A. CSCI 1305 Microcomputer Concepts3
- B. CSCI 1310 Introduction to Graphics3
- C. CSCI 1325 Introduction to Multimedia3
- D. CSCI 1330 Instructional Design for Business & Educ. . . .3
- E. CSCI 2325 Intermediate Multimedia Applications3
- F. CSCI 2340 Project Development and Delivery3
- G. CSCI 2365 Advanced Multimedia Applications3
- H. CSCI 7300 Cooperative Education I3
- I. COSC 1306 Introduction to Computers3
- J. COSC 1370 Introduction to Visual Programming3
- or COSC 2370 Advanced Visual Programming3

Multimedia Presentation Technician Certificate¹ 21 credit hours

- A. CSCI 1305 Microcomputer Concepts3
- B. CSCI 1310 Introduction to Graphics3
- C. CSCI 1325 Introduction to Multimedia3
- D. CSCI 1330 Instructional Design for Business & Educ. . . .3
- E. CSCI 2340 Project Development and Delivery3
- E. CSCI 7300 Cooperative Education I3
- G. COSC 1306 Introduction to Computers3

¹Special 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 howledge 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
- Computer Centers
- Governmental Agencies
- Accounting Firms
- Microcomputer Support Firms
- Transportation Industry
- Financial Firms

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. COSC 2380 Software Engineering3
- B. CSCI 1320 BASIC Programming3

| | | | | |
|-----------------------|------|------|---|---|
| C. | CSCI | 2305 | Integrated Spreadsheet Applications | 3 |
| D. | CSCI | 2310 | Database Applications | 3 |
| E. | OFAD | 1331 | Beginning Word Processing | 3 |
| III. Electives | | | 27 credit hours | |
| A. | COSC | 1318 | Programming Concepts I | 3 |
| B. | COSC | 1320 | C/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 |
| I. | CADD | 1301 | Computer Graphics Systems | 3 |
| J. | CSCI | 1305 | Microcomputer Concepts | 3 |
| K. | CSCI | 2315 | Desktop Publishing | 3 |
| L. | CSCI | 2330 | COBOLI | 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 |

MICROCOMPUTER APPLICATIONS

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 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 readies students for many new business and industry job opportunities, including:

- PC Support Specialist – support networking and the micro-telecommunications industry
- PC Support Specialist – business problem solving using a variety of micro-application packages
- Micro Programmer – 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 |
| E. | ACCT | 2301 | Principles of Accounting I | 3 |
| G. | OFAD | 1331 | Beginning Word Processing | 3 |

IV. Electives 6 credit hours

| | | | | |
|----|------|------|--|---|
| A. | CSCI | 2330 | COBOLI | 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 |
| I. | BUSI | 2372 | Organizational Behavior | 3 |
| J. | COSC | 2380 | Software Engineering | 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

| | | | | |
|----|------|------|-------------------------------------|--------|
| A. | CSCI | 1305 | Microcomputer Concepts |3 |
| B. | CSCI | 2305 | Integrated Spreadsheet Applications |3 |
| C. | CSCI | 2310 | Database Applications |3 |
| D. | CSCI | 2315 | Desktop Publishing |3 |
| or | CSCI | 1325 | Introduction to Multimedia |3 |
| E. | COSC | 1306 | Introduction to Computers |3 |

Computer Operating systems Certificate 18 credit hours

| | | | | |
|----|------|------|----------------------------|--------|
| A. | CSCI | 1305 | Microcomputer Concepts |3 |
| B. | CSCI | 2350 | Computer Operating Systems |3 |
| C. | COSC | 1306 | Introduction to Computers |3 |
| D. | COSC | 1318 | Programming Concepts I |3 |
| E. | COSC | 2325 | Assembly Language |3 |
| E. | COSC | 2380 | Software Engineering |3 |

Information Systems Management Certificate 21 credit hours

| | | | | |
|----|------|------|-------------------------------------|--------|
| A. | CSCI | 1305 | Microcomputer Concepts |3 |
| B. | CSCI | 1325 | Introduction to Multimedia |3 |
| C. | CSCI | 2305 | Integrated Spreadsheet Applications |3 |
| or | CSCI | 2310 | Database Applications.. |3 |
| D. | CSCI | 2355 | Networking and Telecommunications |3 |
| E. | COSC | 1306 | Introduction to Computers |3 |
| F. | COSC | 1318 | Programming Concepts I |3 |
| or | CSCI | 2330 | COBOLI |3 |
| G. | COSC | 2380 | Software Engineering |3 |

Networking & Telecommunications Certificate 24 credit hours

| | | | | |
|----|------|------|-----------------------------------|--------|
| A. | CSCI | 1305 | Microcomputer Concepts |3 |
| B. | CSCI | 2350 | Computer Operating Systems |3 |
| C. | CSCI | 2355 | Networking and Telecommunications |3 |
| D. | CSCI | 7300 | Cooperative Education I |3 |
| or | CSCI | 7305 | Cooperative Education II |3 |
| E. | COSC | 1306 | Introduction to Computers |3 |
| E. | COSC | 1318 | Programming Concepts I |3 |
| or | CSCI | 2330 | COBOLI |3 |
| G. | COSC | 2380 | Software Engineering |3 |
| H. | COSC | 2383 | Computer Networks |3 |

COMPUTER SCIENCE

SOFTWARE DEVELOPMENT

(Also see Associate of Science Computer Science)

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.

PSYC 2301 should be taken for students planning to transfer.

II. Technical Program Core 10 credit hrs

| | | | | |
|----|------|------|---------------------------------|--------|
| A. | ELAT | 1400 | Basic Electronics I |4 |
| B. | ENGL | 2311 | Technical Writing |3 |
| C. | MATH | 2312 | Pre-Calculus for Math & Science |3 |

III. Major Courses 24 credit hours

| | | | | |
|----|------|------|------------------------------|--------|
| A. | COSC | 1318 | Programming Concepts I |3 |
| B. | COSC | 1320 | C/C++ Programming |3 |
| C. | COSC | 2318 | Programming Concepts II |3 |
| D. | COSC | 2325 | Assembly Language |3 |
| E. | COSC | 2372 | Object-Oriented Programming |3 |
| E. | COSC | 2380 | Software Engineering |3 |
| G. | COSC | 2383 | Computer Networks |3 |
| H. | COSC | 2384 | Large Scale Operating System |3 |
| or | CSCI | 2350 | Computer Operating System |3 |

IV. Electives 9 credit hours

| | | | | |
|----|------|------|---|--------|
| A. | COSC | 1317 | Scientific Programming |3 |
| B. | COSC | 1370 | Introduction to Visual Programming |3 |
| C. | COSC | 2315 | Data Structures with C/C++ (Advanced C) |3 |
| D. | COSC | 2370 | Advanced Visual Programming |3 |

| | | | | |
|----|------|-------|---|---|
| E. | COX | 2371 | Hyper text Authoring | 3 |
| E. | COX | 2373 | Information Retrieval and Utilization | 3 |
| G. | COSC | 2374 | Novell NetWare | 3 |
| H. | COX | 2375 | Advanced Assembly Language Programming | 3 |
| I. | COSC | 2379 | Windows Programming with Visual C/C++ | 3 |
| J. | COSC | 21387 | Introduction to Artificial Intelligence | 3 |
| K. | COSC | 21390 | Advanced Topic in Computer Science | 3 |
| L. | COSC | 27300 | Cooperative Education I | 3 |

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

| | | | | |
|----|------|------|--|---|
| A. | COSC | 1306 | Introduction to Computers | 3 |
| B. | COSC | 1318 | Programming Concepts I | 3 |
| C. | COSC | 1320 | C/C++ Programming | 3 |
| D. | COX | 2318 | Programming Concepts II | 3 |
| E. | COSC | 2325 | Assembly Language Programming | 3 |
| F. | COX | 2375 | Advanced Assembly language Programming | 3 |
| G. | COSC | 2380 | Software Engineering | 3 |

Business Programming Certificate 21 credit hours

| | | | | |
|----|------|------|--------------------------------------|---|
| A. | COSC | 1306 | Introduction to Computers | 3 |
| B. | COSC | 1318 | Programming Concepts I | 3 |
| C. | COSC | 2318 | Programming Concepts II | 3 |
| D. | COSC | 2380 | Software Engineering | 3 |
| E. | CSCI | 2330 | COBOL I | 3 |
| F. | CSCI | 2331 | COBOL II | 3 |
| G. | CSCI | 2350 | Computer Operating Systems | 3 |

C Programming Certificate 24 credit hours

| | | | | |
|----|------|------|---|---|
| A. | COSC | 1306 | Introduction to Computers | 3 |
| B. | COSC | 1318 | Programming Concepts I | 3 |
| C. | COSC | 1320 | C/C++ Programming | 3 |
| D. | COSC | 2315 | Data Structures with C/C++ (Advanced C) | 3 |
| E. | COX | 2318 | Programming Concepts II | 3 |
| F. | COSC | 2372 | Object-Oriented Programming | 3 |
| G. | COSC | 2379 | Windows Programming with Visual C/C++ | 3 |
| or | COX | 2386 | Systems Programming | 3 |
| H. | COX | 2380 | Software Engineering | 3 |

