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Cedar Valley College Catalog

Volume One 1977-78

The Dallas County Community College District

A Community College District recognized and sanctioned by
The Coordinating Board, Texas College and University System

Cedar Valley College

Candidate Status in the Southern Association of Colleges and
Schools (SACS)

Member of the American Association of Community and Junior
Colleges

Member of Texas Public Community/Junior College
Association

Member of the Association of Texas Colleges and Universities

Member of the League for Innovation in the Community
College

An Affirmative Action Equal Opportunity Institution

The information in this catalog is based upon present conditions and is subject to change without notice. The College reserves the right to modify or amend any statement or policy to reflect current Board policies, administrative regulations or procedures and applicable State or Federal laws or regulations.

Dallas County Community College District 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.

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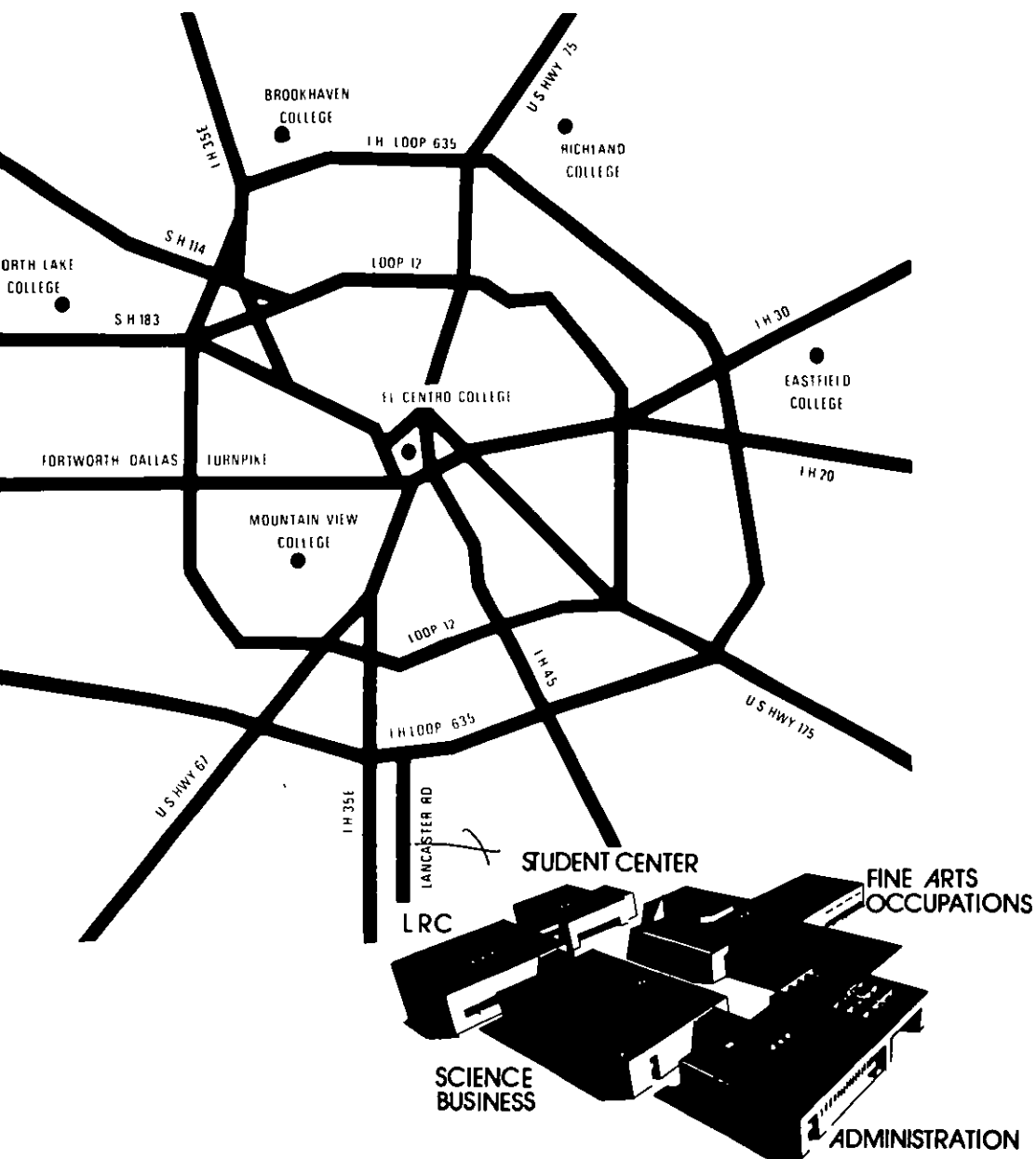
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Academic Calendar 1977-78

August 22	Faculty Reports	<i>FALL SEMESTER, 1977</i>
August 23-25	Registration	
August 26	Faculty Professional Development	
August 27	Saturday classes begin	
August 29	Classes begin, 7 a.m.	
September 2	Last day for tuition refund, 4 p.m.	
September 5	Labor Day Holiday	
September 14	Twelfth class day	
November 11	Veteran's Day Holiday (No classes 11-12)	
November 23	Thanksgiving Day Holidays begin, 10:30 p.m.	
November 28	Classes resume, 7 a.m.	
December 9	Last day to withdraw with a grade of "W," 4 p.m.	
December 17	Final examinations for Saturday classes	
December 19	Last day of classes	
December 20-23	Final examinations	
December 23	Semester closes, 4 p.m.	

January 9	Faculty Reports	<i>SPRING SEMESTER, 1978</i>
January 10-12	Registration	
January 13	Faculty Professional Development	
January 14	Saturday classes begin	
January 16	Classes begin, 7 a.m.	
January 20	Last day for tuition refund, 4 p.m.	
January 31	Twelfth class day	
February 17	Faculty Professional Development (no classes)	
March 18	Spring break begins, 12 Noon	
March 27	Classes resume, 7 a.m.	
May 2	Last day to withdraw with a grade of "W," 8:30 p.m.	
May 10	Last day of classes	
May 11-16	Final examinations	
May 13	Final examinations for Saturday classes	
May 16	Graduation, 7:30 p.m.	
May 16	Semester closes, 8:30 p.m.	

<i>First Session</i>		<i>SUMMER SESSION, 1978</i>
May 29	Memorial Day Holiday	
May 30	Registration	
June 1	Classes begin, 7 a.m.	
June 2	Last day for tuition refund, 4:00 p.m.	
June 28	Last day to withdraw with a grade of "W," 8:30 p.m.	
July 4	Independence Day Holiday	
July 6	Final examinations	
July 6	Semester closes, 8:30 p.m.	
<i>Second Session</i>		
July 10	Registration	
July 12	Classes begin, 7 a.m.	
July 13	Last day for tuition refund, 8:30 p.m.	
August 8	Last day to withdraw with a grade of "W," 8:30 p.m.	
August 15	Final examinations	
August 15	Semester closes, 8:30 p.m.	



**Administrative
Staff Cedar
Valley College**

President	Floyd S. Elkins
Vice President Instruction	Ruth Shaw
Vice President Student Services	John Harris
Vice President Business Services	Walter Beene
Public Information	Kathleen Krebs

**Dallas County
Community
College District**

Chancellor	Bill J. Priest
Vice-Chancellor of Academic Affairs	R. Jan LeCroy
Vice-Chancellor of Business Affairs	Walter L. Pike
Vice-Chancellor of Planning	H. Deon Holt
Director of Computer Services	James R. Hill
Director of Program Development	Dexter L. Betts
Director of Public Information	Claudia Robinson
Director of Personnel	Quincy Ellis
Director of Technical/ Occupational Education	John S. Owens
Assistant to the Chancellor	Steven K. Mittelstet
Special Assistant to the Chancellor	John Pickelman

**History of and
Purpose for
The Dallas
County
Community
College District**

The Dallas County Community College District's six 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 six colleges — Cedar Valley, Eastfield, El Centro, Mountain View, North Lake, and Richland — is therefore committed to providing every person in Dallas County 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 preparing himself to enter a trade or profession, and a place for an employed person who wants to further his training in his occupational field.

There is a place for the very bright high school student who is ready to undertake college-level training in advance of his graduation from secondary school, and a place for the high school dropout who has changed his mind 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 his needs,

ADMINISTRATION



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.

The Philosophy and Purpose of Cedar Valley College

Cedar Valley College operates under the philosophy that each individual is unique, and must function in an ever-changing society whose members are becoming increasingly dependent on one another. This philosophy presents three major challenges to education. To comply with the uniqueness of individuals, the college must offer alternative modes of instruction to insure maximum learning for each and every student. Secondly, students must be taught flexibility in order to adjust to society's rapid changes. Thirdly, beyond work skills, a student must develop skills in effective interpersonal relations.

The purpose of Cedar Valley College is to provide all students with the learning experiences that meet these needs. These learning experiences will be in keeping with every student's personal interests and abilities as he/she moves toward his/her own educational goals. This purpose will be accomplished through effective career planning with guidance from a competent counseling staff and the alternative modes of learning provided by a faculty dedicated to helping all students achieve their maximum potential in becoming well-adjusted, productive citizens.

Accreditation and Affiliation at Cedar Valley College

In December 1976, Cedar Valley College authorized a Candidate Committee visit by the Southern Association of Colleges and Schools. 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. The academic transfer curriculum is coordinated with senior colleges and universities to facilitate the transfer of credits to those institutions.

League for Innovation

Cedar Valley College of the Dallas County Community College District 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.

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 discover his goals and special abilities. Continued guidance is available to up a student's educational program if his goals change during his college experience. 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. Brookhaven College, the final college in the seven-college master plan, is now under construction in Farmers Branch and is scheduled to open for enrollment in 1978.

How do the district's colleges serve the educational requirements of such a complex family? The answer is found in educational offerings in 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 student wishing to enter an occupation at a level above the bottom rung of the ladder, the colleges offer one-year and two-year programs of credit courses covering specific technical/occupational fields.

—For the employed person wishing to improve his knowledge of his field, or train for a move into a new occupational

ADMISSIONS AND REGISTRATION



General Admission Policy

The College's admission policy is "open door." It insures that all persons who can profit from post-secondary education will have an opportunity to enroll.

Application Information

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

Applications received after this date will receive a low priority. All applicants are limited in their selection of classes to those available when they register.

Enrollment is available in certain courses at times other than regular semester registration. Consult the registrar's office for information.

Admission Requirements

1. Beginning Freshmen:

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

- ☐ A graduate from an accredited high school.
- ☐ A graduate from an unaccredited high school who is eighteen years of age.
- ☐ A non-high school graduate who is eighteen years of age and whose high school class has graduated.
- ☐ A high school student recommended by the high school principal. In this case, a limited number of high school seniors may be concurrently enrolled for special study, but not for more than six hours per semester, providing the student is making normal progress toward high school graduation.

2. Transfer Students:

- ☐ College transfer applicants will be considered for admission on the basis of their previous college record. Academic standing for transfer applicants will be determined by the Office of Admissions based on the standards established by the College.
- ☐ Students on scholastic or disciplinary suspension from another institution must petition via the Admissions Office to the Committee on Admissions and Retention for special approval.

3. Former Students:

Former Dallas County Community College District students will be required to submit an application for readmission to any one of the District colleges. A student will not be readmitted to any college within the District if he or she has unsettled financial debts at any of the District Colleges.

4. Non-Credit Students:

Students seeking enrollment for non-credit courses are directed to contact the Division of Community Service Programs.

Exceptions to these requirements will be referred to the Committee on Admission and Retention.

The College is authorized 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 foreign student advisor and special permission from the President of the College are required before admission can be finalized. In addition to admission requirements for all other students, international students must demonstrate proficiency in English, provide evidence of financial stability, and meet with the foreign student advisor for general counseling concerning his potential for profiting from the educational programs of our College.

Admission procedures for international students are regulated by the President of the College and may require his permission for enrollment.

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).

The following material 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 the college's accrediting agency and are important for program advising in the Counseling Center. Students who are seeking a Certificate or Associate Degree 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).

International Students

Student Diversity

Admission Procedures

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. Registration is in the Registrar's Office and requires instructor's approval.

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

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

Transfer of Credits Transfer credit will be given for all 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 cannot graduate from this college until this deficiency has been cleared.

Credits earned in military service-connected schools or through the U.S. Armed Forces Institute will be reviewed by the Director of Admissions and credit granted if applicable.

Tuition 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 Board of Trustees or the Texas Legislature.

Tuition—Fall or Spring Term

Residents of Dallas County	\$6 per credit hour through 10 credit hours and \$4 per credit hour in excess of 10 credit hours; Minimum \$25
Residents of Other Texas Counties	\$20 per credit hour through 10 credit hours and \$4 per credit in excess of 10 credit hours; Minimum \$25.
Non-Texas Residents*	\$40 per credit hour
Out-Of-Country	\$40 per credit hour; Minimum \$200.

If a student believes his residence status has changed at any time during his enrollment, it will be the student's responsibility to complete a written request for change of status in the Registrar's Office.

Tuition Summer Session

Residents of Dallas County	
1-6 Credit Hours	\$10 per credit hour, with a minimum of \$25.
7 Credit Hours	\$64.
Residents of Other Texas Counties	
1-6 Credit Hours	\$30 per credit hour
7 Credit Hours	\$184.
Non-Texas Residents*	
1-6 Credit Hours	\$45 per credit hour
7 Credit Hours	\$310.
Out-Of-Country	
1-6 Credit Hours	\$45 per credit hour, with a minimum of \$100.
7 Credit Hours	\$310.

*A non-resident student is hereby defined to be a student 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 the twelve (12) months immediately preceding the date of registration, or a student eighteen (18) years of age or older who resides out of the state or who has not been a resident of the state twelve (12) months immediately preceding the date of registration.

Special Fees and Charges

Student Service Fee	
12 or more credit hours	\$7 a semester
6 to 11 credit hours	\$4 a semester
Laboratory Fee (per lab)	\$2 to \$8 a semester
Physical Education Fee	\$5 a semester
Private Music Lessons Fee**	\$20 per ½ hour \$35 per hour maximum charge for one course
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 service fee is not charged.
Credit by Examination***	\$20 per exam

**Available only to music majors enrolled for 12 hours or more.

***This fee can change without prior notice.

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 taking part in the commencement exercise will pay for cap and gown rental.

Additional Fees

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. When a student enrolls in a class, he reserves a place which cannot be made available to another student unless he officially drops the class during the first week of the semester. Also, a student's original enrollment represents a sizeable cost to the District whether or not he continues in that class. Therefore, a refund will be made only under the following conditions.

- ☐ *No 100% refund is granted unless college error is involved.*
- ☐ *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 Fastrak semester. Refunds for flexible entry courses will be considered through completion of the second day of class from the date of enrollment.*
- ☐ *Credit by Examination: No refund will be given for advanced placement or CLEP exams.*
- ☐ *A physician's statement must be submitted with petitions related to medical reasons for withdrawing from college.*
- ☐ *Requests for refunds must be submitted before the end of a semester session for which the refund is requested.*
- ☐ *A refund of less than \$4.00 for tuition and/or fees will not be made.*
- ☐ *Refund Petition forms are available in the office of Financial Aid and Vice President — Student Services.*

A student who feels that his refund request is due to an extenuating circumstance beyond the limits of the refund policy should be explicit 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 — Student Services who notifies the student of the action to be taken. Refund checks normally require a minimum of one month from date of approval.

Servicemen's Opportunity College

The colleges of the Dallas County Community College District, in cooperation with other community colleges in the United States, participate in the Servicemen's Opportunity College. This program enables the institution to plan an educational experience with the servicemen regardless of his mobility pattern.

For further information, contact the Office of Financial Aid.

Financial Aid

Our college offers a full range of financial aid programs. For additional information see page 28.

Advisement Procedures

When students receive their letter of acceptance, they will be invited to an advisement session. This session may be conducted individually or as a group with a counselor; however, beginning freshmen are expected to attend a New Student

Orientation. It is designed to help students make schedule choices based on assessment of courses or programs. The half-day session is designed for students who are enrolling in college for the first time and who expect to attend full-time.

A variety of diagnostic instruments may be used for assessment and placement in courses or programs; however, none are required for admission. 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 code for this college (4087).

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

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.

**Name,
Address, and
Social Security
Number**

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:

- ☐ Student name
- ☐ Student address
- ☐ Telephone listing
- ☐ Dates of attendance
- ☐ Most recent previous educational institution attended
- ☐ 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.

Directory information is the only part of a student record that may be released without written consent from the student. No transcript or inquiries concerning an academic record will be released under any circumstances without WRITTEN CONSENT from the student.

**Family
Educational
Rights and
Privacy Act of
1974**

ACADEMIC INFORMATION



Degree Requirements

The College confers the Associate in Arts and Sciences Degree or the Associate in Applied Arts and Sciences Degree upon students who have completed all the general and specific requirements for graduation.

Each degree candidate must earn the last 15 hours as a resident student in the District colleges 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 were accrued.

Correspondence work submitted for graduation credit must be approved by the Registrar. No more than one-fourth of the work required for any degree or certificate may be taken by correspondence.

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 allowed). 12 Hours

Humanities: To be selected from Theatre 101, Art 104, Music 104 or Humanities 101. 3 Hours

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

Courses numbered 99 and below may not be counted toward the 60-hour minimum.

The student is urged to consult the catalog of the institutions to which he may transfer for their special requirements. These catalogs should be used by the student and his advisor as the basis for the program plan.

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

A minimum of 60 hours exclusive of Art 199, Music Recital 199, and Theatre 199 must be presented for the degree with an average grade of at least "C" (2.0). All of the prescribed requirements for the specific technical or occupational program for which the student is enrolled must be completed. For some programs, the semester hour total is over 60.

Associate in Arts and Sciences Degree

Associate in Applied Arts and Sciences Degree

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 degree or certificate requirements.

Certificate Plans

Certificate requirements are detailed under specific programs listed in the technical/occupational programs section of this catalog. A "C" (2.0) grade average is necessary for all courses listed in the requirements of the certificate program in which the student is enrolled.

Procedure for Filing Degree and Certificate Plans

- ☐ 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.
- ☐ A student following a 1-year certificate program should request an official plan during his 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 he elects to graduate under the requirements of a later catalog. The candidate must indicate the catalog of his choice when he files his 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 or certificate.

Recommended Academic Load

No student will be permitted to carry more than 18 semester units 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: If a student carries a full college load (12 semester units or more), he should not work more than 20 hours per week. If he must work more hours, his credit unit load in college should be reduced proportionately.

The recommended load limit in a 6 week summer session is 6 semester units of credit. A total of 14 semester units of credit is the maximum that may be earned in any 12-week summer period.

Change of Schedule

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

The change is not completed until it has been processed by the Registrar.

Dropping a Course or Withdrawal from College

A student must drop a class or withdraw from college in the following manner:

- ☐ Obtain a drop or withdrawal form from a counselor and follow the procedure outlined.
- ☐ Should circumstances prevent a student from appearing in person to withdraw from college, he may withdraw by mail by writing to the Director of Admissions. 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 two weeks prior to the end of the semester. After that time a student will receive a performance grade in the course.

Credit by Examination

A person who believes he is qualified by experience or previous training may take a special examination to establish credit in a particular course. Not all courses are approved for credit by examination. A list of those credits which may be established through this method is available in the Testing Center.

Students will be allowed to earn as many credits through this procedure as their needs require and ability permits. The last fifteen semester hours required for graduation in any degree or certificate program must be earned in residency and may not be earned through credit by examination.

Credit by examination may be attempted only one time in any given course. A score of "C" is required to receive credit. Only currently enrolled students will have the semester hours earned through examination become part of their permanent record. Request for examinations should be made to the appropriate division office which will provide the necessary petition forms and advise the student of the procedure.

A student, whether part-time or full-time, will pay \$20 per exam. This fee must be paid prior to taking the exam and is nonrefundable. Upon transferring to a four-year institution, final acceptance of credit by examination is determined by that institution. No more than three credit hours can be earned by credit by examination for the degree requirements in History and Government.

Auditing a Course

Any person 18 years of age or older may, with the consent of the instructor, audit a course. No credit is given nor exam required for auditing.

Auditing procedures will be administered by the Registrar. No audits will be approved until completion of drops and adds by credit students. Most lab courses may not be audited. In collegiate level courses, the combined number of semester units in credit and audit courses should 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.

Final grades are reported according to the following grading system:

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

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit units 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 divided by the appropriate number of credit units attempted during the same period.

Incomplete grades are given when an unforeseen emergency prevents a student from completing the work in a course. Division Chairmen 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 regular semester. After 90 days, if the work has not been completed, the "I" will be converted to a performance grade.

College work is measured in terms of semester credit 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 four-point scale) or better. A student may not be graduated from any degree or certificate program unless he has a cumulative grade-point average of 2.0 or better. Grade points and hours earned in the Developmental Studies courses are computed when deriving a student's scholastic standing; however, they are not computed for graduation requirements.

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

The following criteria will be used to determine academic standing:

- ☐ 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.
- ☐ Students who have been placed on scholastic probation may be removed from probation when they earn a 2.0 cumulative grade point average.
- ☐ 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.
- ☐ Students on probation who do not meet the requirements of paragraph 3 will be placed on scholastic suspension.

