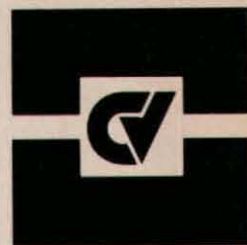


1986-87  
Cedar Valley College  
Catalog



**All blank  
pages  
have been  
removed  
from this  
document.**



1986-87  
**Cedar Valley College  
Catalog**



**Cedar Valley College**  
3030 North Dallas Avenue  
Lancaster, Texas 75134-3799

**Call for information: Counseling — 372-8262, Admissions — 372-8200**

This catalog contains policies, regulations, and procedures in existence at the time this publication went to press. The District Colleges reserve the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable State and Federal regulations. This catalog is for information purposes and does not constitute a contract.

This publication prepared by the Dallas County Community College District Office of Public Information.

The Dallas County Community College District is an equal opportunity institution.

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## ACADEMIC CALENDAR

### Summer Sessions, 1986

#### *First Summer Session*

June 5	Registration
June 9	Classes Begin
June 12	4th Class Day
June 26	Last Day to Withdraw with "W"
July 10	Final Exams
July 10	Semester Closes

#### *Second Summer Session*

July 14	Registration
July 15	Classes Begin
July 18	4th Class Day
August 7	Last Day to Withdraw with "W"
August 14	Final Exams
August 14	Semester Closes

### Fall Semester, 1986

August 25	Faculty Professional Development
August 26-28	Registration Period (varies by campus)
August 29	Faculty Professional Development
September 1	Labor Day Holiday
September 2	Classes Begin
September 5	Friday Only Classes Begin
September 6	Saturday Classes Begin
September 15	12th Class Day
November 27	Thanksgiving Holidays Begin
December 1	Classes Resume
November 6	Last Day to Withdraw with "W"
December 12	Final Exams for Friday Only Classes
December 13	Final Exams for Saturday Classes
December 15-18	Final Exams
December 18	Semester Closes

### Spring Semester, 1987

January 12	Faculty Professional Development
January 13-15	Registration Period (varies by campus)
January 16	Faculty Professional Development
January 16	Friday Only Classes Begin
January 17	Saturday Classes Begin
January 19	Classes Begin
January 29	12th Class Day
February 26	District Conference Day
February 27	Faculty Professional Development (TJCTA)
March 16	Spring Break Begins
March 20	Spring Holiday for All Employees
March 23	Classes Resume
April 2	Last Day to Withdraw with "W"
April 17	Easter Holidays Begin
April 20	Classes Resume
May 8	Final Exams for Friday Only Classes
May 9	Final Exams for Saturday Classes
May 11-14	Final Exams
May 14	Graduation
May 14	Semester Closes

### Summer Sessions, 1987

#### *First Summer Session: (Based on 4 day class week)*

June 4	Registration
June 8	Classes Begin
June 11	4th Class Day
June 25	Last Day to Withdraw with "W"
July 9	Final Exams
July 9	Semester Closes

#### *Second Summer Session: (Based on 4 day class week)*

July 13	Registration
July 15	Classes Begin
July 21	4th Class Day
August 4	Last Day to Withdraw with "W"
August 18	Final Exams
August 18	Semester Closes



# Dallas County Community College District Board of Trustees



**Jerry Gilmore**  
Chairman



**Robert Bettis**  
Vice Chairman



**Don Buchholz**



**J. D. Hall**



**Kenneth M. Pace**



**Pattie T. Powell**



**James W. Smith**



**R. Jan LeCroy**  
Chancellor

## Dallas County Community College District Administrators

Chancellor .....	R. Jan LeCroy
Vice Chancellor of Business Affairs .....	Ted B. Hughes
Vice Chancellor of Educational Affairs .....	Jack Stone
Assistant Chancellor of Planning and Development Affairs .....	Bill Tucker
Assistant to the Chancellor .....	Jackie Caswell
Associate Vice Chancellor/Academic Affairs .....	Rodger A. Pool
Director of Development .....	Carol Shlipak
Legal Counsel .....	Robert Young
Special Assistant to the Chancellor .....	Nancy Armes
Director of Business Services .....	Robb Dean
Director of Career & Continuing Education .....	Ted Martinez
Director of Computer Services .....	Jim Hill
Director of Educational Resources .....	Pam Quinn
Director of Personnel Services and Development .....	Barbara K. Corvey
Director of Planning, Research and Evaluation .....	Colin Shaw
Director of Public Information .....	Claudia Robinson
Director of Purchasing .....	Mavis Williams
Director of Resource Development .....	Bonny Franke-Hill
Director of Student Programs .....	Richard McCrary
Director of Technical Services .....	Paul Dumont

# CEDAR VALLEY COLLEGE

Cedar Valley College opened in 1977 on a 353-acre site at 3030 North Dallas Avenue in Lancaster. The school occupies a strategically important position in southern Dallas County, east of Interstate 35 and south of Interstate 20/635. Continuing residential and industrial expansion in this area has thrust Cedar Valley into an increasingly vital role of service to the community.

Cedar Valley provides a broad range of academic transfer programs for students desiring to continue their education at four-year institutions. In addition to these, Cedar Valley's technical/occupational programs provide many options for gaining needed training for area job markets in business, industry and the arts. Continuing Education courses provide people of all ages with exciting opportunities for personal growth, recreation and for improvement of job skills. All these are coupled with an outstanding program of career planning and guidance from a competent counseling staff.

## The Campus

Cedar Valley's award winning architecture and careful attention to landscaping have given the College a reputation for being one of the most scenic areas in the Metroplex. An internal courtyard punctuated with flower beds and shade trees provides a hub of activity between the main buildings. The entire campus stretches along the shore of a twelve-acre man-made lake. Functional building design is blended well with the natural impact of sky and water to give the campus a feeling of openness and light. Students can lounge or study on lakeside terraces, and the free use of windows opens classrooms, lounges and eating areas to spacious scenic vistas.

## Accreditation

The Southern Association of Colleges and Schools

## Institutional Memberships

The American Association of Community and Junior Colleges

The League for Innovation in the Community College

Cedar Valley is recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency, and is an Affirmative Action Equal Opportunity Institution.

## Academic Transfer Program

At Cedar Valley College students may take the first two years of a bachelor's degree and transfer to a four-year senior institution for the remaining two years. If students know the senior institution to which they wish to transfer, a curriculum will be designed which will result in a smooth, trouble-free transfer.

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

Agriculture	Political Science
Art	Psychology
Business Administration	Public Administration
Computer Science	Science
Criminal Justice	Sociology
Liberal Arts	Speech
Music	Teacher Education

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

COURSE	CREDIT HOURS
English 101, 102	6
History 101, 102	6
Laboratory Science	8
Social Science Electives	6
Mathematics and/or Fine Arts Elective	6
Physical Education	2

## CEDAR VALLEY COLLEGE ADMINISTRATION

President	Floyd S. Elkins	372-8250
Vice President of Instruction	James Butzek	372-8242
Vice President of Business Services	Walter N. Beene	372-8228
Vice President of Student Development	Jim Harlow	372-8261
Dean of Career and Continuing Education	Cecil H. Brewer, Jr.	372-8216
Dean of Educational Resources	Travis Y. Ueoka	372-8149
Director of Business Operations	Bobbie McClung	372-8290
Director of Continuing Education	Rose Gafford	372-8212
Dean of Student Support Services	Gale Frazier	372-8262
Evening Office Administrator	Corina Gardea	372-8230
Director of Financial Aid/Job Placement	Frank Ellis	372-8280
Director of Information Retrieval/ Dissemination Services	Ines Gehrman	372-8152
Director of Instructional Resources	Theresa Nail	372-8147
Director of Physical Plant	Manuel Wigley	372-8186
Director of Public Information	Janet Gifford	372-8258
Director of Safety and Security	Johnny Hullett	372-8286
Director of Special Services	James L. Handy	372-8119
Registrar and Director of Admissions	John Williamson	372-8200

## DIVISION CHAIRPERSONS

Business and Social Science	Gerald Stanglin	372-8110
Communication and Humanities	Mary Davidson	372-8120
Math, Science, Physical Education, Animal Medical Technology and Industrial Technology	Mike R. Huddleston	372-8160

## CEDAR VALLEY FACULTY AND STAFF

**Adkins, James A.** ..... Physics and Astronomy  
Univ. of Texas at Arlington, B.S., M.A.

**Beecham, Ron** ..... Biology  
East Texas State Univ., B.S., M.S.

**Beene, Walter N.** ..... Vice President-Business Services  
Univ. of Houston, B.S.

**Benzamin, Russell E.** ..... Music  
Southwest Missouri State Univ., B.S.; North Colorado State Univ., M.A.

**Bilbrey, Keith** ..... Air Conditioning/Refrigeration/Major Appliance Repair  
Tarrant County Junior College, A.A.S.

**Brewer, Cecil H.** ..... Dean of Career & Continuing Ed.  
Univ. of Texas at Arlington, B.A.; East Texas State Univ., M.S., Ph.D.;  
Certified Technician, N.I.A.S.E.

**Brodnax, Randall** ..... Art  
Northwestern State Univ., B.A., M.A.

**Brown, Jean Billingslea** ..... English  
Rutgers Univ., A.B.; Atlanta Univ., M.A.

**Butzek, Jim** ..... Vice President of Instruction  
Loyola Univ., B.S.; Illinois Institute of Technology, Ph.D.

**Christman, Calvin L.** ..... History  
Dartmouth College, A.B.; Vanderbilt Univ., M.A., M.A.T.; Ohio State Univ.,  
Ph.D.

**Davidson, Mary E.** ..... Div. Chairperson, Communications/Humanities Div.  
Texas Woman's Univ., B.S., M.A.; North Texas State Univ., Ed.D.

**Dawson, C. Edward** ..... Music  
Univ. of North Carolina, B.A., M.M.

**Desai, Suryakant** ..... Accounting  
Univ. of Bombay, B.S.; Univ. of Texas at Arlington, M.B.A., M.P.A.

**Dismore, Roger E.** ..... Music  
North Texas State Univ. B.M.E., M.M.E.

**Earle, Brian D.** ..... Science  
North Texas State Univ., B.S.; Univ. of Texas at Dallas, M.A.

**Eishen, David** ..... Air Conditioning/Refrigeration/Major Appliance Repair  
Tarrant County Junior College, A.A.S.

**Elkins, Floyd S.** ..... President  
Univ. of Texas at Austin, B.S., M.Ed., Ph.D.

**Ellis, Frank** ..... Director of Financial Aid  
Texas Christian Univ., B.B.A.

**Fant, Milton** ..... Automotive Technology Apprenticeship  
Certified Technician, N.I.A.S.E.

**Fletcher, Norman R.** ..... Mathematics  
Texarkana College, A.S.; East Texas Univ., B.S., M.S., Ed.D.

**Frazier, Gale** ..... Dean of Student Support Services  
Oklahoma State Univ., B.S., M.S.

**Gafford, Rose** ..... Director of Continuing Education  
Texas Woman's Univ., B.S.

**Garcia, Edward H.** ..... Journalism  
Univ. of Texas at Austin, B.A.; Ohio State Univ., M.A.; Univ. of Texas  
at Austin, Ph.D.

**Gardea, Corina** ..... Evening Office Administrator  
Texas Woman's Univ., B.S.; Univ. of Texas at Austin, M.Ed., Ph.D.

**Gehrmann, Ines** ..... Director of Information Retrieval/Dissemination Services  
Tarleton State Univ., B.A.; State Univ. of New York, Geneseo, M.L.S.

**Germany, Sam** ..... Music  
Anderson College, B.A.; Western Michigan Univ., M.M.

**Gifford, Janet** ..... Director of Public Information  
North Texas State Univ., B.A.

**Hampton, LeRoyal** ..... Automotive Technology  
East Texas State Univ.; Certified Technician, N.I.A.S.E.

**Handy, James L.** ..... Director of Special Services  
Univ. of Texas at Austin, B.A.; Univ. of Texas, Health Science Center, M.S.

**Harlow, Diane** ..... Office Occupations  
North Texas State Univ., B.S., M.B.Ed.

**Harlow, Jim** ..... Vice President of Student Development  
East Texas State Univ., B.B.A., M.S.

**Hester, Ed** ..... Automotive Technology Apprenticeship  
Certified Technician, N.I.A.S.E.

**Huddleston, Mike** ..... Div. Chairperson, Math/Science/PE/AMT/Ind. Tech Division  
East Texas State Univ., B.S., M.S.

**Lineberry, William L.** ..... Animal Medical Technology  
Texas A&M Univ., B.S.; Univ. of Texas at Dallas, M.A.T. Animal Technician  
Registered

**Maxwell, Rick** ..... Art  
Univ. of Dallas, B.A.; Southern Methodist Univ., M.F.A.

**May, Sheryl** ..... College Nurse  
Texas Women's Univ., B.S.; Univ. of Houston, M.Ed.

**McClung, Bobble** ..... Director Business Operations  
Cedar Valley College, A.A.A.S.

**Meachum, Bettie M.** ..... Psychology  
Northwestern State Univ., B.M.E., M.Ed.; Baylor Univ., Ed.D.

**Nall, Theresa** ..... Director of Instructional Resources  
Louisiana Tech. Univ., B.A.; Northeast Louisiana Univ., M.Ed.

**Paul, Duncan A.** ..... Motorcycle, Outboard Marine Engine & Small Engine Mech.  
North Texas State Univ., B.S.

**Pharr, John** ..... Business and Retail Management  
North Texas State Univ., B.A., M.S.

**Pool, Linda** ..... English  
Stephen F. Austin, B.A.; East Texas State University, M.S.

**Powell, Joyce** ..... English  
Mississippi College, B.A.; Univ. of Mississippi, M.A.Ed.; East Texas State,  
Ed.D.

**Pratt, John** ..... Business Law & Government  
Southern Methodist Univ., J.D., B.A., Texas Law License

**Reyes, George** ..... Counselor  
Southwest Texas State, B.S.; Texas A&M, M.Ed.

**Riley, Joel L.** ..... Counselor  
Bishop College, B.S.; North Texas State Univ., M.Ed.

**Robinson, Eddie** ..... Mathematics  
Northeast Oklahoma State Univ., B.S.; Oklahoma State Univ., M.S.

**Rolling, Lincoln, Jr.** ..... History  
Sam Houston State Univ., B.A., M.A.

**Schwend, Gordon R.** ..... Automotive Technology  
Santa Rosa Junior College, A.A.; Certified Technician, N.I.A.S.E.

**Slone, Ronald G.** ..... Mid-Management Coordinator/Business  
East Texas State Univ., B.B.A., M.B.A.

**Snapp, Webster** ..... Data Processing  
Univ. of North Florida, B.A.; Univ. of North Carolina, M.S.

**Stanglin, Gerald** ..... Div. Chairperson, Business/Social Science Division  
Abilene Christian Univ., B.A.; North Texas State Univ., M.A.

**Stewart, M. Kerby, Jr.** ..... Music  
Texas Christian Univ., B.F.A.

**Sullivan, Tim** ..... Anthropology/Sociology/Religion  
Univ. of Southern California, B.A.; Southern Methodist Univ., M.A.

**Ueoka, Travis Y.** ..... Dean of Educational Resources  
New Mexico Highland Univ., B.S.; Indiana Univ., M.S.;  
East Texas State Univ., M.S.L.S., Ed.D.

**Wilkie, Dave** ..... Physical Education  
Ball State Univ., B.S., M.A.

**Williams, Bob** ..... Agriculture  
East Texas State Univ., B.S., M.S.

**Williamson, John W.** ..... Director of Admissions & Registrar  
Kilgore Junior College, A.A.; East Texas State Univ., B.S., M.S.

**Willson, Burlene** ..... Office Occupations  
Oklahoma State Univ., B.S., M.S.

**Wright, David L.** ..... Animal Medical Technology  
Texas A&M Univ., B.S., D.V.M.

**Yeager, Nora** ..... Developmental Reading  
Ball State Univ., B.A., M.A.; Univ. of Evansville, Ed.D.

**Young, Rebecca** ..... Fashion Merchandising  
Iowa State Univ., B.S.; Texas Woman's Univ., M.S., Ph.D.

**Youngblood, Mary Ann** ..... English  
Univ. of Texas at Arlington, B.A.; North Texas State Univ., M.A.

# I. GENERAL INFORMATION

## History of the Dallas County Community College District

The Dallas County Community College District is comprised of seven colleges located strategically throughout Dallas County. Together the colleges enroll approximately 75,000 students per semester and employ over 1,900 full-time faculty and staff members.

The growth of the District into an educational system with such impact was not by chance. In May, 1965, voters created the Dallas County Junior College District and approved a \$41.5 million bond issue to finance it. The next year the District's first college, El Centro, began operation in downtown Dallas. Eastfield College and Mountain View College enrolled their first students in 1970, and the plans for a multi-campus district became a reality. Richland College became the District's fourth college in 1972.

The voters of Dallas County approved the sale of an additional \$85 million in bonds in September, 1972. This step provided for expansion of the four existing colleges and the construction of three more colleges. A key part of the expansion program was the remodeling and enlarging of El Centro College, a project completed in 1979. Construction of new facilities resulted in the opening of Cedar Valley College and North Lake College in 1977. Brookhaven College, the final campus in the seven-college master plan, opened in 1978.

## District Philosophy And Goals

Since 1972, the District has been known as the Dallas County Community College District. The name shows that the District has outgrown the term "junior college." The name also reflects the District's philosophy. The colleges truly are community institutions, meeting the varied educational needs of the growing Dallas County region. The primary goal of the District and its colleges is to help students of all ages achieve effective living and responsible citizenship in a fast-changing region, state, nation, and world. Each college is therefore committed to providing a broad range of educational programs for the people it serves.

The needs, abilities, and goals of each student are considered important. The focus is on creating an educational program for the individual rather than squeezing or stretching the individual to fit an "educational mold."

The District therefore has a place for different kinds of students. There is a place for the young person setting forth toward a degree in medicine, and a place for the adult delving into an interesting hobby to enrich leisure hours. There is a place for the person preparing to enter a trade or technical field with a year or two of studies, and a place for the employed individual wanting to improve occupational skills. There is a place for the very bright high school student ready to begin college work in advance of high school graduation, and a place for the high school dropout who now sees the need for education in today's complex society. In short, there is a place for everyone.

How do the colleges meet the educational needs of such a varied family? The answer is found in four categories of programs:

1. For the student working toward a bachelor's or higher degree, the colleges offer a wide range of first-year and second-year courses which transfer to senior colleges and universities.
2. For the student seeking a meaningful job, the colleges offer one-year and two-year programs in technical and occupational fields.
3. For the employed person wishing to improve job skills or to move into a new job, the colleges offer credit and non-credit adult educational courses.
4. For the person who simply wants to make life a little more interesting, the colleges offer community service programs on cultural, civic and other topics.

Additional programs are available for the high school student, dropout, and others with special needs. The colleges help each student design the educational program that best meets individual needs. Every student is offered intensive counseling to define goals and identify abilities. Continued guidance is available throughout the student's college career in case goals and plans change. This emphasis on counseling, rare for some institutions, is routine at all District colleges.

## District Responsibilities

To carry out the District philosophy, the colleges obviously must offer a wide range of programs and courses, including guidance services. These programs and courses must help each individual attain a high level of technical competence and a high level of cultural, intellectual, and social development. In addition, high professional standards for the academic staff must be maintained within a framework prescribed by the Board of Trustees. At the same time, the program and organization of each college must make maximum use of faculty and facilities.

The colleges have a basic responsibility to provide educational and cultural leadership to the community. They must be sensitive to changing community needs and adapt readily to those needs. Individuals capable of continuing their educational development should be given the opportunity to improve their skills. Finally, to continue to meet its responsibilities in changing times, the college system must guard against stagnation. Creativity and flexibility are therefore fostered at the District level and on each campus.

## League for Innovation

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is composed of 19 outstanding community college districts throughout the nation. Its purpose is to encourage innovative experimentation and the continuing development of the community college movement in America. Membership commits the District to research, evaluation, and cooperation with other community college districts. The goal is to serve the community with the best educational program and the fullest use of resources.



## Equal Educational And Employment 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, national origin, or disability. The District provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission, recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services, and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Appeals to high administrative authority are considered on the merits of the case.

## Family Educational Rights And Privacy Act Of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) dates of attendance, (5) educational institution most recently attended, and (6) other information, including major field of study and degrees and awards received.

A student may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, information is released upon inquiry. No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without written consent from the student stating the information to be given, except as specified by law.

## Student Consumer Information Services

Pursuant to the Education Amendment of 1980, Public Law 96-374, the College provides all students with information about its academic programs and financial aid available to students.



## Standard Of Conduct

The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published in this catalog.

If you are unable to complete the course (or courses) for which you have registered, it is your responsibility to withdraw formally from the course (or courses). Failure to do so will result in your receiving a performance grade, usually a grade of "F"

## II. IMPORTANT TERMS

**Add:** To enroll in additional course(s) after regular registration.

**Admission:** Formal application and acceptance as a student.

**Academic advisor:** A member of the college staff who assists students in planning appropriate academic programs.

**Common Learning:** "General Education" as defined by the Dallas County Community College District. Common Learning courses contain learning experiences which provide knowledge and skills necessary for living well and functioning competently in rapidly changing local, state, national, and world communities.

**Concurrent enrollment:** (a) Enrollment by the same student in two different DCCCD colleges at the same time; (b) Enrollment by a high school senior in one of the DCCCD colleges while still enrolled in high school; (c) Enrollment by a student in two related courses in the same semester; (d) Enrollment in both a DCCCD institution and a four-year institution at the same time.

**Course load:** The number of hours or courses in which a student is enrolled in any given semester.

**Credit:** A unit of measure assigned to each course. See credit hours.

**Credit hours:** This is normally equal to the number of hours a course meets per week. For example, a three credit hour lecture course will meet three hours per week. Courses involving laboratory time typically meet additional hours. Credit hours are sometimes referred to as semester hours.

**Credit/non-credit:** Credit classes are those which award academic credit and apply toward a degree. Non-credit classes do neither and are usually offered through Continuing Education.

**Campus class schedule:** A booklet which is published prior to each semester listing all classes, sections, dates, times, instructors' names, and meeting places and which is used by students to prepare their personal class schedules each semester.

**Drop:** The act of officially withdrawing from a particular course. It is the student's responsibility to withdraw from the course by the appropriate date.

