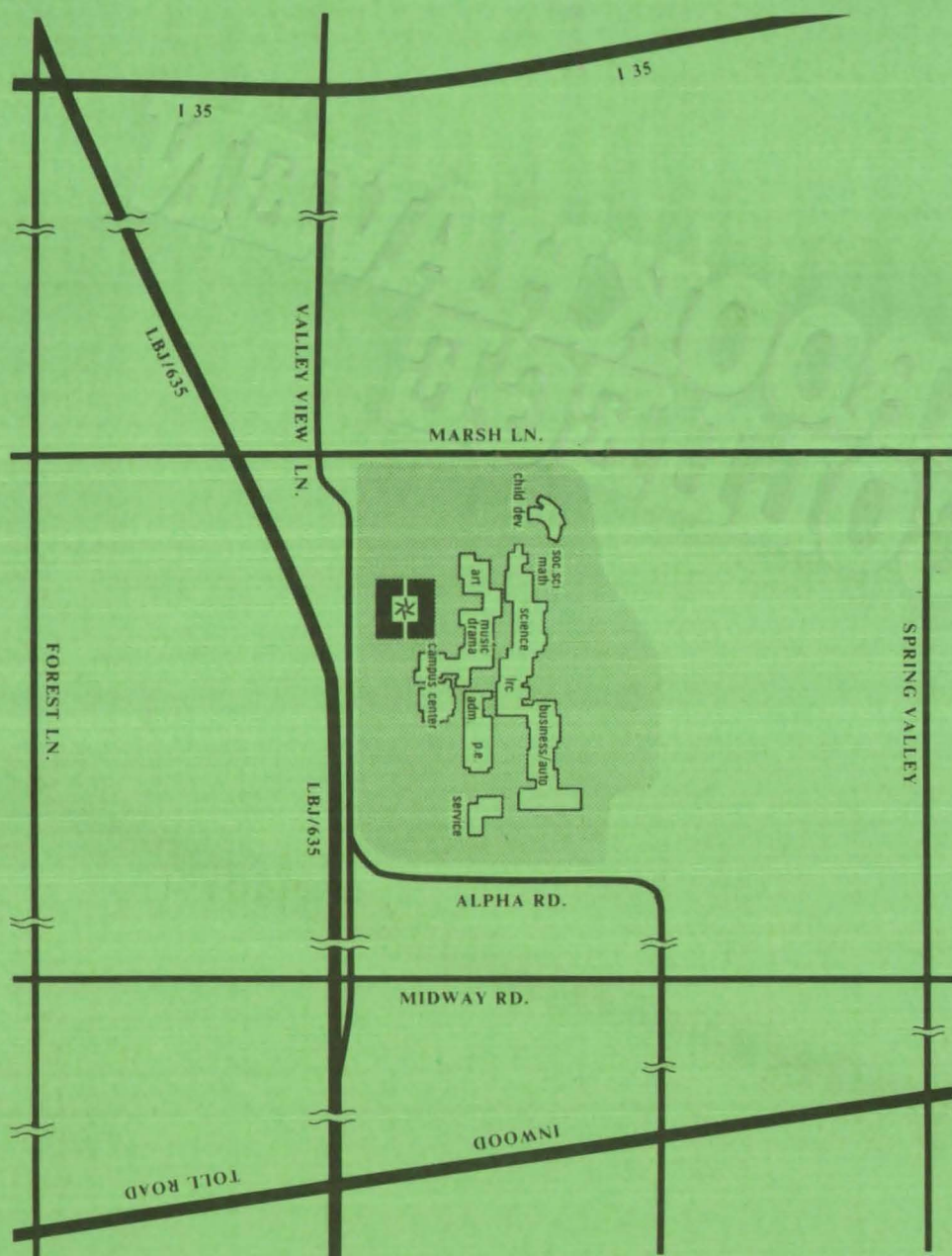
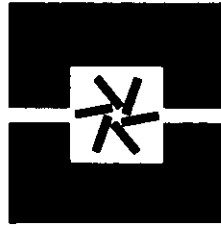




The image consists of a solid green background. Overlaid on this background is the text 'BROOKHAVEN COLLEGE' repeated multiple times. The text is in a bold, uppercase, sans-serif font. It is arranged in a diagonal pattern, sloping downwards from left to right. The words are closely spaced, creating a dense, textured effect. The color of the text is a slightly darker shade of green than the background, providing a subtle contrast.

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1978-79 College Bulletin

**Brookhaven College
3939 Valley View Lane
Farmers Branch, Texas 75234**

Dallas County Community College District

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This catalog contains policies, regulations and procedures which were in existence as the publication went to press. The college reserves the right to make changes at any time to reflect current board policies and administrative regulations and procedures.

ACADEMIC CALENDAR

1978-1979

1978

S	M	T	W	T	F	S	S	M	T	W	T	F	S
JANUARY							JULY						
1	2	3	4	5	6	7	2	3	4	5	6	7	8
8	9	10	11	12	13	14	9	10	11	12	13	14	15
15	16	17	18	19	20	21	16	17	18	19	20	21	22
22	23	24	25	26	27	28	23	24	25	26	27	28	29
29	30	31					30	31					
FEBRUARY							AUGUST						
1	2	3	4				1	2	3	4	5		
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28					27	28	29	30	31		
MARCH							SEPTEMBER						
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19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28	29	30
APRIL							OCTOBER						
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22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				
MAY							NOVEMBER						
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14	15	16	17	18	19	20	13	14	15	16	17	18	
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30		
JUNE							DECEMBER						
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1979

S	M	T	W	T	F	S	S	M	T	W	T	F	S
JANUARY							JULY						
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MARCH							SEPTEMBER						
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APRIL							OCTOBER						
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15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30						28	29	30	31			
MAY							NOVEMBER						
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20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29	30	
JUNE							DECEMBER						
1	2						1	2	3	4	5	6	7
3	4	5	6	7	8	9	2	3	4	5	6	7	8
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24	25	26	27	28	29	30	23	24	25	26	27	28	29
							30	31					

FALL SEMESTER, 1978

Aug. 21	Faculty Reports
Aug. 22-24	Registration
Aug. 25	Faculty Professional Development
Aug. 26	Saturday classes begin
Aug. 28	Classes begin
Sept. 1	Last day for tuition refund
Sept. 4	Labor Day Holiday
Sept. 9	12th class day
Nov. 10	Veteran's Day Holiday
Nov. 23	Thanksgiving Day Holiday begins
Nov. 27	Classes resume
Dec. 11	Last day to withdraw "W"
Dec. 16	Final Exams, Saturday classes
Dec. 18	Last day of classes
Dec. 19-22	Final Exams

SPRING SEMESTER, 1979

Jan. 8	Faculty Reports
Jan. 9-11	Registration
Jan. 12	Faculty Professional Development
Jan. 13	Saturday classes begin
Jan. 15	Classes begin
Jan. 19	Last day for tuition refund
Jan. 26	12th class day
Feb. 16	Faculty Professional Development
Mar. 11	Spring Break begins
Mar. 19	Classes resume
Apr. 13	Easter Holiday begins
Apr. 16	Classes resume
May 3	Last day to withdraw "W"
May 8	Last day of classes, T R
May 10	Final Exams begin, T R classes
May 11	Last day of classes, M W F
May 12	Final Exams, Saturday classes
May 14-16	Final Exams, M W F classes
May 16	Graduation

SUMMER SESSION, 1979

First Session

May 28	Memorial Day Holiday
May 29	Registration
May 31	Classes begin
June 1	Last day for tuition refund
June 5	4th class day
June 28	Last day to withdraw "W"
July 4	Independence Day Holiday
July 5	Final Examinations

Second Session

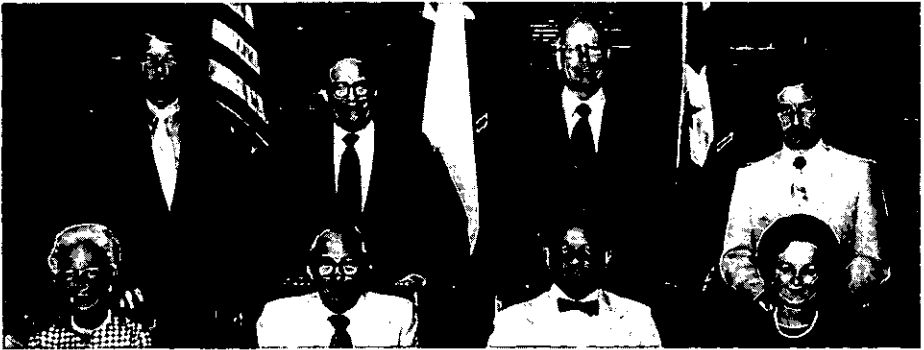
July 9	Registration
July 11	Classes begin
July 12	Last day for tuition refund
July 16	4th class day
Aug. 8	Last day to withdraw "W"
Aug. 14	Final examinations

BROOKHAVEN COLLEGE
MAY NOT OFFER BOTH SUMMER
SESSIONS IN 1979.

GENERAL INFORMATION



Board of Trustees



(Seated, l. to r.) Mrs. Eugene McDermott, Vice Chairman; R. L. Thornton, Jr., Chairman; Dr. Bill J. Priest, Chancellor and Secretary to the Board; Mrs. William J. Powell, (Standing) Robert H. Power, Durwood A. Sutton, Carie Welch, and Jerry Gilmore.

College Administration

President	H. Deon Holt
Vice President of Instruction	N. Patricia Yarborough
Vice President of Student Services	John E. Pickelman
Vice President of Business Services	Charles T. Spruce
Associate Dean of Instruction, Technical and Occupational Programs	Marilyn Kolesar
Associate Dean of Instruction, Extended Day Programs	Eugene Gibbons
Associate Dean of Learning Resources	Larry Wilson
Assistant Dean of Community Services	Jo-Ann Killinger
Director of Counseling	Barbara E. Yocum
Director of Admissions and Registrar	Fred Garcia
Director of Public Information	Ann R. Hutton
Director of Financial Aids and Placement	Gary L. Matney

Instructional Division Chairpersons

Business/Automotive	Donald Lawhorne
Communications	Joy Babb
Science/Math/Physical Education	Larry Darlage
Social Sciences/Humanities	Burt Kageff

District Administration

Chancellor	Bill J. Priest
Vice Chancellor of Academic Affairs	R. Jan LeCroy
Vice Chancellor of Business Affairs	Walter L. Pike
Assistant Chancellor	Stephen K. Mittelstet
Director of Computer Services	James R. Hill
Director of Development	James L. Richardson, Jr.
Director of Instructional Television	Rodger A. Pool
Director of Personnel	Quincy Ellis
Director of Program Development	Bill Hollon
Director of Public Information	Claudia Robinson
Director of Special Services	Bonny Franke
Director of Tech/Occ Education	Linda Coffey
Director of Technical Services	Paul E. Dumont
Legal Counsel	Stanley E. Wilkes, Jr.

The Dallas County Community College District — History and Purpose

The Dallas County Community College District's seven innovative educational communities are dedicated to a common goal: serving in the best possible way the complex, varied and ever-changing educational requirements of a growing metropolitan community.

Each of the District's seven colleges — Brookhaven, Cedar Valley, El Centro, Mountain View, North Lake and Richland — is a quality educational experience, whether the person is a youth setting forth toward a degree in medicine, or an adult wanting to enrich his leisure hours with an interesting hobby.

There is a place for a student who wishes to spend a year or two in preparation for entering a trade or profession, and a place for an employed person who want additional training in an occupational field.

There is a place for the very bright high school student who is ready to undertake college-level training in advance of graduation from secondary school, and a place for the high school dropout whose mind has changed about the necessity of education in today's complex, demanding society.

There is, simply stated, a place for everyone.

Of primary importance to the District's goal is making certain that a student's educational program is tailored to individual needs, abilities and ambitions. The philosophy of the District is to create an educational program for an individual, rather than to try to squeeze or stretch an individual to fit an "educational mold."

Every student is offered competent, intensive counseling to help determine goals and special abilities. Continued guidance is available to update a student's educational program to reflect any goal changes. This emphasis on counseling, rare for some institutions, is routine procedure at all District colleges.

The District officially became the Dallas County Community College District in 1972, when its philosophy, function and breadth outgrew the traditional "junior" college label. The new name more closely states the District's mission — to meet the educational needs of the entire metropolitan community.

Dallas County voters created the district in May 1965 and approved a \$41.5 million bond issue.

The following year the District's first college, El Centro, opened its doors for the fall semester in the heart of downtown Dallas. In August 1970, Eastfield College and Mountain View College enrolled their first students and the multi-campus district envisioned by the District planners became a reality. Richland College became the District's fourth college in the fall of 1972.

In September of 1972, the voters of Dallas County approved the sale of an additional \$85 million in bonds, thereby paving the way for expansion of existing campuses as needed and the planning and construction of three more colleges. The first priority in the expansion program was the remodeling and enlarging of El Centro College. The first phase of that program was completed in time for the 1976-77 academic year.

In 1977, Dallas County Community College District opened two

new campuses, Cedar Valley College in Lancaster, and North Lake College in Irving. In 1978, Brookhaven College opened in Farmers Branch, completing the seven-college master plan.

How do the District's colleges serve the educational requirements of such a complex family? The answer is found in educational offerings of four broad categories:

- For the student seeking the first two years of work toward the goal of a bachelor's or higher degree, the colleges offer a wide range of courses which are transferable to senior colleges and universities.

- For the employed person wishing to improve practical knowledge, or train for a move into a new occupational field . . . the colleges offer a broad range of credit and non-credit adult education courses.

- For the person who simply wants to make life a little more interesting, there are community service programs offering a myriad of subjects on cultural, civic and avocational topics.

Brookhaven College

Brookhaven College, the final frontier of the seven campus master plan, opens its doors for the first semester of classes in the fall of 1978. This will culminate a 13-year college development effort began when the Dallas County Community College District was established in 1965.

The basic mission of Brookhaven College is to provide a wide range of opportunities for lifelong learning to adults of all ages. We are an "open door" college dedicated to assisting students develop academic, social, cultural and

work skills which help them achieve their full potential and improve their quality of life.

Brookhaven is expected to become a major cultural center for the community it serves, offering courses, performances and exhibits in music, art, drama and dance. To support this objective, the college has excellent fine arts facilities, including a 750-seat auditorium, an arena theatre, several art labs and a variety of spaces for learning and performing choral and instrumental music.

A 120 ft. windmill serves as a symbol for the college. This large wind generator will be a reminder of the agricultural heritage of the campus community and the nation's future quest for alternative forms of energy.

The 200-acre site in the city of Farmers Branch consists of a number of interconnected buildings with long sweeping rooflines. The walls and overhangs define a series of sheltered arcades and inviting courtyards which provide pleasant places to study, talk, eat or people watch.

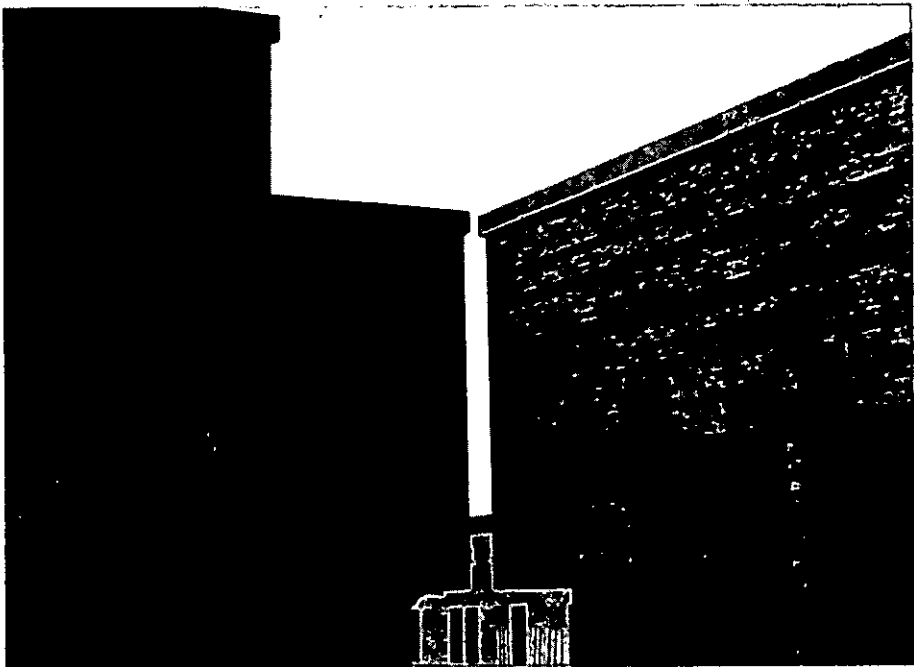
The campus has been designed with an emphasis on outdoor spaces and activities, including a two-mile hiking-biking-jogging path along which is projected a series of physical fitness stations. In preparing the landscape plan for the campus, the design team emphasized the use of native Texas plants from various parts of the state. The campus master plan includes a natural park adjacent to Farmers Branch Creek to be developed as an arboretum/botanical resource area for use in science and outdoor education activities by students and the community at large.

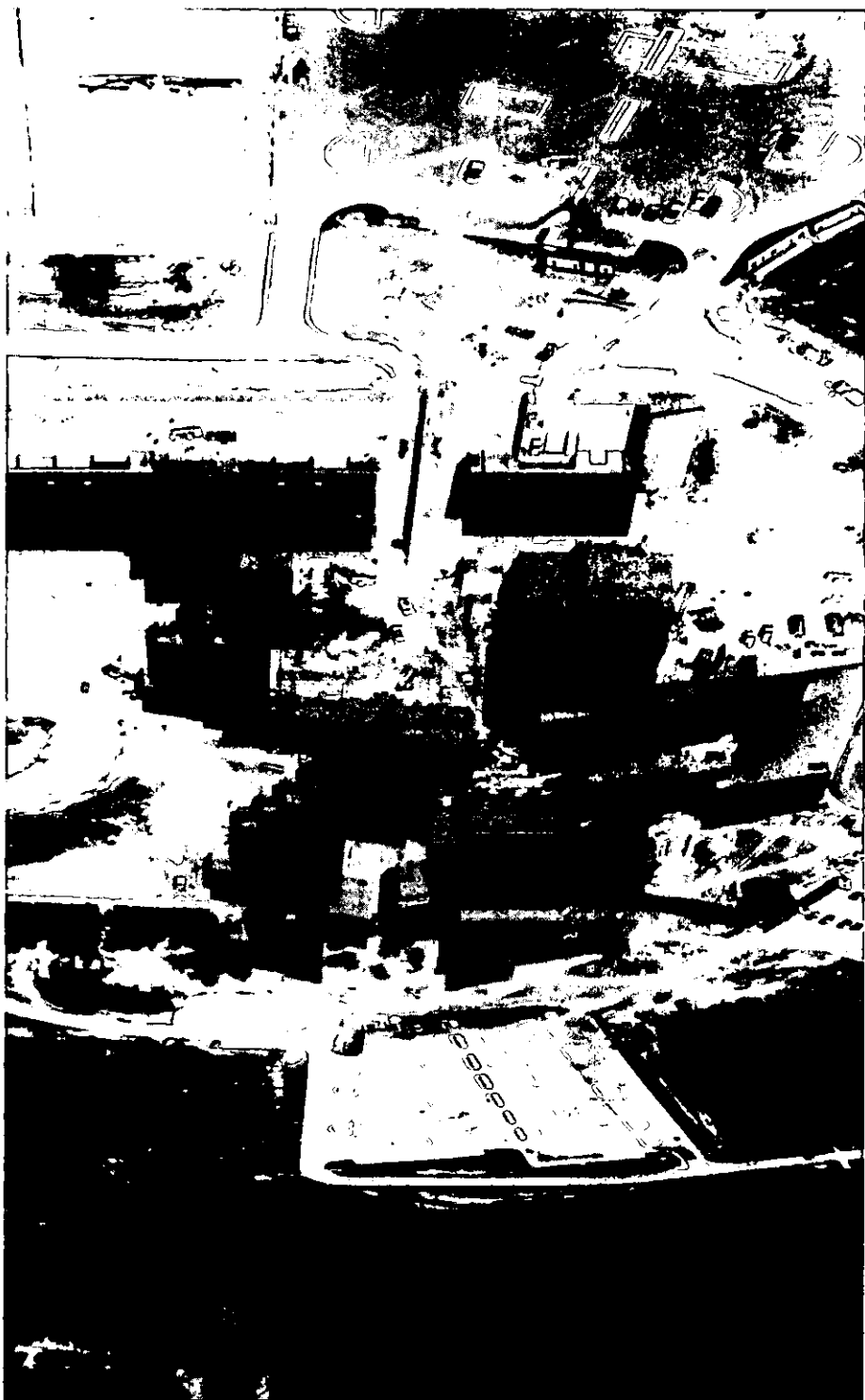
Accreditation and Affiliation

In December 1977, Brookhaven College applied for Candidate status with the Southern Association of Colleges and Schools and is now making normal progress toward full accreditation. All colleges in the Dallas County Community College District are members of the American Association of Community and Junior Colleges and are recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency. Brookhaven College is also a member of The Texas Public Community/Junior College Association and The Texas Association of Colleges and Universities. The academic transfer curriculum is coordinated with senior colleges and universities to facilitate the transfer of credits to those institutions.

League for Innovation

Brookhaven College is a member of the League for Innovation in the Community College. Sixteen outstanding community college districts throughout the nation compose the League membership. Innovative experimentation and the continuing development of the community college movement in America are the purposes and goals of the League. Membership commits the Dallas County Community College District to research, evaluation and cooperation with other community college districts in providing the best possible educational program and fullest utilization of its resources to serve the needs of its community.





ADMISSIONS AND REGISTRATION



General Admissions Policy

All persons who can profit from post-secondary education will have an opportunity to enroll at Brookhaven College. Implicit in this "open door" policy is the commitment of the College to assist students in their educational development to the extent that institutional resources will allow.

Application Information

Applications are accepted any time prior to registration. Since registration priorities are assigned according to the date an applicant fulfills all admission requirements, applicants should submit applications at least three weeks before registration to insure adequate counseling and schedule planning.

All applicants are limited in their selection of classes to those available when they register.

Admission Requirements

1. Beginning Freshmen:

Students enrolling in college for the first time may apply if they are:

- a. A graduate of an accredited high school.
- b. A graduate, at least eighteen years of age, of an unaccredited high school.
- c. A non-high school graduate, at least eighteen years of age, whose high school class has graduated.
- d. A high school senior recommended by the high school principal. A limited number of high school seniors may be concurrently enrolled for special study, but not for more than six hours per semester, and providing the student is making normal progress to-

ward high school graduation.

- e. A high school student below the grade of senior with approval of high school principal. These students must be interviewed by college officials to determine if they can profit from instruction. These students must understand that, if accepted for admission, they can be dropped immediately if any disciplinary problems arise.
- ### **2. Transfer Students:**
- a. College transfer applicants will be considered for admission on the basis of their previous college records. Academic standing for transfer applicants will be determined by the Office of Admissions based on the standards established by Brookhaven College.
 - b. Students on scholastic or disciplinary suspension from other institutions must petition via the Office of Admissions to the Committee on Admission and Retention for special approval.
- ### **3. Former Students:**
- Former Dallas County Community College District students will be required to submit applications for readmission to any of the District colleges. A student will not be readmitted to any college within the District if he or she has any unsettled financial debts at any of the District colleges.
- ### **4. International Students**
- Brookhaven College is au-

thorized under Federal Law to enroll non-immigrant alien students. However, under present conditions, foreign students are not admitted until all admission requirements are complete. A personal interview with the vice president of student services or his designate and special permission from the president of the College are required before admission can be finalized.

The following items must be completed prior to consideration for admission:

- a. Test of English as a Foreign Language (TOEFL) with a minimum score of 525.
- b. Application for Admission.
- c. Health Information Form.
- d. Official transcripts for all previous academic work with a minimum "C" average.
- e. A statement of the applicant's educational and vocational plans in the applicant's own handwriting.
- f. Documented proof of financial support during period of the student's enrollment.

All files must be completed at least 30 days prior to admission. Students already accepted by other U.S. educational institutions (I-20 issued) must complete one full year at the admitting institution.

5. Non-Credit Students

Students seeking enrollment for non-credit courses should contact the Community Service Division for information.

Exceptions to these requirements will be referred to the Committee on

Admissions and Retention.

Student Diversity

We encourage the attendance of mature students of all ages from all ethnic backgrounds and fully comply with the provisions of Title VI of the Civil Rights Act of 1964 (P.L. 88-352).

