Course Description

BUSI 1301 – Business Principles (3 credit hours)

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life. (3 Lec.)

Coordinating Board Academic Approval Number 52.0101.51 04

Course Prerequisite: None

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Guide:</td>
<td>The Student Guides includes step-by-step instructions for completing each lesson, plus practice tests and answer keys to help you prepare for exams.</td>
</tr>
<tr>
<td>DVD:</td>
<td>The digital media component of the course consists of one DVD that includes text, videos, and self-check activities. Compatible with both PC and Mac operating systems.</td>
</tr>
</tbody>
</table>
# Table of Contents

Course Description .................................................................................................................. 1  
BUSI 1301 – Business Principles (3 credit hours) ................................................................ 1  
Welcome to *Business Principles!* ....................................................................................... 3  
Course Objectives .................................................................................................................. 4  
Student Learning Outcomes (SLOs) ...................................................................................... 4  
Course Competencies ............................................................................................................ 4  
Course Requirements ........................................................................................................... 5  
Course Expectations .............................................................................................................. 5  
DVD Lessons .......................................................................................................................... 5  
Grades ...................................................................................................................................... 7  
Writing Assignments .............................................................................................................. 8  
Course Outline ....................................................................................................................... 9  
Exams, Writing Assignments, Rubric, and Optional Extra Credit: ....................................... 9  
DCCCD Policies ...................................................................................................................... 10  
Assignment Calendar ........................................................................................................... 12  
Sample of MLA Formatting ..................................................................................................... 14  
Transcript Request Form ........................................................................................................ 15
Welcome to Business Principles!

Business is a vital and constantly changing force in our society that impacts virtually everything we do. BUSI 1301 Business Principles is a general survey course that explores the world of business and economics on a national and international scale, identifies the roles and responsibilities of business in modern society, and focuses on selected disciplines and processes within the business community. Issues such as globalization, diversity, technology, consumer attitudes, competitive pressures, and other business environment factors are addressed as an integral part of each lesson.

Successful completion of the course will enable you to understand how business works and impacts your daily life and provide the basis for you to make informed decisions in your educational and business pursuits. Studying business can help you choose a career, become a successful employee, perhaps start your own business, and become a better-informed consumer and investor.

Important: Keep this syllabus handy and use it as a guide throughout the semester.

Sincerely,

Dallas Colleges Online Military Support Team
9596 Walnut Street
Dallas, TX 75243

NAVY@dcccd.edu
Toll Free Phone Number: 888-468-4268
http://military.dcccd.edu
Course Objectives

The course objectives expose the student to the different areas of the business industry as a whole. The areas to be covered include:

- Accounting
- Finance
- Marketing
- Business Ethics
- Operations Management
- Business Management

The student will understand how these areas affect all businesses and society as a whole.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will:

1. Identify major business functions of accounting, finance, information systems, management, and marketing.
2. Describe the relationships of social responsibility, ethics, and law in business.
3. Explain forms of ownership, including their advantages and disadvantages.
4. Identify and explain the domestic and international considerations for today’s business environment: social, economic, legal, ethical, technological, competitive, and international.
5. Identify and explain the role and effect of government on business.
6. Describe the importance and effects of ethical practices in business and be able to analyze business situations to identify ethical dilemmas and ethical lapses.
7. Describe basic financial statements and show how they reflect the activity and financial condition of a business.
8. Explain the banking and financial systems, including the securities markets, business financing, and basic concepts of accounting.
9. Explain integrity, ethics, and social responsibility as they relate to leadership and management.
10. Explain the nature and functions of management.
11. Identify strengths, weaknesses, opportunities, and threats of information technology for businesses.

Course Competencies

BUSI 1301 is designed to help students develop the following competencies:

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
Course Requirements

All course components – the textbook, the student guide, DVD lessons, assignments, and tests – have been carefully designed to help you achieve the course objectives. The textbook provides essential information for successful completion of this course. We will move through the entire book as designed by the author(s). Reading assignments will be in the same order and should be read in conjunction with the DVD lessons. Taking notes while you read the chapters is highly recommended since it reinforces the learning process. Tests will cover every unit/section as outlined in the book.