**Fee:** A charge which the college requires for services in addition to tuition charges.

**Elective:** A course chosen by the student that is not required for a certificate or degree.

**Flexible-entry course:** A course beginning and ending on dates which are different from the regular semester. This is also referred to as "flex-entry" or "short semester registration". Consult the campus class schedule for further information.

**Full-time student:** A student who is enrolled in at least 12 credit hours during a semester or for 6 credit hours during a summer session.

**GPA:** Grade Point Average. For further explanation, see catalog section entitled Scholastic Standards, page 11.

**Grade Points:** See catalog section entitled Scholastic Standards, page 11.

**Grades:** See catalog section entitled Scholastic Standards page 11.

**Lab hours:** The number of hours a student spends each week in a laboratory or other learning environment.

**Lecture hours:** The number of hours a student spends each week in a classroom other than a laboratory.

**Major:** The subject or field of study in which the student plans to specialize. For example, one "majors" in Automotive Technology, Business, etc.

**Part-time student:** A student who is enrolled for less than 12 credit hours during a semester or less than 6 credit hours in a summer session.

**Performance grade:** A grade of A, B, C, D, or F. This does not include the grades of W, I, or WX.

**Prerequisite:** A requirement which must be met BEFORE enrolling for a specific course. For example, the prerequisite for ENGLISH 102 is the successful completion of ENGLISH 101.

**Registration:** The official process for enrolling in courses which includes selection of times as well as payment of fees and tuition.

**Semester:** A term denoting the length of time a student is enrolled in a specific course. For example, there are two long semesters (Fall and Spring) which last approximately 16 weeks. There are two summer sessions or "semesters" (Summer I and Summer II) which last approximately 5½ weeks.

**Skills for Living:** Skills needed for living well with oneself, others, and changing environments. Skills for Living are discussed and learned throughout the curriculum and provide basic goals for all Common Learning courses.

**Technical/occupational courses:** Courses which lead to a certificate or two-year degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be utilized in the job market.

**Telecourses:** Courses providing flexibility and convenience for students seeking college credit with minimum campus visits. Students watch the course television programs at home on regular broadcasts or cablecasts, complete study guide and reading assignments, take tests on campus, and attend optional discussion meetings. Instructors are available during regular office hours or via telephone when assistance is needed.



**Transfer courses:** Courses which are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transferability of specific courses. Because a course will transfer does not mean it will apply toward a specific major or degree at a four-year college or university.

**Transcript:** An official copy of a student's academic record which can be obtained through the Admissions Office. An official transcript must have the seal of the college affixed and the signature of the Registrar.

**Withdrawal:** The act of officially dropping all courses for which a student is enrolled in a given semester or session. It is the student's responsibility to withdraw from the course by the appropriate date.

### III. ADMISSIONS AND REGISTRATION

#### General Admissions Policy

The College has an "open door" admissions policy. It insures that all persons who can profit from post-secondary education have an opportunity to enroll. The College requires certain assessment procedures for use in course placement prior to admission to a certificate or degree program, but the assessment is not used to determine admission.

#### Admission Requirements

##### Beginning Freshman

Students enrolling in college for the first time who fit one of the following categories may apply for admission:

- Graduates from an accredited high school or those who have earned a General Education Diploma (G.E.D.), who are 18 years of age or older, and whose high school class has graduated.
- Graduates of an unaccredited high school who are 18 years of age or older.
- Persons who do not hold a high school diploma or G.E.D. (but who are 18 years of age or older and whose high school class has graduated) may be admitted by giving evidence of an ability to profit from college instruction. Such admission will be on a probationary basis.

- d. High school seniors recommended by their high school principal. The College admits a limited number of students in this category. The students are concurrently enrolled for a maximum of six hours of special study each semester. Students must continue to make normal progress toward high school graduation.

#### Transfer Students

Transfer applicants are considered for admission on the basis of their previous college record. Academic standing for transfer applicants is determined by the Registrar's Office according to standards established by the College. Students on scholastic or disciplinary suspension from another institution must petition the Committee on Admissions and Academic Relations for special approval. Contact the Admissions Office for further information.

#### Former Students

Students formerly enrolled in the Dallas County Community College District must submit an application for readmission to any District college. Students with unsettled financial debts at any District college will not be readmitted.

#### Non-Credit Students

Students enrolling for non-credit courses apply through the Office of Career and Continuing Education.

#### International Students

The College is authorized under federal law to enroll non-immigrant alien students. International students are not admitted, however, until all admissions requirements are complete. International students must:

- a. complete a personal interview with the international student counselor and receive approval from the college administration,
- b. present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher and take the DCCCD assessment tests,
- c. be proficient in English and provide a letter in their own handwriting indicating educational and vocational plans,
- d. show evidence of sufficient financial support for the academic year by submitting an I-134 (Affidavit of support) Immigration and Naturalization Service document,
- e. provide written proof of negative tuberculin skin test or chest x-ray, polio immunization if applicant is under nineteen years of age, measles and rubella vaccines taken since January 1, 1968, and diphtheria/tetanus injections taken within the last ten years.
- f. fulfill all admission requirements for international students at least 30 days prior to registration,
- g. enroll as a full-time student (minimum of 12 credit hours),
- h. supply official transcripts for all previous academic work with a minimum "C" average.

Contact the Admissions Office for information.

#### Application and Admission Procedures

Applications may be submitted any time prior to registration. Earlier application is desirable because the student's place in registration is determined by the date of the applicant's file; submitting admissions documents early also insures that there is adequate time for effective counseling and schedule planning. A later place in registration often means that the classes a student desires are already filled.

Applicants must submit the following material to the Admissions Office to have a complete admissions file:

- a. An official application, available from the Admissions Office.
- b. Official Transcripts: The following must be submitted: (1) for beginning college students an official high school transcript from the last high school attended; (2) for college transfer students, official transcripts for all previous college work attempted. The college's accrediting agency requires transcripts, and the college uses them in program advisement.

Once the above materials are submitted, the applicant is assigned a place in registration. All applicants may select only those classes available when they register. Students may enroll in certain courses at times other than regular semester registration. See the Flexible Entry Courses section in this catalog and contact the Registrar's Office for additional information.

#### Tuition

Tuition is charged on a sliding scale according to the number of credit hours for which a student is enrolled and the student's place of legal residence. Tuition is subject to change without notice by the Board of Trustees or the Texas Legislature.

#### Additional Fees

Additional fees may be assessed as new programs are developed with special laboratory costs. These fees will always be kept to a practical minimum. A graduation fee is not assessed, but each student must pay for cap and gown rental.

#### Special Fees And Charges

Laboratory Fee: \$2 to \$8 a semester (per lab).

Physical Education Activity Fee: \$5 a semester.

Bowling Class Fee: Student pays cost of lane rental.

Private Music Lesson Fee: \*\$45 for one hour per week (maximum) for one course, \$25 for one half hour per week.

Audit Fee: The charge for auditing a course is the same as if the course were taken for credit, except that a student service fee is not charged.

Credit by Examination: A fee will be charged for each examination. This fee can change without prior notice.

## TUITION AND STUDENT SERVICES FEE Fall and Spring Sessions

Semester Credit Hour	Dallas County			Out-of-District			Out-of-State or Country		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	\$ 32	\$ 3	\$ 35	\$ 32	\$ 3	\$ 35	\$ 200	\$ 3	\$ 203
2	32	3	35	62	3	65	200	3	203
3	32	3	35	93	3	96	200	3	203
4	40	4	44	124	4	128	236	4	240
5	50	5	55	155	5	160	295	5	300
6	60	6	66	186	6	192	354	6	360
7	70	7	77	217	7	224	413	7	420
8	80	8	88	248	8	256	472	8	480
9	90	9	99	279	9	288	531	9	540
10	100	10	110	310	10	320	590	10	600
11	108	11	119	320	11	331	649	11	660
12	116	12	128	330	12	342	708	12	720
13	124	12	136	340	12	352	767	12	779
14	132	12	144	350	12	362	826	12	838
15	140	12	152	360	12	372	885	12	897
16	148	12	160	370	12	382	944	12	956
17	156	12	168	380	12	392	1003	12	1015
18	164	12	176	390	12	402	1062	12	1074
19	172	12	184	400	12	412	1121	12	1133
20	180	12	192	410	12	422	1180	12	1192

## TUITION Summer Sessions

Semester Credit Hour	Dallas County Tuition	Out-of-District Tuition	Out-of-State or Country Tuition
1	\$ 32	\$ 44	\$200
2	32	88	200
3	36	132	200
4	48	176	260
5	60	220	325
6	72	264	390
7	78	272	448
8	84	280	506
9	90	288	564

The following definitions are brief guidelines only; please discuss any questions regarding proper tuition classification with admissions office personnel.

A Dallas County resident is one who (1) resides in Dallas County and (2) qualifies as an in-state resident. Texas law defines an in-state resident as an individual "who is employed full-time in Texas for the 12-month period preceding registration." The Dallas County Community College District Board of Trustees has waived the difference in tuition between the out-of-state or out-of-district rates and Dallas County rates for a person and his/her dependents who owns real estate, business or personal, within Dallas County. For information on documents necessary to prove such ownership or dependency, consult the Admissions Office. Classification as a state resident or qualification for a waiver of out-of-state fees applies only to U.S. citizens or permanent resident aliens.

The DCCCD Board of Trustees defines an out-of-district student as (1) a student eighteen (18) years of age or older who resides in a Texas county other than Dallas County or

(2) a student who is less than eighteen (18) years of age whose parents live in a Texas county other than Dallas County. In either case, state residency requirements must be fulfilled (see above).

An out-of-state student is one who has come to Texas from out-of-state within the 12-month period prior to registration. Anyone who enrolls as an out-of-state student is presumed to remain out-of-state as long as the residence of the individual in Texas is for the purpose of attending school. An individual who would have been classified as a resident for the first five of the six years immediately preceding registration, but who resided in another state for all or part of the year immediately preceding registration shall be classified as a resident student.

A foreign national on any other than a permanent resident visa must pay out-of-country tuition and fees.

\*The tuition schedule above is subject to change without notice by action of the District Board of Trustees or the State of Texas.



### Refund Policy

The refund policy of the District is based upon state regulations and on the fact that student tuition and fees provide only a fraction of the cost of offering educational opportunities. When students enroll in a class, they reserve places which cannot be made available to other students until they officially drop the class. In addition, the original enrollment of students represents a sizable cost to the District regardless of continuance in that class. Therefore, a refund is made only under the following conditions:

#### (1) Official withdrawal:

Students who officially withdraw from the institution shall have their tuition and mandatory fees refunded according to the following schedule:

##### Fall and Spring Semesters

Prior to the first class day .....	100%
During the first five class days .....	80%
During the second five class days .....	70%
During the third five class days .....	50%
During the fourth five class days .....	25%
After the fourth five class days .....	NONE

##### Summer Semesters

Prior to the first class day .....	100%
During the first, second or third class day .....	80%
During the fourth, fifth or sixth class day .....	50%
After the sixth class day .....	NONE

#### (2) Official drop of a course or courses:

Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule:

##### Regular Session

During the first twelve class days .....	100%
After the twelfth class day .....	NONE

##### Summer Session

During the first four class days .....	100%
After the fourth class day .....	NONE

Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, yearbooks, etc.

Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

(3) A student dropping a portion of his class load after the twelfth class day of a fall or spring semester (fourth class day of a summer session) is not entitled to a refund unless approved by the Refund Petitions Committee.

(a) Refund petitions, accompanied by an explanation of any existing circumstances, shall be submitted to the Refund Petitions Committee on the campus.

(b) If the petition is approved by the committee, the student shall be notified and shall receive a refund of tuition and fees according to the appropriate schedules in this policy.

(4) The student must submit the request for refund before the end of the semester or summer session for which the refund is requested.

(5) Mandatory fees shall include, but not be limited to, student activity fees, laboratory fees, private lesson fees, and physical education activity fees.

(6) Flexible entry courses are to be handled as regular semester length courses. The refund schedule will be prorated accordingly.

(7) Refund checks normally require a minimum of one month from date of approval for processing.

(8) The college academic calendar shall specify the last day for withdrawal with refund.

(9) A student who withdraws from the institution will be assessed a matriculation fee as provided by Coordinating Board regulations.

### Returned 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 is added for returned checks. If a check for tuition is returned by the bank for any reason, including stop payment, the College Business Office may submit the check to the Justice of the Peace for appropriate legal action and collection. The Vice President of Student Development may also implement disciplinary procedures.

### Assessment Procedures

Assessment is the process of evaluating readiness for certain college courses and the probabilities for success in those courses. Individual assessment of skill levels is an important part of student success in college. Therefore, the District has an assessment process at each of its colleges for entering students.

Information gained from assessment is used to advise students in the selection of courses which can provide the best possible opportunity for academic success. All entering students are required to go through the assessment process prior to advisement and registration for courses. In some cases, ACT or SAT scores less than five years old may



satisfy the assessment requirement. Entering students should arrange to have such scores sent to the appropriate Admissions Office or bring an official score report to the Admissions Office.

#### Advisement Procedures

To make the educational experience meaningful, the student needs to define personal goals and make selections from among the many educational options available. Academic advisement sessions at each college can provide a framework for informed decision-making on the part of students and advisors.

The assessment program provides information needed in advisement. Other information such as a student's career plans, previous educational background, transcripts, other test scores, life experience and motivation permits the student and advisor to make plans for the educational experience. Students should bring all related materials to the advisement session.

#### Course Prerequisites

Prerequisites are established for certain advanced courses to help assure that students have sufficient background in the subject area to maximize their probability of success in the course. The College recognizes that certain related life experiences may also provide necessary background for success in these courses. Therefore, the division chairperson is authorized to waive a course prerequisite.

#### Change Of Schedule

Students should be careful in registering to schedule courses only for the days and hours they can attend. Students requesting class changes should contact the Registrar's Office during the time specified in the class schedule. No change is complete until it has been processed by the Registrar's Office.

#### Non-Credit Student (Audit)

A person who meets the admission requirements of the District may, with the consent of the division chairperson and instructor, enroll in a credit course as a non-credit student. A non-credit student may attend class, but may not receive a final grade or credit for a course. An instructor may give an examination if he determines the examination is an essential component of the learning process. The fee in a credit course is the same for a non-credit student as for a credit student.

#### Transfer Of Credits

Transfer of credit is generally given for all passing work completed at colleges and universities recognized by a national accrediting agency equivalent to the Southern Association Commission on Colleges. The Registrar's Office evaluates all transfer credit. Transfer students admitted with a grade point deficiency cannot graduate until the deficiency is cleared by earning additional grade points. Credits earned in military service schools or through the U.S. Armed Forces Institute are reviewed by the Registrar and credit granted if applicable.

#### Address Changes And Social Security Number

Each student has the responsibility to inform the Registrar's Office of changes in name or address. Each applicant for admission is asked to furnish a Social Security number. This number doubles as a student identification number and insures accuracy of student records. If a student does not have a Social Security number, another number is assigned for record keeping.

### IV. ACADEMIC INFORMATION

#### Scholastic Standards: Grades And Grade Point Average

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

Grade	Interpretation	Grade Point Value
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
F	Failing	0 points
I	Incomplete	Not Computed
WX	Progress; re-enrollment required	Not Computed
W	Withdrawn	Not Computed
CR	Credit	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. For example, a student who takes a three hour course and earns an "A" accumulates 12 grade points for that course. A student's grade point average is computed by adding the total grade point values for all courses and dividing by the number of credit hours attempted during the same period. For example, a student who takes the following courses and earns the following grades has a grade point average 2.93:

Credit Hours	Grade	Grade Points
2-hour course	A	8
3-hour course	B	9
4-hour course	B	12
3-hour course	C	6
Total Credit Hours:		Total Grade Points:
12		35
$35 \div 12 = 2.93$		



For repeated courses, only the latest grade earned is included in cumulative grade point averages. Transcripts do, however, indicate all work completed in the District, even if the latest grade is lower than a preceding grade. When a student withdraws from a course being repeated, the cumulative grade point average is calculated by using the immediately preceding grade in the same course.

If a student believes an error has been made in determining a course grade, the instructor or appropriate division office should be contacted as soon as possible. Requests for grade changes will not be considered later than two years following the last day of the semester for which the grade was assigned.

An incomplete grade "I" may be given when an unforeseen emergency prevents a student from completing the work in a course. The "I" must be converted to a performance grade (one with a grade point value) within 90 days after the first day of classes in the subsequent regular semester. If the work is not completed after 90 days, the "I" is converted to a performance grade.

An Incomplete Contract is used to convert an incomplete grade to a performance grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, the student and the division chairperson and submitted with the final grade report. When an Incomplete Contract must be submitted without the student's signature, the instructor must include a statement indicating that the student is aware of and in agreement with the contract.

Students who do not complete course requirements may receive a "WX" grade when the instructor determines that reasonable progress has been made and when the student can reenroll for course completion prior to the certification date in the next regular semester. If the student re-enrolls and completes the course requirements, the "WX" remains for the first enrollment; a performance grade is given for the second enrollment. If the student does not complete the course requirements, the "WX" is converted to a performance grade.

### **Acceptable Scholastic Performance**

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

Acceptable scholastic performance is the maintenance of a grade point average of 2.0 (on a 4.0 scale) or better. Students may not be graduated from any degree or certificate program unless they have a cumulative grade point average of 2.0 or better. Grade points and hours earned in courses numbered 99 and below are included in computing a student's scholastic standing, but they cannot be used to meet graduation requirements.

### **Recommended Academic Load**

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. Students must receive permission of the Registrar or the appropriate college official to carry a heavier load. Employed students carrying a full load (12 credit hours or more) should not work more than 20 hours per

week. Students working more hours should reduce their academic load proportionately. The recommended load limit for day or evening students who are employed full-time is six credit hours. The recommended load limit in a six-week summer session is six credit hours. A total of 14 credit hours is the maximum that may be earned in any 12-week summer period.

### **Classification Of Students**

**Freshman:**

A student who has completed fewer than 30 credit hours.

**Sophomore:**

A student who has completed 30 or more credit hours.

**Part-time:**

A student carrying fewer than 12 credit hours in a given semester.

**Full-time:**

A student carrying 12 or more credit hours in a given semester.

### **Class Attendance**

Students are expected to attend regularly all classes in which they are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs.

Instructors are responsible for describing attendance policy and procedures to all students enrolled in their classes. If a student is unable to complete a course (or courses) in which he/she is registered, it is the student's responsibility to withdraw from the course by the appropriate date. (The date is published in the academic calendar each year.) If the student does not withdraw, he/she will receive a performance grade, usually a grade of "F."

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 Tx. Educ. Code.



### **Dropping A Course Or Withdrawing From College**

To drop a class or withdraw from the College, students must obtain a drop or withdrawal form and follow the prescribed procedure. Should circumstances prevent a student from appearing in person to withdraw from the College, the student may withdraw by mail by writing to the Registrar. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a "W" (Withdraw) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar. After that time students receive a performance grade in each course. See "Refund Policy" for possible eligibility for a refund.

### **Academic Recognition**

Full-time students who complete at least 12 hours of credit and earn a grade point average of 3.00-3.49 are listed on the College's Honor Roll. Full-time students who complete at least 12 hours of credit and average 3.50-4.00 are placed on the Vice President's Honor List. Part-time students who take six-11 credit hours and maintain a 3.5 or higher grade point average are placed on the Academic Recognition List.

### **Scholastic Probation And Scholastic Suspension**

Full-time and part-time students who have completed a total of 12 credit hours are placed on probation if they fail to maintain a 2.0 cumulative grade point average. Students may be removed from probation when they earn a 2.0 cumulative grade point average. Students on scholastic probation who achieve either a cumulative grade point average of 1.5 or above or a previous semester grade point average of 2.0 or above are continued on scholastic probation. Students on probation who do not meet the requirements for continued probation are placed on scholastic suspension. Students on suspension for the first time may not register for the immediately following semester or summer sessions without special permission. Suspended students must file a petition for readmission. The conditions for readmission are established and administered by the Vice President of Student Development.

### **Grade Reports**

A grade report is issued to each student at the end of each semester and gives the grade earned in each course that semester. A transcript is the official record of college work and gives all grades earned throughout the college career. Transcripts are withheld from students who have not met financial or other obligations to the College. (See Student Codes and Expectations: "Financial Transactions with the College.")

### **Transcripts Of Credit**

Upon the written request of a student, the Registrar's Office will send an official transcript to the individual student or to any college or agency named. The transcript may be withheld, however, until the student has settled all obligations with the College.

### **Degree Requirements**

The College confers the Associate in Arts and Sciences Degree upon students who have completed all general 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.

Students seeking certificates or associate degrees must submit official transcripts of all previous work attempted before a certificate or degree will be awarded. Failure to submit official transcripts directly from the institutions attended will result in the degree or certificate not being awarded.

The degree must be awarded by the college which offers the program in which the student majored. If two or more schools offer the program, the student is granted the degree where the majority of the hours were taken. Correspondence work must be approved by the Registrar for graduation credit. No more than one-fourth of the work required for any degree or certificate may be taken by correspondence.

### **The Common Learning Curriculum**

The Common Learning curriculum is composed of required courses and clusters of courses designed to advance the learning which is common to all candidates for a degree.

The Core Curriculum consists of English 101, Speech Communication 101, and a math course numbered 100 or above. A grade of "C" or better in each of the three courses is required for graduation. Students are strongly advised to enroll in these courses in the first two semesters of study because skills necessary for success in other courses are taught in Core courses.

Common Learning course requirements beyond the Core are designed to help ensure that all graduates have general knowledge as well as the specific knowledge ordinarily associated with a major course of study or a technical program. Candidates for the Associate in Arts and Sciences must take 34-36 hours in approved Common Learning courses beyond the Core. Candidates for the Associate in Applied Arts and Sciences must choose six to eight hours of course work from two of the following clusters: Laboratory Science, Behavioral/ Social Science, Business, and Humanities.

### **Associate in Arts and Sciences Degree**

Students must have a minimum of 61 credit hours, a grade of "C" or better in each of the three Core courses, and a grade point average of at least "C" (2.0) to receive the Associate in Arts and Sciences Degree. These 61 hours may be earned at any District college and must include:

- English 101, Speech Communication 101, and a math course numbered 100 or above. (9 credit hours)
- English 102 and a sophomore literature course. (6 credit hours)
- Laboratory Science (6-8 credit hours) chosen from Astronomy, Biology, Chemistry, Geology, Physical Science, or Physics.
- Humanities (3 credit hours) to be chosen from Art 104, a foreign language, Humanities 101, Literature, Music 104, Philosophy 102, or Theatre 101.