Admission Procedures

The following materials must be submitted to the Office of Admissions before a student's entrance file is considered complete:

- an application for admission
- an official transcript from the last school (high school or college) attended. Transcripts are required by Brookhaven College's accrediting agency and are important for program advising in the Counseling Center. Students who are seeking certificates or associate degrees are required to submit transcripts of all previous COLLEGE work prior to the end of the first semester.
- written proof from a medical office of
 - a negative tuberculin skin test or chest x-ray
 - a polio immunization if the applicant is under 19 years of age
 - a diphtheria/tetanus injection within the last ten years. This medical proof is required by state law (Senate Bill 27).

Tuition and Fees

Tuition is charged on a sliding scale according to the number of credit hours in which a student is enrolled and his place of legal residence. Tuition is subject to change without notice by the DCCCD Board of Trustees or the Texas Legislature. Tuition for credit courses will be charged according to the following schedule:

**Dallas County Community College District
Tuition and Student Services Fee*
Fall, Spring Sessions, 1978-79**

Semester	In-District			Out-of-District*			Out-of-State**			Out-of-Country		
Cr. Hrs.	Tuition	Fees	Total	Tuition	Fees	Total	Tuition	Fees	Total	Tuition	Fees	Total
1	25		25	25		25	40		40	200		200
2	25		25	40		40	80		80	200		200
3	25		25	60		60	120		120	200		200
4	25	1	26	80	1	81	160	1	161	200	1	201
5	30	2	32	100	2	102	200	2	202	200	2	202
6	36	3	39	120	3	123	240	3	243	240	3	243
7	42	4	46	140	4	144	280	4	284	280	4	284
8	48	5	53	160	5	165	320	5	325	320	5	325
9	54	6	60	180	6	186	360	6	366	360	6	366
10	60	7	67	200	7	207	400	7	407	400	7	407
11	64	8	72	204	8	212	440	8	448	440	8	448
12	68	9	77	208	9	217	480	9	489	480	9	489
13	72	10	82	212	10	222	520	10	530	520	10	530
14	76	10	86	216	10	226	560	10	570	560	10	570
15	80	10	90	220	10	230	600	10	610	600	10	610
16	84	10	94	224	10	234	640	10	650	640	10	650
17	88	10	98	228	10	238	680	10	690	680	10	690
18	92	10	102	232	10	242	720	10	730	720	10	730
19	96	10	106	236	10	246	760	10	770	760	10	770
20	100	10	110	240	10	250	800	10	810	800	10	810

**Dallas County Community College District
Tuition Schedule
Summer Session, 1979**

Semester	Out-of-District*			Out-of-State**			Out-of-Country		
Credit Hours	In-District	(Other Texas Counties)		Out-of-State**	Out-of-Country				
1	25	30		45	100				
2	25	60		90	100				
3	30	90		135	135				
4	40	120		180	180				
5	50	150		225	225				
6	60	180		270	270				
7	64	184		310	310				
8	68	188		350	350				
9	72	192		390	390				

*The Student Services Fee authorized in section 54.503 of the Texas Education Code.

*The Dallas County Community College District Board of Trustees defines an Out-of-District student as: (1) a student eighteen (18) years of age or older who resides in a Texas County other than Dallas County; (2) a student who is less than eighteen (18) years of age whose parents do not live in Dallas County.

**A non-resident student is hereby defined to be a student of less than eighteen (18) years of age living away from his family and whose family resides in another state, or whose family has not resided in Texas for twelve (12) months immediately preceding the date of registration; or a student of eighteen (18) years of age who resides out of the state or who has not been a resident of the state twelve (12) months.

NOTE: These definitions are only intended to serve as a guideline for the student. The student is referred to the Director of Admissions/Registrar for a more complete definition.

Special Fees

Audit Fee

The charge for auditing a course is at the same rate as taking a course for credit, regardless of the number of hours enrolled, except that a student services fee is not charged.

Laboratory fee (per lab)	\$2.00 to 8.00 a semester
Music fee (private lessons)*	\$20.00 per ½ hour (maximum charge for one course) \$35.00 per hour
Physical education activity fee**	\$5.00 a semester
Credit by Examination	\$20.00 per exam

*available only to music students enrolled for 12 hours or more.

**laboratory fees for bowling courses will vary in accordance with the actual cost of equipment rental for each student.

Additional Fees

Additional fees may be assessed as new programs are developed with special laboratory costs. These fees will always be kept to a basic practical minimum for the program involved. A graduation fee is not assessed students receiving a degree; however, each student will pay for cap and gown rental.

Bad Checks

Checks returned to the Business Office must be paid with cash or a cashiers check within the time limits prescribed by the notification letter. An additional fee will be added for returned checks.

If a check for tuition payment is returned, the student's enrollment will be considered void.

Refund Policy

The Refund Policy is based on the fact that student tuition and fees provide only a fraction of the cost of providing educational opportunities. By enrolling in a class, the student reserves a place which cannot be made available to another individual unless the student officially drops the class during the first week of the semester. Also, a student's original enrollment represents a sizeable cost to the Dis-

trict whether or not the student continues in that class. Therefore, a refund will be made only under the following conditions:

1. No 100% refund is granted unless college error is involved.
2. An 80% refund of tuition and fees may be obtained through the date noted in the college calendar. 80% refund will be given through the first two class days of a six week summer session or Fasttrak semester. Refunds for flexible entry courses will be considered through completion of the second day of class from the date of enrollment.
3. Credit by Examination: No refund will be given for advanced placement or CLEP exams.
4. A physician's statement must be submitted with a petition related to medical reasons for withdrawing from college.
5. Requests for refunds must be submitted before the end of a semester session for which the refund is requested.
6. A refund of less than \$4.00 for tuition and/or fees will not be made.
7. Refund Petition forms are available in the Registrar's Office.

A student requesting a refund because of an extenuating circumstance beyond the limits of the refund policy should explain this in detail when completing the refund form. All requests for refund will be referred to the Refund Petition Committee. The Committee's recommendations are made to the vice president of student services who notifies the student of the action to be taken. Refund checks normally require a minimum of one month to process.

Transfer of Credits

Transfer credit will be given for passing work completed at accredited colleges and universities. The Admissions Office will be responsible for the evaluation of all transfer credit.

Students who are admitted with a grade point deficiency will not be graduated from Brookhaven College until this deficiency has been cleared.

Credits earned in military service-connected schools or through the U.S. Armed Forces Institute may be accepted by Brookhaven College dependent upon review by the Director of Admissions.

Concurrent Enrollment

The colleges in the Dallas County Community District have no geographical boundary restrictions for enrollment at any of the campuses. Admission requirements for all of the colleges are established by the Dallas County Community College District Board of Trustees and are the same for all District colleges. Students may enroll in more than one college at the same time.

Flexible Entry

The Dallas County Community College District has committed its staff to providing programs which may be entered at the first of every month. In addition to the regular registration periods, registration for courses offered through Flexible Entry is held the first Monday of each month except December and May. Registration is in the

Registrar's Office and requires the instructor's approval.

Students should check with the Registrar's Office each month to determine the sections which will be offered.

Advisement Procedures

When students receive their letter of acceptance, they will be invited to an advisement session. This session with a counselor may be conducted individually or in a group. For new students this advisement will include a New Student Orientation session designed to help students make realistic choices for courses or programs at Brookhaven College. This session requires one-half day and is designed to meet the needs of students who are enrolling in college for the first time.

A variety of diagnostic instruments may be used for assessment and placement in courses or programs at the discretion of the college. These instruments are used as counseling tools for more reliable placement. For those students who wish to send their ACT scores for placement use, the ACT code for Brookhaven College is 4053.

Developmental Studies courses are provided for those students who may require assistance in reading, writing or math. Test data, transcripts of previous work and counseling assessment may be used to determine placement in this program.

Financial Aid

Brookhaven College offers a full range of financial aid programs. For additional information see page 28.

Servicemen's Opportunity College

Brookhaven College, along with the other colleges of the Dallas County Community College District and in cooperation with other community colleges in the United States, participates in the Servicemen's Opportunity College. This program enables the institution to plan with the serviceman an educational experience regardless of the individual's mobility pattern. For

further information, contact the Registrar's office.

Address Changes and Social Security Number

Students are reminded to inform the Office of the Registrar of any changes which occur in their name or address. All applicants are required to furnish a social security number which is used as the student's identification number and insures accuracy of student records.

Equal Educational Opportunity Policy

Dallas County Community College District is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, or national origin. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract, or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, sex, or national origin. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics. Dallas County Community College District also is committed to equal opportunities for the physically or mentally handicapped in compliance with federal regulations, Sec. 504, Rehabilitation Act of 1973.

Family Educational Rights and Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act of

1974, Federal Law 93-380, information classified as "directory information" may be released to the general public without the written consent of the student.

Directory information is defined as:

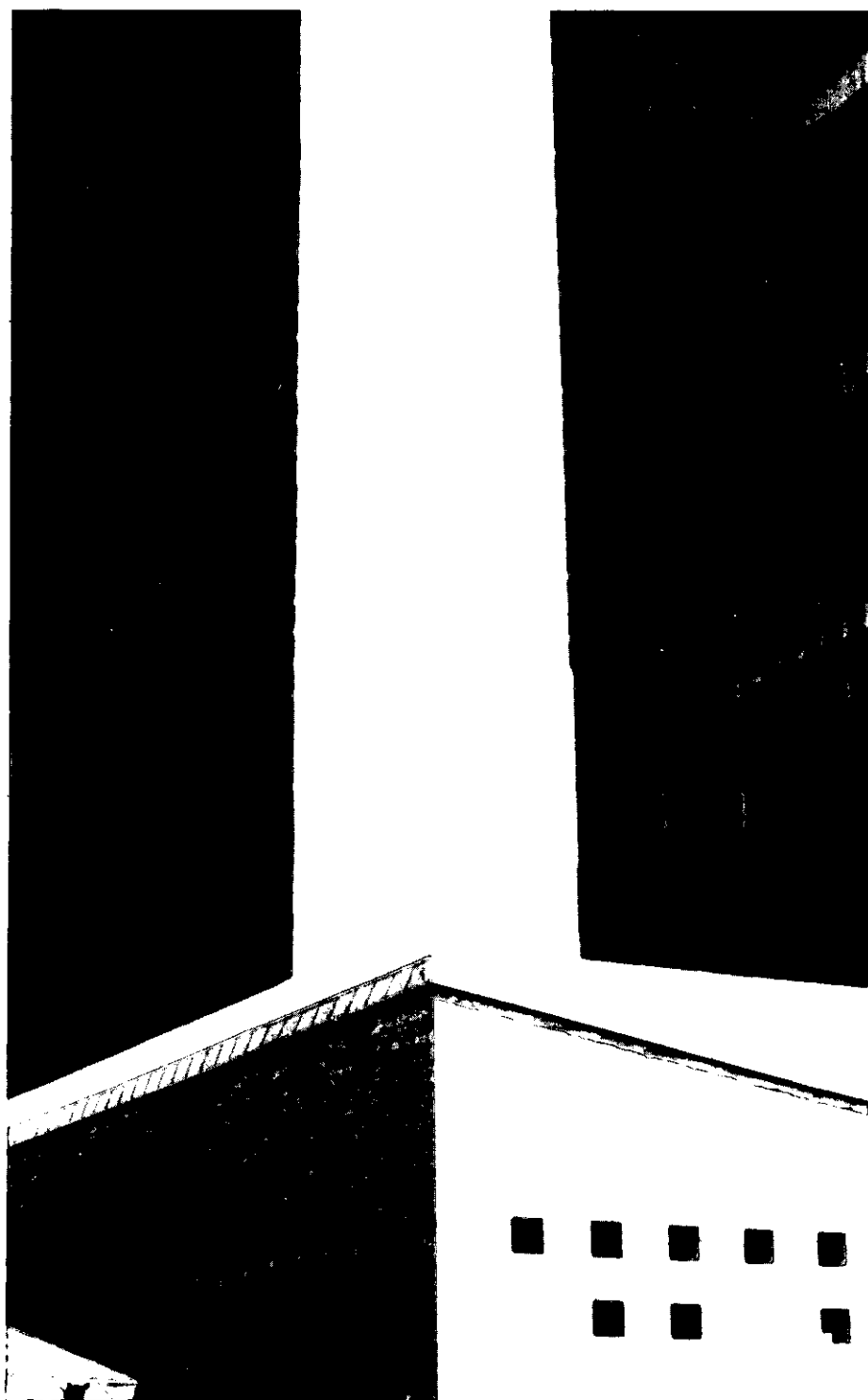
1. Student name
2. Student address
3. Telephone listing
4. Dates of attendance
5. Most recent previous educational institution attended
6. Other information including major field of study and degrees and awards received.

A student may request that all or any part of the directory information be withheld from the public by submitting a written request to the Registrar's Office during the first twelve class days of a fall or spring semester, or the first four class days of a summer term. If no request is filed, information will be released upon inquiry. No telephone inquiries will be acknowledged; all requests must be made in person.

No transcript or inquiries concerning an academic record will be released without WRITTEN CONSENT from the student specifying the information to be given out, except as specified by law.

Student Grievances

Student grievances shall be handled in accordance with the existing administrative channels of the college. When a student believes a condition of the college, which affects the student, is unfair, unjust, inequitable, or discriminatory, an appeal can be made to the administrator in charge of that area. Appeals to higher administrative authority shall be considered based on the merits of the case.





ACADEMIC INFORMATION



Degree Information

Brookhaven College confers Associate in Arts and Sciences Degrees and Associate in Applied Arts and Sciences Degrees upon students who have completed all general and specific requirements for graduation.

Each degree candidate must earn the last 15 hours as a resident student in a District college or accrue 45 hours in residence. The degree will be granted by the college at which the student took the last 15 hours or where the majority of hours was accrued. No more than one-fourth of the work required for any degree may be taken by correspondence. Permission must be granted by the Registrar for correspondence work.

Associate in Arts and Sciences Degree

A student must have a total of 60 hours and present an average grade of at least "C" (2.0).

These 60 hours may be earned at any Dallas County Community College District college and must include:

English 101-102, plus an additional 6
hours of English 12 hours

Laboratory Science (Music majors
are exempt from this requirement.

Check listings under subject
field.) 8 hours

History 101-102* and Government
201-202* (No substitutions al-
lowed.) 12 hours

Humanities, to be selected from
Theatre 101, Art 104, Music 104 or
Humanities 101 3 hours

*Only 3 hours of History and 3 hours Government credit may be earned by credit-by-examination. (CLEP credit does not meet this requirement).

A maximum of two physical education activity hours may be counted as credit toward requirements for graduation. All students who expect to transfer to four-year institutions are urged to complete their four semester requirement in physical education during their freshman and sophomore years.

Students are urged to consult catalogs of four year institutions to which they may transfer to identify any special requirements. These catalogs should be used by students and advisors in planning educational programs.

Courses numbered 99 and below cannot be counted toward the 60-hour minimum degree requirement.

The minimum degree requirement of 60 hours is exclusive of Music Recital 199, Art 199 and Theatre 199.

Technical/occupational courses applicable toward the Associate in Applied Arts and Sciences degree are applicable to the Associate in Arts and Sciences degree.

Associate in Applied Arts and Sciences Degree and Certificate Career Programs

A minimum of 60 credit hours must be presented for the Associate in Applied Arts and Sciences Degree with an average grade of at least "C" (2.0). For some programs, the credit hour total is more than 60. All of the prescribed requirements for the specific technical occupational program in which the student is enrolled must be completed. These programs may also have criteria for successful completion beyond degree requirements. The student is referred to the "Career Program" section of this catalog for a more detailed explanation.

The requirements one must meet to be awarded a certificate are detailed under specific programs listed in the Career Programs section of this catalog. A "C" (2.0) grade average is necessary to meet the requirements of the certificate program in which the student is enrolled.

A maximum of two physical education activity hours may be counted as credit toward graduation. Courses numbered 99 and below cannot be included to meet the degree or certificate requirements.

The minimum degree requirement for the Associate in Applied Arts and Sciences degree is exclusive of Music Recital 199, Art 199 and Theatre 199.

Procedure for Filing Degree and Certificate Plans

1. The student should request a degree plan from the Admissions Office upon completion of 30 semester hours. Transcripts of all previous college work must be on file at the time of the request for a degree plan.
2. A student following a 1-year certificate program should request an official plan during the first semester.

Candidates for any degree or certificate must meet the requirements as set forth in the catalog for the year of first enrollment unless the student elects to graduate under the requirements of a later catalog. The choice to graduate under the original catalog assumes a student has pursued a program of study with reasonable diligence. A candidate must indicate the choice at the time the student files the degree plan.

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

Classification of Students

1. Freshman: A student who has completed fewer than 30 semester hours.
2. Sophomore: A student who has completed 30 or more semester hours.

Students may also be classified as full-time or part-time:

- a. Full-time: A student enrolled in 12 or more semester hours in a given semester.
- b. Part-time: A student enrolled in fewer than 12 semester hours in a given semester.

Recommended Academic Load

No student will be permitted to carry more than 18 semester hours of course work or more than 5 classes plus physical education without permission of the Director of Counseling.

Employed students are advised to limit their academic loads in accordance with the following recommendation: A student who carries a full college load (12 semester hours or more), should not work more than 20 hours per week. If the student must work more hours, the credit hour load in college should be reduced proportionately.

The recommended load limit for day or evening students who are employed full time is 6 semester hours of credit. A total of 14 semester hours of credit is maximum that may be earned in any 12-week summer period.

Scholastic Standards

Final grades are reported for each student for every course undertaken according to following grading system:

Grade	Interpretation	Grade Point Value
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
P	Progress	Not Computed
F	0 points	
I	Incomplete	*Not Computed
W	Withdrawn	Not Computed

*automatically changes to a computed grade after 90 days.

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. A student's grade-point average is computed by adding the total grade point values for all courses for which grade point values may be computed and dividing the appropriate number of credit hours attempted during the same period.

Incomplete grades are given when an unforeseen emergency prevents a student from completing the work in a course. Division chairpersons must approve all "I" grades. Incomplete grades must be converted to performance grades within 90 days after the first day of classes in the subsequent semester. After 90 days, if the work has not been completed, the "I" will be converted to a performance grade.

Definition of Acceptable Scholastic Performance

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

Acceptable scholastic performance is the maintenance of a grade-point average of 2.0 (on a 4.0 scale) or better. A student may not be graduated from any degree or certificate program unless a cumulative grade-point average of 2.0 or better has been maintained. *Grade points and hours earned in courses numbered 99 and below are computed when deriving a student's scholastic standing, but are not computed in determining graduation requirements.*

Repetition of Courses

In computing cumulative grade-point averages, only the latest grade earned in repeated courses will be included. However, transcripts indicate all work completed in the District. This policy applies even where the latest grade is lower than the preceding grade. In cases where a student withdraws from a course being repeated, the cumulative grade-point average will be calculated by using the immediately preceding grade in the same course.

Scholastic Probation and Scholastic Suspension

The policies on scholastic probation and scholastic suspension apply to full time students (12 semester hours or more) and to part-time students when they have completed a total of 12 semester hours. These policies are based on a 4.0 grade point scale (see "Scholastic Standards").

The following criteria will be used to determine academic standing:

1. Students who have completed a total of 12 semester units in a college will be placed on probation if they fail to maintain a 2.0 cumulative grade-point average.
2. Students who have been placed on scholastic probation may be removed from probation when they earn a 2.0 cumulative grade-point average.
3. Students on scholastic probation who achieve either a cumulative grade-point average of 1.5 or above or a previous semester grade-point average of 2.0 or above may continue on scholastic probation.
4. Students on probation who do not meet the requirements of paragraph 3 will be placed on scholastic suspension.

The periods of scholastic suspension are: 1) suspension for the first time — one regular semester and 2) subsequent suspension — two regular semesters.

Students previously enrolled in college who are placed on scholastic probation are expected to enroll in a Human Development course. Under special circumstances a counselor may waive this course for probationary students.

Students who have been suspended must file a petition for readmission. The conditions for readmission are established and administered by the vice president of student services.

Waiving of Scholastic Deficiency

Any student pursuing an academic transfer program who wishes to transfer to a career program may have earned credits evaluated for the possibility of disregarding any grades below "C" as long as the student follows the career program. The logic of this procedure is that many students do poorly while pursuing a course of studies for which they are not suited but make rapid improvement when faced with tasks more suited to their interests and aptitudes. This procedure is contingent upon the student remaining in a career program. A change to an academic transfer program places the student under the original conditions of

the academic transfer program including the calculation of a cumulative grade-point average of all college credits earned. This procedure will apply to both Brookhaven College students and to students transferring from other institutions. The student who wishes to exercise this option should so indicate in writing to the director of admissions prior to registration and should assume the responsibility of informing a counselor during the pre-registration advisement session.

Change of Schedule

Extreme care should be exercised in the registration process. A student should schedule only those courses for the days and hours attendance is possible. As a general policy, class changes are only authorized for students who have been incorrectly placed.

Any change action processed is not completed until it has been processed by the Registrar's Office. No change action will be accepted by the registrar after the first week of classes.

Standards of Conduct

The college student is considered a responsible adult. The student's enrollment indicates acceptance of those standards of conduct which appear in the Brookhaven College Student Handbook.

Class Attendance

Students are expected to attend regularly all classes in which they are enrolled. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the class instructor following an absence.

Instructors are responsible for appropriate notification of attendance policy and procedures to all students enrolled in their classes. In cases where lack of class attendance is jeopardizing a student's grade, it is the responsibility of the instructor to apprise the student of this fact. Such notice shall be given by the issuance of a

letter. If the student continues to miss the class, the instructor will drop the student from the class.

As a general rule, the vice president of student services shall receive a preliminary notice in cases where absences have become so excessive as to endanger the student's class standing. However, the primary responsibility for handling such cases rests with the instructor.

Students dropped for excessive absences prior to the last two weeks of the semester will receive a grade of "W" in the class from which they are dropped. If a student does not attend any sessions of a class during the first 12 days of a long semester, or the first four days of a summer session, that student will automatically be withdrawn by the Registrar.

Classroom Dishonesty

Dishonest work on tests, term papers and examinations is a serious offense. Plagiarism (the act of using source material of other persons without following the accepted techniques of crediting) is not acceptable behavior at Brookhaven College.

Dropping a Course or Withdrawing from College

To drop a class or withdraw from college, a student must obtain a drop or withdrawal form from a counselor and follow the procedure outlined by the counselor.

Should circumstances prevent a student from appearing in person to withdraw from college, the student may withdraw by mail by writing to the Director of Admissions/Registrar. No drop or withdrawal requests are accepted by telephone.

Students who drop a class or withdraw from college before the deadline will receive a "W" in each class from which they have withdrawn. The deadline for receiving a "W" is indicated on the academic calendar. After that time a student will receive a performance grade in the course.

Auditing a Course

Any person 18 years of age or older may, with the consent of the instructor, and provided that space is available, enroll as an auditing student. This student may attend classes but is not allowed to take examinations or receive credit for the course. The same fee is charged for auditing as for credit.

Procedures for auditing a course will be administered by the Registrar. No audits will be approved prior to the first day of the second week of classes in any semester. Most lab courses may not be audited. In the case of a student enrolled for credit in other courses, the combined number of semester units in credit courses and audit shall not exceed eighteen.

Grade Reports

At the end of each semester, grade reports are issued to each student.

Transcripts will be withheld if the student does not have all required student information on file in the Registrar's Office or if any financial obligations to the College have not been paid.

Transcripts of Credit from Brookhaven College

Upon written request from a student the Registrar's Office will send the student's transcript to that individual or to any college or agency named. However, an official transcript may be withheld until the student has settled all financial obligations to the college. The first transcript will be issued without charge; there is a \$1.00 charge for each transcript request thereafter.

Credit by Examination

Any Brookhaven College student may request credit by examination for any course offered by the college. Credit will be awarded based on the results of either the College Level Examination Program (CLEP) or departmental examination.

Student Requests — Individuals who believe they are qualified by experience or previous training may request credit by examination. Specific information and request procedures forms are available in the Registrar's Office.

Fee — A student, whether part-time or full-time, will pay an examination fee of \$20.00 per course examination. This fee must be paid prior to taking the examination and is non-refundable.

Transfer of Credit Earned by Examination — The credit by examination program at Brookhaven College is inter-related with the credit by examination programs of four-year institutions; however, for specific degree purposes, final acceptance of credit by examination is determined by the degree-granting institution. Students intending to use credit by examination to meet degree requirements at other institutions should check the requirements of the receiving institution.

Limitations — The student must be currently enrolled at Brookhaven College. Students may not request credit by examination in courses for which they are currently enrolled. Students may earn as many credits through examination as their ability permits and/or needs require; however, the last fifteen (15) semester hours required for graduation in any degree or certificate program must be earned in residency. Credit by examination may be attempted only one time in any given course and a grade of "C" or better must be earned in order for credit to be recorded. A student may use credit by examination for only three (3) credit hours to apply toward the degree requirements in History, and no more than three (3) credit hours for the degree requirements in Government.