Programming for Educators Certificate 21 credit hours

| | | | | |
|----|------|------|--------------------------------------|---|
| A. | COSC | 1306 | Introduction to Computers | 3 |
| B. | COX | 1318 | Programming Concepts I | 3 |
| C. | COSC | 2318 | Programming Concepts II | 3 |
| D. | COSC | 2380 | Software Engineering | 3 |
| E. | CSCI | 1305 | Microcomputer Concepts | 3 |
| F. | CSCI | 1320 | BASIC Programming | 3 |
| or | COSC | 1320 | C/C++ Programming | 3 |
| G. | CSCI | 2350 | Computer Operating Systems | 3 |

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. V i a l l y a l l 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

I. General Education Core 23 credit hours

| | | | | |
|----|------|------|---|---|
| A. | ENGL | 1301 | Composition/Rhetoric I | 3 |
| B. | SPCH | 1311 | Fundamentals of Speech Communication | 3 |
| C. | MATH | 1332 | Contemporary Mathematics | 3 |
| D. | COSC | 1306 | Introduction to Computers | 3 |
| E. | ECON | 2301 | Principles of Macroeconomics | 3 |
| I | | | Humanities/Fine Arts | 3 |
| G. | SOCI | 1301 | Introduction to Sociology | 3 |
| H. | PHED | 1238 | Concepts of Physical Fitness and Wellness | 2 |

II. Technical Core 12 credit hours

| | | | | |
|----|------|------|---|---|
| A. | CRIJ | 1301 | Introduction to Criminal Justice | 3 |
| B. | CRIJ | 1306 | The Courts and Criminal Procedure | 3 |
| C. | CRJ | 1307 | Crime in America | 3 |
| D. | CRIJ | 1310 | Fundamentals of Criminal Law | 3 |

III. Major Courses

| | | |
|---------------------------------------|------|---|
| Law Enforcement specialization | | 21 credit hours |
| A. CRIJ | 1313 | 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 | 1313 | 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 |

ENHANCED SKILLS CERTIFICATES

The Enhanced Skills Certificates in Law Enforcement and in Corrections provides additional training in specific job skills which supplement those acquired within the curriculum for an AAS degree in Criminal Justice. Students will have an opportunity to acquire these employment-related skills while completing the AAS degree requirements or subsequent to earning their AAS in Criminal Justice.

LAW ENFORCEMENT ENHANCED SKILLS CERTIFICATES

| | | |
|--|------|--|
| Criminal Justice Dual Major Certificate | | 12 credit hours |
| A. CRIJ | 2301 | Community Resources in Corrections 3 |
| B. CRIJ | 2305 | Legal Aspects of Corrections 3 |
| C. CRIJ | 2313 | Correctional Systems and Practices 3 |
| D. PSYC | 2371 | Individual Counseling 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 |

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 | | 6 |
| B | DTMG | 1601 | Dietary Manager II | | 6 |
| C | BUSI | 1371 | Leadership and Human Relation | | 3 |
| D | COSC | 1306 | Introduction to Computers | | 3 |



ELECTRONIC TECHNOLOGY

and

ELECTRONIC ENGINEERING 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 the 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.

Articulation agreements allow the student to transfer their completed program into several four-year institutions toward a baccalaureate degree. **Students planning transfers should check with a CCCC academic adviser.**

CCCC 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 TSE1 exam, the FCC exam and the MECF 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 area 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 d i t hours

- A. CADD 2305 Electronic PCB Drafting3
- B. ENGL 2311 Technical writing3
- C. MATH 2312 Pre-Calculus for Math & Science3

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 I4
- E. ELAT 1410 Solid State Devices*4
- F. ELAT 2330 Instrumentation and Telemetry3
- G. ELAT 2420 Fundamentals of Electronic Communications .4
- H. ELAT 2425 Active Devices4

*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 I3
- B. ELAT 7305 Cooperative Education II3

Computer Maintenance Specialization 30 credit hours

67 credit hours required to graduate

- A. ELAT 1405 Electronic Fabrication I4
- B. ELAT 2360 Microcomputer Systems3
- C. ELAT 2450 Computer Architecture4
- D. ELAT 2455 Applied Computer Programming4
- E. ELET 1405 Digital IC Analysis4
- F. ELET 1410 Fundamentals of Computers4
- G. ELET 2325 Computer Interfacing3
- H. ELET 2430 Computer Maintenance4

Electives 6 credit hours minimum

Any ELAT courses not listed in the above to include:

- A. ELAT 7300 Cooperative Education I3
- B. ELAT 7305 Cooperative Education II3

Communication Systems Installation and Repair Specialization 30 credit hours

71 credit hours required to graduate

- A. ELAT 1315 Basic Digital 2
- B. ELAT 1400 Basic Electronics I4
- C. ELAT 1401 Basic Electronics II4
- D. ELAT 1410 Solid State Devices3
- E. ELAT 2340 Power Supply Systems3
- F. ELAT 2420 Fundamentals of Electronic Communications 4
- G. ELAT 2465 Optoelectronics 4
- H. ELET 2420 Telecommunications..4
- I. ELET 2435 Microwave/R F Design4

Electives

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

- A. ELAT 7300 Cooperative Education I3
- B. ELAT 7305 Cooperative Education II3

Instrumentation Specialization 31 credit hours

65 credit hours required to graduate

- A. ELAT 1315 Basic Digital3
- B. ELAT 1400 Basic Electronics I4
- C. ELAT 1401 Basic Electronics II4
- D. ELAT 1410 Solid State Devices4
- E. ELAT 2330 Instrumentation and Telemetry3
- F. ELAT 2335 Digital Control Applications3
- G. ELAT 2336 Programmable Logic Controls3
- H. ELAT 2360 Microcomputer Systems3
- I. ELAT 2437 Industrial Automation Controllers4

Electives 6 credit hours

- A. ELAT 2340 Powers Supply Systems 3
- B. ELAT 2445 Applied Electronic Circuits4
- C. ELAT 2450 Computer Architecture4
- D. ELAT 2455 Applied Computer Programming4
- E. ELAT 2465 Optoelectronics 4
- F. ELAT 7300 Cooperative Education I3
- G. ELAT 7305 Cooperative Education II3

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 will have an opportunity to acquire those employment-related skills while completing the AAS degree requirements or subsequent to earning their AAS in Electronic Technology.

Enhanced Skills Certificate Requirements 10 credit hours

| | | | | |
|----|------|------|-----------------------------------|---|
| A. | ELAT | 2335 | Digital Control Applications | 3 |
| B. | ELAT | 2336 | Programmable Logic Controllers | 3 |
| C. | ELAT | 2437 | Industrial Automation 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 | 2465 | Optoelectronics | 4 |
| H. | ELET | 2420 | Telecommunications | 4 |
| I. | ELET | 2435 | Microwave/R F Design | 4 |

Computer Maintenance Technology Certificate 30 credit hours

| | | | | |
|----|------|------|------------------------------|---|
| 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. | ELET | 1405 | Digital IC Analysis | 4 |
| E. | ELET | 1410 | Fundamentals of Computers | 4 |
| G. | ELET | 2325 | Computer Interfacing | 3 |
| H. | ELET | 2430 | Computer Maintenance | 4 |

Electronic Technology Certificate 30 credit hours

| | | | | |
|----|------|------|------------------------------------|---|
| A. | EM | 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 | 4 |
| E. | ELAT | 2330 | Instrumentation and Telemetry | 3 |
| G. | ELAT | 2420 | Fund. of Electronic Communications | 4 |
| H. | ELAT | 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. | ELAT | 1410 | Solid State Devices | 4 |
| E. | ELAT | 2330 | Instrumentation & Telemetry | 3 |
| E. | ELAT | 2335 | Digital Control Applications ¹ | 3 |
| G. | ELAT | 2336 | Programmable Logic Controllers ¹ | 3 |
| H. | ELAT | 2360 | Microcomputer Systems | 3 |
| I. | ELAT | 2437 | Industrial Automation Controllers ¹ | 4 |

¹Enhanced Skills Certificate Courses

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 |
| E. | 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 |
| E. | 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 |
| E. | ELET | 2325 | Computer Interfacing | 3 |
| G. | MATH | 2312 | Pre-Calculus for Math & Science ¹ | 3 |
| H. | MATH | 2413 | Calculus II | 4 |

¹Higher 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.

| | |
|---|---|
| Emergency Medical Services Certificate | 20 credit hours |
| A. EMIP 1500 | Emergency Medical Procedures5 |
| B. EMTP 1800 | Paramedic Procedures I8 |
| C. EMTP 2700 | Paramedic Procedures II7 |
| 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.