- Physical Education activity course (1 credit hour).
- Behavioral Science (3 credit hours) to be chosen from Anthropology, Human Development, Psychology, or Sociology.
- History 101-102 (6 credit hours) and Government 201-202 (6 credit hours). Only three credit hours of history and three credit hours of government may be earned through credit by examination.
- Business (3 credit hours) to be chosen from Business, Accounting, Management, Computer Science, or Economics. Cooperative Work Experience courses may not be used to meet Common Learning degree requirements.
- Electives (16-18 credit hours).

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. Courses numbered 99 and below cannot be included to meet degree or certificate requirements. Music 199, Art 199, and Theatre 199 may not be counted toward the 61 hour minimum.

All students planning to transfer to a four-year institution may complete their four semester requirements in physical education during their freshman and sophomore years. Students are urged to consult the catalogs of the institutions to which they may transfer for their special requirements. These catalogs should be used by students and advisors in planning programs.

#### **Associate In Applied Arts and Sciences Degree**

Students must have a minimum of 60 credit hours, a grade of "C" or better in each of the three Core courses, and a grade point average of at least "C" (2.0) to receive the Associate in Applied Arts and Sciences Degree. These 60 hours must include:

- English 101 or Communications 131, Speech Communication 101, and a math course numbered 100 or above. (9 credit hours)
- Six to eight credit hours chosen from two of the following clusters:  
*Laboratory Science:* Astronomy, Biology, Chemistry, Geology, Physical Science, or Physics.  
*Behavioral/Social Science:* Anthropology, Government, History, Human Development, Psychology, or Sociology.  
*Humanities:* Art 104, a foreign language, Humanities 101, Literature, Music 104, Philosophy 102, or Theatre 101.  
*Business:* Business, Accounting, Management, Computer Science, or Economics. Cooperative Work Experience courses may not be used to meet Common Learning degree requirements.

Where a technical/occupational program heavily emphasizes a specific cluster as part of its requirements, students are encouraged to select from other clusters to satisfy this requirement. For example, students pursuing an A.A.S. degree in accounting must enroll in many courses from the business cluster as part of their program requirements. Therefore, to meet Common Learning requirements, the 6-8 additional hours should be selected from the other three clusters: Behavioral/Social Sciences, Humanities, or Laboratory Science.

For some programs, more than 60 credit hours are required. All prescribed requirements for the specific technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Technical/Occupational Programs section of the catalog for a more detailed explanation. A maximum of four physical education activity hours may be counted as credit toward graduation. Courses numbered 99 and below do not meet degree requirements. Music 199, Art 199, and Theatre 199 may not be counted toward the 60 hour minimum.

#### **Certificate Career Programs**

The requirements for certificates are detailed under specific programs in the Technical/Occupational Programs section of this catalog. A "C" (2.0) grade point average is required. Courses numbered 99 and below do not meet certificate requirements.

#### **Procedure For Filing Degree And Certificate Plans And For Graduation**

Students should request a degree plan from the Registrar's Office at the end of their freshman year. Official transcripts of all previous college work must be on file at the time of request for degree plans. Students following a one-year certificate program should request an official plan during the first semester of their enrollment. Application for the granting of the degree or certificate should be filed in the Registrar's Office prior to the deadline announced by the Registrar.

An annual graduation ceremony is held at the conclusion of the spring semester. Participation is ceremonial only and confers on a student no rights to a degree. December graduates may participate in the next commencement if they desire and July and August graduates may participate in the spring commencement if they desire, but neither is required to do so. The Registrar's Office should be notified if the student wishes to participate. Instructions for graduation are mailed to all candidates thirty days prior to commencement.

Within five years of initial enrollment a student may graduate according to the catalog requirements in effect at the time of first enrollment or any subsequent catalog provided the requisite courses are still being offered. If a student fails to complete within five years all requirements of the catalog in effect at the time of initial enrollment, then the student may be required to graduate under a later catalog at the discretion of the institution.

#### **Waiving Of Scholastic Deficiency**

Any student in an academic transfer program may transfer to a career program. In such a case, the student may choose to have any grades below "C" disregarded. However, the procedure for disregarding low grades may only be exercised while the student is in a career program. If the student changes to an academic transfer program, the original conditions of the academic transfer program must be followed, including the calculation of a cumulative grade point average of all college credits earned. The procedure for waiving scholastic deficiency applies both to students of

this college and to students transferring from other institutions. The student who wishes to use the procedure for waiving scholastic deficiency should so state in writing to the Registrar prior to registration and should inform a counselor of such intentions during the pre-registration advisement session.

## V. EDUCATIONAL AND SPECIAL OPPORTUNITIES

### Academic Transfer Programs

Students who desire to earn a bachelor's degree may complete freshman and sophomore courses in the DCCCD before transferring to a four-year institution. The academic transfer curriculum is coordinated with four-year college and universities to insure the transfer of credits to these schools. Students must understand that each four-year institution establishes its own course requirements for its majors and degrees. Even in the same major, what one four-year institution requires may differ greatly from the requirements of another four-year institution. Students should consult with a DCCCD counselor or advisor and the four-year institution on a regular basis to insure enrollment in courses appropriate to the selected degree or program.

Below is a list of some majors which students can begin within the DCCCD. For specific majors and programs, students should consult with an advisor or counselor.

- Accounting
- Advertising
- Agriculture
- American Studies
- Anthropology
- Architecture
- Art
- Biochemistry
- Biological Sciences
- Botany
- Business Administration
- Business Education
- Chemistry
- City and Regional Planning
- Computer Science
- Dentistry
- Dietetics
- Drama
- Economics
- Elementary Education
- Engineering
- English
- Entomology
- Fine Arts
- Dance
- Foreign Languages
- Forestry
- Geography
- Geology
- Finance
- Health Science

- History
- Home Economics
- Industrial Arts
- Industrial Design
- Journalism
- Law
- Liberal Arts
- Life Science
- Marine Biology
- Marketing
- Mathematics
- Medical Technology
- Medicine (Pre-Med)
- Meteorology
- Microbiology
- Music
- Natural Sciences
- Nursing
- Occupational Therapy
- Oceanography
- Optometry
- Pharmacy
- Philosophy
- Physical Education
- Physical Science
- Physical Therapy
- Physics
- Political Science
- Psychology
- Public Relations
- Radio/Television/Film
- Recreation
- Sociology
- Speech Communications
- Speech Pathology and Audiology
- Theatre
- Telecommunications
- Theology
- Veterinary Medicine
- Urban Studies
- Wildlife Management
- Zoology

The fields of dentistry, law, medicine, optometry, pharmacy, veterinary medicine, and theology generally require graduate study. Students who plan eventually to get a graduate degree in one of these fields or areas should consult with a counselor or advisor about an appropriate undergraduate major.

Students are encouraged to consult counselors about the transfer information and resources which are available in the college counseling center. Counselors and advisors can assist students in interpreting information from university and college catalogs. The number of credit hours which are transferable will vary from institution to institution. Most colleges and universities will accept at least 60 hours in transfer. In addition, some colleges and universities may have specific grade point average requirements for transfer students. IT IS THE RESPONSIBILITY OF STUDENTS TO KNOW ANY SPECIFIC REQUIREMENT OF THE COLLEGE OR UNIVERSITY TO WHICH THEY WISH TO TRANSFER. THIS RESPONSIBILITY INCLUDES



## **KNOWING COURSE REQUIREMENTS, NUMBER OF CREDIT HOURS ACCEPTED, AND GRADE POINT AVERAGE REQUIREMENTS.**

### **Technical/Occupational Programs**

Students who desire to enter a chosen field as a skilled employee after one or two years of college work may enroll in one of the many technical/occupational programs offered by the College.

Technical/occupational courses are accredited college courses which lead to a Certificate of Completion or an Associate in Applied Arts and Sciences Degree. These programs are established only after studies verify that employment opportunities exist in business and industry.

The College attempts to match the community's labor requirements with the ambitions and goals of its students. This realistic approach to occupational education is made possible by the excellent cooperation of local industry, business, and public agencies who increasingly depend on District colleges to supply skilled personnel.

A continuous liaison is maintained with prospective employers to help place graduates and to keep the training programs current with job requirements. Recommendations for adding new programs to the College offerings are made periodically and are based on community studies which identify additional needs.

Many technical/occupational programs can be offered on company sites for their employees.

### **Credit By Examination**

Students who believe they already meet the requirements of a course by experience or previous training may request credit by examination. The counseling center has a list of courses available through this method. The examination may be a section of the College Level Examination Program (CLEP), Advanced Placement Exams (CEEB), or a teacher-made test, depending on the course.

The student pays an examination fee for each course examination. This fee must be paid prior to taking the examination and is not refundable. The College's credit by examination program is coordinated with similar programs of four-year institutions. Final acceptance of credit by examination for specific degree purposes is determined by the degree-granting institution. Students planning to use credit by examination to meet degree requirements at other institutions should check the requirements of the receiving institution.

Students must be currently enrolled at this college to receive credit by examination. Students may not request credit by examination in courses for which they are currently enrolled. Students may earn as many credits through examination as their ability permits and needs require, but the last 15 credit hours required for graduation in any degree or certificate program may not be earned through credit by examination except as approved by the Vice President of Instruction.

Credit by examination may be attempted only one time in any given course, and a grade of "C" or better must be earned in order for credit to be recorded. A student may use

credit by examination for only three (3) credit hours to apply toward the degree requirements in history and only three (3) credit hours to apply toward the degree requirements in government.

### **Non-Traditional Learning**

The College is committed to serve students and the community in the most effective manner possible while maintaining high standards of education. Students learn in a variety of ways and through a multitude of experiences. Therefore, the College will evaluate these learning experiences and grant equivalent college credit according to the following guidelines:

1. The student must be currently enrolled in the college to receive equivalent credit for non-traditional learning.
2. Credit for specific courses offered by the college may be granted for non-traditional learning experiences after proper assessment of those experiences. Credit will be awarded on a course by course basis only. The student must be enrolled in the college which is assessing the learning experiences.
3. A student is required to complete at least 12 semester hours of course work with the District, six of which are in the student's major occupational area, prior to awarding of equivalent credits for non-traditional activities. The "CR" grade is awarded for non-traditional course work accepted for credit.
4. Credit may be granted for occupational courses approved by the Coordinating Board of Colleges and Universities.
5. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree objective. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by this policy.

Students desiring to take advantage of this opportunity should consult with the College Advocate for Non-traditional Learning for additional information. Students making application for assessment of prior learning through life experiences are required to enroll in a human development course to facilitate the process.

### **Flexible Entry Courses**

In keeping with its commitment to meet individual educational needs, the College makes available flexible entry courses. These courses are often self paced, allowing students to work at their own speed. Students are cautioned to be aware of the time specified by the College as to when the course requirements need to be completed. Students may register for flexible entry courses during the pre-semester registration periods or at regular times during the semester. Students should check with the Registrar to determine times for registration in these courses. Approval must be obtained for enrollment.

### **Telecourses**

Students may take a variety of college credit courses via television. The schedule of telecourses varies each semester and includes many general education transferable courses. Telecourses are noted in the course description



section and in each college class schedule. 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 and on cable, plus reading, study guide and writing assignments. Students come to the campus for an orientation session at the beginning of the semester, for one to four discussion meetings, for three or four tests, and for laboratory sessions in computer science courses. These campus visits are normally scheduled for a time convenient to the students. Field trips are required in some courses. Telecourses may be taken in conjunction with on-campus courses. Students may register for telecourses by mail or through the regular on-campus registration process.

### **Cooperative Work Experience**

Students may enrich their education by enrolling in cooperative education courses. Cooperative education is a method of instruction that offers the student the opportunity to earn college credit for the development and achievement of learning objectives which are accomplished through current on-the-job experience.

Work experience must be related to a field of study and an occupational goal. This work experience takes place at work training stations approved by the College. Employers must be willing to enter into training agreements with the College and the student/employee. The College will assist a student in seeking approvable employment, if needed.

To enroll in a cooperative education course, students must:

- have completed at least six semester hours in an occupational major or secure waiver of requirement from the instructor;
- be currently enrolled in a course related to the major area of study;
- be approved by the instructor.

Additional information regarding cooperative education may be secured from the Cooperative Education Office, the Division Office, or Counseling Office at each college. Technical/occupational programs which include cooperative education are indicated in this catalog.

### **International Studies**

Selected programs combine learning experiences with foreign travel. Some semester abroad programs are also available. This travel-study is under the direct supervision of the faculty. These courses support specific learning objectives, and college credit may be earned by students who successfully meet the objectives.

### **Human Development**

In human development courses, students can learn skills useful in everyday living to promote their personal growth. Much of the success and satisfaction in life is dependent on good interpersonal communication skills, making healthy adjustments to our changing society, and pursuing a satisfying career. The human development curriculum gives the student an opportunity to obtain and practice skills in these important areas.

These courses are taught by counselors and other qualified instructors. They offer academic credit which transfer to most surrounding four-year institutions. The courses in human development enhance the total curriculum and blend in with the total concept of the community college.

Campuses also offer special topics courses relevant to life issues. In addition, Speech Communications 101 is a course combining aspects of human development and communications and is required for DCCCD associate degrees.

### **Developmental Studies**

Students whose assessment test scores indicate they are performing below college level skills will be advised to enroll in developmental courses.

Developmental courses are designed to provide instruction to students who want to improve their skills in order to be more successful in their personal, academic and career programs. Reading, writing and mathematics courses are offered in classroom settings with laboratory support. Students who attend class regularly and complete all their assignments should be able to improve their skills in these areas. Successful completion of these courses should provide prerequisite skills for college-level work.

### **Evening And Weekend College**

In dynamic, growing communities such as those encompassing this college, people have continuing educational needs, yet many of them have work schedules and personal involvements which make it impossible for them to attend college during normal daytime hours. For this reason, evening and weekend college courses offer the same broad spectrum of programs available for full-time day students. Courses are offered both on campus and at selected community locations.

Evening and weekend courses offer high quality instruction, excellent facilities, and a variety of student services, including counseling, health, library, bookstore, food services, financial aid, and recreation. Instructors are selected from the College's own full-time staff, from outstanding Dallas area educators, and from other professional specialists interested in teaching. To enroll in the evening and weekend courses, contact the Director of Admissions.

## **Learning Resources Center and Library Obligations**

The Learning Resources Center (LRC) supports the entire instructional program. The two major parts of the LRC are the library and the media and graphics departments.

The library is a place where students can find books and non-print materials to supplement classroom learning or where — if they choose — they can actually take a course. The library helps students to learn in their own way and at their own speed. It provides books, slides, tapes, reference help, videotapes, and films. The college has a growing collection of books on a wide variety of general information areas to support academic transfer programs and technical/occupational programs. In addition, there are special collections of career materials and pamphlets. The library also subscribes to current popular and technical periodicals as well as to area and national newspapers.

The media and graphics part of the LRC supports the classroom instructional program and is responsible for all campus audio-visual equipment and non-print materials used in the classroom and for the production of instructional materials.

Willful damage to library materials (or property) or actions disturbing users of the library may lead to the loss of library privileges. Damage cases are referred to the appropriate authorities for further action. All books and other library materials must be returned before the end of each semester. No transcript is issued until the student's library record is cleared.

## **Servicemen's Opportunity College**

In cooperation with other community colleges in the United States, colleges of the Dallas County Community College District participate in the Servicemen's Opportunity College. Through this program, students can plan an educational experience regardless of location requirements of the military. For further information, contact the Admissions Office.

## **Continuing Education Programs**

Continuing education classes expand the available opportunities for persons of all ages to participate in college programs. A wide spectrum of courses is offered to adults and children through each campus's Continuing Education Division. Continuing education programs are offered throughout the year to meet a variety of needs such as:

- Educational opportunities for individuals who want to broaden their knowledge or learn new skills for different occupational fields.
- Cultural and community enrichment studies for groups and individuals seeking to enhance their quality of life.
- Personal entertainment and recreation for individuals wishing to explore new activities for personal growth and enjoyment.
- Resources for industry, government and professional groups needing to supplement their own training and development programs.

Continuing education program instructors are professional men and women from the community who have proven experience in their fields. Their objective is to share their knowledge, insight, and experience, and to insure

that students acquire a greater perspective of the subject and have a meaningful learning experience. This is accomplished through seminars, workshops, and institutes.

The type of course is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations. Usually there are no entrance requirements or examinations. Some courses may have age restrictions or may require a certain amount of experience for enrollment. Admission is on a first-come first-served basis. Registration is simple, quick and easy; you may even want to register by phone.

Classes and activities are held on the campus of each College and in a variety of locations throughout the community. Most classes and activities are conducted on weekday evenings, but are also held on weekdays and weekends.

Although most continuing education courses do not require textbooks, the nature of some special offerings do require the purchase of books or supplies. Students are notified of the need for texts and other materials at the first meeting.

Library privileges are afforded continuing education students during the term in which they are registered. Scholarship money is available for specific vocationally oriented courses. To apply for this type of scholarship, please inquire at the Continuing Education Office.

## **Continuing Education Units (CEU's)**

Although no college credit is awarded for continuing education class participation, Continuing Education Units are transcribed for successful completion of most courses. One CEU, by nationwide definition, is "ten contact hours of participation in an organized continuing adult education or extension experience under responsible sponsorship, capable direction and qualified instruction." The CEU is a means of recording and accounting for the various continuing education activities one accumulates over a period of years.

## **VI. STUDENT DEVELOPMENT**

The College is committed to providing opportunities for each individual student's total educational development. Specific student services are integrated with the instructional program of the College to address individual needs for educational, personal, social, cultural, and career development.

### **Student Programs and Resources**

The Student Programs and Resource Office plans and presents programs and activities for the general campus population. Programs often are coordinated with the various instructional divisions to provide students with valuable educational experiences. Many programs and activities are offered to help the student develop life enriching skills. Other programs provide students with interesting and entertaining ways to spend leisure time on campus. The goal of all programs is to facilitate the development of cultured and well-rounded human beings. Student participation in the operation of programs is highly encouraged.

### **Counseling Center Services**

Individuals may find the counseling services helpful as they make plans and decisions in various phases of their development. For example, counselors can assist students in selecting courses of study, determining transferability of courses, choosing or changing careers, gaining independence, and confronting problems of daily living. Assistance is provided by the counseling staff in the following areas:

1. Career counseling to explore possible vocational directions, occupational information, and self appraisals of interest, personality and abilities.
2. Academic advisement to examine appropriate choices of courses, educational plans, study skills, and transferability of courses.
3. Confidential personal counseling to make adjustment and life decisions about personal concerns.
4. Small group discussions led by counselors focusing on such areas as interpersonal relationships, test anxiety, and assertiveness. Counselors will consider forming any type of group for which there is a demand.
5. Referral sources to provide in-depth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or psychological problems.

### **Tutoring Services**

For students needing special temporary assistance in course work, tutoring services are available. Students are encouraged to seek services through self referral as well as through instructor referral.

### **Testing And Evaluation Center**

The Testing Center administers various tests. Types of tests include:

1. Psychological tests of personality, vocational interests, and aptitudes.
2. Academic tests for college instructional programs. Many courses are individualized and self-paced, permitting students to be tested at appropriate times.
3. Assessment tests, required for appropriate class placement.
4. Tests for selected national programs.

### **Health Center**

Health is the most fundamental human need, and a high standard of physical and mental health is a basic right of every human being. The Health Center helps maintain and promote the health of students, faculty, and staff. Services provided by the Health Center include education and counseling about physical and emotional health, emergency first aid treatment, referral services to community agencies and physicians, free tuberculin skin tests and other screening programs, and programs of interest to students and faculty. Students are encouraged to make an appointment with the nurse to discuss specific health problems. No information on a student's health is released without written permission from the student, except as required by law.

### **Services for Disabled Students**

The Services for Disabled Students Office offers a variety of support services to enable disabled students to participate in the full range of college experiences. Services are arranged to fit the individual needs of the student and include interpreters, notetakers, tutors, mobility assistants, loan of wheelchairs, readers for the blind, and tape recorders. Disabled students should contact the office at least one month before registration. The office will provide students with an orientation session and registration information. For additional information, contact the Services for Disabled Students Office or the Counseling Center.

### **Student Organizations**

Information about participation in any organization may be obtained through the Student Programs Office. The development of student organizations is determined by student interest. Categories of organizations include:

Co-curricular organizations pertinent to the educational goals and purposes of the College.

Social organizations to provide an opportunity for friendships and promote a sense of community among students.

Service organizations to promote student involvement in the community.

Pre-professional and academic organizations to contribute to the development of students in their career fields.

### **Intercollegiate Athletics**

Participation on athletic teams is voluntary on a non-scholarship basis for students who meet requirements established by the Metro Athletic Conference. For more information regarding eligibility, rules, standards, and sports offered, contact the Physical Education Office.

### **Intramural Sports**

The College provides a campus intramural program for students and staff and encourages participation. For additional information contact the intramural director in the Physical Education Office or the Student Programs Office.

### **Housing**

The College does not operate dormitories of any kind or maintain listings of available housing for students. Students who do not reside in the area must make their own arrangements for housing. Limited housing may be available at Bishop College. Interested persons should contact the Vice President of Students at Bishop.

### **Campus Security**

Campus security is required by state law to "protect and police buildings and grounds of state institutions of higher learning." Because all laws of the state are in full force within the campus community, specially trained and educated personnel are commissioned to protect college property, personal property, and individuals on campus. Security officers are certified peace officers. They have the power to enforce all Texas laws and rules, regulations, and policies of the College, including the Code of Student Conduct.

## VII. FINANCIAL AID

Students who need financial aid to attend college can apply for grants, scholarships, loans, or job opportunities. These aid opportunities are provided in the belief that education should not be controlled by the financial resources of students.

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. The Financial Aid Needs Analysis Forms of the College Scholarship Service take 8-10 weeks to process. Early application allows the Financial Aid Office to prepare a realistic financial aid package.

Some of the grant, scholarship, loan and job programs available to students are outlined in the following paragraphs. Contact the Financial Aid Office for detailed information about any program and deadlines for applying. Some of the colleges have established priority deadlines for state grants and scholarships.

For financial aid purposes T.V. courses are considered to be the same as correspondence courses by the federal government. Enrollment in T.V. courses may effect your financial aid award, therefore, please contact your financial aid office if you intend to enroll in any of these classes.

