

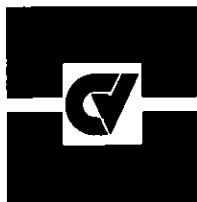
Cedar Valley College

**Catalog
78-79**

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Cedar Valley College Catalog 2

**3030 Dallas Avenue
Lancaster, Texas
746-4810**



Equal Educational Opportunity Policy

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

Student grievances shall be handled in accordance with the existing administrative channels of the college. When a student believes a condition of the college to be 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.

Director of Services for Handicapped Students (746-4718) is the designated responsible person for Cedar Valley's compliance to Sec. 504.

CONTENTS

Academic Calendar	2
Administration	3
Admissions and Registration	9
Academic Information	17
Student Services	25
Educational Programs and Services	35
Curriculum	39
Technical & Occupational Programs	83
Student Codes & Expectations	117
Faculty & Staff	123
Index	127

READING THE CATALOG

Following is a list of terms used throughout the Cedar Valley College Catalog. A brief explanation follows each term.

1. **CONCURRENT ENROLLMENT** — Two courses that a student *must* enroll in during the same semester.
2. **CONTACT HOURS** — The number of clock hours that a student will spend in the course during the semester.
3. **CREDIT HOURS (cr.)** — College work is measured in units called credit hours. A credit hour value is assigned to each course. Credit hours are sometimes referred to as semester hours.
4. **ELECTIVE** — A course that is chosen by the student that is not one of the required courses for a certificate or degree.
5. **FLEXIBLE ENTRY** — A course that permits enrollment at times other than the beginning of the semester. Consult Cedar Valley College class schedule for further information.
6. **LABORATORY HOURS (lab.)** — The number of clock hours the student will spend *per week* in the laboratory.
7. **LECTURE HOURS (lec.)** — The number of clock hours the student will spend *per week* in the regular classroom setting.
8. **MAJOR** — The student's main emphasis of study (i.e. Automotive Technology, Psychology, etc.)
9. **PREREQUISITE** — A prerequisite course is a course that must be successfully completed before enrolling in an advanced course.

This catalog contains policies, regulations and procedures which were in effect as the publication went to press. The catalog reserves the right to make administrative changes regarding any items published in this catalog.

CALENDAR: 1978-79

1978

S	M	T	W	T	F	S	S	M	T	W	T	F	S
JANUARY							JULY						
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31										22	23	24	25	26	27	28			

FALL SEMESTER, 1978

Aug 21 (M)	Faculty Reports
Aug 22-24 (T-R)	Registration
Aug 25 (F)	Faculty Professional Development
Aug 26 (S)	Saturday classes begin
Aug 28 (M)	Classes begin
Sept 1 (F)	Last day for tuition refund
Sept 4 (M)	Labor Day Holiday
Sept 9 (S)	12th class day
Nov 10 (F)	Veteran's Day Holiday
Nov 23 (R)	Thanksgiving Day Holiday begins
Nov 27 (M)	Classes resume
Dec 11 (M)	Last day to withdraw "W"
Dec 16 (S)	Final Exams, Saturday classes
Dec 18 (M)	Last day of classes
Dec 19-22 (T-F)	Final Exams

SPRING SEMESTER, 1979

Jan 8 (M)	Faculty Reports
Jan 9-11 (T-R)	Registration
Jan 12 (F)	Faculty Professional Development
Jan 13 (S)	Saturday classes begin
Jan 15 (M)	Classes begin
Jan 19 (F)	Last day for tuition refund
Jan 26 (F)	12th class day
Feb 16 (F)	Faculty Professional Development
Mar 11 (S)	Spring Break begins
Mar 19 (M)	Classes resume
Apr 13 (F)	Easter Holiday begins
Apr 16 (M)	Classes resume
May 4 (F)	Last day to withdraw "W"
May 8 (T)	Last day of classes, T R
May 10 (R)	Final Exams, T R
May 11 (F)	Last day of classes, M W F
May 12 (S)	Final Exams, Saturday classes
May 14-16 (M-W)	Final Exams, M W F
May 16 (W)	Graduation

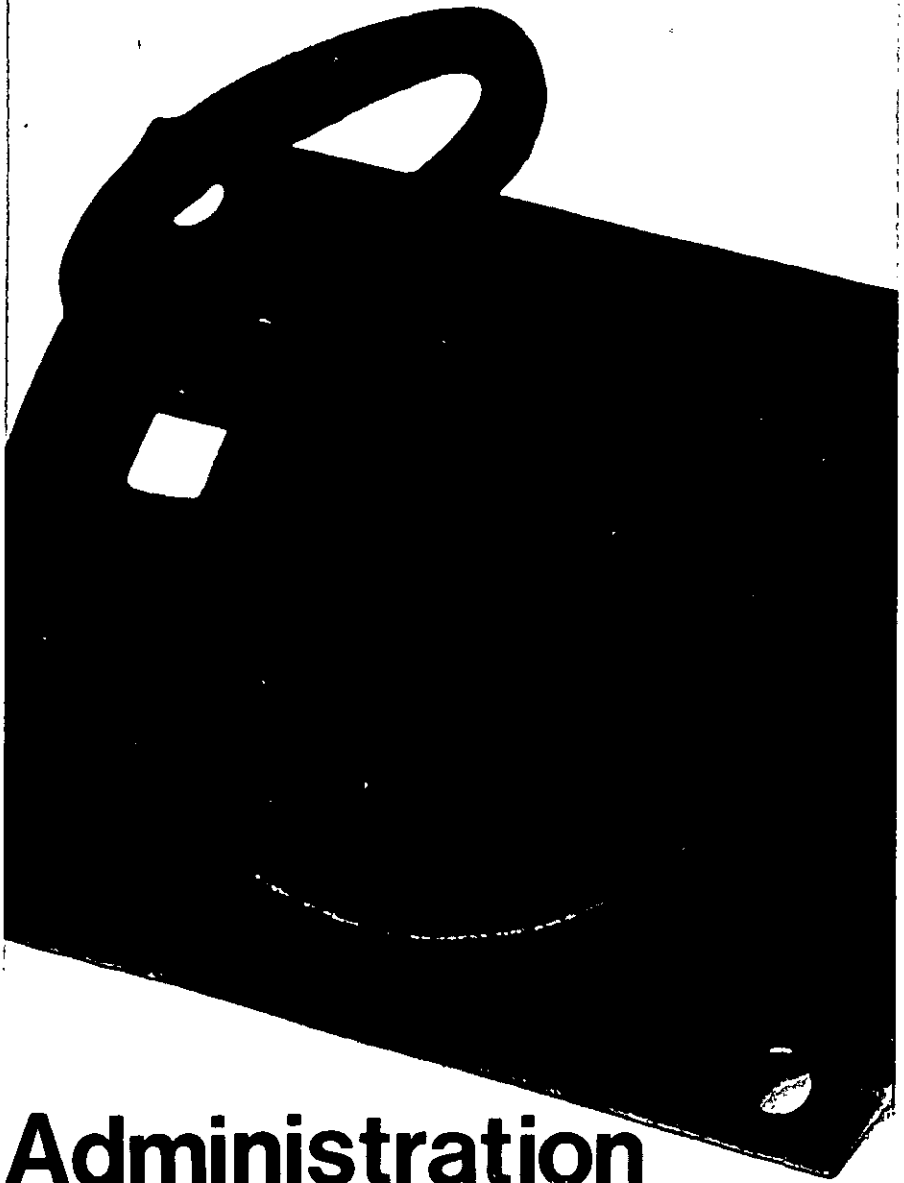
SUMMER SESSION, 1979

First Session

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

Second Session

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



Administration

ADMINISTRATIVE STAFF — 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
Assistant Chancellor.....	Stephen K. Mittelstet
Director of Public Information.....	Claudia Robinson
Director of Special Services	Bonny Franke
Director of Development	James L. Richardson, Jr.
Director of Personnel	Quincy Ellis
Director of Technical/Occupational Education.....	Linda Coffey
Director of Program Development.....	Bill Hollon
Legal Counsel	Stanley E. Wilkes, Jr.

ADMINISTRATIVE STAFF — CEDAR VALLEY COLLEGE

President.....	Floyd S. Elkins
Vice President — Instruction	Ruth G. Shaw
Vice President — Business Services	Walter N. Beene
Associate Dean, Learning Resources Center.....	Ruth J. Watkins
Associate Dean, Technical/Occupational Programs	Roger E. Kineth
Assistant Dean, Community Service Programs	Judith A. Milling
Assistant Dean, Extended Day Programs.....	Kenneth W. Thomas
Director of Public Information	Kathleen Krebbs
Director of Financial Aids.....	Hilda Braggs
Registrar and Director of Admissions	John Williamson
Division Chairperson, Math/Science/ PE/Technology Division.....	Mike R. Huddleston
Division Chairperson, Communications/ Humanities Division	Mary E. Davidson
Division Chairperson, Business/Social Science Division	Patsy Fulton

THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT HISTORY AND PURPOSE

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

Each of the District's seven colleges — Brookhaven, Cedar Valley, 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, 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 update 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, opened for enrollment in August, 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 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 courses on cultural, civic and avocational topics.

THE PHILOSOPHY AND PURPOSE OF CEDAR VALLEY COLLEGE

Cedar Valley College operates un-

der 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. Second, students must be taught flexibility in order to adjust to society's rapid changes. Third, 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 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

Cedar Valley College of the Dallas County Community College District was granted candidate status by the Southern Association of Colleges and Schools in 1977. The College has been given recognition and sanction by the Coordinating Board of the Texas College and University System and the Texas Education Agency. Memberships

are held in the American Association of Community and Junior Colleges and The League for Innovation in the Community College.

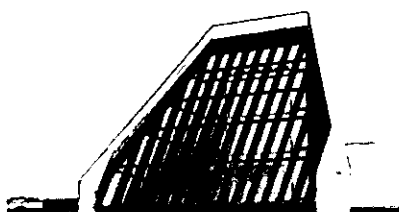
LEAGUE FOR INNOVATION

Cedar Valley College is a member of the League For Innovation in the Community College. Sixteen outstanding community college districts throughout the nation compose the League membership. In-

novative 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.



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





Admission & 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.

Cedar Valley College encourages the attendance of mature students of all ages from all ethnic backgrounds and fully complies with the provisions of Title VI of the Civil Rights Act of 1964 (P.L. 88-352).

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:

- Graduates from an accredited high school.
- Graduates from an unaccre-

dited high school who are eighteen years of age.

- Non-high school graduates who are eighteen years of age and whose high school classes have graduated.

- High school students 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. Former Cedar Valley College students who have not attended school for the preceding long semester should also file an application for readmission.

4. Foreign Students:

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

1. Test of English as a Foreign Language (TOEFL) with a minimum score of 500
2. Application for Admission
3. Health Information Form
4. Official transcripts for all previous academic work with a minimum "C" average
5. A letter in the applicant's own handwriting stating his/her educational and vocational plans
6. Documented proof of a minimum income of \$3,000 per year during his/her enrollment

These items must be on file before applicants can be considered for admission.

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

5. Non-Credit Students:

Students seeking enrollment for non-credit courses are directed to contact the Office of Community Services.

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

ADMISSION PROCEDURES

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 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).

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 approval.

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

CONCURRENT COLLEGE 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 AND FEES

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



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

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

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

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

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

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

SPECIAL FEES AND CHARGES

Student Service Fee

13 or more credit hours

13 hours or less

Laboratory Fee (per lab)

Physical Education Fee

Private Music Lessons

Fee **

\$10 a semester

see fee schedule

\$2 to \$8 a semester

\$5 a semester

\$20 per 1/2 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

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.

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 the 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 Counseling Center and the Office of the Vice President-Student Services.

Students who feel that their refund requests are due to extenuating circumstances 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.

BAD CHECKS

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

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

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 serviceman regardless of his mobility pattern.

For further information, contact the Office of Admissions.

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. All students are assigned faculty advisors in their area of interest.

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

STUDENT INFORMATION

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380, information classified as "directory information" may be released to

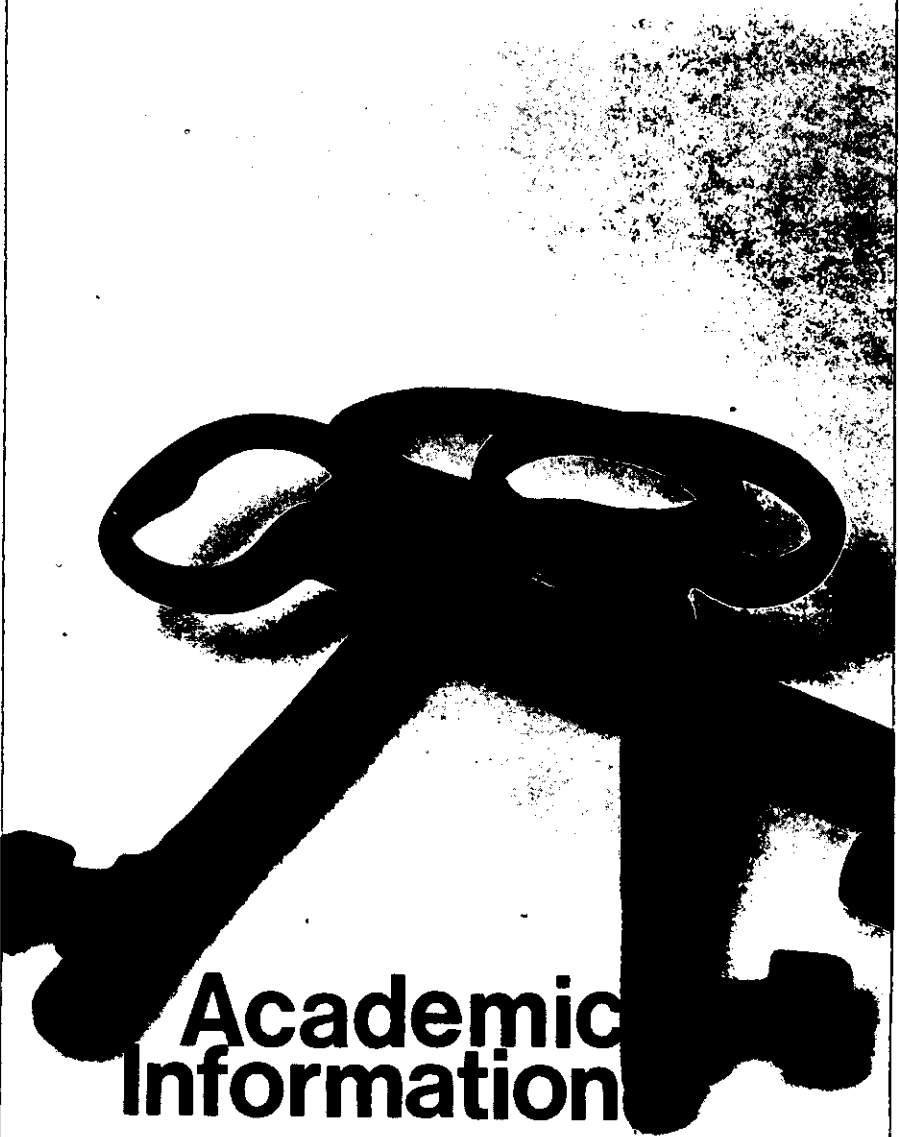
the general public without the written consent of the student.

Directory information is defined as:

- 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 to the general public under any circumstances without WRITTEN CONSENT from the student, except as otherwise provided by law (e.g., court subpoena).



**Academic
Information**

DEGREE REQUIREMENTS

Cedar Valley 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.

Associate in Arts and Sciences Degree

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

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

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

Laboratory Science (Music majors are exempt from this requirement. Check listings under subject field). 8 Hours

History 101-102* and Government 201-202* (No substitutions 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 requirements in physical education during their freshman and sophomore years.

Music 199, Art 199, Theatre 199, and courses numbered 99 and below may not be counted toward the 60-hour minimum.

The student is urged to consult the catalogs of the institutions to which he/she may transfer for their special requirements. These catalogs should be used by students and advisors as the basis for the program plans.

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

Associate in Applied Arts and Sciences Degree and Certificate Career Programs

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. These programs may also have criteria for successful completion beyond degree requirements. The student is referred to the Technical/Occupational Programs section of this catalog for a more detailed explanation.

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 require-

ments of the certificate program in which the student is enrolled.

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

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.
- Students following a 1-year certificate program should request an official plan during their 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 they elect to graduate under the requirements of a later catalog. The choice to graduate under the original catalog assumes a student has pursued a program of study with reasonable diligence. Candidates must indicate the catalog of their choice when they file degree plans.

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 students carry full college loads (12 semester units or more), they should not work more than 20 hours per week. If they must work more hours, their credit unit loads in college should be reduced proportionately.

Change of Schedule

Extreme care should be exercised in the registration process. A student should schedule only courses for the days and hours he/she 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/she 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 dead-

line 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

Students who believe they are 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 Assessment Center.

Students will be allowed to earn as many credits through the credit-by-examination procedure as their needs require and abilities permit. However, the minimum number of hours as a resident student required for a certificate or a diploma may not be reduced 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 records. Requests for examinations should be made to the appropriate division office, which will provide the necessary 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, and provided that space is available, enroll in the status of audit. This student may attend classes but not take the examinations or receive credit for the course unless he/she enrolls in the course again as a regular student.

The same fee is charged for auditing as for credit. Procedures for auditing a course will be administered by the Registrar. No audits will be approved prior to the first day of the second week of classes in any semester. Most lab courses may not be audited.

The combined number of semester hours in credit courses and audit shall not exceed 18.

Scholastic Regulations

Acceptable Scholastic Performance:

College work is measured in terms of semester credit hours or units. The number of semester hours or units of credit offered for each course is included with each course description. Acceptable scholastic performance is the maintenance of a grade point average of 2.0 (on a four-point scale) or better. Students may not be graduated from any degree or certificate program without a cumulative grade point average of 2.0 or better. Grade points and hours earned in courses numbered 99 and below are computed when deriving a student's scholastic standing, but are not computed in determining

graduation requirements.

Scholastic Standards: Grades and Grade Point Average:

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

Grade	Interpretation	Grade Point Average
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 hours the course carries. A student's grade point average is computed by adding the total grade point values for all courses for which grade point values may be computed ("performance grade") and dividing by the appropriate number of credit hours attempted during the same period.

Incomplete Grades

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

Repeated Courses:

In computing cumulative grade-point averages, only the latest grade earned in repeated courses will be included. However, transcripts should indicate all work completed in the District. This policy shall apply, even if the latest grade is lower than the preceding

grade. In cases where students withdraw from a course which they are repeating, their cumulative grade-point averages shall be calculated by using the immediately preceding grade in the same course.

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. (See **Standard of Conduct for Students: "Financial Transactions with the College."**)

Scholastic Probation

Full-time students taking 12 or more semester hours during a Fall or Spring semester are required to earn during the first semester of attendance, and maintain during subsequent semesters, a cumulative grade-point average of 2.0 or greater. Failure to meet this standard will place the student on scholastic probation.

The scholastic record of a part-time student will not be evaluated until the student has attempted a minimum of 12 semester hours. The scholastic standards required of a full-time student will then be used to determine the scholastic status of the part-time student. The part-time student must meet the minimum standards required of the full-time student in each succeeding semester.

Students on scholastic probation who achieve either a cumulative grade-point average of 1.5 or above or a grade-point average of 2.0 or above for the last completed semester may continue on scholastic probation. In order to be re-

moved from probation, the student must earn at least a 2.0 cumulative grade-point average.

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 all financial obligations to the college have been settled. The first transcript will be issued without charge; there is a \$1 charge for each transcript requested thereafter.

CEDAR VALLEY COLLEGE CLASS ATTENDANCE POLICY

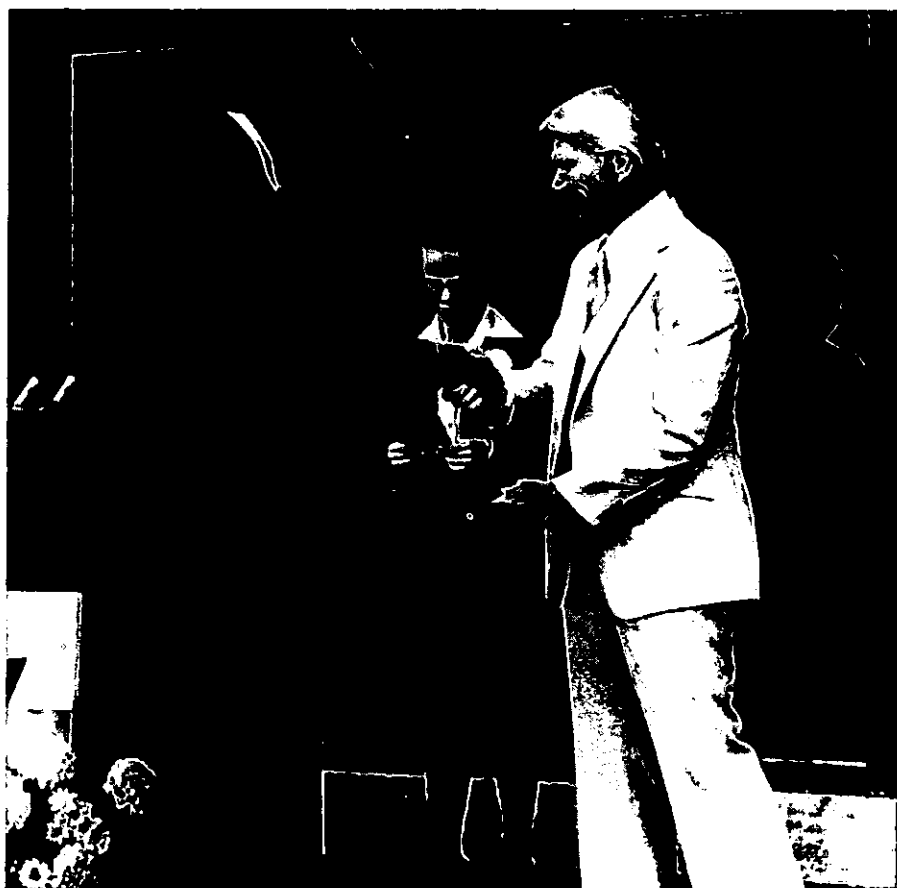
Students are expected to attend regularly all classes in which they are enrolled. Class attendance is the responsibility of the students. It is also the responsibility of the student to consult with his/her instructor when it is necessary for the student to be absent from class.

Instructors are responsible for appropriate notification of attendance policy and procedures to all students enrolled in their classes. Students should be notified in writing of attendance expectations in each class. In cases where lack of class attendance is jeopardizing a student's grade, it is the responsibility of the instructor to apprise the student of this fact.

Generally, excessive absence reports are made to the registrar when unexcused absences have reached 3 consecutive hours or an accumulation of 6 hours; the student is then suspended from the class. Instructors are given the prerogative of determining the excusability of student absences.

When the instructor reports a student for excessive absences (forms for this reporting are available in division offices and in the evening programs office), the registrar will notify the student by letter that he/she is being dropped from the class *effective 10 class days* from the date of the instructor's report. (In the summer semester, the effective date of the drop will be *4 class days* from the date of the instructor's report.)

Should an instructor desire to reinstate a student who expresses an interest in remaining in class, the Reinstatement Contract should be completed, setting forth the conditions under which the student is readmitted to the class. Reinstatement Contracts are available in division offices and in the extended day office. The contract should be submitted to the Registrar, who will reinstate the student and notify the instructor by a Class Action Notice.

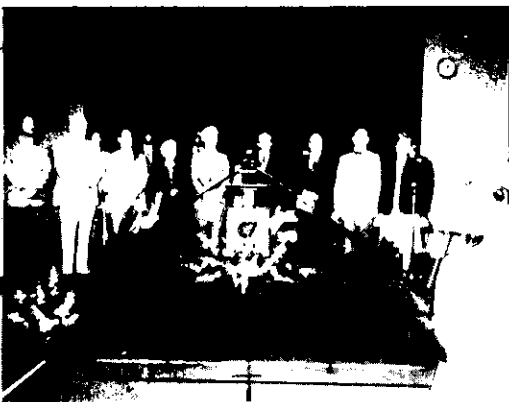


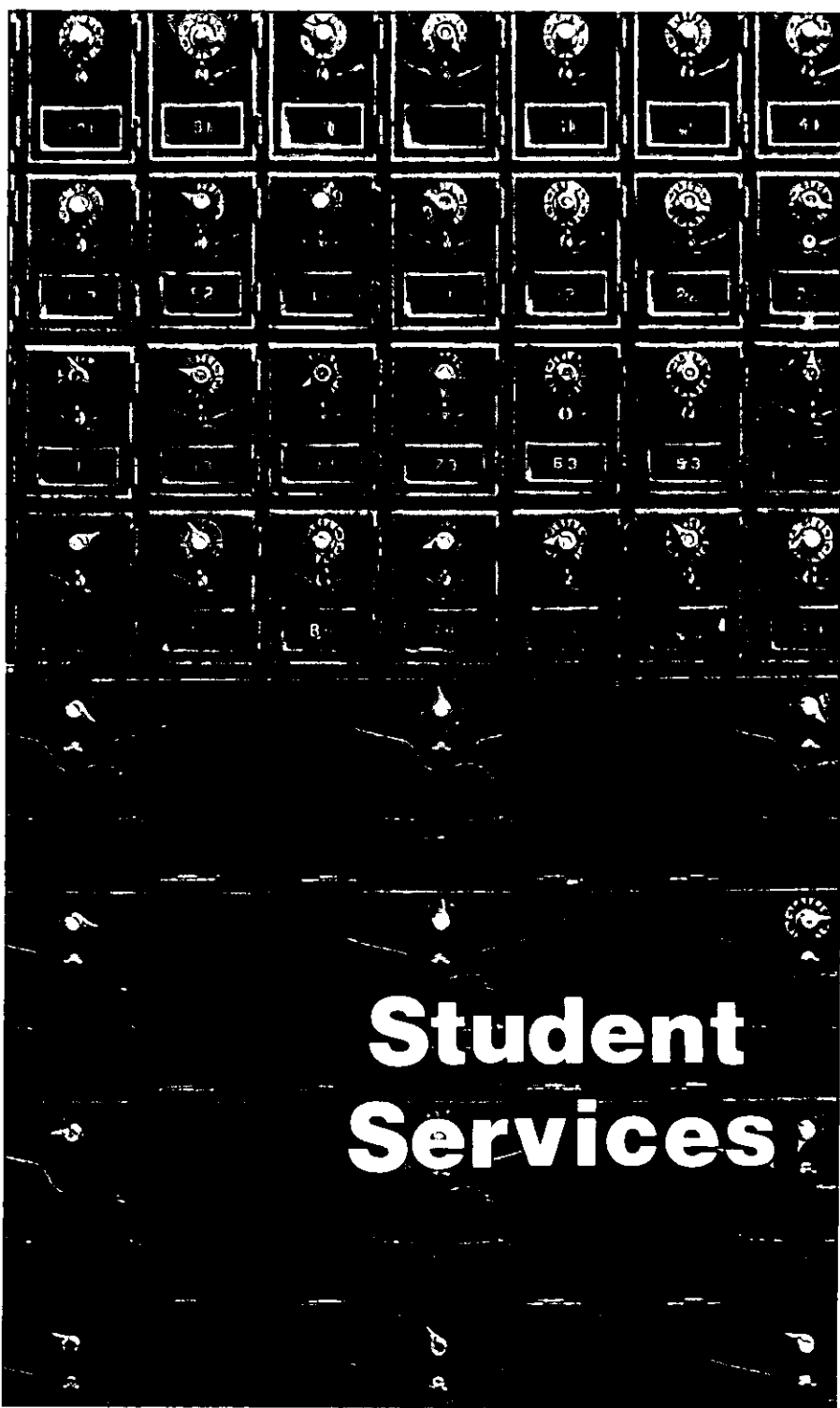
Graduation

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

Student Classification

- Freshman: A student who has completed successfully fewer than 30 credit hours.
- Sophomore: A student who has completed successfully 30 or more credit hours.
- Part-Time: A student enrolled in fewer than 12 credit hours in a given semester.
- Full-Time: A student enrolled in 12 or more credit hours in a given 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. Such participation is ceremonial only and confers on a student no rights to a degree.
- Applications for graduation must be made in the Registrar's Office prior to the announced deadline.
- Graduates are expected to participate in the ceremony.





Student Services

STUDENT SERVICES

Cedar Valley 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 students to reach their potentials.

ASSESSMENT CENTER

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

- Psychological tests of personality, vocational interests and aptitudes.
- Academic tests 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. Students are also assigned faculty advisors.
- 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 center 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.

EDUCATIONAL OPPORTUNITY CENTER

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, dis-

seminating educational information, acquiring financial aid for need 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.