CCCC'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 32 credit hours

| | | | | |
|---|------|------|--|---|
| A | ENGL | 1301 | Composition/Rhetoric I | 3 |
| B | SPCH | 1311 | Fundamentals of Speech Communication | 3 |
| C | MATH | 1332 | Contemporary Mathematics | 3 |
| D | COSC | 1306 | Introduction to Computers | 3 |
| E | ECON | 1301 | Introduction to Economics | 3 |
| F | HUMA | 1301 | Introduction to Humanities | 3 |
| G | PSYC | 2302 | Applied Psychology | 3 |
| H | PHED | 1100 | Beginning Weight Training and Conditioning 1 | 1 |
| I | CHEM | 1405 | Introduction to Chemistry | 4 |
| J | ENGL | 2311 | Technical Writing | 3 |
| K | GOVT | 2301 | American Government I | 3 |

II. Technical Core 15 credit hours

| | | | | |
|---|------|------|---------------------------------|---|
| A | FISC | 1305 | Fundamentals of Fire Protection | 3 |
| B | FISC | 1315 | Fire Safety Education | 3 |
| C | FISC | 1325 | Industrial Fire Protection I | 3 |
| D | FISC | 1330 | Fire Protection Systems | 3 |
| E | FISC | 1335 | Building Codes and Construction | 3 |

III. Major Courses 18 credit hours

Basic Firefighter Courses

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

| | | | | |
|---|------|------|-------------------------------|---|
| A | FISC | 1011 | Firefighter Certification I | 3 |
| B | FISC | 1012 | Firefighter Certification II | 2 |
| C | FISC | 1013 | Firefighter Certification III | 2 |
| D | FISC | 1014 | Firefighter Certification IV | 2 |
| E | FISC | 1015 | Firefighter Certification V | 3 |
| F | FISC | 1016 | Firefighter Certification VI | 1 |
| G | EMTP | 1500 | Emergency Medical Procedures | 5 |

Fire Commission Approved Courses

| | | | | |
|---|------|------|-----------------------------------|---|
| A | FISC | 1310 | Fire Prevention | 3 |
| B | FISC | 1320 | Fire Administration I | 3 |
| C | FISC | 1340 | Fire Cause and Determination | 3 |
| D | FISC | 1450 | Firefighting Tactics and Strategy | 4 |
| E | FISC | 2100 | Seminar | 1 |

| | | | | |
|---|------|------|-------------------------------------|---|
| E | FISC | 2305 | Chemistry of Hazardous Materials I | 3 |
| G | FISC | 2310 | Chemistry of Hazardous Materials II | 3 |
| H | FISC | 2315 | Hazardous Materials III | 3 |
| I | FISC | 2320 | Fire Administration II | 3 |
| J | FISC | 2330 | Introduction to CAMEO | 3 |
| K | FISC | 2335 | Methods of Fire Service Instruction | 3 |

IV. Elective 3 credit hours

| | | |
|---|----------|---|
| A | Elective | 3 |
|---|----------|---|

BASIC FIREFIGHTER CERTIFICATE PROGRAM

is may require the back of this catalog.

SPECIAL ADMISSIONS REQUIREMENTS

- Have proof of high school graduation or GED
 - Complete CCCC 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 18 credit hours

| | | | | |
|---|------|------|-------------------------------|---|
| A | FISC | 1011 | Firefighter Certification I | 3 |
| B | FISC | 1012 | Firefighter Certification II | 2 |
| C | FISC | 1013 | Firefighter Certification III | 2 |
| D | FISC | 1014 | Firefighter Certification IV | 2 |
| E | FISC | 1015 | Firefighter Certification V | 3 |
| F | FISC | 1016 | Firefighter Certification VI | 1 |
| G | EMTP | 1500 | Emergency Medical Procedures | 5 |

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**

| | | | |
|----|-----------|---------------------------------|--------|
| A. | HORT 1300 | Basic Horticulture |3 |
| B. | HORT 1305 | Soils & Plant Nutrition |3 |
| C. | HORT 1310 | Plant Pests and Controls |3 |
| D. | HORT 2290 | Selected Topics in Horticulture |2 |
| E. | HORT 2350 | Practicum |3 |
| E | HORT 2400 | Site Analysis and Surveying |4 |

III. Major Core
Horticulture Specialization **30 credit hours**

| | | | |
|----|-----------|----------------------------------|--------|
| A. | HORT 1400 | Woody Plant Materials |4 |
| B. | HORT 1401 | Herbaceous Plant Materials |4 |
| C. | HORT 2300 | Introduction to Landscape Design |3 |
| D. | HORT 2320 | Floriculture |3 |
| E. | HORT 2325 | Plant Propagation Techniques |3 |
| F. | HORT 2330 | Nursery Management |3 |

Choose two of the following:

| | | | |
|----|-----------|----------------------------------|--------|
| A. | HORT 1315 | Interior Plants |3 |
| B. | HORT 1320 | Turfgrass Science and Management |3 |
| C. | HORT 2315 | Landscape Management |3 |

Electives (see IV.) **4 credit hours minimum**

landscape Specialization **30 credit hours minimum**

| | | | |
|----|-----------|----------------------------------|--------|
| A. | HORT 1200 | The Landscape Industry |2 |
| B. | HORT 1320 | Turfgrass Science and Management |3 |
| C. | HORT 1400 | Woody Plant Materials |4 |
| D. | HORT 1401 | Herbaceous Plant Materials |4 |



| | | | | |
|------------------------------|------|------|--|---|
| 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. | HOKT | 1225 | Irrigation Systems | 2 |
| B. | HORT | 2315 | Landscape Management. | 3 |
| C. | HORT | 2340 | Arboricultural Techniques | 3 |
| Electives (see IV.) | | | 3 credit hours minimum | |

Professional Turf Management Specialization 30 credit hrs

| | | | | |
|----|------|------|---|---|
| A. | HORT | 1225 | Irrigation Systems | 2 |
| B. | HOKT | 1320 | Turfgrass Science and Management. | 3 |
| C. | HORT | 1335 | Plants of North Texas | 3 |
| D. | HORT | 2210 | Equipment Management. | 2 |
| E. | HORT | 2335 | Professional Turfgrass Management. | 3 |
| F. | HORT | 2336 | Golf Course and Park Management. | 3 |
| G. | HOKT | 2337 | Specialized Turfgrass Management. | 3 |

Choose two of the following:

| | | | | |
|----|------|------|--|---|
| A. | HORT | 2300 | Introduction to Landscape Design | 3 |
| B. | HORT | 2340 | Arboricultural Techniques | 3 |
| C. | BUSI | 1372 | Supervisory Management. | 3 |

Electives (see IV.) 5 credit hours minimum

IV. Electives

| | | | | |
|----|------|------|--------------------------------|---|
| A. | HORT | 1330 | Native Plants of Texas | 3 |
| B. | ACCT | 2301 | Principles of Accounting | 3 |
| C. | BUSI | 1301 | Introduction to Business | 3 |
| D. | BUSI | 1374 | Personnel Management | 3 |
| E. | SPAN | 1411 | Beginning Spanish | 4 |

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.

landscape Industry Certificate 37 credit hours

| | | | | |
|----|------|------|--|---|
| A. | HORT | 1200 | The Landscape Industry | 2 |
| B. | HORT | 1225 | Irrigation Systems | 2 |
| C. | HORT | 1300 | Basic Horticulture | 3 |
| D. | HORT | 1305 | Soils and Plant Nutrition | 3 |
| E. | HORT | 1310 | Plant Pests and Controls | 3 |
| F. | HORT | 1320 | Turfgrass Science and Management. | 3 |
| G. | HORT | 1400 | Woody Plant Materials | 4 |
| H. | HORT | 1401 | Herbaceous Plant Materials | 4 |
| I. | HORT | 2309 | Landscape Technology I | 3 |
| J. | HORT | 2310 | Landscape Technology II | 3 |
| K. | HORT | 2350 | Practicum | 3 |
| L. | HORT | 2400 | Site Analysis and Surveying | 4 |

INTERPRETER PREPARATION PROGRAM/DEAF (IPPD)

[Also see Sign Language]

71 credit hours required to graduate (includes ASL, I, II, & 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 lab technicians than non-Deaf teachers 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 CCC
 - Application to the Interpreter Preparation Program
 - Current reading, writing, and math assessment scores
2. Assessment into:
 - READ 0100 or higher
 - ENGL 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.

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

- A. ENGL 1301 Composition/Rhetoric I3
- B. SPCH 1311 Fundamentals of Speech Communication . . .3
or SPCH 1315 Public Speaking3
or SPCH 1321 Business and Professional Speaking3
- C. MATH Any college-level mathematics course¹3
- D. COSC 1306 Introduction to Computers3
- E. ECON 1301 Introduction to Economics3
or ECON 2301 Principles of Macroeconomics3
or ECON 2302 Principles of Microeconomics3
or SBMT 1300 Small Business Management²3
- F. PHIL 2306 Ethics²3
- G. PSYC 2302 Applied Psychology3
or PSYC 2301 General Psychology3
- H. PHED 1238 Concepts of Physical Fitness & Wellness² . . .2
or Any 2 activities courses2

¹MATH 1332 (Contemporary Math) recommended for IPPD majors

²Recommended for IPPD majors

II. Technical Core 6 credit hrs

- A. ENGL 1302 Composition/Rhetoric II3
- B. ANTH 2351 Cultural Anthropology3
- C. SPCH 1315 Public Speaking3
- D. SPCH 1318 Interpersonal Communication3
- E. DRAM 1351 Acting I3

III. Major Courses 31 credit hours

- A. IPPD 1104 Expressive/Receptive Fingerspelling & Numbers1
- B. IPPD 1303 Deaf Culture3
- C. IPPD 1305 Multi-Cultural Aspects of the Deaf Community3
- D. IPPD 2201 Interpreting Practicum I2
- E. IPPD 2202 Interpreting Practicum II2
- E. IPPD 2304 Introduction to Interpreting3
- G. IPPD 2305 Interpreting I3
- H. IPPD 2307 Sign-to-Voice Interpreting3