Library Obligations

Willful damage to library materials (or property) or actions disturbing to the other users of the library may lead

to revocation of library privileges. Cases involving such damage will be referred for further action by the appropriate authorities.

All books and other library materials must be returned before the end of each semester. No transcripts of grades may be released until the library record is cleared.

Honors

A full time student who has completed at least 12 hours of credit and who earns a grade-point average of 3.00-3.49 will be listed on the college Honor Roll. Full time students who complete at least 12 hours of credit and who average 3.50-4.00 will be placed on the Vice President's Honor List. A part-time student who is taking 6-11 credit hours and who maintains a 3.5 or higher grade-point average will receive Academic Recognition. The Honor

Roll, the Vice President's Honor List and the Academic Recognition List will be published each semester.

Graduation

An annual graduation ceremony is held at the conclusion of the spring semester.

1. Students who have degree plans filed in the Registrar's Office and who anticipate completion of the degree requirements by the end of the summer session are eligible to participate in the spring ceremony. Such participation is ceremonial only and confers on a student no rights to a degree.
2. Applications for graduation must be made in the Registrar's Office prior to the deadline announced by the Registrar.
3. A graduate is expected to participate in the ceremony.







STUDENT SERVICES



Brookhaven College is committed to providing opportunities for each individual student's total educational development. Integrated with the instructional program of the college are specific student services which address individual needs for educational, personal, social, cultural, and career development.

The primary service areas include:

- Guidance and Counseling
- Testing Services
- Tutoring Services
- Financial Aids
- Placement
- Student Development and Activities
- Health Services

Following is an outline of these service components.

Guidance and Counseling

A professional staff of experienced educational counselors maintain regular office hours in the Counseling Center and in the instructional division areas to offer students a full range of services. Students are encouraged to make appointments; however, students who "drop-in" at the Counseling Center will find counselors or guidance associates available to assist them.

Students and prospective students are strongly encouraged to consult with a counselor, who will assist them in their educational planning. Helping to review questions of programs, career choices, selection of courses, transfer of courses to four year colleges, etc. is a basic service of the staff. A partial list of services includes the following:

- Orientation to Brookhaven
- Educational planning and advising of courses to meet degree and program requirements.
- Registration information
- Referral for vocational interest and aptitude tests
- Career information and counseling
- Information about other colleges and universities

- Referral for students who need therapy for psychological problems.
- Information about other services of the college.

Testing and Evaluation Center

The Brookhaven College Testing Center, administers the following:

1. Psychological tests of personality, vocational interests and aptitudes.
2. Academic tests for college instructional programs. Many courses at Brookhaven College are individualized and self-paced and permit students to be tested at various times.
3. Diagnostic tests which make appropriate class placement possible. These tests are very strongly recommended.
4. Tests for national programs, including ACT, GED, CLEP and TOEFL.

Tutoring Services

For students needing special assistance in course work, arrangements for tutoring services can be made through the Counseling Center. Students are encouraged to seek tutoring services when needed.

Financial Aid

The Financial Aid Program at Brookhaven College is a multi-purpose financial assistance service for students. A major objective is to provide assistance to students who, without such aid, would be unable to attend college. Basic to this philosophy is the belief that the educational opportunities of able students should not be limited by their financial resources.

Requests for information should be directed to the director of financial aid at Brookhaven College. Students who anticipate the need for financial assistance for college are encouraged to complete an application at least two months prior to registration for the semester they wish to attend. Early application will enable the Financial Aid Office to prepare a realistic financial aid package.

Some of the grant, loan and scholarship programs available to students at Brookhaven College are outlined in the following paragraphs:

Basic Educational Opportunity Grant (BEOG). Students that enroll for at least 6 credit hours are eligible to apply for this "entitlement grant." Applications are available in many federal offices, as well as in the Financial Aid Office, and are mailed directly by the student to a central processing place indicated in the instructions. The student receives a Student Eligibility Report and brings this to the Financial Aid Office for interpretation and determination of grant amount according to an objective table provided by the federal government for that purpose.

Supplemental Educational Opportunity Grant. This grant is authorized under the Higher Educational Amendments of 1965 and amended by the Educational Amendments of 1976. To be eligible, students must demonstrate exceptional need and make satisfactory progress toward the completion of their educational goal. Legislation for the SEOG award includes a matching requirement which specifies that aid equal in amount to the SEOG must be provided to the student during the award period. The minimum SEOG award permitted is \$200 to \$1500 per academic year, depending on the needs, and the total number of applicants and funds available. Students must apply each academic year.

Scholarships. Brookhaven College offers a limited number of scholarships to students who exhibit scholastic ability and/or need. Individuals, private industries and groups make these scholarships available through the Office of Financial Aid.

Hinson-Hazlewood College Student Loan Program. The necessary requirements for this loan are:

1. Legal residence in Texas.
2. Enrolled or accepted for enrollment for at least a half-time course of study.

3. Established financial need.

Family income is used to determine the amount of loan for which a student may qualify. Married applicants are qualified by considering the income of both husband and wife.

Qualified students may receive up to \$1,500 for the nine-month school session.

Repayment begins between 9 and 12 months after the student ceases to be enrolled for at least half the normal course load. Repayment may extend up to 10 years; however, a minimum payment of \$30 a month is required. Interest rate is 7 per cent per annum.

Short-Term Loans. A student may borrow up to \$100 at no interest if funds are available. This loan must be repaid within 90 days or before the end of the semester in which the money is borrowed.

Bureau of Indian Affairs. For information on educational benefits, an Indian student should contact the nearest BIA office.

Hazlewood Act. Certain veterans who have no remaining V.A. educational benefits can attend Texas state supported institutions with their tuition and fees waived if they were residents of Texas at the time they entered the services and are now residents of Texas. Contact the Financial Aid Office for details.

Social Security Administration. Benefits under this program are available to students who meet the criteria set up by the Social Security Administration. Registrar's Office acts as liaison between Brookhaven College students and the Social Security Administration.

Highest Ranking High School Graduate. The highest ranking high school graduate of each accredited high school in the state is exempted from the payment of tuition for two semesters of the first regular session following graduation.

Vocational Rehabilitation. The Texas Education Agency, through the Vocational Rehabilitation Division, offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. For further information, contact Vocational Rehabilitation, 13612 Midway, Suite 530, Dallas, Texas, 75234.

Student Employment. The Financial Aid Office will assist any student desiring on-campus employment. Typically, this part-time employment is designed as a financial aid to assist students while they are in college through:

1. On-campus placement
2. Work-study programs

Efforts are made by the Office of Financial Aid for students to gain employment in clerical work, library work, laboratories, custodial work, selling, etc.

In addition, a listing of job vacancies off-campus is maintained.

ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID:

I. The 2.0 Grade Point Average (GPA) Requirement

- A. Students funded for *full-time course loads* will be expected to complete a full-time course load with a minimum GPA of 2.0 each semester an award is made.
- B. Students funded for *part-time course loads* will be expected to achieve a minimum GPA of 2.0 on all courses funded each semester (no drops or withdrawals).

II. ACADEMIC COMPLIANCE

- A. If the 2.0 GPA requirement is not met *once*, a warning notice will be mailed to the student. Transfer students entering the DCCCD on probation will be considered to be in this category.
- B. If the 2.0 GPA requirement is not met *twice*, no award will be made for a period of six months.

- C. A *third* chance may be approved at the discretion of the financial aid director after the six month suspension period.

The student must sign acknowledgment of conditional approval before the award is disbursed. If the 2.0 GPA requirement is not met three times, no award will be made for a period of two years.

- D. A *fourth* chance may be approved at the discretion of the financial aid director after the two year suspension period. If approved, the student must sign a warning notice before the award is disbursed.

Students may make written appeal of the financial aid director's decisions to the vice president of student services.

Revocation of Aid. The Financial Aid Office reserves the right to review and cancel at any time for the following reasons:

1. Failure to maintain an acceptable academic record.
2. Failure to meet the minimum course load requirements.
3. Changes in the financial status of the student or his family.
4. Violation of any regulation governing the program from which the student is receiving aid.

It is understood that the student is aware of the conditions under which aid is offered and agrees to meet all the necessary requirements.

Veterans Benefits

Services for veterans are coordinated through the registrar's office and include counseling the veteran concerning benefits, V.A. Work Study Programs, financial problems, V.A. loans, career counseling and other areas related to the veteran's general welfare.

When testing indicates that a veteran should enroll in developmental courses such as reading, writing, or math, the student may pursue these courses with no change to his eligibility. Tutoring services are also availa-

ble to the veteran who is having learning difficulties in one or more subjects. For assistance in obtaining tutoring benefits, contact the Registrar's Office.

The veteran student who enrolls at Brookhaven College should be aware of some of the V.A. guidelines which the college enforces. The following information is provided for the veteran's benefit, and violation of these will cause complications in receiving or loss of monthly benefits:

1. Class attendance is mandatory. Failure to attend class will result in suspension from class.
2. Veteran students who plan to enroll in developmental courses must be tested and show a need in basic skills before enrollment in these courses. Contact the Counseling Center, for more information on testing procedures.
3. A veteran enrolled in T.V. courses must be pursuing more on-campus credit hours than hours taken by T.V.
4. A veteran student who has successfully completed credit hours at another college or university must submit a transcript from that college or university before applying for V.A. benefits at Brookhaven College. The transcript will be evaluated and credit granted where applicable.
5. Only enroll in courses required for your degree program. Information on degree requirements may be obtained from the Registrar's Office (or from the Counseling Center).
6. A veteran who withdraws or who is dropped from all courses attempted during a semester will be considered as making unsatisfactory progress by the V.A. and may lose future benefits. A veteran student must also maintain a satisfactory grade-point average as outlined in the catalog.

7. Veterans are not eligible for benefits in any course that a grade is received that does not compute towards graduation requirements unless mitigating circumstances are presented to the Veterans Administration and approved.

THE ABOVE LISTED V.A. REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE. STUDENTS SHOULD CONTACT THE REGISTRAR'S OFFICE, IN ORDER TO BE AWARE OF CURRENT REGULATIONS AND PROCEDURES.

Career Placement & Planning

The Placement Office will assist students who need help finding off-campus employment. Job openings are listed on bulletin boards and the Placement Office works directly with students and community employers to locate jobs and students qualified to fill them.

Career placement assistance is available for students nearing the end of their studies. All students should register with the Placement Office at least one full semester before graduation. Placement services are administered through the Financial Aid Office.

Student Development and Programs

The Student Development and Activities Office at Brookhaven College develops programs that are an integral part of the college learning experience. Through direct contact with the professionally trained staff, students are encouraged to find new ways of expression; to develop skills in relating to other people, and to formulate a new understanding of and respect for themselves and their environment. Student planned activities such as on campus speakers, mini-courses, films, exhibits, intramural sports, the outdoor program, clubs and organizations provide opportunities for a more complete experience for each individual student.

Student Development Facilities

Student Development and Activities Facilities at Brookhaven College include lounges, conference rooms, work areas and recreational facilities (pool tables, foosball, table tennis and an assortment of electronic games). The student may use these facilities as leisure time and interest permits. Students are encouraged to become involved in the programming aspects by working with the staff of the Student Development and Activities Office.

Student Organizations

Information about participating in any organization may be obtained through the Student Development and Activities office. Most recognized organizations at Brookhaven College will fall within one of the following classifications:

1. **Co-Curricular Organizations** — These co-curricular organizations are integral to the educational goals and purposes of the College. Certain procedures affecting student life are designated as the responsibility of such organizations.
2. **Social Organizations** — Such organizations exist for the purpose of providing fellowship, developing social relationships and promoting a sense of community among students who wish to be involved in group social activities.
3. **Service Organizations** — Service organizations have as their primary function the pursuit of activities which will contribute to the development of career fields.
4. **Professional Organizations** — Pre-professional and academic organizations are available to students wishing to pursue interests which will contribute positively to the school and to the community.
5. **Scholastic Honorary Organizations** — Scholastic honorary organizations offer membership to students on the basis of aca-

demic excellence and performance.

6. **Special Interest Organizations** — Such groups are organized by students who are intent upon developing or broadening an interest in some particular aspect of their lives.

Intramural Activities and Club Sports

Intramural activities and club sports, sponsored by the Physical Education Department in conjunction with Student Development and Activities, are an important phase of student life at Brookhaven College.

Team sports such as flag football, volleyball and softball, as well as such individual sports as tennis, table tennis, pool and archery may be scheduled through the intramural activity program.

Sports in which club activities are scheduled may include many of the above as well as bowling, gymnastics and golf.

For additional information, contact the intramural director in the Physical Education Department or the Student Development and Activities Office.

Intercollegiate Athletics

Brookhaven College offers qualified men and women students an opportunity for participation in intercollegiate athletics in basketball and tennis.

Participation is available on athletic teams for full time students, on a voluntary non-scholarship basis, who meet additional requirements established by the Metro Athletic Conference.

Housing

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

Security Division

The Department of Campus Security is required by state law to "protect

and police building and grounds of state institutions of higher learning." Since all of the general and criminal laws of the state are in full force and effect within the campus community, specially trained personnel are commissioned to protect not only the physical property of the campus community but also to protect the person and the property of campus citizens. The Security Officers are responsible for enforcing rules, regulations, and Board policies of the college, including A Code of Conduct for students. The department seeks to operate a student-oriented program which encourages face-to-face contact between students and Security Officers to facilitate the open exchange of ideas and to develop a tolerance for individual points of view.

Brookhaven College Traffic and Parking Regulations, published in the Student Handbook, are also enforced by the Campus Security Staff.

Health Services

The Brookhaven College Health Center is maintained to provide health counseling and education as well as emergency first aid care. The Health

Center is open during all regular school hours.

No information on a student's health is released without written permission from the student, except as required by law.

Services for handicapped students are coordinated through the Health Center. Among the services offered are note-taking, interpreting, mobility aid and tutoring.

The Health Center provides a continuing source of information and referral for all students with health problems or interests.

The Health Center is staffed by registered nurses and a physician is available periodically for consultation.

Standards of Conduct

Students are expected to observe the standards of conduct which appear in the Brookhaven College Student Handbook. It is the responsibility of the student to insure that he/she receives a copy of the Brookhaven College student handbook. The handbook will be available in the office of Student Development and Activities.







EDUCATIONAL PROGRAMS AND SERVICES



Lower Division Transfer Studies

Students whose educational objective is the bachelor's degree may complete their first two years at Brookhaven before transferring to a four-year institution.

The academic transfer curriculum is coordinated with senior colleges and universities to facilitate the transfer of credits to these schools.

Technical/Occupational Programs

The College offers a variety of technical/occupational programs designed to enable a student to enter a chosen field as a skilled employee after one or two years of college work.

These programs are established only after studies verify that employment opportunities will exist at the time the student completes training, matching the community's manpower requirements with the ambitions and goals of the student.

This realistic approach to occupational education is made possible by the excellent cooperation of local industry, business and public agencies who more and more are looking to the Dallas County community colleges for skilled personnel.

A continuous liaison is maintained with prospective employers to assist in placement of graduates and to keep the training programs up-to-date with the current job requirements.

Recommendations for adding new programs to the College offerings will be made periodically based on community studies which identify additional training needs.

Technical/occupational courses carry college credit leading to a Certificate of Completion (1-year programs) or an Associate in Applied Arts and Sciences Degree (2-year programs).

Evening College

Many courses in the Academic Transfer and Technical/Occupational areas will be offered in the evening, as well as the daytime hours, to meet the needs of individuals whose employment or other commitments make an

extended day schedule most appropriate. The College expects to serve an increasing number of adults of all ages who are attending school part-time, and will strive to schedule coursework and support services to meet their needs.

Although the course patterns listed for the technical/occupational programs are shown in a traditional two semester or four semester format, it is recognized that many part-time students will complete their studies in these fields over several years. This format is provided to assure that full-time students may complete these programs in two or four semesters.

Most occupational major courses can be completed in any sequence, with concurrence of the instructor. Students should make certain they have completed the necessary prerequisites before attempting to enroll in support courses and electives in the career programs. (Refer to course descriptions for information on prerequisites.)

Telecourses

The DCCCD offers a variety of college credit courses via television. The schedule of telecourses, which varies each semester, may include courses in anthropology, astronomy, business, earth science, ecology, biology, English, economics, government, history, humanities, and psychology. Content and credit for these courses are the same as for similar courses taken on campus. Telecourses include the viewing of television programs on KERA Channel 13 each week, plus reading, study guide and writing assignments. Students come to the campus for an orientation session at the beginning of the semester, for one to four discussion meetings, for three or four tests, and for laboratory sessions as appropriate for lab science courses during the semester. These visits to the campus are normally scheduled so that they may be attended at a time convenient to the student.

Telecourses may be taken in con-

junction with on-campus courses or by persons who are taking no on-campus instruction. Registration for telecourses may be accomplished by mail or through the normal on-campus registration procedures.

Travel-Study

Beginning in the summer of 1979, Brookhaven College plans to sponsor a limited number of programs which combine learning experiences with foreign travel. This travel-study will be under the direct supervision of regular faculty members of the College or other colleges in the Dallas County Community College District. These courses will be designed to support specific learning objectives and college credit may be earned by students who successfully meet the objectives. Europe and Mexico will be among the likely destinations for these programs.

Community Services

The Community Service Program offers a roster of non-credit courses in all areas of personal and professional development. These courses are designed for the individual who wants to sharpen an old skill, learn a new skill or merely broaden cultural horizons without pursuing a degree.

The program consists of courses, seminars, lectures, institutes, workshops, demonstrations and performances. These activities are frequently referred to as continuing education, adult education, or non-credit courses, and they do not carry the traditional academic college credit designation.

No entrance requirements or previous educational experience is needed. Admission is on a first-come/first-served basis, and registration consists of filling out a form and paying the fee. Continuing Education Unit (CEU) transcripts of Community Service courses successfully completed are available.

The Community Service Division offers programs for all interests and ages through the year in a variety of locations and times. If you or your group have a particular interest or educational need, contact the Community Services Office.

Community Service instructors possess high standards of professional preparation and experience in their subject fields.

Learning Skills Center

The Learning Skills Center offers assistance in reading, writing, and study skills. All students are welcome to participate in the programs of the Learning Skills Center. Some of the topics which are available include time management, vocabulary development, improvement of reading speed and comprehension, organizing themes and essays, and using proper grammar and mechanics in writing. The Center is staffed by faculty members with expertise in writing and reading/study skills. A wide range of books, tapes and filmstrips are available.

Cooperative Work Experience Education

Students may enrich their education in certain Career Programs by enrolling in Cooperative Work Experience Education courses. These courses are designed to assist students in coordinating classroom study with related on-the-job experience.

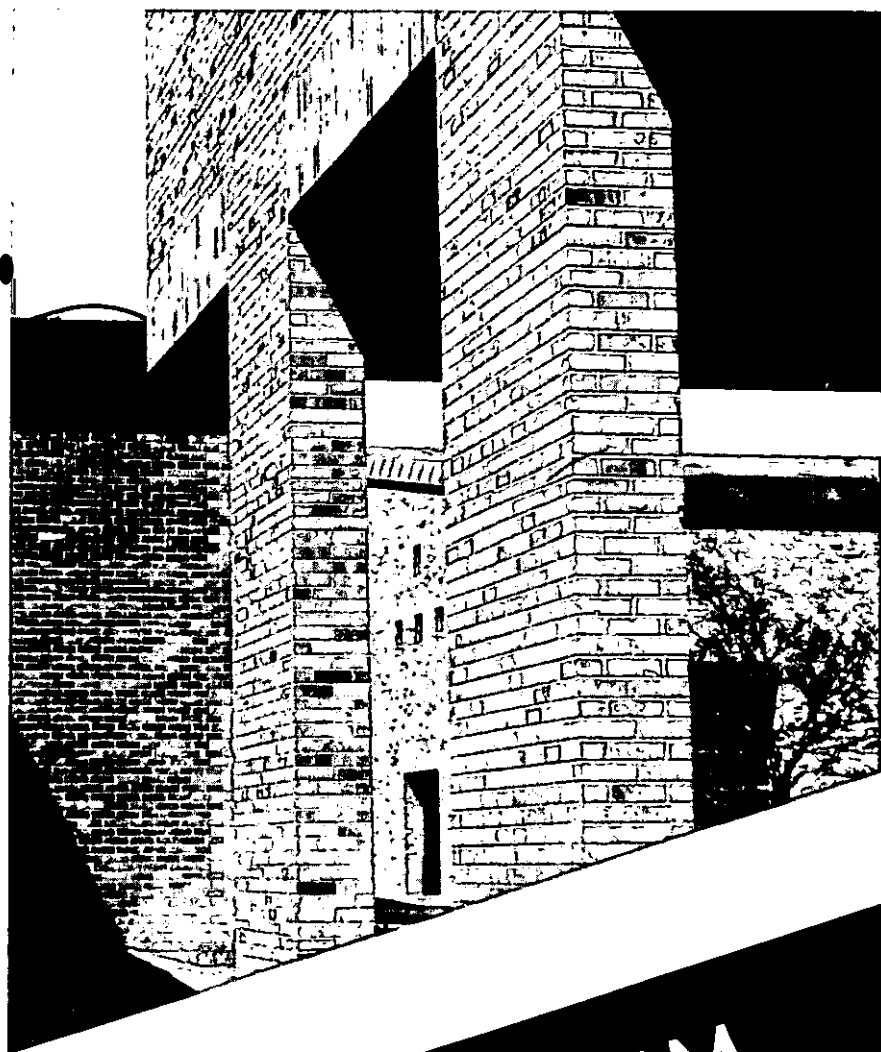
Requirements:

1. Students must have completed at least two courses in their occupational major to be eligible for Cooperative Work Experience.
2. A full-time student must be enrolled in twelve credit hours or more; two courses must relate to the student's work experience, and up to four credit hours may be in Cooperative Work Experience.

3. A part-time student may take up to four credit hours of work experience.
4. Part-time students must be concurrently enrolled in a course related to his work experience.
5. To enroll in a Cooperative Work Experience course, a student must have the approval of the instructor/coordinator.

Course credit will be awarded at the rate of one credit hour for each 80 hours of approved work experience accomplished during the semester. This is approximately five hours a week during a sixteen week semester. The work experience credit hours available in selected career programs will be listed in the curriculum pattern for that program.





CURRICULUM

Divisions of the College

BUSINESS / AUTOMOTIVE DIVISION

- Auto Body
- Auto Mechanics
- Auto Parts
- Accounting
- Bookkeeping
- Computer Science
- Economics
- General Business
- Mid Management
- Retail Distribution & Marketing
- Office Careers

COMMUNICATIONS DIVISION

- Communications
- Developmental Reading
- Developmental Writing
- English
- French
- German
- Journalism
- Photography
- Reading
- Spanish
- Speech

SCIENCE / MATHEMATICS / PHYSICAL EDUCATION DIVISION

- Biology
- Chemistry
- Developmental Mathematics
- Geology
- Geography
- Health
- Mathematics
- Physical Education
- Physics

SOCIAL SCIENCES / HUMANITIES DIVISION

- Anthropology
- Art
- Child Development
- Dance
- Government
- History
- Music
- Philosophy
- Psychology
- Religion
- Social Science
- Sociology
- Theatre

COUNSELING/HUMAN DEVELOPMENT

- Human Development

College Transfer Programs (The first two years of a bachelor's degree)

Brookhaven College students may take the first two years of a Bachelor's Degree and transfer to a four-year senior institution for the remaining two years. Students may choose from a wide variety of majors. If they know the senior institution to which they wish to transfer, a curriculum will be designed which will result in smooth, trouble-free transfer.

Listed below are some of the possible majors a student may consider:

Art	Pre-Med
Business Administration	Psychology
Criminal Justice	Public Administration
English	Science
Liberal Arts	Sociology
Music	Speech
Political Science	Teacher Education

For students who have not yet chosen a major field of study, but who wish to eventually earn a Bachelor's Degree, the following courses can be used in most majors chosen at a later date:

Course	Credit Hours
English 101, 102	6
History 101, 102	6
Laboratory Science	8
Social Science Electives	6
Mathematics and/or Fine Arts Elective	6
Physical Education	2

Course Descriptions

In the following list of courses, the credit value in semester units is indicated following the course number. The total contact hours projected for a course is indicated for fully individualized courses, in lieu of the traditional lecture/lab designation.

Courses numbered 100 or above are applicable to the associate degrees. Courses numbered below 100 are developmental in nature. The student is urged to consult a counselor or specific college catalogs for information regarding transferability of courses.

Course prerequisites may be waived only by the appropriate division chairperson.

All courses listed in this catalog may not be offered during the 1978-79 year.

(C.H. — contact hours; Cr. — Credit; Lec. — Lecture; and Lab. — Laboratory)

Anthropology 100 3 Cr.
Introduction to Anthropology (3 Lec.)