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) is more than a library — it's a complete learning complement to regular classroom instruction. It's a place where students can go to find books and non-print material to supplement their classroom learning, or where — if they choose — they can actually take a course.

The LRC makes learning flexible by providing slides, tapes and films, as well as books, and by encouraging students to learn in their own way and at their own speed.

The campus has a growing collection of books on a wide variety of general information areas to support the college transfer and occupational technical programs. In addition, there are special collections of career materials and pamphlet resources. The library also subscribes to current popular and technical periodicals as well as to area and national newspapers.

Classroom Resource Services are designed to support the instructional program. The LRC houses all campus audiovisual equipment and non-print materials for use in the classroom, by individual stu-

dents, or for the production of instructional materials.

The primary function of the program is to improve student learning by providing resources and services. Because Cedar Valley College is part of the community, its Learning Resources Center also becomes one of the community resources.

Library Obligations

Willful damage to library materials (or property) or actions disturbing to the other users of the Library may lead to revocation of library privileges. Cases involving such damage will be referred for further action by the appropriate authorities.

All books and other library materials must be returned before the end of each semester. No 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.

LEARNING SKILLS CENTER

The Learning Skills Center, which is located in the library, provides resources and equipment selected for individual study and classroom presentations. The center offers students the opportunity to learn at their own pace and convenience under the guidance of trained instructors and assistants.

FINANCIAL AID PROGRAMS

The Financial Aid Program functions as a multipurpose 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.

Students who anticipate the need for financial assistance for college should complete an application well in advance of the semester in which they plan 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.

VETERANS' BENEFITS

The Veterans' Benefits Programs for eligible students is coordinated by the Veterans' Affairs Office located in the Office of Admissions.

Services of the 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 even 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.

VOCATIONAL REHABILITATION

The Texas Education Agency, through the Vocational Rehabilitation Division, offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. For further information, contact Vocational Rehabilitation, 4333 North Central Expressway, Dallas, Texas 75205.

STUDENT EMPLOYMENT

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

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

GRANTS

Basic Educational Opportunity Grant (BEOG)

Students that enroll for at least 6 credit hours are eligible to apply for this "entitlement grant." Applications are available in many federal offices, as well as in the Financial Aid Office, and are mailed directly by the student to a central processing place indicated in the instructions. The student receives a student Eligibility Report 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 Amendments of 1965 and amended by the Educational Amendments of 1976. To be eligible students must demonstrate exceptional need and make satisfactory progress toward the completion of their educational goals. Legislation for the SEOG award includes a matching requirement which specifies that aid equal in amount to the SEOG must be provided to the student during the award period. The minimum SEOG award permitted is \$200 to \$1500 per academic year, depending on the needs, and the total number of applicants and funds available. Students must apply each academic year.

SCHOLARSHIPS

Cedar Valley 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.

HIGHEST RANKING HIGH SCHOOL GRADUATE

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

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 if 7% 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/her family.
- Any student in violation of any regulation governing the program from which he/she 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.

ACADEMIC PROGRESS REQUIREMENT

I. The 2.0 Grade Point Average (GPA) Requirement

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

II. ACADEMIC COMPLIANCE

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

six months.

- (3) A **third** chance may be approved at the discretion of the Financial Aid Director after the six month suspension period. If approved, the student must sign a warning notice before award is disbursed. If the 2.0 GPA requirement is not met three times, no award will be made for a period of two years.
- (4) A **fourth** chance may be approved at the discretion of the Financial Aid Director after the two year suspension period. If approved, the student must sign a warning notice before award is disbursed.

Students may make written appeal of the Financial Aid Director's decisions through the Vice President of Student Services.

CAREER INFORMATION

A library of career-related literature, including publications from the Women's Bureau, is 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.

PLACEMENT SERVICES

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

The Associate Dean, Technical-Occupational Programs coordinates the placement program.

The 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.

STUDENT ACTIVITIES OFFICE

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 self expression, to develop skills in relating to other people, to formulate a new understanding of and respect for self and 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 CENTER

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

STUDENT ORGANIZATIONS

Information regarding participation in any organization may be obtained through the Office of Stu-

dent 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.

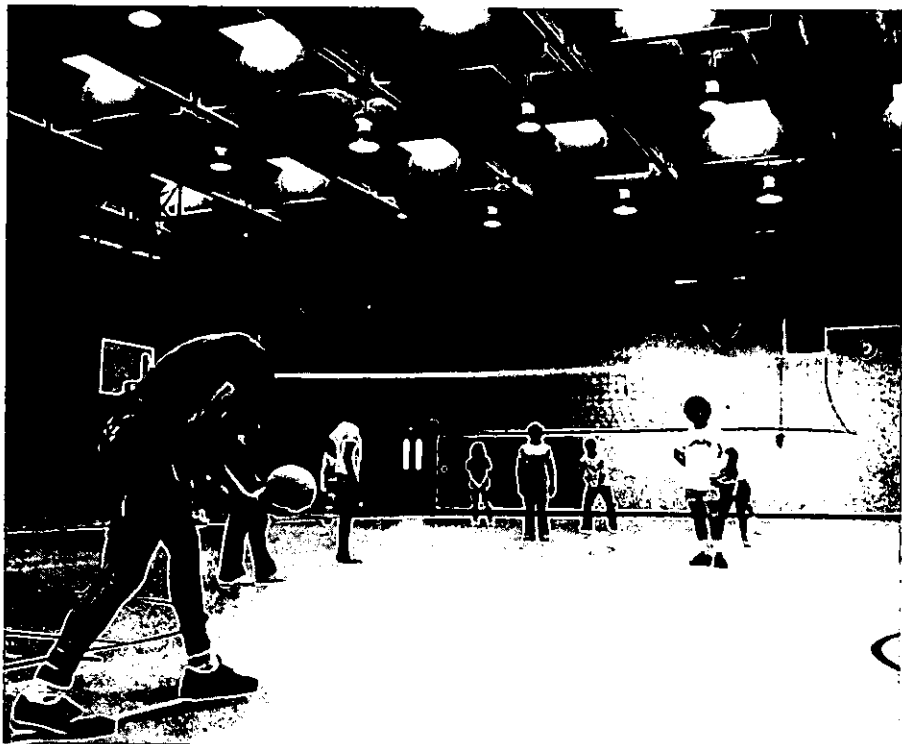
- Co-curricular Organizations are pertinent to the educational goals and purposes of the college.
- Social Organizations provide an opportunity for friendships and promote a sense of community among students.
- Service Organizations promote student involvement in the community.
- Pre-professional and 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 re-



quirements 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 its 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 117.

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. Students are responsible for their 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

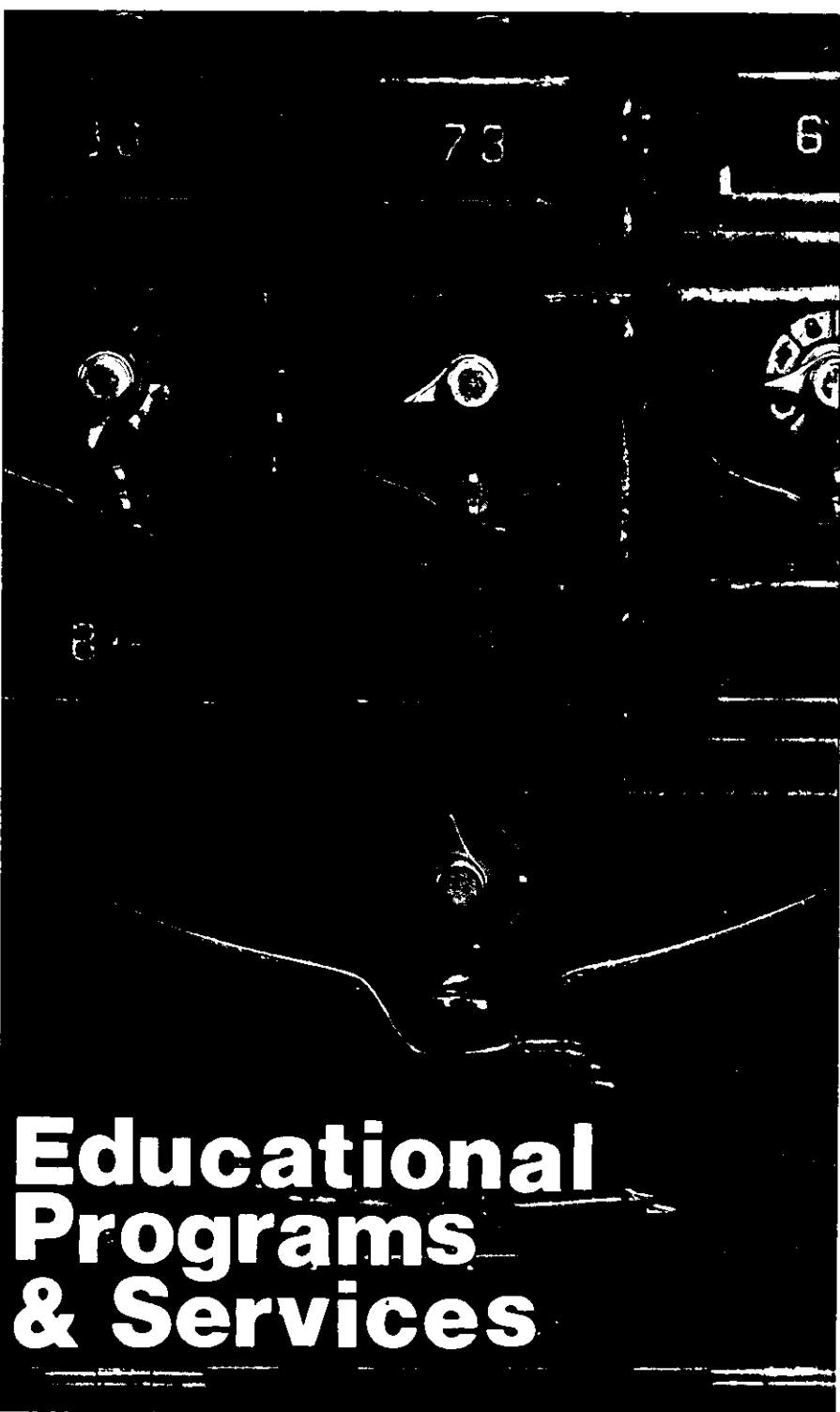
Cedar Valley College does not operate dormitories of any kind nor maintain listings of available housing for students. Students who do not reside in the area must make their own arrangements for housing.

CAMPUS SECURITY

Campus Security is required by state law to "protect and police buildings and grounds of state in-

stitutions 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 & Services

Lower Division Transfer Studies

Students whose educational objective is the bachelor's degree may complete their first two years at Cedar Valley 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

Cedar Valley College offers a variety of technical/occupational programs designed to enable students to enter their chosen field as skilled employees after one or two years of college work.

These programs are established only after studies verify that employment opportunities will exist at the time training is completed, 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 are looking increasingly 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 of adding new programs to the college offerings will be made periodically based on community studies which identify additional training needs.

Technical/occupational courses car-

ry college credit leading to a Certificate of Completion or an Associate in Applied Arts and Sciences Degree.

Some technical/occupational courses are transferable to area four-year colleges. For further information, contact the Associate Dean of Technical/Occupational Programs.

Cooperative Work Experience Education

Students may enrich their education in certain technical/occupational 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 their work experience.
- To enroll in a Cooperative Work Experience course, students must have the approval of their instructor/coordinator.

Course credit is awarded at the rate of one credit hour for each 80 hours of approved work experience accomplished during the semester, or approximately five hours of

work experience a week during a sixteen week semester. The work experience credit hours available in selected career programs are listed in the curriculum pattern for that program.

Extended Day Program

In dynamic, growing communities such as those encompassing Cedar Valley College, people are involved. Their community involvement often creates a need for gaining and developing knowledge and skills. Because of their commitments 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 day students.

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

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

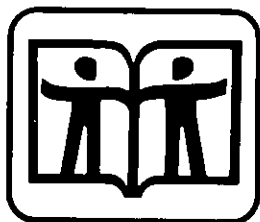
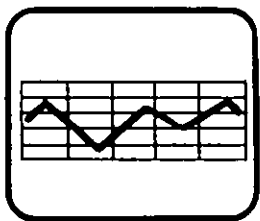
Telecourses

Cedar Valley College offers a variety of college credit courses via television. The schedule of telecourses, which varies each semester, may include courses in anthropology, astronomy, business, earth science, ecology, biology, English, economics, government, history, humanities, and psychology. Content and credit for these courses are the same as for similar courses taken on campus. Telecourses include the viewing of television programs on KERA Channel 13 each week, plus reading, study guide and writing assignments. Students come to the campus for an orienta-

tion 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.

Veterans enrolling in telecourses should consult with the Veteran's Advisor prior to enrollment.



Community Service

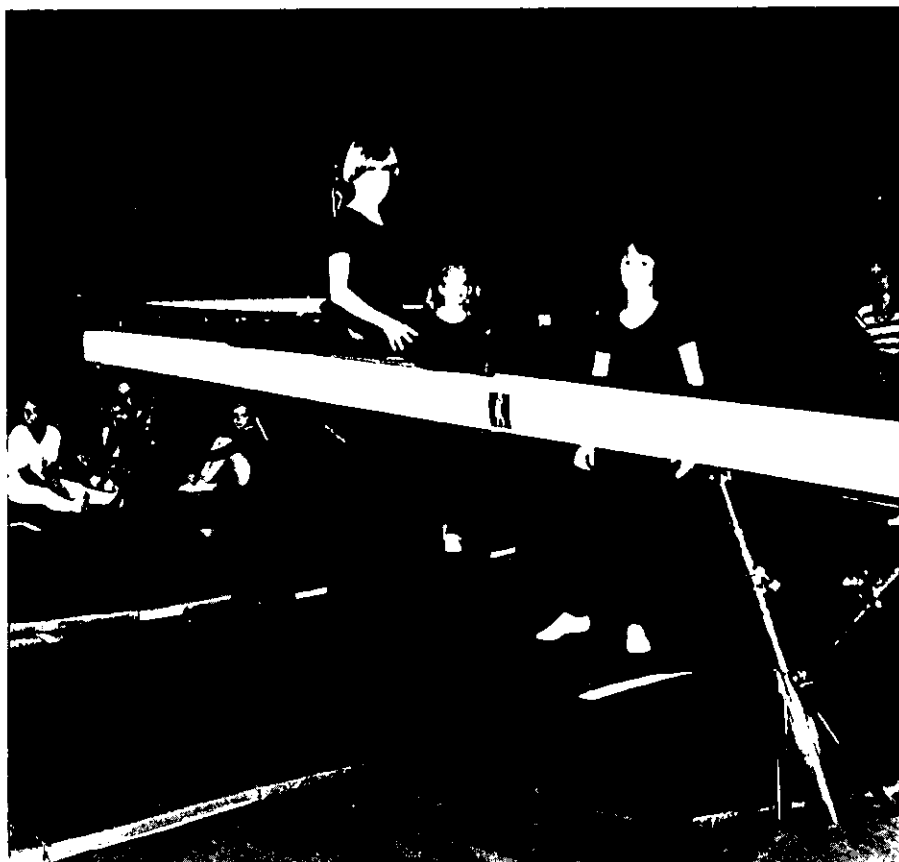
The Community Services Program offers a roster of non-credit courses in all areas of personal and professional development. These courses are designed for the individual who wants to sharpen an old skill, learn a new skill or merely broaden his/her cultural horizon without pursuing a degree.

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.

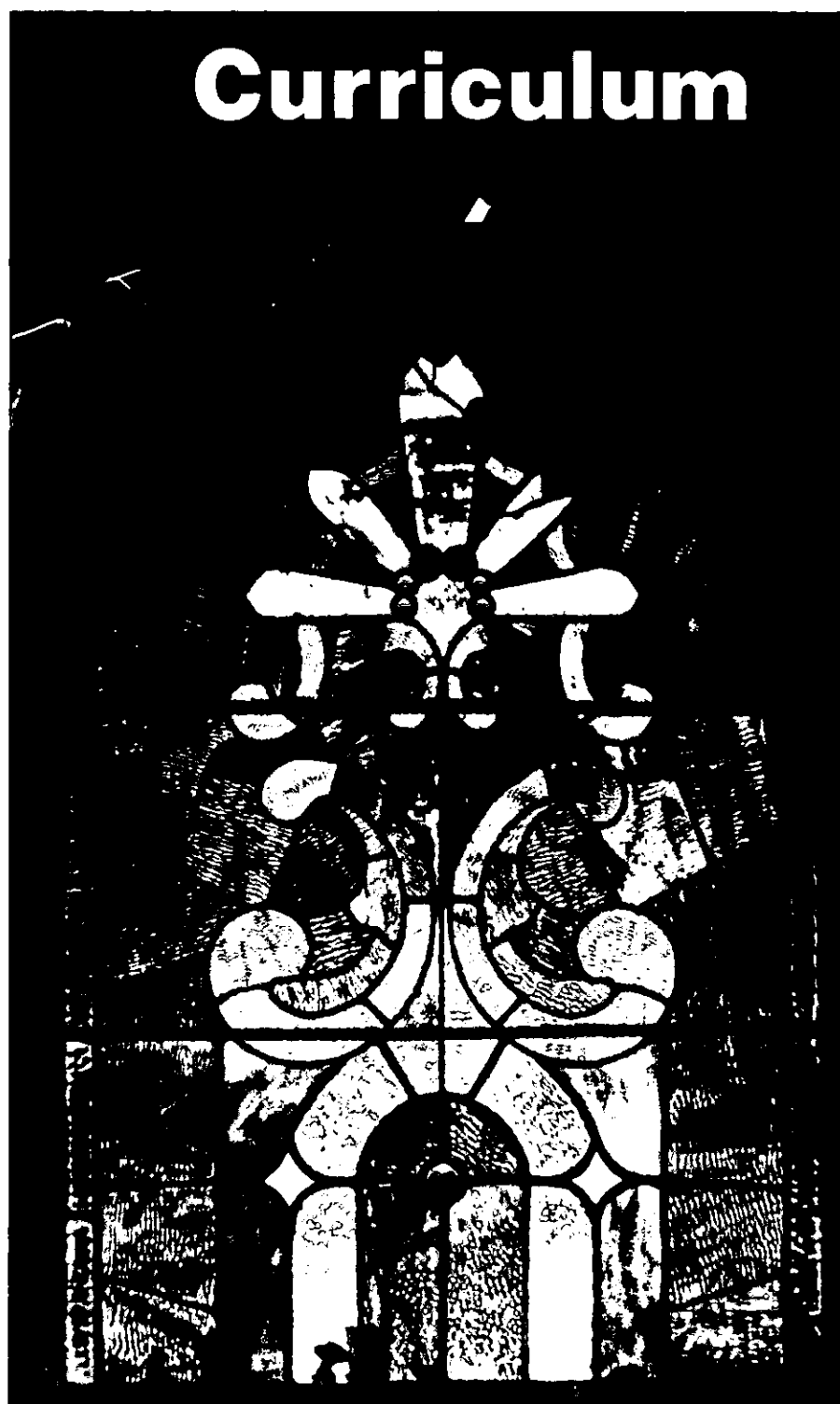
No entrance requirements or previous educational experience is needed. Admission is on a first-come/first-served basis, and registration consists of filling out a form and paying the fee. Continuing Education Unit (CEU) transcripts of Community Services courses successfully completed are available.

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



Curriculum



DIVISIONS OF THE COLLEGE

BUSINESS/SOCIAL SCIENCE DIVISION

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

COMMUNICATIONS/ HUMANITIES DIVISION

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

HUMAN DEVELOPMENT DIVISION

MATHEMATICS/SCIENCE/ TECHNOLOGY DIVISION

Air Conditioning & Refrigeration
Animal Medical Technology
Astronomy
Automotive Technology
Biology
Chemistry
Developmental Mathematics

Drafting
Ecology
Geology
Geography
Major Appliance Repair
Mathematics
Motorcycle Mechanics
Outboard Marine Engines
Physical Education
Physics
Small Engine Mechanics



Air Conditioning 400 6 Cr.
Basic Electricity (180 Contact Hrs.)
Fundamentals of Electricity as applied to domestic appliances, residential, commercial and industrial air conditioning. Laboratory fee required.

Air Conditioning 401 1 Cr.
Basic units of Measurement and Measuring Devices (30 Contact Hrs.)
Calculating and measuring volts, ohms, current and watts. Laboratory fee required.

Air Conditioning 402 1 Cr.
Simple Schematics and Circuits (30 Contact Hrs.)
How to construct and interpret simple schematic diagrams; construct simple circuits. Laboratory fee required.

Air Conditioning 403 1 Cr.
Circuit Components (30 Contact Hrs.)
Construction and diagnosis of circuits using switches, relays, solenoids, thermostats and protective devices. Laboratory fee required.

Air Conditioning 404 2 Cr.
Complex Schematics and Circuits (60 Contact Hrs.)
How to interpret and construct complex schematics; construct complex circuits. Laboratory fee required.

Air Conditioning 405 1 Cr.
A. C. Motor Fundamentals (30 Contact Hrs.)
Commonly used A. C. Motors, their starting and protective devices. Laboratory fee required.

Air Conditioning 410 10 Cr.
Basic Refrigeration (300 Contact Hrs.)
Principles of refrigeration as applied to domestic refrigeration, commercial refrigeration, residential and industrial air conditioning. Laboratory fee required.

Air Conditioning 411 1 Cr.
Elementary Thermodynamics And Physics (30 Contact Hrs.)
Principles of thermodynamics, physics and gas laws as applied in basic refrigeration. Laboratory fee required.

Air Conditioning 412 1 Cr.
Heat Transfer and Air Properties (30 Contact Hrs.)
Principles of heat flow, heat transfer, load calculations, plotting and interpreting the psychrometric chart. Laboratory fee required.

Air Conditioning 413 1 Cr.
Refrigerants and

Refrigerant Properties (30 Contact Hrs.)
Types of refrigerant and properties of each type. Laboratory fee required.

Air Conditioning 414 3 Cr.
The Vapor Compression System and Accessories (90 Contact Hrs.)
The four processes, the major components of the vapor compression cycle and the relationship and function of each. Laboratory fee required.

Air Conditioning 415 1 Cr.
Piping and Fittings (30 Contact Hrs.)
Pipe sizing, construction and repair of piping; soldering and silver brazing. Laboratory fee required.

Air Conditioning 416 1 Cr.
Leak Detection, Leak Repair and Evacuation (30 Contact Hrs.)
Basic Refrigeration leak detection methods, repair and repair materials and evacuation. Laboratory fee required.

Air Conditioning 417 1 Cr.
The Pressure-Enthalpy Diagram (30 Contact Hrs.)
Construction and interpretation of the pressure-enthalpy diagram. Laboratory fee required.

Air Conditioning 418 1 Cr.
Charging and Discharging The System (30 Contact Hrs.)
Discharge and charge the refrigerant system; check the refrigerant charge. Laboratory fee required.

Air Conditioning 420 12 Cr.
Residential A/C Units — Cooling (360 Contact Hrs.)
Diagnose, service, repair and/or replace mechanical and electrical component parts of residential cooling systems; check system performances. Laboratory fee required.

Air Conditioning 421 1 Cr.
Properties of Air (30 Contact Hrs.)
How to measure air properties, plot and interpret psychrometric charts. Laboratory fee required.

Air Conditioning 422 1 Cr.
Heat Transfer and the Cooling Load (30 Contact Hrs.)
Identify heat sources and calculate the cooling load on the system. Laboratory fee required.

Air Conditioning 423 3 Cr.
The Refrigeration System — Residential Cooling (90 Contact Hrs.)
Check, service, repair and/or replace com-

pressors, condensers, evaporators and metering devices. Laboratory fee required.

Air Conditioning 424 1 Cr.
Refrigerant Circuit Piping (30 Contact Hrs.)
Construct and repair refrigerant circuit piping; install driers and sight glasses. Laboratory fee required.

Air Conditioning 425 1 Cr.
Leak Detection, Leak Repair and Evaluation — Residential Cooling (30 Contact Hrs.)
Leak detection methods, repair materials, leak repairs and evacuation applied to residential cooling systems. Laboratory fee required.

Air Conditioning 426 1 Cr.
Introduction to Condensing Water Systems (30 Contact Hrs.)
Water towers, water treatment, circulating pumps and water cooled condensers. Laboratory fee required.

Air Conditioning 427 1 Cr.
Air Distribution — Residential Cooling (30 Contact Hrs.)
Check, service and adjust filters, flow patterns, velocity and volume. Laboratory fee required.

Air Conditioning 428 1 Cr.
System Performance and The Refrigerant Charge (30 Contact Hrs.)
Evaluate system performance compared to system load, check refrigerant charge, construct and interpret p-h diagram. Laboratory fee required.

Air Conditioning 429 1 Cr.
Complex Electrical Circuits (30 Contact Hrs.)
Diagnose, repair and/or replace components of the electrical system. Laboratory fee required.

Air Conditioning 419 1 Cr.
Electric Motors (30 Contact Hrs.)
Diagnose, service, repair and/or replace electric motors used in residential cooling systems. Laboratory fee required.

Air Conditioning 430 8 Cr.
Residential A/C Units — Heating (240 Contact Hrs.)
Diagnose, service, repair and/or replace mechanical and electrical component parts of residential heating systems; check system performance. Laboratory fee required.

Air Conditioning 431 1 Cr.
Air Properties and Load

Calculations (30 Contact Hrs.)
Calculate the heating load, construct and interpret psychrometric charts, humidity control. Laboratory fee required.

Air Conditioning 432 2 Cr.
The Warm Air Furnace — Gas (60 Contact Hrs.)
Check, service, repair and/or replace heat exchangers, burner assemblies, control and protective devices. Laboratory fee required.

Air Conditioning 433 1 Cr.
The Warm Air Furnace — Electric (30 Contact Hrs.)
Check, repair and/or replace electric strip heating assemblies, control and protective devices. Laboratory fee required.

Air Conditioning 434 1 Cr.
Air Distribution — Residential Heating (30 Contact Hrs.)
Check, service, adjust, repair and/or replace blower assembly components; check, service and adjust filters, flow patterns, velocity and volume. Laboratory fee required.

Air Conditioning 435 1 Cr.
The Heat Pump (30 Contact Hrs.)
Service and repair of the heat pump. Laboratory fee required.

Air Conditioning 436 1 Cr.
The Electrical Circuit and Schematics (30 Contact Hrs.)
Construct and interpret schematics; diagnose, repair and/or replace electrical circuit components. Laboratory fee required.

Air Conditioning 437 1 Cr.
Electric Motors and Starting Devices — Residential Heating (30 Contact Hrs.)
Diagnose, service, repair and/or replace electric motors and starting devices used in residential heating. Laboratory fee required.

Air Conditioning 440 6 Cr.
Residential Systems Design (180 Contact Hrs.)
How to make load calculations, select equipment and design air distribution systems. Laboratory fee required.

Air Conditioning 441 1 Cr.
Structural Blueprints (30 Contact Hrs.)
How to read and interpret structural blueprints. Laboratory fee required.

Air Conditioning 442 1 Cr.
Load Calculations — Heating (30 Contact Hrs.)
Calculate the heat load for the heating

equipment. Laboratory fee required.

Air Conditioning 443 1 Cr.

Load Calculations —

Cooling (30 Contact Hrs.)

Calculate the cooling load of structure, people, equipment, etc., for the cooling equipment. Laboratory fee required.

Air Conditioning 444 1 Cr.

Equipment Selection

and Locating (30 Contact Hrs.)

Select and locate the heating equipment, cooling equipment and air handling equipment. Laboratory fee required.

Air Conditioning 445 2 Cr.

Air Distribution System

Design (60 Contact Hrs.)

Design of supply and return duct systems, selection of registers and diffusers. Laboratory fee required.

Air Conditioning 450 12 Cr.

Commercial

Refrigeration (360 Contact Hrs.)

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

Air Conditioning 451 3 Cr.

Refrigeration Systems —

Commercial Refrigeration (90 Contact Hrs.)

Check, service, adjust, repair and/or replace components of the refrigeration circuit. Laboratory fee required.

Air Conditioning 452 1 Cr.

Multiple Systems (30 Contact Hrs.)

Check, service, repair and/or replace components of multiple systems. Laboratory fee required.

Air Conditioning 453 1 Cr.

Piping and the Refrigeration

Circuit — Commercial

Refrigeration (30 Contact Hrs.)

Check, service, repair and/or replace piping and components of the refrigeration circuit. Laboratory fee required.

Air Conditioning 454 1 Cr.

Flow Control and Pressure

Control Devices (30 Contact Hrs.)

Diagnose, adjust, repair and/or replace flow control and pressure control devices. Laboratory fee required.