Suspension for the first time is one regular semester and subsequent suspensions, two regular semesters.

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

Suspended students must file a petition for readmission. The conditions for readmission are established and administered by the Vice President — Instruction.

Any student pursuing an academic transfer program who wishes to transfer to a career program may have his earned credits evaluated for the possibility of disregarding any grades of his choice below "C" as long as the student follows the career program. 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 that program.

This procedure will apply both to our students and to the students transferring from other institutions. Any student wishing to take advantage of this opportunity should state his intentions in writing to the Director of Admissions prior to registration and assume the responsibility of informing his counselor during pre-registration advisement.

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 grades will be sent to students who have not returned all such materials or who have unpaid library fines. No transcripts of grades may be sent until the library record is cleared.

Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with his instructors when an absence must be excused. Instructors are given the prerogative of determining the excusability of student absences.

Library Obligations

Class Attendance

Instructors are required to report students to the Vice President's office for excessive absences. Generally, excessive absence reports are made when unexcused absences have reached 3 consecutive hours or an accumulation of 6 hours; the student is then suspended from the class.

Students dropped for excessive absence will receive a grade of "W."

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 will apply, even if the latest grade is lower than the preceding grade. In cases where a student withdraws from a course which he is repeating, his cumulative grade-point average will be calculated by using the immediately preceding grade in the same course.

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.

Transcripts of Credit

The Registrar's Office will send the student's transcript upon request to any college or agency named. However, a student's official transcript may be withheld until he has settled all financial obligations to the college. The first transcript will be issued without charge; there is a \$1 charge for each transcript requested thereafter.

Student Classification

- ☐ Freshman: A student who has completed fewer than 30 semester hours.
- ☐ Sophomore: A student who has completed 30 or more semester hours.
- ☐ Part-Time: A student carrying fewer than 12 semester hours work.
- ☐ Full-Time: A student carrying 12 or more semester hours of work.

Graduation

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

- ☐ 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.
- ☐ Applications for graduation must be made in the Registrar's Office prior to the announced deadline.

STUDENT SERVICES



Student Services

Our college strives to provide maximum educational opportunities, personal, social, cultural and career development for all students. Such development is stimulated through programs of coordinated college services as needed by any individual student or by groups of students. These services are evaluation, counseling, planning, tutoring, and programs of student activities.

The programs and services are planned to meet the needs of all groups and individuals and to furnish support services enabling each student to reach his potential.

Testing Center

The four primary functions of the Testing Center are to administer:

- ☐ Psychological tests of personality, vocational interests and aptitudes.
- ☐ Academic testing for the college instructional programs. Many courses are individualized and self-paced permitting students to be tested at appropriate times.
- ☐ Diagnostic tests which make appropriate class placement possible. These tests are very strongly recommended to insure student success.
- ☐ National testing programs, including ACT, GED, CLEP, and TOEFL.

Tutoring Services

For students needing special temporary assistance in course work, arrangements for tutoring services can be made through the Counseling Office.

Students are encouraged to seek such services through self referral as well as through instructor referral.

Counseling

Confidential assistance is provided by the counseling staff in any of the following areas:

- ☐ Career counseling regarding possible vocational directions to explore, occupational information, or self-appraisals pertaining to job stability.
- ☐ Personal-social counseling regarding adjustment within the college community, relating to instructors or to other people, drug matters, marriage counseling or any other concerns which interfere with personal development.
- ☐ Academic advisement regarding appropriate course choice, study habits, remedial work or transferring to another college. Trained paraprofessionals also assist the counselors in this function.
- ☐ Small group discussions led by counselors focusing on matters of concern in areas where group feedback can be helpful. Participation in these confidential groups is available as space permits.
- ☐ Testing to provide additional standardized testing information when called for in planning or decision making. Tests are available to assess abilities, vocational interests and personality.

- ☐ Referral to provide in-depth assistance if necessary for such matters as financial aid, tutoring, job placement and medical or psychiatric problems.

Because we are a community centered college, counseling services are also provided to residents who are not yet enrolled. The following are examples of counseling community services which may be offered, consistent with the needs of the student population:

- ☐ Consultation regarding the decision of whether or not to enter college.
- ☐ Consultation regarding possible course selections for vocational advancement or for personal enrichment.
- ☐ Consultation with area high schools regarding their students' enrolling at Cedar Valley.
- ☐ Consultation for persons desiring to discover and develop their hidden talents.
- ☐ Group discussions of a subject-centered nature for parents interested in their children's development; married couples interested in learning to enrich the communication between themselves; mature people considering return to the classroom after many years absence; military veterans returning to civilian life.

The Educational Opportunity Center is sponsored by the Dallas County Community College District and the Special Services Branch of the U.S. Office of Education. This project is designed to offer extensive counseling and information services primarily to persons from economically disadvantaged groups who may profit from further secondary or post-secondary education. This is done by the Mobile Counseling Center, satellite centers through the community and a computer terminal network. The staff will achieve its objectives through such activities as one-to-one counseling, disseminating educational information, acquiring financial aid for needy students, bringing the counseling service to the target communities, referring students to appropriate social help agencies, and assisting in the placement of individuals either in schools and/or on-the-job training programs.

For further information, contact the EOC, Main Bank Building, 111 S. Lamar, or phone 746-2238 or 746-2197.

**Educational
Opportunity
Center**

The Learning Resource Center (LRC) offers instruction in reading, writing, and study skills. Credit for a one-hour course, offered through flexible entry, is granted for completion of work in the LRC. All students are welcome to participate in the programs of the LRC. 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 LRC is staffed by faculty members with expertise in writing and reading/study skills. A wide range of books, tapes, and filmstrips are available.

**Learning
Resource
Center**

Financial Aid Programs

The Financial Aid Program functions as 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 controlled by their financial resources.

Requests for information should be directed to the Director of Financial Aid.

Federal and State Programs:

Students who anticipate the need for financial assistance for college should complete an application well in advance of the semester in which he plans to enroll.

Bureau of Indian Affairs

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

Hazelwood 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 service 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. The Admissions Office acts as liaison between students and the Social Security Administration.

State-Sponsored Scholarships

These scholarships waive payment of tuition for two semesters for the highest ranking graduate of each accredited high school in Texas each year.

Veterans' Benefits

The Veterans' Benefits Programs for eligible students is coordinated by the Veterans' Affairs Office.

Services of Veterans' Affairs Office 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 charge to his eligibility. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. For assistance in obtaining tutoring benefits, contact the Veterans' Affairs Office.

The veteran student who enrolls in college should be aware of some of the V. A. guidelines which are enforced. Violation of the following policies 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.

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. 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.
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.

The above listed V.A. regulations are subject to change without notice. Students should contact the Financial Aid Office in order to be aware of current regulations and procedures.

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, 4333 North Central Expressway, Dallas, Texas 75205.

Vocational Rehabilitation

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 study receives a student Eligibility Report which he brings to the Financial Aid Office for interpretation and determination of grant amount according to an objective table provided to them by the federal government for that purpose.

Supplemental Educational Opportunity Grant. This grant is authorized under the Higher Educational Act of 1965 and is designed to help students with exceptional financial need. To be eligible a student must prove such financial need and make satisfactory progress toward the completion of his educational goal. The amount of an SEOG award must be matched by another source, usually an amount earned by the student from a work-study job on campus. SEOG amounts vary from \$200 to \$1800 per academic year depending on need, total number of applicants, and funds available. Students must apply each academic year to be reinstated.

Grants

Our 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.

Scholarships

Loans

There are several loan funds for students needing long-term as well as short-term assistance.

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

- ☐ Legal residence in Texas.
- ☐ Enrolled or accepted for enrollment for at least a half-time course of study.
- ☐ Established financial need.

The amount of loan for which a student may qualify depends upon the income of his family. 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 6.25 per year (adjusted).

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.

Revocation of Aid

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

- ☐ Failure to maintain an acceptable academic record.
- ☐ Failure to meet the minimum course load requirements.
- ☐ Changes in the financial status of the student or his family.
- ☐ Any student in violation of any regulation governing the program from which he 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.

Campus 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
3. Off-campus student assistant

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

See page 34.

Cooperative Work Experience Education Career Information

A library of career-related literature, including publications from the Women's Bureau, is also housed in the Placement Office and may be checked out by students. Most of this literature is

descriptive and designed to provide general information about definite career fields. The library is cataloged alphabetically by career areas and is continually updated.

The Placement Office will assist any student desiring help in finding off-campus employment.

A placement officer will work directly with students and community employers to locate jobs and students qualified to fill those jobs.

Career placement assistance is available for students nearing completion of their course of study. All students should register with the Placement Office at least one full semester before graduation.

Placement Services

The Student Activities Office develops programs that are visualized as an integral part of the learning experience available at the college.

Through direct contact with a professionally trained staff, the student is encouraged to find new ways of expressing himself, to develop skills in relating to other people, to formulate a new understanding of and respect for himself and his environment. Such programs are vital components of coordinated plans for individual student development.

Student-planned activities such as games, tournaments, speakers, dances, films, art shows, entertainers, intramurals, special-interest groups, clubs, and organizations provide opportunities for a more complete experience for each individual student.

Student Activities Office

The Student Center contains conference rooms and recreational facilities. The Center is open during regular school hours.

Student Center

Information regarding participation in any organization may be obtained through the Office of Student Activities.

The development of student organizations will be determined by the number of students displaying an interest in the types of organizations available on campus. The Director of Student Activities will offer full assistance to interested students in the organizing process.

Student Organizations

- ☐ Co-curricular Organizations are pertinent to the educational goals and purposes of the college.
- ☐ Social Organizations provide an opportunity for friendships and promote a sense of community among students.
- ☐ Service Organizations promote student involvement in the community.
- ☐ Pre-professional and Academic Organizations contribute to the development of students in their career fields.
- ☐ Scholastic Honorary Organizations offer membership to students on the basis of academic excellence and performance.
- ☐ Special Interest Organizations may be formed with the permission of the Vice President — Student Services.

Intramurals

Intramurals provide not only team sports activities, but also offer other options such as dominoes, darts, and checkers. A wide range of intramural sports and activities are available. Interested students should contact the Student Activities Office.

Intercollegiate Athletics

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

College Council

The College Council includes students, faculty, staff, and administrators. All have a vested interest in the school and are therefore entitled and urged to participate in its operation.

The College Council allows the total college population to share in the decision-making process and is composed of the following elements: President's Forum, Commissions, and Ad Hoc committees.

Standards of Conduct

The College student is considered a responsible adult. The student's enrollment indicates acceptance of those standards of conduct which appear on page 92.

Health Services

The Health Center provides health counseling and education as well as emergency and first aid care.

Confidentiality is maintained. No information is ever released without written permission from the student. The Health Center refers students to the appropriate outside source for additional treatment if necessary. Each student is responsible for his own transportation.

A small library is maintained containing health-related materials not available in the main library.

Services for handicapped students offered by the Health Center include note-takers, interpreters, mobility aides, and tutors.

The Health Center is staffed with registered nurses and a physician is on call at all times.

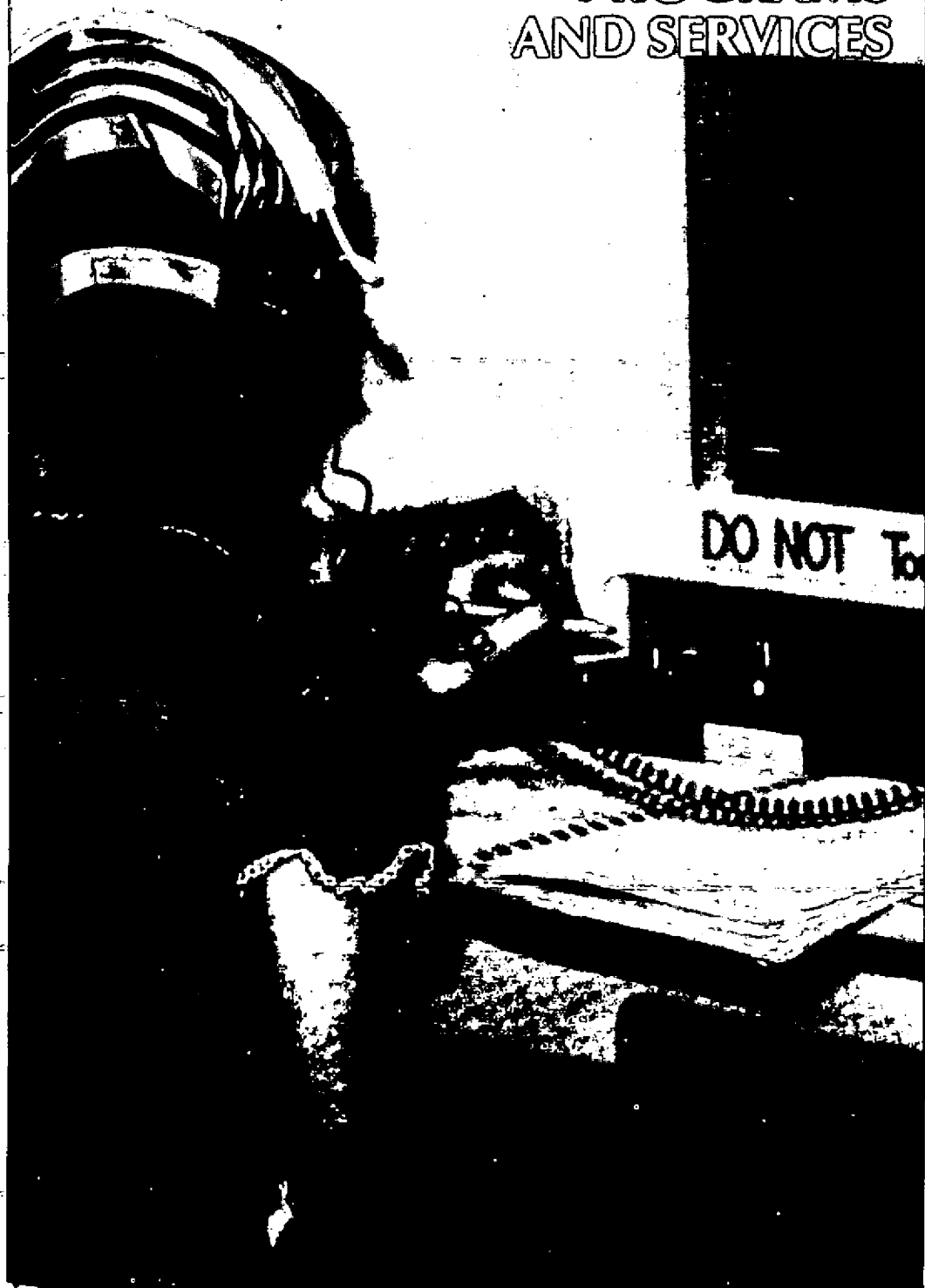
Housing

The 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.

Campus Security

The Department of Campus Security is required by state law to "protect and police buildings 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 and educated 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.

EDUCATIONAL PROGRAMS AND SERVICES



Lower Division Transfer Studies

Students whose educational objective is the bachelor's degree may complete their first two years at this college 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 his 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 his 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 District's 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).

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:

- ☐ Students must have completed at least two courses in their occupational major to be eligible for Cooperative Work Experience.
- ☐ 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.
- ☐ A part-time student may take up to four credit hours of work experience.
- ☐ Part-time students must be concurrently enrolled in a course related to his work experience.
- ☐ To enroll in a Cooperative Work Experience course, a student must have the approval of his 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.

In dynamic, growing communities such as those encompassing our college, people are involved. Their community involvement often creates a need for gaining and developing knowledge and skills. Because of their involvement it is often impossible for them to attend college during daytime hours. The evening program offers these people the same broad spectrum of educational programs that is available to full-time day students.

Instructors in the evening program are selected from full-time staff and from among outstanding Dallas area educators and other professional specialists who are interested in teaching.

To enroll in the evening program call or write the Director of Admissions.

We offer 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 conjunction 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.

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 his cultural horizon 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 has a particular interest or educational need, contact the Community Services Office.

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

Telecourses

The Community Service Division

CURRICULUM



Divisions of the College

BUSINESS/SOCIAL SCIENCE DIVISION

Accounting
Anthropology
Bookkeeping
Economics
General Business
Government
History
Merchandising
Mid-Management
Office Occupations
Psychology
Religion
Social Science
Sociology

COMMUNICATIONS/HUMANITIES DIVISION

Art
Communications
Developmental Communications
Developmental Reading
Developmental Writing
English
French
German
Humanities
Human Development
Journalism
Music
Philosophy
Photography
Spanish
Speech
Theater

MATHEMATICS/SCIENCE/TECHNOLOGY DIVISION

Astronomy
Biology
Chemistry
Developmental Mathematics
Drafting
Ecology
Geology
Geography
Mathematics
Physical Education Theory
Physical Education Activity
Physics

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

At Cedar Valley 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 nearly any major desired. If they know the senior institution to which they wish to transfer, a curriculum will be designed which will result in a smooth, trouble-free transfer.

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

Art	Pre-Med
Business Administration	Psychology
Computer Science	Public Administration
Criminal Justice	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 nearly any major 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 to the right of the course title.

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 his or her counselor or specific college catalogs for information regarding transferability of courses.

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

All courses listed in this catalog may not be offered during the 1977-78 year.

Anthropology

- 100 Introduction to Anthropology** **3 Cr., 3 Lec.**
A survey of the origin of mankind involving the processes of physical and cultural evolution, ancient man, preliterate man today. Attention is centered on fossil evidence, physiology and family/group roles and status.
- 101 Cultural Anthropology** **3 Cr., 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 can be offered on campus and via television).

Art

- 104 Art Appreciation** **3 Cr., 3 Lec.**
Films, lectures, slides, and discussions 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.

- 105 Survey of Art History** **3 Cr., 3 Lec.**
This course covers the chronological sequence of art from the pre-historic through the Renaissance. Explores the cultural, geophysical, and personal influences on art styles, offering the student a broader range of ideas which will enable him to relate the past to his own work and provide stimuli for his future works.
- 106 Survey of Art History** **3 Cr., 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 him to relate the past to his own work and provide stimuli for his future works.
- 110 Design I** **3 Cr., 2 Lec., 4 Lab.**
A study of basic concepts of design using two-dimensional materials. Use of line, color, illusion of space or mass, texture, value, shape, and size in composition. Required of all art and interior design majors. Open to all interested students.
- 111 Design II** **3 Cr., 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.
- 114 Drawing I** **3 Cr., 2 Lec., 4 Lab.**
A beginning course investigating a variety of media, techniques and subjects which explores 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 others who are interested.
- 115 Drawing II** **3 Cr., 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 others who are interested.
- 116 Introduction to Jewelry** **3 Cr., 2 Lec., 4 Lab.**
Prerequisites: 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.
- 117 Introduction to Jewelry II** **3 Cr., 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.
- 201 Drawing III** **3 Cr., 2 Lec., 4 Lab.**
Prerequisites: Art 110, Art 111, Art 115, sophomore standing and/or permission of the Division Chairman. Analytic and expressive drawing of the human figure, stressing study of movement and volume. Laboratory fee required.
- 202 Drawing IV** **3 Cr., 2 Lec., 4 Lab.**
Prerequisites: Art 201, sophomore standing and/or permission of the Division Chairman. A continuation of Art 201 with emphasis on individual expression. Laboratory fee required.
- 205 Painting I** **3 Cr., 2 Lec., 4 Lab.**
Prerequisites: Art 110, Art 111, Art 115 or permission of the instructor. A studio course stressing fundamental concepts of painting with acrylics and/or oils. Emphasis on painting from still life, models, and the imagination.
- 206 Painting II** **3 Cr., 2 Lec., 4 Lab.**
Prerequisite: Art 205. Continuation of Painting I with emphasis on individual expression.
- 208 Sculpture I** **3 Cr., 2 Lec., 4 Lab.**
Prerequisites: Art 110, Art 111, Art 115 or permission of the instructor. An explo-

ration of various sculptural approaches in a variety of media and using different techniques. Laboratory fee required.

- 209 Sculpture II** **3 Cr., 2 Lec., 4 Lab.**
Prerequisite: Art 208. A continuation of Sculpture I with emphasis on individual expression. Laboratory fee required.
- 215 Ceramics I** **3 Cr., 2 Lec., 4 Lab.**
Prerequisites: Art 110, Art 111, Art 115 or permission of instructor. Building of pottery forms by coil, slab and use of wheel; glazing and firing. Laboratory fee required.
- 216 Ceramics II** **3 Cr., 2 Lec., 4 Lab.**
Prerequisite: Art 215 or permission of instructor. A study of glaze technology and advanced problems in the creation of sculptural and utilitarian ceramic ware. Laboratory fee required.

Astronomy

- 101 Descriptive Astronomy** **3 Cr., 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.)
- 102 General Astronomy** **3 Cr., 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.