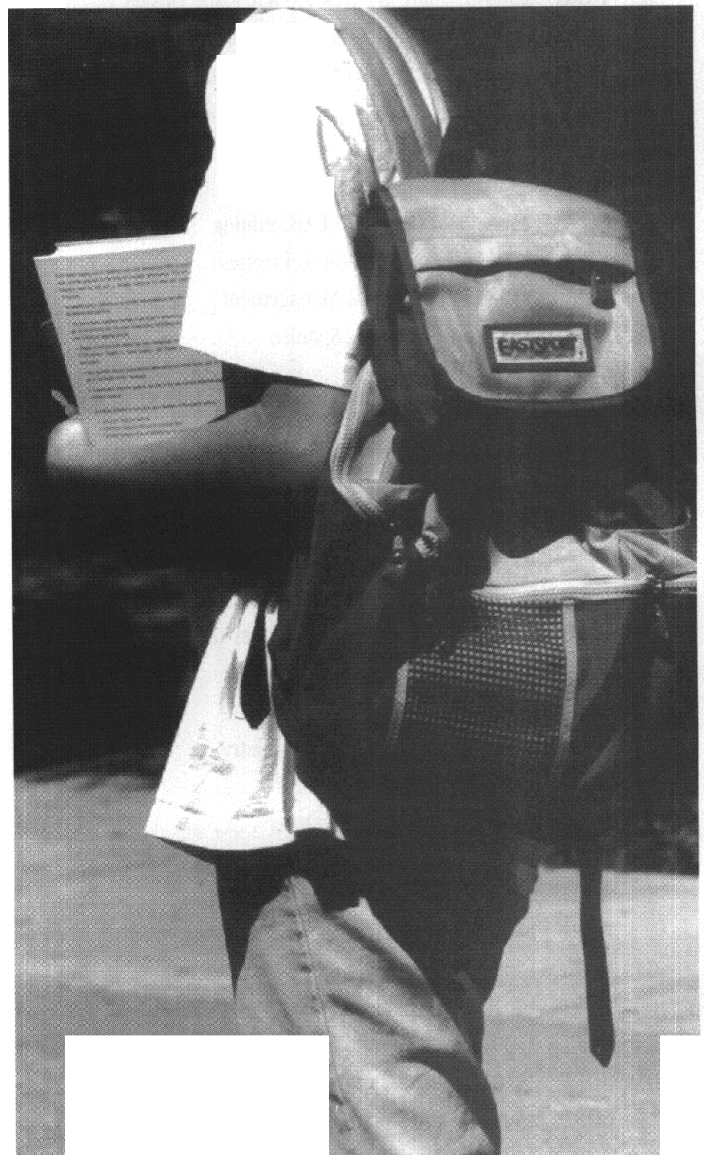
- I. IPPD 2308 Interpreting II3
- J. IPPD 2401/SGNL 2401-American Sign Lang III³4
- K. IPPD 2402/SGNL 2402-American Sign Lang IV³4

³The IPPD prefix is reserved for students in the Interpreter Preparation Program. Other students must use the SGNL prefix.

IV. Electives 3 credit hours

- A. BUSI 1307 Personal Finance3
- B. BUSI 1371 Leadership and Human Relations3
- C. CRIJ 1306 The Courts and Criminal Procedure3
- D. CRIJ 1313 Juvenile Justice System3
- E. HLSC 1300 Medical Terminology3
- E. SOCI 1306 Social Problems3
- G. SOCI 2319 Minority Studies3
- H. SGNL 2109 ASL Conversation⁴1

⁴This course may be repeated for credit up to 3 times. Prerequisite: SGNL/IPPD 2401 or 2402 or consent of instructor.



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 Mal preparation.

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 |
| E. | LEGL | 7300 | Cooperative Education I | 3 |
| G. | BUSI | 2301 | Business Law | 3 |
| H. | CRIJ | 1301 | Introduction to Criminal Justice | 3 |
| I. | CRIJ | 1306 | Courts and Criminal Procedure | 3 |
| J. | CRIJ | 1310 | Fundamentals of Criminal Law | 3 |
| K. | ENGL | 2xxx | Any Sophomore Literature Course | 3 |
| L. | GOVT | 2302 | American Government II | 3 |

| | | | | |
|----|------|------|--------------------------|---|
| M. | RLST | 1315 | Promulgated Contract Law | 3 |
| N. | RUT | 2320 | Real Estate Law | 3 |

LEGAL ASSISTANT CERTIFICATE PROGRAMS

Two certificate programs are available to students who have either three years work experience in a legal field, or five years secretarial experience. The General Certificate (27 credit hours) requires completion of 15 credit hours in office skills courses and 12 credit hours in basic legal courses.

The Specialty Certificate requires completion of 15 credit hours in law courses. This certificate is appropriate for students who have completed either a two-year degree or the General Certificate, as well as for students who have five years full-time work experience in a related field and permission of the program coordinator.

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

Legal Assistant General Certificate***27 credit hours**

| | | | | |
|----|------|------|--|---|
| A. | LEGL | 1301 | Law and Judicial Systems | 3 |
| B. | LEGL | 1302 | Legal Research and Writing | 3 |
| C. | LEGL | 1305 | Law Office Management | 3 |
| D. | LEGL | 2301 | Civil Procedure | 3 |
| E. | ACCT | 1370 | Elementary Accounting ¹ | 3 |
| E. | COSC | 1306 | Introduction to Computers ¹ | 3 |
| G. | OFAD | 1325 | Office Support Software | 3 |
| H. | OFAD | 1331 | Beginning Word Processing | 3 |
| I. | OFAD | 2303 | Advanced Keyboarding | 3 |

*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.

¹Higher level accounting and computers may be substituted.

Legal Assistant Specialty Certificate***15 credit hours**

Choose five of the following courses

| | | | | |
|----|------|------|-----------------------------------|---|
| A. | LEGL | 2303 | Family Law | 3 |
| B. | LEGL | 2304 | Wills, Trusts and Probate | 3 |
| C. | LEGL | 2306 | Business Organization | 3 |
| D. | LEGL | 2307 | Tort and Insurance Law | 3 |
| E. | LEGL | 2308 | Business Legal Environment | 3 |
| F. | BUSI | 2301 | Business Law | 3 |
| G. | CRIJ | 1306 | The Courts and Criminal Procedure | 3 |
| H. | CRIJ | 1310 | Fundamentals of Criminal Law | 3 |
| I. | RLST | 1315 | Promulgated Contract Law | 3 |
| J. | RUT | 2320 | Real Estate Law | 3 |

*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

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.

Tech Prep students who took collegiate-level courses in Management Development 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

Earning an Associate of Applied Science degree in Management Development can enable the student to work in many fields:

- Manufacturing
- Retail
- Service
- Restaurant
- Hotel/Motel
- General Office

Management is an element common to all organizations. As a result, jobs will always be available in many fields, including government and public service.

I. General Education Core 22 credit hours

See page 55.

Students planning to transfer should consult a CCCC adviser before selecting math, economics or psychology

II. Technical Core 12 credit hours

- A. BUSI 1370 principles of Management*3
- B. BUSI 1372 Supervisory Management3
- C. BUSI 1374 Personnel Management3
- D. ACCT 2301 Principles of Accounting I3

III. Major Courses 27 credit hours

- A. BUSI 1371 Leadership and Human Relations*3
- B. BUSI 1378 High Performance Work Team*3
- C. BUSI 2370 Quality and Leadership*3
- D. BUSI 2371 Quality Management Techniques*3
- E. BUSI 2373 Management of Change*3
- E. BUSI 2376 Strategic Management3
- G. BUSI 7300 Cooperative Education I3

- H. CSCI 2305 Integrated Spreadsheet Applications3
 - I. SBMT 1305 Small Business Finance3
- IV. Elective 6 credit hrs**
- A. BUSI 1301 Introduction to Business3
 - B. BUSI 2301 Business Law3
 - C. BUSI 2372 Organizational Behavior3
 - D. BUSI 2378 Selected Topics in Personnel Management . .3
 - E. BUSI 2379 Selected Topics in Business Principles3
 - F. BUSI 7305 Cooperative Education II3
 - G. ACCT 2302 Principles of Accounting II3
 - H. ENGL 2311 Technicalwriting3
 - I. MRKT 1305 Principles of Marketing3

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

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.

Enhanced Skills Certificate 9 credit hours

- A. BUSI 2370 Quality Management3
- B. BUSI 2371 Quality Management Techniques3
- C. BUSI 2373 Management of Change3

MANAGEMENT DEVELOPMENT CERTIFICATE

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

Management Development General Certificate 33 credit hours

- A. BUSI 1370 principles of Management3
- B. BUSI 1371 Leadership and Human Relations3
- C. BUSI 1372 Supervisory Management3
- D. BUSI 1374 Personnel Management3
- E. BUSI 1378 High Performance Work Team3
- F. BUSI 2370 Quality Management3
- G. BUSI 2371 Quality Management Techniques3
- H. BUSI 2373 Management of Change3
- I. BUSI 2376 Strategic Management3
- J. BUSI 7300 Cooperative Education I3
- K. ACCT 2301 Principles of Accounting I3

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
- Directing
- Promotion
- Advertising
- Industrial Marketing Management
- International Marketing
- Customer Service

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 1316 | 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 |

Marketing/Sales 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 1316 | Sales Management |3 |
| E. MRKT 2330 | Marketing Special Topics |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
- Designer
- Showroom Salesperson
- Buyer
- Public Relations
- Fashion Director

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

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 d i t hours

| | | |
|--------------|------------------------------------|--------|
| A. ACCT 2302 | Principles of Accounting II |3 |
| B. ACDT 1325 | 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 CCCC academic advisor.