Air Conditioning 455 1 Cr.

Moisture Problems and

Defrost Systems (30 Contact Hrs.)

Check, adjust, repair and/or replace defrost devices; check air properties. Laboratory fee required.

Air Conditioning 456 1 Cr.

Load Calculations —

Commercial Refrigeration (30 Contact Hrs.)

Check and calculate system loads. Laboratory fee required.

Air Conditioning 457 1 Cr.

The Refrigerant Charge

and System Performance (30 Contact Hrs.)

Check and adjust system balance point; check system performance compared to system load; check and install the correct refrigerant charge. Laboratory fee required.

Air Conditioning 458 1 Cr.

Leak Detection, Leak

Repair and Evacuation —

Commercial Refrigeration (30 Contact Hrs.)

Locate and repair refrigerant leaks; evacuate for the refrigerant charge applied to commercial refrigeration system. Laboratory fee required.

Air Conditioning 459 1 Cr.

The Electrical Circuit

and Control Devices —

Commercial Refrigeration (30 Contact Hrs.)

Diagnose, adjust, repair and/or replace component parts of the electrical circuit and control devices for commercial refrigeration systems. Laboratory fee required.

Air Conditioning 449 1 Cr.

Electric Motors and

Starting Devices —

Commercial

Refrigeration (1 Cr. 30 Contact Hrs.)

Diagnose, service, repair and/or replace electric motors and starting devices used in commercial refrigeration systems. Laboratory fee required.

Air Conditioning 460 14 Cr.

Industrial Air

Conditioning (420 Contact Hrs.)

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

Air Conditioning 461 1 Cr.

Absorption Systems (1 Cr., 30 Contact Hrs.)

Diagnose, service and repair components of the absorption system. Laboratory fee required.

Air Conditioning 462 3 Cr.

Vapor Compression

Systems (3 Cr. 90 Contact Hrs.)

Diagnose, service, adjust, repair and/or replace components of the vapor compression system. Laboratory fee required.

Air Conditioning 463 1 Cr.
Multiple Systems, Flow Control and Pressure Control Devices (30 Contact Hrs.)
Check, service, repair and/or replace components of multiple systems, flow control and pressure control devices. Laboratory fee required.

Air Conditioning 464 1 Cr.
Applied Psychrometrics and System Performance (30 Contact Hrs.)
Check air properties, plot, interpret and apply information from the psychrometric chart; evaluate system performance, install the correct refrigerant charge. Laboratory fee required.

Air Conditioning 465 1 Cr.
Air Distribution — Industrial Air Conditioning (30 Contact Hrs.)
Check and adjust distribution patterns, volume and velocity. Laboratory fee required.

Air Conditioning 466 1 Cr.
Leak Detection, Leak Repair and Evacuation — Industrial Air Conditioning (30 Contact Hrs.)
Locate and repair refrigerant leaks; evacuate for the refrigerant charge applied to industrial air conditioning systems. Laboratory fee required.

Air Conditioning 467 1 Cr.
Piping and the Refrigeration Circuits — Industrial Air Conditioning (30 Contact Hrs.)
Making piping repairs, condenser water piping and refrigerant circuit piping. Laboratory fee required.

Air Conditioning 468 1 Cr.
Electrical Circuits and Control Devices — Industrial Air Conditioning (30 Contact Hrs.)
Diagnose, adjust, repair and/or replace components of the electrical circuit and control devices for industrial air conditioning systems. Laboratory fee required.

Air Conditioning 469 1 Cr.
Pneumatic Control Systems (30 Contact Hrs.)
Check, service, adjust, repair and/or replace components of a pneumatic control system. Laboratory fee required.

Air Conditioning 477 1 Cr.
Boilers — Combustion Process (30 Contact Hrs.)
Check, service, repair and/or replace combustion components of boilers. Laboratory

fee required.

Air Conditioning 478 1 Cr.
Boiler Electrical Circuits (30 Contact Hrs.)
Diagnose, adjust, repair and/or replace components of a boiler electrical circuit. Laboratory fee required.

Air Conditioning 479 1 Cr.
Hydronic Systems (30 Contact Hrs.)
Check, service, adjust, repair and/or replace components of a hydronic system. Laboratory fee required.

Air Conditioning 703 3 Cr.
(See Cooperative Work Experience)

Air Conditioning 704 4 Cr.
(See Cooperative Work Experience)

Air Conditioning 713 3 Cr.
(See Cooperative Work Experience)

Air Conditioning 714 4 Cr.
(See Cooperative Work Experience)

Air Conditioning 803 3 Cr.
(See Cooperative Work Experience)

Air Conditioning 804 4 Cr.
(See Cooperative Work Experience)

Air Conditioning 813 3 Cr.
(See Cooperative Work Experience)

Air Conditioning 814 4 Cr.
(See Cooperative Work Experience)

Animal Medical Technology 130 4 Cr.
Introduction to Animal Medical Technology (3 Lec., 3 Lab.)
An introduction to employment areas, ethical and professional requirements, terminology, basic animal handling and care associated with the field of animal medical technology. A survey of common breeds of domestic livestock, pets and research animals. Outline of sanitation and disease principles. Laboratories will provide experience and observation in restraint, behavior, grooming and basic animal nursing practices. Laboratory fee required.

Animal Medical Technology 135 3 Cr.
Applied Biochemistry (4 Lec., 3 Lab.)
A survey of animal cell structure and function emphasizing the relationship of carbohydrate, protein and lipid utilization employing physio-chemical laws involved in cellular homeostatic maintenance. Laboratory fee required.

Animal Medical Technology 136 3 Cr.
Pharmacology for Technicians (3 Lec.)
Prerequisite: Animal Medical Technology 135. A discussion and investigation of various chemicals and drugs used in veterinary practice, their measurement, common

routes of administration, proper handling and storage. Principles of efficient ordering, dispensing and inventory control are covered. Requirements of narcotic, stimulant and depressant drug control are emphasized. Basic drug categories and their use in relation to disease treatment are outlined.

Animal Medical Technology 137 4 Cr.
Comparative Mammalian Anatomy & Physiology I (3 Lec., 3 Lab.)
Mammalian structure is presented on a comparative basis by a histologically and gross study of selected organ systems utilizing the dog, cat, monkey, pigeon and selected organs of the cow. Laboratory fee required.

Animal Medical Technology 230 4 Cr.
Anesthetic and Surgical Assisting Techniques (3 Lec., 3 Lab.)
Prerequisite: Animal Medical Technology 135 and 231. An introduction to commonly employed preanesthetic and general anesthetic agents, their methods of administration, patient monitoring while under the effects of these agents and handling of anesthetic emergencies. Principles and techniques of animal, personnel and instrument preparation for surgery, surgical assisting and post operative care will also be emphasized. Laboratory periods involve individual practice in anesthetizing and monitoring animal patients, preparing for and assisting the D.V.M. during surgery. Laboratory fee required.

Animal Medical Technology 231 4 Cr.
Comparative Mammalian Anatomy & Physiology II (3 Lec., 3 Lab.)
Prerequisite: Animal Technology 137. A continuation of AMT. Laboratory fee required.

Animal Medical Technology 236 3 Cr.
Principles and Practice of Radiography (2 Lec., 3 Lab.)
Prerequisite: Animal Medical Technology 230. Lectures present the theory behind the production of x-rays, machine operation and maintenance, technique chart development, factors involved in producing diagnostic quality radiographs and radiation safety procedures and precautions. Laboratory sessions will focus on techniques and practice in proper positioning of the patient, calculation of correct kv and mas settings for adequate radiographic exposure, manual processing of exposed radiographic film quality analysis and film storage and handling. Laboratory fee required.

Animal Medical Technology 238 2 Cr.
Animal Health (2 Lec.)
Prerequisite: Animal Medical Technology 230. Relationship between animal diseases and human health. Principles employed in meat inspection, waste sanitation and water treatment.

Animal Medical Technology 241 5 Cr.
Clinical Pathology Techniques & Practice I (3 Lec., 6 Lab.)
Prerequisite: Animal Medical Technology 231 or concurrent enrollment. A beginning course in clinical laboratory methods including: parasitological, microbiological and tissue sample collection, analysis, identification and reporting to the D.V.M. Laboratory emphasis on identification of common external and internal parasites, morphology, cultural and staining characteristics of pathogenic bacteria and preparation of routine microbiological culture media. Introduction to blood analysis, including preparation of routine microbiological culture media. Introduction to blood analysis, including preparation of blood smears, differential cell counts, hemoglobin and packed cell volume determinations. Importance of understanding parasite life cycles and spread of disease by bacteria as well as host tissue changes occurring will be stressed. Laboratory fee required.

Animal Medical Technology 242 3 Cr.
Exotic and Research Animal Care and Management (2 Lec., 3 Lab.)
Prerequisite: Animal Medical Technology 131 and 231. A basic introduction to handling, restraint, sexing and uses of the common research laboratory and exotic animal species. Investigation of methods of husbandry and management necessary to control or prevent diseases commonly occurring in each of the species considered. Techniques basic to rodent anesthesia and surgery will be presented and practiced. Basic purpose, concepts and theory of gnotobiotics and axenic techniques will be outlined and explained. The ethical differences in functional responsibilities occurring between animal medical technicians employed in research institutions as compared to employment in veterinary hospitals are emphasized. Laboratory fee required.

Animal Medical Technology 243 5 Cr.
Clinical Pathology Techniques & Practice II (3 Lec., 6 Lab.)
Prerequisite: Animal Medical Technology 241. A continuation in the study and prac-

tice of lab methods for blood analysis including: red and white cell counts, reticulocyte counts, clotting time, sedimentation rates, cross-matching, serology and various blood chemistry analyses. Practice in urine collection, chemical analysis, and urinary sediment and cellular identification. Emphasis will be placed on correlating sample data with changes in affected physiological parameters. Laboratory techniques learned earlier (AMT 241) will be reinforced through routine repetitive practice while mastering these new exercises, thus stimulating clinical case studies. Laboratory fee required.

Animal Medical Technology 244 **3 Cr.**
Large Animal Assisting
Techniques (2 Lec., 4 Lab.)

Designed to equip students with skills and knowledge needed to properly support and assist large animal practitioners. Theory and laboratory practice will emphasize principles and techniques in the following areas: basic large animal care and husbandry, restraint peculiar to the species, eliciting an accurate case history, assisting in conducting physical exams (T.P.R.), administration of drugs on D.V.M.'s prescription, surgical assisting, bleeding and fluid administration, mastitis control, foot and hoof care, reproductive management assisting and record keeping. Laboratory fee required.

Animal Medical Technology 245 **2 Cr.**
Clinical Seminar (2 Lec.)

A course designed to allow the student to receive on the job instruction from an authorized veterinarian concerning daily routine procedures.

Animal Medical Technology 249 **4 Cr.**
Animal Hospital Nursing (3 Lec., 3 Lab.)

Hospital nursing and mid-management responsibilities, under the direction of the D.V.M., require the animal medical technician to utilize his total resources. Therefore, this laboratory based course is offered purposely in the last semester of the curriculum with intent of integrating and bringing into sharper focus all of the skills, techniques and knowledge acquired in earlier courses. In addition, new material, concepts and methods will be presented and investigated in the areas of infectious and non-infectious disease pet animal nursing, emergency first aid, intensive care techniques, dental problems and prophylaxis and client management and relations. Laboratory fee required.

Animal Medical Technology 250 **2 Cr.**
Special Projects in AMT (3 Lab.)

Individual study in some special interest area of the student's major field. The study to be under the guidance of a specific faculty member who will act as advisor and performance evaluator. At the discretion of the student's advisor a technical paper may be required together with an oral presentation for student information and discussion. Professional staff members may be invited to any special project presentations to aid in discussion of the topic presented. It will be the responsibility of the faculty advisor to provide proper liaison and coordination with personnel in the Learning Resources Center if the student's special project involves software production of specialized animal medical techniques.

Animal Medical Technology 702 **2 Cr.**
(See Cooperative Work Experience)

Animal Medical Technology 703 **3 Cr.**
(See Cooperative Work Experience)

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

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

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

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

Anthropology 104 **3 Cr.**
American Indian Culture (3 Lec.)

This course attempts to lead to a better understanding of native Americans from three perspectives: native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, the Bureau of Indian Affairs, self-determination, health care, etc.

Anthropology 110 **3 Cr.**
The Heritage of Mexico (3 Lec.)

This course presents major historical developments and personalities which have shaped the Mexican nation, with emphasis on cultures and customs. Beginning with the peoples who inhabited the country before the Spanish conquest, the course leads

to modern Mexico, emphasizing the historical relations between Mexico and the United States and the role of the Mexican-American in the contemporary United States. The student may register for either Anthropology 110 or History 110.

Anthropology 231 3 Cr.
Introduction to Archeology (3 Lec.)
The anthropological approach to Archeology. An introduction to the study of humanity's past. How archeologists retrieve, process, analyze and interpret surviving prehistoric materials. A survey of world prehistory through Neolithic times.

Art 103 1 Cr.
Introduction to Art (3 Lab.)
An introduction to materials and techniques of studio art for the non-major, involving basic design concepts and traditional media. Laboratory fee required.

Art 104 3 Cr.
Art Appreciation (3 Lec.)
Films, lectures, slides and 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.

Art 105 3 Cr.
Survey of Art History (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.

Art 106 3 Cr.
Survey of Art History (3 Lec.)
This course covers the chronological sequence of art from the Baroque through the present. Explores the cultural, geophysical and personal influences on art styles, offering the student a broader range of ideas which will enable him to relate the past to his own work and provide stimuli for his future works.

Art 110 3 Cr.
Design I (2 Lec., 4 Lab.)
A study of basic concepts of design using two-dimensional materials. Use of line, color, 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.

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

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

Art 114 3 Cr.
Drawing I (2 Lec., 4 Lab.)
A beginning course investigating a variety of media, techniques and subjects 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.

Art 115 3 Cr.
Drawing II (2 Lec., 4 Lab.)
Prerequisite: Art 114. Expansion of Drawing I stressing the expressive and conceptual aspects of drawing including the human figure within a spatial environment. Required of all art majors. Open to others who are interested.

Art 118 3 Cr.
Creative Photography for the Artist I (2 Lec., 4 Lab.)
Prerequisites: Art 110, Art 114 or consent of the instructor. Creative use of the camera and photosensitive materials as a means of making expressive graphic images. Emphasis will be upon black and white processing and printing techniques. Laboratory fee required.

Art 119 3 Cr.
Creative Photography for the Artist II (2 Lec., 4 Lab.)
Prerequisite: Art 118 or consent of instructor. A continuation of Art 118 with emphasis upon color processing and printing techniques. Laboratory fee required.

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

Art 201 3 Cr.
Drawing III (2 Lec., 4 Lab.)
Prerequisites: Art 110, Art 111, Art 115, sophomore standing and/or permission of the Division Chairperson. Analytic and expressive drawing of the human figure, stressing study of movement and volume. Laboratory fee required.

Art 202 3 Cr.
Drawing IV (2 Lec., 4 Lab.)

Prerequisites: Art 201, sophomore standing and/or permission of the Division Chairperson. A continuation of Art 201 with emphasis on individual expression. Laboratory fee required.

Art 203 3 Cr.
Art History (3 Lec.)

Prerequisites: Art 105 and Art 106. A chronological study of the development of the art of western man during the Renaissance period. Emphasis on development of Renaissance art in northern and southern Europe.

Art 204 3 Cr.
Art History (3 Lec.)

Prerequisites: Art 105 and Art 106. A chronological study of the development of the art of western man from late 19th century through today. Emphasis on development of modern art in Europe and America.

Art 205 3 Cr.
Painting I (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.

Art 206 3 Cr.
Painting II (2 Lec., 4 Lab.)

Prerequisite: Art 205. Continuation of Art 205 with emphasis on individual expression.

Art 208 3 Cr.
Sculpture I (2 Lec., 4 Lab.)

Prerequisites: Art 110, Art 111, Art 115 or permission of the instructor. An exploration of various sculptural approaches in a variety of media and using different techniques. Laboratory fee required.

Art 209 3 Cr.
Sculpture II (2 Lec., 4 Lab.)

Prerequisite: Art 208. A continuation of Sculpture I with emphasis on individual expression. Laboratory fee required.

Art 210 3 Cr.
Commercial Art I (2 Lec., 4 Lab.)

Prerequisites: Art 110, Art 111, Art 115 or consent of the instructor. An introduction to the working world of commercial art with emphasis on the acquisition of professional attitudes and basic studio skills through the working out of typical commercial assignments. Laboratory fee required.

Art 211 3 Cr.
Commercial Art II (2 Lec., 4 Lab.)

Prerequisite: Art 210. A continuation of Art 210 with added emphasis on layout and design concepts through increased individual assignments, work with simple art for reproduction techniques and the development of a professional portfolio. Laboratory fee required.

Art 212 3 Cr.
Advertising Illustration (2 Lec., 4 Lab.)

Prerequisite: Art 210. Problems of the illustrator are investigated while exploring the elements he uses. Projects involving basic solution to contemporary illustration are developed.

Art 215 3 Cr.
Ceramics I (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.

Art 216 3 Cr.
Ceramics II (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.

Art 228 3 Cr.
Three Dimensional Design (2 Lec., 4 Lab.)

Prerequisites: Art majors — Art 110, Art 111 and Art 114. Drafting technology majors — Drafting 183 and Engineering 186. Development of three-dimensional projects in metal, plastic, and wood through the stages of design: idea, sketches, research, working drawing, model and finished product. Emphasis is on function, material and aesthetic form. Laboratory fee required.

Astronomy 101 3 Cr.
Descriptive Astronomy (3 Lec.)

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

Astronomy 102 3 Cr.
General Astronomy (3 Lec.)

A course emphasizing stellar astronomy which includes a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way galaxy and external galaxies.

Astronomy 103 1 Cr.
Astronomy Laboratory I (3 Lab.)

Prerequisite: Successful completion of or concurrent enrollment in Astronomy 101. Astronomy Laboratory I gives the student an opportunity to make elementary astronomical observations, using simple equipment, of the motions of celestial objects. Also covered will be elementary navigational techniques, graphical techniques of calculating the position of a planet or comet, and construction of simple observing equipment. This course includes night observations. Laboratory fee required.

Astronomy 104 1 Cr.
Astronomy Laboratory II (3 Lab.)

Prerequisite: Successful completion of or concurrent enrollment in Astronomy 102. Astronomy Laboratory II gives the student an opportunity to make and use elementary astronomical observations. Topics covered include timekeeping, the various uses of spectra, and the motions of stars and galaxies. This laboratory includes night observations. Laboratory fee required.

Automotive Technology 140 6 Cr.

Automotive Services (180 Contact Hrs.) Includes automotive fundamentals, safety, hand tools, shop equipment and general auto maintenance procedures. This is a comprehensive course that incorporates the following courses: AT 141, 142, 143, 144. The student may enroll in the comprehensive courses: (AT 140) or any of the inclusive courses (AT 141, 142, 143, 144.) Laboratory fee required.

Automotive Technology 141 1 Cr.

Automotive Shop Safety (30 Contact Hrs.) Includes general shop safety, vehicle lifting procedures, electrical and fire hazards, vehicle moving, and proper tools and equipment usage and storage. Laboratory fee required.

Automotive Technology 142 2 Cr.

Automotive Fundamentals (60 Contact Hrs.) An introduction to the engine, standard and automatic transmission, drive line, front end, and the cooling, electrical, and fuel systems. Laboratory fee required.

Automotive Technology 143 2 Cr.

Shop Equipment and Procedures (60 Contact Hrs.) Includes selection, use, and care of tools and equipment and use of service invoices, time and labor guides, and shop manuals. Also, basic arc welding and oxyacetylene welding, soldering, and brazing are introduced. Laboratory fee required.

Automotive Technology 144 1 Cr.

Lubrication and Maintenance Procedures (30 Contact Hrs.) Includes lubricants, vehicle lubrication requirements and greasing procedures, battery servicing, and cooling system maintenance procedures. Laboratory fee required.

Automotive Technology 150 6 Cr.

Front Suspension, Steering and Brakes (180 Contact Hrs.) Includes the diagnosis, service, and repair of replacement of component parts of the steering, front suspension, and disc or drum brake systems. Also, included are alignment and balancing procedures. This is a comprehensive course that incorporates the following courses: AT 151, 152, 153, 154. The student may enroll in the comprehensive course (AT 150) or any of the inclusive courses (AT 151, 152, 153, 154). Laboratory fee required.

Automotive Technology 151 2 Cr.

Suspension, Steering and Front End Alignment (60 Contact Hrs.) Includes diagnosis and repair of defective suspension and steering parts and front end alignment procedures. Laboratory fee required.

Automotive Technology 152 2 Cr.

Disc Brakes (60 Contact Hrs.) Includes diagnosis and repair of disc brake systems, rotors, power brake boosters, master cylinders, control valves, and caliper rebuilding. Laboratory fee required.

Automotive Technology 153 1 Cr.

Drum Brakes (30 Contact Hrs.) Includes diagnosis and repair of drum brake systems, rebuilding wheel cylinders, machining brake drums, lining adjustment and emergency brake system. Laboratory fee required.

Automotive Technology 154 1 Cr.

Wheels and Tires (30 Contact Hrs.) Includes wheels, tire design, tire wear patterns, mounting, repair, inflation and static and dynamic balancing procedures. Laboratory fee required.

Automotive Technology 160 6 Cr.

Automotive Engines (180 Contact Hrs.) **Prerequisite:** Automotive Technology 140. Includes the diagnosis of engine mechanical problems, and complete overhaul procedures. This is a comprehensive course that incorporates the following courses: AT 161, 162. The student may enroll for the comprehensive course (AT 160) or either of the inclusive courses (AT 161, 162). Laboratory fee required.

Automotive Technology 161 2 Cr.

Engine Problem Diagnosis (Mechanical) (60 Contact Hrs.) Includes the diagnosis and troubleshooting of engine mechanical problems by use of shop test equipment, and proper testing procedures. Laboratory fee required.

Automotive Technology 162 4 Cr.

Engine Overhaul (120 Contact Hrs.) Includes engine removal, disassembly, cleaning, repair or replacement of parts as required, reassembly, and installation. Laboratory fee required.

Automotive Technology 170 6 Cr.

Automotive Systems (180 Contact Hrs.) Prerequisite: Automotive Technology 140. Includes diagnosis and repair of auto air conditioning, heating, electrical and exhaust systems. This is a comprehensive course that incorporates the following courses: AT 171, 172, 173, 174. The student may enroll in the comprehensive course (AT 170) or any of the inclusive courses (AT 171, 172, 173, 174). Laboratory fee required.

Automotive Technology 171 2 Cr.

Automotive Air Conditioning Systems (60 Contact Hrs.) Includes diagnosis and repair, evacuation, and charging of air conditioning systems. Laboratory fee required.

Automotive Technology 172 1 Cr.

Automotive Heating Systems (30 Contact Hrs.) Includes diagnosis and repair of heaters and heater control systems. Laboratory fee required.

Automotive Technology 173 2 Cr.

Electrical Systems (60 Contact Hrs.) Includes diagnosis and repair of starting systems, alternators and generators, lighting, and instruments. Also, interpretation of wiring diagrams and schematics. Laboratory fee required.

Automotive Technology 174 1 Cr.

Exhaust Systems (30 Contact Hrs.) Includes installation and/or repair of exhaust manifolds, gaskets, heat control valves, mufflers, and exhaust and tail pipes. Laboratory fee required.

Automotive Technology 260 6 Cr.

Power Trains (180 Contact Hrs.) Prerequisite: Automotive Technology 140. Includes the study of differential assemblies, standard transmissions and overdrives, clutches, and drive trains. This is a comprehensive course that incorporates the following courses: AT 261, 262, 263, 264. The student may enroll in the compre-

hensive course (AT 260) or any of the inclusive courses (AT 261, 262, 263, 264). Laboratory fee required.

Automotive Technology 261 2 Cr.

Differential Assemblies (60 Contact Hrs.) Includes diagnosis and repair of replacement of ring and pinion assemblies, bearings, seals and axles. Laboratory fee required.

Automotive Technology 262 2 Cr.

Standard Transmissions and Overdrives (60 Contact Hrs.) Includes diagnosis and repair of standard transmissions and overdrives. Laboratory fee required.

Automotive Technology 263 1 Cr.

Clutches (30 Contact Hrs.) Includes diagnosis, removal, replacement, repair and adjustment of clutch assemblies. Laboratory fee required.

Automotive Technology 264 1 Cr.

Drive Trains (30 Contact Hrs.) Includes diagnosis and repair and/or replacement of drive train components, universal joints, carrier bearings, and constant velocity joints. Laboratory fee required.

Automotive Technology 270 6 Cr.

Automatic Transmissions (180 Contact Hrs.) Prerequisite: Automotive Technology 140. Includes the study of the automatic transmissions used by General Motors, Ford Motor Company, and Chrysler Corp. This is a comprehensive course that incorporates the following courses: AT 271, 272, 273. The student may enroll in the comprehensive course (AT 270) or in any of the inclusive courses (AT 271, 272, 273). Laboratory fee required.

Automotive Technology 271 2 Cr.

General Motors Automatic Transmissions (60 Contact Hrs.) Includes problem diagnosis, removal, repair, replacement, and adjustment of General Motors automatic transmissions. Also, proper testing procedures by use of the automatic transmission tester. Laboratory fee required.

Automotive Technology 272 2 Cr.

Ford Motor Company Automatic Transmissions (60 Contact Hrs.) Includes problem diagnosis, removal, repair, replacement, and adjustment of Ford Motor Company automatic transmissions. Also, proper testing procedures by use of the automatic transmission tester. Laboratory fee required.

Automotive Technology 273 2 Cr.
Chrysler Corp. Automatic Transmissions (60 Contact Hrs.) Includes problem diagnosis, removal, repair, replacement and adjustment of Chrysler Corp. automatic transmissions. Also, proper testing procedures by use of the automatic transmission tester. Laboratory fee required.

Automotive Technology 280 6 Cr.
Automotive Tune-Up* (180 Contact Hrs.) Prerequisite: Automotive Technology 140. Includes diagnosis, repair and/or replacement, and adjustment of ignition, fuel, and emission control systems. This is a comprehensive course that incorporates the following courses: AT 281, 282, 283. The student may enroll in the comprehensive course (AT 281, 282, 283). Laboratory fee required.

Automotive Technology 281 2 Cr.
Ignition Systems (60 Contact Hrs.) Includes diagnosis, repair and adjustment of conventional and electronic ignition systems. Emphasis will be on tune-up procedures. Laboratory fee required.

Automotive Technology 282 2 Cr.
Fuel Systems (60 Contact Hrs.) Includes diagnosis, repair and adjustment of carburetors, fuel pumps, and other fuel system components. Carburetor rebuilding and tune-up procedures are emphasized. Laboratory fee required.

Automotive Technology 283 2 Cr.
Emission Control Systems (60 Contact Hrs.) Includes diagnosis, repair and adjustment of emission control systems. Also included is infra-red emission testing. Laboratory fee required.

Automotive Technology 713 3 Cr.
(See Cooperative Work Experience)

Automotive Technology 714 3 Cr.
(See Cooperative Work Experience)

Automotive Technology 813 3 Cr.
(See Cooperative Work Experience)

Automotive Technology 814 3 Cr.
(See Cooperative Work Experience)

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

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

Biology 115 4 Cr.
Biological Science (3 Lec., 3 Lab.) A presentation of selected topics in biological science for the non-science major including the cell concept, basic chemistry, as it relates to biology, an introduction to genetics, cellular processes such as mitosis, meiosis, respiration, photosynthesis and plant and animal reproduction. Laboratory fee required. (This course is offered on campus and may be offered via television.)

Biology 116 4 Cr.
Biological Science (3 Lec., 3 Lab.) No prerequisite. A study of selected topics of biological science for the non-science major including all systems of the human body, disease, drug abuse and aging, evolution, ecology and man in relation to his environment. Laboratory fee required.

Biology 120 4 Cr.
Introduction to Human Anatomy and Physiology (3 Lec. 2 Lab.) The first semester of a two semester course in anatomy and physiology, introducing the normal structure of the human body, its cells, organs, and systems, and the functioning of these units. This course serves as a foundation for present and future specialization for students of A.D. Nursing and Allied Health Disciplines. Other students interested in the study of the functioning of the human body should consult a counselor. No science background is presupposed. Thorough grounding in the basic chemistry of life processes, cell theory, genetics, embryology and anatomy and physiology will be provided. Coordination of body systems for integral functioning will be stressed. Laboratory fee required.

Biology 121 4 Cr.
Introduction to Human Anatomy and Physiology (3 Lec., 2 Lab.) Prerequisite: Biology 120. A continuation of Biology 120. Laboratory fee required.