Course Expectations

To complete this course successfully:

- Purchase the required textbook.
- Read the syllabus carefully to be sure you are aware of all course objectives, requirements, assignments, procedures, and policies.
- Follow the Assignment Calendar in this syllabus and adhere to due dates.
- Complete the DVD lessons as you read each chapter.
- Read all material assigned in the textbook.
- Complete the practice tests in the Student guide.
- Complete the six (6) unit examinations with a proctor during scheduled test times. Each exam is worth 100 points.
- Complete the six (6) unit case study (“Running a Business”) assignments in essay form. Each unit case study is worth fifty (50) points.
- Complete four (4) lesson case studies in essay form. Each lesson case study is worth twenty-five (25) points.
- Complete up to five (5) extra-credit case studies if you need/want extra-credit for the course. These are to be submitted to your proctor at the end of the course with Exam #6. Each extra-credit case study is worth twenty (20) points.

Student Guide

The guide is your roadmap for the course. Beginning with the syllabus, be sure to read all requirements, grading policies, assignment schedules, and lesson-by-lesson instructions. Practice tests for each lesson are also included in the guide to help you prepare for the unit exams.

DVD Lessons

The DVD lessons address specific business-related topics in six broad categories: business environment, business ownership and entrepreneurship, management, human resources, marketing, and finance. The lessons are divided into articles that correlate with learning objectives and specific topics in the textbook. The purpose of each article is to highlight important points, terminology, and key concepts, similar to an instructor’s lecture in a classroom situation. Study the articles closely and complete the self-check activities to assess your familiarity with the material before you begin reading the corresponding section of the textbook.
The videos in the Lesson Overview are based on a fictitious company called Urban Farmz. A variety of interesting characters who work at the farm all deal with real issues facing business owners. These lighthearted introductions bring business concepts to life in an engaging way and drive home the relevance of the topics you will be studying.

**Lesson Case Studies**

*Business Principles* brings the world of business to life through case studies of actual organizations. Each case study consists of two parts:

- A video, averaging five to ten minutes in length, is included at the end of each DVD lesson
- A section at the end of each textbook chapter explores in more detail how these successful businesses apply important concepts on a day-to-day basis

Four lesson case studies selected from Units 1–4 (one per unit) are required. Your answers to the video case questions in the textbook (which are the same as the Critical Thinking Questions on the DVD) should explain the success of these real-world companies in terms of concepts studied in the chapter. Answers are to be written in essay form, using MLA formatting, and submitted with the unit exam.

In addition, five lesson case studies selected from Units 5 and 6 may be completed for extra credit. Each extra-credit lesson case study is worth twenty (20) points. These extra-credit lesson case studies are optional.

**Unit Case Studies: Running a Business**

Students are required to complete all six parts of the ongoing case study, “Running a Business.” One part of the study is included at the end of each DVD unit and textbook part. Analyze problems, solutions, and actions taken at the Graeter’s ice cream business in your answers to the case study questions in the textbook (these are the same as the Critical Thinking Questions on the DVD). Answers for each part are to be written in essay form, using MLA formatting, (See sample of MLA formatting on page 14.) and submitted with the unit exam.

The video cases are provided by Cengage Learning with the following disclaimer.
Grades

Your work will be evaluated using the following point values. Semester grades will be assigned according to a 1,000-point scale.