Biology

- 101 General Biology** **4 Cr., 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.
- 102 General Biology** **4 Cr., 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.
- 115 Biological Science** **4 Cr., 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.)
- 116 Biological Science** **4 Cr., 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.
- 216 General Microbiology** **4 Cr., 3 Lec., 4 Lab.**
Prerequisite: Biology 102 or consent of instructor. A study of microbes with emphasis on growth, reproduction, nutrition, genetics and ecology of micro-organisms. Laboratory activities will constitute a major part of the course. Recommended for science majors and science related programs. Laboratory fee required.
- 221 Anatomy and Physiology I** **4 Cr., 3 Lec., 3 Lab.**
Prerequisite: Biology 102 or approval of instructor. Recommended for science majors. First course of a two course sequence. Structure and function as related to the human skeletal, muscular and circulatory system. Emphasis placed on the inter-relationships of these systems. Laboratory fee required.

- 222 Anatomy and Physiology II** **4 Cr., 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.
- 224 Environmental Biology** **4 Cr., 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.
- 226 Genetics** **4Cr., 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.

(See Business 131, 132)

(See Mathematics 130)

- 105 Introduction to Business** **3 Cr., 3 Lec.**
 Provides overall picture of business operation; includes analysis of specialized fields within business organization; identifies role of business in modern society. (This course is offered on campus and via television.)
- 131 Bookkeeping I** **3 Cr., 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.
- 132 Bookkeeping II** **3 Cr., 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.
- 136 Principles of Management** **3 Cr., 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.
- 137 Principles of Retailing** **3 Cr.**
 The operation of the retail system of distribution. The interrelationship of consumer demand, inventory control, the buying sequence, personal requirements, use of computer in retailing, store location and layout, and credit policies.
- 143 Personal Finance** **3 Cr., 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. (This course can be offered on campus and via television.)
- 150 Management Training** **4 Cr., 20 Lab.**
Prerequisite: concurrent enrollment in approved mid-management program. Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in business management.

Bookkeeping

Business Mathematics Business

- 151 Management Training** **4 Cr., 20 Lab.**
Prerequisite: concurrent enrollment in approved mid-management program.
 A continuation of Business 150.
- 153 Small Business Management** **3 Cr., 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.
- 154 Management Seminar: Role of Supervision** **2 Cr., 2 Lec.**
Prerequisites: concurrent enrollment in Business 150 and preliminary interview 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.
- 155 Management Seminar: Personnel Management** **2 Cr., 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.
- 159 Beginning Shorthand** **4 Cr., 3 Lec., 2 Lab.**
Prerequisite: credit in or concurrent enrollment in Business 173 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.
- 160 Office Machines** **3 Cr., 3 Lec.**
 Office machines is designed to provide the student with a skill in the operation of such machines as adding machines, printing calculators, and electronic calculators. Emphasis is placed on using the touch system in both speed and accuracy for performing the basic functions, solving problems that require the use of special keys and controls, and solving application problems.
- 162 Office Procedures** **3 Cr., 3 Lec.**
Prerequisite: credit in Business 173 or one year of typing in high school. Special emphasis is given to the most frequently performed secretarial duties. Units of work include filing, skill in the use of duplicating machines, mail, telegraph, postal and shipping service, handling travel details and meeting arrangements. Duties of the receptionist and development of a desirable secretarial appearance and personality are studied.
- 165 Introduction to Word Processing** **3 Cr., 3 Lec.**
 Development of word processing concepts and skills. Skills include writing and transcribing business communications from a variety of professions, industries, and government agencies; operating electric typewriters; using correct grammar, spelling, and punctuation; and proofreading. Training in the use of major dictating transcribing machines with electric typewriters. Goal is development of employable skill in an office or word processing center.
- 176 Intermediate Shorthand** **4 Cr., 3 Lec., 2 Lab.**
Prerequisite: Credit in Business 159 or one year of shorthand in high school, credit in Business 173 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.
- 171 Introduction to Supervision** **3 Cr., 3 Lec.**
Prerequisite: enrollment in technical/occupational program or consent of the

instructor. A course studying today's supervisor and his problems. The course objective is to describe the practical concepts of modern-day, first line supervision. Emphasis is placed on discussing the supervisor's major functions: relations with others, motivation, communication, grievances, recruitment, counseling, and the fundamentals of cost accounting.

- 172 Beginning Typing** **3 Cr., 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.
- 174 Intermediate Typing** **2 Cr., 1 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.
- 201 Principles of Accounting I** **3 Cr., 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.
- 202 Principles of Accounting II** **3 Cr., 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.
- 203 Intermediate Accounting** **3 Cr., 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.
- 204 Managerial Accounting** **3 Cr., 3 Lec.**
Prerequisites: Business 202. A study of accounting practices and procedure 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.
- 205 Business Finance** **3 Cr., 3 Lec.**
Prerequisite: Economics 201 or 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.
- 206 Principles of Marketing** **3 Cr., 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.
- 230 Salesmanship** **3 Cr., 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.
- 231 Business Correspondence** **3 Cr., 3 Lec.**
Prerequisites: credit in Business 173 or one year 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.
- 233 Advertising and Sales Promotion** **3 Cr., 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 sales-people and retailers. Familiarizes the student with the management of promotion programs with respect to goals, strategies, evaluation and control of promotional activities.

- 234 Business Law** **3 Cr., 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.
- 237 Organizational Behavior** **3 Cr., 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.
- 238 Cost Accounting** **3 Cr., 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.
- 239 Income Tax Accounting** **3 Cr., 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 records.
- 242 Personnel Administration** **3 Cr., 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.
- 250 Management Training** **4 Cr., 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.
- 251 Management Training** **4 Cr., 20 Lab.**
Prerequisites: Business 150-151; concurrent enrollment in Business 255. A continuation of Business 250. Business 251 will be offered the second semester.
- 254 Management Seminar — Organizational Development** **2 Cr., 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.
- 255 Management Seminar — Business Strategy, The Decision Process and Problem Solving** **2 Cr., 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.

- 256 Office Management** **3 Cr., 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.
- 265 Word Processing Practices and Procedures** **3 Cr., 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 keyboarding skills. Reinforcement of typing skills and English mechanics. Goal is development of employable skills in an office or word processing center.
- 266 Advanced Shorthand** **4 Cr., 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.
- 273 Advanced Typing** **2 Cr., 1 Lec., 2 Lab.**
Prerequisites: Credit in Business 174 or two years of typing in high school. Decision making and timed production to 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.
- 275 Secretarial Procedures** **3 Cr., 3 Lec.**
Prerequisites: Completion of or concurrent enrollment in Business 174 and completion of or concurrent enrollment in either Business 164 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 shorthand/transcription skills, units on public and personal relations, supervisory principles, business ethics and organizing time and work.
- 803** **3 Cr.**
 (See Cooperative Work Experience)
- 813** **3 Cr.**
 (See Cooperative Work Experience)
- 101 General Chemistry** **4 Cr., 3 Lec., 3 Lab.**
Prerequisite: Developmental Mathematics 093 or equivalent. Designed for science and science-related majors. The course includes the fundamental laws 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.
- 102 General Chemistry** **4 Cr., 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,

Chemistry

electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is included in the laboratory work. Laboratory fee required.

- 115 General Chemistry** **4 Cr., 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, solution, electrochemistry and nuclear chemistry. The descriptive chemistry of some common elements and inorganic compounds is included. Laboratory fee required.
- 116 General Chemistry** **4 Cr., 3 Lec., 3 Lab.**
Prerequisite: Chemistry 115. Designed for non-science majors, this course covers organic chemistry and biochemistry. The important classes of organic compounds are surveyed with the concept of structure providing the central theme. The biochemistry section includes carbohydrates, proteins, lipids, chemistry of heredity, disease and therapy and plant biochemist. Laboratory fee required.
- 202 Organic Chemistry II** **4 Cr., 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.
- 203 Quantitative Analysis** **4 Cr., 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.

Communications

- 131 Applied Composition and Speech** **3 Cr., 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.
- 132 Applied Composition and Speech** **3 Cr., 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 Introduction to Computer Sciences** **3 Cr., 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 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 curriculum. The student will be placed in a work-study position in his technical/occupational field that will test his 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, his instructor/coordinator, and his 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 his instructor and will complete appropriate assignments given to him by his instructor.

095 Communication Skills 3 Cr., 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.

120 Communication Skills 3 Cr., 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. Inter-departmental 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.

094 Learning Skills Improvement Developmental Studies 1 Cr., 2 Lab.

A course designed for the student who needs improvement in developmental skills to enhance his 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 Communications

Developmental Learning

Developmental Mathematics

Developmental Mathematics 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.

060 Basic Mathematics I 1 Cr., 1 Lec.

This course is designed to give an understanding of fundamental operations dealing with selected topics such as whole numbers, decimals and setting up and solving ratio and proportions.

061 Basic Mathematics II 1 Cr., 1 Lec.

This course is designed to give an understanding of fractions by dealing with selected topics including primes, factors, least common multiples and basic operations with fractions. This course also is designed to give an understanding of the basic operations of percent.

063 Pre Algebra 1 Cr., 1 Lec.

This course is designed to introduce students to the language of algebra by dealing with such topics as integers, metrics, equations and properties of counting numbers.

070 Elementary Algebra I 1 Cr., 1 Lec.

Prerequisites: Developmental Mathematics 090, 063, or equivalent. Designed as an introduction to algebra which includes selected topics such as basic principles and operations of sets, counting, numbers and integers.

071 Elementary Algebra II 1 Cr., 1 Lec.

Prerequisite: Developmental Mathematics 070 or equivalent. Designed as a sequel to Developmental Mathematics 070 which includes selected topics such as rational numbers, algebraic polynomials, factoring and algebraic fractions.

072 Elementary Algebra III 1 Cr., 1 Lec.

Prerequisite: Developmental Mathematics 071 or equivalent. Designed as a sequel to Developmental Mathematics 071 to include selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables.

- 073 Introduction to Geometry** **1 Cr., 1 Lec.**
 This course is designed to introduce principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof will be stressed.
- 080 Intermediate Algebra I** **1 Cr., 1 Lec.**
Prerequisites: Developmental Mathematics 072, 091 or equivalent. This course is designed to include a study of selected topics such as systems of rational numbers, real numbers, and complex numbers.
- 081 Intermediate Algebra II** **1 Cr., 1 Lec.**
Prerequisite: Developmental Mathematics 080 or equivalent. Designed as a sequel to Developmental Mathematics 080 and includes such selected topics as sets, relations, functions, inequalities and absolute values.
- 082 Intermediate Algebra III** **1 Cr., 1 Lec.**
Prerequisite: Developmental Mathematics 081 or equivalent. This course is designed as a sequel to Developmental Mathematics 081 and includes such selected topics as graphing, exponents, and factoring.
- 090 Pre-Algebra Mathematics** **3 Cr., 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.
- 091 Elementary Algebra** **3 Cr., 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.
- 093 Intermediate Algebra** **3 Cr., 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, 091, 092 are valuable skill development courses for English 101. Reading 101 is especially helpful in English 102 and the sophomore level literature courses. See catalog description in reading for full course content.

- 090 Techniques of Reading/Learning** **3 Cr., 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 Developmental Reading 091 are offered in a laboratory setting employing varied instructional methods.
- 091 Techniques of Reading/Learning** **3 Cr., 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 090 and Developmental Reading 091 are offered in a laboratory setting employing varied instructional methods.

Students can improve their level of success in all courses requiring writing assignments by registering for developmental writing. These courses, offered for one to three hours credit, consider organization skills and research paper styles, as well as individual writing weaknesses.

Developmental Writing

090 Writing **3 Cr., 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.

091 Writing **3 Cr., 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 prevision. 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.

092 Writing Lab **1 Cr., 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.

901 **1 Cr.**
902 **2 Cr.**
903 **3 Cr.**

Prerequisite: completion of twelve semester hours in residence and the approval of a Division Chairman, and the appropriate Dean. Recommended for honor students in a major area offered by a division or for students requesting study in-depth in a particular area. The courses may include special projects, honors seminar, field study, or independent study. Upon approval, may be repeated for credit.

Directed Studies

182 Technical Drafting **2 Cr., 1 Lec., 3 Lab.**
A beginning drafting course to enable students to read and interpret engineering drawings. Topics covered include multiview drawings, pictorial drawings, dimensioning, measurement with scales, schematic diagrams and printed circuit boards.

Drafting

117 Earth Science **4 Cr., 3 Lec., 2 Lab.**
This 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.)

Earth Science

201 Principles of Economics I **3 Cr., 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.

Economics

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

106 Descriptive Geometry **3 Cr., 2 Lec., 4 Lab.**
Prerequisite: Drafting 183 or Engineering 105. Provides training in the visualization of three-dimensional structures, and in accurately representing these structures in drawings by analyzing the true relationship between points,

Engineering

lines, and planes. Attention is given to the generation and classification of lines and surfaces, as well as intersections, developments, auxiliaries and revolutions. Laboratory fee required.

- 186 Manufacturing Processes** **2 Cr., 1 Lec., 2 Lab.**
Introduces the student enrolled in technical programs to the many steps involved in manufacturing a product. This is accomplished by involving the class in producing a device with precision. The student gains practical experience with working drawings, a variety of machine tools, and the assembly of components. The student is made aware of the factors involved in selecting materials and economical utilization of materials. Laboratory fee required.

(Also see Developmental Reading and Developmental Writing. Supplementary instruction in writing and reading skills is available through the Learning Skills Center, see page 00.)

- 101 Composition and Expository Reading** **3 Cr.**
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.)

- 102 Composition and Literature** **3 Cr., 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 in the Sophomore Year

(English 201, 202, 203, 204, 205, 206, 215, and 216 are independent units of three credit hours each, from which any combination of two will be selected to satisfy degree requirements in sophomore English. Student should consult catalog of the senior college he expects to attend for requirements in his major before choosing English courses.)

- 201 British Literature** **3 Cr., 3 Lec.**
Prerequisite: English 102. A study of significant works of British Literature from the Old English period through the eighteenth century.
- 202 British Literature** **3 Cr., 3 Lec.**
Prerequisite: English 102. Study of important works from the Romantic period to the present.
- 203 World Literature** **3 Cr., 3 Lec.**
Prerequisite: English 102. Reading and analysis of significant continental European works from the Greek Classical period through the Renaissance.
- 204 World Literature** **3 Cr., 3 Lec.**
Prerequisite: English 102. Study of ten to twelve important post-renaissance works of continental Europe, England, and America.
- 205 American Literature** **3 Cr., 3 Lec.**
Prerequisite: English 102. Study of the works of the important writers before Whitman in the context of their times.
- 206 American Literature** **3 Cr., 3 Lec.**
Prerequisite: English 102. Reading and analysis of representative works from Whitman to the present.
- 209 Creative Writing** **3 Cr., 3 Lec.**
Prerequisite: English 102. Writing of fiction: short story, poetry and short drama.

- 101 Beginning French** **4 Cr., 3 Lec., 2 Lab.**
Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension and oral expression. Laboratory fee required.
- 102 Beginning French** **4 Cr., 3 Lec., 2 Lab.**
Prerequisite: French 101 or equivalent. Continuation of French 101 with em-

English

French

phasis on idiomatic language and complicated syntax. Laboratory fee required.

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

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

101 Physical Geography **3 Cr., 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.

102 Economic Geography **3 Cr., 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.

103 Cultural Geography **3 Cr., 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.

101 Physical Geology **4 Cr., 3 Lec., 3 Lab.**
 Study of earth materials and processes for science and non-science majors. Includes introduction to geochemistry, geophysics, examination of the earth's interior, magnetism, setting in space, minerals, rocks, structure and geologic processes. Laboratory fee required.

102 Historical Geology **4 Cr., 3 Lec., 3 Lab.**
Prerequisite: Geology 101 or permission of the instructor. Study of earth materials and processes within a time perspective. For science and non-science majors. Utilizes fossils, geologic maps, and field studies to interpret geologic history. Laboratory fee required.

202 Introduction to Rock and Mineral Identification **3 Cr., 1 Lec., 3 Lab.**
Prerequisites: Geology 101 and Geology 102. This is an elementary course in crystallography and physical properties of minerals and rocks. The student will study hand specimen identification of common rocks and minerals. Laboratory fee required.

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

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

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

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

201 American Government **3 Cr., 3 Lec.**
Prerequisite: Sophomore standing recommended. An introduction to the study of political science; origin and development of consitutional democracy

Geography

Geology

German

Government

(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.)

- 202 American Government** **3 Cr., 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 History of the United States** **3 Cr., 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 through the Colonial period and the early national experience to 1877.
- 102 History of the United States** **3 Cr., 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.
- 105 Western Civilization** **3 Cr., 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 of parliamentary government and the influences of European colonization.
- 106 Western Civilization** **3 Cr., 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 beginning of industrialism; the nineteenth century and the social, economic, and political factors of recent world history.
- 120 Afro-American History** **3 Cr., 3 Lec.**
 A study of the role of the Negro in American history; overview of the slave trade and slavery in the United States; focus on contributions of the Negro in the U.S. from Colonial times. Emphasis on political, economic and sociological factors of the 20th century.
- 204 American Minorities** **3 Cr., 3 Lec.**
Prerequisites: Sociology 101 and/or six hours of U.S. history recommended. The principal minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of intergroup relations, social movements and related social changes occurring on the contemporary American scene. The student may register for either History 204 or Sociology 204.

Human Development

- 102 Orientation** **1 Cr., 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.
- 104 Educational and Career Planning** **3 Cr., 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.

105 Basic Processes of Interpersonal Relationships 3 Cr., 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.

106 Personal and Social Growth 3 Cr., 3 Lec.

A course which deals with human development from the standpoint of the interaction between a person and his 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.

107 Developing Leadership Behavior 3 Cr., 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, leaderships, 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.

101 Introduction to the Humanities 3 Cr., 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.)

(Also see Photography 110)

101 Introduction to Mass Communications 3 Cr., 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.

102 News Gathering and Writing 3 Cr., 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.

103 News Gathering and Writing 3 Cr., 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.

104 Student Publications 1 Cr., 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.

105 Student Publications 1 Cr., 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

Humanities

Journalism

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.

- 201 Editorial and Feature Writing** **3 Cr., 3 Lec.**
Prerequisites: 6 hours of journalism or consent of instructor. Emphasis is on handling of difficult news stories, editorial matter, and feature material. Research and interviewing techniques are emphasized with careful attention to development of feature stories for use in newspapers and magazines.
- 202 Student Publications** **1 Cr., 3 Lab.**
Prerequisite: Permission of Instructor. 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.
- 203 Student Publications** **1 Cr., 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.
- 204 News Editing and Copy Reading** **3 Cr., 3 Lec.**
Prerequisite: Journalism 102. A detailed course in editing news for presentation in the newspaper and on radio and television. Special emphasis on writing headlines and laying out pages.
- (See Business)
- (Also see Computing Science 208)
- 101 College Algebra** **3 Cr., 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.
- 102 Plane Trigonometry** **3 Cr., 3 Lec.**
Prerequisite: Mathematics 101 or equivalent. A study of angular measure, functions of angles, identities, solution of triangles, equations, inverse trigonometric functions, logarithms and complex numbers.
- 107 Fundamentals of Computing** **3 Cr., 3 Lec.**
Prerequisite: two years 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 logarithms and an introduction to a procedure-oriented language with general applications.
- 111 Mathematics for Business and Economics I** **3 Cr., 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.
- 112 Mathematics for Business and Economics II** **3 Cr., 3 Lec.**
Prerequisite: Mathematics 111. Study of sequences and limits, differential calculus, integral calculus, optimization and appropriate applications.
- 115 College Mathematics I** **3 Cr., 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 numera-

Management Mathematics

tion, mathematical systems, sets and statements, and sets of numbers. Historical aspects of the above topics will also be emphasized.

- 116 College Mathematics II** **3 Cr., 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.
- 117 Fundamental Concept of Mathematics for Elementary Teachers** **3 Cr., 3 Lec.**
 A study of the structure of the real number system, geometry and mathematical analysis with emphasis on the development of basic concepts in mathematical thinking needed for elementary teachers.
- 121 Analytic Geometry** **3 Cr., 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.
- 126 Introductory Calculus** **5 Cr., 5 Lec.**
Prerequisite: Mathematics 105, 106, 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.
- 130 Business Mathematics** **3 Cr., 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.
- 195 Technical Mathematics** **3 Cr., 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.
- 196 Technical Mathematics** **3 Cr., 3 Lec.**
Prerequisite: Mathematics 195. A course for technical students which includes a study of the following: the trigonometric functions of angles, trigonometric identities, inverse trigonometric functions, trigonometric equations, complex numbers, logarithms, vectors, and the solution of triangles.
- 202 Introductory Statistics** **3 Cr., 3 Lec.**
Prerequisite: two years of high school algebra or consent of instructor. A study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability and applications to various fields.
- 221 Linear Algebra** **3 Cr., 3 Lec.**
Prerequisite: Mathematics 126 or equivalent. A study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformation.
- 227 Mathematical Analysis I** **4 Cr., 4 Lec.**
Prerequisite: Mathematics 126 or equivalent. A continued study of techniques of differentiation and integration. This will include logarithmic and exponential functions, parametric equations, polar coordinates, hyperbolic functions and vectors.
- 228 Mathematical Analysis II** **3 Cr., 3 Lec.**
Prerequisite: Mathematics 227 or equivalent. A continued study of vectors,

functions of several variables, partial derivatives, multiple integrals, indeterminate forms and infinite series.