Biology 203 4 Cr.
Intermediate Botany (3 Lec., 3 Lab.) Prerequisites: Biology 101 and 102. A survey of the major plant groups with emphasis placed on morphology, physiology, classification, life cycles and evolutionary relationships to each other and their economic

importance to man. Recommended for science majors. Laboratory fee required.

Biology 211 4 Cr.
Invertebrate Zoology (3 Lec., 3 Lab.)
Prerequisite: Eight hours of biological science. An intermediate level course surveying the major groups of animals below the level of chordates. Consideration is given to the phylogeny, taxonomy, morphology, physiology and biology of groups involved. Relationships and importance to higher animals and man are stressed. Recommended for science majors. Laboratory fee required.

Biology 216 4 Cr.
General Microbiology (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.

Biology 217 4 Cr.
Field Biology (3 Lec., 4 Lab.)
Prerequisite: Eight hours of biological science. Survey of local plant and animal life in relationship to their environment. Aquatic and terrestrial communities will be studied with reference to basic ecological principles and techniques. Emphasis will be placed upon classification, identification and collection of specimens in the field. Laboratory fee required.

Biology 221 4 Cr.
Anatomy and Physiology I (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.

Biology 222 4 Cr.
Anatomy and Physiology II (3 Lec., 3 Lab.)
Prerequisite: Biology 221 or approval of instructor. Second course of a two course sequence. Structure and function as related to the human digestive, nervous, respiratory, reproductive and endocrine systems. Emphasis placed on the inter-relationships of these systems. Laboratory fee required.

Biology 224 4 Cr.
Environmental Biology (3 Lec., 3 Lab.)
Prerequisite: 6 hrs. biology. A one semester course dealing with the basic principles

and techniques of aquatic and terrestrial communities and how these relate to the problems facing man in a modern technological society. Laboratory fee required.

Biology 230 4 Cr.
Mammalian Physiology (3 Lec., 3 Lab.)
Prerequisite: 12 hours of biology, 8 hours of inorganic chemistry, concurrent registration in organic chemistry, and consent of instructor. A study of the function of various mammalian systems with emphasis placed on the interrelationships that exist. Utilization of instrumentation to measure various physiological parameters will be employed. Laboratory fee required.

Biology 235 4 Cr.
Comparative Anatomy of the Vertebrates (3 Lec., 4 Lab.)
Prerequisites: Biology 101 and 102. A survey of the major groups of vertebrates from a comparative point of view. The lectures will involve an intensive study of each vertebrate class, with emphasis on morphology and evolutionary relationships. Representatives of each vertebrate class will be dissected and compared in sequence during laboratory sessions. For science majors, pre-medical and pre-dental students. Laboratory fee required.

Blueprint Reading 177 2 Cr.
Blueprint Reading (1 Lec., 3 Lab.)
The description and explanation of engineering drawings is the content of the course. This includes multiview projection, sections, auxiliaries, bill of materials, symbols, notes, conventions, and standards. The skills of visualization, dimensioning, and sketching of machine parts are covered in the course.

Bookkeeping
(See Business 131, 132)

Business 105 3 Cr.
Introduction to Business (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 may be offered via television.)

Business 106 1 Cr.
Professional Development Orientation (1 Lec.)
Orientation to the retail distribution and marketing program and DECA, the professional organization. Preparation of the DECA calendar of events and the election of officers. Available to retail distribution and marketing students only.

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

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

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

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

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

Business 143 3 Cr.
Personal Finance (3 Lec.)
A study of everyday financial problems encountered in managing personal affairs. Includes financial planning, insurance, budgeting, use of credit, home ownership, savings, investment and tax problems. (This course is offered on campus and may be offered via television.)

Business 150 4 Cr.
Management Training (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. Business 150 will be offered the first semester.

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

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

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

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

Business 157 3 Cr.
Small Business Bookkeeping and Accounting Practices (3 Lec.)
The student will study basic bookkeeping and accounting techniques essential to small business financial management and be able to apply them to the analysis and preparation of basic financial statements such as profit and loss, cash flow and statements of financial worth all fundamental to small business operations.

Business 159 4 Cr.
Beginning Shorthand (3 Lec., 2 Lab.)
Prerequisite: Credit in or concurrent enrollment in Business 172 or one year of typing in high school. Introduction of fundamental principles of Gregg Shorthand, diamond jubilee series. Includes development of ability to read, write and transcribe short-

hand outlines. Development of knowledge of mechanics of English.

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

Business 162 3 Cr.
Office Procedures (3 Lec.)
Prerequisite: Business 172 or one year of typing in high school. Duties, responsibilities and personal qualifications of the office worker are emphasized. Units of work include filing, reprographics, mail, telephone, financial transactions and job applications.

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

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

Business 172 3 Cr.
Beginning Typing (2 Lec., 3 Lab.)
(Formerly Business 173) Fundamental techniques in typewriting are developed. The skills involved in typing manuscripts, business letters and tabulation are introduced.

This course is for students with no previous training in typewriting.

Business 174 2 Cr.
Intermediate Typing (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.

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

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

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

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

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

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

Business 210 3 Cr.
Small Business Organization, Acquisition and Finance (3 Lec.)
 The student will study alternative strategies and procedures for organizing a business, the planning necessary for establishing a business, evaluation of a business for acquisition purposes, and how to prepare and present a loan proposal.

Business 211 3 Cr.
Small Business Operations (3 Lec.)
 The student will be introduced to problems associated with day to day operations of small business. Case studies and problem solving will be emphasized to prepare the student to cope with full range of operational management problems such as compliance with regulations, personnel administration, accounts receivable management, and business insurance.

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

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

Business 233 3 Cr.
Advertising and Sales Promotion (3 Lec.)
 Introduces the fundamental principles, practices and common media used in persuasive communication. Includes an insight into buyer behavior, use of advertising media to motivate consumers and methods of stimulating salespeople and retailers. Familiarizes the student with the management of promotion programs with respect to goals, strategies, evaluation and control of promotional activities.

Business 234 3 Cr.
Business Law (3 Lec.)
 This course is designed to acquaint the student with the historical and ethical background of the law and to familiarize him with present day principles of law. Particular emphasis on contracts, property (bailments, sales, leases, wills and estates) and torts.

Business 237 3 Cr.
Organizational Behavior (3 Lec.)
 This course endeavors to focus on the persisting human problems of administration in modern organization as they relate to the theory and methods of behavioral science.

Business 238 3 Cr.
Cost Accounting (3 Lec.)
Prerequisite: Business 202. The theory and practice of accounting for a manufacturing concern. Detailed study of the measurement and control of material, labor and factory overhead for the job order and process cost system. Budgets, variance analysis, standard costs, joint and by-products costing will be discussed.

Business 239 3 Cr.
Income Tax Accounting (3 Lec.)
Prerequisite: Business 202 or consent of instructor. Provides an understanding of basic income tax laws applicable to individuals and sole proprietorships. Subjects treated include personal exemptions, gross income, business expenses, non-business deductions, capital gains and losses. Emphasis is on those problems commonly encountered in the preparation of income tax returns.

Business 242 3 Cr.
Personnel Administration (3 Lec.)
 Personnel Administration is a business course designed to provide a solid foundation in the fundamentals, theories, principles and practices of people management. Emphasis will be on people and the factors that are relevant to employment of people; i.e., recruitment, selection, training, job development, interactions with others, labor management relations, government regulations, etc. The managerial functions of planning, organizing, staffing, directing and controlling will provide the framework for applying the principles which are significant in personnel interactions and management.

Business 243 1 Cr.
Professional Development
Organizational Competition (1 Lec.)
 Introduction to DECA competitive events.

Preparation for and participation in local DECA competitive events. Continued participation in professional, promotional, civic, recreational and fund raising activities. Available to retail distribution and marketing students only.

Business 244 1 Cr.
Professional Development
State and National
Organizations (1 Lec.)
Preparation for and participation in state and national DECA competition. Continued participation in professional, promotional, civic, recreational and fund raising activities. Available to retail distribution and marketing students only.

Business 245 3 Cr.
Sales Management (3 Lec.)
Study of successful sales executive's qualities and characteristics. Emphasis on pricing, distribution, promotion and brand management; also managerial decisions involved in recruiting, selecting, training and motivating salesmen.

Business 246 3 Cr.
Marketing and Management
Cases (3 Lec.)
Prerequisite: Business 136 and 206. Selected case studies in marketing and management to give you greater depth in business decision making.

Business 247 3 Cr.
Simulated Business
Training I (3 Lec.)
Introductory job procedures involving job application and interview, employer-employee relations, customer relations, company policies, rules and regulations. Experiences in introductory business responsibilities in related specialty.

Business 248 3 Cr.
Simulated Business
Training II (3 Lec.)
Selected experiences involving job responsibilities in related specialty.

Business 250 4 Cr.
Management Training (20 Lab.)
Prerequisites: Business 150-151; concurrent enrollment in Business 254. Continuation of supervised employment in the student's chosen field. Intended to provide increased supervisory responsibility for students preparing for careers in business management. Business 250 will be offered the first semester.

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

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

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

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

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

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

Business 266 4 Cr.
Advanced Shorthand (3 Lec., 2 Lab.)

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

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

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

Business 290 **3 Cr.**
Fashion Buying (3 Lec.)
Comprehensive study of fashion buying principles designed to prepare the student for employment as an assistant buyer or buyer of fashion merchandise.

Business 291 **3 Cr.**
Fashion Merchandising (3 Lec.)
Introduction to the field of fashion with emphasis on its historical development and trends, career opportunities, marketers, and merchandising methods.

Business 292 **3 Cr.**
Fashion Design (3 Lec.)
Fashion design history, color theory, and styling terminology. Emphasis on silhouette, color and accessories.

Business Mathematics
(See Mathematics 130)

Chemistry 101 **4 Cr.**
General Chemistry (3 Lec., 3 Lab.)
Prerequisite: Developmental Mathematics 093 or equivalent. Designed for science and science-related majors. The course includes the fundamental 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.

Chemistry 102 **4 Cr.**
General Chemistry (3 Lec., 3 Lab.)
Prerequisite: Chemistry 101. Designed for science and science-related majors, this course is a continuation of Chemistry 101. The fundamental concepts introduced previously, together with additional ones, are applied to a variety of topics, including solutions and colloids, chemical kinetics and equilibrium, electrochemistry and nuclear chemistry. Qualitative inorganic analysis is included in the laboratory work. Laboratory fee required.

Chemistry 115 **4 Cr.**
General Chemistry (3 Lec., 3 Lab.)
Prerequisite: Developmental Mathematics 091 or equivalent. Designed for non-science majors, the course traces the development of theoretical concepts and the evolution of these concepts in explaining various observations and laws relating to chemical bonding reactions, states of matter, solution, electrochemistry and nuclear chemistry. The descriptive chemistry of some common elements and inorganic compounds is included. Laboratory fee required.

Chemistry 116 **4 Cr.**
General Chemistry (3 Lec., 3 Lab.)
Prerequisite: Chemistry 115. Designed for non-science majors, this course covers organic chemistry and biochemistry. The important classes of 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 biochemistry. Laboratory fee required.

Chemistry 201 **4 Cr.**
Organic Chemistry I (3 Lec., 4 Lab.)
Prerequisite: Chemistry 102. Designed for science and science related majors. An integrated introductory course in organic

chemistry dealing with the fundamental types of organic compounds, their nomenclature, classification, reactions and applications. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory with emphasis on reaction mechanisms, stereo-chemistry, transition state theory and technique of organic synthesis. Laboratory fee required.

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

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

Chemistry 203 4 Cr.

Quantitative Analysis (2 Lec., 6 Lab.)
Prerequisites: Chemistry 102, Mathematics 101 or Mathematics 104 or equivalent. This course includes the principles of chemistry as applied by the analytical chemist to quantitative determinations. Topics include gravimetry, oxidation-reduction, indicators and acid-base theory. Laboratory experience focuses on the fundamentals of gravimetric and volumetric analysis with an introduction to colorimetry. Laboratory fee required.

Chemistry 205 2 Cr.

Chemical Calculations (2 Lec.)
Prerequisite: Chemistry 102. Advanced review of chemical calculations of general chemistry with special emphasis on stoichiometry and chemical equilibrium.

Chemistry 234 4 Cr.

Instrumental Analysis (2 Lec., 6 Lab.)
Prerequisite: Chemistry 203. This course emphasizes the role of modern electronic instrumentation in analysis. Laboratory work includes infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, and electrochemistry as analytical tools. Laboratory fee required.

College Learning Skills 100 1 Cr.

College Learning Skills (1 Lec.)
The course will provide individualized study and practice in reading, study skills and/or composition. It is designed for students who wish to extend their learning skills for academic or career programs. May be repeated for a maximum of three (3) credits.

Communications 131 3 Cr.

Applied Composition and Speech (3 Lec.)
The study of communications skills as a practical means of preparing for successful performance in the student's chosen vocation. Practice in writing letters, applications, resumes and short reports.

Communications 132 3 Cr.

Applied Composition and Speech (3 Lec.)
Prerequisite: Communications 131 or consent of the 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 Science 175 3 Cr.

Introduction to Computing Science (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 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 work internship 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 the instructor and will complete appropriate assignments given by the instructor.

Design 135 3 Cr.

Textiles (2 Lec., 3 Lab.)
A study of fibers, yarns, fabrics, and finish-

ing processes, including the identification and analysis of all types of construction methods and their application in industry. The course will consider a graphic history of textiles of the traditional styles and will make comparative analysis with contemporary developments. A guided design systems approach will be implemented in the laboratory experience.

Developmental Communications 095 3 Cr.
Communication Skills (3 Lec.)

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

Developmental Communications 120 3 Cr.
Communication Skills (2 Lec., 2 Lab.)

Designed for students with significant problems in communications development causing learning problems. Group sessions are supplemented with individual evaluations to provide a basis for the development of personalized programs based on needs. 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.

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

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

Developmental Mathematics

Developmental Mathematics courses may be taken for review of mathematics skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 104, 111 and 115. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130, 139 and 195.

Developmental Mathematics 062 1 Cr.
Pre Business (1 Lec.)

This course is designed to introduce students to business math by dealing with

such selected topics and discounts and commissions, interest, metric and English measuring systems, area and volume.

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

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

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

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

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

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

Developmental Reading

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

Developmental Reading 090 3 Cr.
Techniques of

Reading/Learning (3 Lec.)

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

ting employing varied instructional methods.

Developmental Reading 091 3 Cr.
Techniques of Reading/Learning (3 Lec.)
Developmental Reading 091 is designed to meet individual needs for proficiency in reading comprehension, vocabulary development, study skills and reading for success in academic areas and career advancement. It emphasizes learning how to learn and includes reading/learning experiences developed to strengthen the total educational background of each student. Developmental Reading 090 and Developmental Reading 091 are offered in a laboratory setting employing varied instructional methods.

Developmental Writing
Students can improve their level of success in all courses requiring writing assignments by registering for developmental writing. 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 3 Cr.
Writing (3 Lec.)
Developmental Writing 090 emphasizes the diagnosis and correction of deficiencies in basic writing skills. Spelling, grammar, vocabulary improvement and principles of sentence and paragraph structure (as well as experience in organization for composition) are taught in a laboratory utilizing individualized instruction techniques.

Developmental Writing 091 3 Cr.
Writing (3 Lec.)
Developmental Writing 091 is a sequel to Writing 090 and concentrates on the composition process; therefore, it is important to develop the student's skills of organization, transition and revision. His program of composition will vary according to his individual needs, which may include brief, simple forms as well as more complex critical and research writing.

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

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

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

Ecology 291 3 Cr.
Man and His Environment II (3 Lec.)
A course designed to increase environmental awareness and knowledge. Areas of study include pollution, erosion, land use, energy resource depletion, overpopulation and the effects of unguided technological development. Through documentaries and interviews with experts, an emphasis is placed on proper planning of societal and individual action in order to protect the natural environment. (This course may be offered via television.)

Economics 201 3 Cr.
Principles of Economics I (3 Lec.)
The fundamental principles of macroeconomics. Economic organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations and growth. Sophomore standing recommended. (This course is offered on campus and may be offered via television.)

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

Engine Mechanics 100 3 Cr.
Shop Practices (90 Contact Hrs.)
Includes tools and equipment and service department operation. This is a comprehensive course that incorporates EM 101, 102. The student may enroll in the comprehensive course (EM 100) or either of the inclusive courses (EM 101, 102). Laboratory fee required.

Engine Mechanics 101 2 Cr.
Tools and Equipment (60 Contact Hrs.)
Includes the safe and proper use of the tools and equipment used in the repair of small engines. Laboratory fee required.

Engine Mechanics 102 1 Cr.
Service Department

Operation (30 Contact Hrs.) A survey of the principles which affect the successful operation of a service department. Laboratory fee required.		
Engine Mechanics 110 Engine Fundamentals (180 Contact Hrs.) Prerequisite: Engine Mechanics 100. Includes two and four cycle engines, basic electrical systems and basic fuel systems. This is a comprehensive course that incorporates EM 111, 112, 113. The student may enroll in the comprehensive course (EM 110) or in any of the inclusive courses (EM 111, 112, 113). Laboratory fee required.	6 Cr.	
Engine Mechanics 111 Two and Four Cycle Engines (60 Contact Hrs.) Includes the principles, theory of operation and failure analysis of two and four cycle engines. Laboratory fee required.	2 Cr.	
Engine Mechanics 112 Basic Electrical Systems (60 Contact Hrs.) Includes the principles of electricity as they relate to small engine electrical systems. Laboratory fee required.	2 Cr.	
Engine Mechanics 113 Basic Fuel Systems (60 Contact Hrs.) Includes the principles and theory of operation of basic fuel systems. Laboratory fee required.	2 Cr.	
Engine Mechanics 703 (See Cooperative Work Experience)	3 Cr.	
Engine Mechanics 704 (See Cooperative Work Experience)	4 Cr.	
Engine Mechanics 713 (See Cooperative Experience)	3 Cr.	
Engine Mechanics 714 (See Cooperative Work Experience)	4 Cr.	
Engine Mechanics 803 (See Cooperative Work Experience)	3 Cr.	
Engine Mechanics 804 (See Cooperative Work Experience)	4 Cr.	
Engine Mechanics 813 (See Cooperative Work Experience)	3 Cr.	
Engine Mechanics 814 (See Cooperative Work Experience)	4 Cr.	
English 101 Composition and Expository Reading (3 Lec.) A course designed to develop the student's skills in writing and in the critical analysis of prose. (This course is offered on campus and may be offered via television.)	3 Cr.	
English 102 Composition and Literature (3 Lec.) Prerequisite: English 101. Writing and reading activities in poetry, drama, the short story and the novel. Designed to increase the student's understanding and enjoyment of good literature. (This course is offered on campus and may be offered via television.)	3 Cr.	
English 201 British Literature (3 Lec.) Prerequisite: English 102. A study of significant works of British literature from the Old English period through the eighteenth century.	3 Cr.	
English 202 British Literature (3 Lec.) Prerequisite: English 102. Study of important works from the Romantic period to the present.	3 Cr.	
English 203 World Literature (3 Lec.) Prerequisite: English 102. Reading and analysis of significant Continental European works from the Greek Classical period through the Renaissance.	3 Cr.	
English 204 World Literature (3 Lec.) Prerequisite: English 102. Study of ten to twelve important post-Renaissance works of Continental Europe, England and America.	3 Cr.	
English 205 American Literature (3 Lec.) Prerequisite: English 102. Study of the works of the important writers before Whitman in the context of their times.	3 Cr.	
English 206 American Literature (3 Lec.) Prerequisite: English 102. Reading and analysis of representative works from Whitman to the present.	3 Cr.	
English 209 Creative Writing (3 Lec.) Prerequisite: English 102. Writing of fiction: short story, poetry and short drama.	3 Cr.	
English 210 Technical Writing (3 Lec.) Prerequisite: English 101 and 102; or Communications 131 and 132. Elective course. Introduction to the technical style of writing with emphasis on the writing of technical papers, reports, proposals, progress reports and descriptions.	3 Cr.	

English 215 3 Cr.
Studies in Literature (3 Lec.)

Prerequisite: English 102. The student will read, analyze and discuss selections in literature organized by genre, period of geographical region. Course titles and descriptions will be available each semester prior to registration.

English 216 3 Cr.
Studies in Literature (3 Lec.)

Prerequisite: English 102. The student will read, analyze and discuss selections in literature organized by theme, interdisciplinary content or major author. Course titles and descriptions will be available each semester prior to registration.

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

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

French 102 4 Cr.
Beginning French (3 Lec., 2 Lab.)

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

French 201 3 Cr.
Intermediate French (3 Lec.)

Prerequisite: French 102 or equivalent. Reading, composition, grammar review and intense oral practice.

French 202 3 Cr.
Intermediate French (3 Lec.)

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

French 203 3 Cr.
Introduction to French Literature (3 Lec.)

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

French 204 3 Cr.
Introduction to French Literature (3 Lec.)

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

Geography 101 3 Cr.
Physical Geography (3 Lec.)

A survey of the physical makeup of the earth: weather and climate, topography, plant and animal life, land and sea. Attention is directed toward the earth in space,

use of maps and charts and place geography.

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

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

Geography 103 3 Cr.
Cultural Geography (3 Lec.)

Development of regional variations of culture, including the distribution of races, religions, languages and aspects of material culture, with emphasis on origins and diffusion.

Geology 101 4 Cr.
Physical Geology (3 Lec., 3 Lab.)

Study of earth materials and processes for science and non-science majors. Includes introduction to geochemistry, geophysics, examination of the earth's interior, magnetism, setting in space, minerals, rocks, structure and geologic processes. Laboratory fee required.

Geology 102 4 Cr.
Historical Geology (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 geological history. Laboratory fee required.

Geology 202 3 Cr.
Introduction to Rock and Mineral Identification (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.

Government 201 3 Cr.
American Government (3 Lec.)

Prerequisite: Sophomore standing recommended. An introduction to the study of political science; origin and development of constitutional democracy (United States and Texas); federalism and intergovernmental relations; local government; parties, politics and political behavior. Satisfies requirements for Texas States Teacher's Certification. (This course is of-

ferred on campus and may be offered via television.)

Government 202 3 Cr.
American Government (3 Lec.)

Prerequisites: Government 201 and sophomore standing recommended. A study of the United States and Texas legislative process, the executive and the bureau structure, the judicial process, civil rights and liberties, domestic policies. Other topics include foreign relations and national defense. Satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.)

Government 205 3 Cr.
Studies in Government (3 Lec.)

Prerequisites: Sophomore standing and six hours of history and government. A treatment of selected topics in government.

Government 231 3 Lec.
Municipal and County Government (3 Lec.)

A study of the government structure of the municipality and county including organs of government, administration, court system, taxation, utilities and public works, education, welfare and other public services. Presentations by local officials and surveys of area problems are stressed.

History 101 3 Cr.
History of the United States (3 Lec.)

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

History 102 3 Cr.
History of the United States (3 Lec.)

Prerequisite: History 101 recommended. A survey of the unfolding of United States history from the Reconstruction era to the present day. The study includes social, economic and political aspects of American life and follows the development of the United States as a world power. (This course is offered on campus and may be offered via television.)

History 105 3 Cr.
Western Civilization (3 Lec.)

A survey of the background for development of civilization in the West from the ancient times 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.

History 106 3 Cr.
Western Civilization (3 Lec.)

The unfolding of the pattern of modern Western civilization from the Enlightenment to current times. A study of the age of Revolution and the beginning of industrialism; the nineteenth century and the social, economic and political factors of recent world history.

History 110 3 Cr.
The Heritage of Mexico (3 Lec.)

This course presents major historical developments and personalities which have shaped the Mexican nation, with emphasis on cultures and customs. Beginning with the peoples who inhabited the country before the Spanish conquest, the course leads to modern Mexico, emphasizing the historical relations between Mexico and the United States and the role of the Mexican-American in the contemporary United States. The student may register for either Anthropology 110 or History 110.

History 112 3 Cr.
Latin American History (3 Lec.)

This course presents major historical developments and personalities which have influenced the course of Latin American History, with examination of Indian cultures, the Conquistadors, Spanish administration, the Wars of Independence, relations with the United States and concludes with a brief survey of relevant contemporary problems.

History 120 3 Cr.
Afro-American History (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.

History 204 3 Cr.
American Minorities (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.

History 205 3 Cr.
Studies in U.S. History (3 Lec.)
Prerequisites: Sophomore standing and six hours of American History. A treatment of selected topics in the history of the United States.

Human Development 102 1 Cr.
Orientation (1 Lec.)
This is a course to help the student be successful in college. The student will make an individual contract with the instructor. Student experiences will include appropriate subject "packages" such as "improving your vocabulary", "how to take notes", "study skills", and "listening skills". Also, an evaluation session with a counselor is included. A "package" may be made up of programmed materials, filmstrips, tapes, slides, seminars, learning activities, or other appropriate materials.

Human Development 104 3 Cr.
Educational and Career Planning (3 Lec.)
A course in human development designed to identify problem areas of concern to the student who is entering college for the first time and to develop approaches to problem solving in relation to educational and career decisions through the process of group counseling. Activities are planned to promote mature interpersonal involvement within the group, the college, and the community through an understanding of the causes and effects of one's own behavior in relation to himself and others.

Human Development 105 3 Cr.
Basic Processes of Interpersonal Relationships (3 Lec.)
A course in human development designed to explore interpersonal relations through a study of theory and concepts of small group processes and actual participation in the human experience. Students will be given an opportunity to participate in experiences planned to increase one's sensitivity to self and to others. A variety of activities is planned, partly by each class, designed to meet certain specific human needs of the students in the class.

Human Development 106 3 Cr.
Personal and Social Growth (3 Lec.)
A course which deals with human development from the standpoint of the interaction between a person and his society. Under-

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

Human Development 107 3 Cr.
Developing Leadership Behavior (3 Lec.)
A course in human development designed to meet specific needs of students through participation in activities. The focus of this group will be on the development of group dynamics, leadership and human relations skills. Students will be required to participate in the management experience of planning, execution and evaluation of activities. The theoretical body of knowledge regarding leadership development and growth in group dynamics and management skills will be emphasized.

Humanities 101 3 Cr.
Introduction to the Humanities (3 Lec.)
Through an examination of interrelated examples of man's creative achievements, the humanities course attempts to enlarge awareness and increase understanding of the nature of man and the values of human life. (This course is offered on campus and may be offered via television.)

Humanities 102 3 Cr.
Advanced Humanities (3 Lec.)
Prerequisite: Humanities 101 and/or permission of instructor. Humanities 102 is an in-depth and critical clarification of human value choices through the context of the humanities. It is designed to explore universal concerns such as man's relationship to himself and to others, the search for meaning, and man as a loving, believing and hating being as revealed by artists, playwrights, filmmakers, musicians, dancers, philosophers and theologians. The intent is to provide a sense of the commonality of human experience across cultures and civilizations and an understanding of the premises on which value choices are made.

Journalism 101 3 Cr.
Introduction to Mass Communications (3 Lec.)
A survey course designed to provide students with a panoramic view of the field of mass communications and an understanding of the role of mass media in modern society. Not restricted to journalism majors.

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

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

Journalism 103 **3 Cr.**
News Gathering and Writing (2 Lec., 3 Lab.)
Prerequisite: Journalism 102. Required for all journalism majors. A continuation of Journalism 102. The writing of more complex types of news stories. Specialized writing in the fields of sports, police news, markets, finance, society, amusements, government and news interest to women. Additional laboratory work on the student newspaper.

Journalism 104 **1 Cr.**
Student Publications (3 Lab.)
 Individual staff assignments on the student newspaper in one of the following journalistic fields: writing, advertising, photography, cartooning, editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may not be taken for credit concurrently with Journalism 102 or 103. Credit limited to one unit per semester. May be repeated for a total of three units credit.

Journalism 105 **1 Cr.**
Student Publications (3 Lab.)
 Individual staff assignments on the student newspaper in one of the 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.

Journalism 201 **3 Cr.**
Editorial and Feature Writing (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.

Journalism 202 **1 Cr.**
Student Publications (3 Lab.)
Prerequisite: Permission of instructor. Individual staff assignments on the student newspaper in one of the following journalistic fields: writing, advertising, photogra-

phy, 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.

Journalism 203 **1 Cr.**
Student Publications (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.

Journalism 204 **3 Cr.**
News Editing and Copy Reading (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.

Major Appliance Repair 200 **6 Cr.**
Domestic Refrigerators (180 Contact Hrs.)
Prerequisites: Air Conditioning 400 and 410. Includes diagnosis, service, repair and/or replacement of component parts of domestic refrigerator and freezer mechanical and electrical systems. This is a comprehensive course that incorporates the following courses: MAR 201, 202, 203, 204, and 205. The student may enroll in the comprehensive course (MAR 200) or any of the inclusive courses (MAR 201, 202, 203, 204, 205). Laboratory fee required.