<table>
<thead>
<tr>
<th>Writing Assignment</th>
<th>Point Value</th>
<th>Total Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six Exams</td>
<td>100 points each</td>
<td>600</td>
</tr>
<tr>
<td>Six Unit Assignments (Running a Business)</td>
<td>50 points each</td>
<td>300</td>
</tr>
<tr>
<td>Four Lesson Assignments (Case Studies from Units 1–4)</td>
<td>25 points each</td>
<td>100</td>
</tr>
<tr>
<td>Up to five Extra-Credit Lesson Assignments (Case Studies from Units 5–6)</td>
<td>20 points each</td>
<td>100</td>
</tr>
</tbody>
</table>

**Total points possible (including extra-credit): 1,100**

Grading Scale

<table>
<thead>
<tr>
<th>Exams</th>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100</td>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89</td>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79</td>
<td>70 – 79</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69</td>
<td>60 – 69</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59</td>
<td>0 – 59</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Assignments</th>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 to 50</td>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>40 to 44</td>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>35 to 39</td>
<td>70 – 79</td>
<td>C</td>
</tr>
<tr>
<td>30 to 34</td>
<td>60 – 69</td>
<td>D</td>
</tr>
<tr>
<td>0 to 29</td>
<td>0 – 59</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lesson Assignments</th>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 to 25</td>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>20 to 21</td>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>17 to 19</td>
<td>70 – 79</td>
<td>C</td>
</tr>
<tr>
<td>15 to 16</td>
<td>60 – 69</td>
<td>D</td>
</tr>
<tr>
<td>0 to 14</td>
<td>0 – 59</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extra-Credit Lesson Assignments</th>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 to 20</td>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>16 to 17</td>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>14 to 15</td>
<td>70 – 79</td>
<td>C</td>
</tr>
<tr>
<td>12 to 13</td>
<td>60 – 69</td>
<td>D</td>
</tr>
<tr>
<td>0 to 11</td>
<td>0 – 59</td>
<td>F</td>
</tr>
</tbody>
</table>

Final Course Grades are based on a 1,000 point scale.
### Writing Assignments

Ten writing assignments are required. The following grading rubric will be used to evaluate all written assignments as well as essay questions on the exams.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Essay Questions (Four in each unit exam)</td>
<td>5 points each</td>
</tr>
<tr>
<td>Six Unit Assignments (Running a Business)</td>
<td>50 points each</td>
</tr>
<tr>
<td>Four Lesson Assignments (Lesson Case Studies, Units 1–4)</td>
<td>25 points each</td>
</tr>
<tr>
<td>Five Extra Credit Essays (Lesson Case Studies, Units 5–6)</td>
<td>20 points each</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rubric Criteria</th>
<th>Below Standard (10%)</th>
<th>At Standard (80%)</th>
<th>High Standard (100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correctness (60%)</td>
<td>Offers an answer but might only describe the element briefly.</td>
<td>Answer describes the elements and analyzes the effects of these elements.</td>
<td>Answer describes the elements and analyzes the effects of these elements persuasively and moves toward a clear claim about their larger significance to the work.</td>
</tr>
<tr>
<td></td>
<td>There may be analysis of effects, but it is vague and confusing.</td>
<td>Might need to clarify the link between elements and effects.</td>
<td>Overall significance may be unclear.</td>
</tr>
<tr>
<td>Organization (20%)</td>
<td>Not organized.</td>
<td>Organized but missing some parts of the essay.</td>
<td>Very organized.</td>
</tr>
<tr>
<td></td>
<td>One topic does not flow into another.</td>
<td>Paragraphs or ideas do not flow easily from one idea to another.</td>
<td>Paragraphs and ideas flow from one to the other.</td>
</tr>
<tr>
<td></td>
<td>Missing the answer to the main question.</td>
<td>Questions answered, but not all aspects of each are addressed.</td>
<td>All questions are well thought out and answered fully in the essay.</td>
</tr>
<tr>
<td>Spelling, grammar, and mechanics (20%)</td>
<td>Several spelling errors.</td>
<td>No more than one spelling error.</td>
<td>No spelling, grammatical, or mechanical errors.</td>
</tr>
<tr>
<td></td>
<td>Several errors in grammar and mechanics.</td>
<td>No more than one error in grammar or mechanics.</td>
<td></td>
</tr>
</tbody>
</table>
Course Outline
This course is divided into six units as follows:

UNIT 1: The Environment of Business
Lesson 1: Exploring Business and Economics
Lesson 2: Ethics and Social Responsibility
Lesson 3: Exploring Global Business

UNIT 2: Business Ownership and Entrepreneurship
Lesson 4: Forms of Business Ownership
Lesson 5: Analyzing Small Business

UNIT 3: Management and Organization
Lesson 6: The Management Process
Lesson 7: Organizing a Business
Lesson 8: Producing Goods and Services

UNIT 4: Human Resources
Lesson 9: Building Human Resources
Lesson 10: Motivating Employees

UNIT 5: Marketing
Lesson 11: Creating Effective Marketing
Lesson 12: Creating and Pricing Products
Lesson 13: Distributing and Promoting Products

UNIT 6: Managing Information, Accounting and Finance
Lesson 14: Social Media and e-Business
Lesson 15: Management and Accounting Information
Lesson 16: Financial Management

Exams, Writing Assignments, Rubric, and Optional Extra Credit:

Exams
Exams are closed book. Collaboration, notes, or other aids are NOT to be used for reference. Honesty, integrity, humility, and ethical behavior are cornerstones to self-respect, success, and true happiness. Each exam will cover the assigned readings and videos. Each exam will consist of forty (40) multiple-choice questions, forty (40) true/false questions, and four (4) essay questions.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Chapters covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapters 1, 2, and 3</td>
</tr>
<tr>
<td>2</td>
<td>Chapters 4 and 5</td>
</tr>
<tr>
<td>3</td>
<td>Chapters 6, 7, and 8</td>
</tr>
<tr>
<td>4</td>
<td>Chapters 9 and 10</td>
</tr>
<tr>
<td>5</td>
<td>Chapters 11, 12, and 13</td>
</tr>
<tr>
<td>6</td>
<td>Chapters 14, 15, and 16</td>
</tr>
</tbody>
</table>
Required Writing Assignments

The student is required to submit ten (10) writing assignments. These writing assignments are related to topics covered in the reading and DVD assignments. Review the grading rubric to ensure that you are providing adequate responses.

- Six (6) unit assignments (“Running a Business). Each unit assignment is worth fifty (50) points for a possible total of 300 points.
- Four (4) lesson assignments (case studies selected from Units 1–4). Each lesson assignment is worth twenty-five (25) points for a possible total of 100 points.

Follow assignment submission instructions provided in the syllabus:

- Writing assignments are to be submitted with exams.
- Writing assignments are subject to scrutiny regarding grammatical and spelling accuracy – the student will be penalized for said writing deficiencies
- Papers must follow MLA format (See sample on page 14.)

Extra Credit

The student may earn a maximum of 100 extra points by completing five (5) optional lesson video case studies (20 points each) from units 5–6. Students are highly encouraged to complete these assignments. Follow assignment submission instructions provided in the syllabus. This is the only opportunity granted for extra credit.

DCCCD Policies

Academic Honesty Statement

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but is not limited to, cheating on a test or other coursework as assigned, plagiarism, and collusion. “Cheating on a test” shall include, but is not limited to:

- All forms of academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- Copying from another student’s test paper.
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student, technological aid or electronic resource during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
• “Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.
• “Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Final Course Grades

Final grade reports are not mailed. A transcript request form is included in your exam folder and at the end of this syllabus. Return this request with a copy of some form of ID along with your exams and mail the request to Cedar Valley College Admissions/Registrar Office. The address is 3030 N. Dallas Avenue, Dallas, TX 75134-3799. Their fax number is 972-860-8001. To follow up on your request, email LCET Military@dcccd.edu or call 972-669-6534.

Withdrawal Policy

If you are unable to complete this course, it is your responsibility to withdraw formally through your Command POC. Failure to do so will result in your receiving a performance grade of “F.” If you meet one of the valid reasons for a CSW (Command Supported Withdrawal, the Command POC submits the paperwork along with a copy to his/her Commanding Officer or Executive Officer. If you drop a class or withdraw within the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in the class. For more information about drop deadlines, refer to NCPACE policy.