CAREER OPPORTUNITIES

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

Audio Engineering Specialization

I. General Education Core

22 credit hours

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 Courses¹

18 credit hours

| | | |
|--------------|--------------------------------------|--------|
| k. 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 1181 | Beginning Piano I |1 |
| F. MUSI 1271 | Introduction to Synthesis & MIDI |2 |
| G. MUSI 1173 | Secondary Applied Music ² |1 |
| or MUSI 1273 | Principal Applied Music ² |2 |
| H. MUSI 1386 | Arranging.. |3 |
| I. MUSI | Ensembles* |2 |

¹If applied instrument is piano, total credit hours is 77.

²These courses may be taken in any combination to total two (2) credit hours.

*For a list of ensembles see the Music Department.

IV. Electives

8 credit hours

(if applied instrument is piano, any 9 hrs.)

| | | | | |
|----|------|------|----------------------------------|---|
| A. | MUSI | 1183 | Class Voice | 1 |
| B. | MUSI | 1272 | Advanced Synthesis & MIDI | 2 |
| 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

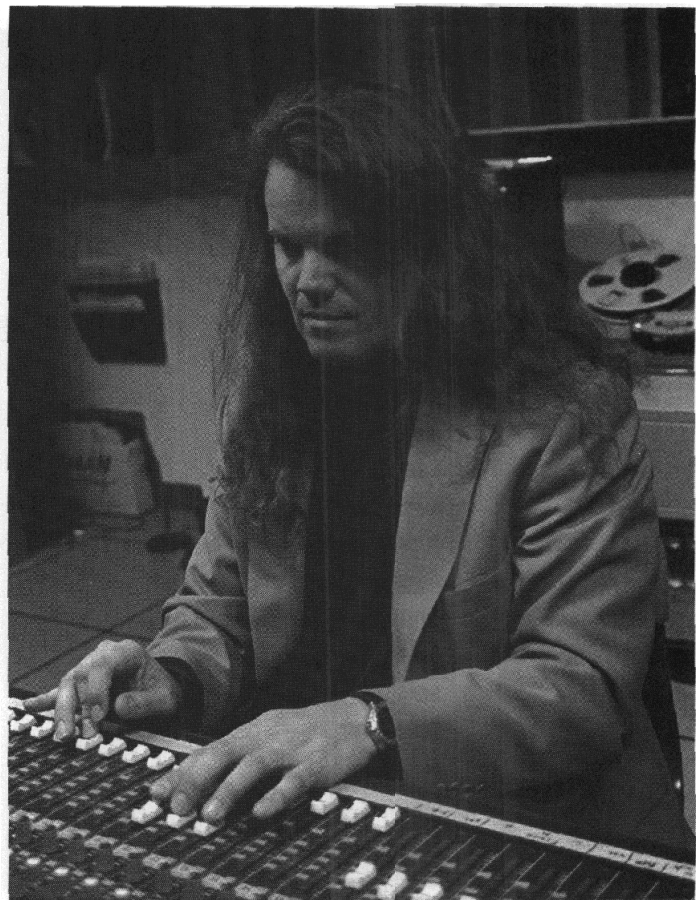
6 credit hours

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

III. Major Courses¹

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 ² | 1 |
| or | MUSI | 1273 | Principal Applied Music (Composition) ² | 2 |
| N. | MUSI | | Ensembles* | 2 |
| O. | MUSI | 1386 | Arranging | 3 |



¹If applied instrument is piano, total credit hours is 29.

²These courses may be taken in any combination to total four (4) credit hours.

*For a list of ensembles see the Music Department.

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 III | 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 | 11272 | 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 |

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 I3
- B. MUSI 1371 Audio Engineering I3

III. Major Courses¹ 35 credit hours

- A. MUSI 1311 Music Theory I 3
- B. MUSI 1116 Aural Skills I1
- C. MUSI 1312 Music Theory II 3
- D. MUSI 1117 Aural Skills II 1
- E. MUSI 2311 Music Theory III3
- F. MUSI 2116 Aural Skills III 1
- G. MUSI 1181 **Beginning Piano I¹**1
(unless applied instrument is piano)
- H. MUSI 1182 **Beginning Piano II¹**1
(unless applied instrument is piano)
- I. MUSI 1263 Improvisation,2
- J. MUSI 1271 Introduction to Synthesis & MIDI2
- K. MUSI 1272 Advanced Synthesis & MIDI2
- L. MUSI 1173 Secondary Applied Music²1
- M. MUSI 1273 Principal Applied Music²2
- N. MUSI 1386 Arranging.....3
- O. MUSI Ensembles*4

¹If applied instrument is piano, total hours is 33.

²These 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

(If applied instrument is piano, any 6 credit hours).

- A. MUSI 1183 Class Voice1
- B. MUSI 1372 Audio Engineering II3
- C. MUSI 2181 Beginning Piano III1
- D. MUSI 2182 Beginning Piano IV1
- E. MUSI 2371 Audio Engineering III3
- F. MUSI 2372 Audio Engineering IV3
- G. MUSI 2389 Academic Co-op Music3
- H. MUSI 2308 Introduction to Music Literature3
- I. MUSI 2350 Audio for Multimedia I3
- J. MUSI 2351 **Audio for Multimedia II**3
- K. MUSI 2312 Music Theory IV3
- L. MUSI 2118 Aural Skills IV1
- M. MUSI 1162 Vocal Diction I1
- N. MUSI 1165 Vocal Diction II1
- O. MUSI 1286 Introduction to Songwriting2
- P. MUSI 1287 Introduction to Composition2
- Q. BUSI 2378 Business of Music II3

NURSING

72 credit hours required to graduate

This two-year Associate of Applied Science degree is offered to prepare the student to make application to the Board of Nurse Examiners for licensure as a registered nurse. The nursing curriculum is accredited by the Board of Nurse Examiners for the State of Texas and the National League for Nursing.

The course of study consists of five nursing courses which include a classroom and a clinical component. These courses must be taken in sequence to assure progression from simple to complex.

Collin County healthcare facilities enthusiastically support the ADN program. Several healthcare facilities throughout the metroplex are used for the clinical experience. The role of the nurse continues to change in an evolving healthcare system, students are also given varied experiences in community-focused care.

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 I4
- B. BIOL 2402 Anatomy and Physiology II4
- C. BIOL 2420 Microbiology4
- D. MATH 1324 Pre-Calculus for Business/Economics3
- or MATH 1342 Statistics 3
- or MATH 1314 College Algebra3

II. First Semeskr 14 credit hours

- A. NURS 1800 Nursing I8
- B. ENGL 1301 Composition/Rhetoric I3
- C. PSYC 2301 General Psychology3

NUTRITION

Refer to Biology and Nutrition for descriptions of each nutrition course. For certificate refer to Dietary Manager on page 69.

| | |
|-----------------------------|--|
| III. Second Semester | 15 credit hours |
| A. NURS 1805 | Nursing II8 |
| B. PHED | Any Activity Course1 |
| C. PSYC 2314 | Life Span Psychology3 |
| D. | Humanities/Fine Arts ¹3 |
| IV. Summer Semeskr | 4 credit hours |
| A. NURS 2400 | Nursing III4 |
| V. Fourth Semester | 12 credit hours |
| A. NURS 2900 | Nursing IV9 |
| B. SOCI 1301 | Introduction to Sociology3 |
| or SOU 1306 | Social Problems3 |
| or SOCI 2371 | Death and Dying3 |
| VI. Fifth Semester | 12 credit hours |
| A. NURS 2905 | Nursing V9 |
| B. Elective ² |3 |

¹Choose a Humanities/FineArts 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.