Major Appliance Repair 201 **1 Cr.**
Motors and Motor Circuits (30 Contact Hrs.)
 Includes identification, diagnosis, repair, and/or replacement of motors and motor circuits used in domestic refrigeration systems. Laboratory fee required.

Major Appliance Repair 202 **1 Cr.**
Defrost Circuits and Components (30 Contact Hrs.)
 Includes identification, diagnosis, and repair of manual defrost, off-cycle defrost, semi-automatic defrost and frost-free defrost systems. Laboratory fee required.

Major Appliance Repair 203 **2 Cr.**
Sealed System Repair and Compressor Replacement (60 Contact Hrs.)
 Includes leak detection and repair, compressor replacement, evacuation and charging, and system performance evalua-

tion of sealed systems. Laboratory fee required.

Major Appliance Repair 204 1 Cr.
Domestic Ice Makers (30 Contact Hrs.)
Includes diagnosis, repair, and adjustment of flex tray and rigid mold domestic ice makers. Laboratory fee required.

Major Appliance Repair 205 1 Cr.
Troubleshooting and
Diagnosis, Domestic
Refrigerators and
Freezers (30 Contact Hrs.)
Emphasizes the development of proper techniques in troubleshooting and diagnosis of component failures and performance complaints in domestic refrigeration systems. Laboratory fee required.

Major Appliance Repair 210 6 Cr.
Domestic Dishwashers,
Disposers, and Trash
Compactors (180 Contact Hrs.)
Prerequisite: Air Conditioning 400. Includes diagnosis, service, repair and/or replacement of component parts of domestic dishwashers, disposers, and trash compactors. This is a comprehensive course that incorporates the following courses: MAR 211, 212, 213, 214. The student may enroll in the comprehensive course (MAR 210) or any of the inclusive courses (MAR 211, 212, 213, 214). Laboratory fee required.

Major Appliance Repair 211 1 Cr.
Electrical Systems —
Dishwashers (30 Contact Hrs.)
Includes diagnosis and repair and/or replacement of motors, water, valves, heaters, timers, and dispensing electrical circuits. Laboratory fee required.

Major Appliance Repair 212 1 Cr.
Mechanical Systems and
Washability (30 Contact Hrs.)
Includes adjustment, repair and/or replacement of water valve assemblies, pumps, water seals, and water/detergent relationships (washability). Laboratory fee required.

Major Appliance Repair 213 2 Cr.
Disposers and Trash
Compactors (60 Contact Hrs.)
Includes diagnosis, servicing, and repair and/or replacement of electrical and mechanical components of domestic disposers and trash compactors. Laboratory fee required.

Major Appliance Repair 214 2 Cr.
Troubleshooting and
Diagnosis — Dishwashers,

Disposers, and Trash
Compactors (60 Contact Hrs.)
Emphasizes the development of proper techniques in troubleshooting and diagnosis of component failures and system performance complaints in domestic dishwashers, disposers, and trash compactors. Laboratory fee required.

Major Appliance Repair 220 6 Cr.
Domestic Laundry
Equipment (180 Contact Hrs.)
Prerequisite: Air Conditioning 400. Includes diagnosis, service, repair and/or replacement of component parts of domestic washers and dryers. This is a comprehensive course that incorporates the following courses 221, 222, 223, 224, 225, 226. The student may enroll in the comprehensive course (MAR 220) or any of the inclusive courses (MAR 221, 222, 223, 224, 225, 226). Laboratory fee required.

Major Appliance Repair 221 1 Cr.
Electrical Systems and
Motors — Washers (30 Contact Hrs.)
Includes diagnosis and repair of motors and motor circuits, water valve circuits, timers, and bleach, softener and detergent dispensing circuits. Laboratory fee required.

Major Appliance Repair 222 1 Cr.
Water Systems —
Washers (30 Contact Hrs.)
Includes diagnosis, adjustment and repair of water valve, pump, and inlet and drain assemblies. Laboratory fee required.

Major Appliance Repair 223 1 Cr.
Drive Systems — Washers (30 Contact Hrs.)
Includes diagnosis, adjustment, repair and/or replacement of clutch and belt assemblies, transmissions, drive shafts, and inner and outer tub assemblies. Laboratory fee required.

Major Appliance Repair 224 1 Cr.
Electrical Systems and
Motors — Dryers (30 Contact Hrs.)
Includes diagnosis and repair of motors and motor circuits, heating elements, gas valve circuits, and timers. Laboratory fee required.

Major Appliance Repair 225 1 Cr.
Mechanical Systems —
Dryers (30 Contact Hrs.)
Includes diagnosis, adjustment, repair and/or replacement of blowers, venting assemblies, belts and pulleys, bearings, and drum assemblies. Laboratory fee required.

Major Appliance Repair 230 6 Cr.
Domestic Cooking Equipment (180 Contact Hrs.)
Prerequisite: Air Conditioning 400. Includes diagnosis, service, repair and/or replacement of component parts of domestic cooking equipment. This is a comprehensive course that incorporates the following courses: MAR 231, 232, 233, 234, 235. The student may enroll for the comprehensive course (MAR 230) or any of the inclusive courses (MAR 231, 232, 233, 234, 235). Laboratory fee required.

Major Appliance Repair 231 1 Cr.
Gas Cooking Equipment (30 Contact Hrs.)
Includes diagnosis, service, repair and/or replacement of manual, hydraulic, and electrical controls, and burner adjustment of gas ranges and ovens. Laboratory fee required.

Major Appliance Repair 232 2 Cr.
Electric Cooking Equipment (60 Contact Hrs.)
Includes diagnosis, wiring, repair and/or replacement of heating elements, switches, thermostats, timers and cook top and oven circuits. Laboratory fee required.

Major Appliance Repair 233 1 Cr.
Self-Cleaning Ovens (30 Contact Hrs.)
Includes diagnosis, service, repair and/or replacement of electronic and hydraulic controls and principles of self-cleaning ovens. Laboratory fee required.

Major Appliance Repair 234 1 Cr.
Microwave Ovens (30 Contact Hrs.)
Includes principles of microwave cooking, diagnosis and troubleshooting of magnetrons and associated microwave circuitry. Laboratory fee required.

Major Appliance Repair 235 1 Cr.
Troubleshooting and Diagnosis — Domestic Cooking Equipment (30 Contact Hrs.)
Emphasizes the development of proper techniques in troubleshooting and diagnosis of component failures and system performance complaints in domestic cooking equipment. Laboratory fee required.

Major Appliance Repair 240 3 Cr.
Professional Service Skills (48 Contact Hrs.)
Emphasis on professional skills needed to be successful in the service industry. Includes invoices, service records, maintenance agreements, customer relations, inventory, salaries, working conditions and advancement opportunities.

Management
(See Business)

Mathematics 101 3 Cr.
College Algebra (3 Lec.)
Prerequisite: Two years of high school algebra or Developmental Mathematics 093. A study of functions and relations, absolute values, variation, quadratic equations, complex numbers, functions of two variables, systems of equations and inequalities, elementary aspects of the theory of equations, progressions, the binomial theorem and algebraic proof.

Mathematics 102 3 Cr.
Plane Trigonometry (3 Lec.)
Prerequisite: Mathematics 101 or equivalent. A study of angular measure, functions of angles, identities, solution of triangles, equations, inverse trigonometric functions, logarithms and complex numbers.

Mathematics 104 5 Cr.
Elementary Functions and Coordinate Geometry I (5 Lec.)
Prerequisites: Two years of high school algebra or Developmental Mathematics 093. A study of the concept of function, polynomials of one variable, arithmetic and geometric sequences, combinations and the binomial theorem, rational functions, polynomials of more than one variable, exponential functions, logarithmic functions, trigonometric functions, complex numbers, vectors, functions of two variables and analytical geometry which includes conics, transformation of coordinates, polar coordinates, parametric equations and three dimensional space.

Mathematics 105 5 Cr.
Elementary Functions and Coordinate Geometry II (5 Lec.)
Prerequisite: Mathematics 104. A continuing study of the topics of Mathematics 104.

Mathematics 106 5 Cr.
Elementary Functions and Coordinate Geometry III (5 Lec.)
Prerequisites: Two years of high school algebra and one semester of trigonometry. A study of the algebra of functions to include the following: polynomial, rational, exponential, logarithmic and trigonometric functions, functions of two variables, complex numbers, vectors and analytic geometry to include conics, transformation of coordinates, polar coordinates, parametric equations and three dimensional space.

Mathematics 107 3 Cr.
Fundamentals of Computing (3 Lec.)
Prerequisite: Two years 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.

Mathematics 111 3 Cr.

Mathematics for Business and Economics I (3 Lec.)

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

Mathematics 112 3 Cr.

Mathematics for Business and Economics II (3 Lec.)

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

Mathematics 115 3 Cr.

College Mathematics I (3 Lec.)

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

Mathematics 116 3 Cr.

College Mathematics II (3 Lec.)

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

Mathematics 117 3 Cr.

Fundamental Concepts of Mathematics for Elementary Teachers (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.

Mathematics 121 3 Cr.

Analytic Geometry (3 Lec.)

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

Mathematics 126 5 Cr.

Introductory Calculus (5 Lec.)

Prerequisite: Mathematics 105, 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.

Mathematics 130 3 Cr.

Business Mathematics (3 Lec.)

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

Mathematics 139 3 Cr.

Applied Mathematics (3 Lec.)

Prerequisites: One year of high school algebra or Developmental Mathematics 091 or equivalent. A study of commercial, technical and other applied uses of mathematics. An effort will be made to tailor the course to fit the needs of the students enrolled in each section.

Mathematics 195 3 Cr.

Technical Mathematics (3 Lec.)

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

Mathematics 196 3 Cr.

Technical Mathematics (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.

- Mathematics 202** 3 Cr.
Introductory Statistics (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.
- Mathematics 221** 3 Cr.
Linear Algebra (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 transformations.
- Mathematics 222** 3 Cr.
Calculus I (3 Lec.)
Prerequisite: Mathematics 121. Limits, continuity, differentiation of algebraic and transcendental functions, and applications, maxima and minima, antiderivatives and indeterminate forms.
- Mathematics 223** 3 Cr.
Calculus II (3 Lec.)
Prerequisite: Mathematics 222. The indefinite integral, definite integral, and applications, techniques of integration, improper integrals, and infinite series.
- Mathematics 224** 3 Cr.
Advanced Calculus (3 Lec.)
Prerequisite: Mathematics 223. Multiple integrals, partial differentiation, vector analysis, series, and hyperbolic functions.
- Mathematics 227** 4 Cr.
Mathematical Analysis I (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.
- Mathematics 228** 3 Cr.
Mathematical Analysis II (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, and an introduction to differential equations.
- Mathematics 230** 3 Cr.
Differential Equations (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.
- Motorcycle Mechanics 120** 3 Cr.
Motorcycle Carburetion (90 Contact Hrs.)
Prerequisite: Engine Mechanics 100, 110. Includes "Amal" type carburetor service, constant velocity type carburetor service, and fixed venturi type carburetor service. This is a comprehensive course that incorporates following courses: MM 121, 122, 123. The student may enroll in the comprehensive course (MM 120) or any of the inclusive courses (MM 121, 122, 123). Laboratory fee required.
- Motorcycle Mechanics 121** 1 Cr.
"Amal" Type Carburetor Service (30 Contact Hrs.)
Includes the theory of operation, overhaul and tuning of the "Amal" type carburetor. Laboratory fee required.
- Motorcycle Mechanics 122** 1 Cr.
Constant Velocity Type Carburetor Service (30 Contact Hrs.)
Includes the theory of operation, overhaul and tuning of the constant velocity type carburetor. Laboratory fee required.
- Motorcycle Mechanics 123** 1 Cr.
Fixed Venturi Type Carburetor Service (30 Contact Hrs.)
Includes the theory of operation, overhaul and tuning of the fixed venturi type carburetor. Laboratory fee required.
- Motorcycle Mechanics 130** 3 Cr.
Motorcycle Ignition Systems (90 Contact Hrs.)
Prerequisite: Engine Mechanics 100, 110. Includes ignition system theory and diagnosis. This is a comprehensive course that incorporates the following courses: MM 131, 132. The student may enroll in the comprehensive course (MM 130) or any of the inclusive courses (MM 131, 132). Laboratory fee required.
- Motorcycle Mechanics 131** 1 Cr.
Ignition System Theory (30 Contact Hrs.)
Includes theory of operation of motorcycle ignition systems. Laboratory fee required.
- Motorcycle Mechanics 132** 2 Cr.
Ignition System Diagnosis (60 Contact Hrs.)
Includes the diagnosis, repair and adjustment of motorcycle ignition systems. Laboratory fee required.
- Motorcycle Mechanics 140** 3 Cr.
Motorcycle Electrical Systems (90 Contact Hrs.)

Prerequisites: Engine Mechanics 100, 110. Includes motorcycle electrical systems theory, motorcycle charging systems, and motorcycle electrical system diagnosis. This is a comprehensive course that incorporates the following: MM 141, 142, 143. The student may enroll in the comprehensive course (MM 140) or any of the inclusive courses (MM 141, 142, 143). Laboratory fee required.

Motorcycle Mechanics 141 1 Cr.
Motorcycle Electrical
Systems Theory (30 Contact Hrs.)
Includes the theory of operation of all motorcycle electrical systems except the ignition systems. Laboratory fee required.

Motorcycle Mechanics 142 1 Cr.
Motorcycle Charging
Systems (30 Contact Hrs.)
Includes diagnosis and repair of motorcycle charging systems. Laboratory fee required.

Motorcycle Mechanics 143 1 Cr.
Motorcycle Electrical
System Diagnosis (30 Contact Hrs.)
Includes troubleshooting and repair of the motorcycle electrical systems other than the charging and ignition systems. Laboratory fee required.

Motorcycle Mechanics 200 3 Cr.
Motorcycle Drive
Systems (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110. Includes the theory of operation and overhaul of the various components of motorcycle drive systems. Laboratory fee required.

Motorcycle Mechanics 205 3 Cr.
Two Stroke Engines (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110. Includes the complete overhaul and tune-up of two stroke motorcycle engines. Also, cylinder boring and single cylinder crankshaft rebuilding. Laboratory fee required.

Motorcycle Mechanics 210 3 Cr.
Four Stroke Single and
Twin Cylinder Engines (90 Contact Hrs.)
Prerequisite: Engine Mechanics 100, 110. Includes the complete overhaul and tune-up of single and twin cylinder motorcycle engines. Laboratory fee required.

Motorcycle Mechanics 215 3 Cr.
Four Stroke
Multi-Cylinder Engines (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110, Motorcycle Mechanics 210. Includes the overhaul and tune-up of four stroke multi-

cylinder motorcycle engines. Laboratory fee required.

Motorcycle Mechanics 220 3 Cr.
Motorcycle Chassis
Systems (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110. Includes motorcycle wheels, motorcycle brake systems, and motorcycle suspension systems. This is a comprehensive course that incorporates the following courses: MM 221, 222, 223. The student may enroll in the comprehensive course (MM 220) or in any of the inclusive courses (MM 221, 222, 223). Laboratory fee required.

Motorcycle Mechanics 221 1 Cr.
Motorcycle Wheels (30 Contact Hrs.)
Includes disassembly, assembly, truing and balancing of motorcycle wheels. Laboratory fee required.

Motorcycle Mechanics 222 1 Cr.
Motorcycle Brake
Systems (30 Contact Hrs.)
Includes theory of operation and proper servicing of motorcycle brake systems. Laboratory fee required.

Motorcycle Mechanics 223 1 Cr.
Motorcycle Suspension
Systems (30 Contact Hrs.)
Includes theory of operation and proper servicing of motorcycle suspension systems. Laboratory fee required.

Music 101 4 Cr.
Freshman Theory (3 Lec., 3 Lab.)
Development and cultivation of musicianship skills, especially in the areas of tonal and rhythmic perception and articulation. Presentation of the essential elements of music; introduction to sight-singing, keyboard, and notation.

Music 102 4 Cr.
Freshman Theory (3 Lec., 3 Lab.)
Prerequisite: Music 101 or consent of instructor. Introduction to part-writing and harmonization with triads and their inversions; classification of chords; seventh chords, sight-singing, dictation and keyboard harmony.

Music 103 1 Cr.
Guitar Ensemble (3 Lab.)
A course designed to develop musical awareness and musicianship by performing music composed and arranged for guitar ensemble as well as works for guitar and a different instrument or voice and guitar.

Music 104 3 Cr.
Music Appreciation (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.

Music 110 3 Cr.
Music Literature (3 Lec.)
A course dealing with the characteristics of sound, the elements of music, performance media and musical texture as seen in the music 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.

Music 111 3 Cr.
Music Literature (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.

Music 113 3 Cr.
Foundations in Music I (3 Lec.)
Emphasis upon participation and the necessary skills for satisfactory performance in singing, playing an instrument, listening, creating rhythmic responses. Development of increasing ability to manage notation (Music Reading).

Music 114 3 Cr.
Foundations in Music II (3 Lec.)
Prerequisite: Music 113. Designed to help prepare students with limited 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.

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

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

Music 119 1 Cr.
Guitar Class I (2 Lab.)
Class instruction covering the basics of guitar skill, designed primarily for those with

limited knowledge in the reading of music or playing the guitar. Open to all students. May be repeated for credit.

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

Applied Music
Subject to enrollment, students may receive private instruction in the following courses: piano, organ, voice, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, saxophone, trumpet, French horn, trombone, baritone, tuba, percussion, guitar, electric bass and drum set. Private music may be repeated for credit.

Music 121-143 1 Cr.
Applied Music-Minor (1 Lec.)
Private instruction in the student's secondary area. One half hour lesson a week. Open to students registered in music theory, ensembles and other music major or minor courses. Fee required. Private music may be repeated for credit.

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

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

Music 152 1 Cr.
Voice Class II (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.

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

mance of advanced choral literature. May be repeated for credit.

Music 171 **1 Cr.**
Woodwind Ensemble (3 Lab.)
Select group of instrumentalists offering experience in the reading and performance of literature for small ensembles. Membership through audition with the appropriate director. May be repeated for credit.

Music 172 **1 Cr.**
Brass Ensemble (3 Lab.)
Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. May be repeated for credit.

Music 173 **1 Cr.**
Percussion Ensemble (3 Lab.)
Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. May be repeated for credit.

Music 174 **1 Cr.**
Keyboard Ensemble (3 Lab.)
Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. May be repeated for credit.

Music 175 **1 Cr.**
String Ensemble (3 Lab.)
Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. May be repeated for credit.

Music 176 **1 Cr.**
Symphonic Wind Ensemble (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.

Music 181 **1 Cr.**
Lab Band (3 Lab.)
Prerequisite: Permission of the instructor.
The lab band functions as a group in which students study and perform all forms of commercial music; i.e. jazz, pop, avant-garde, and soul. Student arranging, composing, and conducting is encouraged. May be repeated for credit.

Music 192 **3 Cr.**
Music in America (3 Lec.)
A survey of American music and musicians

from early times to the present. Includes styles, periods, religious, folk, jazz, rock, musical theatre and contemporary developments.

Music 193 **3 Cr.**
Improvisation (3 Lec.)
Developing the student's ability to create spontaneous melodic and harmonic ideas and to translate these ideas into notation. Using scales and modes, the instrumentalist will improvise on his major instrument; the vocalist will use scat singing techniques. Analysis of transcribed solos as well as student transcriptions will be an important part of the student's experience.

Music 194 **3 Cr.**
Jazz Workshop (3 Lec.)
Designed for the advanced instrumentalist/vocalist. Discussion, analysis, writing, rehearsing, improvising and style resulting in jazz performance on recitals and scheduled functions during the semester will be a major objective. Articulation, phrasing and conducting jazz oriented compositions will be discussed with guest artists who will work and perform with the group periodically.

Music 195 **2 Cr.**
Introduction to Synthesizer (2 Lec.)
A study of the elements of electronically produced music. Emphasis is on the musical aspects of synthesized sound though the theory is taught. Includes basic waveforms, frequency and frequency modulation, amplitude and amplitude modulation, envelope generators, filters, white noise, pink noise, patch diagramming, etc.

Music 196 **3 Cr.**
Business of Music (3 Lec.)
A guide to the real world of the music industry including panels, guest artists and consultants discussing: careers in the recording and performing fields, retail music business, publishing, copyrights and other legalities, agents, managers plus showmanship and conducting techniques necessary for small and large ensemble work.

Music 199 **1 Cr.**
Recital (2 Lab.)
One period per week designed to allow students of private lessons an opportunity to perform before an audience. Required for all music majors and open to all other students. Credit for this course does not apply to the associate degree. May be repeated for credit.

Music 201 **4 Cr.**

Sophomore Theory (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.

Music 202 4 Cr.
Sophomore Theory (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.

Music 203 3 Cr.
Composition (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.

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

Music 290 2 Cr.
Recording Techniques (2 Lec.)
 A course designed to develop competency in tape recording, mixing, studio management, record engineering and production with 'hands-on' experience recording ensembles and solos.

Music 291 2 Cr.
Advanced Recording Techniques (2 Lec.)
 For the advanced recording arts student. Includes indoor and outdoor public address and music amplification. The student will be responsible for a number of on-campus public address assignments.

Music 292 3 Cr.
Arranging/Orchestration (3 Lec.)
 Designed to build competency in: knowledge of ranges and transposition for instruments, writing for voices, planning and executing an arrangement, standard copying techniques, chord voicings, large ensemble

writing and combo writing, use of strings (here simulated by string synthesizer).

Music 293 3 Cr.
Independent Study (3 Lec.)
 Designed for advanced work in music, meeting specific needs of the student. The student will, by approval of the instructor and division chairperson, prepare and execute a written contract (proposal for learning), upon completion of all aspects of the contract, credit will be given by approval of the department. May be repeated for credit.

Music 295 2 Cr.
Advanced Synthesizer Techniques (2 Lec.)
 Limited to students who display promise in synthesizer composition and/or performance. Two major compositions are required for synthesizer plus one for synthesizer and traditional media.

Music 803 3 Cr.
 (See cooperative work experience)

Music 804 4 Cr.
 (See cooperative work experience)

Music 813 3 Cr.
 (See cooperative work experience)

Music 814 4 Cr.
 (See cooperative work experience)

Office Machines
 (See Business 161)

Outboard Engine 150 3 Cr.
Marine Engine Fuel Systems (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110. Includes marine engine fuel theory and service. This is a comprehensive course that incorporates the following courses: OE 151, 152. The student may enroll in the comprehensive course (OE 150) or any of the inclusive courses (OE 151, 152). Laboratory fee required.

Outboard Engine 151 1 Cr.
Marine Engine Fuel System Theory (30 Contact Hrs.)
 Includes the theory of operation and tuning methods used on the various types of marine engine fuel systems. Laboratory fee required.

Outboard Engine 152 2 Cr.
Marine Engine Fuel System Service (60 Contact Hrs.)
 Includes the overhaul, adjustment and troubleshooting of marine engine fuel systems. Laboratory fee required.

Outboard Engine 160 3 Cr.

Marine Engine Ignition Systems (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110.
Includes marine engine ignition system theory and service. This is a comprehensive course that incorporates the following courses: OE 161, 162. The student may enroll in the comprehensive course (OE 160) of any of the inclusive courses (OE 161, 162). Laboratory fee required.

Outboard Engine 161 1 Cr.

Marine Engine Ignition System Theory (30 Contact Hrs.)
Includes theory of operation of ignition systems used on outboard marine engines. Laboratory fee required.

Outboard Engine 162 2 Cr.

Marine Engine Ignition System Service (60 Contact Hrs.)
Includes troubleshooting and service of ignition systems used on outboard marine engines. Laboratory fee required.

Outboard Engine 170 3 Cr.

Marine Engine Electrical Systems (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110.
Includes electrical system theory and service. This is a comprehensive course that incorporates the following courses: OE 171, 172. The student may enroll in the comprehensive course (OE 170) or any of the inclusive courses (OE 171, 172). Laboratory fee required.

Outboard Engine 171 2 Cr.

Electrical System Theory and Service (60 Contact Hrs.)
Includes theory of operation and methods of troubleshooting marine engine electrical systems. Laboratory fee required.

Outboard Engine 172 1 Cr.

Electrical System Service (30 Contact Hrs.)
Includes advanced troubleshooting and service of marine engine electrical systems. Laboratory fee required.

Outboard Engine 230 3 Cr.

Single and Twin Cylinder Powerheads (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110.
Includes the overhaul and service of two cylinder outboard marine engines. Laboratory fee required.

Outboard Engine 235 3 Cr.

In Line Multi-Cylinder Powerheads (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110.
Includes the overhaul and service of in line

multi-cylinder outboard marine engine power heads. Laboratory fee required.

Outboard Engine 240 3 Cr.

"V" Multi-Cylinder Powerheads (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110.
Includes the overhaul and service of multi-cylinder "V" configuration outboard marine engines. Laboratory fee required.

Outboard Engine 245 3 Cr.

Manual Shift Lower Units (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110.
Includes the proper overhaul and service of manual shifting outboard marine lower units. Laboratory fee required.

Outboard Engine 250 3 Cr.

Electric Shift Lower Units (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110.
Includes the proper overhaul and service of electric shifting outboard marine engine lower units. Laboratory fee required.

Outboard Engine 255 3 Cr.

Marine Engine Auxiliary System (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110.
Includes proper boat rigging, power trim, and power tilt systems. Laboratory fee required.

Philosophy 102 3 Cr.

Introduction to Philosophy (3 Lec.)
A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with methods used to deal with them. Some principle views, both ancient and modern, are examined as possible solutions.

Philosophy 105 3 Cr.

Logic (3 Lec.)
An analysis of the principles of logical thinking. An effort is made to apply logic's methods and tools to real life situations. Fallacies, definitions, analogies, syllogisms, venn diagrams and other topics are discussed.

Photography 110 3 Cr.

Introduction to Photography and Photo-Journalism (2 Lec., 4 Lab.)
Introduction to photography and 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.

Photography 111 3 Cr.
Advanced Photography and Photo-Journalism (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 120 3 Cr.
Commercial Photography I (3 Lec. 3 Lab.)
Commercial or contract photography including field, studio and darkroom experience associated with social photography, portraiture and studio photography, fashion and theatrical portfolio and publicity photography and convention photography. Includes use of natural, stationary, flash and strobe artificial lights. Laboratory fee required.

Photography 121 4 Cr.
Commercial Photography II (3 Lec. 4 Lab.)
Further commercial/contract assignments including publicity photography, architectural photography, interior photography and produce advertising photography. Advanced exploration in latest equipment, papers, films, print and presentation techniques. Additional exchange with sample clients, employers studios and agencies. Laboratory fee required.

Physical Education 100 1 Cr.
Lifetime Sports Activities (3 Lab.)
Students are provided an opportunity for participation and instruction in various lifetime sports. Selection may be made from archery, badminton, bowling, golf, 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.

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

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

Physical Education 115 1 Cr.
Physical Fitness (3 Lab.)

This course is designed to diagnose and measure the student's physical condition and prescribe a program of exercise to carry with him through life. Much of the course work will be carried on in the physical performance laboratory. Co-educational. May be repeated for credit. Uniform required. Laboratory fee required.

Physical Education 116 1 Cr.
Intramural Athletics (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.

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

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

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

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

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

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

Physical Education 127 1 Cr.
Basketball and Volleyball (2 Lab.)
Techniques, rules and strategy of the game

will be taught and the emphasis will be on playing the game. Uniform required. Laboratory fee required.

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

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

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

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

Physical Education 200 (1 Cr.)
Lifetime Sports Activities II (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 and intermediate/advance levels. For male and female students. Laboratory fee required. May be repeated for credit.

Physical Education 218 1 Cr.
Intermediate Golf (2 Lab.)
Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the 'beginner' stage. Laboratory fee required.

Physical Education 219 1 Cr.
Intermediate Tennis (2 Lab.)
Prerequisite: Permission of instructor. A course designed to develop skills and tech-

niques beyond the 'beginner' stage. Uniform required. Laboratory fee required.

Physical Education 222 1 Cr.
Intermediate Gymnastics (2 Lab.)
Prerequisite: Physical Education 122. A course designed to develop skills and techniques beyond the 'beginner' stage. Uniform required. Laboratory fee required.

Physical Education 236 3 Cr.
The Coaching of Football and Basketball (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.

Physical Education 257 3 Cr.
Advanced First Aid and Emergency Care (3 Lec.)
The theory and practice in the advanced first aid and emergency care course of the American Red Cross. The course will also include various aspects of safety education.