- 230 Differential Equations** **3 Cr., 3 Lec.**
Prerequisite: Mathematics 227 or consent of instructor. A study of ordinary differential equations. The course treats linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems and applications.

Music

- 101 Freshman Theory** **4 Cr., 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 sight-singing, keyboard, and notation.
- 102 Freshman Theory** **4 Cr., 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, sight-singing, dictation, and keyboard harmony.
- 104 Music Appreciation** **3 Cr., 3 Lec.**
 A concise survey of the basic elements of music and their application in the music literature of Western civilization, particularly from the Baroque to the present. Relevant cultural influences upon the music of each era are observed.
- 105 Italian Diction** **1 Cr., 2 Lab.**
 A study of the phonetic sounds of the Italian language, with selected vocabulary and little or no conversation. Primarily for voice majors.
- 106 French Diction** **1 Cr., 2 Lab.**
 A study of the phonetic sounds of the French Language, with selected vocabulary and little or no conversation. Primarily for voice majors.
- 107 German Diction** **1 Cr., 2 Lab.**
 A study of the phonetic sounds of the German language, with selected vocabulary and little or no conversation. Primarily for voice majors.
- 110 Music Literature** **3 Cr., 3 Lec.**
 A course dealing with the characteristics of sound, the elements of music, performance media, and musical texture as seen in the music of recognized composers in the major periods of music history. Special emphasis is given to the music of the late Gothic, Renaissance, and Baroque eras.
- 111 Music Literature** **3 Cr., 3 Lec.**
Prerequisite: Music 110. A continuation of the studies introduced in Music 110. A study 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.
- 113 Foundations in Music I** **3 Cr., 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).
- 114 Foundations in Music II** **3 Cr., 3 Lec.**
Prerequisite: Music 113. Designed to help prepare students with limited music 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.
- 117 Piano Class I** **1 Cr., 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. May be repeated for credit.

118 Piano Class II **1 Cr., 2 Lab.**
Includes techniques, skills, harmonization, transposition, improvisation, accompanying, sight-reading and performing various styles of repertoire. Open to all students. May be repeated for credit.

119 Guitar Class I **1 Cr., 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. May be repeated for credit.

120 Guitar Class II **1 Cr., 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. May be repeated for credit.

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. Private music may be repeated for credit.

121-143 Applied Music — Minor **1 Cr., 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. Private music may be repeated for credit.

221-241 Applied Music — Concentration **2 Cr., 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. Private music may be repeated for credit.

251-270 Applied Music — Major **3 Cr., 1 Lec.**
Private instruction in the area of the student's major instrument. Primarily for music performance majors. Two half hour lessons a week. Open to students registered in music theory, ensembles, and other music major or minor courses. Fee required.

150 Chorus **1 Cr., 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. May be repeated for credit.

151 Voice Class I **1 Cr., 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. May be repeated for credit.

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

155 Vocal Ensemble **1 Cr., 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. May be repeated for credit.

156 Madrigal Singers **1 Cr., 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.

171 Woodwind Ensemble **1 Cr., 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. May be repeated for credit.

Applied Music

- 172 Brass Ensemble** **1 Cr., 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. May be repeated for credit.
- 173 Percussion Ensemble** **1 Cr., 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. May be repeated for credit.
- 174 Keyboard Ensemble** **1 Cr., 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. May be repeated for credit.
- 175 String Ensemble** **1 Cr., 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. May be repeated for credit.
- 176 Symphonic Wind Ensemble** **1 Cr., 3 Lab.**
The symphonic wind ensemble functions as a group in which students study and perform stylistic literature of all periods. Required of all wind and percussion instrumental music majors. May be repeated for credit.
- 181 Lab Band** **1 Cr., 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.
- 199 Recital** **1 Cr., 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. May be repeated for credit.
- 201 Sophomore Theory** **4 Cr., 3 Lec., 3 Lab.**
Prerequisite: Music 101-102 or consent of instructor. A continuation of freshman theory, including a study of larger forms, thematic development, chromatic chords including the Neapolitan sixth and augmented sixth chords, diatonic seventh chords with advanced sight-singing, keyboard harmony and ear training.
- 202 Sophomore Theory** **4 Cr., 3 Lec., 3 Lab.**
Prerequisite: Music 201 or equivalent or by consent of instructor. A continuation of Music 201, including a study of sonata-allegro form, ninth, eleventh and thirteenth chords, exploration of new key schemes, impressionism, melody, harmony, tonality, and formal processes as they apply to twentieth century music with a comparable advance in sight-singing, keyboard harmony and ear training.
- 203 Composition** **3 Cr., 3 Lec.**
Prerequisite: Music 101 and 102. Composing in small forms for simple media in both traditional styles and styles of the student's choice. May be repeated for credit.

Office Machines

(See Business 161)

Philosophy

- 102 Introduction to Philosophy** **3 Cr., 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.

- 105 Logic** **3 Cr., 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.
- 202 Introduction to Social and Political Philosophy** **3 Cr., 3 Lec.**
Prerequisite: Three hours of philosophy or consent of instructor. An examination of the relationships of philosophical ideas to the community with emphasis on concepts of natural rights, justice, education, freedom and responsibility.
- 203 Ethics** **3 Cr., 3 Lec.**
Prerequisite: Three hours of philosophy or consent of instructor. A survey of the classical and modern theories of the moral nature of man, posing alternative views of his responsibilities to self and society. The course is designed to verify the ethical issues and their metaphysical and epistemological basis so as to assist the student toward sound application of ethical principles in his own life.
- 210 Studies in Philosophy** **3 Cr., 3 Lec.**
Prerequisite: Three hours of philosophy and consent of the instructor. Students will study a philosophical problem, movement, or special topic. Course topic will change each semester and may be repeated for credit.
- 110 Introduction to Photography and Photojournalism** **3 Cr., 2 Lec., 4 Lab.**
Introduction to photography and photo-journalism. The general mechanics of camera lenses and shutters, general characteristics of the photographic films, papers, and chemicals. Proper photographic darkroom procedures including enlarging, processing, contact printing, and exposing of photographic films and papers. Study of artificial lighting. Laboratory fee required.
- 111 Advanced Photography and Photojournalism** **3 Cr., 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.

Photography

One of the main objectives of the physical education division 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.

- 100 Lifetime Sports Activities** **1 Cr., 3 Lab.**
Students are provided an opportunity for participation and instruction in various lifetime sports. Selection may be made from archery, badminton, bowling, golf, handball, racquetball, softball, swimming, 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.
- 104 Touch Football/Soccer** **1 Cr., 2 Lab.**
A course designed for those students desiring instruction and skill development in touch football and soccer. Uniform required. Laboratory fee required.
- 112 Softball and Soccer** **1 Cr., 2 Lab.**
Designed to provide the student an opportunity for instruction and participation in softball and soccer. Uniform required. Laboratory fee required.
- 113 Handball and Racquetball** **1 Cr., 2 Lab.**
Designed to provide the student an opportunity for basic skills development in handball and racquetball. Uniform required. Laboratory fee required.
- 115 Physical Performance** **1 Cr., 3 Lab.**
This course is designed to diagnose and measure the student's physical condi-

Physical Education Activity Courses

tion 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. May be repeated for credit. Uniform required. Laboratory fee required.

- 116 Intramural Athletics** **1 Cr., 2 Lab.**
A co-educational activity course designed to offer intramural competition in a variety of co-educational activities. May be repeated for credit. Uniform required. Laboratory fee required.
- 118 Beginning Golf** **1 Cr., 2 Lab.**
A co-educational course in beginning golf. Equipment furnished. No uniform required. Laboratory fee required.
- 120 Beginning Bowling** **1 Cr., 2 Lab.**
A co-educational course in beginning bowling. Equipment furnished. No uniform required. Laboratory fee required.
- 122 Gymnastics and Tumbling** **1 Cr., 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.
- 124 Social Dance** **1 Cr., 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. No uniform required. Laboratory fee required.
- 125 Figure Training and Conditioning Exercise** **1 Cr., 2 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. Uniform required. Laboratory fee required.
- 127 Basketball and Volleyball** **1 Cr., 2 Lab.**
Techniques, rules and strategy of the game will be taught and the emphasis will be on playing the game. Uniform required. Laboratory fee required.
- 129 Modern Dance** **1 Cr., 2 Lab.**
A co-educational, beginning class in modern dance. Uniform required. Laboratory fee required.
- 131 Weight Training and Conditioning** **1 Cr., 3 Lab.**
A course designed for those students who desire instruction and participation in weight training and conditioning techniques. May be repeated for credit. Uniform required. Laboratory fee required.
- 134 Outdoor Education** **1 Cr., 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.
- 200 Lifetime Sports Activities II** **1 Cr., 3 Lab.**
A continuation of Physical Education 100. Students are provided an opportunity for participation and instruction in selected activities. Activities shall be presented at the intermediate/advanced levels. For male and female students. May be repeated twice for credit. Laboratory fee required.
- 218 Intermediate Golf** **1 Cr., 2 Lab.**
Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the 'beginner' stage. Laboratory fee required.
- 219 Intermediate Tennis** **1 Cr., 2 Lab.**
Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the 'beginner' stage. Uniform required. Laboratory fee required.

- 222 Intermediate Gymnastics** **1 Cr., 2 Lab.**
Prerequisite: Physical Education 122. A course designed to develop skills and techniques beyond the 'beginner' stage. Uniform required. Laboratory fee required.
- 225 Skin and Scuba Diving** **2 Cr., 1 Lec., 2 Lab.**
Prerequisite: Intermediate swimming or permission of instructor. A co-educational course designed to give students knowledge and experience in the proper use of equipment, safety, physiology, and open water diving. Students successfully completing all course requirements will receive certification as Basic Scuba Divers from the Professional Association of Diving Instructors (PADI) or the National Association of Underwater Instructors (NAUI). The student will be expected to rent equipment as specified at the time of registration. Lab fee required.
- 226 Advanced Life Saving** **1 Cr., 2 Lab.**
Prerequisite: Intermediate swimming or deep water swim ability. Co-educational course of instruction designed to qualify students for the Red Cross Advanced Lifesaving Certificate. Uniform required. Laboratory fee required.
- 234 Water Safety Instruction** **2 Cr., 1 Lec., 2 Lab.**
Prerequisite: Current advanced life saving card. Principles and techniques for instructors in water safety and life saving classes. Satisfactory completion of course qualifies the student to test for certification by the Red Cross as water safety instructor. Uniform required. Laboratory fee required.
- 236 The Coaching of Football and Basketball** **3 Cr., 2 Lec., 2 Lab.**
 An elective course designed for all students who desire a broader knowledge of the skills and techniques involved in football and basketball coaching; history, theories, philosophies, rules, terminology, and the finer points of the sports are studied. Emphasis directed toward coaching techniques.
- 101 Fundamentals of Health** **3 Cr., 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.
- 110 Community Recreation** **3 Cr., 3 Lec.**
 Principles, organization, and the function of recreation in American society. Designed for students planning a major or minor in health, physical education or recreation.
- 144 Introduction to Physical Education** **3 Cr., 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.
- 147 Sports Officiating I** **3 Cr., 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 requirement student will be expected to officiate intramural games.
- 148 Sports Officiating II** **3 Cr., 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 softball, track and field, and baseball.
- 210 Sports Appreciation for the Spectator** **3 Cr., 3 Lec.**
 A course specifically designed as an elective course for all students who desire a broader knowledge of major and minor sports. Rules, terminology, and

**Physical
Education
Non-Activity
Courses**

philosophies of many sports are studied. Special emphasis shall be directed toward football and basketball.

- 257 Standard and Advanced First Aid** **3 Cr., 3 Lec.**
Theory and practice in the standard and advanced courses of the American National Red Cross in first aid safety.

Physical Science

- 118 Physical Science** **4 Cr., 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.
- 119 Physical Science** **4 Cr., 3 Lec., 2 Lab.**
This 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 Introductory General Physics** **4 Cr., 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. This course includes a study of mechanics and heat. Laboratory includes one hour problem session. Laboratory fee required.
- 112 Introductory General Physics** **4 Cr., 3 Lec., 3 Lab.**
Prerequisite: Physics 111. A continuation of Physics 111 which includes the study of electricity, magnetism, light, and sound. Laboratory includes one hour problem session. Laboratory fee required.
- 115 Physics for Liberal Arts** **4 Cr., 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.
- 116 Physics for Liberal Arts** **4 Cr., 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.
- 131 Applied Physics** **4 Cr., 3 Lec., 3 Lab.**
Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. The first half of a one year course designed to explain the basic concepts of the property of matter, mechanics, and heat. Emphasis will be placed on applications and problem solving. Designed primarily for students enrolled in technical programs. Laboratory includes a one hour problem session. Laboratory fee required.
- 132 Applied Physics** **4 Cr., 3 Lec., 3 Lab.**
Prerequisite: Physics 131. A continuation of Physics 131 designed to explain basic concepts in the areas of sound, light, electricity, magnetism, and atomic theory. Laboratory fee required.
- 201 General Physics** **4 Cr., 3 Lec., 3 Lab.**
Prerequisite: Credit or concurrent registration in Mathematics 126. Principles and applications of mechanics, wave motion, and sound emphasizing fundamental concepts, problem solving, notation, and units. Designed primarily for physics, chemistry, mathematics, and engineering majors. Laboratory includes a one hour problem session. Laboratory fee required.

- 202 General Physics** **4 Cr., 3 Lec., 3 Lab.**
Prerequisites: Physics 201 and credit or concurrent registration in Mathematics 227. Principles and applications of heat, electricity, magnetism and optics emphasizing fundamentals, concepts, problem solving, notation and units. Laboratory includes a one hour problem session. Laboratory fee required.
- 203 Introduction to Modern Physics** **4 Cr., 3 Lec., 3 Lab**
Prerequisite: Physics 202. Principles of relativity, atomic and nuclear physics with emphasis on fundamental concepts, problem solving, notation, and units. Laboratory includes a one hour problem session. Laboratory fee required.
- 103 Sex Roles in American Society** **3 Cr., 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.
- 105 Introduction to Psychology** **3 Cr., 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.)
- 131 Human Relations** **3 Cr., 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 students enrolled in each section.
- 201 Developmental Psychology** **3 Cr., 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 development sequence.
- 202 Applied Psychology** **3 Cr., 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.
- 205 Psychology of Personality** **3 Cr., 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.
- 209 General Psychology** **3 Cr., 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.
- 101 Effective College Reading** **3 Cr., 3 Lec.**
 Reading 101 emphasizes comprehension techniques in reading fiction and nonfiction. 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.
- 102 Speed Reading/Learning** **3 Cr., 3 Lec.**
 This course emphasizes improved critical reading/learning skills utilizing an

Psychology

Reading

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 Religion in American Culture** **3 Cr., 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.
- 103 Introduction to Philosophy of Religion** **3 Cr., 3 Lec.**
Investigation of basic problems in philosophy of religion: faith and reason, the existence of God, the nature of religious language and literature, evil and human destiny. Analysis of the effect of religious belief and practice upon social and moral life in both Eastern and Western traditions.
- 201 Major World Religions** **3 Cr., 3 Lec.**
Prerequisite: Sophomore standing or consent of instructor recommended. A survey of major world faiths, the course will concentrate on the basic texts of Eastern and Western religions and on the creative personalities of their founders. There will be some consideration of the problems of 'objective' study of religions, of primitive religions, and of alternatives to major world religions such as astrology and atheism.

Salesmanship Secretarial Training Shorthand

(See Business 230)

(See Business 162)

(See Business 159, 164, 263, 264)

Social Science

- 131 American Civilization** **3 Cr., 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.

Sociology

- 101 Introduction to Sociology** **3 Cr., 3 Lec.**
An inquiry into the nature of society and the foundations of group life, including institutions, with a broad presentation of the basis of social change, processes and problems.
- 102 Social Problems** **3 Cr., 3 Lec.**
Prerequisite: Sociology 101. A study of the background, emergence 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.
- 103 Sex Roles in American Society** **3 Cr., 3 Lec.**
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.
- 203 Marriage and Family** **3 Cr., 3 Lec.**
Prerequisite: Sociology 101 recommended. An analysis of courtship patterns, marriage and family forms, relationships and functions, and sociocultural differences in family behavior.
- 204 American Minorities** **3 Cr., 3 Lec.**
Prerequisite: Sociology 101 and/or six hours of U.S. History recommended. The principal minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of intergroup relations, social movements and related social changes occurring on the contemporary American scene. The student may register for either History 204 or Sociology 204.

Spanish

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

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

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

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

203 Introduction to Spanish Literature 3 Cr., 3 Lec.
Prerequisite: Spanish 202 or equivalent or consent of the instructor. Readings in Spanish literature, history, culture, art and civilization.

204 Introduction to Spanish Literature 3 Cr., 3 Lec.
Prerequisite: Spanish 202 or equivalent or consent of the instructor. Readings in Spanish literature, history, culture, art and civilization.

105 Fundamentals of Public Speaking 3 Cr., 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.

109 Voice and Articulation 3 Cr., 3 Lec.
A study of the mechanics of speech applied to the improvement of the individual's voice and pronunciation.

110 Reader's Theatre Workshop 1 Cr., 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.

201 Forensic Workshop 1 Cr., 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.

205 Discussion and Debate 3 Cr., 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.

206 Oral Interpretation 3 Cr., 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.

100 Rehearsal and Performance 1 Cr., 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. May be repeated for credit. Credit limited to one hour per semester.

101 Introduction to the Theatre 3 Cr., 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.

102 Contemporary Theatre 3 Cr., 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

Speech

Theatre

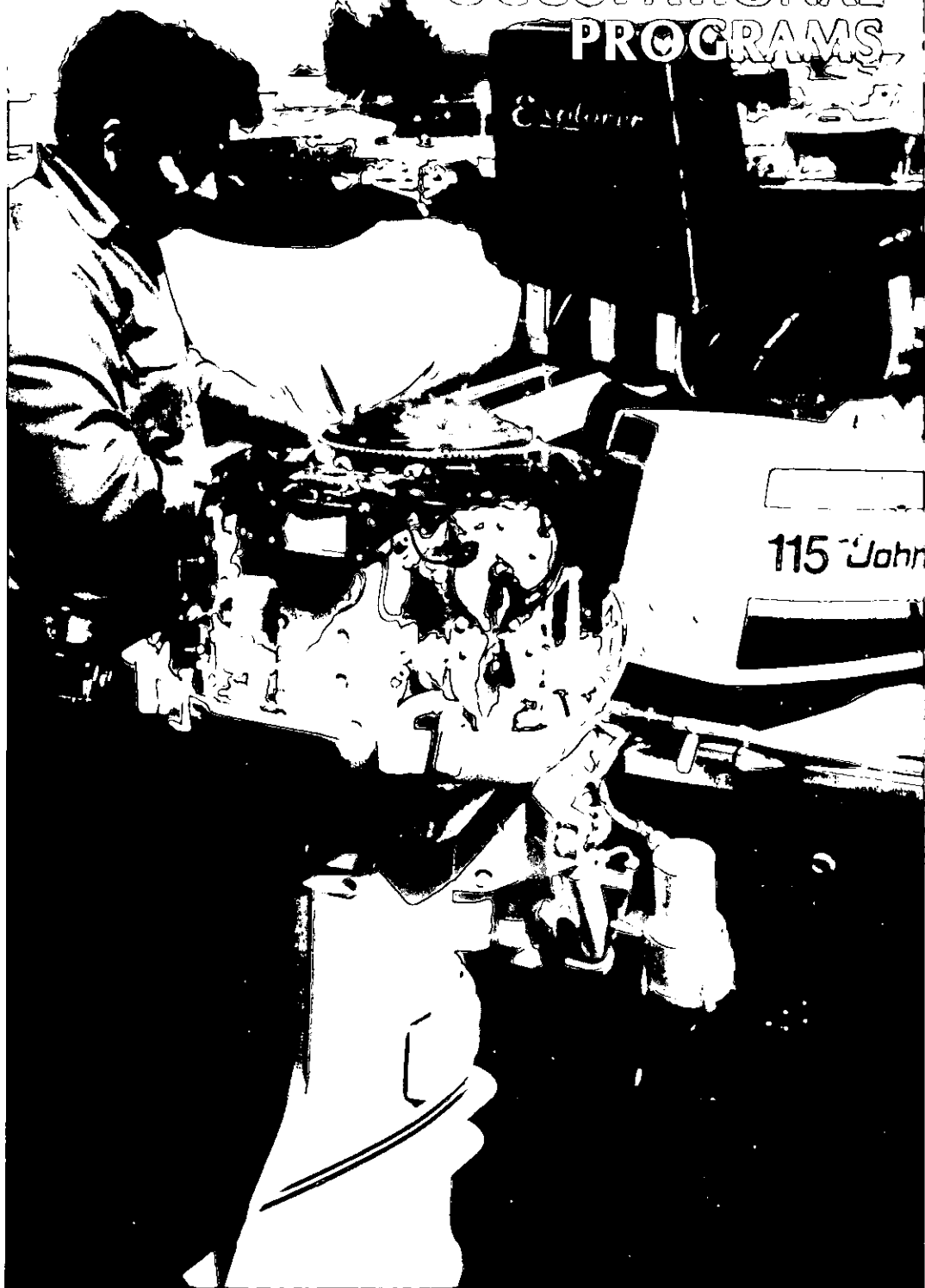
understanding of the social, cultural, and aesthetic significance of these media in today's life. Includes the reading of a number of modern plays and the viewing of specially selected films.