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:

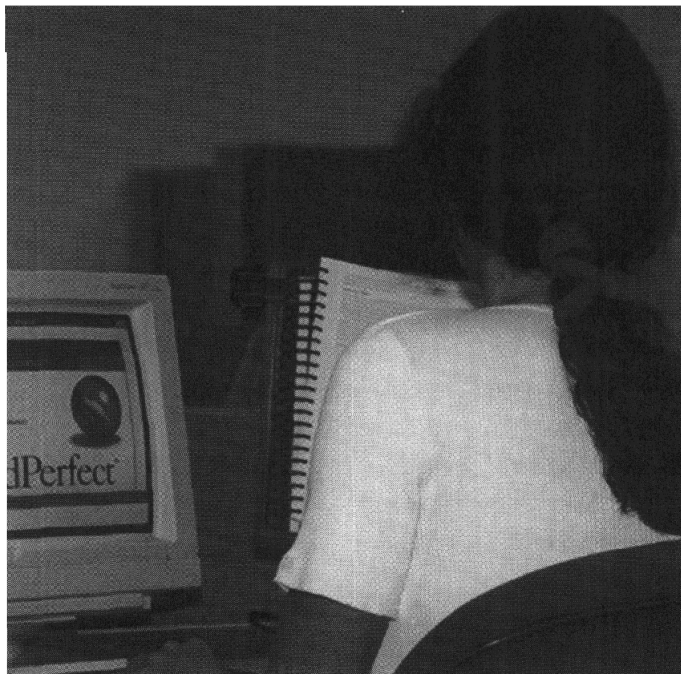
- Office Skills-document production, business telephone techniques, and electronic memory calculators
- Proofreading/Editing-language application for business correspondence and documents
- Computers and Spreadsheet Software-hands-on experience with DOS, Windows, spreadsheet and database programs such as LOTUS 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



- Medical Insurance Claims Support-work for public health departments, convalescent and nursing homes, health insurance companies, manufacturers and distributors of drugs, pharmaceutical products, surgical instruments, and hospital supplies or medical laboratories
- Legal Office Support-work in 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 | 22 credit hours |
| See page 55. | |
| MATH 1324 may be substituted for MATH 1332 | |
| II. Technical Core | 13 credit hours |
| A. OFAD 1210 | Records Management2 |
| B. OFAD 1211 | Proofreading/Editing 2 |
| C. OFAD 1302 | Intermediate Keyboarding3 |
| D. OFAD 1315 | Electronic Calculator3 |
| E. OFAD 1331 | Beginning Word Processing'3 |
| III. Major Courses | 12 credit hours |
| A. OFAD 1332 | Intermediate Word Processing ²3 |
| B. OFAD 2303 | Advanced Keyboarding3 |
| C. OFAD 2305 | Machine Transcription3 |
| or OFAD 2306 | Medical Transcription I3 |
| D. OFAD 2315 | Office Procedures3 |

IV. Electives³

15 credit hours

| | | | | |
|----|------|------|-------------------------------------|--------|
| A. | OFAD | 1310 | Medical Insurance Coding |3 |
| B. | OFAD | 1320 | Business Correspondence |3 |
| C. | OFAD | 1325 | Office Support Software |3 |
| D. | OFAD | 2306 | Medical Transcription I | |
| E. | OFAD | 2307 | Medical Transcription II |3 |
| F. | OFAD | 2333 | Advanced Word Processing |3 |
| G. | OFAD | 7300 | Cooperative Education I |3 |
| H. | OFAD | 7305 | Cooperative Education II |3 |
| I. | ACCT | 1370 | Elementary Accounting |3 |
| J. | CSCI | 1305 | Microcomputer Concepts |3 |
| K. | CSCI | 2305 | Integrated Spreadsheet Applications |3 |
| L. | CSCI | 2310 | Database Applications |3 |

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. HLSC 1300 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 feed into the next level while increasing your knowledge.

Entry-Level Office Support Certificate

16 credit hours

| | | | | |
|----|------|------|---------------------------|--------|
| A. | OFAD | 1210 | Records Management |2 |
| B. | OFAD | 1211 | Proofreading/Editing |2 |
| C. | OFAD | 1301 | Beginning Keyboarding |3 |
| or | OFAD | 1302 | Intermediate Keyboarding |3 |
| D. | OFAD | 1315 | Electronic Calculator |3 |
| E. | OFAD | 1331 | Beginning Word Processing |3 |
| F. | OFAD | 2315 | Office Procedures |3 |

Mid-Level Office Support Certificate

19 credit hours

| | | | | |
|----|------|------|--------------------------|--------|
| A. | OFAD | 1210 | Records Management |2 |
| B. | OFAD | 1211 | Proofreading/Editing |2 |
| C. | OFAD | 1302 | Intermediate Keyboarding |3 |
| D. | OFAD | 1315 | Electronic Calculator |3 |

| | | | | |
|----|------|------|------------------------------|--------|
| E. | OFAD | 1332 | Intermediate Word Processing |3 |
| E | OFAD | 2305 | Machine Transcription |3 |
| G. | OFAD | 2315 | Office Procedures |3 |

Administrative Support Certificate

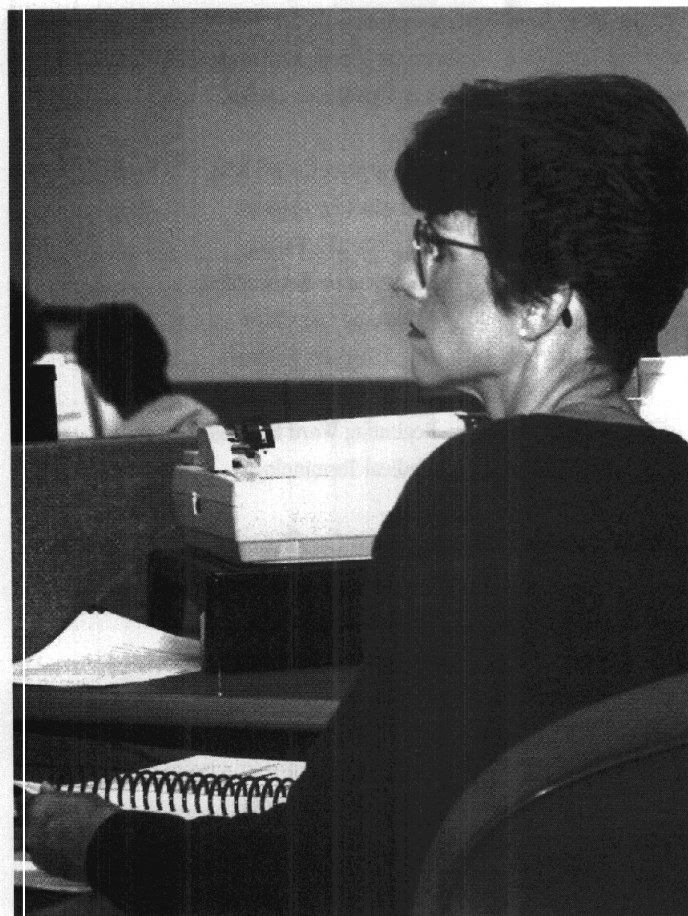
25 credit hours

| | | | | |
|----|------|------|-------------------------------------|--------|
| A. | OFAD | 1210 | Records Management |2 |
| B. | OFAD | 1211 | Proofreading/Editing |2 |
| C. | OFAD | 1302 | Intermediate Keyboarding |3 |
| D. | OFAD | 1320 | Business Correspondence |3 |
| E. | OFAD | 2303 | Advanced Keyboarding |3 |
| E | OFAD | 2315 | Office Procedures |3 |
| G. | OFAD | 2333 | Advanced Word Processing |3 |
| H. | CSCI | 2305 | Integrated spreadsheet Applications |3 |
| I. | CSCI | 2310 | Database Applications |3 |

Entry-Level Accounting Clerk Certificate

18 credit hours

| | | | | |
|----|------|------|---------------------------|--------|
| A. | OFAD | 1301 | Beginning Keyboarding |3 |
| or | CSCI | 2305 | Integrated Spreadsheet |3 |
| B. | OFAD | 1302 | Intermediate Keyboarding |3 |
| C. | OFAD | 1315 | Electronic Calculator |3 |
| D. | OFAD | 1331 | Beginning Word Processing |3 |
| E. | OFAD | 2315 | Office Procedures |3 |
| F. | ACCT | 1370 | Elementary Accounting |3 |
| or | ACCT | 2301 | Principles of Accounting |3 |



Associate of Applied Science

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 Relations3
- B. OFAD 1320 Business Correspondence3
- C. CSCI 1305 Microcomputer Concepts3
- D. CSCI 2305 Integrated Spreadsheet Applications3

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/Editing2
- B. OFAD 1302 Intermediate Keyboarding3
- C. OFAD 1325 Office Support Software3
- D. OFAD 1331 Beginning Word Processing3
- E. OFAD 1332 Intermediate Word Processing3
- F. OFAD 2303 Advanced Keyboarding3
- G. OFAD 2333 Advanced Word Processing3

MEDICAL OFFICE SUPPORT

The Entry-Level Medical Office Support and Medical Administrative Assistant Certificate Programs are designed to prepare individuals for

- I. HLSC 1300 Medical Terminology3

MEDICAL TRANSCRIPTION

The Entry-Level Medical Transcription Skills Certificate prepares individuals as medical language specialists who transcribe dictation by physicians and other health care professionals. The certificate also prepares individuals for patient assessment, workup, therapy, diagnosis, prognosis, etc. in order to provide delivery of healthcare services.