Physical Education 101 3 Cr.
Fundamentals of Health (3 Lec.)
A study of personal and community health. Emphasis placed on causative factors of mental and physical health and the means of disease transmission and prevention. For majors, minors, and students with specific interest.

Physical Education 110 3 Cr.
Community Recreation (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.

Physical Education 144 3 Cr.
Introduction to Physical Education (3 Lec.)
Designed for professional orientation in physical education, health and recreation. Brief history, philosophy and modern trends of physical education, teacher qualification, vocational opportunities, expected competencies and skill testing comprise the contents of the course. For students majoring in physical education.

Physical Education 147 3 Cr.
Sports Officiating I (2 Lec., 2 Lab.)
This course is especially designed for those students who would like to choose sports officiating for an avocation and/or to in-

crease knowledge in and appreciation of sports. Sports covered in this course will be football and basketball. As part of the course requirement, students will be expected to officiate intramural games.

Physical Education 148 **3 Cr.**

Sports Officiating II (2 Lec., 2 Officiating)
This course is especially designed for those students who would like to choose sports officiating for an avocation and/or to increase knowledge in and appreciation of sports. Sports covered in this course will be softball, track and field and baseball.

Physical Education 210 **3 Cr.**

Sports Appreciation for the Spectator (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 philosophies of many sports are studied. Special emphasis shall be directed toward football and basketball.

Physical Science 118 **4 Cr.**

Physical Science (3 Lec., 2 Lab.)
A study of the basic principles and concepts of physics, chemistry and nuclear science. The course relates these basic sciences to man's physical world at an introductory level. This course is intended primarily for the non-science major. Laboratory fee required.

Physical Science 119 **4 Cr.**

Physical Science (3 Lec., 2 Lab.)
The course encompasses the interaction of the earth sciences and man's physical world, geology, astronomy, meteorology and space science are emphasized through the application of selected principles and concepts of the applied sciences. The course is directed toward the non-science major. Laboratory fee required.

Physics 111 **4 Cr.**

Introductory General Physics (3 Lec., 3 Lab.)

Prerequisite: Two years high school algebra, including trigonometry or equivalent. The first semester of a two semester course designed for pre-dental, biology, pre-medical, pre-pharmacy, and pre-architecture majors and other students who require a two-semester technical course in physics. This course includes a study of mechanics and heat. Laboratory includes one hour problem session. Laboratory fee required.

Physics 112 **4 Cr.**

Introductory General

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

Physics 115 **4 Cr.**

Concepts in Physics (3 Lec., 2 Lab.)
An essentially non-mathematical introduction to the principles of physics intended to satisfy laboratory science requirements for the non-science major. Emphasis is placed on the historical developments of classical mechanics and thermodynamics, and the effects discoveries in these areas have on day to day experiences. Especially emphasized is the principle of conservation of energy, and the current difficulties encountered in solving the pressing problems of world-wide energy production.

Physics 116 **4 Cr.**

Concepts in Physics (3 Lec., 3 Lab.)
An essentially non-mathematical introduction to the principles of physics intended to satisfy laboratory science requirements for the non-science major. Emphasis is placed on modern developments in physics, and the effects these discoveries have on present day problems. Course content is purposely made flexible to permit discussion of new developments in physics. The course is structured around topics in acoustics, electricity and magnetism light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee required.

Physics 131 **4 Cr.**

Applied Physics (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.

Physics 132 **4 Cr.**

Applied Physics (13 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.

Physics 201 **4 Cr.**

General Physics (3 Lec., 3 Lab.)

Prerequisite: credit or concurrent registration in Mathematics 126. Principles and ap-

plications 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.

Physics 202 4 Cr.
General Physics (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.

Physics 203 4 Cr.
Introduction to Modern Physics (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.

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

Psychology 105 3 Cr.
Introduction to Psychology (3 Lec.)
A study of basic problems and principles of human experience and behavior; such areas as heredity and environment, the nervous system, motivation, learning, emotions, thinking and intelligence are included. (This course is offered on campus and may be offered via television.)

Psychology 131 3 Cr.
Human Relations (3 Lec.)
A study involving the direct application of psychological principles to human relations problems in business and industry. Consideration is given to group dynamics and adjustment factors related to employment and advancement. The presentation will be tailored to fit the needs of the students enrolled in each section.

Psychology 201 3 Cr.
Developmental Psychology (3 Lec.)
Prerequisite: Psychology 105. A study of human growth, development and behavior,

emphasizing the psychological changes which occur during the life pattern. The processes of life from prenatal beginnings to adulthood are treated in an integrated manner. Due attention is given to aging and its place in the developmental sequence. (This course is offered on campus and may be offered via television.)

Psychology 202 3 Cr.
Applied Psychology (3 Lec.)
Prerequisite: Psychology 105. A course designed for the application of psychological facts and principles to problems and activities of life. Special emphasis will be placed on observing, recording and modifying human behavior. Some off-campus work may be required.

Psychology 205 3 Cr.
Psychology of Personality (3 Lec.)
Prerequisite: Psychology 105. A consideration of the important factors involved in successful human adjustment including child-parent relationships, adolescence, anxiety states, mechanisms of defense and psychoanalytic concepts. The course includes a survey of methods of personality measurement.

Psychology 209 3 Cr.
General Psychology (3 Lec.)
Prerequisite: Psychology 105. An in-depth survey of behavior, including learning, motivation, preception and emotion. An introduction to behavioral research, data collecting and analysis will be included. Recommended for psychology majors.

Reading 101 3 Cr.
Effective College Reading (3 Lec.)
Reading 101 emphasizes comprehension techniques in reading fiction and non-fiction. Improved critical reading skills including analysis, critique and evaluation of written material are explored. Reading comprehension and flexibility of reading rate are stressed. In addition, advanced learning techniques in listening, note-taking, underlining, concentration and reading in specialized academic areas are developed.

Reading 102 3 Cr.
Speed Reading/Learning (3 Lec.)
This course emphasizes improved critical reading/learning skills utilizing an aggressive, dynamic approach. Reading comprehension is stressed using speed reading techniques. Learning and memory depth skills are taught. Offered in a laboratory setting.

Religion 101 3 Cr.
Religion in American

Culture (3 Lec.)
A systematic examination of religion in American culture. Emphasis upon the characteristics of American religion, an objective study of various religious groups, and an examination of the relation of religion to the arts and other cultural phenomena.

Religion 102 3 Cr.
Contemporary Religious Problems (3 Lec.)
Deals with both classic and recent issues such as the nature of religion itself, the existence of God, the encounter of world religions, mysticism, sexuality and religion and the interpretation of death. Sometimes offered with emphasis on a limited topic such as death and dying.

Religion 103 3 Cr.
Introduction to Philosophy of Religion (3 Lec.)
Investigation of basic problems of 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.

Religion 201 3 Cr.
Major World Religions (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 Training
(See Business 230)

Secretarial Training
(See Business 162)

Shorthand
(See Business 159, 164, 263, 264)

Small Engine 180 3 Cr.
Small Engine Carburetion (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110. Includes small engine carburetor theory and repair. This is a comprehensive course that incorporates the following courses: SE 181, 182. The student may enroll in the comprehensive course (SE 180) or either of the inclusive courses (SE 181, 182). Laboratory fee required.

Small Engine 181 2 Cr.
Small Engine Carburetor

Theory (60 Contact Hrs.)
Includes theory of operation of the types of carburetors commonly used on small engines. Laboratory fee required.

Small Engine 182 1 Cr.
Small Engine Carburetor Repair (30 Contact Hrs.)
Includes disassembly, inspection, repair and assembly of carburetors commonly used on small engines. Laboratory fee required.

Small Engine 260 3 Cr.
Small Engine Electrical Systems (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110. Includes small engine ignition and electrical system theory and repair. This is a comprehensive course that incorporates the following courses: SE 261, 262. The student may enroll in the comprehensive course (SE 260) or either of the inclusive courses (SE 261, 262). Laboratory fee required.

Small Engine 261 2 Cr.
Small Engine Ignition and Electrical System Theory (60 Contact Hrs.)
Includes theory of operation of the types of ignition systems commonly found on small engines. Laboratory fee required.

Small Engine 262 1 Cr.
Small Engine Ignition and Electrical System Repair (30 Contact Hrs.)
Includes troubleshooting repair of ignition systems commonly found on small engines. Laboratory fee required.

Small Engine 270 6 Cr.
Engine Overhaul and Tune-up (180 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110. Includes overhaul and tune-up of two stroke engines and four stroke engines. This is a comprehensive course that incorporates the following courses: SE 271, 272. The student may enroll in the comprehensive course (SE 270) or any of the inclusive courses (SE 271, 271). Laboratory fee required.

Small Engine 271 3 Cr.
Two Stroke Engines (90 Contact Hrs.)
Includes the overhaul and tune-up of small two stroke engines. Laboratory fee required.

Small Engine 272 3 Cr.
Four Stroke Engines (90 Contact Hrs.)
Includes the overhaul and tune-up of small four stroke engines. Laboratory fee required.

Small Engine 280 3 Cr.

Power Transfer Systems (90 Contact Hrs.)
Prerequisites: Engine Mechanics 100, 110.
 Includes both drive and cutting systems used with small engines. This is a comprehensive course that incorporates the following courses: SE 281, 282. The student may enroll in the comprehensive course (SE 280) or either of the inclusive courses (SE 281, 282) Laboratory fee required.

Small Engine 281 2 Cr.
Drive Systems (60 Contact Hrs.)
 Includes theory of operation and overhaul of belt, chain and direct drive systems used on mowers, edgers, tillers, tractors, and other small equipment. Laboratory fee required.

Small Engine 282 1 Cr.
Cutting Systems (30 Contact Hrs.)
 Includes theory of operation and overhaul of cutting systems used with small engines with emphasis on chain saws. Laboratory fee required.

Social Science 131 3 Cr.
American Civilization (3 Lec.)
 A course designed to provide the student with some historical perspective for understanding the economic, political, and social institutions of modern society. In this context, emphasis will be placed upon U.S. and Texas history and constitutional development. It is advised that these courses be taken in order: 131, 132.

Social Science 132 3 Cr.
American Civilization (3 Lec.)
 A continuation of Social Science 131.

Sociology 101 3 Cr.
Introduction to Sociology (3 Lec.)
 An inquiry into the nature of society and the foundations of group life, including institutions, with a broad presentation of the bases of social change, processes and problems.

Sociology 102 3 Cr.
Social Problems (3 Lec.)
Prerequisite: Sociology 101 or consent of instructor. 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.

Sociology 103 3 Cr.
Sex Roles in American Society (3 Lec.)
 A study of the physiological, psychological and sociological aspects of human sexuality. The student may register for either So-

ciology 103 or Psychology 103, but may receive credit for only one of the two.

Sociology 203 3 Cr.
Marriage and Family (3 Lec.)
Prerequisite: Sociology 101 recommended.
 An analysis of courtship patterns, marriage and family forms, relationships and functions and sociocultural differences in family behavior.

Sociology 204 3 Cr.
American Minorities (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.

Sociology 205 3 Cr.
Introduction to Social Research (3 Lec.)
Prerequisites: Sociology 101, Developmental Math 091, or equivalent. Principles and procedures in social research; sources of data and techniques of collection and analysis, including statistical description. Commonly required of sociology and nursing majors. Useful to students of all behavioral sciences.

Sociology 206 3 Cr.
Introduction to Social Work (3 Lec.)
Prerequisite: Consent of instructor required. Development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work; attention given to requirements for training in social work.

Sociology 207 3 Cr.
Social Psychology (3 Lec.)
Prerequisites: Psychology 105 and/or Sociology 101. Same as Psychology 207. The student may elect the subject area heading appropriate to his major. The student may register for either Psychology 207 or Sociology-207 but may receive credit in only one of the two.

Sociology 210 3 Cr.
Field Studies in American Minorities (3 Lec.)
Prerequisite: Sociology 101 or Sociology 204. Assignment on a rotating basis to Indian, Black, and Mexican-American community centers to work under professional supervision in a task-oriented setting.

Sociology 231 3 Cr.
Urban Social Problems (3 Lec.)
The Sociology of social institutions; urbanization as a process; theories of formation; and the impact of urbanization on the individual.

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

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

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

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

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

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

Speech 100 1 Cr.
Speech Laboratory (3 Lab.)
A laboratory course for the preparation of speeches, reading of dialogue from literature and debate propositions which will be presented throughout the community. May be repeated for one additional hour of credit each semester.

Speech 105 3 Cr.
Fundamentals of Public Speaking (3 Lec.)
An introductory course in public speaking. Principles of reasoning. Emphasis upon the

delivery of carefully prepared speeches. Special attention to audience analysis, collection of materials and outlining.

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

Speech 110 1 Cr.
Reader's Theatre Workshop (2 Lab.)
A laboratory course for the preparation and presentation of scripts, readings, and book reviews, collecting and arranging all types of literature for group interpretation and performance. May be repeated once for credit.

Speech 201 1 Cr.
Forensic Workshop (2 Lab.)
A laboratory course for the preparation of speeches, readings, and debate propositions which will be presented in competition and before select audiences. May be repeated for one additional unit of credit.

Speech 205 3 Cr.
Discussion and Debate (3 Lec.)
A study of theories and application of techniques of public discussion and argumentation. Special emphasis on development of ability to evaluate, analyze and think logically through application to current problems.

Speech 206 3 Cr.
Oral Interpretation (3 Lec.)
A study of fundamental techniques of analyzing various types of literature and practice in preparing and presenting selections orally. Emphasis on individual improvement.

Speech 207 3 Cr.
Advanced Oral Interpretation (3 Lec.)
Prerequisites: Speech 105 and 206. Application of basic principles of interpretation to longer selections of literature; more detailed analysis and arranging of poetry and prose for various types of multiple reading situations including choral speaking and reader's theatre. Investigation of all types of literature which are suited to group interpretation work.

Theatre 100 1 Cr.
Rehearsal and Performance (4 Lab.)
Prerequisite: Acceptance as a member of the cast or crew of a major production. Participation in the class includes the rehearsal and performance of the current theatrical presentation of the division. May be

repeated for credit. Credit limited to one hour per semester.

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

A general survey designed to acquaint the student with the various aspects of theatre, plays and playwrights, directing and acting, theatres, artists and technicians.

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

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

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

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

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

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

Theatre 105 3 Cr.
Make-up for the stage (3 Lec.)
Theory and practice of the craft of make-up. Laboratory fee required.

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

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

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

Theatre 108 3 Cr.

Movement for the Stage (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.

Theatre 109 3 Cr.

Voice and Articulation (3 Lec.)

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

Theatre 110 3 Cr.

History of Theatre I (3 Lec.)

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

Theatre 111 3 Cr.

History of Theatre II (3 Lec.)

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

Theatre 112 3 Cr.

Beginning Dance Technique in Theatre (3 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.

Theatre 113 3 Cr.

Intermediate Dance (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.

Theatre 115 2 Cr.

Mime (1 Lec. 2 Lab.)

Prerequisite: stage movement, Theatre 106. Exploration of the expressive significance and techniques of Mime.

Typing (See Business 173, 174, 273)

Work Experience (See Cooperative Work experience)

Technical & Occupational Programs



BROOKHAVEN

Accounting Associate
Accounting Technician
Auto Body
Automotive Technology
Auto Parts Specialist
Child Development
Mid-Management
Retail Distribution and Marketing
Office Careers

EASTFIELD

Accounting Associate
Accounting Technician
Air Conditioning and Refrigeration Technology
Auto Body
Automotive Technology
Child Development Associate
Child Development Assistant
Digital Electronics
Drafting and Design
Graphic Arts
Graphic Communications
Mid-Management
 Small Business Management
Social Work Associate
Office Careers
 Administrative Secretary
 General Secretary
 Professional Secretary
 Office Skills and Systems
Training Paraprofessionals for the Deaf
Transportation Technology
Welding Technology

EL CENTRO

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

Radiologic Technology
Respiratory Therapy Technology
Respiratory Therapy Assistant
Vocational Nursing
Mid-Management
 Small Business Management
Pattern Design
Police Science
Radio/TV Electronics
Office Careers
 General Secretary
 Professional Secretary
 General Office Occupations

MOUNTAIN VIEW

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

NORTH LAKE COLLEGE

Accounting Associate
Accounting Technician
Air Conditioning and Refrigeration
 Commercial Refrigeration & Air
 Conditioning
 Residential Air Conditioning
Banking and Finance
Building Trades
 Carpentry
 Residential
 Commercial
 Electrical
Diesel Mechanics
Distribution Technology
Mid-Management
 Small Business Management
Office Occupations
 Secretarial Careers
 General Office Careers
 Legal Secretary
Real Estate

RICHLAND

Accounting Associate
Accounting Technician
Banking and Finance

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

Technical/Occupational Career Programs of Tarrant County Available to Dallas County Residents

Tarrant County, South Campus

- Industrial Supervision
- Medical Secretarial
- Power Transmission

Tarrant County, Northeast Campus

- Banking and Finance
- Civil Technology
- Dental Hygiene
- Emergency Medical Technician
- Fashion Merchandising

Tarrant County, Northwest Campus

- Agribusiness
- Aviation Maintenance Technician
- Small Business Management

CEDAR VALLEY COLLEGE CAREER PROGRAMS

An important function of Cedar Valley College is the offering of technical/occupational career programs.

The purpose of these programs is to meet the needs of students who desire to enter immediately into technical/occupational employment areas. All career programs offered at Cedar Valley College are designed to meet job entry level skills as determined by consultation with occupational advisory committees. Members of these

committees are leaders in business and industry in the metroplex area. The career programs reflect the needs of business and industry in the Dallas area for trained personnel and the desire of students in the area for specific career programs.

Several options are available to students. They may take those courses that lead to a Certificate of Completion or to an Associate of Applied Arts and Sciences Degree. Another option may be to take one course or a sequence of courses within a career program that would result in job upgrading, skill improvement, or simply personal satisfaction. Students should consult with a faculty advisor for more specific information about particular career programs.

The career programs available at Cedar Valley College and the certificate and/or degree requirements for each program follow.

CEDAR VALLEY COLLEGE

- Accounting Associate
- Accounting Technician
- Air Conditioning and Refrigeration
 - Commercial
 - Residential
- Animal Medical Technology
- Automotive Technology
- Commercial Music
 - Composer/Arranger/Copyist
 - Music Retailing
 - Performing Musician
- Major Appliance Repair
- Mid-Management
 - Small Business Management
- Motorcycle Mechanics
- Office Occupations
 - General Office Careers
 - Secretarial Careers
- Outboard Marine Engine Mechanics
- Retail Distribution and Marketing Technology
 - Commercial Design and Advertising
 - Fashion Merchandising
 - Retail Management
- Small Engine Mechanics

SYMBOL GUIDE

PROGRAM OR COURSE	PREFIX
Air Conditioning & Refrigeration	AC
Animal Medical Technology	AMT
Anthropology	ANT
Art	ART
Astronomy	AST
Automotive Technology	AT
Biology	BIO
Blueprint Reading	BPR
Business	BUS
Chemistry	CHM
College Learning Skills	CLS
Communications	COM
Computing Science	CS
Cooperative Work Experience	Program Prefix Used
Design	DES
Developmental Communications	DC
Developmental Learning	DL
Developmental Mathematics	DM
Developmental Reading	DR
Developmental Writing	DW
Drafting	DFT
Earth Science	ES
Ecology	ECY
Economics	ECO
Engine Mechanics	EM
English	ENG
French	FR
Geography	GPY
Geology	GEO
Government	GVF
History	HST
Human Development	HD
Humanities	HUM
Journalism	JN
Major Appliance Repair	MAR
Mathematics	MTH
Motorcycle Mechanics	MM
Music	MUS
Outboard Engines	OE
Photography	PHO
Physical Education	PEH
Physical Science	PSC
Physics	PHY
Psychology	PSY
Reading	RD
Religion	REL
Small Engines	SE
Sociology	SOC
Spanish	SPA
Speech	SPE
Theatre	THE

ACCOUNTING ASSOCIATE

This two-year program is designed to prepare the students 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.

ACCOUNTING ASSOCIATE

ASSOCIATE DEGREE PROGRAM

		Credit Hrs.
1st Semester		
BUS 105	Introduction to Business	3
BUS 106	Office Machines	3
BUS 201	Principles of Accounting I	3
MTH 130	Business Mathematics	3
or		
MTH 111	Mathematics for Business & Economics I	3
COM 131	Applied Composition and Speech	3
or		
ENG 101	Composition and Expository Reading	3
		15
2nd Semester		
BUS 136	Principles of Management	3
BUS 202	Principles of Accounting II	3
CS 175	Introduction to Computer Sciences	3
COM 132	Applied Composition and Speech	3
or		
ENG 102	Composition and Literature	3
BUS 172	Beginning Typewriting	3
or		
BUS 703	Work Experience	3
or		
BUS 704	Work Experience	4
		15-16
3rd Semester		
BUS 203	Intermediate Accounting	3
BUS 238	Cost Accounting	3
or		
BUS 239	Income Tax Accounting	3
CVT 201	American Government	3
ECO 201	Principles of Economics I	3
	* Elective	3-4
		15-16
4th Semester		
BUS 204	Managerial Accounting	3
BUS 231	Business Correspondence	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
ECO 202	Principles of Economics II	3
	* Elective	3-4
		18-19
*Electives		
Following is a list of suggested electives.		
BUS 143	Personal Finance	3
BUS 205	Business Finance	3
BUS 206	Principles of Marketing	3
PSY 105	Introduction to Psychology	3

PSY 131	Human Relations	3
BUS 803	Cooperative Work Experience	3
BUS 804	Cooperative Work Experience	4
BUS 813	Cooperative Work Experience	3
BUS 814	Cooperative Work Experience	4

ACCOUNTING TECHNICIAN

This program will provide students with a knowledge of bookkeeping procedures which are currently used in business. Students will also be introduced to accounting principles which support bookkeeping procedures, and acquire practical bookkeeping experience through problem solving.

ACCOUNTING TECHNICIAN

CERTIFICATE PROGRAM

1st Semester		Credit Hrs.
BUS 105	Introduction to Business	3
BUS 131	Bookkeeping I	3
BUS 172	Beginning Typewriting	3
or		
BUS 174	Intermediate Typewriting	2
COM 131	Applied Composition and Speech	3
MTH 130	Business Mathematics	3
		<hr/>
		14-15
2nd Semester		
BUS 132	Bookkeeping II	3
COM 132	Applied Composition and Speech	3
CS 175	Introduction to Computer Sciences	3
BUS 160	Office Machines	3
	*Elective	3
		<hr/>
		15

*Electives

Three hours of electives are required. Following is a list of suggested electives.

	Credit Hrs.
BUS 162	Office Procedures
BUS 231	Business Correspondence
BUS 234	Business Law
PSY 131	Human Relations

COMMERCIAL REFRIGERATION AND AIR CONDITIONING

This program is designed to train students to meet entry level requirements in the field of Commercial Refrigeration and Air Conditioning. This will include the installation, repair, and maintenance of equipment found in restaurants, supermarkets, and other commercial or industrial installations. Included in this program is the study of the various types of commercial refrigeration systems, industrial air conditioning systems, electric and pneumatic control systems, and boilers. Throughout the entire program an emphasis is placed on current techniques as used by commercial refrigerator and air conditioning technicians.

COMMERCIAL REFRIGERATION & AIR CONDITIONING**CERTIFICATE PROGRAM**

		Credit Hrs.
1st Semester		
AC 400	Basic Electricity	6
MTH 195	Technical Mathematics	3
		<hr/>
		9
2nd Semester		
AC 410	Basic Refrigeration	10
3rd Semester		
AC 450	Commercial Refrigeration	12
4th Semester		
AC 460	Industrial Air Conditioning	14
Summer Session		
AC 703	Work Experience	3
or		
AC 704	Work Experience	4

COMMERCIAL REFRIGERATION & AIR CONDITIONING**ASSOCIATE DEGREE PROGRAM**

		Credit Hrs.
1st Semester		
AC 400	Basic Electricity	6
MTH 195	Technical Mathematics	3
SS 131	American Civilization	3
		<hr/>
		12
2nd Semester		
AC 410	Basic Refrigeration	10
	* Elective	3
		<hr/>
		13
Summer Session		
PHY 131	Applied Physics	4
COM 131	Applied Composition and Speech	3
		<hr/>
		7
3rd Semester		
AC 450	Commercial Refrigeration	12
	* Elective	3
		<hr/>
		15
4th Semester		
AC 460	Industrial Air Conditioning	14
Summer Session		
AC 703	Work Experience	3
or		
AC 704	Work Experience	4

***Electives**

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

COM 132	Applied Composition and Speech	3
PSY 131	Human Relations	3
BUS 105	Introduction to Business	3
BUS 131	Bookkeeping I	3

BUS 136	Principles of Management	3
BUS 153	Small Business Management	3
BPR 177	Blueprint Reading	2
AC 713	Work Experience	3
or		
AC 714	Work Experience	4
AC 803	Work Experience	3
or		
AC 804	Work Experience	4
AC 813	Work Experience	3
or		
AC 814	Work Experience	4

RESIDENTIAL AIR CONDITIONING

This program is designed to train students to meet entry level requirements in the field of Residential Air Conditioning. This will include the installation, repair, and maintenance of residential air conditioning equipment. Included in this program is the study of residential air conditioners, gas and electric furnaces, humidifiers, and the design of residential systems. Throughout the entire program an emphasis is placed on current techniques as used by residential air conditioning technicians.

RESIDENTIAL AIR CONDITIONING

CERTIFICATE PROGRAM

		Credit Hrs.
1st Semester		
AC 400	Basic Electricity	6
MTH 195	Technical Mathematics	3
		—
		9
2nd Semester		
AC 410	Basic Refrigeration	10
3rd Semester		
AC 420	Residential A/C Units — Cooling	12
4th Semester		
AC 430	Residential A/C Units — Heating	8
AC 440	Residential Systems Design	6
		—
		14
Summer Session		
AC 703	Work Experience	3
or		
AC 704	Work Experience	4

RESIDENTIAL AIR CONDITIONING

ASSOCIATE DEGREE PROGRAM

		Credit Hrs.
1st Semester		
AC 400	Basic Electricity	6
MTH 195	Technical Mathematics	3
SS 131	American Civilization	3
		—
		12
2nd Semester		
AC 410	Basic Refrigeration	10
	*Elective	3
		—
		13

Summer Session

PHY 131	Applied Physics	4
COM 131	Applied Composition and Speech	3
		<hr/>
		7

3rd Semester

AC 420	Residential A/C Units—Cooling	12
	*Elective	3
		<hr/>
		15

4th Semester

AC 430	Residential A/C Units — Heating	8
AC 440	Residential Systems Design	6
		<hr/>
		14

Summer Session

AC 703	Work Experience	3
or		
AC 704	Work Experience	4

***Electives**

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

COM 132	Applied Composition and Speech	3
PSY 131	Human Relations	3
BUS 105	Introduction to Business	3
BUS 131	Bookkeeping I	3
BUS 136	Principles of Management	3
BUS 153	Small Business Management	3
BPR 177	Blueprint Reading	2
AC 713	Work Experience	3
or		
AC 714	Work Experience	4
AC 803	Work Experience	3
or		
AC 804	Work Experience	4
AC 813	Work Experience	3
or		
AC 814	Work Experience	4

ANIMAL MEDICAL TECHNOLOGY

This program is designed to help meet the need for graduate animal technicians as indicated by the Texas Veterinary Medical Association. The American Veterinary Medical Association (AVMA) describes an "Animal Technician" as "a person knowledgeable in the care and handling of animals, in basic principles of normal and abnormal life processes, and in routine laboratory and clinical procedures." The technician is primarily an assistant to veterinarians, biological research workers and other scientists. The AMT curriculum is designed to provide the graduate with information, experience and skills needed to perform all technical duties in a practice excluding diagnosis, prescription and surgery and whose performance of such duties is not in conflict with the state practice act.

Admission in the AMT program is limited and applicants will be screened for approval. Students are encouraged to develop a strong academic background in the sciences, including mathematics, biology and chemistry.