- 103 Stagecraft I** **3 Cr., 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.
- 104 Stagecraft II** **3 Cr., 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.
- 106 Acting I** **3 Cr., 2 Lec., 3 Lab.**
Individual and group activity with theory and exercises in body control, voice, pantomime, interpretation, characterization, and stage movement. Analysis and study of specific roles for stage presentation.
- 107 Acting II** **3 Cr., 2 Lec., 3 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.
- 108 Movement for the Stage** **3 Cr., 2 Lec., 3 Lab.**
A study of movement as both a pure form as well as its relation and integration with the theatre arts. The course will include movement as a technique to control balance, rhythm, strength, and flexibility. Movement will be explored as it is used in all the theatrical forms and in development of characterization. May be repeated for credit.
- 109 Voice and Articulation** **3 Cr., 3 Lec.**
Same as Speech 109. The student may not receive credit for both Theatre 109 and Speech 109.
- 110 History of Theatre I** **3 Cr., 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.
- 111 History of Theatre II** **3 Cr., 3 Lec.**
Development of the theatre from the seventeenth century through the twentieth century.
- 112 Beginning Dance Technique in Theatre** **3 Cr., 2 Lec., 3 Lab.**
Course designed to promote body balance, improve manipulation of trunk and limbs, and facilitate the rhythmic flow of physical energy. Exploration of basic movements of the dance with emphasis on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movements.
- 115 Mime** **2 Cr., 1 Lec., 2 Lab.**
Prerequisite: Stage movement, Theatre 106. Exploration of the expressive significance and techniques of mime.
- 205 Scene Study (Theatre)** **3 Cr., 2 Lec., 3 Lab.**
Prerequisites: Theatre 106, 107. Continuation of Acting II with emphasis on developing character through detailed study of the playscript. Students will deal with the stylistic problems presented by the staging of period plays and the development of early realism.
- 206 Intermediate Dance Technique in Theatre** **3 Cr., 2 Lec., 3 Lab.**
Prerequisite: Theatre 112 or permission of instructor. A general survey to acquaint the student with the various aspects of dance and its role in total theatre, including the evolution of dance styles. Exploration of jazz style emphasizing flow of movement, body placement, dynamic intensity, level, focus, and direction.

(See Business 173, 174, 273)

Typing

TECHNICAL OCCUPATIONAL PROGRAMS



TECHNICAL OCCUPATIONAL PROGRAMS

Cedar Valley

Accounting Associate
Air Conditioning and Refrigeration
Commercial
Residential
Major Appliances
Auto Mechanic
Retail Distribution and Marketing
Mid-Management

Office Occupations
General Office Careers
Secretary Careers
Power Mechanics
Marine Engines
Motorcycles
Small Engines

Eastfield

Accounting
Air Conditioning and Refrigeration
Technology
Auto Body
Automotive Technology
Child Development
Diesel Mechanics
Digital Electronics Technology
Drafting and Design Technology
Graphic Arts
Graphic Communications

Human Services
Mental Health Assistant
Social Worker Assistant
Mid-Management
Food Marketing Management
Recreational Leadership
Secretarial Careers
Executive Secretary
Office Skills and Systems
Training Paraprofessionals for the Deaf
Transportation Technology

El Centro

Accounting Technician
Apparel Design
Architectural Drafting
Architectural Technology
Associate Degree Nursing
Data Processing Programmer
Dental Assisting Technology
Dietetic Assistant
Drafting and Design Technology
Fire Protection Technology
Food Service-Dietetic Technician
Food Service Operations
Interior Design
Legal Assistant
Medical Assisting Technology

Medical Laboratory Technician
Medical Transcriptionist
Mid-Management
Office Skills and Systems
Pattern Design
Police Science
Radiologic Technology
Respiratory Therapy Technician
Respiratory Therapy Technology
School Food Service
Secretarial Careers
Teacher Aide
Television and Radio Electronics
Vocational Nursing

Accounting Technician
 Animal Medical Technology
 Aviation Administration
 Air Cargo Transport
 Airline Marketing
 Fixed-Base Operations/Airport
 Management
 Avionics Technology
 Drafting and Design Technology

Electronics Technology
 Horology
 Machine Shop
 Mid-Management
 Pilot Technology
 Secretarial Careers
 Office Skills and Systems
 Teacher Aide
 Welding Technology

Mountain View

Accounting Associate
 Air Conditioning & Refrigeration
 Building Trades
 Carpenters
 Electricians
 Diesel Mechanics

Mid-Management
 Real Estate
 Secretary Occupations
 General Office Careers
 Legal Secretary
 Secretary Careers

North Lake

Accounting Associate
 Accounting Technician
 Construction Management and
 Technology
 Engineering Technology
 Electro-Mechanical
 Electric Power
 Fluid Power
 Quality Control
 Human Services
 Mental Health Assistant
 Social Worker Assistant

Mid-Management
 Ornamental Horticulture
 Real Estate
 Secretarial Careers
 Administrative
 Educational
 Executive
 Office Skills and Systems
 Professional
 Teacher Aide

Richland College

Dallas County residents may enroll in the below-listed programs on the appropriate Tarrant County Junior College Campus 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.

Programs

Agribusiness	Northwest Campus
Appliance Service and Repair	South Campus
Aviation Maintenance Technician	Northwest Campus
Banking and Finance	Northeast Campus
Civil Technology	Northeast Campus
Dental Hygiene	Northeast Campus
Emergency Medical Technician	Northeast Campus
Fashion Merchandising	Northeast Campus
Instructional Media	Northeast Campus
Labor Studies	Northeast Campus
Legal Secretarial	Northeast and South Campus
Medical Records Technology	Northeast Campus
Medical Secretarial	South Campus
Operating Room Technology	Northeast Campus
Physical Therapy Technology	Northeast Campus
Small Gasoline Engine Repair	Northwest Campus

The reciprocal arrangement with Tarrant County also applies to Tarrant County residents enrolled for programs offered on the Dallas County Community College Campuses.

Career Programs of Tarrant County Available to Dallas County Residents

Cedar Valley Career Programs

Accounting Technician

This program is designed to provide you with a working knowledge of bookkeeping procedures currently in use in business; to introduce accounting principles supporting bookkeeping procedures; and to give you practical bookkeeping experience by the use of problem solving.

Certificate of Completion

Courses required for a Certificate of Completion are listed below. The courses may be taken in any order provided that prerequisites have been met. You should check the course descriptions on page 41 of this catalog to determine which courses have prerequisites.

Course No. and Description	Contact Hours	Credit Hours
BUS 105 Introduction to Business	48	3
BUS 131 Bookkeeping I	48	1
BUS 132 Bookkeeping II	48	3
BUS 160 Office Machines	48	3
*BUS 172 Beginning Typewriting	80	3
or		
BUS 174 Intermediate Typewriting	48	2
COM 131 Applied Composition and Speech	48	3
COM 132 Applied Composition and Speech	48	3
CS 175 Introduction to Computer Sciences	48	3
MTH 130 Business Mathematics	48	3
**Elective	48	3

*You will be placed in typewriting at a proficiency level determined by high school courses and/or placement tests. If such placement allows bypassing typewriting, enroll in equivalent hours from suggested electives below.

**Suggested Electives
BUS 162, BUS 231, BUS 234, PSY 131

Accounting Associate

This program is designed to prepare you for a career as a junior accountant 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 selected electives in cost accounting and tax accounting.

Associate Degree Program

Courses required for an Associate in Applied Arts and Sciences Degree are listed below. The courses may be taken in any order provided that prerequisites have been met. You should check the course descriptions on page 41 of this catalog to determine which courses have prerequisites.

Course No. and Description	Contact Hours	Credit Hours
BUS 105 Introduction to Business	48	3
BUS 136 Principles of Management	48	3
BUS 160 Office Machines	48	3

BUS 172 Beginning Typewriting	80	3
or		
BUS 703 or BUS 704 Work Experience	240 or 320	3 or 4
BUS 201 Principles of Accounting I	48	3
BUS 202 Principles of Accounting II	48	3
BUS 203 Intermediate Accounting	48	3
BUS 204 Managerial Accounting	48	3
BUS 231 Business Correspondence	48	3
BUS 234 Buusiness Law	48	3
BUS 237 Organizational Behavior	48	3
BUS 238 Cost Accounting	48	3
or		
BUS 239 Income Tax Accounting		
BUS 803 or BUS 804 Work Experience	240 or 320	3 or 4
or		
*Elective		
BUS 813 or BUS 814 Work Experience	240 or 320	3 or 4
or		
*Elective		
COM 131 Applied Composition and Speech	48	3
or		
ENG 101 Composition and Expository Reading		
COM 132 Applied Composition and Speech	48	3
or		
ENG 102 Composition and Literature		
CS 175 Introduction to Computer Sciences	48	3
ECO 201 Principles of Economics I	48	3
ECO 202 Principles of Economics II	48	3
CVT 201 American Government	48	3
MTH 130 Business Mathematics	48	3
or		
MTH 111 Mathematics for Business and Economics I		

***Suggested Electives**

BUS 143, BUS 206, PSY 105, PSY 131, BUS 205

Bachelor's Degree Program

If you wish to continue your education at a four-year college, you should consult a counselor to establish a program consisting of transferable required and elective courses.

This program is designed to prepare the student for entrylevel employment in the Air Conditioning, Refrigeration and Major Appliance Industry. Three options are available in this program: Major Appliance Repair, Residential Air Conditioning and Commercial Air Conditioning. The student will develop the skills and knowledge necessary to install, repair and maintain equipment related to these options.

All Air Conditioning and Major Appliance Repair courses are completely individualized. This allows the student to progress at his own pace in order to fully comprehend the theory and develop the necessary skills. The individualized, self-paced instruction also allows the student to take a portion of a course (module) without taking the complete course, if some specific knowledge or skill is desired.

Students may elect to receive a certificate or may apply the certificate courses required in this program toward an Associate in Applied Arts and Sciences Degree. Students may receive credit for prior training or experience.

A Certificate of Completion may be obtained in one or more of three options in the Air Conditioning and Major Appliance Repair Program. In order to qualify for a Certificate, the student must successfully complete the core courses in addition to those listed for the specific option. The courses may be taken in any order desired after consultation with the instructor.

**Air
Conditioning
and Major
Appliance
Repair**

**Certificate
Program**

Core Courses	Contact Hours	Credit Hours
AC 400 — Basic Electricity	180	6
AC 410 — Basic Refrigeration	300	10
MTH 195 — Technical Mathematics	48	3

Major Appliance Repair Certificate

MAR 470 — Domestic Refrigerators & Freezers	210	7
MAR 480 — Laundry Equipment	270	9
MAR 490 — Dish Washers	120	4
MAR 500 — Kitchen Ranges	120	4
AC 703 — Work Experience	240	3
or	or	or
704	320	4

Residential Air Conditioning Certificate	Contact Hours	Credit Hours
AC 420 — Residential A/C Units — Cooling	360	12
AC 430 — Residential A/ Units — Heating	240	8
AC 440 — Residential Systems Design	180	6
AC 703 — work Experience	240	3
or	or	or
704	320	4

Commercial Refrigeration & Air Conditioning Certificate

AC 450 — Commercial Refrigeration	390	13
AC 460 — Industrial Air Conditioning	420	14
AC 703 — Work Experience	240	3
or	or	or
704	320	4

Associate Degree Program

Students wishing to earn an Associate in Applies Arts and Sciences Degree in Major Appliance Repair, Residential Air Conditioning or Commercial Refrigeration and Air Conditioning must complete all of the courses for the certificate program for that specific option in addition to the courses listed below.

	Contact Hours	Credit Hours
COM 131—Applied Communications & Speech	48	3
PSY 131 — Applied Physics	96	4
SS 131 — American Civilization	48	3

Six hours of electives are required and shall be selected from the following list of courses.

	Contact Hours	Credit Hours
COM 132 — Applied Communications & Speech	48	3
PSY 131 — Human Relations	48	3
BUS 105 — Introduction to Business	48	3
BUS 131 — Bookkeeping	48	3
BUS 136 — Principles of Management	48	3
BUS 153 — Small Business Management	48	3
BPR 131 — Blueprint Reading	64	2
AC 713 — Work Experience	240	3
or	or	or
714	320	4
AC 803 — Work Experience	240	3
or	or	or
804	320	4
AC 813 — Work Experience	240	3
or	or	or
814	320	4

Bachelor's Degree Program

Students who wish to continue their education at a four-year college should contact the counseling center to establish a program containing transferable courses.

COURSE DESCRIPTIONS

Air Conditioning — 400

Contact Hours	Credit Hours
180	6

Basic Electricity

Fundamentals of Electricity as applied to Domestic Appliances, Residential, Commercial and Industrial Air Conditioning.

MODULES	Contact Hours	Credit Hours
AC 401 — Basic Units of Measurement & Measuring Devices	30	1
AC 402 — Simple Schematics and Circuits	30	1
AC 403 — Circuit Components	30	1
AC 404 — Complex Schematics and Circuits	60	2
AC 405 — A.C. Motor Fundamentals	30	1

Air Conditioning — 410

300 10

Basic Refrigeration

Principles of Refrigeration as applied to Domestic Refrigeration, Commercial Refrigeration, Residential and Industrial Air Conditioning.

MODULES	Contact Hours	Credit Hours
AC 411 — Elementary Thermodynamics & Physics	30	1
AC 412 — Heat Transfer and Air Properties	30	1
AC 413 — Refrigerants and Refrigerant Properties	30	1
AC 414 — The Vapor Compression System and Accessories	90	3
AC 415 — Piping and Fittings	30	1
AC 416 — Leak Detection, Leak Repair and Evacuation	30	1
AC 417 — The Pressure-Enthalpy Diagram	30	1
AC 418 — Charging and Discharging the System	30	1

Air Conditioning — 420

360 12

Residential A/C Units — Cooling

Diagnose, service, repair and/or replace mechanical and electrical components parts of residential cooling systems; check system performance.

MODULES	Contact Hours	Credit Hours
AC 421 — Properties of Air	30	1
AC 422 — Heat Transfer & the Cooling Load	30	1
AC 423 — The Refrigeration System	90	3
AC 424 — Refrigerant Circuit Piping	30	1
AC 425 — Leak Detection, Leak Repair & Evacuation	30	1
AC 426 — Introduction to Condensing Water Systems	30	1
AC 427 — Air Distribution	30	1
AC 428 — System Performance and the Refrigerant Charge	30	1
AC 429 — Complex Electrical Circuits	30	1
AC 419 — Electric Motors	30	1

Air Conditioning — 430

240 8

Residential A/C Units — Heating

Diagnose, service, repair and/or replace mechanical and electrical components parts of residential heating systems; check system performance.

MODULES	Contact Hours	Credit Hours
AC 431 — Air Properties and Load Calculations	30	1
AC 432 — The Warm-Air Furnace — Gas	60	2
AC 433 — The Warm-Air Furnace — Electric	30	1
AC 434 — Air Distribution	30	1
AC 435 — The Heat Pump	30	1
AC 436 — The Electrical Circuit & Schematics	30	1
AC 437 — Electrical Motors and Starting Devices	30	1

Air Conditioning — 440 **180** **6**

Residential System Design

How to make load calculations, select equipment and design air distribution systems.

MODULES	Contact Hours	Credit Hours
AC 441 — Structural Blueprints	30	1
AC 442 — Load Calculations — Heating	30	1
AC 443 — Load Calculations — Cooling	30	1
AC 444 — Equipment Selection & Locating	30	1
AC 445 — Air Distribution Systems Design	60	2

Air Conditioning — 450 **360** **12**

Commercial Refrigeration

How to check, service, adjust, repair and/or replace components of a commercial refrigeration system.

MODULES	Contact Hours	Credit Hours
AC 451 — Refrigeration Systems	90	3
AC 452 — Multiple Systems	30	1
AC 453 — Piping and the Refrigerant Circuit	30	1
AC 454 — Flow Control & Pressure Control Devices	30	1
AC 455 — Moisture Problems & Defrost Systems	30	1
AC 456 — Load Calculations	30	1
AC 457 — The Refrigerant Charge and System Performance	30	1
AC 458 — Leak Detection, Leak Repair and Evacuation	30	1
AC 459 — The Electrical Circuit and Control Devices	30	1
AC 449 — Electric Motors and Starting Devices	30	1

Air Conditioning — 460 **420** **14**

Industrial Air Conditioning

How to check, service, adjust, repair and/or replace components of an industrial air conditioning system.

MODULES	Contact Hours	Credit Hours
AC 461 — Absorption Systems	30	1
AC 462 — Vapor Compression Systems	90	3
AC 463 — Multiple Systems, Flow Control and Pressure Control Devices	30	1
AC 464 — Applied Psychrometrics and System Performance	30	1
AC 465 — Air Distribution	30	1
AC 466 — Leak Detection, Leak Repair and Evacuation	30	1
AC 467 — Piping and the Refrigerant Circuit	30	1
AC 468 — Electrical Circuits and Control Devices	30	1
AC 469 — Pneumatic Control Systems	30	1

AC 477 — Boilers — Combustion Process	30	1
AC 478 — Boiler Electrical Circuits	30	1
AC 479 — Hydronic Systems	30	1

Air Conditioning — 703, 713, 803, 813 **240** **3**

Work Experience

Prerequisite: Consent of the Instructor/Coordinator.

These courses constitute an on-the-job application of theory and laboratory instruction received in the formal courses. The student will be placed in a work-study position that will test his skills and ability to function successfully in the work environment. 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, his instructor/coordinator, and his 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 his instructor and will complete appropriate assignments given to him by his instructor.

	Contact Hours	Credit Hours
Air Conditioning — 704, 714, 804, 814	320	4

Work Experience

(Same as course descriptions above for Air Conditioning 703, et al)

	Contact Hours	Credit Hours
Major Appliance Repair — 470	210	7

Domestic Refrigerators and Freezers

How to check, service, repair and/or replace component parts of domestic refrigerator and freezer mechanical and electrical systems.

MODULES	Contact Hours	Credit Hours
MAR 471 — Refrigeration Systems, Cabinets	90	3
MAR 472 — Defrost Systems and Ice Makers	30	1
MAR 473 — Leak Detection, Leak Repair and Evacuation	30	1
MAR 474 — Evaluate System Performance	30	1
MAR 475 — The Electrical System	30	1

Major Appliance Repair — 480 **270** **9**

Laundry Equipment

How to check, service, adjust, repair and/or replace component parts of domestic washers and dryers.

MODULES	Contact Hours	Credit Hours
MAR 481 — Cabinets — Washers and Dryers	30	1
MAR 482 — Drive, Blower, and Drum Assemblies — Dryers	30	1
MAR 483 — Electrical Systems — Dryers	30	1
MAR 484 — Heating and Ventilation System — Dryers	60	2
MAR 485 — Transmission Drive and Tub Assembly — Washers	60	2
MAR 486 — The Water System — Washers	30	1
MAR 487 — Electrical System — Washers	30	1

Major Appliance Repair — 490 **120** **4**

Dishwashers

Check, service, adjust, repair and/or replace component parts of domestic dishwashers.

	Contact Hours	Credit Hours
MODULES		
MAR 491 — Cabinets		
MAR 492 — The Wash, Rinse and Dry Cycle	30	1
MAR 493 — Motor/Pump Assembly	30	1
MAR 494 — The Electrical System	30	1

Major Appliance Repair — 500	120	4
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Kitchen Ranges

How to check, service, adjust, repair and/or replace component parts of the domestic gas and electric range

	Contact Hours	Credit Hours
MODULES		
MAR 501 — Gas Range Heating System	30	1
MAR 502 — Gas Range Controls	30	1
MAR 503 — Electric Range Heating Systems	30	1
MAR 504 — Electric Range Controls	30	1

Major Appliance Repair — 510	60	2
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Trash Compactors

Check, service, repair and/or replace component parts of the domestic trash compactor.

	Contact Hours	Credit Hours
MODULES		
MAR 511 — Mechanical Systems and Cabinets	30	1
MAR 512 — Electrical Systems — Trash Compactors	30	1

Automobile Mechanics

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.

All automobile mechanics courses are completely individualized. This allows the student to progress at his own pace in order to fully comprehend the theory and develop the necessary skills. The individualized, self-paced instruction also allows the student to take a portion of a course (module) without taking the complete course if some specific knowledge or skill is desired. Students may receive credit for prior training or experience. Students may elect to receive a Certificate or may apply the certificate course required in this program toward an Associate in Applied Arts and Science Degree.