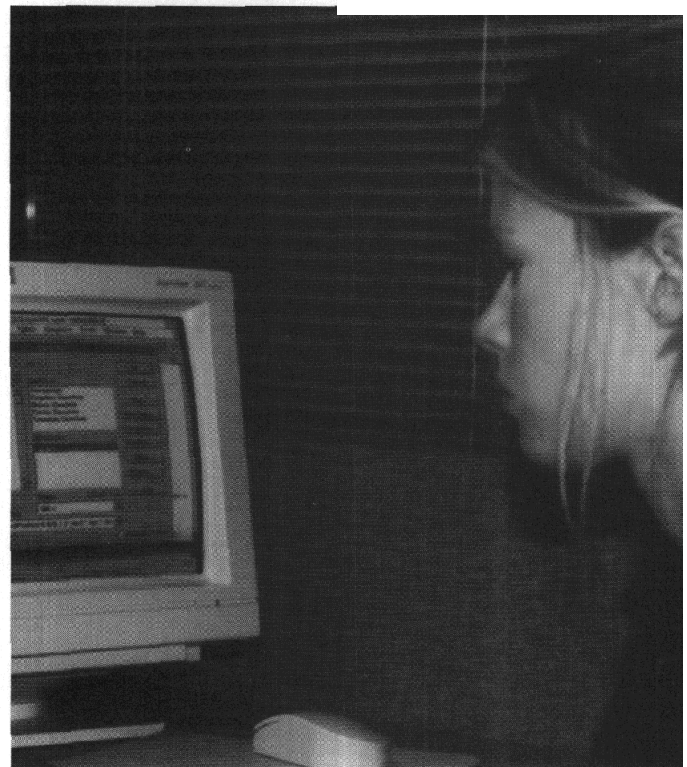
Entry-Level Medical Transcription Skills Certificate

- A. OFAD 1211 Proofreading/Editing
- B. OFAD 1331 Beginning Word Processing
- C. OFAD 1332 Intermediate Word Processing
- D. OFAD 2306 Advanced Keyboarding
- E. OFAD 2307 Advanced Word Processing
- F. HLSC 1300 Medical Terminology

Mid-Level Medical Transcription

High school English skills demonstrated
Keyboarding skills demonstrated
5.1/DOS skills demonstrated or taken

- A. OFAD 1201 Speedwriting
- B. OFAD 1211 Proofreading/Editing
- C. OFAD 1325 Office Support Software
- D. OFAD 2306 Advanced Keyboarding





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 (CLPb 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

| | | | | |
|----|------|------|---|---|
| E. | OFAD | 2309 | Special Topics in Medical Transcription | 3 |
| F. | OFAD | 7300 | Cooperative Education I | 3 |
| or | OFAD | 2310 | Medical Transcription Simulation | 3 |
| G. | OFAD | 2307 | Medical Transcription II | 3 |
| H. | BIOL | 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 ⁶ | 3 |
| G. | OFAD | 2305 | Machine Transcription/Legal | 3 |

⁵Substitute OFAD 1325 Office Support Software (WordPerfect 5.1/DOS) if not skilled in merge and macro functions.

⁶Substitute OFAD Office Support Software (WordPerfect 6.1/Windows).

⁷WordPerfect 5.1/DOS.

⁸WordPerfect 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 CED
- Complete program application procedure
- Complete CCC 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 |

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 CCCC 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 CCCC 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.

| | |
|--|------------------------|
| I. Pre-Entrance Requirements | 4 credit hours |
| A. BIOL 1406 General Biology I | 4 |
| II. Summer Semester | 7 credit hours |
| A. BIOL 2401 Anatomy and Physiology I | 4 |
| B. HLSC 1300 Medical Terminology | 3 |
| III. Second Semester | 19 credit hours |
| A. ENGL 1301 Composition and Rhetoric I | 3 |
| B. MATH 1316 Trigonometry | 3 |
| C. BIOL 2402 Anatomy and Physiology II | 4 |
| D. SPCH 1311 Fundamentals of Speech | 3 |
| E. PSYC 2301 General Psychology | 3 |
| F. PTAS 1301 Introduction to Physical Therapy | 3 |
| IV. Third Semester | 13 credit hours |
| A. PTAS 1302 Clinical Pathophysiology | 3 |
| B. PTAS 1303 Kinesiology | 3 |
| C. PTAS 1304 Physical Agents | 3 |
| D. PHYS 1401 General Physics I | 4 |
| V. Summer Semester | 6 credit hours |
| A. PTAS 2301 Clinical Practicum I (Massage) | 3 |
| B. PSYC 2314 Life Span Psychology | 3 |
| VI. Fourth Semester | 14 credit hours |
| A. PTAS 2401 Physical Therapy Procedures | 4 |
| B. PTAS 2402 Therapeutic Exercise | 4 |
| C. COSC 1306 Introduction to Computer Science | 3 |
| D. Humanities/Fine Arts | 3 |
| VII. Fifth Semester | 9 credit hours |
| A. PTAS 2101 PTA Seminar (Medical Ethics) | 1 |
| B. PTAS 2403 Advanced Topics in Rehabilitation | 4 |
| C. PTAS 2404 clinical Practicum II | 4 |

REAL ESTATE

63 credit hours required to graduate

Real Estate is a dynamic field in which **highly** motivated men and women can and 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, **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
- Counseling
- Education
- Insurance

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

minimum 3 credit hours

- | | | |
|--------------|---------------------------------|--------|
| A. RLST 1310 | Real Estate Appraisal |3 |
| B. RLST 2305 | Real Estate Investments |3 |
| C. RLST 2315 | Real Estate Property Management |3 |
| D. RLST 2320 | Real Estate Law |3 |
| E. RLST 2325 | Real Estate Commercial |3 |
| F. RLST 2330 | Real Estate Financial Analysis |3 |
| G. RLST 2335 | Real Estate Brokerage |3 |

Related Electives

See IV.

- | | | |
|--------------|---------------------------------------|--------|
| A. RLST 2101 | Real Estate Selected Topics I |1 |
| B. RLST 2104 | Appraisal Ethics |1 |
| C. RLST 2302 | Real Estate Selected Topics II |3 |
| D. RLST 7300 | Cooperative Education I |3 |
| E. RLST 7305 | Cooperative Education II |3 |
| E. ACCT 2301 | Principles of Accounting I |3 |
| G. BUSI 1370 | Principles of Management |3 |
| H. BUSI 1374 | Personnel Management |3 |
| I. BUSI 2301 | Business Law |3 |
| J. CSCI 2305 | Integrated Spreadsheet Applications |3 |
| K. MRKT 1316 | Sales Management |3 |
| L. SBMT 1300 | Small Business Management I |3 |
| M. SBMT 1310 | Principles of Retailing |3 |

V. Elective 3 credit hours

- A. Elective3

Note: Elective must be chosen from discipline outside Real Estate.

REAL ESTATE CERTIFICATE PROGRAMS

These certificate programs may require course descriptions in the back of this

15 credit hours

- Real Estate Principles I3
- Real Estate Principles II3
- Real Estate Agency3

6 credit hours

- Real Estate Math3

- B. RLST 1310 Real Estate Appraisal3
- C. RLST 1315 Promulgated Contract Forms3
- D. RLST 1320 Real Estate Sales and Marketing3

.....1

.....3

.....3

.....3

.....3

.....3

.....3

.....3

- Real Estate Brokerage3

- N. RLST 7300 Cooperative Education I3

- O. RLST 7305 Cooperative Education II3

Real Estate Advanced Certificate 30 credit hours

- A. RLST 1301 Real Estate Principles I3

- B. RLST 1302 Real Estate Principles II3

- C. RLST 1303 Law of Agency3

- D. RLST 1305 Real Estate Math3

- E. RLST 1310 Real Estate Appraisal3

- F. RLST 1315 Promulgated Contract Forms3

- G. RLST 1320 Real Estate Sales and Marketing3

- H. RLST 2310 Real Estate Finance3

Electives 6 credit hours

- A. RLST 2101 Real Estate Selected Topics I1

- B. RLST 2302 Real Estate Selected Topics II3

- C. RLST 2305 Real Estate Investments3

- D. RLST 2315 Real Estate Property Management3

- E. RLST 2320 Real Estate Law3

- F. RLST 2325 Real Estate Commercial3

- G. RLST 2330 Real Estate Financial Analysis3

- H. RLST 2335 Real Estate Brokerage3

- I. RLST 7300 Cooperative Education I3

- J. RLST 7305 Cooperative Education II3

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

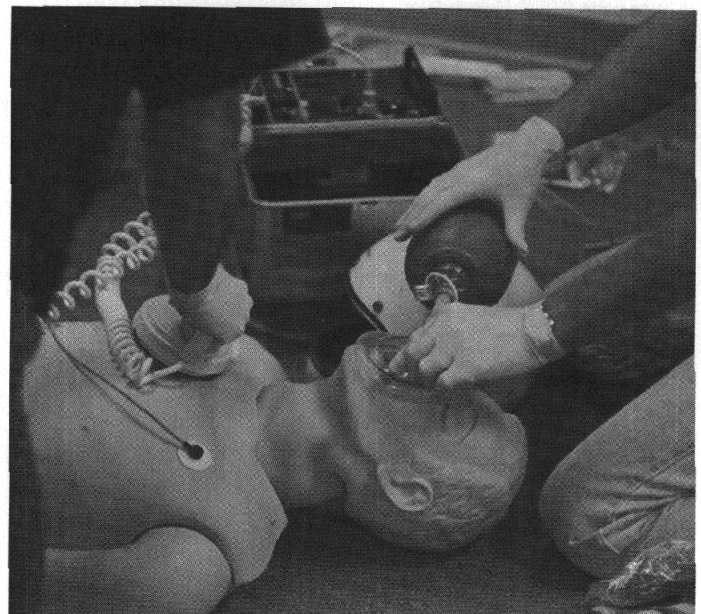
All students are required to complete comprehensive program examinations to receive their certificate of completion and degree. The CRTT SAE will be given in the summer semester of the first year. The RRT SAE and Clinical Simulation SAE will be given in the spring semester. The student will have two 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 CCC 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. RTTP 1010 | Respiratory Clinical Practicum I |4 |
| B. RTTP 1200 | Cardiopulmonary Anatomy and Physiology | ..2 |
| C. RTTP 1220 | Respiratory Chemistry/Physics |2 |
| D. RTTP 1400 | Fundamentals of Respiratory Care I |4 |
| E. ENGL 1301 | Composition and Rhetoric I |3 |