### Grants

#### Pell Grant

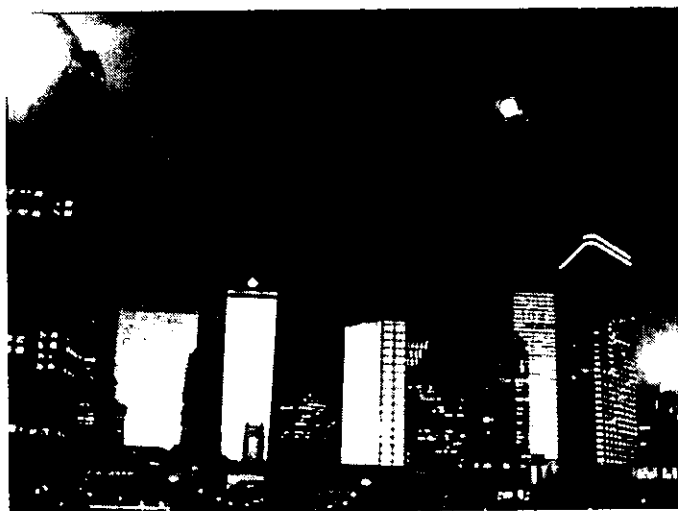
The Pell Grant is a federally funded program designed to help undergraduate pre-baccalaureate students continue their education. The purpose of this program is to provide eligible students with a "foundation" of financial aid to assist with the costs of attending college.

All students applying for financial assistance through the College must apply for a Pell Grant. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for Pell Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the Pell Grant Program are available in the Financial Aid Office and in the counseling offices of most high schools. The application process takes approximately 8-10 weeks. In response to the Pell Grant application, a Student Aid Report (SAR) will be mailed directly to the student. The student should immediately review the SAR to make sure it is correct and bring all copies to the Financial Aid Office. The exact amount of the Pell Grant award will depend upon the aid index on the SAR and the number of hours for which the student enrolls. In order to be eligible, a student must enroll for at least six credit hours each semester. Students must apply each year.

#### Supplemental Educational Opportunity Grant (SEOG)

The SEOG program provides assistance for eligible undergraduate students who show financial need, are making satisfactory progress toward their educational goal and are enrolled for at least six credit hours. The maximum award for an academic year is \$2,000; however, the actual amount of the grant may be limited to less than this, depending on the

availability of funds at the school, the student's family financial condition and other financial aid the student is receiving. Students must apply each year for the SEOG.



#### Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students attending state-supported colleges. To be eligible students must show financial need and be making satisfactory progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving. This grant is available to students enrolled in credit and some non-credit courses. Students must apply each year for the TPEG.

#### Texas Public Educational-State Student Incentive Grant (TPE-SSIG)

The TPE-SSIG is a state program. To qualify, students must enroll for at least six credit hours per semester, make satisfactory progress toward their educational goal, and have financial need. The maximum grant for an academic year is \$2,000; however, the actual amount of the grant award may be less depending on the availability of funds and the degree of financial need. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPE-SSIG.

### Scholarships

#### DCCCD Foundation Scholarships

The DCCCD Foundation provides a sizeable scholarship program for students who attend one of the colleges of the DCCCD. These funds are made available through the colleges to deserving students who, also, meet additional criteria of the scholarship funds. Application forms for these Foundation scholarships are available in the Financial Aid Office at each college.

#### Miscellaneous Scholarships

Several of the colleges have a limited number of scholarships available as a result of gifts from individuals, private industry, and community organizations. Generally, the eligibility criteria is the same as noted for the DCCCD Foundation Scholarships, and application forms are available in the Financial Aid Office.



## Loans

### Guaranteed Student Loans (GSL):

The Higher Education Act of 1965 provided for student loans from private commercial lending agencies such as banks, savings and loan associations, credit unions and insurance companies. As an undergraduate, the student may borrow up to \$2,500 per school year, a maximum of \$12,500 for all years of undergraduate study. The actual loan amount may be limited to less than this, depending on the cost of attendance, other financial aid, and family financial condition.

The interest rate is set by Congress and is currently 8% per year simple interest on loans to new borrowers. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Dept. of Education pays to the interest during the time the student is enrolled and during the grace period of six months following enrollment. Repayment begins six months after the student leaves school or drops to less than half-time enrollment. The minimum payment will be \$50 per month, and the loan must be repaid within 10 years.

Lenders may charge a 5% origination fee on each loan in addition to the insurance premium charged on the loan. These charges will be deducted from the proceeds of the loan.

The Higher Education Amendments of 1980 authorized PLUS loans to parents of dependent undergraduate students through the Guaranteed Student Loan Program, and now self-supporting undergraduate and graduate students are, also, eligible for the loan. The interest rate on PLUS loans may vary, because it is dependent on the Treasury bill rates. Parents must begin repaying the loan within 60 days after the loan is made. Self-supporting students, on the other hand, may defer repayment while enrolled in school.

The Financial Aid Office will be able to supply additional information on how to apply for the Guaranteed Student Loan. A new application must be submitted each year.

### Hinson-Hazelwood College Student Loan Program (HHCSLP)

The Hinson-Hazelwood Loan is a state-funded Guaranteed Student Loan Program for students who are attending Texas colleges and are eligible to pay Texas resident tuition rates. The State of Texas further limits eligibility to U.S. citizens, nationals or permanent residents holding an I-151 or I-551 (Alien Registration Receipt Card) only. The Hinson-Hazelwood Loan is considered a loan of last resort. In addition to requiring financial need and at least half-time enrollment as criteria for eligibility, the student must be unable to obtain a Guaranteed Student Loan from any other source to be eligible for this loan. Up to \$2,500 per school year may be borrowed with a maximum of \$12,500 allowable for one's entire undergraduate study. A student's actual loan amount may be limited to less than this depending on the cost of attendance, other financial aid, and one's family financial condition. A 5% loan origination fee and an insurance premium on the student's life will be taken from the total amount of each loan. The interest rate, which is set by Congress, currently

is 8% per year simple interest. No interest or payments are paid while the student is enrolled at least half-time or during the six-month grace period. The minimum payment is \$50 per month over a 5 to 10 year period depending on the total amount borrowed.

### Emergency Short-Term Loans

The colleges of the DCCCD have limited short-term loan funds available which have been established by individuals and organizations, including the DCCCD Foundation, to meet emergency needs of students. Loans are usually limited to the amount of tuition and fees or books and supplies and bear no interest. These loans must be repaid within the semester for which they are borrowed. A late fee of \$5 will be added for late payment. Delinquent loans are turned over to a collection agency for recovery, and the student must pay the entire cost of collection. Because there is heavy use of these short-term loan funds at registration, students should apply *before* registration if help from this program is needed.

## Employment

### College Work-Study Program (CWSP)

The College Work-Study Program provides part-time employment for students with financial need who wish to earn part of their educational expenses. The wage rate is \$4.25 per hour and most students work 15 to 25 hours per week. You will be paid on the last working day of the month. The amount you can earn in a school year is determined by the amount of your financial need and other aid awarded as part of your financial aid package. The majority of the students are employed on campus; however, some off-campus employment is, also, available.

### Student Assistants Employment Program (Non-Work-Study)

Part-time employment for students who do *not* have financial need is available on campus. The wage rate and the average hours worked per week are the same as the College-Work Study Program.

### Off-Campus Employment

Students who need help finding a job off-campus should apply at the Placement Office of the college they plan to attend. The wage rate varies with each job and financial need is not a requirement of employment.

### Tuition Exemption Programs

In addition to the grants, scholarships, employment and loan programs already mentioned, the State of Texas and DCCCD offer a number of exemptions from tuition and fee charges. These exemptions are often overlooked simply because of their unusual nature. They are not related to family income or "financial need," nor do they require completion of a regular financial aid application. Check with the Financial Aid Office for additional information on these tuition exemption programs and the criteria for eligibility.

**Vocational Rehabilitation**

The Texas Rehabilitation Commission offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information, contact Texas Rehabilitation Commission, 13612 Midway, Suite 530, Dallas, Texas 75234.

**Social Security Administration**

The Social Security Administration has offered benefits to students who met its criteria. However, this program of educational benefits is being phased out so students need to contact the regional Social Security Administration Office regarding eligibility. The Admissions Office on campus acts as liaison between students and the Social Security Administration after eligibility has been established.

**Bureau Of Indian Affairs**

The Bureau of Indian Affairs offers educational benefits to American Indian students. Students need to contact the regional Bureau of Indian Affairs Office regarding eligibility.

Bureau of Indian Affairs  
1100 Commerce - Room 2C44  
Dallas, Texas 75202

**Veterans' Benefits Program**

The Veterans' Benefits Program is coordinated by the Veterans' Affairs Office of the College. Services of this office include counseling the veteran concerning benefits, Veterans Administration loans, Veterans Administration work study programs, financial problems, 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 or her benefits. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of some of the Veterans Administration guidelines. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

1. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.
2. A veteran student enrolled in television courses must be pursuing more on-campus credit hours than hours taken by television.
3. 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 is evaluated and credit granted when applicable.
4. A veteran student must enroll in courses required for a degree program. Information on degree requirements may be obtained from the Registrar's Office.
5. A veteran student who withdraws from all courses attempted during a semester is 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 this catalog.

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

**Hazlewood Act**

Under the Hazlewood Act certain veterans who have exhausted remaining educational benefits from the Veterans Administration can attend Texas state supported institutions and have some fees waived. To be eligible, students must have been residents of Texas at the time they entered the service, have an honorable discharge, must now be residents of Texas, and be ineligible for federal financial aid. Applications are available at the Financial Aid Office and will take a minimum of eight weeks to process. To apply, students must submit a Hazlewood Act application, a copy of their discharge papers and a Student Aid Report stating ineligibility to the Financial Aid Office.

**Academic Progress Requirements:**

Students who receive financial aid or V.A. benefits are required by government regulations to make measurable progress toward the completion of their course of study. For a detailed description of the requirements, contact the Financial Aid Office.

**The Grade Point Average (GPA) Requirement:**

1. A student must maintain a 2.0 GPA for each semester or the combined summer sessions for which an award is approved.
2. A new applicant must have a cumulative 2.0 GPA on all credit hours earned from District colleges prior to the semester for which aid is requested.
3. A transfer student from a college outside the District must have a cumulative 2.0 GPA as evidenced by an academic transcript. If no academic transcript is available at the time of the award, aid may be awarded on a probationary basis for one semester only.

**Completion Requirement:**

1. A student enrolled full-time (12 credit hours or more) must complete a minimum of 9 credit hours for any semester or the combined summer sessions for which funding is received.
2. A student enrolled three-quarter time (9-11 credit hours) or half-time (6-8 credit hours) must complete a minimum of 6 credit hours for any semester or the combined summer sessions for which funding is received.

**Failure to Meet the Standards of Academic Progress:**

In these provisions, probation or suspension means financial aid probation or suspension, but does not mean academic probation or suspension.

1. Following the first semester in which the above standards of academic progress are not met, the student will be placed on probation for the duration of the next semester of funding.

2. A student enrolled three-quarter time (9-11 credit hours) or half-time (6-8 credit hours) must complete a minimum of 6 credit hours for any semester or the combined summer sessions for which funding is received.

#### **Failure to Meet the Standards of Academic Progress:**

In these provisions, probation or suspension means financial aid probation or suspension, but does not mean academic probation or suspension.

1. Following the first semester in which the above standards of academic progress are not met, the student will be placed on probation for the duration of the next semester of funding.
2. A new applicant with less than a cumulative 2.0 GPA will not have met the standards of academic progress; however, financial aid may be awarded on a probationary basis for one semester only.
3. The student who fails to meet the standards of academic progress during the semester of attendance while on probation will be placed on suspension and denied further funding for one semester or combined summer session.
4. If failure to meet satisfactory progress results in a second suspension from financial aid, the period of such suspension will be twelve months.
5. Following any period of suspension, the student will again be eligible for funding on a probationary basis for one semester or combined summer session.
6. The colleges of the District shall enforce probation or suspension status of any student who transfers from one college to another within the district.

#### **Notification:**

A student who is placed on probation or suspension will be notified in writing of the student's status.

#### **Incremental Measurement of Progress:**

Academic progress of recipients will be measured three times a year following the Fall and Spring semesters and Summer II session for the entire summer enrollment.

#### **Maximum Time Period for Completion of Educational Objective:**

1. Each student receiving financial aid funds will be expected to complete their educational objective or course of study within a reasonable period of time. The maximum hour limit for the District is 75 credit hours.
2. Funding beyond the maximum hour limit may be approved due to mitigating circumstances by the Director of Financial Aid.

#### **Appeal Process:**

1. A student, who has been denied financial aid because of a failure to meet any of the criteria of the standards of academic progress, may petition the Director of Financial Aid to consider mitigating circumstances. The Director has discretionary authority to approve the continuation of aid when a student does not otherwise meet the standards of academic progress.
2. A student who has been denied financial aid may make written appeal of the Financial Aid Director's Decision to the Vice President of Student Development. The President of the College shall be the final appeal authority.

#### **Effects on Funding:**

1. Certain courses not considered for funding are:

- a. course taken by audit; and
- b. courses taken outside the degree plan; however, developmental courses, if required as a prerequisite to enable a student to successfully complete a student's educational goal, will be considered for funding.

2. Credit hours earned by a placement test will not be considered for funding.
3. Courses for which an "I" (incomplete), "WX" or "W" (withdrawal) grade is received will not be treated as completed courses.
4. Repeated courses will be considered for funding.

#### **Selective Service**

Students who are born after December 31, 1959, and who are required under the Military Selective Service Act to register for the draft are required to file a statement of compliance. Failure to comply constitutes ineligibility to receive any grants, loans, or work assistance under Title IV of the Higher Education Act of 1965.

# VIII. DALLAS COUNTY COMMUNITY COLLEGE DISTRICT STUDENT RIGHTS AND RESPONSIBILITIES

## Synopsis:

1. General Provisions
  - a. Preamble
  - b. Scope
  - c. Definitions
2. Acquaintance with Policies, Rules Regulations
3. Campus Regulations
  - a. Basic Standard
  - b. Enumerated Standards
    - (1) Student Identification
    - (2) Use of District Facilities
    - (3) Speech and Advocacy
    - (4) Disruptive Activities
    - (5) Alcoholic Beverages
    - (6) Drugs
    - (7) Gambling
    - (8) Hazing
    - (9) Academic Dishonesty
    - (10) Financial Transactions
    - (11) Other Offenses
4. Disciplinary Proceedings
  - a. Administrative Disposition
    - (1) Investigation
    - (2) Summons
    - (3) Disposition
  - b. Student Discipline Committee
    - (1) Composition; Organization
    - (2) Notice
    - (3) Preliminary Matters
    - (4) Procedure
    - (5) Evidence
    - (6) Record
  - c. Faculty-Student Board of Review
    - (1) Right to Appeal
    - (2) Board Composition
    - (3) Consideration of Appeal
    - (4) Petition for Administrative Review
5. Penalties
  - a. Authorized Disciplinary Penalties
  - b. Definition of Penalties
6. Parking and Traffic Regulations

## 1. General Provisions

### a. Preamble

The primary goal of the District and its colleges is to help students of all ages achieve effective living and responsible citizenship in a fast-changing region, state, nation and world. The District's primary concern is the student. Each college attempts to provide an environment which views students in a holistic manner encouraging and inviting them to learn and grow independently, stressing the process and the acquisition of skills. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn and of room for growth and development. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus and, indeed, in the larger community. Students must exercise these freedoms with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn and to grow is shared by all members of the college community. Dallas County Community College District has a duty to develop policies and procedures which provide and safeguard this liberty and this environment. The purpose of this statement is to enumerate the essential provisions for student freedom to learn and grow and the responsibilities which go with these liberties as established by the Dallas County Community college District Board of Trustees.

### b. Scope

- (1) This code applies to individual students and states the function of student, faculty, and administrative staff members to 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 Development" means the Vice President of Student Development, his delegate(s) or his representative(s);
- (3) "Director of Student Programs" means the Director of Student Programs, his delegate(s) or his representative(s);
- (4) "Director of Campus Security" means the Director of Campus Security, his delegate(s) or his representative(s);

- (5) "President" means the president of 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 chairman 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. Acquaintance with Policies, Rules, Regulations

The Student Rights and Responsibilities statement is subject to change by action of the Board of Trustees. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College, copies of which shall be available to each student for review at the offices of the Vice President of Student Development and Student Programs. The College will hold each student responsible for compliance with these policies, rules and regulations. The student is responsible for obtaining published materials to update the items in this statement. Students are also expected to comply with federal, state and local laws. This principle extends to conduct off campus which is likely to have an adverse effect on the College or on the educational process.

## 3. Campus Regulations

### 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's 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 and must be shown on request of a representative 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.

**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 Programs 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. These reasonable controls are exercised by college officials for 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 Programs 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 a orderly conduct, non-interference with college functions or activities, and identification of sponsoring groups or individuals. Meetings must be registered with the Student Programs 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 Development shall enforce the provisions of the Texas education Code, Section 4.30 (following)

**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 vocation 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 of campus without the authorization of the administration of the school.

(c) For the purpose 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 provision 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 six 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) **Drugs:** Each college of the Dallas County Community College District specifically forbids the illegal possession, use, sale or purchase of drugs, narcotics, or hallucinogens on or off campus.

(7) **Gambling:** State law expressly forbids gambling of any kind on state property.

(8) **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 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 as a whole, will be held singularly and collectively responsible for any actions considered to be unreasonable, immoral, and irresponsible within the policy limits detailed above. Individual activity falling in this category shall be disciplinary action.

**(9) Academic Dishonesty**

(a) The Vice President of Student Development may initiate disciplinary proceedings against a student accused of academic dishonesty.

(b) "Academic 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 on one's written work offered for credit.

(e) "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.

**(10) Financial Transactions with the College**

(a) No student may refuse to pay or fail to pay 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 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 Development or designee may initiate disciplinary proceedings against a student who has allegedly violated the provisions of this section.

**(11) Other Offenses**

(a) The Vice President of Student Development 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.

**4. Disciplinary Proceedings**

**a. Administrative Disposition**

**(1) Investigation, Conference and Complaint**

(a) When the Vice President of Student Development 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 allegations as unfounded, either before or after conferring with the student; or

(ii) Proceed administratively and impose disciplinary action; 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 Development's intention to handle the allegation as a minor or major violation.
- (c) The Vice President of Student Development 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 as stated below in the sections of **Disposition and Penalties**.

### (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. If a student accepts administrative disposition, he shall sign a statement that he understands the nature of the charges, his right to a hearing. 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 of appeal.
- (c) The Vice President of Student Development 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 Programs and to the Director of Campus Security.
- (d) The Vice President of Student Development may impose disciplinary action as follows:
  - (i) For minor violations, any action authorized by this code in the section on **Penalties** (from 1-8, i.e. Admonition through Suspension of eligibility).
  - (ii) For major violations, any action authorized by this code in the section on **Penalties** (from 1-11, i.e. Admonition through Expulsion).

## 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 sixth working day following administrative disposition. The committee shall be composed of equal numbers of students, administrators and faculty 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 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) 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 Development 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 Development may be assisted by legal counsel when in the opinion of the Vice President of Student Development 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 extra-ordinary 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 the **Faculty-Student Board of Review** section.
- (e) The Vice President of Student Development 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 Development 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 upon 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 the 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 Development's Office, legal counsel and other persons designated by the President. The hearing shall be open to the public so long as space is available, but may include the following persons on the invitation of the student:
  - (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 Development shall read the complaint;
  - (ii) The Vice President of Student Development shall inform the student of his rights, as stated in the notice of hearing;
  - (iii) The Vice President of Student Development shall present the College's case;
  - (iv) The student may present his defense;
  - (v) The Vice President of Student Development 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 Development 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 Development, 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.

### **b. Faculty-Student Board of Review**

#### **(1) Right to Appeal**

(a) In those cases in which the disciplinary penalty imposed was as prescribed in the section on **Penalties**, (6) Restitution through (11) Expulsion, the student may appeal the decision of the Student Discipline Committee, or the decision of the President in an interim action to the Faculty-Student Board of Review. Disciplinary actions taken under the section on **Penalties**, (1) Admonition through (5) Bar against readmission, cannot be appealed beyond the Student Discipline Committee. A student appeals by giving written notice to the Vice President of Student Development 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 the section on **Disciplinary Disposition** which authorizes the President to take immediate interim disciplinary action.

#### **(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 the 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 Development 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 this code.

(e) The Board of Review will hear oral argument and receive written briefs from the student appellant and Vice President of Student Development 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 findings 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 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.

(c) A petition for review is informal but shall contain, in addition to the information required, notice of appeal, the date of the Board of Review's action on the student's appeal and his reasons for disagree-

ing 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.

(d) 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.

### **5. Penalties**

#### **a. Authorized Disciplinary Penalties:**

The Vice President of Student Development, the Student Discipline Committee, or the Faculty-Student Board of Review 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 above:

- (1) An "Admonition" is a written reprimand from the Vice President of Student Development 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 may 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 of 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 may 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.

### **6. Parking and Traffic**

#### **a. Reserved Parking Areas**

These reserved areas are designated by signs; all other parking areas are open

and are non-reserved.

- (1) Handicapped persons, college visitors
- (2) Motorcycles

**b. Tow Away Areas**

- (1) Handicapped persons area
- (2) Fire lanes
- (3) Parking or driving on campus in areas other than those designated for vehicular traffic
- (4) Parking in "No Parking" zone
- (5) Parking on courtyards

**c. General Information**

- (1) College parking areas are regulated by state, municipal and campus statutes. College campus officers are commissioned to cite violators.
- (2) All vehicles which park on the campus of the College must bear a parking decal emblem. The parking decal may be secured from the College Security Division or during fall and spring registration periods. No fee is charged for the decal.
- (3) Placement of decal emblem:
  - (a) Cars: lower left corner of rear bumper.
  - (b) Motorcycles, motor bikes, etc.: gas tank
- (4) Campus Speed Limits
  - (a) 10 M.P.H. in parking areas
  - (b) 20 M.P.M. elsewhere on campus.

\*Unless otherwise posted.
- (5) All handicapped parking must be authorized and handicapped decal displayed on vehicle prior to parking in handicapped reserved areas.