The student will be required to purchase a basic set of tools which will be used in class and later on the job. Tool lists will be provided by the instructor.

Certificate Program

Completion of all of the courses listed in the Certificate Program qualifies a student for a Certificate in Automobile Mechanics. Courses may be taken in any order after consultation with the instructor.

	Contact Hours	Credit Hours
AM 400 — Automotive Services	180	6
AM 410 — Brakes and Front Suspensions	210	7
AM 420 — Theory and Overhaul of Automotive Engines	240	8
AM 430 — Power Train	180	6
AM 440 — Automatic Transmissions	300	10
AM 450 — Auto Air Conditioning & Heating Systems	90	3

AM 460 — Electrical Systems	150	5
MTH 195 — Technical Mathematics	48	3
AM 703 — Work Experience	240	3
or	or	or
704	320	4

Students wishing to earn an Associate in Applied Arts and Science Degree with a major in Automobile Mechanics must complete all of the courses listed for the Certificate Program in addition to the courses listed below.

Associate Degree Program

	Contact Hours	Credit Hours
COM 131 — Applied Composition & Speech	48	3
SS 131 — American Civilization	48	3

Six hours of electives are required and shall be selected from the following list of courses.

	Contact Hours	Credit Hours
COM 132 — Applied Composition & Speech	48	3
PSY 131 — Human Relations	48	3
BPR 177 — Blueprint Reading	64	2
BUS 105 — Introduction to Business	48	3
BUS 131 — Bookkeeping	48	3
BUS 136 — Principles of Management	48	3
BUS 153 — Small Business Management	48	3
PHY 131 — Applied Physics	96	4
AM 713 or — Work Experience	240 or	3 or
714	320	4
AM 803 or — Work Experience	240 or	3 or
804	320	4
AM 813 or — Work Experience	240 or	3 or
814	320	4
AM 470 — Basic Welding	90	3

Bachelor's Degree Program

Students who wish to continue their education at a four-year college should contact the counseling center to establish a program containing general education transferable courses.

Course Descriptions

Automobile Mechanics — 400	180	6
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Automotive Services

Design, repair and adjustment of emission systems, electrical systems, fuel and exhaust systems will be covered in this course. Laboratory fee required.

MODULES	Contact Hours	Credit Hours
AM 401 — Ignition and Fuel Systems	30	1
AM 402 — Minor Tune-up	30	1
AM 403 — Major Tune-up	60	2
AM 404 — Emission Controls	30	1
AM 405 — Exhaust and Cooling Systems	30	1

Automobile Mechanics — 410	210	7
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Brakes and Front Suspensions

This course includes brake service as applied to power brakes, disc brakes, drums, wheel cylinders, installation and adjustment. Front end alignment, suspension, steering mechanisms and wheel balancing are also included. Laboratory fee required.

MODULES	Contact Hours	Credit Hours
AM 411 — Brake Systems	90	3
AM 412 — Front Suspension	90	3
AM 413 — Wheel Alignment	30	1

Automobile Mechanics — 420 **240** **8**

Theory and Overhaul of Automotive Engines

The basic theory and operating principles of the automotive internal combustion engine will be studied. Emphasis on laboratory work will be applied in the repairing and rebuilding of the gasoline engine. The use of precision measuring instruments and other tools required to repair, adjust and test automotive engines is presented. Laboratory fee required.

MODULES	Contact Hours	Credit Hours
AM 421 — Engine Block Service	120	4
AM 422 — Head Service	60	2
AM 423 — Engine Accessories	60	2

Automobile Mechanics — 430 **180** **6**

Power Train

The automotive drive train, exclusive of automatic transmission is taught through theory and related shop work. Standard transmissions, clutches and linkages, drive lines, suspensions and differentials are covered by adjusting, servicing and rebuilding. Laboratory fee required.

	Contact Hours	Credit Hours
AM 431 — Standard Transmissions	60	2
AM 432 — Differentials	60	2
AM 433 — Drive Lines	60	2

Automobile Mechanics — 440 **300** **10**

Automatic Transmissions

In this course, the operating principles, service and rebuilding of the automotive automatic transmission are taught. Included are torque converters, servos, control valve assemblies and the use of special service tools. Laboratory fee required.

MODULES	Contact Hours	Credit Hours
AM 441 — C4 Transmissions (Ford)	60	2
AM 442 — C6 Transmissions (Ford)	60	2
AM 443 — Hydromatic Transmissions (GM)	60	2
AM 444 — Powerglide Transmissions (GM)	60	2
AM 445 — Torque Flight (Chrysler)	60	2

Automobile Mechanics — 450 **90** **3**

Auto Air Conditioning and Heating Systems

The principles and fundamentals of air conditioning and heating as they relate to the automotive air conditioning system are studied in this course. Installation,

maintenance and service of compressors, condensers, evaporators and related components are covered. Laboratory fee required.

Automobile Mechanics — 460

150 5

Electrical Systems

This course is designed to give the student the theory and practical application of basic electricity, chassis circuits and basic wiring. The course will include the installation and repair of starting systems, lights, batteries, generators, alternators and regulators. Laboratory fee required.

MODULES

AM 461 — Starting Systems

AM 462 — Charging Systems

Contact Hours	Credit Hours
60	2
90	3

Basic Welding — 470

90 3

This is an introductory course in welding and soldering as applied to the mechanic's trade. In addition to techniques, methods will be emphasized in working with the different metals found in engines and equipment. Arc welding, gas welding, brazing, soldering and cutting will be introduced.

Automobile Mechanics — 703, 713, 803, 813

Contact Hours	Credit Hours
240	3

Work Experience

Prerequisite: Consent of the Instructor/Coordinator.

These courses constitute an on-the-job application of theory and laboratory instruction received in the formal courses. The student will be placed in a work-study position that will test his skills and ability to function successfully as an automobile mechanic. 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, his instructor/coordinator and his 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 his instructor and will complete appropriate assignments given to him by his instructor.

Automobile Mechanics 704, 714, 804, 814

Contact Hours	Credit Hours
320	4

(Same as course description above for Automobile Mechanics 703, et al.)

This program is an associate degree program designed to prepare you for a broad selection of career opportunities in marketing and distribution, such as store manager, sales manager, personnel manager, and sales representative. You will take basic courses during the first year and specialize in the second year.

Retail Distribution and Marketing

First Year of Program

Communication/English
Psychology (Psy 131 recommended)
Math (Math 130 recommended)
Professional Development I and II
Speech 105
Bus 136 — Principles of Management
Bus 206 — Principles of Marketing
Bus 233 — Advertising and Sales Promotion
Economics 201
Electives

Contact Hours	Credit Hours
96	6
48	3
48	3
32	2
48	3
48	3
48	3
48	3
48	3
96	6

Mid-Management The Mid-Management program is a cooperative plan with members of the business community whereby you attend college classes in business and related courses and concurrently work at a regular, paid, part-time job in a sponsoring business firm.

Associate Degree Program

Courses required for an Associate in Applied Arts and Sciences Degree are listed below. The courses may be taken in any order provided that prerequisites have been met. You should check the course descriptions on page 41 of this catalog to determine which courses have prerequisites.

Course No. and Description	Contact Hours	Credit Hours
BUS 105 Introduction to Business	48	3
BUS 131 Bookkeeping I	48	3
or		
BUS 201 Principles of Accounting I		
BUS 136 Principles of Management	48	3
BUS 150 Management Training	320	4
BUS 154 Management Seminar — Role of Supervision	32	2
BUS 151 Management Training	320	4
BUS 155 Management Seminar — Personnel Management	32	2
BUS 250 Management Training	320	4
BUS 254 Management Seminar — Organizational Development	32	4
BUS 251 Management Training	320	4
BUS 255 Management Seminar — Business Strategy, The Decision Process & Problem Solving	32	2
COM 131 Applied Composition and Speech	48	3
or		
ENG 101 Composition and Expository Reading		
COM 132 Applied Composition and Speech	48	3
or		
ENG 102 Composition and Literature		
ECO 201 Principles of Economics I	48	3
SS 131 American Civilization	48	3
or		
HST 101 History of the United States		
HUM 101, ART 104, MUS 104, or THE 101	48	3

Electives (12 hours)

Suggested Electives: BUS 137, BUS 204, BUS 206, BUS 230, BUS 231, BUS 233, BUS 234, BUS 237, CS 175, PSY 105, PSY 131, SPE 105, BUS 161, MTH 130

*One elective must be chosen from the social or behavioral sciences.

Admission to the Program

1. Admission is by individual application only.
2. Personal interview with any Mid-Management instructor.
3. Applicants should demonstrate a sincere desire for a management career in business.
4. Fulfill all requirements for admission to the College.

Bachelor's Degree Program

If you wish to continue your education at a four-year college you should consult a counselor to establish a program consisting of transferable required and elective courses.

Office Occupations

General Office Careers

This program is designed to train you in office skills. You will be qualified for positions as a clerk-typist, file clerk, receptionist, and word processing operator. This program does not include shorthand. There is a general orientation to the

business world plus intensive training in typewriting, office machines, bookkeeping, and word processing. In the degree program, management principles and human relations skills are stressed which could lead to employment as a word processing supervisor or office manager.

Courses required for a Certificate of Completion are listed below. The courses may be taken in any order provided that prerequisites have been met. You should check the course descriptions on page 41 of this catalog to determine which courses have prerequisites.

Certificate of Completion

Course No. and Description	Contact Hours	Credit Hours
BUS 105 Introduction to Business	48	3
BUS 131 Bookkeeping I	48	3
or		
BUS 201 Principles of Accounting I		
BUS 160 Office Machines	48	3
BUS 162 Office Procedures	48	3
BUS 165 Introduction to Word Processing	48	3
BUS 231 Business Correspondence	48	3
*Typewriting (2 courses)		
BUS 172 Beginning Typewriting	80	3
BUS 174 Intermediate Typewriting	48	3
BUS 273 Advanced Typewriting	48	3
COM 131 Applied Composition and Speech	48	3
or		
ENG 101 Composition and Expository Reading		
COM 132 Applied Composition and Speech	48	3
or		
ENG 102 Composition and Literature		
MTH 130 Business Math	48	3

*You will be placed in typewriting at a proficiency level determined by high school courses and/or placement tests. If such placement allows bypassing typewriting, enroll in equivalent hours from the suggested electives.

If you wish to earn an Associate in Applied Arts and Sciences Degree, you must complete the courses for the certificate program plus the following courses.

Associate Degree Program

Course No. and Description	Contact Hours	Credit Hours
BUS 132 Bookkeeping II	48	3
or		
BUS 202 Principles of Accounting II		
BUS 234 Business Law	48	3
BUS 237 Organizational Behavior	48	3
BUS 256 Office Management	48	3
BUS 265 Word Processing Practices and Procedures	48	3
BUS 273 Advanced Typewriting or elective	48	3
BUS 275 Secretarial Procedures	48	3
HUM 101 Introduction to Humanities	48	3
PSY 131 Human Relations	48	3
**Electives		6

**Suggested Electives

BUS 136, BUS 803, BUS 813, CS 175, ECO 201, PSY 105, SOC 101

Bachelor's Degree Program

If you wish to continue your education at a four-year college, you should consult a counselor to establish a program consisting of transferable required and elective courses.

Secretarial Careers

The purpose of this program is to prepare you to become an alert and responsive secretary capable of performing the tasks required of you in the modern business office. Intensive training is provided in the basic secretarial skills such as shorthand, typewriting, and office machines. Emphasis is also placed on English, math, and human relations skills. You may elect to receive a Certificate only, or you may apply the courses required in this major toward an Associate in Applied Arts and Sciences Degree.

Certificate of Completion

Courses required for a Certificate of Completion are listed below. The courses may be taken in any order provided that prerequisites have been met. You should check the course descriptions on page 41 of this catalog to determine which courses have prerequisites.

Course No. and Description	Contact Hours	Credit Hours
BUS 105 Introduction to Business	48	3
BUS 131 Bookkeeping I	48	3
or		
BUS 201 Principles of Accounting I		
BUS 160 Office Machines	48	3
BUS 162 Office Procedures	48	3
BUS 165 Introduction to Word Processing	48	3
BUS 231 Business Correspondence	48	3
*Shorthand (2 courses)		
BUS 159 Beginning Shorthand	80	4
BUS 166 Intermediate Shorthand	80	4
BUS 266 Advanced Shorthand	80	4
*Typewriting (2 courses)		
BUS 172 Beginning Typewriting	48	3
BUS 174 Intermediate Typewriting	48	3
BUS 273 Advanced Typewriting	48	3
COM 131 Applied Composition and Speech	48	3
or		
ENG 101 Composition and Expository Reading	48	3
MTH 130 Business Mathematics	48	3

*You will be placed in typewriting and shorthand at a proficiency level determined by high school courses and/or placement tests. If such placement allows bypassing shorthand and/or typewriting, enroll in equivalent hours from the suggested electives on the following page.

Associate Degree Program

If you wish to earn an Associate in Applied Arts and Sciences Degree, you must complete the courses listed on the preceding page plus the following courses.

Course No. and Description	Contact Hours	Credit Hours
BUS 266 Advanced Shorthand or elective	80	4
BUS 265 Word Processing Practices and Procedures	48	3
BUS 273 Advanced Typewriting or elective	48	2
BUS 275 Secretarial Procedures	48	3
BUS 803 or BUS 804 Work Experience	240 or 320	3 or 4
or		
Elective (3 hours)		
BUS 813 or BUS 814 Work Experience	240 or 320	3 or 4
or		
Elective (3 hours)		
COM 132 Applied Composition and Speech	48	3
or		
ENG 102 Composition and Literature		
CS 175 Introduction to Computer Sciences	48	3
HUM 101 Introduction to Humanities	48	3
PSY 131 Human Relations	48	3

Suggested Electives

BUS 136, BUS 143, BUS 234, BUS 237, PSY 105, SPE 105, BUS 256

Bachelor's Degree Program

If you wish to continue your education at a four-year college, you should consult a counselor to establish a program consisting of transferable required and elective courses.

Credit Given for 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 Procedures	3
BUS 166 Intermediate Shorthand	4
BUS 169 Beginning Typewriting	3
BUS 174 Intermediate Typewriting	2
BUS 231 Business Correspondence	3
BUS 234 Business Law	3
PSY 131 Human Relations	3
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	28

In order to receive credit, the applicant must:

1. Request direct notification be given to the Registrar of the College by the Institute for Certifying Secretaries that the applicant has passed all sections of the exam within the last 10 years;
2. Earned 12 hours credit for courses at Cedar Valley before the advanced standing credit is posted on the applicant's record.

*Business 105	Introduction to Business	3 Cr., 3 Lec.
*Business 131	Bookkeeping I	3 Cr., 3 Lec.
*Business 132	Bookkeeping II	3 Cr., 3 Lec.
*Business 136	Principles of Management	3 Cr., 3 Lec.
*Business 137	Principles of Retailing	3 Cr., 3 Lec.
*Business 143	Personal Finance	3 Cr., 3 Lec.
Business 150	Management Training	4 Cr., 3 Lec.
*Business 151	Management Training	4 Cr., 20 Lab.
*Business 153	Small Business Management	3 Cr., 3 Lec.
*Business 154	Management Seminar: Role of Supervision	2 Cr., 2 Lec.
*Business 155	Management Seminar: Personnel Management	2 Cr., 2 Lec.
*Business 159	Beginning Shorthand	4 Cr., 3 Lec., 2 Lab.
*Business 160	Office Machines	3 Cr., 3 Lec.
*Business 162	Office Procedures	3 Cr., 3 Lec.
*Business 165	Introduction to Word Processing	3 Cr., 3 Lec.
*Business 166	Intermediate Shorthand	4 Cr., 3 Lec., 2 Lab.
*Business 171	Introduction to Supervision	3 Cr., 3 Lec.
*Business 172	Beginning Typing	3 Cr., 2 Lec., 2 Lab.
*Business 174	Intermediate Typing	2 Cr., 1 Lec., 2 Lab.
*Business 201	Principles of Accounting I	3 Cr., 3 Lec.
*Business 202	Principles of Accounting II	3 Cr., 3 Lec.
*Business 203	Intermediate Accounting	3 Cr., 3 Lec.
*Business 204	Managerial Accounting	3 Cr., 3 Lec.

Business Courses

*Business 205	Business Finance	3 Cr., 3 Lec.
*Business 206	Principles of Marketing	3 Cr., 3 Lec.
*Business 230	Salesmanship	3 Cr., 3 Lec.
*Business 231	Business Correspondence	3 Cr., 3 Lec.
*Business 233	Advertising and Sales Promotion	3 Cr., 3 Lec.
*Business 234	Business Law	3 Cr., 3 Lec.
*Business 237	Organizational behavior	3 Cr., 3 Lec.
*Business 238	Cost Accounting	3 Cr., 3 Lec.
*Business 239	Income Tax Accounting	3 Cr., 3 Lec.
*Business 242	Personnel Administration	3 Cr., 3 Lec.
*Business 250	Management Training	4 Cr., 20 Lab.
*Business 251	Management Training	4 Cr., 20 Lab.
*Business 254	Management Seminar: Organizational Development	2 Cr., 2 Lec.
*Business 255	Management Seminar: Business Strategy, the Decision process and Problem Solving	2 Cr., 2 Lec.
*Business 256	Office Management	3 Cr., 3 Lec.
*Business 265	Word Processing Practices and Procedures	3 Cr.
*Business 266	Advanced Shorthand	4 Cr., 3 Lec., 2 Lab.
*Business 273	Advanced Typing	2 Cr., 1 Lec., 3 Lab.
*Business 275	Secretarial Procedures	3 Cr., 3 Lec.
Business 703, 803, 713, 813 Work Experience		3 Cr., 15 Lab.

Prerequisite: Completion of two courses in Accounting Associate or Secretarial Careers Associate degree program and instructor/coordinator approval.

These courses constitute an on-the-job application of theory and laboratory instruction received in the formal courses of the student's major curricula. The student will be placed in a work-study position in his technical/occupational field that will test his 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, his instructor/coordinator, and his 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 his instructor and will complete appropriate assignments given to him by his instructor.

Business 704, 804, 714, 814 Work Experience 4 Cr., 20 Lab.

(same as course description above for Business 703, et. al.)

*See Business Courses listed in Academic Curriculum section of this catalog.

Power Mechanics

This program has three options: motorcycle mechanic, outboard marine engine mechanic, and small engine repair. After the completion of a selected core of courses the student may then major in one or more of the options. The student will develop the skills and related information to diagnose, repair and maintain equipment related to his major.

The courses will be individualized to allow the student to learn at his own pace under the individual supervision of the instructor. Students may elect to take a complete course of specific modules within the course after consultation with the instructor.

Students may receive credit for prior training or experience. Students may elect to complete the requirements of the Certificate Program or continue in the program to earn an Associate in Applied Arts and Sciences Degree.

Certificate Program

A Certificate of Completion may be obtained by successfully completing all of the Core Courses and the courses specified in each of the options. Students may elect to complete one or more of the options in the program.

Core Courses

	Contact Hours	Credit Hours
PM 400 — Principles and Theory of 2 & 4 Cycle Engines	60	2
PM 410 — Principles of Ignition Systems	60	2
PM 420 — Basic Hand Tools & Measurement Devices	60	2
PM 430 — Principles of Fuel Systems & Carburetion	60	2
MTH 195 — Technical Mathematics	48	3

Students who elect to major in Motorcycle Repair must complete all of the core courses and those courses listed below.

	Contact Hours	Credit Hours
MR 440 — Repair and Overhaul of Motorcycle Carburetors	30	1
MM 460 — Repair of Motorcycle Ignition, Timing and Electrical Systems	90	3
MM 470 — Service & Overhaul of Motorcycle Engines	210	7
MM 480 — Service & Overhaul of Motorcycle Brake Systems	60	2
MM 490 — Service & Overhaul of Motorcycle Starters, Generators and Alternators	90	3
MM 500 — Adjustment & Assemble of Motorcycle Front Forks	30	1
MM 510 — Service & Overhaul of Motorcycle Transmissions	90	3
PM 703	320	4
or	or	or
704 Work Experience	240	3

Students who elect to complete the major in Outboard Marine Engine Repair should complete all of the Core Courses in addition to the courses listed below.

	Contact Hours	Credit Hours
OE 520 — Outboard Marine Engine Familiarization	30	1
OE 530 — Outboard Marine Engine Magneto Ignition	60	2
OE 540 — Outboard Marine Engine Carburetion Systems	90	3
OE 550 — Outboard Marine Engine Fuel Pumps & Tanks	90	3
OE 560 — Outboard Marine Engine Power Heads	270	9
OE 570 — Outboard Marine Engine Lower End Units	120	4
OE 580 — Outboard Marine Engine Starters	90	3
OE 590 — Outboard Marine Engine Generators	90	3
OE 600 — Outboard Marine Engine Rectifiers & Alternators	90	3
OE 605 — Outboard Marine Engine Steering Assemblies	30	1
OE 610 — Outboard Marine Engine Troubleshooting	30	1
PM 703	320	4
or	or	or
704 Work Experience	240	3

Students who elect to major in Small Engine Repair must complete all the Core Courses in addition to the courses listed below.