III. Second Semester**15 credit hours**

- | | | |
|--------------|-------------------------------------|--------|
| A. RTTP 1015 | Respiratory Clinical Practicum II |2 |
| B. RTTP 1205 | Respiratory Pharmacology |2 |
| C. RTTP 1405 | Fundamentals of Respiratory Care II |4 |
| D. RTTP 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. RTTP 1020 | Respiratory Clinical Practicum III |2 |
| B. RTTP 1410 | Fundamentals of Respiratory Care III |4 |

V. Fourth Semester**12 credit hours**

- | | | |
|--------------|-----------------------------------|--------|
| A. RTTP 2010 | Respiratory Clinical Practicum IV |2 |
| B. RTTP 2210 | Advanced Respiratory Care I |4 |
| C. RTTP 2310 | Perinatal Respiratory Care |3 |
| D. | Humanities/Fine Arts ¹ |3 |

VI. Fifth Semester**13 credit hours**

- | | | |
|--------------|----------------------------------|--------|
| A. RTTP 2015 | Respiratory Clinical Practicum V |2 |
| B. RTTP 2215 | Advanced Respiratory Care II |3 |
| C. RTTP 2300 | cardiopulmonary Dynamics |3 |
| D. BIOL 2420 | Microbiology |4 |
| E. EMTP 1100 | Advanced Cardiac Life Support |1 |

¹Choose a Humanities/Fine Arts course from the General Education Core for the Associate of Applied Science Degree on page 55.

SMALL BUSINESS MANAGEMENT

The Small Business Management Certificate is designed to provide an understanding of how to operate a business. Topics include **how** to prepare a business plan, raise capital, plan **cash** flow requirements, create tax strategies, develop marketing programs and establish rewarding employee benefit plans.

This program offers a unique opportunity for the student to generate ideas, identify and resolve business problems and develop an entrepreneurial management style.

CAREER OPPORTUNITIES

The Small Business Management Certificate provides the essential core of management practices and prepares students for:

- Entrepreneurship
- Manufacturing
- Construction
- Retail
- Services
- Personnel

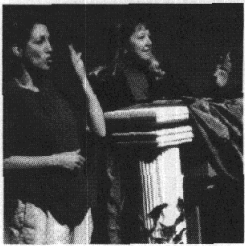
The federal government considers 97 percent of American businesses to be small businesses; one half of those employed in this country work in **small** business enterprises. Small businesses create over 80 percent of all new **jobs** in the United States.

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

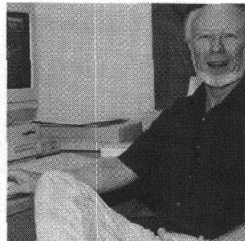
Small Business Management Certificate**15 credit hours**

- | | | |
|--------------|-------------------------------------|--------|
| A. SBMT 1300 | Small Business Management I |3 |
| B. SBMT 1305 | Small Business Financial Management |3 |
| C. SBMT 1310 | Principles of Retailing |3 |
| D. SBMT 2300 | Small Business Management II |3 |
| E. MRKT 1305 | Principles of Marketing |3 |





DIVISIONS & DISCIPLINE COORDINATORS



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: B189 (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

Accounting (ACCT)

Dean Wallace SCC/H207 ... 881-5706

Applied Graphic Design Technology (AGDT)

Esther Kibby SCC/K119 881-5968

Anthropology (ANTH)

Jeff MacKinnon SCC/H219 ... 881-5112

Art (ARTS)

Cathy Cotter SCC/B131 ... 881-5817

Biology (BIOL)

David McCulloch SCC/J225 881-5991

Business Administration (BUSI)

Larry Beck SCC/J103 548-5832

Peter Dawson (BLAW) PRC/F235 ... 377-1707

Chemistry (CHEM)

Fred Jury SCC/H116 ... 881-5883

Child Development (CHDV) and Early Childhood Administration

Elaine Boski SCC/B175 ... 881-5967

Chinese (CHIN)

Elke Matijevich SCC/K229 881-5970

Communications (COMM)

Journalism, Radio & Television, Speech

Shelley Lane SCC/B108 ... 881-5821

Photography

Byrd Williams SCC/K119 881-5727

Computer Aided Drafting and Design (CADD, INTD)

Glenn Adams PRC/H114 ... 377-1689

Computer Information Systems (CSCI) & Computer Science (COSCI)

Washington James SCC/J127 881-5836

Judy Etchison PRC/H113 ... 377-1688

Criminal Justice (CRIJ)

Keith Haley SCC/B119 ... 881-5984

Dance (DANC)

Jill Whitson SCC/B117 ... 881-5913

Dietary Manager (DTMG)

Marie Walt SCC/K219 881-5157

Drama (DRAM)

Brad Baker SCC/C155 881-5679

Economics (ECON)

Mike Cohick SCC/J104 881-5840

Electronic Technology (ELAT)

John Baltzer PRC/H115 ... 377-1690

Electronic Engineering Technology (ELET)

John Baltzer PRC/H115 ... 377-1690

Emergency Medical Services (EMTP)

Robert Sherard CPC/D309 ... 548-6848

Engineering (ENGR)

Glenn Adams PRC/H114 ... 377-1689

English—Developmental (ENGL)

Hazel Phillips CPC/B114 548-6899

English (ENGL)

Sherill Cobb SCC/B193 ... 881-5812

English as a Second Language (ESLC, ESLG, ESLR, ESLW)

Peggy Breedlove SCC/H222 ... 881-5703

Fire Science (FISC)

Pat McAuliff CPC/A219 548-6837

French (FREN)

Elke Matijevich SCC/K229 881-5970

Geography (GEOG)

Debbie White SCC/H221 ... 881-5822

Geology (GEOL)

Mike Broyles SCC/J139 881-5882

German (GERM)

Elke Matijevich SCC/K229 881-5970

Government (GOVT)

Ted Lewis PRC/F213 ... 377-1535

Loren Miller SCC/H216 ... 381-5895

History (HIST)

Matt Coulter SCC/B116 ... 881-5816

Larry Collins CPC/A353 548-6820

Horticulture/Landscape Technology (HORT)

Kevin StarnesSCC/J220881-5908

Human Development (HDEV)

Linda QualiaSCC/G200881-5779

Humanities (HUMA)

Peggy BrownSCC/H236881-5808

Interpreter Preparation Program/Deaf (IPPD)

Helene Cohen-GilbertSCC/G227881-5152

Shelley LaneSCC/B108881-5821

Japanese (JAPN)

Elke MatijevichSCC/K229881-5970

Legal Assistant/Paralegal (LEGL)

P. Dee RoesslerCPC/A200a548-6823

Management (MANAGEMENT)

Russell KunzPRC/F236377-1692

Marketing (MRKT)

Gloria CockerellSCC/J247881-5736

Mathematics—Developmental (MATH)

Rosemary KarrSCC/K219881-5865

Mathematics (MATH)

Denise BrownSCC/B134881-5816

Doug ProfferSCC/J238881-5889

Music (MUSI)

Brian AllisonSCC/B182881-5813

Nursing (NURS)

Vivian LillyCPC/E310548-6883

Office Administration (OFAD)

Diana RamsowerSCC/J117881-5835

Mary Jane TobabenPRC/H118377-1701

Philosophy (PHIL)

Rodney BoydSCC/D240881-5948

Phlebotomy (HLSC)

Anita LauCPC/A307548-6840

Photography (ARTS)

Dyru WilliamsSCC/K119881-5727

Physical Education, Health (PHED)

Susan EvansSCC/A211881-5150

Physical Therapist Assistant (PTAS)

Colleen GrafaCPC/D307548-6854

Physics (PHYS)

Michael BroylesSCC/J139881-5882

Psychology (P5YC)

Dan LipscombSCC/G225881-5715

Barbara LuskCPC/B200d548-6809

Reading—Developmental (READ)

Edelin RuhinoSCC/D114881-5956

Real Estate (RLST)

Patricia BantaCPC/B323985-3707

Respiratory Care (RTTP)

Allen BarbaroCPC/D308548-6870

Russian (RUSS)

Elke MatijevichSCC/K229881-5970

Sign language (SGNL)

Helene Cohen-GilbertSCC/G227881-5152

Shelley LaneSCC/B108881-5821

Sociology (SOCL)

Debbie WhiteSCC/H221881-5822

Small Business Management (SBMT)

Gloria CockerellSCC/J247881-5736

Spanish (SPAN)

Estelita YoungSCC/G215381-5724

Speech Communication (SPCH, COMM)

Shelley LaneSCC/B108881-5821