Stop Before You Drop

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than six (6) courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated six (6) non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, refer to DCCCD Course Drops.
# Assignment Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapters</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| 1    | 1 and 2  | - Read course syllabus.  
- Complete DVD lessons 1 and 2.  
- Read chapters 1 and 2 of the textbook.  
- Complete practice tests for chapters 1 and 2 in the Student guide. |
| 2    | 3        | - Complete DVD lesson 3.  
- Read chapter 3 of the textbook.  
- Complete practice test for chapter 3 in the Student guide.  
- Complete graded assignments (one page each, MLA format):  
  - Essay for lesson case study selected from lessons 1 to 3.  
  - Essay for *Running a Business*, part 1  
- Schedule Exam 1 with proctor. |
| 3    | 4 and 5  | - Complete DVD lessons 4 and 5  
- Read chapters 4 and 5 of the textbook.  
- Complete practice test for chapters 4 and 5 in the Student guide.  
- Complete graded assignments (one page each, MLA format):  
  - Essay for lesson video case selected from lessons 4 or 5  
  - Essay for *Running a Business*, Part 2  
- Schedule Exam 2 with proctor. |
| 4    | 6 and 7  | - Complete DVD lessons 6 and 7.  
- Read chapters 6 and 7 of the textbook.  
- Complete practice tests for chapters 6 and 7 in the Student guide. |
| 5    | 8        | - Complete DVD lesson 8.  
- Read chapter 8 of the textbook.  
- Complete practice tests for chapter 8 in the Student guide.  
- Complete graded assignments (one page each, MLA format):  
  - Essay for lesson video case selected from lessons 6 to 8  
  - *Essay for Running a Business*, Part 3  
- Schedule Exam 3 with proctor. |

Exam 1 will contain questions from Chapters 1, 2, and 3 of the textbook.  
Review the grading standards on pages 6–7 of the syllabus before taking the exam.  
Essays for the lesson and unit case studies are due at the time of the exam.

Exam 2 will contain questions from Chapters 4 and 5 of the textbook.  
Review the grading standards on pages 6–7 of the syllabus before taking the exam.  
Essays for the lesson and unit case studies are due at the time of the exam.

Exam 3 will contain questions from Chapters 6, 7, and 8 of the textbook.  
Review the grading standards on pages 6–7 of the syllabus before taking the exam.  
Essays for the lesson and unit case studies are due at the time of the exam.
<table>
<thead>
<tr>
<th>Week</th>
<th>Chapters</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| 6    | 9 and 10 | - Complete DVD lessons 9 and 10.  
- Read chapters 9 and 10 of the textbook.  
- Complete practice tests for chapters 9 and 10 in the Student guide.  
- Complete graded assignments (one page each, MLA format):  
  - Essay for lesson video case selected from lessons 9 to 10  
  - *Essay for Running a Business*, Part 4  
- Schedule Exam 4 with proctor  

Exam 4 will contain questions from Chapters 9 and 10 of the textbook.  
Review the grading standards on pages 6–7 of the syllabus before taking the exam.  
Essays for the lesson and unit case studies are due at the time of the exam.  

| 7    | 11 and 12| - Complete DVD lessons 11 and 12.  
- Read chapters 11 and 12 of the textbook.  
- Complete practice tests for chapters 11 and 12 in the Student guide.  

| 8    | 13       | - Complete DVD lesson 13.  
- Read chapter 13 of the textbook.  
- Complete practice test for chapter 13 in the Student guide.  
- Complete graded assignment:  
  - *Essay for Running a Business*, Part 5 (one page, MLA format)  
- Schedule Exam 5 with proctor.  