	Contact Hours	Credit Hours
SE 620 — Small Engine Magneto Ignition Systems	60	2
SE 630 — Small Engine Power Heads	120	4
SE 640 — Small Engine Transmissions	30	1
SE 650 — Small Engine Drive Systems	30	1
SE 660 — Small Engine Fuel Systems	30	1

Motorcycle Repair Certificate

Outboard Marine Engine Repair Certificate

Small Engine Repair Certificate

Associate Degree Program

SE 670 — Lawn Mowers & Edgers Service & Adjustment	90	3
SE 680 — Power Chain Saws	60	3
PM 703	320	4
or	or	or
704 Work Experience	240	3

Students who elect the Associate in Applied Arts and Sciences Degree must complete all of the certificate requirements in addition to the courses listed below.

	Contact Hours	Credit Hours
COM 131 — Applied Composition & Speech	48	3
SS 131 — American Civilization	48	3
PHY 131 — Applied Physics	96	4

Electives required to complete the Associate Degree shall be selected from the following.

	Contact Hours	Credit Hours
COM 132 — Applied Composition & Speech	48	3
PSY 131 — Human Relations	48	3
BUS 105 — Introduction to Business	48	3
BUS 131 — Bookkeeping	48	3
BUS 136 — Principles of Management	48	3
BUS 153 — Small Business Management	48	3
AM — Basic Welding	90	3
*Work Experience		
*PM 713	240	3
or	or	or
714	320	4
PM 803	240	3
or	or	or
804	320	4
PM 813	240	3
or	or	or
814	320	4

Bachelor's Degree Program

Students who wish to continue their education at a four-year college should contact the counseling center to establish a program containing general education transferable courses.

COURSE DESCRIPTIONS	Contact Hours	Credit Hours
Power Mechanics — 400	60	2
Principles and Theory of 2 & 4 Cycle Engines		

Basic operating principles and theory of 2 & 4 cycle engines and their component parts:

MODULES

PM 401 — Operation, part identification and theory of 2 cycle engines	30	1
PM 402 — Operation, part identification and theory of 4 cycle engines	30	1

Power Mechanics — 410	60	2
Principles of Ignition Systems		
Principles, theory and parts identification of modern ignition systems:		
MODULES		
PM 411 — Principles of ignition — 2 cycle engines	30	1
PM 412 — Principles of ignition — 4 cycle engines	30	1
Power Mechanics — 420	60	2
Basic Hand Tools & Measuring Devices		
An introduction to hand tools and specialty tools and their use in measuring and testing:		
MODULES		
PM 421 — Introduction to hand tools, specialty tools	30	1
PM 422 — Measuring and testing	30	1
Power Mechanics — 430	60	2
Principles of Fuel Systems & Carburetion		
A study of the principles and application of fuel systems and carburetion in 2 & 4 cycle engines:		
MODULES		
PM 431 — Two cycle theory and practice	30	1
PM 432 — Four cycle theory and application	30	1
Motorcycle Mechanics — 440	30	1
Motorcycle Principles		
Motorcycle orientation including gaskets, sealants, specialty, tools, parts, and identification		
Motorcycle Mechanics — 450	90	3
Repair and Overhaul of Motorcycle Carburetors		
Theory, adjustment, assembly and disassembly of motorcycle carburetors:		
MODULES		
MM 451 — Slide type carburetors assembly, repair parts identification	30	1
MM 452 — Fuel system servicing	30	1
MM 453 — Bendix carburetors — identification assembly repair adjustment	30	1
Motorcycle Mechanics — 460	90	3
Repair of Motorcycle Ignition, Timing, Electrical Systems		
A study of the principles and application of motorcycle electrical systems including identification of different types and their schematics:		
MODULES		
MM 461 — Types, identification, theory, schematics	30	1
MM 462 — Ignition timing	60	2
Motorcycle Mechanics — 470	210	7
Service & Overhaul of Motorcycle Engines		
Assembly, repair, servicing and overhaul of modern motorcycle engines:		

MODULES

MM 471 — Engine removal, disassembly and repair Honda 350 Twin	60	2
MM 472 — Engine removal, disassembly and repair Yamaha	60	2
MM 473 — Engine removal, disassembly and repair Harley Davidson	60	2
MM 474 — General servicing	30	1

Motorcycle Mechanics — 480 **60** **2**

Service Overhaul of Motorcycle Brake Systems

Assembly, replacement, repair of drum and disc brakes:

MODULES

MM 481 — Disc Brakes	30	1
MM 482 — Drum Brakes	30	1

Motorcycle Mechanics — 490 **90** **3**

Service Overhaul of Motorcycles Starters, Generators & Alternators

Theory, adjustment, repair of generators and starters:

MODULES

MM 491 — Generator repair, adjustment	30	1
MM 492 — Alternator repair, service	30	1
MM 493 — Starters	30	1

Motorcycle Mechanics — 500 **30** **1**

Adjustment and Assembly of Motorcycle Front Forks

Front fork adjustment, disassembly, assembly and repair

Motorcycle Mechanics — 510 **90** **1**

Service & Overhaul of Motorcycle Transmissions

Introduction to motorcycle transmissions — adjustment, removal & repair of modern motorcycle transmissions:

MODULES

MM 511 — Honda 350 Twin	30	1
MM 512 — Yamaha	30	1
MM 513 — Harley Davidson	30	1

**Contact
Hours** **Credit
Hours**

Outboard Marine Engines — 520 **30** **1**

Outboard Marine Engines Motor Familiarization

Orientation to outboard engines, familiarization, motor configurations, mounting and dismounting.

Outboard Marine Engines — 530 **120** **4**

Outboard Marine Engines Magneto Ignition

Theory, function, overhaul and trouble shooting the Magneto ignition system.

MODULES

OME 531 — Under-the-Flywheel — Magneto & External Magnetos	30	1
OME 532 — Magneto malfunctions and Magneto	30	1

Outboard Marine Engines — 540	90	3
Outboard Marine Engine Carburetion Systems		
Theory, disassembly adjustment and repair of marine carburetors		
MODULES		
OME 541 — Theory, diagnosis, repair and adjustment — Evinrude, Johnson carburetors	30	1
OME 542 — Theory, diagnosis, repair and adjustment of Mercury carburetors	30	1
OME 543 — Theory, diagnosis, repair and adjustment of Chrysler carburetors	30	1
Outboard Marine Engine — 550	90	3
Outboard Marine Engine Fuel Pumps and Tanks		
Theory, function, repair and overhaul of fuel pumps and fuel tanks		
MODULES		
OE 551 — Service and repair of fuel tanks used in today's outboard engines	30	1
OE 552 — Service repair and installation of Mercury fuel pumps	30	1
OE 553 — Service, repair and installation of Johnson, Evinrude fuel pumps	30	1
Outboard Marine Engines — 560	270	9
Outboard Marine Engine Power Heads		
Removal, disassembly and overhaul of major manufacturers powerheads.		
MODULES		
OME 561 — Removal, disassembly and overhaul of Mercury outboard engines	90	3
OME 562 — Removal, disassembly and overhaul of Johnson, Evinrude outboard engines	90	3
OME 563 — Removal, disassembly and overhaul of Chrysler outboard engines	90	3
Outboard Marine Engines — 570	120	4
Outboard Marine Engine Lower End Units		
Function disassembly, inspection, servicing and overhaul of modern lower ends.		
MODULES		
OME 571 — Operation, servicing and overhaul of Johnson, Evinrude electric lower ends	30	1
OME 572 — Operation, servicing and overhaul of Johnson, Evinrude lower end units	30	1
OME 573 — Operation, servicing and overhaul of Mercury outboard lower ends	30	1
OME 574 — Operation, servicing and overhaul of Chrysler lower ends	30	1
Outboard Marine Engines — 580	90	3
Outboard Marine Engine Starters		
System operation, servicing and overhaul of outboard marine engine starters.		

MODULES

OME 581 — Theory, servicing and overhaul of Johnson, Evinrude starters	30	1
OME 582 — Theory, servicing and overhaul of Mercury, outboard Marine starters	30	1
OME 583 — Theory, servicing and overhaul Chrysler outboard starters	30	1
Outboard Marine Engines — 590	90	3

Outboard Marine Engine Generators

Operation, servicing and overhaul of marine generators.

MODULES

591 — Operation, servicing and overhaul of Johnson, Evinrude generators	30	1
592 — Operation, servicing and overhaul of Chrysler generators	30	1
593 — Operation, servicing and overhaul of Mercury generators	30	1
Outboard Marine Engines — 600	90	3

Outboard Marine Engine Rectifiers and Alternators

Operation, function and repair of rectifiers and marine alternators.

MODULES

601 — Function, servicing, testing and overhaul of Johnson, Evinrude alternators	30	1
602 — Function, servicing, testing and overhaul of Mercury alternators	30	1
603 — Function, servicing, testing and overhaul of Chrysler auto electric alternators	30	1
Outboard Marine Engines — 605	30	1

Outboard Marine Engine Steering Assemblies

Steering assemblies used in outboard installation. Function, servicing and installation of steering assemblies.

Outboard Marine Engines — 610	30	1
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Outboard Marine Engine Troubleshooting

Troubleshooting techniques used in outboard engines. Diagnostic techniques used in no-start, misfire, failure to keep running and other motor malfunctions.

	Contact Hours	Credit Hours
Small Engines — 620	60	2
Magneto Ignition Systems		

Internal and external magneto service repair and overhaul:

MODULES

SE 621 — Under the flywheel magneto service, repair, adjustment and overhaul	30	1
SE 622 — External magneto testing, service, adjusting and overhaul	30	1

Small Engines — 630	120	4
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Small Engine Power Heads

Service and overhaul of 2 and 4 cycle small engine power heads:

MODULES

SE 631 — Service, inspection and overhaul of small 2 cycle engines	60	2
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SE 622 — Service, inspection and overhaul of small 4 cycle engines	60	2
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Small Engines — 640	30	1
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Small Engine Transmissions

Theory, service and inspection of transmissions used in lawn mowers and small engine driven implements.

Small Engines — 650	30	1
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Small Engine Drive Systems

Drive system including belts, gears and friction clutches.

Small Engines — 660	30	1
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Small Engine Fuel Systems

Theory and service of fuel carburetion and their tank systems used in small engines.

Small Engines — 670	90	3
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Lawn Mowers & Edgers Service & Adjustment

Function of lawn mowers, drives, adjustment of rotary and reel type mowers and edgers.

MODULES

SE 671 — Function, servicing, adjustment of rotary type mowers	30	1
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SE 672 — Function, servicing, adjustment of reel type mowers	30	1
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SE 673 — Edgers: Operation, adjustment and servicing of lawn edgers	30	1
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Small Engines — 680	60	2
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Power Chain Saws

Operation, servicing, adjustment and overhaul of gasoline engine driven chain saws.

COLLEGE CODES AND EXPECTATIONS



Cedar Valley College of the 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 activities and programs, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health, and insurance services, and athletics. Cedar Valley College and the Dallas County Community College District are also committed to equal opportunities for the physically or mentally handicapped in compliance with Federal regulations. It is the declared policy of Cedar Valley College and the Dallas County Community College District to comply with all the requirements of Title IX of the Educational Amendments of 1972 and Title VI of the Civil Rights Act of 1964 as they now exist or hereafter are amended.

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 him/her, 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.

CODES AND EXPECTATIONS

Expectations of Students

The College expects its students to conduct themselves in such a way as to reflect credit upon the institution they represent.

A most important concept to be understood about the College's expectations of student conduct is the basic standard. Briefly stated, the basic standard of behavior would require a student (a) not to violate any municipal, state or federal laws, or (b) not to interfere with or disrupt the orderly educational processes of the College. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

THE BASIC EXPECTATION

I.D. cards will be distributed during registration. They will be needed for the following events and services: library usage, concerts, lectures, campus movies, use of student center facilities, voting in campus elections, tickets for campus and community events, and for identification in the Testing Center.

If lost, duplicate I.D. cards may be obtained by initiating a process in the Business Office. There will be a \$4.00 charge for replacement. All I.D. cards are the property of the College and must be shown on request of a representative of the college.

IDENTIFICATION CARDS

THE AUTHORIZED USE OF FACILITIES

Students are required to be in possession of their I.D. cards at all times and are prohibited from loaning their I.D. cards to any other person for any reason. Likewise, it is prohibited to use any other card except the one issued by the college. On withdrawal from school, a student must return his I.D. card to the Registrar's Office.

The College is a public facility entrusted to the Board of Trustees and college officials for the purpose of conducting the process of education. Activities which appear to be compatible with this purpose are approved by the college through a procedure maintained in the Student Development & Programs Office. Activities which appear to be incompatible or in opposition to the purpose of education are normally disapproved. It is imperative that a decision be made prior to an event in order to fulfill the trust of the public. No public facility can be turned over to the indiscriminate use of anyone for a platform or forum to promote random causes. Thus, reasonable controls are exercised by college officials of the use of facilities to ensure the maximum use of the College for the purpose for which it was intended. Therefore, any one planning an activity at the College which requires space to handle two or more persons to conduct an activity must have prior approval. Application forms to reserve space must be acquired through the Student Development & Programs Office. This office also maintains a statement on procedures for reserving space.

SPEECH AND ADVOCACY

Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such manner to ensure orderly conduct, noninterference with college functions or activities, and identification of sponsoring groups or individuals.

Meetings must be registered with the Student Development & Programs Office. An activity may be called a meeting when the following conditions prevail at that activity:

- a. When two or more persons are sitting, standing, or lounging so as to hear or see a presentation of discussion of a person or group of persons.
- b. When any special effort to recruit an audience has preceded the beginning of discussions or presentations.
- c. When a person or group of persons appear to be conducting a systematic discussion or presentation on a definable topic.

DISRUPTIVE ACTIVITIES

Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone who initiates in any way any gathering leading to disruptive activity will be violating college regulations and/or state law. (Sec. 4203 of the new Texas Penal Code, Revised 1/1/74.)

The following conditions shall normally be sufficient to classify behavior as disruptive:

- a. Blocking or in any way interfering with access to any facility of the college.
- b. Inciting others to violence and/or participating in violent behavior, i.e., assault; loud or

vulgar language spoken publicly or any form of behavior acted out for the purpose of inciting and influencing others.

- c. Holding rallies, demonstrations, or any other form of public gathering without prior approval of the College.
- d. Conducting any activity which causes college officials to be drawn off their scheduled duties to intervene, supervise, or observe the activities in the interest of maintaining order at the College.

Furthermore, the Dean shall enforce the following college regulations as described in state law:

- 1. No person or groups of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.
- 2. a. For the purpose of this Act, "disrupting activity" means
 - (I) Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
 - (II) seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
 - (III) preventing or attempting to prevent by force or violence—or the threat of force or violence any lawful assembly authorized by the school administration;
 - (IV) disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
 - (V) obstructing or restraining the passage of any person at the exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.
- b. For the purpose of this Act, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to reasonable fear that force or violence is likely to occur.
- 3. A person who violates any provision of this Act is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed \$200 or by confinement in jail for not less than 10 days nor more than 6 months, or both.

4. Any person who is convicted the third time of violating this Act shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.
5. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas.

The College specifically forbids the drinking of or possession of alcoholic beverages on its campus. Violation of this regulation leaves the student liable to disciplinary action by college authorities.

State law expressly forbids gambling of any kind on State property. Gambling at the College will lead to disciplinary action.

The College, as a matter of principle and because it is a violation of state law, is opposed to and will endeavor to prevent hazing activities which involve any of the following factors singly or in conjunction:

- a. Any actions which seriously imperil the physical well-being of any student (all walks and all calisthenics are held to be actions which seriously imperil the physical wellbeing of students and are, therefore, accordingly specifically prohibited).
- b. Activities which are by nature indecent, degrading, or morally offensive.
- c. Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental or moral attitude of the persons participating therein. Accordingly, any group or individual participating in hazing activities characterized by any or all of the above stated actions may expect disciplinary action to be taken against them.

The institutional policy is one discouraging all activities incompatible with the dignity of the college student and exercising disciplinary correction over such of these activities as escape from reasonable control, regulation, and decency. From the institution's point of view the responsibility for the control of hazing activities, if they are engaged by an organization, is squarely on the backs of the elected and responsible officials of the group, as individual, and of the group as a whole since it sets and approves the policy to be followed in these matters. It is accordingly recommended that all groups be informed that both their officers and the group itself will be held singularly and collectively responsible for any actions considered to be unreasonable, immoral, and irresponsible with the policy limits detailed above. Individual activity falling in this category shall be handled on an individual basis and will result in disciplinary action.

The succeeding regulations describe offenses for which disciplinary proceeding may

DRINKING OF ALCOHOLIC BEVERAGES

GAMBLING

HAZING

CONDUCT EXPECTED OF STUDENTS

be initiated, but the College expects from its students a higher standard of conduct than the minimum required to avoid discipline. The College expects all students to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain absolute integrity and a high standard of individual honor in scholastic work, and to observe standard of conduct appropriate for the community of scholars. In short, a student enrolled in the College assumes an obligation to conduct himself in a manner compatible with the College function as an educational institution.

- a. The Dean may initiate disciplinary proceedings against a student accused of scholastic dishonesty.
- b. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion.
- c. "Cheating on a test" includes
 1. copying from another student's test paper;
 2. using during a test, materials not authorized by the person giving the test;
 3. collaborating with another student during a test without authority;
 4. knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test;
 5. substituting for another student, or permitting another student to substitute for one's self to take a test; and
 6. bribing another person to obtain an unadministered test or information about an unadministered test.
- d. "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.
- e. "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.

SCHOLASTIC DISHONESTY

- a. No student may refuse to pay or fail to pay a debt he owes to the college.
- b. No student may give the College a check, draft or order with intent to defraud the College.
- c. A student's failure to pay the College the amount due on a check, draft, or order on or before the fifth class day after the day the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft or order is prima facie evidence the student intended to defraud the College.
- d. The Dean may initiate disciplinary proceedings against a student who has allegedly violated subsection a or b of this section.

FINANCIAL TRANSACTIONS WITH THE COLLEGE

The Dean may initiate disciplinary proceedings against a student who:

1. conducts himself in a manner that significantly interferes with College teaching, research, administration, disciplin-

CERTAIN OTHER OFFENSES

any procedures or other College activities, including its public service functions, or of other authorized activities on College premises;

2. damages, defaces or destroys College property or property of a member of the College community or campus visitor;
3. knowingly gives false information in response to requests from the College;
4. engages in hazing, as defined by state law and College regulations;
5. forges, alters or misuses College documents, records, or I.D. cards;
6. violates College policies or regulations concerning parking, registration of student organizations, use of College facilities, or the time, place and manner of public expression;
7. fails to comply with directions of College officials acting in the performance of their duties;
8. conducts himself in a manner which adversely affects his suitability as a member of the academic community or endangers his own safety or the safety of others;
9. illegally possesses, uses, sells, or purchases drugs, narcotics, hallucinogens, or alcoholic beverages on or off campus;
10. commits any act which is classified as an indictable offense under either state or federal law.

1. Being intoxicated
2. Misuse of I.D. card
3. Creating a disturbance in or on campus facilities
4. Gambling

1. Having intoxicating beverages in any College facilities.
2. Destroying state property or student's personal property.
3. Giving false information in response to requests from the College
4. Instigating a disturbance or riot.
5. Stealing.
6. Possession, use, sale, or purchase of illegal drugs on or off campus.
7. Any attempt at bodily harm. This includes taking an overdose of pills or any other act where emergency medical attention is required.

The extreme form of disciplinary action is "EXPULSION;" or permanent severance from the College. Because of the serious nature of discipline and conduct standards at Cedar Valley College, all students are strongly advised to read the following STUDENT DISCIPLINE AND CONDUCT CODE.

**STUDENTS WILL BE PLACED ON DISCIPLINARY PROBATION FOR ENGAGING IN ACTIVITIES SUCH AS THE FOLLOWING:
STUDENTS WILL BE PLACED ON DISCIPLINARY SUSPENSION FOR ENGAGING IN ACTIVITIES SUCH AS THE FOLLOWING:**

ANY ACT WHICH IS CLASSIFIED AS A MISDEMEANOR OR FELONY UNDER STATE OR FEDERAL LAW WILL BE SUBJECT TO DISCIPLINARY ACTION.

STUDENT DISCIPLINE AND CONDUCT CODE

Chapter 1-100

General Provisions

Sec. 101 Purpose

- (A) A student at The College neither loses the rights nor escapes the responsibilities of citizenship. He is expected to obey both the penal and civil statutes of the State of Texas and the federal government and the Board of Trustees policies, college regulations and administrative rules. He may be penalized by the college

for violating its standards of conduct even though he is also punished by the state or federal authorities for the same act.