**d. Campus Parking and Driving Regulations**

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

**e. Procedures**

- (1) All motor vehicles must be parked in the parking lots between the parking lines. Parking in all other areas, such as campus drives, curb areas, courtyards, and loading zones, will be cited.
- (2) Citations may be issued for:
  - (a) Speeding (the campus speed limit is 20 M.P.H. except where posted)
  - (b) Reckless driving
  - (c) Double parking
  - (d) Driving wrong way in one-way lane
  - (e) Parking in "No Parking" lane
  - (f) Improper parking (parts of car outside the limits of a parking space)
  - (g) Parking in wrong area (for example, handicapped or "No Parking" areas)
  - (h) Parking trailers or boats on campus
  - (i) Parking or driving on campus in areas other than those designated for vehicular traffic
  - (j) Violations of all state statutes regulating vehicular traffic
  - (k) Failure to display parking permit
  - (l) Collision with another vehicle or any sign or immovable object
- (3) A citation is notice that a student's parking permit has been suspended. The service charge to reinstate the parking and driving permit must be paid at the Business Office. Failure to pay the service charge will result in the impoundment of a vehicle that is parked on campus and whose decal has been suspended.
- (4) A person who receives a campus citation shall have the right within ten days to appeal in writing to the Vice President of Business, accompanied by whatever reason the person feels that the citation should not have been issued.
- (5) If it becomes necessary to remove an improperly parked vehicle, an independent wrecker operator may be called. The owner of the vehicle will be charged the wrecker fee in addition to the service charge for reinstatement of driving and parking privileges.
- (6) Visitors to campus are also required to follow college regulations.
- (7) The service charge for reinstatement of the parking and driving permit will be \$5.00 per citation.
- (8) Four citations per car during an academic year will result in permanent suspension of parking and driving permit for the balance of that academic year. A new total commences on August 1, of each year. A fee may be assessed for unauthorized parking in an area designated for handicapped persons. (Not to exceed \$200).
- (9) The College is not responsible for the theft of vehicles on campus or their contents.

**Student Grievance Procedure**

A copy of the Student Grievance Procedure designed to provide students with the opportunity to question conditions which the student believes impede his/her education or instruction is available in the office of the Vice President of Student Development.

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## Technical/Occupational Programs Offered On Our Campuses

### Career Education Programs

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Accounting Associate	•	•	•	•	•	•	•
Advertising Art	•						
Air Conditioning & Refrigeration		•	•		•		
Animal Medical Technology		•					
Apparel Design				•			
Architectural Technology				•			
Architectural Drafting				•			
Associate Degree Nursing	•			•			
Auto Body Technology			•				
Automotive Technology Apprenticeship		•					
Automotive Technology	•	•	•				
Aviation Technology							
Air Cargo Transport				•			
Aircraft Dispatcher				•			
Airline-Marketing				•			
Air Traffic Control				•			
Career Pilot				•			
Fixed Base Operations/Airport Management				•			
Carpentry					•		
Child Development Associate	•		•				
Administrative	•		•				
CDA Training Certificate	•		•				
Infant-Toddler	•		•				
Special Child	•		•				
Commercial Music							
Arranger/Composer/Copyist		•					
Music Retailing		•					
Performing Musician		•					
Recording Technology		•					
Computer Systems							
Business Computer Programmer	•	•	•	•	•	•	•

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Business Computer Assistant				•			
Computer Information Systems	•	•	•	•	•	•	•
Computer Operations Technician				•			
Small Computer Systems Specialist				•			
Construction Management & Technology							•
Criminal Justice				•			
Dental Assisting Technology				•			
Diesel Mechanics						•	
Drafting & Design Technology			•	•	•		
Electronics Design Option			•				
Educational Paraprofessional/Assistant							•
Bilingual/ESL Option							•
Electrical Technology						•	
Electronic Telecommunications			•				
Electronics Technology			•		•	•	
Avionics					•		
Digital Electronics			•				
Engineering Technology	•				•		•
Electronic Controls	•				•		•
Electronic Quality Control	•				•		•
Electro-Mechanical	•				•		•
Manufacturing Engineering	•						•
Mechanical Quality Control					•		•
Mechanical Technology							•
Quality Control					•		•
Robotics And Fluid Power	•				•		•
Fashion Marketing	•	•					
Financial Management							•
Fire Protection Technology				•			
Food And Hospitality Service				•			
Food Service Operations				•			
School Food Service				•			

BHC – Brookhaven College  
 CVC – Cedar Valley College  
 EFC – Eastfield College  
 ECC – El Centro College  
 MVC – Mountain View College  
 NLC – North Lake College  
 RLC – Richland College

Career Education Programs

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Graphic Arts/Communications			•				
Horology					•		
Interior Design				•			
Legal Assistant				•			
Machine Parts Inspection					•		
Machine Shop					•		
Major Appliance Repair		•					
Management Careers							
Administrative Option	•	•	•	•	•	•	•
Mid-Management	•	•	•	•	•	•	•
Postal Service Administration					•		
Sales, Marketing, and Retail Management	•	•					
Small Business Management		•		•	•		•
Transportation And Logistics Management			•				
Medical Assisting Technology				•			
Medical Laboratory Technology				•			
Medical Transcription				•			
Motorcycle Mechanics		•					
Office Careers							
Accounting Certificate	•	•	•	•	•	•	•
Administrative Assistant	•	•	•	•	•	•	•
General Office Certificate	•	•	•	•	•	•	•
Legal Secretary	•	•	•	•	•	•	•
Office Clerical	•	•	•	•	•	•	•
Professional Secretary	•	•	•	•	•	•	•
Records Management	•	•		•			

BHC – Brookhaven College  
CVC – Cedar Valley College  
EFC – Eastfield College  
ECC – El Centro College  
MVC– Mountain View College  
NLC – North Lake College  
RLC – Richland College

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Ornamental Horticulture Technology							•
Florist Option							•
Greenhouse Florist Option							•
Landscape Gardener							•
Landscape Management Option							•
Landscape Nursery Option							•
Outboard Marine Engine Mechanics		•					
Pattern Design				•			
Radiologic Sciences				•			
Diagnostic Medical Sonography				•			
Radiography Technology				•			
Real Estate						•	•
Respiratory Therapy Technology				•			
Respiratory Therapy Technician				•			
Small Engine Mechanics		•					
Social Work Associate			•				
Human Services Certificate			•				
Surgical Technology				•			
Training Paraprofessionals For The Deaf			•				
Video Technology					•		
Vocational Nursing				•			
Welding Technology					•		

# RECIPROCAL TUITION AGREEMENT

## DCCCD PROGRAMS

The following programs offered by Dallas County Community College District may be taken by Tarrant County residents at in-county tuition rates:

Program	Campus
Advertising Art	BHC
Animal Medical Technology	CVC
Apparel Design	ECC
Aviation Technology	MVC
Air Cargo	
Air Traffic Control	
Aircraft Dispatcher	
Airline Marketing	
Career Pilot	
Fixed Base Operations	
Avionics	MVC
Automotive Machinist	BHC
Carpentry	NLC
Electrical Technology	NLC
Commercial Music	CVC
Construction Management	RLC
Diesel Mechanics	NLC
Engineering Technology	RLC
Food and Hospitality Service	ECC
Graphic Communications	EFC
Horology	MVC
Human Services	EFC
Interior Design	ECC
Motorcycle Mechanics	CVC
Outboard Marine	
Engine Mechanics	CVC
Pattern Design	ECC
Vocational Nursing	ECC

## TCJC PROGRAMS

The following programs offered by Tarrant County Junior College may be taken by Dallas County residents at in-county tuition rates:

Program	Campus*
Agribusiness	NW
Cast Metals Technology	NE
Civil/Construction Technology	NE
Dental Hygiene	NE
Emergency Medical Technology	NE
Industrial Supervision	S
Long Term	
Health Card Administration	NE
Media Technology	NE
Medical Records Technology	NE
Nondestructive	
Evaluation Technology	S
Physical Therapist Assistant	NE
Property Tax Appraisal	NE
Radio-TV Repair	S

\*NE – Northeast Campus, NW – Northwest Campus, S – South Campus.

## STUDENTS CONSIDERING TRANSFER TO A FOUR-YEAR INSTITUTION

All courses which make up DCCCD technical/occupational programs are credit courses lending to an associate degree. Some courses are transferable to four-year institutions. Students who plan to transfer are advised to consult with a counselor to develop a technical/occupational course plan which best meets the degree requirements of the chosen four-year college or university.

# ACCOUNTING ASSOCIATE

(Associate Degree)

The Accounting Associate two-year program is designed to prepare a student 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.

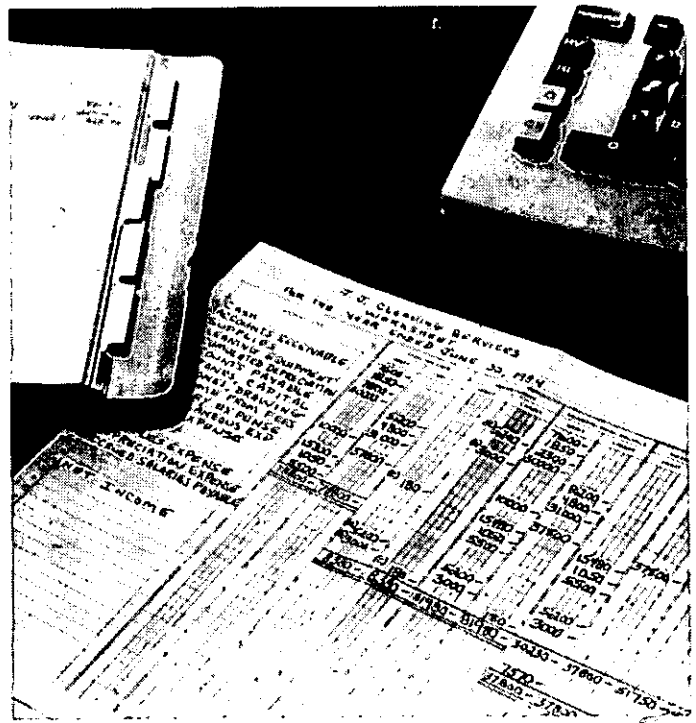
The Associate in Applied Arts and Sciences Degree is awarded for successful completion of at least 63 credit hours as outlined below. Students desiring a less comprehensive program that emphasizes bookkeeping procedures and practices should consider the General Office Certificate with elective emphasis on accounting careers. The General Office Certificate is available in the Office Careers Program.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACC 201 Principles of Accounting I .....	3
BUS 105 Introduction to Business .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
MTH 130 Business Mathematics or .....	3
MTH 111 Mathematics for Business and Economics .....	
OFC 160 Office Calculating Machines .....	3
	15

<b>SEMESTER II</b>	
ACC 202 Principles of Accounting II .....	3
ENG 102 Composition II .....	3
CIS 105 Introduction to Computer Information Systems .....	3
MGT 136 Principles of Management .....	3
++ OFC 172 Beginning Typing .....	3
	15

<b>SEMESTER III</b>	
ACC 203 Intermediate Accounting I .....	3
ACC 204 Managerial Accounting .....	3
ACC 250 Microcomputer-Based Accounting Applications .....	3
ECO 201 Principles of Economics I .....	3
GVT 201 American Government .....	3
ACC 803 Cooperative Work Experience or ..	3-4
ACC 804 Cooperative Work Experience or ..	
†Elective .....	
	18-19



<b>SEMESTER IV</b>	
ACC 238 Cost Accounting or .....	3
ACC 239 Income Tax Accounting .....	
BUS 234 Business Law .....	3
ECO 202 Principles of Economics II .....	3
OFC 231 Business Communications .....	3
†Electives .....	3-6
	15-18

Minimum Hours Required: 63

†Electives -- A minimum of six credit hours must be selected from the following:

Any CS or CIS Programming Course		
ACC 205	Business Finance .....	3
ACC 207	Intermediate Accounting II .....	3
ACC 238	Cost Accounting .....	3
ACC 239	Income Tax Accounting .....	3
ACC 703-713	Cooperative Work Experience .....	3
803-813		
ACC 704-714	Cooperative Work Experience .....	4
804-814		
BUS 143	Personal Finance .....	3
BUS 227	Organizational Behavior .....	3
CIS 262	Contemporary Topics in Computer Science and Data Processing .....	3
CIS 264	Special Topics in Computer Science and Data Processing .....	4
MKT 206	Principles of Marketing .....	3
PSY 105	Introduction to Psychology or .....	3
PSY 131	Human Relations .....	
SC 105	Fundamentals of Public Speaking .....	3

††Students who can demonstrate proficiency by previous training, experience, or placement tests may substitute a course from the electives listed for this program.



# AIR CONDITIONING AND REFRIGERATION — RESIDENTIAL

(Associate Degree)

This program is designed to train students to meet employment 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, heat pumps, gas and electric furnaces, humidifiers, and the design of residential air conditioning systems. Throughout the entire program an emphasis is placed on current techniques used by service technicians.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACR 120 Principles of Refrigeration or .....	6
ACR 121 Principles of Refrigeration I and ...	(3)
ACR 122 Principles of Refrigeration II .....	(3)
ACR 125 Principles of Electricity or .....	6
ACR 126 Principles of Electricity I and .....	(3)
ACR 127 Principles of Electricity II .....	(3)
MTH 195 Technical Mathematics or .....	3
MTH 139 Applied Mathematics .....	
	15
<b>SEMESTER II</b>	
ACR 130 Residential Cooling Systems or ...	6
ACR 131 Residential Cooling Systems I and	(3)
ACR 132 Residential Cooling Systems II ....	(3)
ACR 140 Residential Heating Systems or ...	6
ACR 141 Residential Heating Systems I and	(3)
ACR 142 Residential Heating Systems II ....	(3)
PHY 131 Applied Physics .....	4
	16
<b>SEMESTER III</b>	
ACR 200 Contractor Estimating or .....	6
ACR 209 Contractor Estimating I and .....	(3)
ACR 210 Contractor Estimating II .....	(3)
ACR 212 System Servicing or .....	6
ACR 213 System Servicing I and .....	(3)
ACR 214 System Servicing II .....	(3)
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	(3)
	15
<b>SEMESTER IV</b>	
SC 101 Introduction to Speech Communication .....	3
PSY 131 Human Relations .....	3
+Electives .....	8-9
	14-15
Minimum Hours Required: .....	60

+Electives must be selected from the following:

Any ACR (Air Conditioning and Refrigeration) course

ACR 109	Contemporary Topics I .....	2
ACR 110	Contemporary Topics II .....	3
ACR 221	Refrigeration Loads .....	3
ACR 222	Advanced Systems .....	3
ACR 223	Medium Temperature Refrigeration Systems .....	3
ACR 224	System Testing and Balancing ....	3
ACR 227	Low Temperature Refrigeration Systems .....	3
ACR 228	Air Conditioning System Equipment Selection .....	3
ACR 229	Refrigeration Equipment Selection	3
ACR 230	Energy Conservation .....	3
ACR 703-713	Cooperative Work Experience .....	3
ACR 704-714	Cooperative Work Experience .....	4
ACR 803-813	Cooperative Work Experience .....	3
ACR 804-814	Cooperative Work Experience .....	4
ACC 131	Bookkeeping I .....	3
BPR 177	Blueprint Reading .....	2
BUS 105	Introduction to Business .....	3
CS 105	Introduction to Computer Information Systems .....	3
DFT 182	Technician Drafting .....	2
MGT 153	Small Business Management .....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# AIR CONDITIONING AND REFRIGERATION — RESIDENTIAL

(Certificate)

This program is designed to train students to meet entry level requirements in the field of 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, humidifiers, heat pumps, gas and electric furnaces. Throughout the entire program an emphasis is placed on current techniques used by service technicians.

	CREDIT HOURS
SEMESTER I	
ACR 120 Principles of Refrigeration or .....	6
ACR 121 Principles of Refrigeration I and ...	(3)
ACR 122 Principles of Refrigeration II .....	(3)
ACR 125 Principles of Electricity or .....	6
ACR 126 Principles of Electricity I and .....	(3)
ACR 127 Principles of Electricity II .....	(3)
MTH 195 Technical Mathematics or .....	3
MTH 139 Applied Mathematics .....	
	15
SEMESTER II	
ACR 130 Residential Cooling Systems or ...	6
ACR 131 Residential Cooling Systems I and ...	(3)
ACR 132 Residential Cooling Systems II ....	(3)
ACR 140 Residential Heating Systems or ...	6
ACR 141 Residential Heating Systems I and ...	(3)
ACR 142 Residential Heating Systems II ....	(3)
†Elective .....	3-4
	15-16

Minimum Hours Required: ..... 30

†Elective — must be selected from the following:		
ACC 131	Bookkeeping I .....	3
ART 104	Art Appreciation .....	3
BUS 105	Introduction to Business .....	3
CIS 105	Introduction to Computer Information Systems .....	3
HUM 101	Introduction to the Humanities .....	3
MGT 136	Principles of Management .....	3
MGT 153	Small Business Management .....	3
PHY 131	Applied Physics .....	4
SPA 101	Beginning Spanish .....	4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# ANIMAL MEDICAL TECHNOLOGY

(Associate Degree)

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 person is primarily an assistant to veterinarians, biological research workers and other scientists.

The animal medical technician 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 to the animal medical technician 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.



## CREDIT HOURS

### SEMESTER I

AMT 101	Medical Terminology for Animal Technicians .....	1
AMT 130	Introduction to Animal Medical Technology .....	4
AMT 140	Introduction to General, Organic and Biochemistry .....	5
COM 131	Applied Communications or .....	3
ENG 101	Composition I .....	3
MTH 139	Applied Mathematics .....	3
		16

### SEMESTER II

AMT 110	Animal Care and Sanitation: Canine .....	2
AMT 137	Comparative Mammalian Anatomy and Physiology I .....	4
AMT 139	Pharmacology for Technicians ....	3
PSY 131	Human Relations .....	3
SC 101	Speech Communications .....	3
		15

### SUMMER SESSION

AMT 111	Animal Care and Sanitation: Feline, Porcine .....	2
AMT 231	Comparative Mammalian Anatomy and Physiology .....	4
AMT 241	Clinical Pathology Techniques and Practices I .....	5
AMT 245	Clinical Seminar .....	2
		13

### SEMESTER III

AMT 112	Animal Care and Sanitation: Equine .....	2
AMT 230	Anesthetic and Surgical Assisting Techniques .....	4
AMT 243	Clinical Pathology Techniques and Practices II .....	5
AMT 244	Large Animal Assisting Techniques .....	3
MGT 153	Small Business Management .....	3
		17

### SEMESTER IV

AMT 210	Animal Care and Sanitation: Bovine .....	2
AMT 237	Principles and Practice of Radiography .....	3
AMT 242	Exotic and Research Animal Care and Management .....	3
AMT 249	Animal Hospital Nursing .....	4
AMT 703	Cooperative Work Experience ....	3
		15

Minimum Hours Required ..... 76

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

**AUTOMOTIVE TECHNOLOGY  
APPRENTICESHIP**

(Associate Degree)

The Automotive Technology Apprenticeship Program is offered in cooperation with the National Automobile Dealer Association, and the Bureau of Apprenticeship Training, U. S. Department of Labor. This is a three-year program that provides full-time "on-the-job" apprenticeship training along with college credit courses. Upon successful completion of the program, the apprentice will receive an Associate of Applied Arts and Science Degree.

		CREDIT HOURS
SEMESTER I		
ATA 100	Automotive Fundamentals .....	3
ATA 101	Basic Electrical Systems .....	3
ATA 102	Automotive Service Department Management .....	3
ATA 191	Internship I .....	3
		12
SEMESTER II		
ATA 200	Advanced Electrical Systems .....	3
ATA 202	Basic Engine Repair .....	3
ATA 203	Engine Overhaul .....	3
ATA 192	Internship II .....	3
		12
SUMMER SESSION		
ATA 201	Automotive Air Conditioning and Heating Systems .....	3
ATA 193	Internship III .....	3
SS 131	American Civilization or .....	3
HST 101	History of the United States .....	9
SEMESTER III		
ATA 103	Suspension, Steering and Brake Systems .....	3
ATA 105	Engine Tune-Up Procedures .....	3
ATA 294	Internship IV .....	3
COM 131	Applied Communications or .....	3
ENG 101	Composition I .....	12
SEMESTER IV		
ATA 209	Standard Transmissions and Drive Lines .....	3
ATA 210	Automatic Transmissions .....	3
ATA 295	Internship V .....	3
MTH 195	Technical Mathematics or .....	3
MTH 139	Applied Mathematics .....	
SC 101	Introduction to Speech Communications .....	3
		15

SUMMER SESSION		
ATA 104	Automotive Parts Department Manager .....	3
ATA 296	Internship VI .....	3
PHY 131	Applied Physics .....	4
		10

Minimum Hours Required ..... 70

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

## AUTOMOTIVE TECHNOLOGY

(Associate Degree)

The purpose of this program is to prepare students for entry level employment as an automotive technician. This program of study will include theory, diagnosis, repair, overhaul and maintenance of automobiles. Emphasis is placed on operational theory, practical skills and accepted shop procedures.

CREDIT  
HOURS

### SEMESTER I

AT 108	Minor Vehicle Services .....	4
AT 110	Engine Repair I .....	4
AT 112	Engine Repair II .....	4
COM 131	Applied Communications or .....	3
ENG 101	Composition I .....	
MTH 195	Technical Mathematics .....	3
		18

### SEMESTER II

AT 114	Engine Analysis and Tune-Up .....	4
AT 116	Fuel and Emission Systems .....	4
AT 118	Electrical Systems .....	4
PHY 131	Applied Physics .....	4
		16

### SEMESTER III

AT 221	Heating and Air Conditioning .....	4
AT 223	Brake Systems .....	4
AT 225	Front End Systems .....	4
SC 101	Introduction to Speech Communication .....	3
†Elective .....		3
		18

### SEMESTER IV

AT 227	Standard Transmissions and Drive Trains .....	4
AT 229	Automatic Transmissions I .....	4
AT 231	Automatic Transmissions II .....	4
AT 703	Cooperative Work Experience or ..	3
AT 714	Cooperative Work Experience .....	(4)
‡Elective .....		3
		18-19

Minimum Hours Required: 70

†Elective--must be selected from the following:

AB 245	Welding for Auto Body .....	3
AT 212	Special Automotive Applications .....	1
AT 803	Cooperative Work Experience or ..	3
AT 814	Cooperative Work Experience .....	(4)
BUS 105	Introduction to Business .....	3
WE 101	Basic Welding and Cutting Practices .....	3

††Elective — must be selected from the following:

ACC 131	Bookkeeping I .....	3
ART 104	Art Appreciation .....	3
BUS 105	Introduction to Business .....	3
CIS 105	Introduction to Computer Information Systems .....	3
GVT 201	American Government .....	3
HST 101	History of the United States .....	3

## AUTOMOTIVE TECHNOLOGY

(Certificate)

The purpose of this program is to train persons for entry level positions in the field of automotive technology. A certificate is issued upon successful completion of the program.