A survey of the origin of mankind involving the processes of physical and cultural evolution, ancient man, pre-literate man today. Attention is centered on fossil evidence, physiology and family/group roles and status.

Anthropology 101 3 Cr.
Cultural Anthropology (3 Lec.)

A survey of the cultures of the world with emphasis on those of North America. The concept of culture, social and political organization, language, religion and magic, elementary anthropological theory. (This course is offered on campus and may be offered via television.)

Art 103 1 Cr.
Introduction to Art (3 Lab.)

An introduction to materials and techniques of studio art for the non-major, involving basic design concepts and traditional media. Laboratory fee required.

Art 104 3 Cr.
Art Appreciation (3 Lec.)

Films, lectures, slides and discussion on the theoretical, cultural and historical aspects of the visual arts. Attempts to develop visual and aesthetic awareness, thus relating art to the student as an individual.

Art 105 3 Cr.
Survey of Art History (3 Lec.)

This course covers the chronological sequence of art from the prehistoric through the Renaissance. Explores the cultural, geophysical and personal influences on art styles, offering a broader range of ideas which will enable the student to relate the past to his/her own work and provide stimuli for future works.

Art 106 3 Cr.
Survey of Art History (3 Lec.)

This course covers the chronological sequence of art from the Baroque

through the present. Explores the cultural, geophysical and personal influences on art styles, offering the student a broader range of ideas which will enable the student to relate the past to his/her own work and provide stimuli for future works.

Art 110 3 Cr.
Design I (2 Lec., 4 Lab.)

A study of basic concepts of design using two-dimensional materials. Use of line, color, texture, value, shape and size in composition. Required of all art and interior design majors. Open to all interested students.

Art 111 3 Cr.
Design II (2 Lec., 4 Lab.)

A study of basic concepts of design with three-dimensional materials, using mass, space, movement and texture. Required of all art majors. Open to all interested students. Laboratory fee required.

Art 114 3 Cr.
Drawing I (2 Lec., 4 Lab.)

A beginning course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself. Required of all art majors. Open to all interested students.

Art 115 3 Cr.
Drawing II (2 Lec., 4 Lab.)

Prerequisite: Art 114. Expansion of Drawing I stressing the expressive and conceptual aspects of drawing including the human figure within a spatial environment. Required of all art majors. Open to all interested students.

Art 116 3 Cr.
Introduction to Jewelry I (2 Lec., 4 Lab.)

Prerequisite: Art 110, Art 111 or permission of instructor. The basic techniques of fabrication and casting of metals, with emphasis on original design. Laboratory fee required.

Art 117 **3 Cr.**
Introduction to Jewelry II **(2 Lec. 4 Lab.)**
 Prerequisite: Art 116. A continuation of Jewelry I. The study of advanced fabrication and casting techniques, with emphasis on original design. Laboratory fee required.

Art 199 **1 Cr.**
Art Seminar **(1 Lec.)**
 A one hour weekly lecture and seminar where area artists, critics and art educators speak with students about the work exhibited in the gallery and discuss current art styles, movements, as well as the specifics of being artists in our contemporary society.

Astronomy 101 **3 Cr.**
Descriptive Astronomy **(3 Lec.)**
 A descriptive course consisting of a survey of the fundamentals of astronomy. Emphasis on the solar system, including a study of the celestial sphere, the earth's motions, the moon, planets, asteroids, comets, meteors and meteorites. (This course is offered on campus and may be offered via television.)

Astronomy 102 **3 Cr.**
General Astronomy **(3 Lec.)**
 A course emphasizing stellar astronomy which includes a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way galaxy and external galaxies.

Auto Body 160 **2 Cr.**
Basic Hand Tools and Power Equipment **(60 C.H.)**
 Use and safe handling practices of the various basic hand and power tools. An array of fasteners used on automobiles will be described and their uses demonstrated. Includes their application in the various body repair operations.

Auto Body 161 **1 Cr.**
Safety and the Automotive Industry **(30 C.H.)**
 Involves the study of shop safety, work

area arrangement, regulatory guidelines for shop operations, and an overview of the automotive industry.

Auto Body 162 **3 Cr.**
Selection and Application of Materials **(90 C.H.)**
 Application of several types of primers, sealers prior to the application of enamels or acrylics. Includes undercoatings, primers, surfacing and sealing techniques.

Auto Body 163 **4 Cr.**
Principles and Techniques of Painting **(120 C.H.)**
 Preparing the surface for painting, material use and selection and masking procedures. Both power and hand sanding techniques are emphasized.

Auto Body 164 **3 Cr.**
Paint Mixing, Matching, and Spray Gun Operations **(90 C.H.)**
 Use of manufacturers codes, mass and tint tone methods and color selection. Initial color matching, correction and color tinting techniques are covered. Spray Gun maintenance, operation, patterns and corrective adjustments receive particular attention.

Auto Body 165 **2 Cr.**
Principles and Techniques of Welding **(60 C.H.)**
 Procedures and techniques for using the oxyacetylene system. Cutting, brazing, shrinking, stretching, and the three position welding technique will be emphasized. Aluminum welding practices are included.

Auto Body 166 **7 Cr.**
Auto Metal Correction and Repair **(210 C.H.)**
 Emphasis will be on major and minor corrective techniques and procedures involving sheet metal damage and construction of hoods, trunks, doors, fenders, and quarter panels. Adjustment, repair, and replacement of component parts, equipment and minor electrical apparatus will be covered.

Auto Body 200 3 Cr.
**Body Fillers, Filing,
and Sanding Techniques** (90 C.H.)

Preparation, application and finishing techniques using several body fillers such as plastic, fiberglass, and soldering. Involves the practical application of filing and sanding techniques using both hand and power sanders.

Auto Body 201 2 Cr.
**Polishing, Detailing and
Minor Surface Repairs** (60 C.H.)

Touch up and detailing procedures, use of rubbing compounds, polishes, buffing techniques, and minor surface repairs.

Auto Body 202 2 Cr.
**Automotive Glass
and Trim** (60 C.H.)

Removal and replacement procedures for several types of trim, gaskets, glass, hardware, and assemblies.

Auto Body 203 1 Cr.
Special Effects (30 C.H.)

Special decorative effects are covered including simulated wood and vinyl application. Transfer repair, renewal, removal, film application, painting, and taping techniques are included.

Auto Body 204 2 Cr.
Paint Problems (60 C.H.)

This course will cover most of the potential problems that occur in the application of the finish on today's automobile. Recognition, prevention and correction will be stressed.

Auto Body 205 2 Cr.
Frame Repair (60 C.H.)

A procedures course involving corrective action in the design, construction, repair, and replacement of the automotive frame sections due to damage. Includes the care and use of frame straightening tools and equipment.

Automotive Parts 100 2 Cr.
**Orientation to the Auto
Parts Industry** (60 C.H.)

Orientation to the automotive parts industry, outlook and importance in the

total automotive field. The history and development of the industry, its current role in the U.S. economy, and future trends and issues are covered.

Auto Parts 110 1 Cr.
Auto Parts Safety (30 C.H.)

Safety practices, as it pertains to proper working conditions and safety precautions within an auto parts facility.

Auto Parts 130 2 Cr.
**Automotive Equipment, Tools,
and Accessories** (60 C.H.)

Selection and use of automotive hand tools and automotive parts equipment. Includes the identification of accessories and product knowledge.

Auto Parts 150 2 Cr.
**Auto Parts Sales
Techniques** (60 C.H.)

A study of counter sales techniques including analysis of the sales invoice. Further emphasis is on developing customer sales, telephone use and customer relations.

Auto Parts 160 3 Cr.
**Auto Parts Inventory
Operations** (90 C.H.)

The course will include the operation procedures necessary in the receiving, stocking and shipping of automobile parts. Involves the study of knowledge and technique uses in receiving and checking merchandise, methods of opening packages, stocking and storing of merchandise, packing and shipping merchandise, inventory and stock control, ordering merchandise.

Auto Parts 170 3 Cr.
**Automotive Vehicle
Components** (90 C.H.)

This course will cover the operation, nomenclature, and replacement of the parts commonly found on the modern automobile. Areas covered include engine assembly, auxiliary engine assembly, clutches and transmissions, universal joints, propellor shafts and differentials, brake systems, suspension and steering assemblies.

Auto Parts 180 2 Cr.
Order Processing and Analysis (60 C.H.)

This course will cover the functions of catalogues and pricing, indexing and filing systems, using price sheets, and using the specialized catalogues of the automotive manufacturers.

Auto Parts 190 1 Cr.
The Role of the Counterperson (30 C.H.)

This course will acquaint the student with duties required of the auto parts salesman. Specific duties covered are sales techniques, office procedures, delivery and housekeeping duties.

Auto Technology 141 1 Cr.
Automotive Shop Safety (30 C.H.)
Includes general shop safety, vehicle lifting procedures, electrical and fire hazards, vehicle moving, and proper tool and equipment usage and storage. Lab fee required.

Auto Technology 142 2 Cr.
Automotive Fundamentals (60 C.H.)
An introduction to the engine, standard and automatic transmission, drive line, front end, and the cooling, electrical, and fuel systems. Lab fee required.

Auto Technology 143 2 Cr.
Shop Equipment & Procedures (60 C.H.)
Includes selection, use and care of tools and equipment and use of service invoices, time and labor guides, and shop manuals. Also, basic arc welding and oxyacetylene welding, soldering, and brazing are introduced. Lab fee required.

Auto Technology 144 1 Cr.
Lubrication & Maintenance Procedures (30 C.H.)
Includes lubricants, vehicle lubrication requirements and greasing procedures, battery servicing, and cooling system maintenance procedures. Lab fee required.

Auto Technology 152 2 Cr.
Disc Brakes (60 C.H.)
Includes diagnosis and repair of disc brake systems, rotors, power brake boosters, master cylinders, control valves, and caliper rebuilding. Lab fee required.

Auto Technology 153 1 Cr.
Drum Brakes (30 C.H.)
Includes diagnosis and repair of drum brake systems, rebuilding wheel cylinders, machining brake drums, lining adjustment, and emergency brake systems. Lab fee required.

Auto Technology 162 4 Cr.
Engine Overhaul (120 C.H.)
Includes engine removal, disassembly, cleaning, repair or replacement of parts as required, re-assembly, and installation. Lab fee required.

Auto Technology 173 2 Cr.
Electrical Systems (60 C.H.)
Includes diagnosis and repair of starting systems, alternators and generators, lighting and instruments. Also interpretation of wiring diagrams and schematics. Lab fee required.

Biology 101 4 Cr.
General Biology (3 Lec., 3 Lab.)
This course is a prerequisite for all higher level biology courses and should be taken in sequence. Recommended for science majors. Emphasis is structure and function at the cell, tissue and organ system levels of organization in both plant and animal. Laboratory fee required.

Biology 102 4 Cr.
General Biology (3 Lec. 3 Lab.)
This course is a continuation of Biology 101. Emphasis is Mendelian and molecular genetics, evolutionary mechanisms, plant and animal development and the energetics and regulation of ecological communities. Laboratory fee required.

Biology 115 4 Cr.
Biological Science (3 Lec., 3 Lab.)

A presentation of selected topics in biological science for the non-science major, including the cell concept, basic chemistry as it relates to biology, an introduction to genetics, cellular processes such as mitosis, meiosis, respiration, photosynthesis and plant and animal reproduction. Laboratory fee required. (This course is offered on campus and may be offered via television.)

Biology 116 4 Cr.
Biological Science (3 Lec., 3 Lab.)

No prerequisite. A study of selected topics of biological science for the non-science major including all systems of the human body, disease, drug abuse and aging, evolution, ecology and man in relation to his environment. Laboratory fee required.

Biology 203 4 Cr.
Intermediate Botany (3 Lec. 3 Lab.)

Prerequisites: Biology 101 and 102. A survey of the major plant groups with emphasis placed on morphology, physiology, classification, life cycles and evolutionary relationships to each other and their economic importance to man. Recommended for science majors. Laboratory fee required.

Biology 216 4 Cr.
General Microbiology (3 Lec., 4 Lab.)

Prerequisites: Biology 102 or consent of instructor. A study of microbes with emphasis on growth, reproduction, nutrition, genetics and ecology of microorganisms. Laboratory activities will constitute a major part of the course. Recommended for science majors and science related programs. Laboratory fee required.

Biology 221 4 Cr.
Anatomy and Physiology I (3 Lec., 3 Lab.)

Prerequisite: Biology 102 or approval of instructor. Recommended for sci-

ence majors. First course of a two-course sequence. Structure and function as related to the human skeletal, muscular and circulatory system. Emphasis is placed on the inter-relationships of these systems. Laboratory fee required.

Biology 222 4 Cr.
Anatomy and Physiology II (3 Lec., 3 Lab.)

Prerequisite: Biology 221 or approval of instructor. Second course of a two-course sequence. Structure and function as related to the human digestive, nervous, respiratory, reproductive and endocrine systems. Emphasis placed on the inter-relationships of these systems. Laboratory fee required.

Biology 224 4 Cr.
Environmental Biology (3 Lec., 3 Lab.)

Prerequisite: 6 hours biology. A one semester course dealing with the basic principles and techniques of aquatic and terrestrial communities and how these relate to the problems facing man in a modern technological society. Laboratory fee required.

Biology 226 4 Cr.
Genetics (3 Lec., 3 Lab.)

Fundamental concepts in genetics to include Mendelian, inheritance, recombination genetics, the biochemical theory of genetic material and mutation theory. Plant and animal materials will be used to study population genetics linkage, gene structure and function and other concepts of heredity. Laboratory fee required.

Business 105 3 Cr.
Introduction to Business (3 Lec.)

Provides overall picture of business operation; includes analysis of specialized fields within business organizations; identifies role of business in modern society. (This course is offered on campus and may be offered via television.)

Business 106 1 Cr.
Professional Development Orientation (24 C.H.)
 Orientation to the retail distribution and marketing program and Distributive Education Clubs of America; the professional organization. Preparation of the DECA calendar of events and the election of officers. Available to retail distribution and marketing students only.

Business 107 1 Cr.
Professional Development Local Organizations (24 C.H.)
 Assignment of major DECA committees, planning and partial completion of professional, promotional, civic, recreational and fund raising projects. Available to retail distribution and marketing students only.

Business 131 3 Cr.
Bookkeeping I (3 Lec.)
 The fundamental principles of double-entry bookkeeping as applied to practical business situations. Emphasis is given to the following: financial statements, trial balances, work sheets, special journals, adjusting and closing entries. A practice set covering the entire business cycle will be completed.

Business 132 3 Cr.
Bookkeeping II (3 Lec.)
 Prerequisite: Business 131. Attention will be given to accruals, bad debts, taxes, depreciation, controlling accounts and business vouchers. Bookkeeping for partnerships and corporations will be introduced.

Business 136 3 Cr.
Principles of Management (3 Lec.)
 A study of the process of management including the functions of planning, organizing, leading and controlling. Particular emphasis on policy formulation, decision making processes, operating problems, communications theory and motivation techniques.

Business 137 3 Cr.
Principles of Retailing (3 Lec.)
 The operation of the retail system of distribution. The inter-relationship of consumer demand, inventory control, the buying sequence, personnel requirements, use of computer in retailing, store location and layout and credit policies.

Business 143 3 Cr.
Personal Finance (3 Lec.)
 A study of everyday financial problems encountered in managing personal affairs. Includes financial planning, insurance, budgeting, use of credit, home ownership, savings, investment and tax problems.

Business 150 4 Cr.
Management Training (20 Lab.)
 Prerequisite: Concurrent enrollment in approved Mid-Management Program. Supervised employment in student's chosen field. Intended to provide practical experience for students preparing for careers in business management. Business 150 will be offered the first semester.

Business 151 4 Cr.
Management Training (20 Lab.)
 Prerequisite: Concurrent enrollment in approved Mid-Management Program. A continuation of Business 150. Business 151 will be offered the second semester.

Business 153 3 Cr.
Small Business Management (3 Lec.)
 The student will be studying the fundamental approaches to planning, establishing and operating a small business. The day-to-day operation of the business and reporting procedures will be studied as well as exploring the concepts of general management.

Business 154 2 Cr.
Management Seminar: Role of Supervision (2 Lec.)
 Prerequisites: Concurrent enrollment in Business 150 and preliminary in-

terview by mid-management faculty. Problem analysis and project development for students majoring in mid-management. Special emphasis is placed upon the development of management, goal setting and planning, leadership, communication and motivation as applied to the student's work experiences.

Business 155 2 Cr.
Management Seminar:
Personnel Management (2 Lec.)
 Prerequisites: Business 150, Business 154 and concurrent enrollment in Business 151. A study of the principles, policies and practices relating to the personnel functions of business as applied to the student's work experiences.

Business 159 4 Cr.
Beginning Shorthand (3 Lec., 2 Lab.)
 Prerequisite: Credit in or concurrent enrollment in Business 172 or one year of typing in high school. Introduction of fundamental principles of Gregg Shorthand, Diamond Jubilee Series. Includes development of ability to read, write and transcribe shorthand outlines. Development of knowledge of mechanics of English.

Business 160 3 Cr.
Office Machines
(Formerly Business 161) (3 Lec.)
 Office Machines is designed to provide the student with a skill in the operation of such machines as adding machines, printing calculators, electronic display calculators and electronic printing calculators. Emphasis is placed on developing the touch system for both speed and accuracy. A review of fundamental mathematics needed for successful machine use in the typical office situation is included in the course.

Business 162 3 Cr.
Office Procedures (3 Lec.)
 Prerequisite: Credit in Business 172 or one year of typing in high school.

Duties, responsibilities and personal qualifications of the office worker are emphasized. Units of work include filing, reprographics, mail, telephone, financial transactions and job applications.

Business 165 3 Cr.
Introduction to Word Processing (3 Lec.)
 Prerequisite: Business 172 or one year of high school typing. Provides an overall picture of word processing and its effect on traditional office operations. A study of word processing terminology and word processing centers which combine up-to-date equipment with streamlined paper handling procedures. Training in the transcription and distribution of business communications. Reinforcement of English skills and English mechanics.

Business 166 4 Cr.
Intermediate Shorthand (3 Lec., 2 Lab.)
 (Formerly Business 164)
 Prerequisites: Credit in Business 159 or one year of shorthand in high school; credit in Business 172 or one year of typing in high school. Application of the principles of Gregg Shorthand to develop the following: increased speed dictation accuracy in typing from shorthand notes and emphasis on the beginning techniques of transcription skills. Included will be oral reading of shorthand outlines, speed building dictation and mailable copy. Special attention will be given to English fundamentals such as grammar, punctuation, etc.

Business 172 3 Cr.
Beginning Typing
(Formerly Business 173) (2 Lec., 3 Lab.)
 Fundamental techniques in typewriting are developed. The skills involved in typing manuscripts, business letters and tabulation are introduced. This course is for students with no previous training in typewriting.

Business 174 2 Cr.
Intermediate Typing (2 Lec., 2 Lab.)
Prerequisite: Credit in Business 172 or one year of typing in high school. Further development of techniques. Emphasis will be placed on problem solving, increasing speed and accuracy in typing business forms, correspondence and manuscripts.

Business 201 3 Cr.
Principles of Accounting I (3 Lec.)
Theory and practice of measuring and interpreting financial data for business units; study of problems of income measurement, such as depreciation, inventory valuation and credit losses; the operating cycle and the preparation of financial statements. (This course is offered on campus and may be offered via television.)

Business 202 3 Cr.
Principles of Accounting II (3 Lec.)
Prerequisite: Business 201. Accounting procedures and practices applicable to partnerships and corporations; the use of cost data, budgetary controls, analysis and interpretation of financial reports for use by creditors, investors and management.

Business 203 3 Cr.
Intermediate Accounting (3 Lec.)
Prerequisite: Business 202. An intensive study of the concepts, principles and practice of modern financial accounting. Included is a complete study of the purposes and procedures underlying the financial statements.

Business 204 3 Cr.
Managerial Accounting (3 Lec.)
Prerequisite: Business 202. A study of accounting practices and procedures in providing information for business management. Emphasis is placed on the preparation and internal use of financial statements and budgets, types of accounting systems and other accounting information and procedures used in management planning and control.

Business 205 3 Cr.
Business Finance (3 Lec.)
Prerequisite: Economics 201 or Economics 202. This course is designed to give the student a working knowledge of the financial system in the free enterprise system. Interest rates, value analysis, financing of business firms and government, security markets, analysis of financial requirements for decision making and capital requirements.

Business 206 3 Cr.
Principles of Marketing (3 Lec.)
A study of the scope and structure of marketing institutions in the marketplace today. Analysis of the marketing functions, consumer behavior, market research, sales forecasting and relevant state and federal laws.

Business 230 3 Cr.
Salesmanship (3 Lec.)
A course in general salesmanship involving the factors of successful selling of goods and ideas. Buying motives, sales psychology, customer approach and sales techniques are studied.

Business 231 3 Cr.
Business Correspondence (3 Lec.)
Prerequisites: Credit in Business 172 or one year of typing in high school; credit in Communications 131 or English 101. A practical course that includes a study of letter forms, the mechanics of writing and composing various types of communications. A critical analysis of the appearance and content of representative business correspondence is made.

Business 233 3 Cr.
Advertising and Sales Promotion (3 Lec.)
Introduces the fundamental principles, practices and common media used in persuasive communication. Includes an insight into buyer behavior, use of advertising media to motivate consumers and methods of stimulating salespeople and retailers. Familiarizes

the student with the management of promotion programs with respect to goals, strategies, evaluation and control of promotional activities.

Business 234 **3 Cr.**
Business Law **(3 Lec.)**

This course is designed to acquaint the student with the historical and ethical background of the law and to familiarize him with present day principles of law. Particular emphasis on contracts, property (bailments, sales, leases, wills and estates) and torts.

Business 237 **3 Cr.**
Organizational Behavior **(3 Lec.)**

This course endeavors to focus on the persisting human problems of administration in modern organization as they relate to the theory and methods of behavioral science.

Business 238 **3 Cr.**
Cost Accounting **(3 Lec.)**

Prerequisite: Business 202. The theory and practice of accounting for a manufacturing concern. Detailed study of the measurement and control of material, labor and factory overhead for the job order and process cost system. Budgets variance analysis, standard costs, joint and by-products costing will be discussed.

Business 239 **3 Cr.**
Income Tax Accounting **(3 Lec.)**

Prerequisite: Business 202 or consent of instructor. Provides an understanding of basic income tax laws applicable to individuals and sole proprietorships. Subjects treated include personal exemption, gross income, business expenses, non-business deductions, capital gains and losses. Emphasis is on those problems commonly encountered in the preparation of income tax returns.

Business 242 **3 Cr.**
Personnel Administration **(3 Lec.)**

Personnel Administration is a business course designed to provide a solid

foundation in the fundamentals, theories, principles and practices of people management. Emphasis will be on people and the factors that are relevant to employment of people; i.e., recruitment, selection, training, job development, interactions with others, labor management relations, government regulations, etc. The managerial functions of planning, organizing, staffing, directing and controlling will provide the framework for applying the principles which are significant in personnel interactions and management.

Business 245 **3 Cr.**
Sales Management **(48 C.H.)**

Study of successful sales executive's qualities and characteristics. Emphasis on pricing, distribution, promotion, and brand management; also managerial decisions involved in recruiting, selecting, training and motivating salesman.

Business 246 **3 Cr.**
Marketing and Management Cases **(48 C.H.)**

Prerequisites: BUS 136 and BUS 206. Selected case studies in marketing and management to give you greater depth in business decision making.

Business 250 **4 Cr.**
Management Training **(20 Lab.)**

Prerequisites: Business 150-151; concurrent enrollment in Business 254. Continuation of supervised employment in the student's chosen field. Intended to provide increased supervisory responsibility for students preparing for careers in business management. Business 250 will be offered the first semester.

Business 251 **4 Cr.**
Management Training **(20 Lab.)**

Prerequisites: Business 150-151. Concurrent enrollment in Business 255. A continuation of Business 250. Business 251 will be offered the second semester.

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Business 254 2 Cr.
Management Seminar:
Organizational Development (2 Lec.)
Prerequisites: Business 151, 155 and concurrent enrollment in Business 250. A study of the organizational objectives and management of human resources, including the various approaches to organizational theory as applied to the student's work experiences.

Business 255 2 Cr.
Management Seminar:
Business Strategy, the Decision Process and Problem Solving (2 Lec.)
Prerequisites: Business 250, Business 254 and concurrent enrollment in Business 251. Business strategy and the decision making process applied to the first line supervisor and middle-management positions. Specific emphasis will be placed upon the application of the student's course knowledge and work experiences.

Business 256 3 Cr.
Office Management (3 Lec.)
A study of the organization, design, and control of office activities. Included is a study of standards of office practice; office services; wage payment plans; selection; training and supervising of office employees; office planning, organizing, and controlling techniques; and duties and responsibilities of the office manager.