- (B) This code contains regulations for dealing with alleged student violations of college standards of conduct in a manner consistent with the requirements of procedural due process. It also contains descriptions of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

- (A) This code applies to individual students and states the function of student, faculty, and administrative staff members of the college in disciplinary proceedings.
(B) The college has jurisdiction for disciplinary purposes over a person who was a student at the time he allegedly violated a Board policy, college regulation, or administrative rule.

Sec. 102. Application

In this code, unless the context requires a different meaning:

Sec. 103. Definitions

- (1) "class day" means a day on which classes before semester of summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given;
- (2) "Dean" means the Dean of Instruction & Student Development or the Dean of Instruction & Community Development, his delegate(s) or his representative(s);
- (3) "Director of Student Development & Programs" means the Director of Student Development & Programs, his delegate(s) or his representative(s);
- (4) "Director of Campus Security" means the Director of Campus Security, his delegate(s) or his representative(s);
- (5) "President" means the President of The College;
- (6) "Student" means a person enrolled at the college or a person accepted for admission to the college;
- (7) all deans, associate deans, assistant deans, directors, and division chairmen of the college for the purposes of this handbook shall be called "Administrators";
- (8) "complaint" is a written summary of the essential facts constituting a violation of a Board policy, college regulation, or administrative rule;
- (9) "Board" means the Board of Trustees, Dallas County Community College District;
- (10) "Chancellor" means the Chancellor of the Dallas County Community College District;
- (11) "major violation" means one which can result in suspension or expulsion from the College or denial of degree;
- (12) "Minor violation" means one which can result in any disciplinary action other than suspension or expulsion from the college or denial of degree.

- (A) When the Dean's Office receives information that a student has allegedly violated a Board rule, college regulation, or administrative rule, the Dean or his delegate shall investigate the alleged violation. After completing the preliminary investigation, the Dean may:

- (1) dismiss the allegation as unfounded; or
 - (2) summon the student for a conference for a determination of the severity of the allegations and, after conferring with the student, either dismiss the allegation or
 - (a) proceed administratively under Section 203 if it is determined that the alleged violation is a minor violation and if the facts are not in dispute;
 - (b) proceed administratively under Section 204 if it is determined that the alleged violation is a major violation, or
 - (c) prepare a complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.
- (B) The President may take immediate interim disciplinary action, suspend the right of a student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of a Board rule, college regulation, or administrative rule, when in the opinion of such official the interest of the college would best be served by such action.
- (C) No person shall search a student's personal possession for the purpose of enforcing this code unless the individual's prior permission has been obtained. Searches by law enforcement officers of such possessions shall be only as authorized by law.

Chapter 2-200 Initiation of Disciplinary Proceedings and Administrative Disposition

Sec. 201. Investigation

Sec. 202. Summoning Student

- (A) A student may be summoned to appear in connection with an alleged violation by sending him a letter by certified mail, return receipt requested, addressed to the student at his address appearing in the Registrar's Office record. It is the student's responsibility to immediately notify the Registrar's Office of any change of address.
- (B) The letter shall direct the student to appear at a specified time and place not less than three class days after the date of the letter. The letter shall also describe briefly the alleged violation and shall state the Dean's intention to handle the allegation as a minor or as a major violation.
- (C) The Dean may place on disciplinary probation a student who fails without good cause to comply with a letter of summons, or the Dean may proceed against the student under Section 203 and 204.

Sec. 203 Administrative Minor Violation

- (A) When the facts are not in dispute, the Dean may administratively dispose of any violation that he determines is a minor violation.
- (B) In administratively disposing of a minor violation the Dean may impose any disciplinary action authorized by Section 501 (A) 1, 2, 3, 4, 5, 6, 7, or 8.
- (C) At a conference with a student in connection with an alleged minor violation the Dean shall advise the student of his rights.
- (D) The Dean shall prepare an accurate, written summary of each administrative disposition of a minor violation and forward a copy to the student, to the parents or guardian of an unmarried student under 18 years of age, to the Director of Student Development & Programs, and to the Director of Campus Security.
- (E) A student may refuse administrative disposition of his alleged minor violation and on refusal is entitled to a hearing under Chapter 300. If a student accepts administrative disposition, he shall sign a statement that he understands the nature of the charges, his right to a hearing or to waive the same, the penalty imposed, and his waiver of the right to appeal.

Sec. 204. Administrative Disposition of a Major Violation

- (A) The Dean may administratively dispose of any violation that he determines is a major violation, if
 - (1) It is the best interest of the college and the student concerned; and
 - (2) The student concerned consents in writing to administrative disposition.
- (B) At a conference with a student in connection with an alleged major violation the Dean shall advise the student of his rights.
- (C) A student may refuse administrative disposition of his alleged major violation and on refusal is entitled to a hearing under Chapter 300. If a student accepts administrative disposition, he shall sign a statement that he understands the violation charges, his right to a hearing, or to waive the same, the penalty imposed, and his waiver of the right to appeal.
- (D) In administratively disposing of a major violation the Dean may impose any disciplinary action authorized under Section 601 (A).
- (E) The Dean shall prepare an accurate, written summary of each administrative disposition of a major violation and forward a copy to the student, to the parents or guardian of an unmarried student under 18 years of age, to the Director of Student Development & Programs, and to the Director of Campus Security.

Chapter 3-300 Hearing

Sec. 301. Student Discipline Committee

- (A) When a student refuses administrative disposition of either a major or a minor violation, he is entitled to a hearing before the Student Discipline Committee. This request must be made in writing on or before the third day following the administrative disposition authorized under Sec. 203 and Sec. 204. The committee shall be composed of any three administrative officers of the college. The Committee shall be appointed by the President for each hearing on a rotating basis or on a basis of availability.
- (B) The Student Discipline Committee shall elect a chairman from the three appointed members. The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedures, but a majority of the committee members may override the chairman's ruling. All members of the committee are eligible to vote in the hearing.
- (C) The Dean shall set the date, time, and place for the hearing and notify the student defendant of the date, time, and place. He shall also summon witnesses and require the production of documentary and other evidence.
- (D) The Dean shall represent the college before the Student Discipline Committee and present evidence to support

any allegations of violations of Board policy, college regulation, or administrative rules. The Dean may be assisted by legal counsel when in the opinion of the Dean the best interests of the student or the college would be served by such assistance.

- (A) The Dean shall notify the student concerned by letter of the date, time, and place for the hearing. The letter shall specify a hearing date not less than three (3) days nor more than ten (10) class days after the date of the letter. If the student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian.
- (B) The Dean may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time and place.
- (C) The Student Discipline Committee may hold a hearing at any time if
 - (1) the student has actual notice of the date, time, and place of the hearing, and
 - (2) the President, or his designated representative in his absence, states in writing to the Dean that, because of extraordinary circumstances the requirements of subsection (A) above are inappropriate.
- (D) The notice under (A) above shall
 - (1) specify whether the charge or charges are considered major or minor violations
 - (2) direct the student to appear before the committee on the date and at the time and place specified
 - (3) advise the student of his rights
 - (a) to a private hearing
 - (b) to appear alone or with legal counsel (if charges have been evaluated as a major violation)
 - (c) to have his parents or legal guardian present at the hearing
 - (d) to know the identity of each witness who will testify against himself
 - (e) to summon witnesses, require the production of documentary and other evidence possessed by the college and offer evidence and argue in his own behalf.
 - (g) to have a stenographer present at the hearing to make a stenographic transcript of the hearing, at the student's expense, but the student is not permitted to record the hearing by electronic means
 - (h) to appeal to the Faculty-Student Board of Review with the limits established by Sec. 401 (A)
 - (4) contain a copy of the complaint
- (E) The Dean may suspend a student who fails without good cause to comply with a letter sent under this section, or his discretion, the Dean may proceed with the hearing in the student's absence.

Sec. 302. Notice

- (A) Charges arising out of a single transaction or occurrence, against one or more students, may be heard together or, either at the option of the committee or upon request by one of the students-in-interest, separate hearings may be held.
- (B) At least three class days before the hearing date, the student concerned shall furnish the committee chairman with:
 - (1) The name of each witness he wants summoned and other evidence possessed by the college which he wants produced;
 - (2) An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing;
 - (3) The name of legal counsel, if any, who will appear with him;
 - (4) A request for a separate hearing, if any, and the grounds for such request
- (C) When the hearing is set under Section 302 (C), or for other good cause determined by the committee chairman, the student concerned is entitled to furnish, the information described in Section 303 (B) at any time before the hearing begins.

Sec. 303. Preliminary Matters

- (A) The hearing is informal and the chairman shall provide reasonable opportunities for witnesses to be heard. The college may be represented by staff members of the Dean's Office, legal counsel and other persons designated by the President. The hearing shall be open to the public so long as space is available, but may include the following persons on the invitation of the student:
 - (1) representatives of the student members of Campus Commissions;
 - (2) a staff member of the student newspaper;
 - (3) representatives of the Faculty Association;
 - (4) student's legal counsel;
 - (5) members of the student's immediate family.

Sec. 304. Procedure

- (B) The committee shall proceed generally as follows during the hearing:
- (1) The Dean reads the complaint;
 - (2) the Dean informs the student of his rights under Section 302;
 - (3) the Dean presents the college's case;
 - (4) the student presents his defense;
 - (5) the Dean and the student present rebuttal evidence and argument;
 - (6) the committee will vote the issue of whether or not there has been a violation of Board rule, college regulation, or administrative rule; if the committee finds the student has violated a Board rule; the committee will determine an appropriate penalty;
 - (7) the committee for the Dean acting on behalf of the committee informs the student of the decision and penalty, if any;
 - (8) the committee shall state in writing each finding of a violation of a Board rule, college regulation, or administrative rule, and the penalty determined. Each committee member concurring in the finding and penalty shall sign the statement. The committee may include in the statement its reasons for the finding and penalty.

Sec. 305. Evidence

- (A) Legal rules of evidence do not apply to hearings before the Student Discipline Committee and the committee may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable men in the conduct of their affairs. The committee shall exclude irrelevant, immaterial and unduly repetitious evidence. The committee shall recognize as privileged communications between a student a member of the professional staff of the Health Center, Counseling and Guidance Center, or the office of the Dean where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.
- (B) The committee shall presume a student innocent of the alleged violation until it is convinced by clear and convincing evidence that the student violated a Board rule, college regulation or administrative rule.
- (C) All evidence shall be offered to the committee during the hearing record. Documentary evidence may be admitted in the form of copies or extracts, or by incorporation by reference. Real evidence may be photographed or described.
- (D) A student defendant may not be compelled to testify against himself.

Sec. 306. Record

- (A) the hearing record shall include
- (1) a copy of the notice required under Section 302;
 - (2) all documentary and other evidence offered or admitted in evidence;
 - (3) written motions, pleas, and other materials considered by the committee; and,
 - (4) the committee's decisions.
- (B) If notice of appeal is timely given as provided in Section 401 (A), the Dean, at the direction of the appeal committee's chairman, shall send the record to the appeal committee, with a copy to the student's appellant, on or before the tenth class day after the notice of appeal is given.

Chapter 4-400 Appeal

Sec. 401 Right to Appeal to Faculty-Student Board of Review

- (A) In those cases in which the disciplinary penalty imposed was authorized under Section 501 (A) 6, 7, 8, 9, 10, or 11, the student may appeal the decision of the Student Discipline Committee, or the decision of the President in an interim action under Section 201 (B) to the Faculty-Student Board of Review. Disciplinary actions taken under Section 501 (A) 1, 2, 3, 4, or 5 cannot be appealed beyond the Student Discipline Committee. A student appeals by giving written notice to the Dean on or before the third class day after the day the decision or action is announced. The notice is informal, but shall contain the student's name, the date of the decision or action, the name of his legal counsel, if any, and a simple request for appeal.
- (B) Notice of appeal timely given under Section 401 (A) suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under Section 201 (B).

Sec. 402 Faculty-Student Board of Review

- (A) The President shall appoint boards of review to hear appeals under this chapter. Each such board shall have three faculty representatives and two students appointed by the President and alphabetical rotation for available members of the review panel.
- (B) The review panel has twenty-five members.

- (1) Fifteen representatives from the Faculty recommended by the President of the Faculty Association and appointed by the President of the College for three-year staggered terms.
- (2) Ten students from the total student body recommended by the student members of the Campus Commissions and appointed by the President of the College for one-year terms. Students nominated must have an overall C average on all college work attempted at the time of the nomination and must not have a discipline case pending.
- (C) The President shall instruct the Faculty-Student Board of Review members on student disciplinary policies, rules, and hearing procedures as soon as practicable after the members are appointed.
- (A) The Faculty-Student Board of Review shall consider each appeal made under Section 401 on the Student Discipline Committee and for good cause shown, original evidence and newly discovered evidence may be presented.
- (B) At the student appellant's timely request, the President shall appoint an ad hoc Board of Review under the provisions of Section 402 (A); and notify the student appellant and Dean in writing of the time, date, and place of the hearing as determined by the President.
- (C) The President will designate one of the members of the ad hoc Board of Review to serve as Chairman.
- (C) Appellate hearings will follow the same procedure as described in Section 304 (A) and (B).
- (E) The ad hoc Board of Review will hear oral argument and receive written briefs from the student appellant and Dean or their representatives.
- (F) The Board of Review after considering the appeal may:
 - (1) Affirm the Student Discipline Committee's decision.
 - (2) reduce the penalty determined or otherwise modify the decision of the Student Discipline Committee;
 - (3) dismiss the complaint.
- (G) The ad hoc Board of Review shall modify or set the finding of violation or penalty or both if the substantial rights of the student appellant were prejudiced because the Student Discipline Committee's finding of facts, inferences, conclusions or decisions were
 - (1) in violation of federal or state law, Board policy, college regulation or administrative rule;
 - (2) made in violation of authorized procedure;
 - (3) clearly erroneous in view of the reliable probative and substantial evidence on the complete hearing; or
 - (4) capricious, characterized by abuse of discretion or clearly unwarranted exercise of discretion.
- (H) The ad hoc Board of Review may not increase a penalty assessed by the Student Discipline Committee.

Sec. 403. Consideration of Appeal

- (A) A student is entitled to appeal in writing to the Board of Trustees through the President, the Chancellor, and the Chairman of the Board. The President shall automatically review every penalty of expulsion.
- (B) A petition for review is informal but shall contain, in addition to the information required by Section 401 (A), notice of appeal, the date of the ad hoc Board of Review's action on the student's appeal and his reason for disagreeing with the Board's action. A student shall file his petition with the President on or before the third class day after the day the ad hoc Board of Review announces its action on the appeal. If the president rejects the petition, and the student appellate wishes to petition the Chancellor, he shall file the petition with the Chancellor, on or before the third class day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he shall file the petition with the Chairman of the Board on or before the third day after the day the Chancellor rejects the petition in writing.
- (C) The President, the Chancellor, and the Board of Trustees in their review may take any action that the student Discipline Committee is authorized to take by Section 304 (B) 6. They may receive written briefs and hear oral argument during their review.

Sec. 404. Petition for Administrative Review

- (A) The Dean, under Section 203 and 204, or the Student Discipline Committee, under Section 304, or the Faculty-Student Board of Review, under Section 403, may impose one or more of the following penalties for violation of a Board rule, college regulation, or administrative rule:
 - (1) Admonition
 - (2) Warning Probation

Chapter 5-500 Penalties

Sec. 501. Authorized Disciplinary Penalties

- (3) Disciplinary Probation
- (4) Withholding of transcript or degree
- (5) Bar against readmission
- (6) Restitution
- (7) Suspension of rights or privileges
- (8) Suspension of eligibility for official athletic and non-athletic extracurricular activities
- (9) Denial of degree
- (10) Suspension from the College
- (11) Expulsion from the College
- (B) The following definitions apply to the penalties provided in Section 501 (A):
 - (1) Admonition is a reprimand from the Dean to the student on whom it is imposed.
 - (2) Warning probation indicates that further violations of regulations will result in more disciplinary action. Warning probation may be imposed for any length of time up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires.
 - (3) Disciplinary Probation indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
 - (4) Withholding of transcript or degree is imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.
 - (5) Bar against readmission is imposed on a student who has left the college or enforced withdrawal for disciplinary reasons.
 - (6) Restitution is reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
 - (7) Suspension of rights and privileges is an elastic penalty which may impose limitations or restrictions to fit the particular case.
 - (8) Suspension of eligibility for official athletic and non-athletic extracurricular activities prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization, taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year.
 - (9) Denial of degree may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time to and including permanent denial.
 - (10) Suspension from the college prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for non-credit, for scholastic work at or through the college.
 - (11) Expulsion is permanent severance from the college.

THIS POLICY APPLIES UNIFORMLY TO ALL OF THE COLLEGES OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT. IN THE EVENT ANY PORTION OF THE POLICY CONFLICTS WITH THE STATE LAW OF TEXAS, THE STATE LAW SHALL BE FOLLOWED.

PARKING AND TRAFFIC CODE

Tow Away Areas (7 AM-10 PM)

GENERAL INFORMATION

- 1. Handicapped persons area
- 2. Fire Lanes
- 3. Parking or driving on campus in areas other than those designated for vehicular traffic
- 4. Parking in "No Parking" zone
- 5. Parking on courtyards
- 1. College parking areas are regulated by state, municipal and campus statutes. College campus officers are commissioned to cite violators.
- 2. All vehicles which park on the campus of The College must bear a parking decal emblem. The Parking decal may be secured from the College Security Division

(Room W-135) or during fall and spring registration periods. No fee is charged for the decal.

3. Placement of Decal Emblem :
 - a. Cars: Lower left corner of rear window.
 - b. Convertibles and Trucks: Lower left corner of front windshield, just above state inspection sticker
 - c. Motorcycles, Motor Bikes, etc.: Gas tank.
4. Campus Speed Limits:*
 - a. 10 M.P.H. in parking areas.
 - b. 20 M.P.H. elsewhere on campus.

* Unless otherwise posted.

5. All handicapped parking must be authorized by Health Center Nurse (E-01) and handicapped decal displayed on vehicle prior to parking in handicapped reserved area.

CAMPUS PARKING AND DRIVING REGULATIONS

1. The colleges, acting by and through their Board of Trustees, are authorized by state law to promulgate, adopt and enforce campus parking and driving regulations. Campus officers are commissioned police officers, and as such, all traffic and criminal violations are within their jurisdiction.
2. The college has authority for the issuance and use of suitable vehicle identification insignia as permits to park and drive on campus. Permits may be suspended for the violation of campus parking and driving regulations.
3. The college campus officers have the authority to issue and use traffic tickets and summons of type now used by the Texas Highway Patrol. It is the general policy to issue these tickets for violations by visitors and persons holding no college permit. (Senate Bill 162, Section 6). These tickets are returnable to the Justice of the Peace Court in which the college is located. Furthermore the campus officers are authorized to issue campus tickets which are returnable to the Safety or Security Division at the Business Office.
4. Under the direction of the College President, the Safety or Security Division shall post proper traffic and parking signs.
5. Each student shall file an application for a parking permit with the Security Office upon forms prescribed by the college.
6. These traffic regulations apply not only to automobiles but to motorbikes, motorcycles and ordinary bicycles.

1. All motor vehicles must be parked in the parking lots between the parking lines. Parking in all other areas, such as cam-

PROCEDURES

- pus drives, curb areas, courtyards, and loading zones, will be cited.
2. Citations may be issued for:
 - a. Speeding (the campus speed limit is 20) M.P.H. except where posted)
 - b. Reckless driving
 - c. Double parking
 - d. Driving wrong way in one-way lane
 - e. Parking in "No Parking" lane
 - f. Improper parking (parts of car outside the limits of a parking space)
 - g. Parking on wrong area (for example, handicapped or "No Parking" areas)
 - h. Parking trailers or boats on campus
 - i. Parking or driving on campus in areas other than those designated for vehicular traffic.
 - j. Violations of all state statutes regulating vehicular traffic
 - k. Failure to display parking permit
 - l. Collision with another vehicle or any sign or immovable object
 3. A citation is notice that a student's parking permit has been suspended. The service charge to reinstate the parking and driving permit must be paid at the Business Office. Failure to pay the service charge will result in the impoundment of a vehicle that is parked on campus and whose decal has been suspended.
 4. A person who receives a campus citation shall have the right within ten days to appeal in writing to the Safety Committee, accompanied by whatever reason the person feels that the citation should not have been issued. The Safety Committee will be composed of at least three members appointed by College President. No Security Officer shall serve on this committee. Contact the Business Office regarding the committee's meeting times and dates.
 5. If it becomes necessary to remove an improperly parked vehicle, an independent wrecker operator may be called. The owner of the vehicle will be charged the wrecker fee in addition to the service charge for reinstatement of driving and parking privileges.
 6. Visitors to campus are also required to follow college regulations.
 7. The service charge for reinstatement of the parking and driving permit will be \$2.00 per citation.
 8. Four citations per car during an academic year will result in permanent suspension of parking and driving permit for the balance of that academic year. A new total commences on August 1 of each year.
 9. The college is not responsible for the theft of vehicles on campus or their contents.

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