ANIMAL MEDICAL TECHNOLOGY**ASSOCIATE DEGREE PROGRAM**

		Credit Hrs.
1st Semester		
AMT 130	Introduction to Animal Medical Technology	4
AMT 138	Applied Biochemistry	5
AMT 137	Comparative Mammalian Anatomy and Physiology I	4
MTH 139	Applied Mathematics	3
		—
		16
2nd Semester		
AMT 231	Comparative Mammalian Anatomy and Physiology II	4
AMT 241	Clinical Pathology Techniques and Practice I	5
AMT 136	Pharmacology for Technicians	3
COM 131	Applied Composition and Speech	3
		—
		15
Summer Session		
AMT 703	Cooperative Work Experience	3
3rd Semester		
AMT 243	Clinical Pathology Techniques and Practice II	5
AMT 230	Anesthetic and Surgical Assisting Techniques	4
AMT 244	Large Animal Assisting Techniques	3
BUS 153	Small Business Management	3
		—
		15
4th Semester		
AMT 236	Principles and Practice of Radiography	3
AMT 249	Animal Hospital Nursing	4
AMT 242	Exotic and Research Animal Care and Management	3
PSY 131	Human Relations	3
	*Electives	2-4
		—
		15-17
*Electives		Credit Hrs.
Following is a list of suggested electives.		
AMT 245	Senior Clinical Seminar	2
AMT 250	Special Projects in AMT	2
BUS 172	Beginning Typing	3
BUS 131	Bookkeeping I	3
HUM 101	Introduction to Humanities	3
SS 131	American Civilization	3
SS 132	American Civilization	3
Physical Education		
AMT 702	Cooperative Work Experience	2
AMT 703	Cooperative Work Experience	3

AUTOMOTIVE TECHNOLOGY

This program is designed to train students to meet entry level requirements in the field of Automotive Technology. This will include theory, diagnosis, repair, overhaul, and maintenance of automobiles. Included in this program is the study of automotive engines, front suspension, steering, brakes, power trains, standard and automatic transmissions, electrical and ignition systems, and tune-up procedures. Throughout the entire program an emphasis is placed on accepted shop techniques used throughout the automotive service industry.

AUTOMOTIVE TECHNOLOGY**CERTIFICATE PROGRAM**

		Credit Hrs.
1st Semester		
AT 140	Automotive Services	6
MTH 195	Technical Mathematics	3
		<hr/>
		9
2nd Semester		
AT 150	Front Suspension, Steering & Brakes	6
AT 160	Automotive Engines	6
		<hr/>
		12
3rd Semester		
AT 170	Automotive Systems	6
AT 260	Power Trains	6
		<hr/>
		12
4th Semester		
AT 270	Automatic Transmissions	6
AT 280	Automotive Tune-up	6
		<hr/>
		12

***Electives**

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

AUTOMOTIVE TECHNOLOGY**ASSOCIATE DEGREE PROGRAM**

		Credit Hrs.
1st Semester		
AT 140	Automotive Services	6
MTH 195	Technical Mathematics	3
	*Elective	3
		<hr/>
		12
2nd Semester		
AT 150	Front Suspension, Steering & Brakes	6
AT 160	Automotive Engines	6
COM 131	Applied Communications & Speech	3
		<hr/>
		15
Summer Session		
PSY 131	Applied Physics	4
3rd Semester		
AT 170	Automotive Systems	6
AT 260	Power Trains	6
	*Elective	3
		<hr/>
		15
4th Semester		
AT 270	Automatic Transmissions	6
AT 280	Automotive Tune-up	6
SS 131	American Civilization	3
		<hr/>
		15

		Credit Hours
COM 132	Applied Composition & Speech	3
PSY 131	Human Relations	3
BPR 177	Blueprint Reading	2
BUS 105	Introduction to Business	3
BUS 131	Bookkeeping	3
BUS 136	Principles of Management	3
BUS 153	Small Business Management	3
AT 713	Work Experience	3
AT 714	Work Experience	4
AT 813	Work Experience	3
AT 814	Work Experience	4

COMMERCIAL MUSIC — ARRANGER/COMPOSER/COPYIST

This program is designed to prepare the student majoring in Arranging/Composing/Copying to demonstrate writing skills required for arranging and composition for small and large instrumental and vocal groups in all areas of commercial music; i.e., jazz, rock, "pop", country/western etc. Knowledge of standard engraving techniques will make possible professional copying of the student's work and of other arrangers and composers. Experience is stressed through actual writing for campus organizations and composing of jingles and background music for all campus productions.

COMMERCIAL MUSIC — ARRANGER/COMPOSER/COPYIST

ASSOCIATE DEGREE PROGRAM

1st Semester		Credit Hrs.
MUS 101	Freshman Theory	4
MUS 117	Piano Class I	1
MUS 121-270	Applied Music	1-3
MUS 155	Vocal Ensemble	1
or		
MUS 181	Lab Band	1
MUS 192	Music in America	3
MUS 193	Improvisation	3
MUS 199	Recital	1
		<hr/>
		14-17
2nd Semester		
MUS 102	Freshman Theory	4
MUS 118	Piano Class II	1
MUS 121-270	Applied Music	1-3
MUS 155	Vocal Ensemble	1
or		
MUS 181	Lab Band	1
MUS 194	Jazz Workshop	3
MUS 196	Business of Music	3
MUS 199	Recital	1
BUS 105	Introduction to Business	3
		<hr/>
		17-19

Summer Sessions

COM 131	Applied Composition & Speech	3
or		
ENG 101	Composition & Expository Reading	3
COM 132	Applied Composition & Speech	3
or		
ENG 102	Composition & Literature	3
		<hr/>
		6

3rd Semester

MUS 221-270	Applied Music	2-3
MUS 155	Vocal Ensemble	1
or		
MUS 181	Lab Band	1
MUS 195	Introduction to Synthesizer	2
MUS 199	Recital	1
MUS 290	Recording Technique	2
MUS 292	Arranging/Orchestration	3
MUS 293	Independent Study	3-4
or		
MUS 803	Work Experience	3-4
or		
MUS 804	Work Experience	3-4
	*Elective	2-4
		<hr/>
		16-20

4th Semester

MUS 221-270	Applied Music	2-3
MUS 155	Vocal Ensemble	1
or		
MUS 181	Lab Band	1
MUS 199	Recital	1
MUS 203	Composition	3
MUS 293	Independent Study	3-4
or		
MUS 813	Work Experience	3-4
or		
MUS 814	Work Experience	3-4
	*Elective	2-4
		<hr/>
		12-16

***Electives**

Following is a list of suggested electives.

		Credit Hrs.
MUS 291	Advanced Recording Techniques	2
MUS 295	Advanced Synthesizer Techniques	2
BUS 234	Business Law	3
BUS 105	Introduction to Business	3
ECO 201	Principles of Economics I	3
MUS 110	Music Literature	3
MUS 111	Music Literature	3

COMMERCIAL MUSIC — MUSIC RETAILING

This program is designed to prepare the music major in retailing for the music industry job market. To include music skills necessary as well as knowledge of the business world, i.e., business law, salesmanship, small business management, culminating in work experience coordinated through local merchants who have expressed interest in this area.

COMMERCIAL MUSIC — MUSIC RETAILING

CERTIFICATE PROGRAM

		Credit Hrs.
1st Semester		
MUS 101	Freshman Theory	4
MUS 117	Piano Class I	1
MUS 121-143	Applied Music	1
MUS 155	Vocal Ensemble	1
or		
MUS 181	Lab Band	1
MUS 192	Music in America	3
MUS 199	Recital	1
COM 131	Applied Composition and Speech	3
or		
ENG 101	Composition and Expository Reading	3
BUS 105	Introduction to Business	3
		—
		17
2nd Semester		
MUS 102	Freshman Theory	4
MUS 118	Piano Class II	1
MUS 121-143	Applied Music	1
MUS 155	Vocal Ensemble	1
or		
MUS 181	Lab Band	1
MUS 199	Recital	1
COM 132	Applied Communication and Speech	3
or		
ENG 102	Composition and Literature	3
BUS 137	Principles of Retailing	3
BUS 153	Small Business Management	3
BUS 230	Salesmanship	3
		—
		20

COMMERCIAL MUSIC — MUSIC RETAILING

ASSOCIATE DEGREE PROGRAM

		Credit Hrs.
1st Semester		
MUS 101	Freshman Theory	4
MUS 117	Piano Class I	1
MUS 121-143	Applied Music	1
MUS 155	Vocal Ensemble	1
or		
MUS 181	Lab Band	1
MUS 192	Music in America	3
MUS 199	Recital	1
COM 131	Applied Composition and Speech	3
or		
ENG 101	Composition and Expository Reading	3
BUS 105	Introduction to Business	3
		—
		17
2nd Semester		
MUS 102	Freshman Theory	4
MUS 118	Piano Class II	1
MUS 121-143	Applied Music	1
MUS 155	Vocal Ensemble	1
or		
MUS 181	Lab Band	1

MUS 199	Recital	1
BUS 137	Principles of Retailing	3
BUS 230	Salesmanship	3
BUS 153	Small Business Management	3
COM 132	Applied Communication and Speech	3
or		
ENG 102	Composition and Literature	3
		<hr/>
		20
3rd Semester		Credit Hrs.
MUS 121-143	Applied Music — Minor	1
MUS 199	Recital	1
MUS 803	Work Experience	3-4
or		
MUS 804	Work Experience	3-4
PSY 131	Human Relations	3
BUS 234	Business Law	3
	* Elective	3
		<hr/>
		14-15
4th Semester		
MUS 121-243	Applied Music	2
MUS 199	Recital	1
MUS 813	Work Experience	3-4
or		
MUS 814	Work Experience	3-4
BUS 201	Principles of Accounting	3
	* Elective	3
		<hr/>
		12-13

*Electives

Six hours of electives are required for this program. Following is a list of suggested electives.

		Credit Hrs.
ECO 201	Principles of Economics	3
SOC 204	American Minorities	3
SPE 105	Fundamentals of Public Speaking	3
	Foreign Language	7

COMMERCIAL MUSIC — PERFORMING MUSICIAN

This program is designed to prepare the instrumental and vocal student for performance in commercial music, to include jazz, rock, "pop", country/western, etc. This will cover performance practices, styles, solo and ensemble work, repertoire for small and large groups, culminating in actual performance situations in cooperation with local performing groups.

COMMERCIAL MUSIC — PERFORMING MUSICIAN

ASSOCIATE DEGREE PROGRAM

1st Semester		Credit Hrs.
MUS 101	Freshman Theory	4
MUS 117	Piano Class I	1
MUS 121-270	Applied Music	1-3
MUS 155	Vocal Ensemble	1
or		
MUS 181	Lab Band	1
MUS 192	Music in America	3
MUS 193	Improvisation	3

MUS 199	Recital	1
		<hr/>
		14-16
2nd Semester		
MUS 102	Freshman Theory	4
MUS 118	Piano Class II	1
MUS 121-270	Applied Music	1-3
MUS 155	Vocal Ensemble	1
or		
MUS 181	Lab Band	1
MUS 194	Jazz Workshop	3
MUS 196	Business of Music	3
MUS 199	Recital	1
BUS 105	Introduction to Business	3
		<hr/>
		17-19
Summer Sessions		Credit Hrs.
COM 131	Applied Composition & Speech	3
or		
ENG 101	Composition & Expository Reading	3
COM 132	Applied Composition & Speech	3
or		
ENG 102	Composition & Literature	3
		<hr/>
		6
3rd Semester		
MUS 221-270	Applied Music	2-3
MUS 155	Vocal Ensemble	1
or		
MUS 181	Lab Band	1
MUS 199	Recital	1
MUS 290	Recording Techniques	2
MUS 292	Arranging/Orchestration	3
MUS 293	Independent Study	3
or		
MUS 803	Work Experience	3-4
or		
MUS 804	Work Experience	3-4
	*Elective	2-4
		<hr/>
		14-18
4th Semester		
MUS 121-270	Applied Music	2-3
MUS 155	Vocal Ensemble	1
or		
MUS 181	Lab Band	1
MUS 199	Recital	1
MUS 291	Advanced Recording Techniques	2
MUS 813	Work Experience	3-4
or		
MUS 814	Work Experience	3-4
	*Elective	2-4
		<hr/>
		11-15

***Electives**

Following is a list of suggested electives.

		Credit Hrs.
MUS 110	Music Literature	3
MUS 111	Music Literature	3
MUS 201	Sophomore Theory	4
MUS 202	Sophomore Theory	4
MUS 203	Composition	3
MUS 295	Advanced Synthesizer Techniques	2
	Social Science and/or Foreign Language	6

MAJOR APPLIANCE REPAIR

This program is designed to train students to meet entry level requirements in the field of Major Appliance Repair. This will include the installation, repair, and maintenance of the major appliances found in most homes. Included in this program is the study of domestic refrigerators and freezers, clothes washers and dryers, dishwashers, trash compactors, disposers, and gas and electric ranges. Throughout the entire program an emphasis is placed on current techniques as used by major appliance repair technicians.

MAJOR APPLIANCE REPAIR

CERTIFICATE PROGRAM

		Credit Hrs.
1st Semester		
AC 400	Basic Electricity	6
MTH 195	Technical Mathematics	3
		—
		9
2nd Semester		
AC 410	Basic Refrigeration	10
3rd Semester		
MAR 200	Domestic Refrigerators & Freezers	6
MAR 210	Domestic Dishwashers, Disposers, & Trash Compactors	6
		—
		12
4th Semester		
MAR 220	Domestic Laundry Equipment	6
MAR 230	Domestic Cooking Equipment	6
MAR 240	Professional Service Skills	3
		—
		15

MAJOR APPLIANCE REPAIR

ASSOCIATE DEGREE PROGRAM

		Credit Hrs.
1st Semester		
AC 400	Basic Electricity	6
MTH 195	Technical Mathematics	3
SS 131	American Civilization	3
		—
		12

2nd Semester		
AC 410	Basic Refrigeration	10
COM 131	Applied Communications & Speech	3
		—
		13

Summer Session		
PHY 131	Applied Physics	4
	*Elective	3
		—
		7

3rd Semester		
MAR 200	Domestic Refrigerators & Freezers	6
MAR 210	Domestic Dishwashers, Disposers & Trash Compactors	6
	*Elective	3
		—
		15

4th Semester		
MAR 220	Domestic Laundry Equipment	6
MAR 230	Domestic Cooking Equipment	6
MAR 240	Professional Service Skills	3
		—
		15

***Electives**

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

		Credit Hrs.
COM 132	Applied Communications & Speech	3
PSY 131	Human Relations	3
BUS 105	Introduction to Business	3
BUS 131	Bookkeeping	3
BUS 136	Principles of Management	3
BUS 153	Small Business Management	3
BPR 177	Blueprint Reading	2
AC 713	Work Experience	3
AC 714	Work Experience	4
AC 813	Work Experience	3
AC 814	Work Experience	4

MID-MANAGEMENT

Mid-Management is a cooperative program with members of the business community to prepare students for career opportunities in management. During the program students will take courses in business and related areas, while working in a paid or part-time position in a sponsoring organization.

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.

MID-MANAGEMENT

ASSOCIATE DEGREE PROGRAM

1st Semester		Credit Hrs.
BUS 105	Introduction to Business	3
BUS 150	Management Training	4
BUS 154	Management Seminar	2
COM 131	Applied Composition and Speech	3
or		
ENG 101	Composition and Expository Reading	3
HUM 101	Introduction to the Humanities	3
or		
ART 104	Art Appreciation	3
or		
MUS 104	Music Appreciation	3
or		
THE 101	Introduction to the Theatre	3
		—
		15

2nd Semester		Credit Hrs.
BUS 136	Principles of Management	3
BUS 151	Management Training	4
BUS 155	Management Seminar	2
COM 132	Applied Composition and Speech	3
or		
ENG 102	Composition and Literature	3
	*Elective	3
		—
		15

3rd Semester		Credit Hrs.
BUS 201	Principles of Accounting I	3
or		
BUS 131	Bookkeeping I	3
BUS 250	Management Training	4
BUS 254	Management Seminar	2
SS 131	American Civilization	3
or		
HST 101	History of the United States	3
	*Elective	3
		—
		15

4th Semester		Credit Hrs.
BUS 251	Management Training	4
BUS 255	Management Seminar	2
ECO 201	Principles of Economics	3
	*Elective	3
	*Elective	3
		—
		15

*Electives

One elective must be chosen from the following:

PSY 105	Introduction to Psychology	4
PSY 131	Human Relations	3
SOC 101	An Introduction to Sociology	3

Nine hours of additional electives are required. Following is a list of suggested electives.

BUS 137	Principles of Retailing	3
BUS 160	Office Machines	3
BUS 206	Principles of Marketing	3
BUS 230	Salesmanship	3

BUS 231	Business Correspondence	3
BUS 233	Advertising and Sales Promotion	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
CS 175	Introduction to Computer Science	3
MTH 130	Business Mathematics	3
SPE 105	Fundamentals of Public Speaking	3

SMALL BUSINESS MANAGEMENT

Small Business Management is a cooperative program with members of the business community to prepare students for career opportunities in management. During the program students will take courses in business and related areas, while working in a paid or part-time position in a sponsoring organization. In this particular program an emphasis will be placed on the operation of small businesses.

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.

MID-MANAGEMENT — SMALL BUSINESS MANAGEMENT

ASSOCIATE DEGREE PROGRAM

1st Semester		Credit Hrs.
BUS 150	Management Training	4
BUS 153	Small Business Management	3
BUS 154	Management Seminar	2
COM 131	Applied Composition and Speech	3
or		
ENG 101	Composition and Expository Reading	3
HUM 101	Introduction to the Humanities	3
or		
ART 104	Art Appreciation	3
or		
MUS 104	Music Appreciation	3
or		
THE 101	introduction to the Theatre	3
		15
2nd Semester		
BUS 136	Principles of Management	3
BUS 151	Management Training	4
BUS 155	Management Seminar	2
COM 132	Applied Composition and Speech	3
or		
ENG 102	Composition and Literature	3
	*Elective	3
		15

3rd Semester		Credit Hrs.
BUS 157	Small Business Bookkeeping and Accounting Practices	3
BUS 250	Management Training	4
BUS 254	Management Seminar	2
SS 131	American Civilization	3
or		
HST 101	History of the United States	3
	*Elective	3
		—
		15
4th Semester		
BUS 251	Management Training	4
BUS 255	Management Seminar	2
ECO 201	Principles of Economics	3
BUS 210	Small Business Organization, Acquisition and Finance	3
BUS 211	Small Business Operations	3
		—
		15

***Electives**

Six hours of electives are required. Following is a list of suggested electives.

		Credit Hrs.
BUS 137	Principles of Retailing	3
BUS 160	Office Machines	3
BUS 206	Principles of Marketing	3
BUS 230	Salesmanship	3
BUS 231	Business Correspondence	3
BUS 233	Advertising and Sales Promotion	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
CS 175	Introduction to Computer Science	3
MTH 130	Business Mathematics	3
SPE 105	Fundamentals of Public Speaking	3

MOTORCYCLE MECHANICS

This program is designed to train students to meet entry level requirements in the field of Motorcycle Mechanics. This will include diagnosis, repair, and maintenance of foreign and domestic motorcycles. Included in this program is the study of carburetion, ignition, and electrical systems, engine overhaul and tune-up, and motorcycle chassis. Throughout the entire program an emphasis is placed on the latest factory recommended techniques.

MOTORCYCLE MECHANICS

CERTIFICATE PROGRAM

1st Semester		Credit Hrs.
EM 100	Shop Practices	3
EM 110	Engine Fundamentals	6
MTH 195	Technical Mathematics	3
		—
		12

2nd Semester

MM 120	Motorcycle Carburetion	3
MM 130	Motorcycle Ignition Systems	3
MM 140	Motorcycle Electrical Systems	3
		—
		9

3rd Semester

MM 200	Motorcycle Drive Systems	3
MM 205	Two Stroke Engine Overhaul	3
MM 210	Four Stroke Single & Twin Cylinder Engine Overhaul	3
		—
		9

4th Semester

MM 215	Four Stroke Multi-Cylinder Engine Overhaul	3
MM 220	Motorcycle Chassis Systems	3
		—
		6

MOTORCYCLE MECHANICS**ASSOCIATE DEGREE PROGRAM****1st Semester**

		Credit Hrs.
EM 100	Shop Practices	3
EM 110	Engine Fundamentals	6
MTH 195	Technical Mathematics	3
		—
		12

2nd Semester

MM 120	Motorcycle Carburetion	3
MM 130	Motorcycle Ignition Systems	3
MM 140	Motorcycle Electrical Systems	3
COM 131	Applied Composition & Speech	3
		—
		12

Summer Session

PHY 131	Applied Physics	4
	*Electives	9
		—
		13

3rd Semester

MM 200	Motorcycle Drive Systems	3
MM 205	Two Stroke Engine Overhaul	3
MM 210	Four Stroke Single & Twin Cylinder Engine Overhaul	3
	*Elective	3
		—
		12

4th Semester

MM 215	Four Stroke Multi-Cylinder Engine Overhaul	3
MM 220	Motorcycle Chassis Systems	3
SS 131	American Civilization	3
	*Electives	6
		—
		15

***Electives**

Fifteen hours of electives are required and shall be selected from the following list of courses:

		Credit Hrs.
COM 132	Applied Composition & Speech	3
PSY 131	Human Relations	3
BUS 105	Introduction to Business	3
BUS 131	Bookkeeping	3
BUS 136	Principles of Management	3
BUS 153	Small Business Management	3
BPR 177	Blueprint Reading	2
EM 713	Work Experience	3
EM 714	Work Experience	4
EM 813	Work Experience	3
EM 814	Work Experience	4

OFFICE CAREERS — CERTIFICATE PROGRAM

The purpose of this program is to provide students with the basic skills necessary to enter the general office field in a minimum amount of time. Intensive training in the basic office skills is provided — including office machines, typewriting, records management, and other related business subjects.

OFFICE CAREERS

CERTIFICATE PROGRAM

1st Semester		Credit Hrs.
BUS 105	Introduction to Business	3
BUS 131	Bookkeeping I	3
or		
BUS 201	Principles of Accounting I	3
BUS 160	Office Machines	3
BUS 172	Beginning Typewriting	3
COM 131	Applied Composition and Speech	3
or		
ENG 101	Composition and Expository Reading	3
		<hr/>
		15
2nd Semester		
BUS 162	Office Procedures	3
BUS 165	Introduction to Word Processing	3
BUS 174	Intermediate Typewriting	2
BUS 231	Business Correspondence	3
COM 132	Applied Composition and Speech	3
or		
ENG 102	Composition and Literature	3
MTH 130	Business Math	3
		<hr/>
		17

OFFICE CAREERS — ASSOCIATE DEGREE PROGRAM

This two-year program is designed to train students for positions in the general office field such as clerk-typist, file clerk, receptionist, and word processing operator. There is a general orientation to the business world plus intensive training in typewriting, office machines, bookkeeping, and word processing. Management principles and human relations skills are also stressed.

OFFICE CAREERS

ASSOCIATE DEGREE PROGRAM

		Credit Hrs.
1st Semester		
BUS 105	Introduction to Business	3
BUS 131	Bookkeeping I	3
or		
BUS 201	Principles of Accounting I	3
BUS 160	Office Machines	3
BUS 172	Beginning Typewriting	3
COM 131	Applied Composition and Speech	3
or		
ENG 101	Composition and Expository Reading	3
		—
		15
2nd Semester		
BUS 162	Office Procedures	3
BUS 174	Intermediate Typewriting	2
BUS 231	Business Correspondence	3
HUM 101	Introduction to Humanities	3
COM 132	Applied Composition and Speech	3
or		
ENG 102	Composition and Literature	3
MTH 130	Business Math	3
		—
		17
3rd Semester		
BUS 132	Bookkeeping II	3
or		
BUS 202	Principles of Accounting II	3
BUS 165	Introduction to Word Processing	3
BUS 234	Business Law	3
BUS 273	Advanced Typewriting	2
PSY 131	Human Relations	3
		—
		17
4th Semester		
BUS 237	Organizational Behavior	3
BUS 256	Office Management	3
BUS 265	Word Processing Practices & Procedures	3
BUS 275	Secretarial Procedures	3
	*Elective	3
		—
		15

*Electives

Three hours of electives are required for this program. Following is a list of suggested electives.

		Credit Hrs.
BUS 136	Principles of Management	3
BUS 803	Cooperative Work Experience	3
or		

BUS 813	Cooperative Work Experience	3
CS 175	Introduction to Computer Science	3
ECO 201	Principles of Economics I	3
PSY 105	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

SECRETARIAL CAREERS — CERTIFICATE PROGRAM

The purpose of this program is to provide students with the basic skills necessary to enter the secretarial field in a minimum amount of time. Intensive training is provided in the basic secretarial skills such as shorthand, typewriting, and office machines. Emphasis is also placed on English and math skills.

SECRETARIAL CAREERS

CERTIFICATE PROGRAM

1st Semester		Credit Hrs.
BUS 105	Introduction to Business	3
BUS 131	Bookkeeping I	3
or		
BUS 201	Principles of Accounting I	3
BUS 159	Beginning Shorthand	4
BUS 172	Beginning Typewriting	3
MTH 130	Business Mathematics	3
		—
		16
2nd Semester		
BUS 162	Office Procedures	3
BUS 165	Introduction to Word Processing	3
BUS 166	Intermediate Shorthand	4
BUS 174	Intermediate Typewriting	2
BUS 231	Business Correspondence	3
		—
		15
Summer Session		
BUS 160	Office Machines	3
COM 131	Applied Composition and Speech	3
or		
ENG 101	Composition and Expository Reading	3
		—
		6

SECRETARIAL CAREERS — ASSOCIATE DEGREE PROGRAM

The purpose of this program is to prepare students to become alert and responsive secretaries capable of performing the tasks required of them in the modern business office. Extensive training is provided in the basic secretarial skills such as shorthand, typewriting, office machines, and word processing. Emphasis is also placed on English, math, and human relations skills. Decision making skills are stressed during the advanced courses.

SECRETARIAL CAREERS

ASSOCIATE DEGREE PROGRAM

1st Semester		Credit Hrs.
BUS 105	Introduction to Business	3
BUS 131	Bookkeeping I	3
or		
BUS 201	Principles of Accounting I	3
BUS 159	Beginning Shorthand	4
BUS 172	Beginning Typewriting	3
MTH 130	Business Mathematics	3
		—
		16
2nd Semester		
BUS 162	Office Procedures	3
BUS 166	Intermediate Shorthand	4
BUS 174	Intermediate Typewriting	2
BUS 231	Business Correspondence	3
HUM 101	Introduction to Humanities	3
		—
		15
Summer Session		
BUS 160	Office Machines	3
COM 131	Applied Composition and Speech	3
or		
ENG 101	Composition and Expository Reading	3
		—
		6
3rd Semester		Credit Hrs.
BUS 165	Introduction to Word Processing	3
BUS 266	Advanced Shorthand	4
BUS 273	Advanced Typewriting	2
COM 132	Applied Composition and Speech	3
or		
ENG 102	Composition and Literature	3
	*Elective	3-4
		—
		15-16
4th Semester		
BUS 265	Word Processing Practices & Procedures	3
BUS 275	Secretarial Procedures	3
PSY 131	Human Relations	3
CS 175	Introduction to Computer Sciences	3
	*Elective	3-4
		—
		15-16

***Electives**

A minimum of six hours of electives are required for this program. Following is a list of suggested electives.

			Credit Hrs.
BUS 136	Principles of Management		3
BUS 143	Personal Finance		3
BUS 234	Business Law		3
BUS 237	Organizational Behavior		3
BUS 256	Office Management		3
PSY 105	Introduction to Psychology		3
SPE 105	Fundamentals of Public Speaking		3
BUS 803	Cooperative Work Experience		3
108			

BUS 804	Cooperative Work Experience	4
BUS 813	Cooperative Work Experience	3
BUS 814	Cooperative Work Experience	4

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
BUS 275	Secretarial Procedures	3
PSY 131	Human Relations	3
		<hr/>
		31

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.

OUTBOARD MARINE ENGINE MECHANICS

This program is designed to train students to meet entry level requirements in the field of Outboard Marine Engine Mechanics. This will include theory, diagnosis, repair, overhaul, and maintenance of outboard marine engines. Included in this program is the study of outboard marine engine fuel, electrical, and ignition systems, engine overhaul and tune-up, and lower units. Throughout the entire program an emphasis is placed on accepted shop techniques used throughout the outboard marine engine service industry.