Business 265 3 Cr.
Word Processing Practices and Procedures (3 Lec.)
Prerequisite: Successful completion of Business 165. Theory and practice of translating ideas into words, putting those words on paper and turning that paper into communication. Emphasis on training in composing and dictating business communications, developing teamwork skills, setting priorities, scheduling, understanding procedures, researching, storing and retrieving documents and managing word processing systems. Further development of transcribing and magnetic key-

boarding skills. Reinforcement of typing skills and English mechanics. Goal is development of employable skills in an office or word processing center.

Business 266 4 Cr.
Advanced Shorthand
(Formerly
Business 263) (3 Lec., 2 Lab.)
Prerequisites: Credit in Business 166 or two years of shorthand in high school; credit in Business 174 or two years of typing in high school. Emphasis is on specialized speed building dictation, timed typewritten mailable transcription, additional vocabulary building and extensive production work capabilities. Continued development of this high level skill enables the student to meet the challenges presented in any office situation.

Business 273 2 Cr.
Advanced Typing (1 Lec., 2 Lab.)
Prerequisite: Credit in Business 174 or two years of typing in high school. Decision making and timed production of all types of business material are emphasized. A continuation of skill development and a review of typing techniques are also stressed. This course will demand accuracy at advanced speeds.

Business 275 3 Cr.
Secretarial Procedures
Prerequisites: Completion of or concurrent enrollment in Business 174, and completion of or concurrent enrollment in either Business 166 or Business 265. This course is designed primarily to make the student think in terms of initiative, creative thinking, and follow-through within these units of work; in-basket exercises, decision-making problems, utilization of the shorthand/transcription skills, units on public and personal relations, supervisory principles, business ethics and organizing time and work.

Business 803, 813 3 Cr.
(See Cooperative Work Experience)

Chemistry 101 4 Cr.
General Chemistry (3 Lec., 3 Lab.)

Prerequisite: Developmental Mathematics 093 or equivalent. Designed for science and science-related majors. The course includes the fundamental law and theories dealing with the structure and interactions of matter and the use of these principles in understanding the properties of matter, chemical bonding, chemical reactions, the physical states of matter and changes of state. The fundamental principles are applied to the solution of quantitative problems relating to chemistry. Laboratory fee required.

Chemistry 102 4 Cr.
General Chemistry (3 Lec., 3 Lab.)

Prerequisite: Chemistry 101. Designed for science and science-related majors, this course is a continuation of Chemistry 101. The fundamental concepts introduced previously, together with additional ones, are applied to a variety of topics, including solutions and colloids, chemical kinetics and equilibrium, electrochemistry and nuclear chemistry. Qualitative inorganic analysis is included in the laboratory work. Laboratory fee required.

Chemistry 115 4 Cr.
General Chemistry (3 Lec. 3 Lab.)

Prerequisite: Developmental Mathematics 091 or equivalent. Designed for non-science majors, the course traces the development of theoretical concepts and the evolution of these concepts in explaining various observations and laws relating to chemical bonding reactions, states of matter, solutions, electrochemistry and nuclear chemistry. The descriptive chemistry of some common elements and inorganic compounds is included. Laboratory fee required.

Chemistry 116 4 Cr.
General Chemistry (3 Lec., 3 Lab.)

Prerequisite: Chemistry 115. Designed for non-science majors, this course covers organic chemistry and biochemistry. The important classes of or-

ganic compounds are surveyed with the concept of structure providing the central theme. The biochemistry section includes carbohydrates, proteins, lipids, chemistry of heredity, disease, therapy and plant biochemistry. Laboratory fee required.

Chemistry 201 4 Cr.
Organic Chemistry I (3 Lec., 4 Lab.)

Prerequisite: Chemistry 102. Designed for science and science related majors. An integrated introductory course in organic chemistry dealing with the fundamental types of organic compounds, their nomenclature, classification, reactions and applications. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory with emphasis on reaction mechanisms, stereochemistry, transition state theory and techniques of organic synthesis. Laboratory fee required.

Chemistry 202 4 Cr.
Organic Chemistry II (3 Lec., 4 Lab.)

Prerequisite: Chemistry 201. Designed for science and science related majors, this course is a continuation of Chemistry 201. Emphasis will be given to the further development of aliphatic and aromatic systems, polyfunctional compounds including amino acids, proteins, carbohydrates, sugars, heterocyclic and related compounds. Instrumental techniques will be used to identify compounds. Laboratory fee required.

Chemistry 203 4 Cr.
Quantitative Analysis (2 Lec., 6 Lab.)

Prerequisites: Chemistry 102, Mathematics 101 or Mathematics 104, or equivalent. This course includes the principles of chemistry as applied by the analytical chemist to quantitative determinations. Topics include gravimetry, oxidation-reduction, indicators and acid-base theory. Laboratory experience focuses on the fundamentals of gravimetric and volumetric analysis with an introduction to colorimetry. Laboratory fee required.

Child Development 135 4 Cr.
Survey of Child Service Programs (3 Lec. 2 Lab.)

A study of the historical background of the child care movement and the laws and standards governing these facilities. This course will cover what constitutes a good environment for children in group facilities. The laboratory experience consists of observations in agencies and schools for young children in the community.

Child Development 137 4 Cr.
Learning Programs for Young Children (3 Lec., 2 Lab.)

Emphasis is placed on the methods of working with young children and the materials used to provide the greatest scope of experience and learning from them. The laboratory will be participation in child care facilities in the community.

Child Development 142 3 Cr.
Early Childhood Development 0-3 Yrs. (90 C.H.)

Basic principles pertaining to normal growth and development of the child from zero through three years of age are studied. Emphasis is on the child's physical, intellectual, emotional and social growth during these years. The laboratory experience will consist of participating in designated centers caring for infants and young children.

Child Development 143 3 Cr.
Early Childhood Development 3-5 Yrs. (90 C.H.)

Basic principles pertaining to normal growth and development of the child from three through five years of age are studied. Emphasis is on the child's physical, intellectual, emotional and social growth during these years. The laboratory experience will consist of participating in designated child care facilities caring for multi-age children.

Child Development 144 3 Cr.
Early Childhood Development 5-8 Yrs. (90 C.H.)

Basic principles pertaining to normal growth and development of the child

from five through eight years of age are studied. Emphasis is on the child's physical, intellectual, emotional and social growth during these years. The laboratory experience will consist of participating in designated child care centers and schools caring for children. Special attention will be given to after-school care.

Child Development 236 3 Cr.
Childhood Problem Situations (3 Lec.)

This course examines some of the special problems and challenges the child faces in his environment. Study will be made of children showing how problem situations can stem from personal or family factors and lead to deviant behavior patterns.

Child Development 238 3 Cr.
Management Systems of Preschool Centers (3 Lec.)

Emphasis in this course will be on the practical aspects of managing a preschool center. A management system for centers includes budgeting, record keeping, food, health and referral services and personnel practices.

Child Development 239 3 Cr.
Studies in Child Guidance (90 C.H.)

A study is made of guidance in early childhood with emphasis placed upon the interpretation of anecdotal records and case studies of young children. Guidance is studied as used in the home as well as group experiences.

Child Development 240 2 Cr.
Internship (10 Lab.)

During this semester internship, the child development student works as a paid employee in a child service center. Instructors assist students in goal setting, planning activities, providing appropriate materials, implementing plans and self-evaluation.

Child Development 241 3 Cr.
Parents and the Child Care-Giver (90 C.H.)

A study of relationships between care-givers and parents of young children. Emphasis will be on techniques and

skills needed to develop parental involvement in child care facilities as well as a study of family living patterns.

Child Development 242 3 Cr.
Advanced Administrative Practices for Child Care Facilities (90 C.H.)

A study of administrative procedures with emphasis on planning, budgeting, personnel section and supervision, evaluation and leadership styles. The laboratory experience will consist of participating in a designated child care facility under the guidance of the director. Registration for this course is to be preceded by an interview with a child development instructor.

Child Development 243 3 Cr.
Early Childhood Development Special Projects (90 C.H.)

This course is designed to help the student study in depth a particular dimension of child care. The laboratory experience will consist of participating in a designated child care center or facility directly related to the student's special project. Registration for this course is to be preceded by an interview with a child development instructor.

Child Development 812 2 Cr.
 (See Cooperative Work Experience)

College Learning Skills 100 1 Cr.
College Learning Skills (1 Lec.)

The course will provide individualized study and practice in reading, study skills and/or composition. It is designed for students who wish to extend their learning skills for academic or career programs. May be repeated for a maximum of three (3) credits.

Communications 131 3 Cr.
Applied Composition and Speech (3 Lec.)

The study of communications skills as a practical means of preparing for successful performance in the student's chosen vocation. Practice in writing

letters, applications, resumes and short reports.

Communications 132 3 Cr.
Applied Composition and Speech (3 Lec.)

Prerequisite: Communications 131 or consent of instructor. The study of communication processes with emphasis on written persuasion directly related to occupational training and work experience. Use of expository techniques in business letters and documented reports. Practice in oral communications.

Computing Sciences 175 3 Cr.
Introduction to Computer Sciences (3 Lec.)

Provides a basic understanding of the computer, cultural impact, history of computers, vocabulary, flow charts, data representation and an introduction to procedure-oriented languages with general applications.

Cooperative Work Experience
701, 711, 801, 811 1 Cr.
702, 712, 802, 812 2 Cr.
703, 713, 803, 813 3 Cr.
704, 714, 804, 814 4 Cr.

Prerequisite: Completion of two courses in the student's major and/or instructor/coordinator approval. This course constitutes an on-the-job application of theory and laboratory instruction received in the formal courses of the student's major curricula. Placement in a work-study position in the technical/occupational field will test the students skill and ability to function successfully in that respective occupation. The student's learning in this course will be guided by a set of learning objectives formulated at the beginning of each semester by the student, the instructor/coordinator and the supervisor at work. The instructor will determine if the learning objectives are valid and will give final approval for credit. The student will have a regularly scheduled meeting with the instructor and will complete appropriate assignments given by the instructor.

Dance 150 3 Cr.
Beginning Ballet I (2 Lec., 3 Lab.)
Course designed to explore basic ballet technique — posture, balance, coordination of body, rhythm, and flow of physical energy through the art form. Theory, terminology, ballet history, and current attitudes and events in ballet will also be studied. Barre exercises and centre floor combinations given.

Dance 151 3 Cr.
Beginning Ballet II (1 Lec., 7 Lab.)
Prerequisite: Dance 150. Continuation of Beginning Ballet I with emphasis on expansion of combinations at the barre. Addition of "connecting" steps learned at centre. Introduction of jumps and pirouettes.

Dance 155 1 Cr.
Jazz I (3 Lab.)
A course designed to introduce students to basic skills of jazz dance with emphasis on general body technique and development, rhythm awareness, jazz styles and rhythmic combination of movement. Laboratory fee required.

Dance 156 1 Cr.
Jazz II (3 Lab.)
Prerequisite: Jazz I or consent of instructor. A course designed for the continuance of work on skills and style inherent in jazz dance. Class work will deal with technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form. Laboratory fee required.

Dance 160 3 Cr.
Introduction to Dance History (3 Lec.)
A history of primitive, classical and contemporary dance forms.

Dance 250 3 Cr.
Intermediate Ballet I (1 Lec., 3 Lab.)
Prerequisite: Beginning Ballet II, Dance 151. Program designed to continue on an intermediate level of ballet technique with more complicated exercises at the barre and centre floor.

Emphasis on long series of movements, adagio, jumps, etc. Precision of movement stressed. Laboratory fee required.

Dance 251 3 Cr.
Intermediate Ballet II (1 Lec., 3 Lab.)
Prerequisite: Intermediate Ballet I, Dance 250. Beginning pointe work for women. Specialized beats, tours for men. Proficiency and technical virtuosity developed. Laboratory fee required.

Dance 252 1 Cr.
Coaching and Repertoire (2 Lab.)
Prerequisite: Intermediate Ballet II and consent of instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied, with the student learning to notate same. Course is designed to give the dancer individual coaching, with special attention given to the correction of any particular problems. May be repeated for credit. Laboratory fee required.

Developmental Communications 095 3 Cr.
Communication Skills (3 Lec.)
A course designed for the student who needs grammar, paragraph structure, reading skills, and/or oral communication to enhance his proficiency in language communications. Students will be tested and given prescribed work in one or a combination of the elements of study as the individual needs indicate.

Developmental Communications 120 3 Cr.
Communication Skills (2 Lec., 2 Lab.)
Designed for students with significant problems in communications development causing learning problems. Group sessions are supplemented with individual evaluations to provide a basis for the development of personalized programs based on needs. Interdepartmental planning provides alternative modes of learning. Special

attention is given to oral language as the initial language form. The course is organized in terms of skills development in a competency-based mode and enrollment may be accepted on a flexible basis on instructor referral.

Developmental Learning 094 1 Cr.
Learning Skills Improvement (2 Lab.)

A course designed for the student who needs improvement in developmental skills to enhance his/her performance in academic or career programs. Student will be assigned specific objectives as the individual needs indicate. May be repeated for a maximum of three (3) credits.

Developmental Mathematics

Developmental Mathematics courses are offered on a self-paced, individualized basis. These courses may be taken for review of mathematics skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 104, 111 and 115. Developmental Mathematics 091 satisfies prerequisites for mathematics 130, 139 and 195.

Developmental Mathematics 090 3 Cr.
Pre-Algebra Mathematics (3 Lec.)

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. It is the first step in the mathematics sequence and includes an introduction to algebra.

Developmental Mathematics 091 3 Cr.
Elementary Algebra (3 Lec.)

Prerequisite: Developmental Mathematics 090 or equivalent. This course is designed to develop an understanding of first year algebra. It includes special products and factoring, fractions, equations, graphs, functions and an introduction to geometry.

Developmental Mathematics 093 3 Cr.
Intermediate Algebra (3 Lec.)

Prerequisite: One year of high school algebra or Developmental Mathematics 091. Includes the terminology of sets, properties of real numbers, fundamental operations on polynomials and fractions, products, factoring, radicals and rational exponents. Also covered are solutions of linear, fractional, quadratic and systems of linear equations, coordinate systems and graphing.

Developmental Reading

Students can improve and refine their performance in the English sequence by enrolling in Developmental Reading courses. Developmental Reading 090 and 091 are valuable skill development courses for English 101. Reading 101 is especially helpful in English 102 and the sophomore level literature courses. See catalogue description in reading for full course content.

Developmental Reading 090 3 Cr.
Techniques of Reading/Learning (3 Lec.)

Developmental Reading 090 is designed to meet individual needs for proficiency in reading comprehension, vocabulary development, study skills and reading for success in academic areas and career advancement. It emphasizes learning how to learn and includes reading/learning experiences developed to strengthen the total educational background of each student. Developmental Reading 090 and 091 are offered in a laboratory setting employing varied instructional methods.

Developmental Reading 091 3 Cr.
Techniques of Reading/Learning (3 Lec.)

Developmental Reading 091 is designed to meet individual needs for proficiency in reading comprehension, vocabulary development, study skills and reading for success in academic areas and career advancement. It emphasizes learning how to learn and includes reading/learning experiences

developed to strengthen the total educational background of each student. Developmental Reading 091 is offered in a laboratory setting employing varied instructional methods.

Developmental Writing

Students can improve their level of success in all courses requiring writing assignments by registering for Developmental Writing or College Learning Skills. These courses consider organization skills and research paper styles as well as individual writing weaknesses.

Developmental Writing 090 3 Cr. Writing (3 Lec.)

Developmental Writing 090 emphasizes the diagnosis and correction of deficiencies in basic writing skills. Spelling, grammar, vocabulary improvement and principles of sentence and paragraph structure (as well as experience in organization for composition) are taught in a laboratory utilizing individualized instruction techniques.

Developmental Writing 091 3 Cr. Writing (3 Lec.)

Developmental Writing 091 is a sequel to Writing 090 and concentrates on the composition process; therefore, it is important to develop the student's skills of organization, transition and revision. His program of composition will vary according to his individual needs, which may include brief, simple forms as well as more complex, critical and research writing.

Developmental Writing 092 1 Cr. Writing Lab (3 Lab.)

Developmental Writing Lab 092 is a workshop to facilitate writing success for course work and other individual interests. Students are given instruction and supervision in written assignments, including the research paper and in editing for mechanical effectiveness.

Design 135 3 Cr. Textiles (3 Lec.)

A study of fibers, fabrics, and finishing processes, including identification and analysis of all types of weaves and their application in industry. Graphic history of textiles of the traditional styles and comparative analysis with contemporary development.

Earth Science 117 4 Cr. Earth Science (3 Lec., 3 Lab.)

The course encompasses the interaction of the earth sciences and man's physical world. Geology, astronomy, meteorology and space science are emphasized through the application of selected principles and concepts of the applied sciences. The course is directed toward the non-science major. Laboratory fee required. (This course is offered on campus and may be offered via television.)

Ecology 291 3 Cr. Man and His Environment II (3 Lec.)

A course designed to increase environmental awareness and knowledge. Areas of study include pollution, erosion, land use, energy resource depletion, overpopulation and effects of unguided technological development. Through documentaries and interviewing with experts, an emphasis is placed on proper planning of societal and individual action in order to protect the natural environment. (This course may be offered via television.)

Economics 201 3 Cr. Principles of Economics I (3 Lec.)

The fundamental principles of macroeconomics. Economic organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations and growth. Sophomore standing recommended. (This course is offered on campus and may be offered via television.)

Economics 202 3 Cr.
Principles of Economics II (3 Lec.)
 Prerequisite: Economics 201 or the consent of the instructor. The fundamental principles of micro-economics. Theory of demand, supply and price of factors; income distribution; theory of the firm. Emphasis also on international economics and contemporary economic problems.

English
 (Also see Developmental Reading and Developmental Writing)

English 101 3 Cr.
Composition and Expository Reading (3 Lec.)
 A course designed to develop the student's skills in writing and in the critical analysis of prose. (This course is offered on campus and may be offered via television.)

English 102 3 Cr.
Composition and Literature (3 Lec.)
 Prerequisite: English 101. Writing and reading activities in poetry, drama, the short story and the novel designed to increase the student's understanding and enjoyment of good literature. (This course is offered on campus and may be offered via television.)

English 203 3 Cr.
World Literature (3 Lec.)
 Prerequisite: English 102. Reading and analysis of significant Continental European works from the Greek Classical period through the Renaissance.

English 206 3 Cr.
American Literature (3 Lec.)
 Prerequisite: English 102. Reading and analysis of representative works from Whitman to the present.

French 101 4 Cr.
Beginning French (3 Lec., 2 Lab.)
 Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension and oral expression. Laboratory fee required.

French 102 4 Cr.
Beginning French (3 Lec., 2 Lab.)
 Prerequisite: French 101 or equivalent. Continuation of French 101 with emphasis on idiomatic language and complicated syntax. Laboratory fee required.

French 201 3 Cr.
Intermediate French (3 Lec.)
 Prerequisite: French 102 or equivalent. Reading, composition, grammar review and intense oral practice.

French 202 3 Cr.
Intermediate French (3 Lec.)
 Prerequisite: French 201 or equivalent. Continuation of French 201 with reading selections drawn more directly from contemporary literary sources. Composition.

Geography 101 3 Cr.
Physical Geography (3 Lec.)
 A survey of the physical makeup of the earth; weather and climate, topography, plant and animal life, land and sea. Attention is directed toward the earth in space, use of maps and charts and place geography.

Geography 102 3 Cr.
Economic Geography (3 Lec.)
 A study of the relation of man to his environment and his utilization of natural resources, dealing with problems of production, manufacture and distribution of goods throughout the world. The aspects of primitive subsistence and degrees of commercialism are considered.

Geography 103 3 Cr.
Cultural Geography (3 Lec.)
 Development of regional variations of culture, including the distribution of races, religions, languages and aspects of material culture, with emphasis on origins and diffusion.

Geology 101 4 Cr.
Physical Geology (3 Lec., 3 Lab.)
 Study of earth materials and processes for science and non-science majors. In-

cludes introduction to geochemistry, geophysics, examination of the earth's interior, magnetism, setting in space, minerals, rocks, structure and geologic processes. Laboratory fee required.

Geography 102 3 Cr.
Economic Geography (3 Lec.)

A study of the relation of man to his environment and his utilization of natural resources, dealing with problems

of production, manufacture and distribution of goods throughout the world. The aspects of primitive subsistence and degrees of commercialism are considered.

German 101 4 Cr.
Beginning German (3 Lec., 2 Lab.)

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension and oral expression. Laboratory fee required.



German 102 4 Cr.
Beginning German (3 Lec.; 2 Lab.)
Prerequisite: German 101 or equivalent. Continuation of German 101 with emphasis on idiomatic language and complicated syntax. Laboratory fee required.

German 201 3 Cr.
Intermediate German (3 Lec.)
Prerequisite: German 102 or equivalent or consent of the instructor. Reading, composition, grammar review and intense oral practice.

German 202 3 Cr.
Intermediate German (3 Lec.)
Prerequisite: German 201 or equivalent. Continuation of German 201 with reading selections drawn more directly from contemporary literary sources. Composition.

Government 201 3 Cr.
American Government (3 Lec.)
Prerequisite: Sophomore standing recommended. An introduction to the study of political science; origin and development of constitutional democracy (United States and Texas); federalism and intergovernmental relations; local government; parties, politics and political behavior. Satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.)

Government 202 3 Cr.
American Government (3 Lec.)
Prerequisites: Government 201 and sophomore standing recommended. A study of the United States and Texas legislative process, the executive and the bureau structure, the judicial process, civil rights and liberties, domestic policies. Other topics include foreign relations and national defense. Satisfies requirements for Texas State Teacher's Certification.

History 101 3 Cr.
History of the United States (3 Lec.)
A general presentation of United States History, commencing with the European background and first discoveries. The pattern of exploration, settlement and development of institutions is followed throughout the colonial period and the early national experience to 1877. (This course is offered on campus and may be offered via television.)

History 102 3 Cr.
History of the United States (3 Lec.)
Prerequisite: History 101 recommended. A survey of the unfolding of United States History from the Reconstruction Era to the present day. The study includes social, economic and political aspects of American life and follows the development of the United States as a world power.

History 105 3 Cr.
Western Civilization (3 Lec.)
A survey of the background for development of civilization in the West from ancient time through the Enlightenment; the Mediterranean world including Greece and Rome; the Middle Ages and the beginnings of modern history. Particular attention is paid to Renaissance, Reformation, the rise of the national state, the development and the influences of European colonization.

History 106 3 Cr.
Western Civilization (3 Lec.)
The unfolding of the pattern of modern western civilization from the Enlightenment to current times. A study of the Age of Revolution and the beginnings of industrialism; the nineteenth century and the social, economic and political factors of recent world history.

Human Development 102 **1 Cr.**
Orientation **(1 Lec.)**

This is a course to help the student be successful in college. The student will make an individual contract with the instructor. Student experiences will include appropriate subject "packages" such as "Improving Your Vocabulary," "How to Take Notes," "Study Skills" and "Listening Skills." Also, an evaluation session with a counselor is included. A "package" may be made up of programmed materials, filmstrips, tapes, slides, seminars, learning activities or other appropriate materials.

Human Development 104 **3 Cr.**
Educational and Career
Planning **(3 Lec.)**

A course in Human Development designed to identify problem areas of concern to the student who is entering college for the first time and to develop approaches to problem solving in relation to educational and career decisions through the process of group counseling. Activities are planned to promote mature interpersonal involvement within the group, the college, and the community through an understanding of the causes and effects of one's own behavior in relation to himself and others.

Human Development 105 **3 Cr.**
Basic Processes of
Interpersonal Relationships **(3 Lec.)**

A course in human development designed to explore interpersonal relations through a study of theory and concepts of small group processes and actual participation in the human experience. Students will be given an opportunity to participate in experiences planned to increase one's sensitivity to self and to others. A variety of activities is planned, partly by each class, designed to meet certain specific human needs of the students in the class.

Human Development 106 **3 Cr.**
Personal and
Social Growth **(3 Lec.)**

A course which deals with human development from the standpoint of the

interaction between a person and society. Understanding of self, the influences of society contributing to the development of self and the success of the individual within a society are investigated. Adjustment to family, school and society is developed.

Human Development 107 **3 Cr.**
Developing
Leadership Behavior **(3 Lec.)**

A course in human development designed to meet specific needs of students through participation in activities. The focus of this course will be on the development of group dynamics, leadership and human relations skills. Students will be required to participate in the management experience of planning, execution and evaluation of activities. The theoretical body of knowledge regarding leadership development and growth in group dynamics and management skills will be emphasized.