Exam 5 will contain questions from Chapter 11, 12, and 13 of the textbook.  
Review the grading standards on pages 6–7 of the syllabus before taking the exam.  
Essays for the lesson and unit case studies are due at the time of the exam.  

| 9    | 14 and 15| - Complete DVD lessons 14 and 15.  
- Read chapters 14 and 15 of the textbook.  
- Complete practice tests for chapters 14 and 15 in the Student guide.  

| 10   | 16       | - Complete DVD lesson 16  
- Read chapter 16 of the textbook.  
- Complete practice test for chapter 16 in the Student guide.  
- Complete graded and extra credit assignment (one page each, MLA format):  
  - Essay for *Running a Business*, part 6  
  - Extra Credit Option: Video Cases (maximum of 5 cases from lessons 11–16)  
- Schedule Exam 6 with proctor.  

Exam 6 will contain questions from Chapter 14, 15, and 16 of the textbook.  
Review the grading standards on pages 6–7 of the syllabus before taking the exam.  
Essays for the lesson and unit case studies are due at the time of the exam.  

---

A Dallas Colleges Online Distance Learning Course adapted exclusively for delivery to the Navy College Program for Afloat College Education (NCPACE), ©2016 R. Jan LeCroy for Educational Telecommunications, Dallas County Community College District

This publication is protected by copyright and permission should be obtained from the publisher prior to any prohibited reproduction, storage in a retrieval system, or transmission in any form or by means, electronic, mechanical, photocopying, recording or otherwise.

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

The DCCCD is a Service member's Opportunity College – NAVY

The seven member colleges of the DCCCD are independently accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.
Sample of MLA Formatting

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Ad vel vehicula, amet euismod massa velit erat consectetur, amet et lobortis. Arcu libero eget facilisis lectus ac tempus, penatibus justo luctus interdum, vel dolor, sed ultrices scelerisque elit, litora sed est dictum adipiscing tempor duis. Augue wisi et at non consequat nulla at. Fermentum at erat pellentesque auctor integer nunc, turpis integer vel wisi volupat laus, at nisl eros, est tortor gravida suspendisse praesent orci a. fusce, nulla ut dui diam volupat, integer augue laoreet nunc nibh, ipsum metus potenti non. Eget rhoncus. Arcu ut dolor, ullamcorper faucibus du sollicitudin interdum ornare.

Nibh cursus voluptat metus ligula sagittis ut, quis eu sodales cursus morbi eget, non sapien odio arcu non taciti, faucibus suspendisse soluta nulla, neque id volupat ligula. Quis facilisi eget. Adipiscing mi. Est etiam, hendrerit elit, vel placerat massa. Elit cursus, sit risus ante nisl imperdiet amet amet, uma ante amet, quis dolor sodales vel etiam pharetra, ornare amet mauris justo vestibulum.
Transcript Request Form

Dallas County Community College District
Dallas Colleges Online

TRANSCRIPT REQUEST FORM

Return this completed and signed request with a copy of some form of ID along with your exams. You may also mail your request with a copy of some form of ID to:
Cedar Valley College Admissions/Registrar’s Office, 3030 N. Dallas Avenue, Dallas, TX 75134-3799.
Fax: 972-669-6409

Name: __________________________  Maiden/Former Name: __________________________
Date of Birth: ____________________  SSN or Student ID: __________________________
Address: _________________________  City/State/Zip: __________________________
Phone Number: ___________________  Email Address: __________________________

There is a limit of five (5) transcripts per request.
Transcripts are mailed in separately sealed envelopes to the address you provide below.

Number of copies __________
Name: _________________________
Address: _________________________
City/State/Zip: _____________________

Number of copies __________
Name: _________________________
Address: _________________________
City/State/Zip: _____________________

Number of copies __________
Name: _________________________
Address: _________________________
City/State/Zip: _____________________

Number of copies __________
Name: _________________________
Address: _________________________
City/State/Zip: _____________________

Number of copies __________
Name: _________________________
Address: _________________________
City/State/Zip: _____________________

To follow-up on your request, email LCETMilitary@dccc.edu or ewong@dccc.edu, or call Evelyn Wong at 972-669-6534

Student Signature ____________________________  Date: __________________________

Your signature is REQUIRED. The Registrar’s Office cannot fill the request without it.