CREDIT  
HOURS

### SEMESTER I

AT 108	Minor Vehicle Services .....	4
AT 110	Engine Repair I .....	4
AT 112	Engine Repair II .....	4
		12

### SEMESTER II

AT 114	Engine Analysis and Tune-Up .....	4
AT 116	Fuel and Emission Systems .....	4
AT 118	Electrical Systems .....	4
		12

### SEMESTER III

AT 221	Heating and Air Conditioning .....	4
AT 223	Brake Systems .....	4
AT 225	Front End Systems .....	4
		12

### SEMESTER IV

AT 227	Standard Transmissions and Drive Trains .....	4
AT 229	Automatic Transmissions I .....	4
AT 231	Automatic Transmissions II .....	4
AT 703	Cooperative Work Experience or ..	3
AT 714	Cooperative Work Experience .....	(4)
		15-16

Minimum Hours Required: 51

HD 105	Basic Processes of Interpersonal Relationship ...	3
HD 106	Personal and Social Growth .....	3
HUM 101	Introduction to the Humanities .....	3
MGT 136	Principles of Management .....	3
MGT 153	Small Business Management .....	3
PSY 131	Human Relations .....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

**COMMERCIAL MUSIC--ARRANGER/  
COMPOSER/COPYIST**

(Associate Degree)

This program is designed to prepare the student with the writing skills required for arranging and composing for small and large instrumental and vocal groups in all areas of commercial music, i.e., jazz, rock, pop, country/western. Standard manuscript techniques will be emphasized in actual writing assignments.

	CREDIT HOURS
<b>SEMESTER I</b>	
MUS 145 Music Theory I .....	3
MUS 161 Musicianship I .....	1
MUS 117 Piano Class I .....	1
MUS 190 Survey of Recording .....	2
MUS 191 Survey of Recording Lab .....	1
MUS 192 Music in America .....	3
MUS 199 Recital .....	1
MTH 139 Applied Mathematics .....	3
†Ensemble .....	1
++Applied Music .....	1-2
	17-18

<b>SEMESTER II</b>	
MUS 146 Music Theory II .....	3
MUS 162 Musicianship II .....	1
MUS 118 Piano Class II .....	1
MUS 196 Business of Music .....	3
MUS 199 Recital .....	1
BUS 105 Introduction to Business .....	3
PSY 131 Human Relations .....	3
†Ensemble .....	1
++Applied Music .....	1-2
	17-18

<b>SEMESTER III</b>	
MUS 193 Improvisation .....	3
MUS 195 Introduction to Synthesizer .....	2
MUS 199 Recital .....	1
MUS 292 Arranging/Orchestration .....	3
MUS 293 Independent Study or .....	3
†Ensemble .....	1
++Applied Music .....	1-2
	14-15

<b>SEMESTER IV</b>	
MUS 199 Recital .....	1
MUS 203 Composition .....	3
MUS 293 Independent Study or .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
SC 101 Introduction to Speech Communications .....	3
†Ensemble .....	1
††Applied Music .....	1-2
	15-16

Minimum Hours Required: 63

†Ensembles--must be selected from the following:		
MUS 103	Guitar Ensemble .....	1
MUS 150	Choir .....	1
MUS 155	Vocal Ensemble .....	1
MUS 160	Band .....	1
MUS 171	Woodwind Ensemble .....	1
MUS 172	Brass Ensemble .....	1
MUS 173	Percussion Ensemble .....	1
MUS 174	Keyboard Ensemble .....	1
MUS 176	Symphonic Wind Ensemble .....	1
MUS 181	Lab Band .....	1
MUS 185	Stage Band .....	1

††Applied Music — courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# COMMERCIAL MUSIC--MUSIC RETAILING

(Associate Degree)

This program is designed to prepare the music major in retailing for the music industry job market. Training is provided in music skills as well as in business, i.e., business of music, salesmanship, small business management. The training is culminated with work experience coordinated through local merchants.

	CREDIT HOURS
<b>SEMESTER I</b>	
MUS 145 Music Theory I .....	3
MUS 161 Musicianship I .....	1
MUS 117 Piano Class I .....	1
MUS 196 Business of Music .....	3
MUS 199 Recital .....	1
BUS 105 Introduction to Business .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
†Ensemble .....	1
‡Applied Music .....	1
	17
<b>SEMESTER II</b>	
MUS 146 Music Theory II .....	3
MUS 162 Musicianship II .....	1
MUS 118 Piano Class II .....	1
MUS 199 Recital .....	1
MKT 137 Principles of Retailing .....	3
MKT 230 Salesmanship .....	3
SC 101 Introduction to Speech Communications .....	3
†Ensemble .....	1
‡Applied Music .....	1
	17
<b>SEMESTER III</b>	
MUS 190 Survey of Recording .....	2
MUS 191 Survey of Recording Laboratory ...	1
MUS 199 Recital .....	1
MUS 803 Cooperative Work Experience or ..	3
MUS 804 Cooperative Work Experience .....	(4)
MTH 130 Business Mathematics .....	3
PSY 131 Human Relations .....	3
‡Applied Music .....	1
	14-15
<b>SEMESTER IV</b>	
MUS 195 Introduction of Synthesizer .....	2
MUS 199 Recital .....	1
MUS 813 Cooperative Work Experience or ..	3
MUS 814 Cooperative Work Experience .....	(4)
ACC 201 Principles of Accounting I .....	3
MGT 153 Small Business Management .....	3
‡Applied Music .....	1-2
	13-15
Minimum Hours Required .....	61

†Ensembles--must be selected from the following:

MUS 103	Guitar Ensemble .....	1
MUS 150	Choir .....	1
MUS 155	Vocal Ensemble .....	1
MUS 160	Band .....	1
MUS 171	Woodwind Ensemble .....	1
MUS 172	Brass Ensemble .....	1
MUS 173	Percussion Ensemble .....	1
MUS 174	Keyboard Ensemble .....	1
MUS 176	Symphonic Wind Ensemble .....	1
MUS 181	Lab Band .....	1
MUS 185	Stage Band .....	1

‡Applied music--courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

**NOTE:** Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.



# COMMERCIAL MUSIC — RECORDING TECHNOLOGY

(Certificate)

This program is designed to prepare commercial musicians with additional skills in the field of recording technology. In addition to preparing the student in vocal or instrumental commercial music techniques, training is provided in the basic console recording skills such as microphone selection and placement; mixdown techniques; master tape production; studio techniques; troubleshooting; and session procedures. Emphasis is placed on the specific needs of the commercial musician in the field of recording.

	CREDIT HOURS
<b>SEMESTER I</b>	
MUS 113 Fundamentals of Music I .....	3
MUS 190 Survey of Recording .....	2
MUS 191 Survey of Recording Laboratory .....	1
MUS 192 Music in America .....	3
MUS 199 Recital .....	1
MTH 139 Applied Mathematics .....	3
	<u>13</u>

<b>SEMESTER II</b>	
MUS 196 Business of Music .....	3
MUS 197 Studio Technology .....	2
MUS 198 Studio Technology Laboratory .....	1
MUS 199 Recital .....	1
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
MUS 180 Audio Production for Voice .....	2
†Elective .....	1
	<u>13</u>

<b>SUMMER SESSION</b>	
MUS 296 Recording Studio Practices .....	3
MUS 297 Studio Production .....	3
	<u>6</u>

Minimum Hours Required ..... 32

†Elective — must be selected from any music course.

**NOTE:** Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# COMMERCIAL MUSIC — MUSIC RETAILING CERTIFICATE

(Certificate)

This program is designed to prepare the music major in retailing for the music industry job market. Training is provided in music skills as well as in business, i.e., business of music, salesmanship, retailing techniques.

	CREDIT HOURS
<b>SEMESTER I</b>	
MUS 113 Fundamentals of Music I .....	3
MUS 117 Piano Class I .....	1
MUS 196 Business of Music .....	3
MUS 199 Recital .....	1
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
BUS 105 Introduction to Business .....	3
†Ensemble .....	1
††Applied Music .....	1
	<u>16</u>

<b>SEMESTER II</b>	
MUS 118 Piano Class II .....	1
MUS 199 Recital .....	1
SC 101 Introduction to Speech Communications .....	3
MTH 130 Business Mathematics .....	3
MKT 137 Principles of Retailing .....	3
MKT 230 Salesmanship .....	3
†Ensemble .....	1
††Applied Music .....	1
	<u>16</u>

Minimum Hours Required ..... 32

†Ensembles—must be selected from the following:

MUS 103 Guitar Ensemble .....	1
MUS 150 Choir .....	1
MUS 155 Vocal Ensemble .....	1
MUS 160 Band .....	1
MUS 171 Woodwind Ensemble .....	1
MUS 172 Brass Ensemble .....	1
MUS 173 Percussion Ensemble .....	1
MUS 174 Keyboard Ensemble .....	1
MUS 176 Symphonic Wind Ensemble .....	1
MUS 181 Lab Band .....	1
MUS 185 Stage Band .....	1

†Applied music courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 — MUS 243.

**NOTE:** Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# COMMERCIAL MUSIC--PERFORMING MUSICIAN

(Associate Degree)

This program is designed to prepare the instrumental and vocal student for performances in commercial music, i.e., jazz, rock, pop, country/western. This training will include work in performance techniques, styles, solo and ensemble work, repertoire for small and large groups, and actual performances.

	CREDIT HOURS
<b>SEMESTER I</b>	
MUS 145 Music Theory I .....	3
MUS 161 Musicianship I .....	1
MUS 117 Piano Class I .....	1
MUS 190 Survey of Recording .....	2
MUS 191 Survey of Recording Lab .....	1
MUS 192 Music in America .....	3
MUS 199 Recital .....	1
MTH 139 Applied Mathematics .....	3
†Ensemble .....	1
‡Applied Music .....	1-2
	<u>17-18</u>

<b>SEMESTER II</b>	
MUS 146 Music Theory II .....	3
MUS 162 Musicianship II .....	1
MUS 118 Piano Class II .....	1
MUS 196 Business of Music .....	3
MUS 199 Recital .....	1
BUS 105 Introduction to Business .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
†Ensemble .....	1
‡Applied Music .....	1-3
	<u>17-19</u>

<b>SEMESTER III</b>	
MUS 193 Improvisation .....	3
MUS 199 Recital .....	1
MUS 292 Arranging/Orchestration .....	3
MUS 293 Independent Study or .....	3
MUS 803 Cooperative Work Experience or ..	
SC 101 Introduction to Speech Communication .....	3
†Ensemble .....	1
‡Applied Music .....	1-2
	<u>15-16</u>

<b>SEMESTER IV</b>	
MUS 194 Jazz Workshop .....	3
MUS 199 Recital .....	1
MUS 813 Cooperative Work Experience or ..	3
PSY 131 Human Relations .....	3
†Ensemble .....	1
‡Applied Music .....	1-2
	<u>12-13</u>

Minimum Hours Required ..... 61

†Ensembles--must be selected from the following:

MUS 103	Guitar Ensemble .....	1
MUS 150	Choir .....	1
MUS 155	Vocal Ensemble .....	1
MUS 160	Band .....	1
MUS 171	Woodwind Ensemble .....	1
MUS 172	Brass Ensemble .....	1
MUS 173	Percussion Ensemble .....	1
MUS 174	Keyboard Ensemble .....	1
MUS 176	Symphonic Wind Ensemble .....	1
MUS 181	Lab Band .....	1
MUS 185	Stage Band .....	1

‡Applied music--courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# COMMERCIAL MUSIC--RECORDING TECHNOLOGY

(Associate Degree)

This program is designed to prepare commercial musicians with additional skills in the field of recording technology. In addition to preparing the student in vocal or instrumental commercial music techniques, training is provided in the basic console recording skills such as microphone selection and placement; mixdown techniques; master tape production; studio techniques; troubleshooting; and session procedures. Emphasis is placed on the specific needs of the commercial musician in the field of recording.

	CREDIT HOURS.
<b>SEMESTER I</b>	
MUS 145 Music Theory I .....	3
MUS 161 Musicianship I .....	1
MUS 117 Piano Class I .....	1
MUS 190 Survey of Recording .....	2
MUS 191 Survey of Recording Laboratory ..	1
MUS 192 Music in America .....	3
MUS 199 Recital .....	1
MTH 139 Applied Mathematics .....	3
†Ensemble .....	1
††Applied Music .....	1-2
	17-18

<b>SEMESTER II</b>	
MUS 146 Music Theory II .....	3
MUS 162 Musicianship II .....	1
MUS 118 Piano Class II .....	1
MUS 180 Audio Production for Voice .....	2
MUS 197 Studio Technology .....	2
MUS 198 Studio Technology Laboratory ....	1
MUS 199 Recital .....	1
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
†Ensemble .....	1
††Applied Music .....	1-2
	16-17

<b>SEMESTER III</b>	
MUS 195 Introduction to Synthesizer .....	2
MUS 199 Recital .....	1
MUS 293 Independent Study or .....	3
MUS 803 Cooperative Work Experience .....	
MUS 296 Recording Studio Practices .....	3
RSY 131 Human Relations .....	3
SC 101 Introduction to Speech Communications .....	3
†Ensemble .....	1
††Applied Music .....	1-2
	17-18

<b>SEMESTER IV</b>	
MUS 196 Business of Music .....	3
MUS 199 Recital .....	1
MUS 293 Independent Study or .....	3
MUS 813 Cooperative Work Experience .....	
MUS 297 Studio Production .....	3
BUS 105 Introduction to Business .....	3
†Ensemble .....	1
††Applied Music .....	1-2
	15-16

Minimum Hours Required ..... 65

†Ensembles — must be selected from the following:

MUS 103	Guitar Ensemble .....	1
MUS 150	Choir .....	1
MUS 155	Vocal Ensemble .....	1
MUS 160	Band .....	1
MUS 171	Woodwind Ensemble .....	1
MUS 172	Brass Ensemble .....	1
MUS 173	Percussion Ensemble .....	1
MUS 174	Keyboard Ensemble .....	1
MUS 176	Symphonic Wind Ensemble .....	1
MUS 181	Lab Band .....	1
MUS 185	Stage Band .....	1

††Applied music — courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# BUSINESS COMPUTER PROGRAMMER

(Associate Degree)

This curriculum is intended for the preparation of entry-level or trainee computer programmers who will work in an applications setting to support the general, administrative, and organizational information processing function of industry, commerce, business and government service. It is designed as a two-year career program to prepare students for jobs. Graduates should be able to work in conjunction with a systems analyst in the programming environment usually found in a medium to large job shop. It is intended to provide a sufficient foundation so the graduate with experience and continued learning may advance in career paths appropriate to their own particular interests and abilities.

	CREDIT HOURS
<b>SEMESTER I</b>	
CIS 105 Introduction to Computer Information Systems .....	3
BUS 105 Introduction to Business or .....	3
MGT 136 Principles of Management .....	1
OFC 176 Beginning Typing I .....	3
MTH 115 College Mathematics I* .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	3
PSY 131 Human Relations or .....	3
PSY 105 Introduction to Psychology or .....	
HD 105 Interpersonal Relationships or .....	
HD 107 Developing Leadership Behavior .....	
	16
<b>SEMESTER II</b>	
CIS 150 Computer Program Logic and Design .....	3
CIS 160 Data Communications .....	3
CIS 162 COBOL Programming I .....	4
ACC 201 Principles of Accounting I** .....	3
SC 101 Introduction to Speech Communication .....	3
	16
<b>SEMESTER III</b>	
CIS 164 COBOL Programming II .....	4
CIS 170 RPG Programming or .....	3
CIS 172 BASIC Programming or .....	
CIS 173 PASCAL Programming for Business .....	
CIS 205 JCL and Operating Systems .....	4
ACC 202 Principles of Accounting II .....	3
†† Elective .....	3
	17
<b>SEMESTER IV</b>	
CIS 210 Assembly Language I .....	4
CIS 225 Applied Systems .....	4
CIS 252 Advanced COBOL Techniques or .....	4
CIS 254 Data Base Systems .....	
† Elective .....	3-4
	15-16
Minimum Hours Required .....	64

†Electives — must be selected from the following:

Any CIS or CS course (including CIS 700-800 Cooperative Work Experience).

BUS 105	Introduction to Business .....	3
BUS 234	Business Law .....	3
BUS 237	Organizational Behavior .....	3
ECO 201	Principles of Economics I .....	3
ECO 202	Principles of Economics II .....	3
ENG 210	Technical Writing .....	3
MGT 136	Principles of Management .....	3
MKT 206	Principles of Marketing .....	3
MTH 202	Introductory Statistics .....	3
Other 200 level Accounting courses.		

\*MTH 111, MTH 112, MTH 130 may be substituted

\*\*ACC 131 Bookkeeping I and ACC 132 Bookkeeping II may be substituted for ACC 201 Principles of Accounting

††Electives — must be selected from the following:

ART 104	Art Appreciation .....	3
HUM 101	Introduction to the Humanities .....	3
ENG 201	British Literature .....	3
ENG 202	British Literature .....	3
ENG 203	World Literature .....	3
ENG 204	World Literature .....	3
ENG 205	American Literature .....	3
ENG 206	American Literature .....	3
MUS 104	Music Appreciation .....	3
PHI 102	Introduction to Philosophy .....	3
THE 101	Introduction to the Theatre .....	3
Foreign Language		

NOTE: Students may obtain credit toward a degree for only one of each of the pairs of courses listed below:

CIS 172 or CS 122
CIS 210 or CS 211
CIS 105 or CS 111
CIS 173 or CS 112

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# COMPUTER INFORMATION SYSTEMS

(Associate Degree)

This program is designed to prepare students with entry level skills in computer information systems. The curriculum includes many of the basic data processing courses as well as the basic requirements for four-year programs.

	CREDIT HOURS
<b>SEMESTER I</b>	
CIS 105 Introduction to Computer Information Systems .....	3
BUS 105 Introduction to Business or .....	3
MGT 136 Principles of Management .....	
MTH 111 Mathematics for Business and Economics I .....	3
ENG 101 Composition I .....	3
†Elective .....	3
	15
<b>SEMESTER II</b>	
CIS 162 COBOL Programming I .....	4
MTH 112 Mathematics for Business and Economics II .....	3
SC 101 Introduction to Speech Communication .....	3
CIS 150 Computer Program Logic and Design .....	3
ACC 201 Principles of Accounting I* .....	3
	16
<b>SEMESTER III</b>	
CIS 164 COBOL Programming II .....	4
CIS 170 RPG Programming or .....	3
CIS 172 BASIC Programming or .....	
CIS 173 PASCAL Programming for Business .....	
ECO 201 Principles of Economics I .....	3
ACC 202 Principles of Accounting II* .....	3
††Elective .....	3
	16
<b>SEMESTER IV</b>	
CIS 210 Assembly Language I .....	4
ECO 202 Principles of Economics II .....	3
Any CIS/CS or Accounting course .....	3
†††Elective .....	3
	13
Minimum Hours Required: .....	60

†Elective — must be selected from the following:  
 Anthropology  
 Government  
 History  
 Human Development  
 Psychology  
 Sociology

††Elective — must be selected from the following:

ART 104	Art Appreciation .....	3
HUM 101	Introduction to the Humanities .....	3
ENG 201	British Literature .....	3
ENG 202	British Literature .....	3
ENG 203	World Literature .....	3
ENG 204	World Literature .....	3
ENG 205	American Literature .....	3
ENG 206	American Literature .....	3
MUS 104	Music Appreciation .....	3
PHI 102	Introduction to Philosophy .....	3
THE 101	Introduction to the Theatre .....	3
Foreign Language		

†††Recommended Electives

Any CIS or CS course (including CIS 700-800 Cooperative Work Experience).  
 Any 200 level accounting course not listed

NOTE: Students may obtain credit toward a degree for only one of each of the pairs of courses listed below:

CIS 172 or CS 122  
 CIS 210 or CS 211  
 CIS 105 or CS 111  
 CIS 173 or CS 112

\*ACC 131 and ACC 132 may be substituted for ACC 201. Both courses must be taken for equivalent credit to ACC 201.

## FASHION MARKETING

(Associate Degree)

This two-year program is designed to prepare students for career opportunities in fashion marketing. Upon completion of the program, the student will receive an Associate in Applied Arts and Sciences Degree. Credit can be earned for on-the-job experience.

	CREDIT HOURS
<b>SEMESTER I</b>	
MKT 137 Principles of Retailing .....	3
MKT 291 Fashion Merchandising .....	3
MKT 703 Cooperative Work Experience ....	3
BUS 105 Introduction to Business .....	3
ENG 101 Composition I .....	3
MTH 130 Business Mathematics .....	3
	<u>18</u>

<b>SEMESTER II</b>	
MKT 230 Salesmanship .....	3
MKT 292 Fashion Design .....	3
MKT 803 Cooperative Work Experience ....	3
CIS 105 Introduction to Computer Information Systems .....	3
ENG 102 Composition II .....	3
†Elective .....	3
	<u>18</u>

<b>SEMESTER III</b>	
MKT 206 Principles of Marketing .....	3
MKT 290 Fashion Buying .....	3
ACC 201 Accounting I or .....	3
ACC 131 Bookkeeping I .....	3
SC 101 Introduction to Speech Communication .....	3
†Elective .....	3
	<u>15</u>

<b>SEMESTER IV</b>	
MKT 233 Advertising and Sales Promotion ..	3
DES 135 Textiles .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Human Relations .....	3
HUM 101 Introduction to the Humanities or ART 104 Art Appreciation .....	3
†Elective .....	3
	<u>15</u>

Minimum Hours Required: ..... 66

†Electives — may be selected from the following:

CIS 262 Contemporary Topics in Computer Science .....	3
MGT 136 Principles of Management .....	3
MGT 242 Personnel Administration .....	3
MKT 211 Special Topics in Fashion Marketing .....	1
MKT 212 Special Topics in Fashion Marketing .....	2
MKT 223 Special Topics in Fashion Marketing .....	3
MKT 245 Sales Management .....	3
MKT 246 Marketing and Management Cases or .....	3
BUS 237 Organizational Behavior .....	