Humanities 101 **3 Cr.**
Introduction to
the Humanities **(3 Lec.)**

Through an examination of interrelated examples of man's creative achievements, the humanities course attempts to enlarge awareness and increase understanding of the nature of man and the values of human life. (This course is offered on campus and may be offered via television.)

Humanities 102 **3 Cr.**
Advanced Humanities **(3 Lec.)**

Prerequisite: Humanities 101 and/or permission of instructor. Humanities 102 is an in-depth and critical clarification of human value choices through the context of the humanities. It is designed to explore universal concerns such as man's relationship to oneself and to others, the search for meaning, and man as a loving, believing and hating being as revealed by artists, playwrights, filmmakers, musicians, dancers, philosophers and theologians. The intent is to provide a sense of the commonality of human experience across cultures and civilizations

and an understanding of the premises on which value choices are made.

Journalism 101 3 Cr.
Introduction to Mass Communications (3 Lec.)

A survey course designed to provide students with a panoramic view of the field of mass communications and an understanding of the role of mass media in modern society. Not restricted to journalism majors.

Journalism 102 3 Cr.
News Gathering and Writing (2 Lec., 3 Lab.)

Prerequisite: Typing ability. Beginning reporting, study of types of news, leads, body treatment of story, feature in lead, facts, background and practice in writing straight news story. Required for all journalism majors.

Journalism 103 3 Cr.
News Gathering and Writing (2 Lec., 3 Lab.)

Prerequisite: Journalism 102. Required for all journalism majors. A continuation of Journalism 102. The writing of more complex types of news stories. Specialized writing in the fields of sports, police news, markets, finance, society, amusements, government and news of interest to women. Additional laboratory work on the student newspaper.

Journalism 104 1 Cr.
Student Publications (1-3 Lab.)

Individual staff assignments on the student newspaper in one of the following journalistic fields: writing, advertising, photography, cartooning, editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may not be taken for credit concurrently with Journalism 102 or 103. Credit limited to one unit per semester. May be repeated for a total of three units credit.

Journalism 105 1 Cr.
Student Publications (3 Lab.)

Individual staff assignments on the student newspaper in one of the fol-

lowing journalistic fields: writing, advertising, photography, cartooning, editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may not be taken for credit concurrently with Journalism 102 or 103. Credit limited to one unit per semester.

Mathematics 101 3 Cr.
College Algebra (3 Lec.)

Prerequisite: Two years of high school algebra or Developmental Mathematics 093. A study of functions and relations, absolute values, variation, quadratic equations, complex numbers, functions of two variables, systems of equations and inequalities, elementary aspects of the theory of equations, progressions, the binomial theorem and algebraic proof.

Mathematics 102 3 Cr.
Plane Trigonometry (3 Lec.)

Prerequisite: Mathematics 101 or equivalent. A study of angular measure, function of angles, identities, solution of triangles, equations, inverse trigonometric functions, logarithms and complex numbers.

Mathematics 106 5 Cr.
Elementary Functions and Coordinate Geometry III (5 Lec.)

Prerequisites: Two years of high school algebra and one semester of trigonometry. A study of the algebra of functions to include the following: polynomial, rational, exponential, logarithmic and trigonometric functions, functions of two variables, complex numbers, vectors and analytic geometry to include conics, transformation of coordinates, polar coordinates, parametric equations and three dimensional space.

Mathematics 107 3 Cr.
Fundamentals of Computing (3 Lec.)

Prerequisite: Two years of high school algebra or Developmental Mathematics 093. An introductory course designed primarily for students desiring

credit toward a minor or major in computer science. The content of this course includes a study of algorithms and an introduction to a procedure-oriented language with general applications.

Mathematics 111 **3 Cr.**
Mathematics for Business and Economics I **(3 Lec.)**

Prerequisite: Two years of high school algebra or Developmental Mathematics 093. A study of equations, inequalities, matrices, linear programming and linear, quadratic, polynomial, rational, exponential and logarithmic functions. Applications to business and economic problems are emphasized.

Mathematics 112 **3 Cr.**
Mathematics for Business and Economics II **(3 Lec.)**

Prerequisite: Mathematics 111. Study of sequences and limits, differential calculus, integral calculus, optimization and appropriate applications.

Mathematics 115 **3 Cr.**
College Mathematics I **(3 Lec.)**

Prerequisites: One year of high school algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. A course designed for liberal arts students which includes the study of logic, mathematical patterns, mathematical recreations, systems of numeration, mathematical systems, sets and statements and sets of numbers. Historical aspects of the above topics will also be emphasized.

Mathematics 116 **3 Cr.**
College Mathematics II **(3 Lec.)**

Prerequisite: Mathematics 115. A course designed for liberal arts students which includes the study of algebra, linear programming, permutations, combinations, probability and geometry. Historical aspects of the above topics will also be emphasized.

Mathematics 121 **3 Cr.**
Analytic Geometry **(3 Lec.)**

Prerequisite: Mathematics 102 or equivalent. A study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations and three-dimensional space.

Mathematics 126 **5 Cr.**
Introductory Calculus **(5 Lec.)**

Prerequisite: Mathematics 105 or 106 or 121 or equivalent. A study of limits, continuity, derivatives, slopes, tangents, chain rule, implicit differentiation, higher derivatives, differentials, integration, applications of differential and integral calculus and trigonometric and inverse trigonometric functions.

Mathematics 130 **3 Cr.**
Business Mathematics **(3 Lec.)**

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. A study of simple and compound interest, bank discount, payrolls, taxes, insurance, markup and markdown, corporate securities, depreciation and purchase discounts. This course is intended primarily for specialized occupational programs.

Mathematics 195 **3 Cr.**
Technical Mathematics **(3 Lec.)**

Prerequisite: Developmental Mathematics 091 or the equivalent. A course designed for technical students covering a general review of arithmetic, a treatment of the basic concepts and the fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, a treatment of the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, stated problems, determinants, progressions and the binomial theorem.

Mathematics 207 3 Cr.
FORTRAN Programming with Applications (3 Lec.)

Prerequisites: Mathematics 107 or equivalent and Mathematics 101 or Mathematics 111 or Mathematics 104 or its equivalent. Study of FORTRAN language with emphasis on applications and programming of algorithmic language to solve numerical problems. Writing, testing and executing of typical FORTRAN programs will be stressed. Emphasis on applications for majors and minors in engineering, the sciences, mathematics or business.

Mathematics 209 3 Cr.
Introductory APL Programming (Formerly Computing Sciences 208) (3 Lec.)

Prerequisites: Mathematics 101 or 111 and Mathematics 107 or consent of instructor. A study of APL language with emphasis on applications. This course is designed for partial fulfillment of degree requirements in computer science.

Music 101 4 Cr.
Freshman Theory (3 Lec., 3 Lab.)

Development and cultivation of musicianship skills, especially in the areas of tonal and rhythmic perception and articulation. Presentation of the essential elements of music; introduction to sightsinging, keyboard and notation.

Music 102 4 Cr.
Freshman Theory (3 Lec., 3 Lab.)

Prerequisite: Music 101 or consent of instructor. Introduction to part-writing and harmonization with triads and their inversions; classification of chords; seventh chords, sightsinging, dictation and keyboard harmony.

Music 103 1 Cr.
Guitar Ensemble (3 Lab.)

A course designed to develop musical awareness and musicianship by performing music composed and arranged for guitar ensemble as well as works for guitar and a different instrument or voice and guitar.

Music 105 1 Cr.
Italian Diction (2 Lab.)

A study of the phonetic sounds of the Italian language, with selected vocabulary and little or no conversation. Primarily for voice majors.

Music 106 1 Cr.
French Diction (2 Lab.)

A study of the phonetic sounds of the French language, with selected vocabulary and little or no conversation. Primarily for voice majors.

Music 107 1 Cr.
German Diction (2 Lab.)

A study of the phonetic sounds of the German language, with selected vocabulary and little or no conversation. Primarily for voice majors.

Music 110 3 Cr.
Music Literature (3 Lec.)

A course dealing with the characteristics of sound, the elements of music, performance media and musical texture as seen in the music or recognized composers in the major periods of music history. Special emphasis is given to the music of the late Gothic, Renaissance and Baroque era.

Music 111 3 Cr.
Music Literature (3 Lec.)

Prerequisite: Music 110. A continuation of the compositional procedures and forms employed by the creators of music. Attention is focused upon the music of the Classical Romantic and Modern periods.

Music 113 3 Cr.
Foundations in Music I (3 Lec.)

Emphasis upon participation and the necessary skills for satisfactory performance in singing, playing an instrument, listening, creating rhythmic responses. Development of increasing ability to manage notation (music reading).

Music 114 3 Cr.
Foundations in Music II (3 Lec.)

Prerequisite: Music 113. Designed to help prepare students with limited mu-

sic training for Music 101 or to further their general music understanding. Course emphasis will include rhythmic and melodic training, understanding of basic chord functions, melody, textures and basic analysis of music.

Music 117 **1 Cr.**
Piano Class I **(2 Lab.)**
 Class instruction in the areas of basic musicianship and piano skills designed primarily for those with no knowledge in piano skills. Open to all students.

Music 118 **1 Cr.**
Piano Class II **(2 Lab.)**
 Includes techniques, skills, harmonization, transposition, improvisation, accompanying, sightreading and performing various styles of repertoire. Open to all students.

Music 119 **1 Cr.**
Guitar Class I **(2 Lab.)**
 Class instruction covering the basics of guitar skill, designed primarily for those with limited knowledge in the reading of music or playing the guitar. Open to all students.

Music 120 **1 Cr.**
Guitar Class II **(2 Lab.)**
 Prerequisite: Music 119 or the equivalent. A continuation of the skills introduced in Music 119 with emphasis on perfecting classical guitar techniques and music reading skills.

Applied Music
 Subject to enrollment, students may receive private instruction in the following courses: Piano, Organ, Voice, Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, French Horn, Trombone, Baritone, Tuba, Percussion, Guitar, Electric Bass and Drum Set.

Music 121-143 **1 Cr.**
Applied Music-Minor **(1 Lec.)**
 Private instruction in the student's secondary area. One half-hour lesson a week. Open to students registered in music theory, ensembles and other

music major or minor courses. Fee required.

Music 221-241 **2 Cr.**
Applied Music-Concentration **(1 Lec.)**
 Private instruction in the area of the student's concentration. Two half-hour lessons a week. Open to students registered in music theory, ensembles and other music major or minor courses. Fee required.

Music 150 **1 Cr.**
Chorus **(3 Lab.)**
 Prerequisite: Consent of instructor. Open to all students of the college, the chorus studies and performs a wide variety of music representing the literature of the great eras of music history.

Music 151 **1 Cr.**
Voice Class I **(2 Lab.)**
 A course teaching the principles of breathing, voice production, tone control, enunciation and phrasing. Two group lessons a week. Open to all non-voice majors.

Music 152 **1 Cr.**
Voice Class II **(2 Lab.)**
 A continuation of Music 151 with emphasis on solo singing, appearance in studio recital, stage development, personality development. Open to all non-voice majors. Two group lessons a week.

Music 155 **1 Cr.**
Vocal Ensemble **(3 Lab.)**
 A select group for mixed voices concentrating upon excellence of performance. Membership is open to any student by audition, who, in the opinion of the director, possesses special interest and skills in performance of advanced choral literature.

Music 156 **1 Cr.**
Madrigal Singers **3 Lab.**
 Select group of vocalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the

appropriate director. May be repeated for credit.

Music 160 1 Cr.
Band (3 Lab.)

Prerequisite: Non-wind instrument majors — consent of the instructor. The band studies and performs a wide variety of music in all areas of band literature. Required of all wind instrument majors.

Music 170 1 Cr.
Orchestra (3 Lab.)

A course affording experience in performing and reading orchestral literature and participation in the college orchestra.

Music 171 1 Cr.
Woodwind Ensemble (3 Lab.)

Select group of instrumentalists offering experience in the reading and performance of literature for small ensembles. Membership through audition with the appropriate director.

Music 172 1 Cr.
Brass Ensemble (3 Lab.)

Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.

Music 174 1 Cr.
Keyboard Ensemble (3 Lab.)

Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.

Music 175 1 Cr.
String Ensemble (3 Lab.)

Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.

Music 181 1 Cr.
Lab Band (3 Lab.)

Prerequisite: Permission of the instructor. The lab band functions as a group

in which students study and perform all forms of commercial music; i.e. jazz, pop, avant-garde, and soul. Student arranging, composing, and conducting is encouraged. May be repeated for credit.

Music 199 1 Cr.
Recital (2 Lab.)

One period per week designed to allow students of private lessons an opportunity to perform before an audience. Required for all music majors and open to all other students. Credit for this course does not apply to the Associate Degree.

Philosophy 102 3 Cr.
Introduction to Philosophy (3 Lec.)

A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with methods used to deal with them. Some principal views, both ancient and modern, are examined as possible solutions.

Philosophy 105 3 Cr.
Logic (3 Lec.)

An analysis of the principles of logical thinking. An effort is made to apply logic's methods and tools to real life situations. Fallacies, definitions, analogies, syllogisms, Venn Diagrams and other topics are discussed.

Photography 110 3 Cr.
Introduction to Photography and Photo-Journalism (2 Lec., 4 Lab)

Introduction to photography and photojournalism. The general mechanics of camera lenses and shutters, general characteristics of photographic films, papers and chemicals. Proper photographic darkroom procedures including enlarging, processing, contact printing and exposing of photographic films and paper. Study of artificial lighting. Laboratory fee required.

Photography 111 3 Cr.
Advanced Photography and Photojournalism (2 Lec. 4 Lab.)
 Advanced photography and photojournalism. Utilization of everything taught in 110, with emphasis on refining techniques. Special emphasis on photographic communication. Laboratory fee required.

Physical Education Activity Courses
 One of the main objectives of the Physical Education Program at Brookhaven College is to provide the opportunity for each student to become skilled in at least one physical activity which will prepare him for personal enjoyment of leisure time. Students are urged to take advantage of the program by registering for a Physical Education Activity course each semester.

Physical Education 100 1 Cr.
Lifetime Sports Activities (3 Lab.)
 Students are provided an opportunity for participation and instruction in various lifetime sports. Selection may be made from archery, badminton, bowling, golf, softball, tennis and other sports. Activities may be offered singularly or in combinations. Instruction shall be presented at the beginner and advanced-beginner levels. The course is designed for male and female students and may be repeated for credit, providing students select different activities. Laboratory fee required.

Physical Education 104 1 Cr.
Touch Football/Soccer (2 Lab.)
 A course designed for those students desiring instruction and skill development in touch football and soccer. Uniform required. Laboratory fee required.

Physical Education 111 1 Cr.
Beginning Wrestling (2 Lab.)
 Basic wrestling fundamentals, techniques, rules and strategy will be taught. Emphasis will also be placed upon spectator appreciation. Uniform required. Laboratory fee required.

Physical Education 112 1 Cr.
Softball and Soccer (2 Lab.)
 Designed to provide the student an opportunity for instruction and participation in softball and soccer. Uniform required. Laboratory fee required.

Physical Education 113 1 Cr.
Handball and Racquetball (2 Lab.)
 Designed to provide the student an opportunity for basic skills development in handball and racquetball. Uniform required. Laboratory fee required.

Physical Education 114 1 Cr.
Beginning Badminton (2 Lab.)
 This course is designed to teach the history, rules and beginning skills involved in the playing of badminton. Uniform required. Laboratory fee required.

Physical Education 115 1 Cr.
Physical Performance Lab (3 Lab.)
 This course is designed to diagnose and measure the student's physical condition and prescribe a program of exercise to carry with him through life. Much of the course work will be carried on in the Physical Performance Laboratory. Co-educational. Uniform required. Laboratory fee required.

Physical Education 116 1 Cr.
Intramural Athletics (2 Lab.)
 A co-educational activity class designed to offer intramural competition in a variety of activities. Uniform required. Laboratory fee required.

Physical Education 117 1 Cr.
Beginning Archery (2 Lab.)
 A co-educational class in beginning archery. Equipment furnished. No uniform required. Laboratory fee required.

Physical Education 118 1 Cr.
Beginning Golf (2 Lab.)
 A co-educational class in beginning golf. Equipment furnished. No uniform required. Laboratory fee required.

Physical Education 119 1 Cr.
Beginning Tennis (2 Lab.)
 A co-educational course designed for the beginner. Basic tennis fundamentals will be stressed. Uniform required. Laboratory fee required.

Physical Education 120 1 Cr.
Beginning Bowling (2 Lab.)
 A co-educational class in beginning bowling. Held off campus. Equipment furnished. No uniform required. Laboratory fee required.

Physical Education 121 1 Cr.
Folk Dance (2 Lab.)
 Participation in a variety of folk dances from other lands. Cultural backgrounds and costume study is included as part of the course. Laboratory fee is required. Co-educational. No uniform required.

Physical Education 122 1 Cr.
Beginning Gymnastics (2 Lab.)
 A co-educational course in beginning gymnastics, emphasizing basic skills in tumbling and in the various apparatus events. Uniform required. Laboratory fee required.

Physical Education 124 1 Cr.
Social Dance (2 Lab.)
 Students who have limited experience in dance will find this course beneficial. Ballroom and social dance includes fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dance steps. "Country" dancing includes reel, square dance, and other related dances. Co-educational. No uniform required. Laboratory fee required.

Physical Education 125 1 Cr.
Conditioning Exercise (3 Lab.)
 Enables the student to develop an understanding of exercise and its effect on the body and improve physical fitness through a variety of conditioning activities. Co-educational. Uniform required. Laboratory fee required.

Physical Education 127 1 Cr.
Basketball and Volleyball (2 Lab.)
 Techniques, rules and strategy of the game will be taught, and the emphasis will be on playing the game. Co-educational. Uniform required. Laboratory fee required.

Physical Education 129 1 Cr.
Modern Dance (2 Lab.)
 A co-educational, beginning class in Modern Dance. Uniform required. Laboratory fee required.

Physical Education 131 1 Cr.
Weight Training and Conditioning (3 Lab.)
 A course designed for those students who desire instruction and participation in weight training and conditioning techniques. May be repeated for credit. Co-educational. Uniform required. Laboratory fee required.

Physical Education 132 1 Cr.
Self-defense (3 Lab.)
 To introduce the student to various forms of self-defense in which the history and philosophy of the martial arts will be explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. The mental, as well as the physical aspects of the arts will be stressed. Co-educational.

Physical Education 134 1 Cr.
Outdoor Education (3 Lab.)
 A co-educational course designed to provide students with the opportunity to gain knowledge and skills in outdoor education and camping activities through planned and incidental experiences. Including a weekend camp-out. No uniform required. Laboratory fee required.

Physical Education 218 1 Cr.
Intermediate Golf (2 Lab.)
 Prerequisite: Permission of instructor. A course designed to develop skills

and techniques beyond the "beginner" stage. Laboratory fee required.

Physical Education 219 1 Cr.
Intermediate Tennis (2 Lab.)

Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the "beginner" stage. Uniform required. Laboratory fee required.

Physical Education 222 1 Cr.
Intermediate Gymnastics (2 Lab.)

Prerequisite: PEH 122. A course designed to develop skills and techniques beyond the 'beginner' stage. Uniform required. Laboratory fee required.

Physical Education
Non-Activity Courses

Physical Education 101 3 Cr.
Fundamentals of Health (3 Lec.)

A study of personal and community health. Emphasis placed on causative factors of mental and physical health and the means of disease transmission and prevention. For majors, minors and students with specific interest.

Physical Education 109 3 Cr.
Outdoor Recreation
(Formerly Recreation 231) (3 Lec.)

A study of the development and trends of outdoor recreation and organized camping.

Physical Education 144 3 Cr.
Introduction to Physical Education (3 Lec.)

Designed for professional orientation in physical education, health and recreation. Brief history, philosophy and modern trends of physical education, teacher qualification, vocational opportunities, expected competencies and skill testing comprise the contents of the course. For students majoring in Physical Education.

Physical Education 147 3 Cr.
Sports

Officiating I (2 Lec., 2 Officiating)

This course is especially designed for those students who would like to choose sports officiating for an avocation and/or to increase knowledge in and appreciation of sports. Sports covered in this course will be football and basketball. As part of the course requirements students will be expected to officiate intramural games.

Physical Education 148 3 Cr.
Sports

Officiating II (2 Lec. 2 Officiating)

This course is especially designed for those students who would like to choose sports officiating for an avocation and/or to increase knowledge in the appreciation of sports. Sports covered in this course will be softball, track and field, and basketball.

Physical Science 118 4 Cr.
Physical Science (3 Lec., 2 Lab.)

A study of the basic principles and concepts of physics, chemistry and nuclear science. The course relates these basic sciences to man's physical world at an introductory level. This course is intended primarily for the non-science major. Laboratory fee required.

Physical Science 119 4 Cr.
Physical Science (3 Lec., 2 Lab.)

The course encompasses the interaction of the earth sciences and man's physical world. Geology, astronomy, meteorology and space science are emphasized through the application of selected principles and concepts of the applied sciences. The course is directed toward the non-science major. Laboratory fee required.

Physics 111 4 Cr.
Introductory

General Physics (3 Lec. 3 Lab.)

Prerequisite: Two years high school algebra, including trigonometry or

equivalent. The first semester of a two-semester course designed for pre-dental, biology, pre-medical, pre-pharmacy and pre-architecture majors and other students who require a two-semester technical course in physics. Laboratory includes a one-hour problem session. Laboratory fee required.

Physics 112 **4 Cr.**
Introductory

General Physics (3 Lec., 3 Lab.)
 Prerequisite: Physics 111. A continuation of Physics 111 which includes the study of electricity, magnetism, light and sound. Laboratory includes a one-hour problem session. Laboratory fee required.

Physics 115 **4 Cr.**
Physics for

Liberal Arts (3 Lec., 3 Lab.)
 An introduction to the various areas of physics as they relate to the world in which we live, accomplished through the study of selected topics including mechanics, thermodynamics and acoustics. This course is intended primarily for the non-science major. Laboratory includes a one-hour problem session. Laboratory fee required.

Physics 116 **4 Cr.**
Physics for

Liberal Arts (3 Lec. 3 Lab.)
 Prerequisite: Physics 115. A continuation of Physics 115, which includes a study of selected topics in the areas of electrodynamics, optics and atomic physics. Laboratory includes a one-hour problem session. Laboratory fee required.

Psychology (Also see Human Development)

Psychology 103 **3 Cr.**
Sex Roles in American

Society (3 Lec.)
 A study of the physiological, psychological and sociological aspects of human sexuality. The student may register for either Psychology 103 or Sociology 103, but may receive credit for only one of the two.

Psychology 105 **3 Cr.**
Introduction to Psychology (3 Lec.)

A study of basic problems and principles of human experience and behavior; heredity and environment, the nervous system, motivation, learning, emotions, thinking and intelligence. (This course is offered on campus and may be offered via television.)

Psychology 131 **3 Cr.**
Human Relations (3 Lec.)

A study involving the direct application of psychological principles to human relations problems in business and industry. Consideration is given to group dynamics and adjustment factors related to employment and advancement. The presentation will be tailored to fit the needs of the student enrolled in each section.

Psychology 201 **3 Cr.**
Developmental Psychology (3 Lec.)

Prerequisite: Psychology 105. A study of human growth, development and behavior, emphasizing the psychological changes which occur during the life pattern. The processes of life from prenatal beginnings to adulthood are treated in an integrated manner. Due attention is given to aging and its place in the developmental sequence. (This course is offered on campus and may be offered on television.)

Psychology 202 **3 Cr.**
Applied Psychology (3 Lec.)

Prerequisite: Psychology 105. A course designed for the application of psychological facts and principles to problems and activities of life. Special emphasis will be placed on observing, recording and modifying human behavior. Some off-campus work will be required.

Psychology 205 **3 Cr.**
Psychology of Personality (3 Lec.)

Prerequisite: Psychology 105. A consideration of the important factors involved in successful human adjustment including child-parent relationships, adolescence, anxiety states,

mechanisms of defense and psychoanalytic concepts. The course includes a survey of methods of personality measurement.

Psychology 207 3 Cr.
Social Psychology (3 Lec.)

Prerequisites: Psychology 105 and/or Sociology 101. A survey of the research and theories dealing with individual behavior in the social environment. Topics include socio-psychological process, attitude formation and change, interpersonal relations and group processes. The student may register for either Psychology 207 or Sociology 207, but may receive credit for only one of the two.

Psychology 209 3 Cr.
General Psychology (3 Lec.)

Prerequisite: Psychology 105. An in-depth survey of behavior, including learning, motivation, perception and emotion. An introduction to behavioral research, data collecting and analysis will be included. Recommended for psychology majors.

Reading 101 3 Cr.
Effective College Reading (3 Lec.)