OUTBOARD MARINE ENGINE MECHANICS

CERTIFICATE PROGRAM

1st Semester		Credit Hrs.
EM 100	Shop Practices	3
EM 110	Engine Fundamentals	6
MTH 195	Technical Mathematics	3
		<hr/>
		12
2nd Semester		
OE 150	Marine Engine Fuel Systems	3
OE 160	Marine Engine Ignition Systems	3
OE 170	Marine Engine Electrical Systems	3
		<hr/>
		9

3rd Semester			
OE	230	Single & Twin Cylinder Powerheads	3
OE	235	In Line Multi-Cylinder Powerheads	3
OE	240	"V" Multi-Cylinder Powerheads	3
			—
			9
4th Semester			
OE	245	Manual Shift Lower Units	3
OE	250	Electrical Shift Lower Units	3
OE	255	Marine Engine Auxiliary Systems	3
			—
			9

OUTBOARD MARINE ENGINE MECHANICS

ASSOCIATE DEGREE PROGRAM

			Credit Hrs.
1st Semester			
EM	100	Shop Practices	3
EM	110	Engine Fundamentals	6
MTH	195	Technical Mathematics	3
			—
			12
2nd Semester			
OE	150	Marine Engine Fuel Systems	3
OE	160	Marine Engine Ignition Systems	3
OE	170	Marine Engine Electrical Systems	3
		*Elective	3
			—
			12
Summer Session			
PHY	131	Applied Physics	4
3rd Semester			
OE	230	Single & Twin Cylinder Powerheads	3
OE	235	In Line Multi-Cylinder Powerheads	3
OE	240	"V" Multi-Cylinder Powerheads	3
		*Elective	3
			—
			12
4th Semester			
OE	245	Manual Shift Lower Units	3
OE	250	Electrical Shift Lower Units	3
OE	255	Marine Engine Auxiliary Systems	3
		*Electives	6
			—
			15
Summer Session			
COM	131	Applied Composition & Speech	3
SS	131	American Civilization	3
			—
			6

*Electives

Twelve hours of electives are required and shall be selected from the following list of courses:

		Credit Hours
COM	132	Applied Composition & Speech
		3

PSY 131	Human Relations	3
BUS 105	Introduction to Business	3
BUS 131	Bookkeeping	3
BUS 136	Principles of Management	3
BUS 153	Small Business Management	3
BPR 177	Blueprint Reading	2
EM 713	Work Experience	3
EM 714	Work Experience	4
EM 813	Work Experience	3
EM 814	Work Experience	4

COMMERCIAL DESIGN AND ADVERTISING

This two-year program is designed to prepare students for employment as a graphic artist in the fields of advertising, display, illustration, publications, packaging design, and software production. During the first year of the program students will take basic courses in drawing and design, plus courses in business, communications, economics, and psychology. In the second year, students will be studying courses in commercial art in addition to business courses and also have the option of working in the commercial area through a sponsoring business firm.

RETAILING DISTRIBUTION AND MARKETING — COMMERCIAL DESIGN AND ADVERTISING

ASSOCIATE DEGREE PROGRAM

1st Semester		Credit Hrs.
ART 110	Design I	3
ART 114	Drawing I	3
BUS 106	Professional Development	1
MTH 130	Business Math	3
or		
BUS 201	Accounting	3
or		
BUS 131	Bookkeeping	3
COM 131	Applied Composition and Speech	3
or		
ENG 101	Composition and Expository Reading	3
PSY 131	Human Relations	3
		16
2nd Semester		
ART 111	Design II	3
ART 115	Drawing II	3
BUS 107	Professional Development	1
COM 132	Applied Composition and Speech	3
or		
ENG 102	Composition and Literature	3
CS 175	Introduction to Computer Sciences	3
ECO 201	Principles of Economics I	3
		16

3rd Semester

ART 210	Commercial Art I	3
BUS 206	Principles of Marketing	3
BUS 243	Professional Development — Organizational Competition	1
BUS 703	Work Experience	3
or		
BUS 247	Simulated Business Training I	3
SPE 105	Fundamentals of Public Speaking	3
	* Elective	3
		—
		16

4th Semester

ART 211	Commercial Art II	3
BUS 230	Salesmanship	3
BUS 233	Advertising and Sales Promotion	3
BUS 244	Professional Development — State and National Organizations	1
BUS 713	Work Experience	3
or		
BUS 248	Simulated Business Training II	3
	* Electives	6
		—
		19

***Electives**

Following is a list of recommended electives:

		Credit Hrs.
BUS 136	Principles of Management	3
Bus 137	Principles of Retailing	3
Bus 246	Marketing and Management Cases	3

FASHION MERCHANDISING

This two-year program is designed to prepare students for career opportunities in the field of fashion merchandising. During the first year of the program, students will take basic courses in business, communications, economics, and psychology. During the second year, students will be studying specialized courses in fashion buying, merchandising, and design and also have the option of working in the fashion merchandising area through a sponsoring business firm.

**RETAIL DISTRIBUTION AND MARKETING —
FASHION MERCHANDISING****ASSOCIATE DEGREE PROGRAM**

1st Semester		Credit Hrs.
BUS 106	Professional Development	1
BUS 137	Principles of Retailing	3
COM 131	Applied Composition and Speech	3
or		
ENG 101	Composition and Expository Reading	3
MTH 130	Business Math	3
or		
BUS 201	Accounting	3
or		
BUS 131	Bookkeeping	3
PSY 131	Human Relations	3
	*Elective	3
		—
		16

2nd Semester

BUS 107	Professional Development — Local Organizations	1
BUS 230	Salesmanship	3
COM 132	Applied Composition and Speech	3
or		
ENG 102	Composition and Literature	3
CS 175	Introduction to Computer Sciences	3
ECO 201	Principles of Economics I	3
	*Elective	3
		—
		16

3rd Semester**Credit Hrs.**

BUS 206	Principles of Marketing	3
BUS 243	Professional Development — Organizational Competition	1
BUS 290	Fashion Buying	3
BUS 291	Fashion Merchandising	3
BUS 703	Work Experience	3
or		
BUS 247	Simulated Business Training I	3
	*Elective	3
		—
		16

4th Semester

BUS 233	Advertising and Sales Promotion	3
BUS 244	Professional Development — State and National Organizations	1
BUS 292	Fashion Design	3
DES 135	Textiles	3
BUS 713	Work Experience	3
or		
BUS 248	Simulated Business Training II	3
SPE 105	Fundamentals of Public Speaking	3
	*Elective	3
		—
		19

***Electives**

Twelve hours of electives are required for this program. Following is a list of suggested electives.

		Credit Hrs.
BUS 136	Principles of Management	3
BUS 242	Personnel Administration	3
BUS 245	Sales Management	3
BUS 246	Marketing and Management Cases	3

RETAIL MANAGEMENT

This two-year program is designed to prepare students for career opportunities in the field of retail management. During the first year of the program, students will take basic courses in business, communications, economics, and psychology. During the second year, students will specialize in retail management courses such as personnel administration and sales management. Students will also have the option of working in the retail area through a sponsoring business firm.

**RETAIL DISTRIBUTION AND MARKETING —
RETAIL MANAGEMENT****ASSOCIATE DEGREE PROGRAM****1st Semester****Credit Hrs.**

BUS 106	Professional Development	1
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BUS 136	Principles of Management	3
COM 131	Applied Composition and Speech	3
or		
ENG 101	Composition and Expository Reading	3
MTH 130	Business Math	3
or		
BUS 201	Accounting	3
or		
BUS 131	Bookkeeping	3
PSY 131	Human Relations	3
	* Elective	3
		<hr/>
		16
2nd Semester		
BUS 107	Professional Development	
	Local Organizations	1
BUS 230	Salesmanship	3
COM 132	Applied Composition and Speech	3
or		
ENG 102	Composition and Literature	3
CS 175	Introduction to Computer Science	3
ECO 201	Principles of Economics I	3
	* Elective	3
		<hr/>
		16
3rd Semester		
BUS 137	Principles of Retailing	3
BUS 206	Principles of Marketing	3
BUS 242	Personnel Administration	3
BUS 243	Professional Development — Organizational Competition	1
BUS 703	Work Experience	3
or		
BUS 247	Simulated Business Training I	3
	* Elective	3
		<hr/>
		16
4th Semester		
BUS 233	Advertising and Sales Promotion	3
BUS 244	Professional Development	
	State and National Organizations	1
BUS 245	Sales Management	3
BUS 246	Marketing and Management Cases	3
BUS 713	Work Experience	3
or		
BUS 248	Simulated Business Training II	3
SPE 105	Fundamentals of Public Speaking	3
	* Elective	3
		<hr/>
		19

***Electives**

Twelve hours of electives are to be chosen after consultation with a faculty advisor.

SMALL ENGINE MECHANICS

This program is designed to train students to meet entry level requirements in the field of Small Engine Mechanics. This will include theory, diagnosis, repair, overhaul and maintenance of small engines used on lawn mowers, garden tractors, and other small equipment. Included in this program is the study of small engine carburetion and electrical systems, engine overhaul and tune-up, and belt, chain, and direct drive power systems. Throughout the entire program an emphasis is placed on accepted shop techniques used throughout the small engine powered equipment industry.

SMALL ENGINE MECHANICS

CERTIFICATE PROGRAM

		Credit Hrs.
1st Semester		
EM 100	Shop Practices	3
EM 110	Engine Fundamentals	6
MTH 195	Technical Mathematics	3
		—
		12
2nd Semester		
SE 180	Small Engine Carburetion	3
SE 260	Small Engine Electrical Systems	3
SE 280	Power Transfer Systems	3
		—
		9
3rd Semester		
SE 270	Engine Overhaul & Tune-Up	6

SMALL ENGINE MECHANICS

ASSOCIATE DEGREE PROGRAM

1st Semester		
EM 100	Shop Practices	3
EM 110	Engine Fundamentals	6
MTH 195	Technical Mathematics	3
		—
		12
2nd Semester		
SE 180	Small Engine Carburetion	3
SE 260	Small Engine Electrical Systems	3
	* Electives	6
		—
		12
Summer Session		
PHY 131	Applied Physics	4
3rd Semester		
SE 270	Engine Overhaul & Tune-up	6
COM 131	Applied Composition & Speech	3
	* Electives	3
		—
		12
4th Semester		
SE 280	Power Transfer Systems	3
SS 131	American Civilization	3
	* Electives	9
		—
		15

Summer Session

*Electives

6

***Electives**

Following is a list of recommended electives:

		Credit Hrs.
COM 132	Applied Composition & Speech	
PSY 131	Human Relations	3
BUS 105	Introduction to Business	3
BUS 131	Bookkeeping	3
BUS 136	Principles of Management	3
BUS 153	Small Business Management	3
EM 713	Work Experience	3
EM 714	Work Experience	4
EM 803	Work Experience	3
EM 804	Work Experience	4
EM 813	Work Experience	3
EM 814	Work Experience	4



Student Codes & Expectations



1. General Provisions:

a. Purpose

(1) A student at a college of the Dallas County Community College District 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 rules, 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 state or federal authorities for the same act.

(2) 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.

b. Scope

(1) This code applies to individual students and states the function of student, faculty, and administrative staff members of the college in disciplinary proceedings.

(2) 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.

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

(1) "Class day" means a day on which classes before semester or summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given;

(2) "Vice President of Student Services" means the Vice President of Student Services, his delegate(s) or his representative(s);

(3) "Director of Student Development" means the Director of Student Development, 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 a college of the Dallas County Community College District;

(6) "Student" means a person enrolled in a college of the Dallas County Community College District, or a person accepted for admission to the college;

(7) All vice presidents, deans, associate deans, assistant deans, directors, and division chairmen of the college for the purposes of this code 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.

2. Standards of Conduct

a. Basic Standard: The basic standard of behavior requires a student

- (1) Not to violate any municipal, state, or federal laws, and
- (2) Not to interfere with or disrupt the orderly educational processes of any college of the Dallas County Community College District.

A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

b. Enumerated Standards: The succeeding regulations describe offenses for which disciplinary proceedings may 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 standards of conduct appropriate for a 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.

(1) Student Identification:

(a) Issuance and Use: I.D. cards will be distributed during the first week of school and will be required for the following events and services: library usage, concerts, lectures, campus movies, use of student center facilities, voting in campus elections, and tickets for campus and community events. All I.D. cards are the property of the college. 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.

(b) Replacement Cards: If lost, duplicate I.D. cards may be obtained in the business office by payment of a \$4.00 charge.

(2) Use of District Facilities: Each college of the Dallas County Community College District 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 through a procedure maintained in the Student Development Office. Activities which appear to be incompatible or in opposition to the purposes 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 could 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, anyone planning an activity at one of the colleges of the Dallas County Community College District 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 Office. This office also maintains a statement on procedures for reserving space.

(3) **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 a manner to ensure orderly conduct, non-interference with college functions or activities, and identification of sponsoring groups or individuals. Meetings must be registered with the Student Development Office. An activity may be called a meeting when the following conditions prevail at the activity:

(a) When two or more persons are sitting, standing, or lounging so as to hear or see a presentation or discussion of a person or a 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 appears to be conducting a systematic discussion or presentation on a definable topic.

(4) **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.

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

(a) Blocking or in any other way interfering with access to any facility of the college.

(b) Inciting others to violence and/or participating in violent behavior, e.g., 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 activity in the interest of maintaining order at the college.

Furthermore, the Vice President of Student Services shall enforce the provisions of the Texas Education Code, Section 4.30.

Education Code Section 4.30 provides:

(a) No person or group 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.

(b) For the purposes of this section, disruptive activity means

(1) 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;

(2) Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;

(3) Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration.

(4) Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or

(5) Obstructing or restraining the passage of any person at an 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.

(c) For the purposes of this section, 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 a reasonable fear that force or violence is likely to occur.

(d) A person who violates any provisions of this section 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.

(e) Any person who is convicted the third time of violating this section 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.

(f) 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.

(5) **Drinking of Alcoholic Beverages:** Each college of the Dallas County Community College District specifically forbids the drinking of or possession of alcoholic beverages on its campus.

(6) **Gambling:** State law expressly forbids gambling of any kind on state property.

(7) **Hazing:** Each college of the Dallas County Community College District, 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 well-being 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.

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 engaged in by an organization, rests in the elected and responsible officials of the group, as individuals, and in 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.

(8) **Scholastic Dishonesty**

(a) The Vice President of Student Services 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:

(i) Copying from another student's test paper;

(ii) Using, during a test, materials not authorized by the person giving the test;

(iii) Collaborating with another student during a test without authority;

(iv) Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test.

(v) Substituting for another student, or permitting another student to substitute for one's self, to take a test; and

(vi) 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.

(9) **Financial Transactions with the College**

(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 that the student intended to defraud the college.

(d) The Vice President of Student Services may initiate disciplinary proceedings against a student who has allegedly violated the provisions of this section.

(10) **Other Offenses**

(a) The Vice President of Student Services may initiate disciplinary proceedings against a student who:

(i) Conducts himself in a manner that significantly interferes with college teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions, or with other authorized activities on college premises;

(ii) Damages, defaces or destroys college property or property of a member of the college community or campus visitor;

(iii) Knowingly gives false information in response to requests from the college;

(iv) Engages in hazing, as defined by state law and college regulations;

(v) Forges, alters or misuses college documents, records, or I.D. cards;

(vi) Violates college policies or regulations concerning parking, registration of student organizations, use of college facilities, or the time, place and manner of public expression;

(vii) Fails to comply with directions of college officials acting in the performance of their duties;

(viii) 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;

(ix) Illegally possesses, uses, sells, or purchases drugs, narcotics, hallucinogens, or alcoholic beverages on or off campus;

(x) Commits any act which is classified as an indictable offense under either state or federal law.

3. **Disciplinary Proceedings**

a. **Administrative Disposition**

(1) **Investigation, Conference and Complaint**

(a) When the Vice President of Student Services' Office receives information that a student has allegedly violated a Board policy, college regulation, or administrative rule, the Vice President or a subordinate delegated by him shall investigate the alleged violation. After completing the preliminary investigation, the Vice President may:

(i) Dismiss the allegation as unfounded, either before or after conferring with the student; or

(ii) Proceed administratively under 3(a)(3)(d); or

(iii) 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 policy, 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 possessions 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.

(2) **Summons**

(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 records. 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 Vice President of Student Services' intention to handle the allegation as a minor or major violation.

(c) The Vice President of Student Services may place on disciplinary probation a student who fails without good cause to comply with a letter of summons, or the Vice President may proceed against the student under 3(a)(3).

(3) Disposition

(a) At a conference with a student in connection with an alleged minor or major violation, the Vice President shall advise the student of his rights.

(b) A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to a hearing under 3(b) of this code. 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.

(c) The Vice President of Student Services shall prepare an accurate, written summary of each administrative disposition and forward a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of Student Development and to the Director of Campus Security.

(d) The Vice President of Student Services may impose disciplinary action as follows:

(i) For minor violations, any action authorized by 4a(1) through (8) of this code.

(ii) For major violations, any action authorized by 4a of this code.

b. Student Discipline Committee

(1) Composition; Organization

(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 administrative disposition. 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 procedure, 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) Chairman: The Chairman shall set the date, time, and place for the hearing and may summon witnesses, and require the production of documentary and other evidence.

(d) The Vice President of Student Services 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 Vice President of Student Services may be assisted by legal counsel when in the opinion of the Vice President of Student Services the best interests of the student or the college would be served by such assistance.

(2) Notice

(a) The Committee Chairman shall by letter notify the student concerned of the date, time and place for the hearing. The letter shall specify a hearing date not less than three (3) 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 Chairman 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 the student has actual notice of the date, time, and place of the hearing, and consents in writing thereto, and the President, or his designated representative in his absence, states in writing to the committee that, because of extraordinary circumstances the requirements are inappropriate.

(d) The notice shall specify whether the charge or charges are considered minor violations or major violations; shall direct the student to appear before the committee on the date and at the time and place specified, and shall advise the student of the following rights:

(i) To a private hearing;

(ii) To appear alone or with legal counsel (if charges have been evaluated as a major violation or if the college is represented by legal counsel);

(iii) To have his parents or legal guardian present at the hearing;

(iv) To know the identity of each witness who will testify against him;

(v) To cause the committee to summon witnesses, require the production of documentary and other evidence possessed by the college, and to offer evidence and argue in his own behalf;

(vi) To cross-examine each witness who testifies against him;

(vii) 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;

(viii) To appeal to the Faculty-Student Board of Review, subject to the limitations established by 3c(1)(a) of this code.

e) The Vice President of Student Services may suspend a student who fails without good cause to comply with a letter sent under this section, or, at his discretion, the Vice President of Student Services may proceed with the hearing in the student's absence.

(3) Preliminary Matters

(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 the request by one of the students-in-interest, separate hearings may be held.

(b) At least three (3) class days before the hearing date, the student concerned shall furnish the Committee Chairman with:

(i) The name of each witness he wants summoned and a description of all documentary and other evidence possessed by the college which he wants produced;

(ii) An objection that, if sustained by the Chairman of the Student Discipline Committee, would prevent the hearing;

(iii) The name of legal counsel, if any, who appear with him;

(iv) A request for a separate hearing, if any, and the grounds for such a request.

(c) When the hearing is set under waiver of notice or for other good cause determined by the Committee Chairman, the student concerned is entitled to furnish the information described in paragraph (b) hereof at any time before the hearing begins.

(4) Procedure

(a) The hearing shall be informal and the Chairman shall provide reasonable opportunities for witnesses to be heard. The college may be represented by staff members of the Vice President of Student Services' 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:

(i) Representatives of the College Council;

(ii) A staff member of the College newspaper;

(iii) Representatives of the Faculty Association;

(iv) Student's legal counsel; and

(v) Members of the student's immediate family.

(b) The Committee shall proceed generally as follows during the hearing:

(i) The Vice President of Student Services shall read the complaint;

(ii) The Vice President of Student Services shall inform the student of his rights, as stated in the notice of hearing;

(iii) The Vice President of Student Services shall present the College's case;

(iv) The student may present his defense;

(v) The Vice President of Student Services and the student may present rebuttal evidence and argument;

(vi) The Committee will vote the issue of whether or not there has been a violation of Board policy, college regulation or administrative rule; if the Committee finds the student has violated a Board policy, college regulation or administrative rule, the Committee will determine an appropriate penalty.

(vii) The Committee shall inform the student of the decision and penalty, if any;

(viii) The Committee shall state in writing each finding of a violation of Board policy, 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.

(5) Evidence

(a) Legal rules of evidence shall 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 and a member of the professional staff of the Health Center, Counseling and Guidance Center, or the Office of the Vice President of Student Services 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 policy, college regulation or administrative rule.

(c) All evidence shall be offered to the Committee during the hearing and made a part of the hearing record. Documentary evidence may be admitted in the form of copies of 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.

(6) Record

(a) The hearing record shall include: a copy of the notice of hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas, and any other materials considered by the Committee; and the Committee's decisions.

(b) If notice of appeal is timely given as hereinafter provided, the Vice President of Student Services, at the direction of the Committee Chairman, shall send the record to the Board of Review, with a copy to the student appellant on or before the tenth class day after the notice of appeal is given.

c. Faculty-Student Board of Review

(1) Right to Appeal

(a) In those cases in which the disciplinary penalty imposed was as prescribed in 4A (6) through (11), the student may appeal the decision of the Student Discipline Committee, or the decision of the President in an interim action under 3a(1)(b) to the Faculty-Student Board of Review. Disciplinary actions taken under 4a(1) through (5) cannot be appealed beyond the Student Discipline Committee. A student appeals by giving written notice to the Vice President of Student Services on or before the third class day after the day the decision or action is announced. This notice may be 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 suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under 3a(1)(b).

(2) Board Composition

(a) The President shall appoint Boards of Review to hear appeals under this code. Each such Board shall have three faculty representatives and two students appointed by the President in alphabetical rotation from available members of the Review Panel.

(b) The Review Panel shall have twenty-five (25) members, selected as follows:

(i) Fifteen (15) 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.

(ii) Ten (10) students shall be appointed by the President of the college for one-year terms. Student members must have an overall 2.0 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 Board of Review members on student disciplinary policies, rules, and hearing procedures as soon as practicable after the members are appointed.

(3) Consideration of Appeal

(a) The Board of Review shall consider each appeal on the record of the Student Discipline Committee and for good cause shown, original evidence and newly discovered evidence may be presented.

(b) Upon timely appeal, the President shall select a Board of Review as aforesaid and shall notify the student appellant and the Vice President of Student Services 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 Board of Review to serve as chairman.

(d) Appellate hearings will follow the procedure prescribed in 3b of this code.

(e) The Board of Review will hear oral argument and receive written briefs from the student appellant and Vice President of Student Services or their representatives.

(f) The Board of Review, after considering the appeal, may affirm the Student Discipline Committee's decision, reduce the penalty determined or otherwise modify the decision of the Student Discipline Committee, or dismiss the complaint.

(g) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee's finding of facts, conclusions or decisions were:

(i) In violation of a federal or state law, Board policy, college

regulation, administrative rule, or authorized procedure;

(ii) Clearly erroneous in view of the reliable probative and substantial evidence on the complete hearing; or

(iii) Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

(h) The Board of Review may not increase a penalty assessed by the Student Discipline Committee.

(4) Petition for Administrative Review

(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 3c(1)(a), notice of appeal, the date of the Board of Review's action on the student's appeal and his reasons 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 Board of Review announces its action on the appeal. If the President rejects the petition, and the student appellant 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 said Board on or before the third class 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. They may receive written briefs and hear oral argument during their review.

4. Penalties

a. Authorized Disciplinary Penalties: The Vice President of Student Services, under 3a, or the Student Discipline Committee, under 3b, or the Faculty-Student Board of Review, under 3c, may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

(1) Admonition

(2) Warning probation

(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. Definitions: The following definitions apply to the penalties provided in 4a:

(1) An "Admonition" is a written reprimand from the Vice President of Student Services to the student on whom it is imposed.

(2) "Warning 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.

(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. Students will be placed on disciplinary probation for engaging in activities such as the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on campus facilities, and gambling.

(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 on 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) "Disciplinary suspension" may be either or both of the following:

(a) "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.

(b) "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. Students will be placed on disciplinary suspension for engaging in activities such as the following: having intoxicating beverages in any college facility; destroying state property or student's personal property; giving false information in response to requests from the college; instigating a disturbance or riot; stealing; possession, use, sale or purchase of illegal drugs on or off campus; any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.

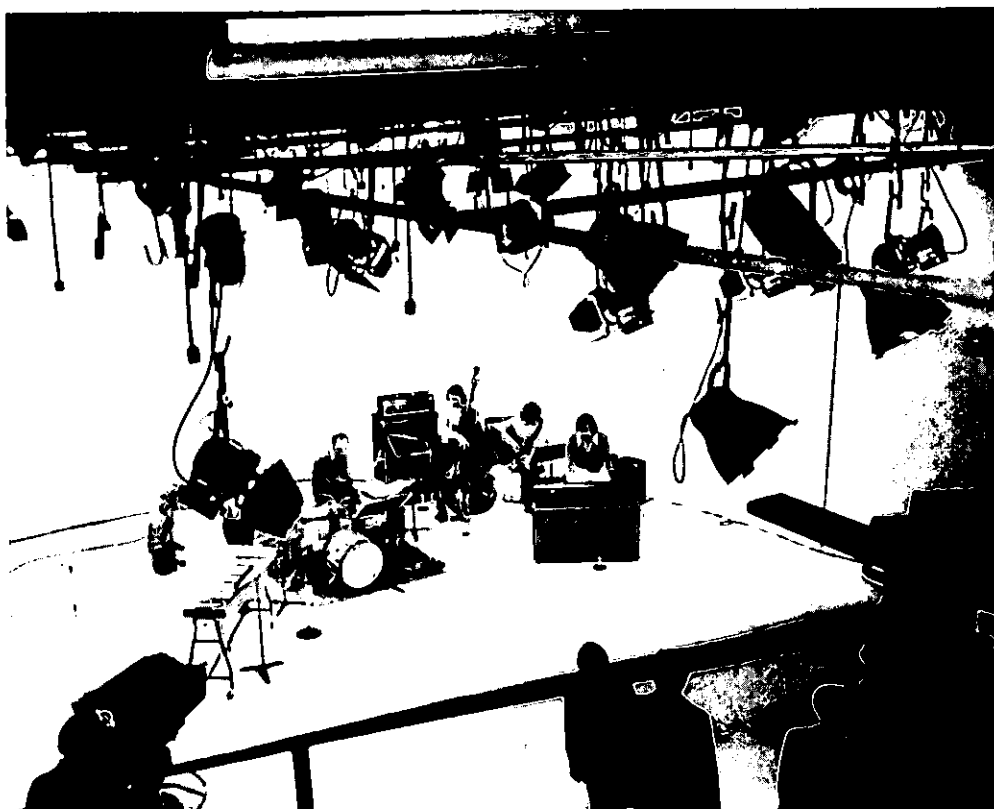
(8) "Denial of Degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.

(9) "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.

(10) "Expulsion" is permanent severance from the college. This policy shall apply uniformly to all of the colleges of the Dallas County Community College District.



In the event any portion of this policy conflicts with the state law of Texas, the state law shall be followed.



Commercial Music Students taping for show on KTVT — TV



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INDEX

Academic Calendar	2
Academic Curriculum	39
Accounting Career	87
Accreditation	6
Administrative Staff	4
Admission Procedure	11
Admission Requirements	10
Air Conditioning Career	88
Animal Medical Technology	91
Anthropology	46
Art	47
Assessment Center	26
Associate in Applied Arts and Sciences Degree	18
Associate in Arts and Sciences Degree	18
Astronomy	49
Athletics	32
Attendance	22
Auditing	20
Automobile Technology	49, 92
Biology	51
Bureau of Indian Affairs	28
Business	53
Certificate	18
Chemistry	57
Classification	23
College Philosophy	6
Communications	58
Community Services	38
Computing Science	58
Concurrent Enrollment	11
Conduct Standards	33, 117
Counseling	26
Credit by Exam	20
Developmental Studies	59
District Administration	4
District History	5
Divisions of the College	40
Dropping a Course	19
Earth Science	60
Economics	60
Educational Opportunity Center	27
Employment	29, 31, 36
Engine Mechanics	61
English	61
Evening College (Extended Day Program)	37
Fees	12
Filing Degree and Certificate Plans	19
Financial Aid	28
Flexible Entry	11
French	62
Geography	62
Geology	62
Government	63
Grades	21
Graduation	23
Grants	30
Health Services	33
History	63
Housing	34
Human Development	64

Humanities	64
Journalism	65
League for Innovation	7
Learning Resource Center	27
Library	28
Loans	30
Major Appliance Repair	65, 99
Mathematics	67
Mid-Management	100
Motorcycle Mechanic	69, 103
Music	70, 94
Office Careers	105
Organizations	32
Orientation (advisement)	15
Outboard Marine Engine Mechanic	73, 109
Philosophy	74
Photography	74
Physical Education	75
Physical Science	77
Physics	77
Psychology	78
Reading	78
Refund Policy	14
Religion	78
Retail Marketing and Distribution	111
Rights and Privacy Act	16
Schedule Change	11
Scholarships	30
Scholastic Probation	21
Scholastic Standing	20, 23
Secretarial Careers	107
Security	34
Small Engine Repair	79, 115
Social Science	80
Sociology	80
Spanish	80
Speech	81
Student Activities Office	32
Tarrant County Junior College	85
Technical/Occupational Programs	36, 83
Telecourses	37
Theatre	81
Transcripts	22
Transfer of Credits	36
Tuition	12
Veterans' Benefits	28
Vocational Rehabilitation	29
Withdrawal from College	19

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