## MAJOR APPLIANCE REPAIR

(Certificate Program)

This program is designed to prepare persons in three major areas of specialization. The emphasis of this program is on the current repair techniques used by technicians.

	CREDIT HOURS
<b>SEMESTER I</b>	
AC 150 Principles of Basic Electricity .....	3
AC 160 Principles of Basic Refrigeration ...	3
MAR 206 Domestic Refrigerators Electrical Systems .....	3
MAR 207 Domestic Refrigerators Sealed- Systems .....	3
MTH 139 Applied Mathematics .....	3
	<u>15</u>

<b>SEMESTER II</b>	
†Electives .....	12
	<u>12</u>

Minimum Hours Required: ..... 27

†Electives to be chosen from the following:

MAR 208 Domestic Dishwashers .....	3
MAR 209 Domestic Disposers and Trash Compactors .....	3
MAR 215 Domestic Laundry Equipment-Washers .....	3
MAR 216 Domestic Laundry Equipment-Dryers .....	3
MAR 217 Domestic Electric Cooking Equipment .....	3
MAR 218 Domestic Gas and Microwave Cooking Equipment ..	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# MANAGEMENT CAREERS-- ADMINISTRATIVE MANAGEMENT OPTION

(Associate Degree)

The Administrative Management Option offers a continuation of the traditional management and business studies. This option is designed for students seeking a detailed examination of management practices, techniques, and theories.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
BUS 105 Introduction to Business .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
HUM 101 Introduction to the Humanities .....	3
†Elective .....	3
	<u>15</u>
<b>SEMESTER II</b>	
MKT 206 Principles of Marketing .....	3
*ACC 201 Principles of Accounting I .....	3
ENG 102 Composition II .....	3
CIS 105 Introduction to Computer Information Systems .....	3
MTH 111 Mathematics for Business & Economics I or .....	3
MTH 112 Mathematics for Business & Economics II or .....	
MTH 130 Business Mathematics .....	
	<u>15</u>

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

<b>SEMESTER III</b>	
ACC 202 Principles of Accounting II .....	3
BUS 234 Business Law .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Human Relations .....	3
†Elective .....	3
	<u>15</u>

<b>SEMESTER IV</b>	
MGT 242 Personnel Administration .....	3
BUS 237 Organizational Behavior .....	3
ECO 202 Principles of Economics II .....	3
OFC 231 Business Communications .....	3
Elective .....	3
†Elective .....	3
	<u>18</u>

Minimum Hours Required: 63

†Electives —must be selected from the following:		
MGT 153	Small Business Management .....	3
MGT 171	Introduction to Supervision .....	3
MGT 212	Special Problems in Business .....	1
MGT 703	Cooperative Work Experience .....	3
MGT 704	Cooperative Work Experience .....	4
MKT 137	Principles of Retailing .....	3
MKT 230	Salesmanship .....	3
MKT 233	Advertising and Sales Promotion .....	3
OFC 160	Office Calculating Machines .....	3
OFC 172	Beginning Typing .....	3

\*Students may substitute ACC 131 and ACC 132 for ACC 201. Only three hours may be applied to the required number of hours for granting degree.



# MANAGEMENT CAREERS-- MID-MANAGEMENT OPTION

(Associate Degree)

As a part of the management Careers program, the Mid-Management Option is a cooperative plan with members of the business community whereby the student attends college classes in management and related courses and concurrently works at a regular, paid, part-time or full-time job in a sponsoring business firm. To enter the Mid-Management Option, students must make formal application and be interviewed by a member of the mid-management faculty before final acceptance will be granted.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
MGT 150 Management Training .....	4
MGT 154 Management Seminar: Role of Supervision .....	2
BUS 105 Introduction to Business .....	3
ENG 101 Composition I or .....	3
COM 131 Applied Communications .....	
	<u>15</u>

<b>SEMESTER II</b>	
MGT 151 Management Training .....	4
MGT 155 Management Seminar: Personnel Management .....	2
CIS 105 Introduction to Computer Information Systems .....	3
MTH 111 Mathematics for Business and Economics I or .....	3
MTH 112 Mathematics for Business and Economics II or .....	
MTH 130 Business Mathematics .....	
HUM 101 Introduction to the Humanities ....	3
ENG 102 Composition II .....	3
	<u>18</u>

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

<b>SEMESTER III</b>	
MGT 250 Management Training .....	4
MGT 254 Management Seminar: Organizational Development .....	2
*ACC 201 Principles of Accounting I .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Human Relations .....	3
	<u>15</u>

<b>SEMESTER IV</b>	
MGT 251 Management Training .....	4
MGT 255 Management Seminar: Planning Strategy and the Decision Process .....	2
ECO 202 Principles of Economics II .....	3
Social Science elective or Humanities elective .....	3
†Elective .....	3
	<u>15</u>

Minimum Hours Required: ..... 63

† Elective — may be selected from the following:

MGT 153	Small Business Management .....	3
MGT 212	Special Problems in Business .....	1
MKT 137	Principles of Retailing .....	3
MKT 230	Salesmanship .....	3
MKT 233	Advertising and Sales Promotion .....	3
OFC 160	Office Calculating Machines .....	3
OFC 172	Beginning Typing .....	3

\*Students may substitute ACC 131 and ACC 132 for ACC 201. Only three hours may be applied to the required number of hours for granting the degree.

# MANAGEMENT CAREERS--SALES, MARKETING, AND RETAIL MANAGEMENT OPTION

(Associate Degree)

The Sales, Marketing, and Retail Management Option is designed to prepare students for career opportunities in retail management, sales, or marketing. Students specialize in courses in retail management, sales, and marketing. Students also have the opportunity to work in sales, marketing, or retail areas through a sponsoring business firm.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
MKT 137 Principles of Retailing .....	3
BUS 105 Introduction to Business .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
HUM 101 Introduction to the Humanities .....	3
	15
<b>SEMESTER II</b>	
MKT 206 Principles of Marketing .....	3
MKT 230 Salesmanship .....	3
ENG 102 Composition II .....	3
CIS 105 Introduction to Computer Information Systems .....	3
MTH 111 Mathematics for Business and Economics I or .....	3
MTH 112 Mathematics for Business and Economics II or .....	
MTH 130 Business Mathematics .....	3
†Elective .....	3
	18
<b>SEMESTER III</b>	
MKT 233 Advertising and Sales Promotion ..	3
*ACC 201 Principles of Accounting I .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Human Relations .....	3
MKT 703 Cooperative Work Experience .....	3
	15
<b>SEMESTER IV</b>	
ECO 202 Principles of Economics II .....	3
MKT 245 Sales Management .....	3
MKT 246 Management and Marketing Cases ..	3
MKT 803 Cooperative Work Experience .....	3
Social Science or Humanities elective .....	3
	15
Minimum Hours Required: .....	63

†Elective--may be selected from the following:

MGT 212	Special Problems in Business .....	1
OFC 160	Office Calculating Machines .....	3
OFC 172	Beginning Typing .....	3

\*Students must substitute ACC 131 and ACC 132 for ACC 201. Only three hours may be applied to the required number of hours for granting the degree.

**NOTE:** Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

## MANAGEMENT CAREERS--SMALL BUSINESS MANAGEMENT OPTION

(Associate Degree)

The Small Business Management Option is designed to assist owners and managers of small businesses in developing the skills and techniques necessary for operation. This option is also designed for students who plan to become owners or operators of small businesses.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
MGT 153 Small Business Management .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
HUM 101 Introduction to the Humanities .....	3
†Elective .....	3
	<u>15</u>

<b>SEMESTER II</b>	
*MGT 157 Small Business Bookkeeping and Accounting .....	3
ENG 102 Composition II .....	3
CIS 105 Introduction to Computer Information Systems .....	3
MTH 111 Mathematics for Business and Economics I or .....	3
MTH 112 Mathematics for Business and Economics II or .....	
MTH 130 Business Mathematics .....	
BUS 105 Introduction to Business .....	3
	<u>15</u>

<b>SEMESTER III</b>	
MKT 206 Principles of Marketing .....	3
MGT 211 Small Business Operations .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Human Relations .....	3
†Elective .....	3
	<u>15</u>

<b>SEMESTER IV</b>	
MGT 210 Small Business Capitalization, Acquisition and Finance .....	3
BUS 234 Business Law .....	3
ECO 202 Principles of Economics II .....	3
Social Science and Humanities elective .....	3
†Elective .....	3
	<u>15</u>

Minimum Hours Required: ..... 60

†Elective-- must be selected from the following:

ACC 201 Principles of Accounting I .....	3
MGT 212 Special Problems in Business .....	1
OFC 160 Office Calculating Machines .....	3
OFC 172 Beginning Typing .....	3

\*Students may substitute ACC 201 for MGT 157.

## MOTORCYCLE MECHANICS

(Certificate Program)

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
MM 105 Motorcycle Tune-Up .....	3
MM 134 Motorcycle Service Principles .....	4
MM 136 Motorcycle Two Stroke Engine/Transmission .....	4
	<u>11</u>

<b>SEMESTER II</b>	
MM 137 Motorcycle Four Stroke Engine/Transmission .....	4
MM 138 Motorcycle Electrical Systems .....	4
MM 139 Motorcycle Chassis and Drive Systems .....	4
	<u>12</u>

<b>SUMMER SESSION</b>	
MM 703 Cooperative Work Experience or ..	3
MM 704 Cooperative Work Experience .....	(4)
	<u>3-4</u>

Minimum Hours Required: ..... 26

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# OFFICE CAREERS--ADMINISTRATIVE ASSISTANT OPTION

(Associate Degree)

The primary objective of the Administrative Assistant Option to the Office Careers Program is to prepare students for positions as assistants to administrators within public and private firms and agencies. Emphasis in this program is on the development of organizational and management skills in addition to basic office skills.

	CREDIT HOURS
<b>SEMESTER I</b>	
††OFC 160 Office Calculating Machines .....	3
††OFC 172 Beginning Typing or* .....	3
OFC 173 Intermediate Typing .....	
BUS 105 Introduction to Business .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
MTH 130 Business Mathematics .....	3
†Elective .....	3
	<u>18</u>

<b>SEMESTER II</b>	
*OFC 173 Intermediate Typing or .....	3
OFC 273 Advanced Typing Applications .....	(2)
OFC 162 Office Procedures .....	3
††OFC 190 Principles of Work Processing .....	4
CIS 105 Introduction to Computer Information Systems .....	3
MGT 136 Principles of Management .....	3
ENG 102 Composition II .....	3
	<u>18-19</u>

<b>SEMESTER III</b>	
OFC 273 Advanced Typing Applications or ..	2
†Elective .....	(3)
OFC 231 Business Communications .....	3
ACC 131 Bookkeeping I or .....	3
ACC 201 Principles of Accounting .....	
PSY 131 Human Relations or .....	3
PSY 105 Introduction to Psychology .....	
†Electives .....	6
	<u>17-18</u>

<b>SEMESTER IV</b>	
OFC 256 Office Management or .....	3
BUS 237 Organizational Behavior .....	
HUM 101 Introduction to the Humanities .....	3
†Electives .....	9
	<u>15</u>

Minimum Hours Required: ..... 68

†Electives-must be taken from the following:

OFC	Any OFC course may be selected .....	3-4
OFC 803/804	Cooperative Work Experience .....	3-4
ACC 132	Bookkeeping II .....	3
ACC 202	Principles of Accounting II .....	3
BUS 143	Personal Finance .....	3
BUS 234	Business Law .....	3
BUS 237	Organizational Behavior .....	3
MGT 242	Personnel Administration .....	3
CIS 262	Contemporary Topics in Computer Science .....	3
CIS 264	Special Topics in Computer Science .....	4
ECO 201	Principles of Economics I .....	3
SC 105	Fundamentals of Public Speaking .....	3

††NOTE:

OFC 160 Equivalent to 192, 193 and 194  
OFC 172 Equivalent to 176, 177 and 178  
OFC 190 Equivalent to 179, 182 and 185

\*Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests.

**NOTE:** Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# OFFICE CAREERS — GENERAL OFFICE

(Certificate)

The General Office Certificate Program is designed to provide the student with a basic working knowledge and skills in various office activities. A general knowledge of business concepts and procedures is provided.

	CREDIT HOURS
<b>SEMESTER I</b>	
††OFC 160 Office Calculating Machines .....	3
††OFC 172 Beginning Typing* .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	3
MTH 130 Business Mathematics .....	3
†Electives .....	7
	19
<b>SEMESTER II</b>	
ACC 131 Bookkeeping I .....	3
BUS 105 Introduction to Business .....	3
CIS 105 Introduction to Computer Information Systems .....	3
†Electives .....	7
	16
Minimum Hours Required: .....	35

†Electives — must be taken from the following:

OFC 103	Speedwriting Theory .....	4
OFC 106	Speedwriting Dictation and Transcription .....	4
OFC 159	Beginning Shorthand .....	4
OFC 162	Office Procedures .....	3
OFC 190	Principles of Word Processing†† .....	4
OFC 166	Intermediate Shorthand†† .....	4
OFC 173	Intermediate Typing .....	3
OFC 231	Business Communications .....	3
ACC 132	Bookkeeping II .....	3
ACC 201	Principles of Accounting I .....	3
PSY 105	Introduction to Psychology or .....	3
PSY 131	Human Relations .....	3
MGT 136	Principles of Management .....	3
BUS 234	Business Law .....	3
CIS 262	Contemporary Topics in Computer Science .....	3
OFC 273	Advanced Typing Applications .....	2
OFC 275	Secretarial Procedures .....	3
OFC 803	Cooperative Work Experience or .....	3
OFC 804	Cooperative Work Experience .....	(4)

††NOTE:

- OFC 160 Equivalent to 192, 193 and 194
- ✓OFC 172 Equivalent to 176, 177 and 178
- OFC 166 Equivalent to 187, 188 and 189
- OFC 190 Equivalent to 179, 182 and 185

\*Students who can demonstrate proficiency by previous training, experience or placement tests may substitute a course from the electives listed for the program.

# OFFICE CAREERS — GENERAL OFFICE

(Certificate — Accounting Emphasis)

	CREDIT HOURS
<b>SEMESTER I</b>	
††OFC 160 Office Calculating Machines .....	3
††OFC 172 Beginning Typing* .....	3
ACC 131 Bookkeeping I or .....	3
ACC 201 Principles of Accounting I .....	3
ENG 101 Composition I or .....	3
COM 131 Applied Communications .....	3
MTH 130 Business Mathematics .....	3
†Elective .....	3
	18
<b>SEMESTER II</b>	
**ACC 132 Bookkeeping II or .....	3
†Elective .....	3
BUS 105 Introduction to Business .....	3
CIS 105 Introduction to Computer Information Systems .....	3
†Electives .....	8
	17
Minimum Hours Required: .....	35

†Electives — Must be taken from the following:

OFC 103	Speedwriting Theory .....	4
OFC 106	Speedwriting Dictation and Transcription .....	4
OFC 159	Beginning Shorthand .....	4
OFC 162	Office Procedures .....	3
OFC 190	Principles of Word Processing†† .....	4
OFC 166	Intermediate Shorthand .....	4
OFC 173	Intermediate Typing .....	3
OFC 231	Business Communications .....	3
ACC 132	Bookkeeping II .....	3
ACC 201	Principles of Accounting I .....	3
PSY 105	Introduction to Psychology or .....	3
PSY 131	Human Relations .....	3
MGT 136	Principles of Management .....	3
BUS 234	Business Law .....	3
CIS 262	Contemporary Topics in Computer Science .....	3
OFC 273	Advanced Typing Applications .....	2
OFC 275	Secretarial Procedures .....	3
OFC 803	Cooperative Work Experience or .....	3
OFC 804	Cooperative Work Experience .....	(4)

\*Students who can demonstrate proficiency by previous training, experience or placement tests may substitute a course from the electives listed for the program.

\*\*Required if ACC 131 was taken previously.

††NOTE:

- OFC 160 Equivalent to 192, 193 and 194
- OFC 172 Equivalent to 176, 177 and 178
- OFC 166 Equivalent to 187, 188 and 189
- OFC 190 Equivalent to 179, 182 and 185

# OFFICE CAREERS — GENERAL OFFICE

(Certificate — Office Clerical Emphasis)

The General Office Certificate program with a clerical emphasis is designed to provide the student with basic working knowledge of office procedures.

	CREDIT HOURS
<b>SEMESTER I</b>	
††OFC 160 Office Calculating Machines .....	3
OFC 162 Office Procedures .....	3
††OFC 172 Beginning Typing .....	3
ENG 101 Composition I or .....	3
COM 131 Applied Communications .....	
MTH 130 Business Mathematics .....	3
†Elective .....	3
	<hr/> 18

<b>SEMESTER II</b>	
††OFC 190 Principles of Word Processing ....	4
OFC 173 Intermediate Typing .....	3
OFC 231 Business Communications .....	3
ACC 131 Bookkeeping I .....	3
BUS 105 Introduction to Business .....	3
CIS 105 Introduction to Computer Information Systems .....	3
	<hr/> 19

Minimum Hours Required ..... 37

†Electives — Must be taken from the following:

OFC 103	Speedwriting Theory .....	4
OFC 106	Speedwriting Dictation and Transcription .....	4
OFC 159	Beginning Shorthand .....	4
OFC 166	Intermediate Shorthand .....	4
OFC 231	Business Communications .....	3
ACC 132	Bookkeeping II .....	3
ACC 201	Principles of Accounting I .....	3
PSY 105	Introduction to Psychology or .....	3
PSY 131	Human Relations .....	
MGT 136	Principles of Management .....	3
BUS 234	Business Law .....	3
CIS 262	Contemporary Topics in Computer Science .....	3
OFC 273	Advanced Typing Applications .....	2
OFC 275	Secretarial Procedures .....	3
OFC 803	Cooperative Work Experience or .....	3
OFC 804	Cooperative Work Experience .....	(4)

\* Students who can demonstrate proficiency by previous training, experience or placement tests may substitute a course from the electives listed for the program.

††NOTE:

- OFC 160 Equivalent to 192, 193 and 194
- OFC 172 Equivalent to 176, 177 and 178
- OFC 166 Equivalent to 187, 188 and 189
- OFC 190 Equivalent to 179, 182 and 185

# OFFICE CAREERS — LEGAL SECRETARY OPTION

(Associate Degree)

The primary objective of this option is to prepare students to become competent legal secretaries, capable of performing office and clerical duties within public and private firms and agencies. Students enrolled in the program will have an opportunity to secure intensive training in basic skills. An Associate in Applied Arts and Sciences Degree is awarded for successful completion.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFC 159 Beginning Shorthand or .....	4
OFC 103 Speedwriting .....	
††OFC 160 Office Calculating Machines .....	3
††OFC 172 Beginning Typing* or .....	3
OFC 173 Intermediate Typing .....	
ENG 101 Composition I or .....	3
COM 131 Applied Communications .....	
MTH 130 Business Mathematics .....	3
	16
<b>SEMESTER II</b>	
††OFC 166 Intermediate Shorthand or .....	4
OFC 106 Speedwriting Dictation and Transcription .....	
OFC 173 Intermediate Typing* or .....	3
OFC 273 Advanced Typing Applications .....	(2)
OFC 162 Office Procedures .....	3
ACC 131 Bookkeeping I or .....	3
ACC 201 Principles of Accounting I .....	
BUS 105 Introduction to Business .....	3
ENG 102 Composition II .....	3
	17-19
<b>SEMESTER III</b>	
††OFC 190 Principles of Word Processing .....	4
OFC 167 Legal Terminology and Transcription .....	3
OFC 231 Business Communications .....	3
OFC 273 Advanced Typing Applications or ..	2
† Elective .....	(3)
CIS 105 Introduction to Computer Information Systems .....	3
	15
<b>SEMESTER IV</b>	
OFC 282 Word Processing Applications .....	1
OFC 274 Legal Office Procedures .....	3
OFC 275 Secretarial Procedures or .....	3
OFC 803 Cooperative Work Experience or ..	(3)
OFC 804 Cooperative Work Experience .....	(4)
OFC 285 Applied Machine Transcription .....	1
HUM 101 Introduction to the Humanities .....	3
PSY 131 Human Relations or .....	3
PSY 105 Introduction to Psychology .....	
	14-15

Minimum Hours Required: ..... 62

†Electives — must be selected from the following.

OFC Any OFC Course may be selected	
OFC 803 804 Cooperative Work Experience .....	3-4
ACC 132 Bookkeeping II .....	3
ACC 202 Principles of Accounting II .....	3
BUS 143 Personal Finance .....	3
BUS 234 Business Law .....	3
BUS 237 Organizational Behavior .....	3
CIS 262 Contemporary Topics in Computer Science .....	3
CIS 264 Special Topics in Computer Science and Data Processing .....	4
ECO 201 Principles of Economics I .....	3
MGT 136 Principles of Management .....	3
MGT 242 Personnel Administration .....	3
SC 105 Fundamentals of Public Speaking .....	3

††NOTE:

OFC 160 Equivalent to 192, 193 and 194  
OFC 172 Equivalent to 176, 177 and 178  
OFC 166 Equivalent to 187, 188 and 189  
OFC 190 Equivalent to 179, 182 and 185

\*Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests.

\*\*Repeatable for credit using different equipment

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.



# OFFICE CAREERS — PROFESSIONAL SECRETARY OPTION

(Associate Degree)

The primary objective of this option is to prepare students to become competent secretaries, capable of performing office and clerical duties within public and private firms and agencies. Students enrolled in the program will have an opportunity to secure intensive training in basic skills. An Associate in Applied Arts and Sciences Degree is awarded for successful completion.