Reading 101 emphasizes comprehension techniques in reading fiction and non-fiction. Improved critical reading skills including analysis, critique and evaluation of written material are explored. Reading comprehension and flexibility of reading rate are stressed. In addition, advanced learning techniques in listening, note-taking, underlining, concentration and reading in specialized academic areas are developed.

Reading 102 3 Cr.
Speed Reading/Learning (3 Lec.)

The course emphasizes improved critical reading/learning skills utilizing an aggressive, dynamic approach. Reading comprehension is stressed using speed reading techniques. Learning and memory depth skills are taught. Offered in a laboratory setting.

Religion 101 3 Cr.
Religion in American Culture (3 Lec.)

A systematic examination of religion in American culture. Emphasis upon the characteristics of American religion, an objective study of various religious groups and an examination of the relation of religion to the arts and other cultural phenomena.

Religion 102 3 Cr.
Contemporary Religious Problems (3 Lec.)

Deals with both classic and recent issues such as the nature of religion itself, the existence of God, the encounter of world religions, mysticism, sexuality and religion and the interpretation of death. Sometimes offered with emphasis on a limited topic such as death and dying.

Salesmanship
(See Business 230)

Shorthand
(See Business 159, 166, 266)

Social Science 131 3 Cr.
American Civilization (3 Lec.)

A course designed to provide the student with some historical perspective for understanding the economic, political and social institutions of modern society. In this context, emphasis will be placed upon U.S. and Texas history and constitutional development. It is advised that these courses be taken in order: 131, 132.

Social Science 132 3 Cr.
American Civilization Sociology (3 Lec.)

An inquiry into the nature of society and the foundations of group life, including institutions, with a broad presentation of the bases of social change, processes and problems.

Sociology 102 3 Cr.
Social Problems (3 Lec.)

Prerequisite: Sociology 101. A study of the background, emergency and scope

of current group relationships in our society, emphasizing topics as they apply to social adjustment in the family and the total community environment.

Sociology 103 3 Cr.

Sex Roles in American Society (3 Lec.)

Same as Psychology 103. A study of the physiological, psychological and sociological aspects of human sexuality. The student may register for either Sociology 103 or Psychology 103, but may receive credit for only one of the two.

Sociology 203 3 Cr.

Marriage and Family (3 Lec.)

Prerequisite: Sociology 101 recommended. An analysis of courtship patterns, marriage and family forms, relationships and functions and sociocultural differences in family behavior.

Sociology 207 3 Cr.

Social Psychology (3 Lec.)

Prerequisites: Psychology 105 and/or Sociology 101. Same as Psychology 207. The student may elect the subject area heading appropriate to his major. The student may not receive credit for both Psychology 207 and Sociology 207.

Spanish 101 4 Cr.

Beginning Spanish (3 Lec., 2 Lab.)

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension and oral expression. Laboratory fee required.

Spanish 102 4 Cr.

Beginning Spanish (3 Lec., 2 Lab.)

Prerequisite: Spanish 101 or equivalent. Continuation of Spanish 101 with emphasis on idiomatic language and complicated syntax. Laboratory fee required.

Spanish 201 3 Cr.

Intermediate Spanish (3 Lec.)

Prerequisite: Spanish 102 or equivalent or consent of the instructor. Reading,

composition, grammar review and intense oral practice.

Spanish 202 3 Cr.

Intermediate Spanish (3 Lec.)

Prerequisite: Spanish 201 or equivalent. Continuation of Spanish 201 with reading selections drawn more directly from contemporary literary sources. Composition.

Spanish 203 3 Cr.

Introduction to Spanish

Literature (3 Lec.)

Prerequisite: Spanish 202 or equivalent or consent of the instructor. Readings in Spanish literature, history, culture, art and civilization.

Spanish 204 3 Cr.

Introduction to Spanish

Literature (3 Lec.)

Prerequisite: Spanish 202 or equivalent or consent of the instructor. Readings in Spanish literature, history, culture, art and civilization.

Speech 100 1 Cr.

Speech Laboratory (3 Lab.)

A laboratory course for the preparation of speeches, readings of dialogue from literature and debate propositions which will be presented through the community. May be repeated for one additional hour of credit each semester.

Speech 105 3 Cr.

Fundamentals of Public

Speaking (3 Lec.)

An introductory course in public speaking. Principles of reasoning. Emphasis upon the delivery of carefully prepared speeches. Special attention to audience analysis, collection of materials and outlining.

Speech 109 3 Cr.

Voice and Articulation (3 Lec.)

A study of the mechanics of speech applied to improvement of the individual's voice and pronunciation.

Speech 110 1 Cr.
Reader's Theatre Workshop (2 Lab.)

A laboratory course for the preparation and presentation of scripts, readings, and book reviews, collecting and arranging all types of literature for group interpretation and performance. May be repeated once for credit.

Speech 201 1 Cr.
Forensic Workshop (2 Lab.)

A laboratory course for the preparation of speeches, readings, and debate propositions which will be presented in competition and before select audiences. May be repeated for one additional unit of credit.

Speech 205 3 Cr.
Discussion and Debate (3 Lec.)

A study of theories and application of techniques of public discussion and argumentation. Special emphasis on development of ability to evaluate, analyze, and think logically, through application to current problems.

Speech 206 3 Cr.
Oral Interpretation (3 Lec.)

A study of fundamental techniques of analyzing various types of literature and practice in preparing and presenting selections orally. Emphasis on individual improvement.

Theatre 100 1 Cr.
Rehearsal and Performance (4 Lab.)

Prerequisite: Acceptance as a member of the cast or crew of a major production. Participation in the class includes the rehearsal and performance of the current theatrical presentation of the division. Students will be enrolled by the director upon being accepted for participation in a major production. Credit limited to one hour per semester.

Theatre 101 3 Cr.
Introduction to the Theatre (3 Lec.)

A general survey designed to acquaint the student with the various aspects of

theatre, plays and playwrights, directing and acting, theatres, artists and technicians.

Theatre 102 3 Cr.
Contemporary Theatre (3 Lec.)

A study of the modern theatre and cinema as art forms, with attention to the historical background and traditions of each. Emphasis is placed on a better understanding of the social, cultural and aesthetic significance of these media in today's life. Includes the reading of a number of modern plays and the viewing of specially selected films.

Theatre 103 3 Cr.
Stagecraft I (2 Lec., 3 Lab.)

A study of the technical aspects of play production including set design and construction, stage lighting, make-up, costuming and related areas.

Theatre 104 3 Cr.
Stagecraft II (2 Lec., 3 Lab.)

Prerequisite: Theatre 103 or consent of instructor. A continuation of Theatre 103 with emphasis on individual projects in set and lighting design and construction, including further exploration of the technical aspects of play production.

Theatre 105 3 Cr.
Make-Up for the Stage (3 Lec.)

Theory and practice of the craft of make-up. Laboratory fee required.

Theatre 106 3 Cr.
Acting I (2 Lec., 3 Lab.)

Individual and group activity with theory and exercises in bodily control, voice, pantomime, interpretation, characterization and stage movement. Analysis and study of specific roles for stage presentation.

Theatre 107 3 Cr.
Acting II (2 Lec. 2 Lab.)

Prerequisite: Theatre 106 or consent of instructor. Continuation of Theatre 106 with emphasis on problems of complex characterization, ensemble acting, stylized acting and acting in period plays.

Theatre 109 3 Cr.
Voice and Articulation (3 Lec.)

Same as Speech 109. The student may not receive credit for both Theatre 109 and Speech 109.

Theatre 110 3 Cr.
History of Theatre I (3 Lec.)

Survey of theatre from its beginning through the sixteenth century. Study of the theatre in each period as a part of the total culture of the period.

Theatre 111 3 Cr.
History of Theatre II (3 Lec.)

Development of the theatre from the seventeenth century through the twentieth century.

Theatre 199 1 Cr.
Demonstration Lab (1 Lab.)

One hour a week course designed to allow the theatre student an opportunity to practice the theory learned in specific theatre classes before an audience. Scenes studied in various drama classes will show contrast and the different perspectives. Required to all drama students — open to all students.





CAREER PROGRAMS

CAREER PROGRAMS

Career Programs offered in the Dallas County Community College District.

Brookhaven College

- Accounting Associate
- Accounting Technician
- Auto Body Repair and Painting
- Automotive Machinist
- Automotive Mechanic
- Auto Parts Sales and Service
- Auto Parts Assistant
- Child Development Associate
- Child Development Assistant
- Mid-Management
- Retail Distribution & Marketing
 - Commercial Design and Advertising
 - Fashion Merchandising Associate
 - Retail Management Associate
- Secretarial Careers

Cedar Valley College

- Accounting Associate
- Accounting Technician
- Air Conditioning & Major Appliance Repair
 - Commercial
 - Residential
 - Major Appliance Repair
- Animal Medical Technology
- Automotive Technology
- Commercial Music
 - Arranging/Composition/Copying
 - Music Retailing
 - Performing Musician
- Office Careers
 - General Office Careers
 - Secretarial Careers
- Mid-Management
- Power Mechanics
 - Motorcycle Repair
 - Outboard Marine Engine Repair
 - Small Engine Repair
- Retail Distribution and Marketing

Eastfield College

- Accounting Associate
- Accounting Technician
- Air Conditioning & Refrigeration Technology
- Auto Body
- Automotive Technology

- Child Development Associate
- Child Development Assistant
- Digital Electronics
- Drafting & Design
- Graphic Arts
- Graphic Communications
- Mid-Management
- Social Work Associate
- Office Careers
 - Administrative Secretary
 - General Secretary
 - Professional Secretary
 - Office Skills & Systems
- Training Paraprofessionals for the Deaf
- Transportation Technology
- Welding Technology

El Centro College

- Accounting Associate
- Accounting Technician
- Apparel Design
- Architecture Technology
- Banking and Finance
- Data Processing Programmer
- Drafting and Design
- Educational Paraprofessional
- Fire Protection Technology
- Food Service
 - Dietetic Technology
 - Dietetic Assistant
 - Food Service Operations
 - School Food Service
- Hotel/Motel Operations
- Interior Design
- Legal Assistant
- Medical
 - Associate Degree Nursing
 - Dental Assistant Technology
 - Long Term Health Care
 - Medical Assistant Technology
 - Medical Lab Technology
 - Medical Transcriptionist
 - Operating Room Technician
 - Radiologic Technology
 - Respiratory Therapy Technology
 - Respiratory Therapy Assistant
 - Vocational Nursing

- Mid-Management
- Pattern Design
- Police Science
- Radio/TV Electronics
- Office Careers
 - General Secretary
 - Professional Secretary
 - General Office Occupations

Mountain View College

- Accounting Associate
- Accounting Technician
- Aviation Administration
 - Air Cargo Transport
 - Airline Marketing
 - Fixed Base Operations
- Avionics Technology
- Drafting and Design Technology
- Educational Paraprofessional
- Electronics Technology
- Horology
- Machine Shop
- Mid-Management
- Office Careers
 - General Office Occupations
 - General Secretary
 - Office Skills and Systems
 - Professional Secretary
- Pilot Technology
- Welding Technology

North Lake College

- Accounting Associate
- Accounting Technician
- Air Conditioning and Refrigeration
 - Commercial
 - Residential

- Banking and Finance
- Building Trades
 - Carpentry
 - Electrical
- Diesel Mechanics
- Distribution Technology
- Mid-Management
- Office Careers
 - Secretarial Careers
 - General Office Careers
 - Legal Secretary
- Real Estate

Richland College

- Accounting Associate
- Accounting Technician
- Banking and Finance
- Construction Management & Technology
- Educational Paraprofessional
- Engineering Technology
 - Electric Power
 - Electro-Mechanical
 - Fluid Power
 - Quality Control
- Human Services
 - Mental Health Assistant
 - Social Worker Assistant
- Mid-Management
- Ornamental Horticulture
 - Florist
 - Landscape Nursery
- Real Estate
- Office Careers
 - Administrative Secretary
 - Educational Secretary
 - Professional Secretary
 - Office Skills and Systems
 - General

Technical-Occupational Programs Offered by Tarrant County Junior Colleges Available to Dallas County Residents

Dallas County residents may enroll in the programs listed below at the appropriate Tarrant County Junior College at the Tarrant County resident's tuition rate. This reciprocal arrangement does not apply to programs of instruction which are filled to capacity with Tarrant County students.

Northeast Campus Courses

- Civil Technology
- Dental Hygiene
- Emergency Medical Technician
- Fashion Merchandising
- Instructional Media
- Labor Studies
- Physical Therapy Technology

Northwest Campus Courses

- Agribusiness
- Aviation Maintenance Technician
- Postal Service Administration

South Campus Courses

- Industrial Supervision

Accounting Associate

This two-year program is designed for persons interested in pursuing careers as junior accountants in business, industry, and government. Emphasis will be placed on internal accounting procedures and generally accepted accounting principles as they relate to external reporting with electives in cost accounting and tax accounting. Successful completion of the program leads to the Associate Degree in Applied Arts and Sciences.

Fall Semester I	Total Contact Hours	Credit Hours
BUS 105—Introduction to Business	48	3
BUS 201—Principles of Accounting I	48	3
BUS 160—Office Machines	48	3
BUS 172—Beginning Typewriting or		
BUS 174—Intermediate Typewriting	48	3
COM 131—Applied Composition & Speech or		
ENG 101—Composition & Expository Reading	48	3
	<hr/> 240	<hr/> 15

Spring Semester I

BUS 136—Principles of Management	48	3
BUS 202—Principles of Accounting II	48	3
COM 132—Applied Composition & Speech or		
ENG 102—Composition & Literature	48	3
MTH 130—Business Mathematics or		
MTH 111—Mathematics	48	3
CS 175—Introduction to Computer Science	48	3
GVT 201—American Government	48	3
	<hr/> 288	<hr/> 18

Fall Semester II

BUS 203—Intermediate Accounting	48	3
BUS 234—Business Law	48	3
BUS 237—Organizational Behavior	48	3
BUS 803/804 Work Experience or		
*Elective	240-320	3-4
ECO 201—Principles of Economics I	48	3
	<hr/> 432-512	<hr/> 15-16

Accounting Associate Cont.

Spring Semester II	Total Contact Hours	Credit Hours
BUS 204—Managerial Accounting	48	3
BUS 231—Business Correspondance	48	3
BUS 238—Cost Accounting	48	3
or		
BUS 239—Income Tax Accounting		
ECO 202—Principles of Economics II	48	3
BUS 813/814 Work Experience		
or		
*Elective	240-320	304
	<u>432-512</u>	<u>15-16</u>

* Suggested Electives: HUM 101, BUS 206, BUS 205, BUS 143, PSY 105, PSY 131.
Students should refer to course descriptions on all support courses and electives to insure they have the appropriate prerequisites.

Accounting Technician (One-year Program)

The objective of this program is to provide the student with a working knowledge of bookkeeping procedures currently in use in business; to introduce the student to accounting principles supporting bookkeeping procedures; and to give the student practical bookkeeping experience by the use of problem solving. A certificate is awarded upon completion.

Fall Semester I	Total Contact Hours	Credit Hours
BUS 105—Introduction to Business	48	3
BUS 131—Bookkeeping I	48	3
BUS 160—Office Machines	48	3
*BUS 172—Beginning Typewriting		
or		
BUS 174—Intermediate Shorthand	48	3
COM 131—Applied Composition & Speech	48	3
	<u>240</u>	<u>15</u>

Spring Semester I		
BUS 132—Bookkeeping II	48	3
COM 132—Applied Composition & Speech	48	3
CS 175—Introduction to Computer Science	48	3
MTH 130—Business Mathematics	48	3
**Elective	48	3
	<u>240</u>	<u>15</u>

* Students are placed in typewriting according to skill.
** Suggested Electives: BUS 162, BUS 231, BUS 234, PSY 131.
Students should refer to course descriptions on all electives to insure they have the appropriate prerequisites.

Auto Body Repair and Painting Associate

This program has been developed to prepare the student for entry level employment within the automotive industry emphasizing auto body repair and painting industry. The student will develop skills and acquire knowledge via practical applications in the Auto Body laboratory and through work experience at participating businesses.

All the automotive courses will be presented in an individualized self-paced format. Students will be able to personalize course completion rates to fit their particular backgrounds, interests, and abilities.

Successful completion of the program leads to the Associate Degree in Applied Arts and Sciences.

Fall Semester I	Total Contact Hours	Credit Hours
AB 160—Basic Hand Tools & Power Equipment	60	2
AB 161—Safety & The Automotive Industry	30	1
AB 162—Selection & Application of Materials	90	3
AB 163—Principles & Techniques of Painting	120	4
AB 164—Paint Mixing, Matching & Spray Gun Operations ...	90	3
MTH 130—Business Mathematics	48	3
	<hr/>	<hr/>
	438	16

Spring Semester I		
AB 165—Principles & Techniques of Welding	60	2
AB 166—Auto Metal Correction & Repair	210	7
COM 131—Applied Composition & Speech or		
ENG 101—Applied Composition & Expository Reading	48	3
713/714—Work Experience	240-203	3-4
	<hr/>	<hr/>
	558-638	15-16

Fall Semester II		
AB 165—Body Fillers, Filing & Sanding Techniques	90	3
Polishing, Detailing & Minor Surface Repairs		2
BUS 131—Bookkeeping I or		
BUS 201—Principles of Accounting I	48	3
AB 202—Automobile Glass & Trim	60	2
PSY 131—Human Relations or		
BUS 237—Organizational Behavior	48	3
803/804—Work Experience	240-320	3-4
	<hr/>	<hr/>
	546-626	16-17

Auto Body Repair and Painting Associate Cont.

Spring Semester II

AB 203—Special Effects	30	1
AB 204—Paint Problems	60	2
AB 205—Frame Repair	60	2
HUM 101—Introduction to Humanities	48	3
BUS 153—Small Business Management	48	3
	240-320	3-4
*Elective	48	3
	<u>534-614</u>	<u>17-18</u>

* Suggested Electives: BUS 105, BUS 136, BUS 132, COM 132, BUS 153
Students should refer to course descriptions on all support courses and electives to insure they have the appropriate prerequisites.

Auto Body Repair (One-year Program)

This program has been developed to prepare the student for entry level employment within the automotive industry as an auto body repair apprentice. Students will develop skills through actual experience in the automotive body repair laboratories and through cooperative on-the-job training. All the courses will be presented in an individualized self-paced format. Students may elect to earn a certificate after completing the technical courses or they may wish to apply the certificate courses towards the Associate Arts and Sciences Degree. Credit can be earned for on the job experience.

Fall Semester I

	Total Contact Hours	Credit Hours
AB 160—Basic Hand Tools & Equipment	60	2
AB 161—Safety & the Automotive Industry	30	1
AB 162—Selection & Application of Materials	90	3
AB 163—Principles & Techniques of Painting	120	4
AB 201—Polishing, Detailing, & Minor Surface Repairs	60	2
AB 165—Principles & Techniques of Welding	60	2
MTH 130—Business Mathematics	48	3
	<u>468</u>	<u>17</u>

Spring Semester I

AB 200—Body Fillers, Filing, & Sanding Techniques	90	3
AB 166—Automotive Metal Correction & Repair	210	7
713/714—Work Experience	240-320	3-4
BUS 153—Small Business Management	48	3
	<u>588-668</u>	<u>16-17</u>

NOTE: The above curriculum patterns represents a typical arrangement for a full-time student. Auto Body courses may be taken in any sequence after consultation with an Automotive instructor.

Automotive Painting (One-year Program)

This program has been developed to prepare the student for entry level employment within the automotive industry as a painting apprentice. Students will develop skills through actual experience in auto painting laboratories and through cooperative on-the-job training. All the courses will be presented in an individualized self-paced format. Students may elect to earn a certificate after completing the technical courses or they may wish to apply the certificate courses towards the Associate Arts and Sciences degree. Credit can be earned for on the job experience.

Fall Semester I	Total Contact Hours	Credit Hours
AB 160—Basic Hand Tools & Equipment	60	2
AB 161—Safety and the Automotive Industry	30	1
AB 162—Selection & Application of Materials	90	3
AB 163—Principles & Techniques of Painting	120	4
703/704—Work Experience	240-320	3-4
MTH 130—Business Mathematics	48	3
	<hr/> 588-688	<hr/> 16-7

Spring Semester I		
AB 200—Body Fillers, filing, & Sanding Techniques	90	3
AB 204—Paint Problems	60	2
AB 201—Polishing, Detailing & Minor Surface Repairs	60	2
Special Effects	30	1
BUS 153—Small Business Management	48	3
713/714—Work Experience	240-320	3-4
	<hr/> 528-608	<hr/> 14-15

NOTE: The above curriculum pattern represents a typical arrangement for a full-time student. These courses may be taken in any sequence after consultation with an Automotive instructor.

Automotive Machinist Associate

This program has been developed to provide students with the basic skills needed for entry level employment as a machinist in the automotive industry. Students will develop skills through actual experience in the automotive machinist laboratories and through cooperative on-the-job training. All the courses will be presented in an individualized self-paced format. Credit can be earned for on the job experience. Successful completion leads to the Associate Degree in Applied Arts and Sciences.

Fall Semester I	Total Contact Hours	Credit Hours
AP 100—Orientation to the Auto Parts Industry	60	2
AT 142—Automotive Fundamentals	60	2
AT 130—Automotive Equipment, Tools, and Accessories	60	2
AT 170—Automotive Vehicle Components	90	3
AT 147—Automotive Shop Safety	30	1
AT 143—Shop Equipment and Procedures	60	2
MTH 195—Technical Math	48	3
	<hr/> 408	<hr/> 15

Spring Semester I		
AT 162—Engine Overhaul	120	4
AT 173—Electrical Systems	60	2
BUS 136—Principles of Management	48	3
AT 713/714—Work Experience	240-320	3-4
*Elective	48	3
	<hr/> 516-596	<hr/> 15-16

Fall Semester II		
AT 152—Disc Brakes	60	2
AT 153—Drum Brakes	30	1
COM 131—Applied Composition and Speech or		
ENG 101—Composition and Expository Reading	48	3
BUS 131—Bookkeeping I or		
BUS 201 Principles of Accounting I	48	3
BUS 153—Small Business Management	48	3
AT 803/804—Work Experience	240-320	3-4
	<hr/> 474-554	<hr/> 15-6

(Curriculum pattern continued on next page)

Automotive Machinist Associate Cont.

Spring Semester II

HUM 101 — Introduction to Humanities	48	3
SS 131 — American Civilization	48	3
BUS 237 — Organizational Behavior		
or		
PSY 131 — Human Relations	48	3
AT 813/814 — Work Experience	240-320	3-4
*Elective	48	3
	<hr/>	<hr/>
	432-512	15-16

NOTE: The above curriculum represents a typical arrangement for a full-time student. These courses may be taken in any sequence after consultation with an automotive instructor.

* Suggested Electives: BUS 230 Salesmanship, BUS 206 Principles of Marketing, BUS 136 Principles of Management, BUS 131 Bookkeeping I, BUS 201 Principles of Accounting, BUS 237 Organizational Behavior, CS 175 Introduction to Computer Science.

Students should refer to course descriptions on all support courses and electives to insure they have the appropriate prerequisites.

Automotive Machinist Assistant (One-year Program)

This program has been developed to provide students with the basic skills needed for entry level employment in the auto parts field as a machinist assistant. Students will develop skills through actual experiences in the automotive laboratories and through cooperative on-the-job training. All the courses will be presented in an individualized self-paced format. Students may elect to earn a certificate after completing the technical courses or they may wish to apply the certificate after completing the technical courses or they may wish to apply the certificate courses toward the Associate Arts and Sciences degree. Credit can be earned for on the job experience.

Fall Semester I	Total Contact Hours	Credit Hours
AP 100—Orientation to the Parts Industry	60	2
AT 142—Automotive Fundamentals	60	2
AP 130—Automotive Equipment, Tools, and Accessories ...	60	2
AP 170—Automotive Vehicle Components	90	3
AT 141—Automotive Shop Safety	30	1
AT 153—Drum Brakes	30	1
AT 152—Disc Brakes	60	2
AT 143—Shop Equipment and Procedures	60	2
COM 131—Applied Composition and Speech		
or		
ENG 101—Applied Composition and Expository Reading ...	48	3
	<hr/> 498	<hr/> 18
Spring Semester I		
AT 162—Engine Overhaul	120	4
AT 173—Electrical Systems	60	2
BUS 153—Small Business Management	48	3
AP 713/714—Work Experience	240-320	3-4
* Elective	48	3
	<hr/> 516-596	<hr/> 15-16

NOTE: The above curriculum represents a typical arrangement for a full-time student. The courses may be taken in any sequence after consultation with an automotive instructor.

* Suggested Electives: BUS 230 Salesmanship, BUS 206 Principles of Marketing, BUS 136 Principles of Management, BUS 131 Bookkeeping I, BUS 201 Principles of Accounting 2, BUS 237 Organizational Behavior, CS 175 Introduction to Computer Science. Students should refer to course descriptions on all support courses and electives to insure they have the appropriate prerequisites.

Automotive Mechanics Associate

This program prepares the student for entry level employment in the automotive industry as an auto mechanic. The program emphasizes both the theory and applied practical skills of mechanics. Students may receive credit for prior training or experience.

All the automotive courses will be presented in an individualized self-paced format. Students will be able to personalize course completion rates to fit their particular backgrounds, interests, and abilities. Credit can be earned for on the job experience. Successful completion of the program leads to the Associate Degree in Applied Arts and Sciences.

Fall Semester I	Total Contact Hours	Credit Hours
AT 140—Automotive Service	180	6
AT 160—Automotive Engines	180	6
AT 175—Automotive Systems	180	6
	<hr/>	<hr/>
	540	18
Spring Semester II		
HUM 101—Introduction to the Humanities	48	3
AT 280—Automotive Tune-up	180	6
AT 713/714—Work Experience	240-320	3-4
MTH 195—Technical Mathematics	48	3
	<hr/>	<hr/>
	516-596	15-16
Fall Semester I		
AT 270—Automatic Transmissions	180	6
AT 260—Power Trains	180	6
AT 150—Front Suspension, Steering and Brakes	180	6
	<hr/>	<hr/>
	540	18
Spring Semester II		
COM 131—Applied Composition & Speech	48	3
or		
ENG 101—Composition & Expository Reading		
SS 131—American Civilization	48	3
PHY 131—Applied Physics	90	4
AT 813/814—Work Experience	240-320	3-4
*Elective	48	3
	<hr/>	<hr/>
	474-554	16-17

NOTE: The above curriculum represents a typical arrangement for a full-time student. These courses may be taken in any sequence after consultation with an automotive instructor.

* Suggested Electives: BUS 153, BUS 105, BUS 136, BUS 237, BUS 131, PSY 131, COM 132.

Students should refer to course descriptions on all support courses and electives to insure they have the appropriate prerequisites.

Automotive Mechanics Assistant (One-year Program)

This program prepares the student for entry level employment in the automotive industry as an auto mechanics assistant. Students will develop skills through actual experience in the automotive mechanics laboratories and through cooperative on-the-job training. All the courses will be presented in an individualized self-paced format. Students may elect to earn a certificate after completing the technical courses or they may wish to apply the certificate courses towards the Associate Arts and Sciences Degree. Credit can be earned for on the job experience.

Fall Semester I	Total Contact Hours	Credit Hours
AT 140—Automotive Services	180	6
AT 160—Automotive Engines	180	6
AT 170—Automotive System	180	6
	<hr/> 540	<hr/> 18

Spring Semester I		
AT 150—Front Suspension, Steering and Brakes	180	6
AT 280—Automotive Tune-up	180	6
MTH 195—Technical Mathematics	48	3
	<hr/> 408	<hr/> 15

Fall Semester II		
AT 260—Power Trains	180	6
AT 270—Automatic Transmissions	180	6
	<hr/> 360	<hr/> 12

NOTE: The above curriculum represents a typical arrangement for a full-time student. These courses may be taken in any sequence after consultation with an automotive instructor.

Automotive Parts Sales and Service Associate

This program has been developed to provide students with the basic skills needed for entry level employment in the automotive parts sales and service industry. Students will develop skills through actual experience in the automotive parts laboratories and through cooperative on-the-job training. All the courses will be presented in an individualized self-paced format. Successful completion of the program leads to the Associate Degree in Applied Arts and Sciences. Credit can be earned for on the job experience.

Fall Semester I	Total Contact Hours	Credit Hours
AP 100—Orientation to the Auto Parts Industry	60	2
AP 142—Automotive Fundamentals	60	2
AP 130—Automotive Equipment, Tools, and Accessories ...	60	2
AP 170—Automotive Vehicle Components	90	3
AP 110—Auto Parts Safety	30	1
AP 190—The Role of The Counterperson	30	1
MTH 130—Business Mathematics	48	3
*Elective	48	3
	<hr/> 426	<hr/> 17

Spring Semester I		
AT 144—Lubrication and Maintenance Procedures	30	1
AP 150—Auto Parts Sales Techniques	60	2
AP 160—Auto Parts Inventory Operations	90	3
AP 180—Order Processing and Analysis	60	2
BUS 153—Small Business Management	48	3
AP 713/714—Work Experience	240-320	3-4
*Elective	48	3
	<hr/> 576-656	<hr/> 17-18

Fall Semester II		
COM 131—Applied Composition and Speech or		
ENG 101—Applied Composition and Expository Reading ...	48	3
SS 131—American Civilization	48	3
BUS 136—Principles of Management	48	3
AP 803/804—Work Experience	240-320	3-4
BUS 230—Salesmanship	48	3
AT 173—Electrical Systems	60	2
	<hr/> 495-572	<hr/> 17-18

(Curriculum pattern continued on next page)

Automotive Parts Sales and Service Associate Cont.

Spring Semester II

HUM 101 — Introduction to Humanities	48	3
BUS 131 — Bookkeeping I		
or		
BUS 201 — Principles of Acct. I	48	3
BUS 206 — Principles of Marketing	48	3
CS 175 — Introduction to Computer Science	48	3
AP 813/914 — Work Experience	240-320	3-4
	<hr/>	<hr/>
	432-512	15-16

NOTE: The above curriculum pattern represents a typical arrangement for a full-time student. These courses may be taken in any sequence after consultation with an instructor.

- * Suggested Electives: BUS 105 Introduction to Business, BUS 237 Organizational Behavior, BUS 132 Bookkeeping II, BUS 201 Principles of Accounting II, COM 132 Applied Composition and Speech, ENG 102 Composition and Literature, ECO 201 Principles of Economics, PSY 131 Human Relations.
- # Students should refer to course descriptions on all support courses and electives to insure they have the appropriate prerequisites.

Automotive Parts Counter Assistant (One-year Program)

This program has been developed to provide students with the basic skills needed for entry level employment in the automotive parts industry. Students will develop skills through actual experiences in the automotive parts laboratories and through cooperative on-the-job training. All the courses will be presented in an individualized self-paced format. Students may elect to earn a certificate after completing the technical courses or they may wish to apply the certificate courses toward the Associate Arts and Sciences degree. Credit can be earned for on-the-job experience.

Fall Semester I	Total Contact Hours	Credit Hours
AP 100—Orientation to the Parts Industry	60	2
AT 142—Automotive Fundamentals	60	2
AP 130—Automotive Equipment, Tools, and Accessories ...	60	2
AP 170—Automotive Vehicle Components	90	3
AP 110—Auto Parts Safety	30	1
AP 190—The Role of the Counterperson	30	1
MTH 130—Business Mathematics	48	3
COM 131—Applied Composition and Speech or		
ENG 101—Applied Composition and Expository Reading ...	48	3
	<hr/> 426	<hr/> 17

Spring Semester I

AT 144—Lubrication and Maintenance	30	1
AP 150—Auto Parts Sales Techniques	60	2
AP 160—Auto Parts Inventory Operations	90	3
AP 180—Order Processing and Analysis	60	2
BUS 153—Small Business Management	48	3
AP 713/714—Work Experience	240-320	3-4
*Elective	48	3
	<hr/> 576-656	<hr/> 17-18

Child Development Associate

The program will provide an opportunity for the student to study in depth the whole development of the child. The certificate program will be extended to a special chosen area of interest. Internship will complete the preparation in child development. Successful completion leads to the Associate Degree in Applied Arts and Sciences.

Fall Semester I	Total Contact Hours	Credit Hours
CD 135 — Survey of Child Service Programs	120	4
CD 142 — Early Childhood Development, 0-3 Yrs.	90	3
HD 106 — Personal and Social Growth	48	3
ENG 101 — Composition and Expository Reading or		
COM 131 — Applied Composition and Speech	48	3
GOV 201 — American Government or		
SS 131 — American Civilization	48	3
	<hr/> 354	<hr/> 16
Spring Semester I		
CD 137 — Learning Programs for Young Children	120	4
CD 143 — Early Childhood Development, 3-5 Yrs.	90	3
CD 150 — Nutrition, Health and Safety of the Young Child . . .	90	3
ENG 102 — Composition and Literature or		
COM 132 — Applied Composition and Speech	48	3
GOV 202 — American Government or		
SS 132 — American Civilization	48	3
	<hr/> 396	<hr/> 16
Fall Semester II		
CD 239 — Studies in Child Guidance	90	3
CD 144 — Early Childhood Development, 5-8 Yrs.	90	3
SOC 101 — Introduction to Sociology	48	3
CD — Parents and the Child Care-Giver	90	3
*Elective	90	3
	<hr/> 408	<hr/> 15

(Curriculum pattern continued on next page)

Child Development Associate Cont.

Spring Semester II

CD 238—Management Systems of Preschool Centers	90	3
SOC 203—Marriage and the Family	48	3
Hum 101—Introduction to the Humanities	48	3
*Elective	90	3
*Elective	90	3
	<hr/>	<hr/>
	366	15

*Electives to be selected from the following:

CD 236—Childhood Problem Situations	90	3
CD —Advanced Administration Practices for Child Care Fa- cilities	90	3
CD —Early Childhood Development Special Projects	90	3

NOTE: In addition to the above, CD 240 and CD 812 may be taken with consent of the instructor; consent must be obtained prior to registration.

The Child Development courses may be taken in any sequence after consultation with the instructor.



Child Development Assistant (One-year Program)

An introduction to the various areas of child care work, including the history, philosophy and practices of specialized care, with emphasis on the educational, recreational and health needs of the child.

Fall Semester I	Total Contact Hours	Credit Hours
CD 135—Survey of Child Service Programs	120	4
CD 142—Early Childhood Development, 0-3 Yrs.	90	3
HD 106—Personal and Social Growth	48	3
or Psy 105—Introduction to Psychology		
COM 131—Applied Composition and Speech	48	3
SS 131—American Civilization	48	3
	<hr/>	<hr/>
	354	16
Spring Semester I		
CD 137—Learning Programs for Young Children	120	4
CD 143—Early Childhood Development, 3-5 Yrs.	90	3
CD 150—Nutrition, Health and Safety of the Young Child ...	90	3
COM 132—Applied Composition and Speech	48	3
SS 132—American Civilization	48	3
	<hr/>	<hr/>
	396	16

Child Development Administrative (One-year Program)

The program will provide an opportunity for the student to study administrative procedures for Child Care Facilities.

Fall Semester I	Total Hours	Credit Hours
CD 135—Survey of Child Service Programs	120	4
CD 142—Early Childhood Development, 0-3 Yrs.	90	3
CD 238—Management Systems of Preschool Centers	90	3
HD 106—Personal and Social Growth	48	3
COM 131—Applied Composition and Speech	48	3
	<hr/>	<hr/>
	396	16
Spring Semester I		
CD 150—Nutrition, Health and Safety of the Young Child or		
CD 239—Studies in Child Guidance	90	3
CD —Advanced Administration Practices for Child Care Facilities	90	3
COM 132—Applied Composition and Speech	48	3
CD 143—Early Childhood Development, 3-5 Yrs. or		
CD —Early Childhood Development 5-8 Yrs.	90	3
HUM 101—Introduction to the Humanities	48	3
	<hr/>	<hr/>
	366	15

Mid-Management Associate

This program in business management is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in decision-making positions as supervisors or junior executives. Successful completion of the program leads to the Associate Degree in Applied Arts and Sciences. Credit can be earned for on the job experience.

Fall Semester I	Total Contact Hours	Credit Hours
BUS 105—Introduction to Business	48	3
BUS 131—Bookkeeping I or		
BUS 201—Principles of Accounting I	48	3
BUS 154—Role of Supervision-Management Seminar	32	2
BUS 150—Management Training	320	4
COM 131—Applied Composition and Speech or		
ENG 101—Composition and Expository Reading	48	3
	<hr/> 496	<hr/> 15

Spring Semester I		
BUS 136—Principles of Management	48	3
BUS 155—Management Seminar Personnel Management ...	32	2
BUS 151—Management Training	320	4
COM 132—Applied Composition and Speech or		
ENG 102—Composition and Literature	48	3
BUS 132—Bookkeeping II or		
BUS 201—Principles of Accounting II	48	3
*Elective	48	3
	<hr/> 544	<hr/> 18

Fall Semester II		
HUM 101—Introduction to the Humanities	48	3
SS 131—American Civilization or		
HST 101—History of the United States	48	3
BUS 254—Management Seminar — Organizational Development	32	2
BUS 250—Management Training	320	4
*Elective	48	3
	<hr/> 496	<hr/> 15

(Curriculum pattern continued on next page)

Mid-Management Associate Cont.

Spring Semester II

ECO 201 — Principles of Economics I	48	3
BUS 255— Management Seminar Business Strategy, The Decision Process and Problem Solving	32	2
BUS 251— Management Training	320	4
*Elective	96	6
	<hr/>	<hr/>
	496	15

Suggested electives: BUS 137, Principles of Retailing; BUS 237, Organizational Behavior; BUS 204, Managerial Accounting; BUS 206, Principles of Marketing; CS 175, Introduction to Computer Sciences; PSY 105, Introduction to Psychology; PSY 131, Human Relations; SPE 105, Fundamental of Public Speaking; BUS 160, Office Machines; MTH 130, Business Mathematics.

* One elective must be chosen from the Social or Behavioral Sciences.

Students should refer to course descriptions on all support courses and electives to insure they have the appropriate prerequisites.

Retail Distribution and Marketing Program

Commercial Design and Advertising Associate (Two-Year Program)

This Retail Distribution and Marketing option is a two-year program designed to prepare students for career opportunities in the marketing and distributing fields of commercial design and advertising course study. Upon completion of the program, the student will receive an Associate Degree in Applied Arts and Sciences. Credit can be earned for on the job experience.

Fall Semester I	Contact Hours	Credit Hours
BUS 106—Professional Development Orientation	16	1
BUS 230—Salesmanship	48	3
COM 131—Applied Composition and Speech		
or		
ENG 101—Composition and Expository Reading	48	3
CS 175—Introduction to Computer Sciences	48	3
SPE 105—Fundamentals of Public Speaking	48	3
*Elective	48	3
	<hr/> 256	<hr/> 16

Spring Semester I

BUS 107—Professional Development — Local Organizations	16	1
BUS 233—Advertising and Sales Promotion	48	3
COM 132—Applied Composition and Speech		
or		
ENG 102 Composition and Literature	48	3
PSY 131—Human Relations	48	3
MTH 130—Business Mathematics	48	3
*Elective	48	3
	<hr/> 256	<hr/> 16

Fall Semester II

BUS 243—Professional Development Organizational Competition	16	1
ART 110—Design I	96	3
ART 114—Drawing I	96	3
ART 210—Commercial Art I	96	3
BUS 803—Work Experience		
or		
BUS 247—Simulated Business Training I	240	3
*Elective	96	3
	<hr/> 640	<hr/> 16

(Curriculum pattern continued on next page)

Commercial Design and Advertising Associate Cont.

Spring Semester I

BUS 244—Professional Development State and National Organizations	16	1
ART 111—Design II	96	3
ART 115—Drawing II	96	3
ART 211—Commercial Art II	96	3
BUS 813—Work Experience or		
BUS 248—Simulated Business Training II	240	3
*Elective	96	3
	<hr/> 640	<hr/> 16

* Recommended Electives: BUS 136 Principles of Management, BUS 137 Principles of Retailing, BUS 246 Marketing and Management Cases, BUS 206 Principles of Marketing, BUS 153 Small Business Management, BUS 237 Organizational Behavior.
Students should refer to course descriptions on all support courses and electives to insure they have the appropriate prerequisites.

**Retail Distribution and Marketing
Fashion Merchandising Associate (Two-Year Program)**

This Retail Distribution and Marketing option is a two-year program designed to prepare students for career opportunities in fashion merchandising. Upon completion of the program, the student will receive an Associate Degree in Applied Arts and Sciences. Credit can be earned for on the job experience.

Fall Semester I

	Total Contact Hours	Credit Hours
BUS 106—Professional Development Orientation	16	1
BUS 137—Principles of Retailing	48	3
BUS 230—Salesmanship	48	3
COM 131—Applied Composition and Speech or		
ENG 101—Composition and Expository Reading	48	3
CS 175—Introduction to Computer Sciences	48	3
SPE 105—Fundamentals of Public Speaking	48	3
	<hr/> 256	<hr/> 16

(Curriculum pattern continued on next page)

Fashion Merchandising Associate Cont.

Spring Semester I

BUS 107 — Professional Development— Local Organizations	16	1
BUS 233 — Advertising and Sales Promotion	48	3
COM 132 — Applied Composition and Speech		
or		
ENG 102 — Composition and Literature	48	3
PSY 131 — Human Relations	48	3
MTH 130 — Business Mathematics	48	3
*Elective	48	3
	<hr/>	<hr/>
	256	16

Fall Semester II

BUS 243 — Professional Development		
Organizational Competition	16	1
DES 135 — Textiles	48	3
BUS 292 — Fashion Design	48	3
BUS 804 — Work Experience		
or		
BUS 247 Simulated Business Training I	240	3
BUS 206 — Principles of Marketing	48	3
*Elective	48	3
	<hr/>	<hr/>
	448	16

Spring Semester II

BUS 105 — Introduction to Business	48	3
BUS 244 — Professional Development State and		
National Organizations	16	1
BUS 290 — Fashion Buying	48	3
BUS 291 — Fashion Merchandising	48	3
BUS 813 — Work Experience		
or		
BUS 248 — Simulated Business Training II	240	3
*Elective	48	3
	<hr/>	<hr/>
	448	16

* Recommended Electives: BUS 136 Principles of Management, BUS 153 Small Business Management, BUS 242 Personnel Administration, BUS 245 Sales Management, BUS 246 Marketing and Management Cases
Students should refer to course descriptions on all support courses and electives to insure they have the appropriate prerequisites.

Retail Distribution and Marketing

Retail Management Associate (Two-Year Program)

This Retail Distribution and Marketing option is a program designed to prepare students for career opportunities in retail management. Upon completion of the program, the student will receive an Associate Degree in Applied Arts and Sciences. Credit can be earned for on-the-job experience.

Fall Semester I	Total Contact Hours	Credit Hours
BUS 106—Professional Development Orientation	16	1
BUS 137—Principles of Retailing	48	3
BUS 230—Salesmanship	48	3
COM 131—Applied Composition and Speech or		
ENG 101—Composition and Expository Reading	48	3
CS 175—Introduction to Computer Sciences	48	3
SPE 105—Fundamentals of Public Speaking	48	3
	<hr/>	<hr/>
	256	16

Spring Semester I

BUS 107—Professional Development — Local Organizations	16	1
BUS 233—Advertising and Sales Promotion	48	3
COM 132—Applied Composition and Speech or		
ENG 102—Composition and Literature	48	3
PSY 131—Human Relations	48	3
MTH 130—Business Mathematics	48	3
BUS 136—Principles of Management	48	3
	<hr/>	<hr/>
	256	16

Fall Semester II

BUS 243—Professional Development Organizational Competition	16	1
BUS 242—Personnel Administration	48	3
BUS 245—Sales Management	48	3
BUS 803—Work Experience or		
BUS 247—Simulated Business Training I	240	3
BUS 206—Principles of Marketing	48	3
*Elective	48	3
	<hr/>	<hr/>
	448	16

(Curriculum pattern continued on next page)

Retail Management Associate Cont.

Spring Semester II

BUS 244—Professional Development — State and National Organizations	16	1
ECO 201—Principles of Economics I	48	3
BUS 246—Marketing and Management Cases	48	3
BUS 813—Work Experience or		
BUS 248—Simulated Business Training II	240	3
HUM 101—Introduction to The Humanities	48	3
*Elective	48	3
	<hr/> 448	<hr/> 16

* Recommended Electives: BUS 105 Introduction to Business, BUS 237 Organizational Behavior, BUS 201 Principles of Accounting I, BUS 153 Small Business Management.

Students should refer to course descriptions on all support courses and electives to insure they have the appropriate prerequisites.



Secretarial Careers Associate

The primary objective of the Secretarial Careers programs is to prepare students to become competent secretaries capable of performing office and clerical tasks and duties within public and private firms and agencies. Intensive training is provided in basic secretarial skills such as shorthand, typewriting, and office machines.

Emphasis is also placed on English, math, and human relation skills. Successful completion of the two-year curriculum leads to the Associate Degree in Applied Arts and Sciences.

Fall Semester I	Total Contact Hours	Credit Hours
BUS 105— Introduction to Business	48	3
BUS 131— Bookkeeping I	48	3
or		
BUS 201— Principles of Accounting		
BUS 160— Office Machines	80	3
BUS 172— Beginning Typewriting	80	3
(see Note)		
or		
BUS 174— Intermediate Typewriting		
CS 175— Introduction to Computer Sciences	48	3
COM 131— Applied Composition & Speech	48	
or		
ENG 101 Composition and Expository Reading		
	320	18
Spring Semester I		
BUS 162— Office Procedures	48	3
BUS 165— Introduction to Word Processing	48	3
BUS 231— Business Correspondance	48	3
MTH 130— Business Mathematics	48	3
BUS 174— Intermediate Typewriting (see note)	48	2
or		
BUS 273— Advance Typewriting		
COM 132— Applied Composition & Speech	48	3
or		
ENG 102— Composition & Literature		
	288	17

(Curriculum pattern continued on next page)

Secretarial Careers Associate Cont.

Fall Semester II	Total Contact Hours	Credit Hours
BUS 132—Bookkeeping II	48	3
or		
BUS 202—Principles of Accounting II		
BUS 159—Beginning Shorthand	80	4
(see note)		
or		
BUS 166—Intermediate Shorthand	48	3
or		
*Elective		
PSY 131—Human Relation	240-320	3-4
or		
*Elective		
	<hr/>	<hr/>
	464-544	16-17

Spring Semester II

BUS 265—Word Processing Practices & Procedures	48	3
BUS 275—Secretarial Procedures	48	3
BUS 166—Intermediate Shorthand	80	4
or		
BUS 266 Advance Shorthand		
HUM 101—Introduction to the Humanities	48	3
BUS 813/814 Work Experience	240-320	3 or 4
	<hr/>	<hr/>
	464-540	16-17

* Recommended Electives: BUS 136, BUS 143, BUS 234, BUS 237, PSY 105, SPE 105, BUS 256.

Students should refer to course descriptions on all support courses and electives to insure they have the appropriate prerequisites.

NOTE: Students will be placed in typewriting and shorthand courses at a proficiency level determined by previous training, experience, and/or placement tests. Students who are initially placed in BUS 273 or BUS 266 may choose an elective in lieu of a second typing or shorthand course.

Secretarial Careers Certificate (One Year Program)

The purpose of this program is to prepare students with the basic skills necessary to enter the secretarial field. A certificate is issued upon completion of the program.

Fall Semester I	Total Contact Hours	Credit Hours
BUS 105—Introduction to Business	48	3
BUS 160—Office Machines	48	3
BUS 162—Office Procedures	48	3
BUS 159—Beginning Shorthand	80	4
(see note)		
or		
BUS 166 Intermediate Shorthand		
BUS 172—Beginning Typewriting (see note)	80	3
or		
BUS 174—Intermediate Typewriting		
COM 131—Applied Composition & Speech	48	3
or		
ENG 101—Composition & Expository Reading		
	<hr/> 352	<hr/> 19
Spring Semester I	Total Contact Hours	Credit Hours
BUS 131—Bookkeeping I	48	3
or		
BUS 201 Principles of Accounting I		
BUS 165—Introduction to Word Processing	48	3
BUS 166—Intermediate Shorthand	80	4
or		
BUS 266—Advanced Shorthand (see note)		
BUS 174—Intermediate Typewriting	48	3
or		
BUS 273—Advanced Typewriting (see note)		
MTH 130—Business Mathematics	48	3
BUS 231—Business Correspondance		
	<hr/> 320	<hr/> 18

(Curriculum information continued on next page)

Secretarial Careers Certificate Cont.

Credit given to CPS Rating

Credit toward the Associate in Applied Arts and Sciences Degree may be granted upon successful completion of all parts of the Certified Professional Secretary (CPS) Exam. The courses for which credit may be granted are:

BUS 131	Bookkeeping I	3
BUS 159	Beginning shorthand	4
BUS 162	Office Procedure	3
BUS 166	Intermediate Shorthand	4
BUS 172	Beginning Typewriting	3
BUS 174	Intermediate Typewriting	3
BUS 231	Business Correspondance	2
BUS 234	Business Lab	3
PSY 131	Human Relations	3

NOTE: Students will be placed in typewriting and shorthand courses at a proficiency level determined by previous training, experience, and/or placement tests. Students who are initially placed in BUS 273 or BUS 266 may choose an elective in lieu of a second typing or shorthand course



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