	CREDIT HOURS
<b>SEMESTER I</b>	
††OFC 160 Office Calculating Machines .....	3
OFC 159 Beginning Shorthand or .....	4
OFC 103 Speedwriting .....	
††OFC 172 Beginning Typing or .....	3
OFC 173 Intermediate Typing .....	
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
MTH 130 Business Mathematics .....	3
	<u>16</u>
<b>SEMESTER II</b>	
††OFC 166 Intermediate Shorthand or .....	4
OFC 106 Speedwriting Dictation and Transcription .....	(3)
*OFC 173 Intermediate Typing* or .....	3
OFC 273 Advanced Typing Applications .....	(2)
OFC 162 Office Procedures .....	3
ACC 131 Bookkeeping I or .....	3
ACC 201 Principles of Accounting I .....	
BUS 105 Introduction to Business .....	3
ENG 102 Composition II .....	3
	<u>17-19</u>
<b>SEMESTER III</b>	
††OFC 190 Principles of Word Processing .....	4
OFC 231 Business Communications .....	3
OFC 273 Advanced Typing Applications* or .....	2
†Elective .....	(3)
CIS 105 Introduction to Computer Information Systems .....	3
PSY 131 Human Relations or .....	3
PSY 105 Introduction to Psychology .....	
	<u>15-16</u>
<b>SEMESTER IV</b>	
**OFC 282 Word Processing Applications .....	1
OFC 275 Secretarial Procedures or .....	3
OFC 803 Cooperative Work Experience or .....	(3)
OFC 804 Cooperative Work Experience .....	(4)
OFC 285 Applied Machine Transcription .....	1
HUM 101 Introduction to the Humanities .....	3
†Electives .....	6-7
	<u>14-16</u>

Minimum Hours Required: 61

†Electives — must be taken from the following:

OFC Any OFC Course may be selected

ACC 132	Bookkeeping II .....	3
ACC 202	Principles of Accounting II .....	3
BUS 143	Personal Finance .....	3
BUS 234	Business Law .....	3
BUS 237	Organizational Behavior .....	3
CIS 262	Contemporary Topics in Computer Science .....	3
CIS 264	Special Topics in Computer Science and Data Processing .....	4
ECO 201	Principles of Economics I .....	3
MGT 136	Principles of Management .....	3
MGT 242	Personnel Administration .....	3
SC 105	Fundamentals of Public Speaking .....	3

††NOTE:

OFC 160 Equivalent to 192, 193 and 194

OFC 172 Equivalent to 176, 177 and 178

OFC 166 Equivalent to 187, 188 and 189

OFC 190 Equivalent to 181, 182 and 185

\*Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests.

\*\*Repeatable for credit using different equipment

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# OFFICE CAREERS — RECORDS MANAGEMENT OPTION

(Associate Degree)

This program is designed to train students who wish to enter the ever-growing field of records management. Four technical courses will prepare the students to enter a comprehensive records management program in an organization which exerts control over the creation, distribution, retention, utilization, storage, retrieval, protection, preservation, and final disposition of all types of records. An Associate in Applied Arts and Sciences Degree is awarded for successful completion.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFC 150 Filing Practices .....	3
††OFC 160 Office Calculating Machines .....	3
††OFC 172 Beginning Typing *or .....	3
OFC 173 Intermediate Typing .....	
ENG 101 Composition I or .....	3
COM 131 Applied Communications .....	
MTH 130 Business Mathematics .....	3
	<u>15</u>
<b>SEMESTER II</b>	
OFC 152 Introduction to Records Management .....	3
OFC 162 Office Procedures .....	3
OFC 173 Intermediate Typing *or .....	3
OFC 273 Advanced Typing Applications .....	(2)
ACC 131 Bookkeeping I or .....	3
ACC 201 Principles of Accounting I .....	
BUS 105 Introduction to Business .....	3
ENG 102 Composition II .....	3
	<u>17-18</u>
<b>SEMESTER III</b>	
††OFC 190 Principles of Word Processing .....	3
OFC 231 Business Communications .....	3
OFC 250 Records Control .....	3
CIS 105 Introduction to Computer Information Systems .....	3
PSY 131 Human Relations or .....	3
PSY 105 Introduction to Psychology .....	
OFC 273 Advanced Typing Applications or .....	3
†Elective .....	(3)
	<u>17-18</u>
<b>SEMESTER IV</b>	
OFC 252 Micrographics .....	3
OFC 282 Word Processing Applications .....	1
OFC 285 Applied Machine Transcription .....	1
HUM 101 Introduction to the Humanities .....	3
†Electives .....	6-7
	<u>14-15</u>

Minimum Hours Required: ..... 63

†Electives — must be taken from the following:

OFC Any OFC Course may be selected

OFC 803/804	Cooperative Work Experience .....	3-4
ACC 132	Bookkeeping II .....	3
ACC 202	Principles of Accounting II .....	3
BUS 143	Personal Finance .....	3
BUS 234	Business Law .....	3
BUS 237	Organizational Behavior .....	3
CIS 260	Contemporary Topics in Computer Science .....	1
CIS 262	Contemporary Topics in Computer Science .....	3
CIS 264	Special Topics in Computer Science and Data Processing .....	4
ECO 201	Principles of Economics I .....	3
MGT 136	Principles of Management .....	3
MGT 242	Personnel Administration .....	3
SC 105	Fundamentals of Public Speaking .....	3

††NOTE:

OFC 160 Equivalent to 192, 193 and 194

OFC 172 Equivalent to 176, 177 and 178

OFC 190 Equivalent to 179, 182 and 185

\*Students may be placed in typing courses based on proficiency level determined by previous training, experience and or placement tests.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# OUTBOARD MARINE ENGINE MECHANICS

(Certificate Program)

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
OE 115 Outboard Engine Tune-Up .....	3
OE 144 Outboard Engine Service Principles .....	4
OE 146 Outboard Engine Powerhead Overhaul .....	4
	<u>11</u>
<b>SEMESTER II</b>	
OE 147 Outboard Engine Lower Unit Overhaul .....	4
OE 148 Outboard Engine Electrical Systems .....	4
OE 723 Cooperative Work Experience or ..	3
OE 724 Cooperative Work Experience .....	(4)
	<u>11-12</u>
Minimum Hours Required: .....	22

# SMALL ENGINE MECHANICS

(Certificate Program)

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 over-haul 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.

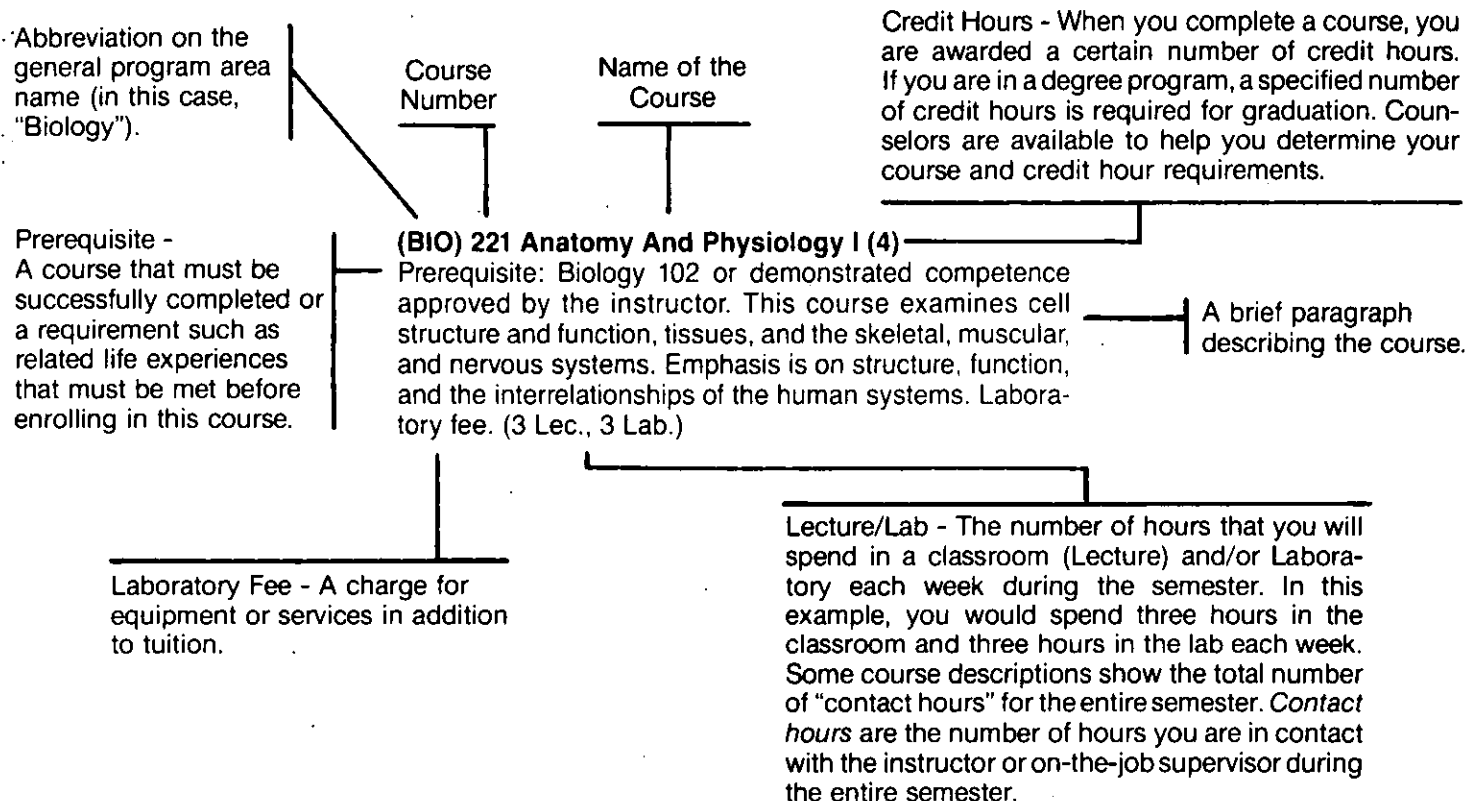
	CREDIT HOURS
<b>SEMESTER I</b>	
SE 125 Small Engine Tune-Up .....	3
SE 154 Small Engine Service Principles ...	4
SE 156 Small Engine Two-Stroke Overhaul .....	4
	<u>11</u>
<b>SEMESTER II</b>	
SE 157 Small Engine Four-Stroke Overhaul	4
SE 158 Small Engine Electrical Systems ..	4
SE 733 Cooperative Work Experience or ..	3
SE 734 Cooperative Work Experience .....	(4)
	<u>11-12</u>
Minimum Hours Required: .....	22

# Course Descriptions

## Including General Education and Career Program Courses

- All courses listed in the District catalog are not available at every college. The District catalog contains descriptions of both General Education courses and Technical/Occupational courses offered collectively by the seven colleges of the Dallas County Community College District. The listing is alphabetical by course subject title.
- Each campus within the District publishes a catalog which reflects courses and programs that are offered on that campus.
- All courses listed in this catalog may not be offered during the current year. It is suggested that students plan their schedules with the help of a college counselor well in advance of registration.

## Understanding The Course Descriptions



In the following course descriptions, the number of credit hours for each course is indicated in parenthesis opposite the course number and title. Courses numbered 100 (except Music 199, Art 199 and Theater 199) or above may be applied to requirements for associate degrees. Courses numbered below 100 are developmental in nature and may not be applied to degree requirements. Students are urged to consult their counselors or specific college catalogs for information about transferability of courses to four-year institutions. Course prerequisites may be waived only by the appropriate division chairperson.

# ACCOUNTING

## **(ACC) 131 Bookkeeping I (3)**

The fundamental principles of double-entry bookkeeping are presented and applied to practical business situations. Emphasis is on financial statements, trial balances, work sheets, special journals, and adjusting and closing entries. A practice set covering the entire business cycle is completed. (3 Lec.)

## **(ACC) 132 Bookkeeping II (3)**

Prerequisite: Accounting 131. This course covers accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations is introduced. (3 Lec.)

## **(ACC) 201 Principles of Accounting (3)**

This course covers the theory and practice of measuring and interpreting financial data for business units. Topics include depreciation, inventory valuation, credit losses, the operating cycle, and the preparation of financial statements. *(This course is offered on campus and may be offered via television.)* (3 Lec.)



## **(ACC) 202 Principles Of Accounting II (3)**

Prerequisite: Accounting 201. Accounting procedures and practices for partnerships and corporations are studied. Topics include cost data and budget controls. Financial reports are analyzed for use by creditors, investors, and management. (3 Lec.)

## **(ACC) 203 Intermediate Accounting I (3)**

Prerequisite: Accounting 202. This course is an intensive study of the concepts, principles, and practice of modern financial accounting. Included are the purposes and procedures underlying financial statements. (3 Lec.)

## **(ACC) 204 Managerial Accounting (3)**

Prerequisite: Accounting 202. This course is a study of accounting practices and procedures used to provide information for business management. Emphasis is on the preparation and internal use of financial statements and budgets. Systems, information, and procedures used in management planning and control are also covered. (3 Lec.)

## **(ACC) 205 Business Finance (3)**

Prerequisites: Economics 201 or 202 and Accounting 201. This course focuses on the financial structure in the free enterprise system. Topics include interest rates, value analysis, the financing of business firms and government, and security markets. Financial requirements for decision-making and capital formation are analyzed. (3 Lec.)

## **(ACC) 207 Intermediate Accounting II (3)**

This course continues Accounting 203. Principles and problems in fixed liabilities and capital stock are examined. Equities, business combinations and the analysis and interpretation of supplementary statements are also included. (3 Lec.)

## **(ACC) 238 Cost Accounting (3)**

Prerequisite: Accounting 202. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and fac-

tory overhead are studied. Budget, variance analysis, standard costs, and joint and by-product costing are also included. (3 Lec.)

## **(ACC) 239 Income Tax Accounting (3)**

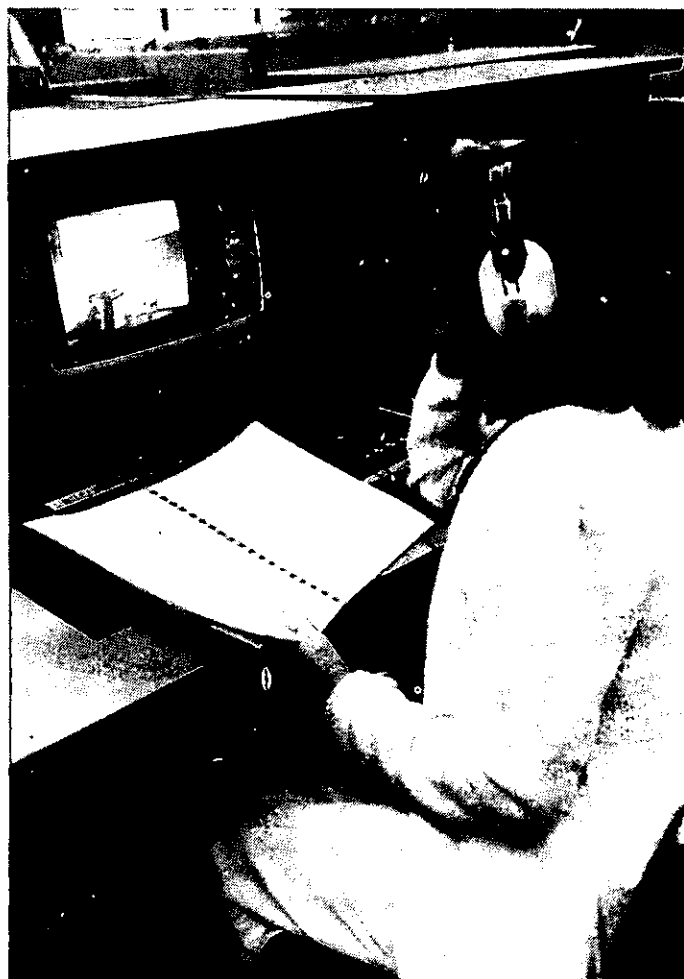
Prerequisite: Accounting 202 or demonstrated competence approved by the instructor. This course examines basic income tax laws which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, capital gains, and losses. Emphasis is on common problems. (3 Lec.)

## **(ACC) 250 Microcomputer-Based Accounting Applications (3)**

Prerequisites: Accounting 202 and Computer Science 175. This course is designed to provide students with an overview of microcomputer-based accounting systems for small businesses. Actual "hands-on" experience will be provided utilizing systems for general ledger, accounts receivable, accounts payable, and payroll. Additional study may be devoted to financial planning and budgeting applications using electronic worksheet programs. Laboratory fee. (2 Lec., 2 Lab.)

## **(ACC) 703, 713, 803, 813 Cooperative Work Experience (3)** (See Cooperative Work Experience). (1 Lec., 15 Lab.)

## **(ACC) 704, 714, 804, 814 Cooperative Work Experience (4)** (See Cooperative Work Experience). (1 Lec., 20 Lab.)



# AGRICULTURE

## **(AGR) 101 The Agricultural Industry (1)**

This course is a survey of the complete agricultural industry and its challenges. Recent trends in agriculture as they affect college students will be explored. (1 Lec.)

## **(AGR) 102 Fundamentals Of Crop Production (3)**

This course is designed as a basic survey course of farm crops, seed varieties, seed bed preparation, fertilization, crop tillage, pasture management, weed control, disease and insect control, and harvesting practices. The course is designed for students entering the study of agriculture at an introductory level. It will provide students with the foundation in farm crop management and production needed for more advanced agricultural studies. Laboratory fee. (2 Lec., 2 Lab.)

## **(AGR) 104 General Animal Husbandry (3)**

This course is a general introduction to farm animal science. The following topics will be presented: care and feeding of live stock, market value of stock, breeding and adaption to environmental factors. (2 Lec., 2 Lab.)

## **(AGR) 106 General Horticulture (3)**

This course introduces the horticulture fields and gives the place of horticulture in America agriculture. It familiarizes students with the procedures and scientific principles used in horticulture. Laboratory fee. (2 Lec., 2 Lab.)

## **(AGR) 111 Introduction To Agricultural Economics (3)**

This course is an introduction to economic principles and concepts in agriculture as they relate to the local farm and at the national level. The course will make the student aware of economic principles that affect procedures, processing, and the distribution of farm products. Agricultural economics is an introductory level course providing students with a basis for evaluation of economic factors related to agricultural marketing and the general farm operation. (3 Lec.)

## **(AGR) 124 Poultry Science (3)**

This is a basic course designed to introduce the student to the scientific components of the poultry industry. It will include study of the principles of breeding, incubation, feeding, housing, marketing, and disease control of poultry. Laboratory fee. (2 Lec., 2 Lab.)

## **(AGR) 201 Farm Shop (3)**

The identification, selection, care, use, sharpening and fitting of hand tools is reviewed along with planning and calculation of bills of materials for farm buildings and equipment, wood work, sheet metal, blacksmithing, pipe-fitting, concrete work, and painting. Laboratory fee. (2 Lec., 2 Lab.)

## **(AGR) 202 Farm Power and Machinery (3)**

This course reviews the construction, operation, adjustment and servicing of farm engines and tractors. The adaptability, selection, economic utilization, construction, operation, and adjustment of the principle tillage, planting, cultivating, harvesting, and feed processing machines is also studied. Laboratory fee. (2 Lec., 2 Lab.)

## **(AGR) 204 Dairying (3)**

This course surveys the dairying industry, dairy breeds, standards for selection and culling, herd replacement, feeding, management, and health maintenance. The food value of milk for the dairy industry, tests for composition and quality utilization and processing of market milk and dairy products will be reviewed. Laboratory fee. (2 Lec., 2 Lab.)

## **(AGR) 245 Agricultural Entomology (3)**

This course is designed as a survey course in entomology in which the principal orders of insects, insect anatomy and physiology, insect control, insect habits and the economic impact of insects are studied. The course is designed for students desiring a major in agricultural industries. It will provide the student with a basic understanding of entomology as it relates to agriculture. Laboratory fee. (2 Lec., 2 Lab.)

# AIR CONDITIONING AND REFRIGERATION

## **(ACR) 109 Contemporary Topics I (2)**

Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. Laboratory fee. (1 Lec., 2 Lab.)

## **(ACR) 110 Contemporary Topics II (3)**

Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

## **(ACR) 120 Principles of Refrigeration (6)**

This course is a comprehensive course that includes Air Conditioning 121 and 122. Students may register in the comprehensive course or the inclusive courses. The physical principles applying to refrigeration systems are studied including thermodynamics, gas laws, heat transfer, refrigerants, pressure-enthalpy diagrams, vapor compression systems, safety procedures and the proper safe use of handtools. Laboratory fee. (4 Lec., 5 Lab.)

## **(ACR) 121 Principles of Refrigeration I (3)**

The physical principles applying to refrigeration systems including thermodynamics, gas laws and heat transfer are covered by this course. The proper use of handtools and safety procedures followed in the industry are presented. Laboratory fee. (2 Lec., 2 Lab.)

## **(ACR) 122 Principles of Refrigeration II (3)**

Prerequisite: Air Conditioning and Refrigeration 121. This course is a continued study of the physical principles related to refrigeration systems including basic properties of refrigerants and the construction of pressure-enthalpy diagrams. The operation of vapor compression systems are studied in detail. (2 Lec., 3 Lab.)

**(ACR) 125 Principles of Electricity (6)**

This course is a comprehensive course that includes Air Conditioning 126 and 127. Students may register in the comprehensive course or the inclusive courses. The electrical principles applied to the air conditioning and refrigeration systems are studied including simple circuits, circuits, basic electrical units, test instruments, construction and diagnosis of complex electrical circuits, alternating current motors and electrical safety procedures. Laboratory fee. (4 Lec., 5 Lab.)

**(ACR) 126 Principles of Electricity I (3)**

This course is a study of the principles of electricity as applied in the air conditioning and refrigeration service field. Simple circuits, circuit components, basic electrical units and test instruments are covered. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 127 Principles of Electricity II (3)**

Prerequisite: Air Conditioning and Refrigeration 126. This course continues the study of electricity applied to air conditioning and refrigeration. Emphasis is placed on the construction and diagnosis of complex electrical circuits and alternating current motors used in the air conditioning and refrigeration service industry. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 130 Residential Cooling Systems (6)**

Prerequisite: Air Conditioning and Refrigeration 120 and 125. This course is a comprehensive course that includes Air Conditioning 131 and 132. Students may register in the comprehensive course or the inclusive courses. This course covers compressors, condensers, evaporators; metering devices, pipe sizing, piping practices, seasonal maintenance, electrical systems, system troubleshooting and system installation. Laboratory fee. (4 Lec., 5 Lab.)

**(ACR) 131 Residential Cooling Systems I (3)**

Prerequisite: Air Conditioning and Refrigeration 122 and 127. The principles of refrigeration and electricity are applied to residential cooling systems. Emphasis is placed on compressors, condensers, evaporators, metering devices and electrical components function and relationship. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 132 Residential Cooling Systems II (3)**

Prerequisite: Air Conditioning and Refrigeration 131. This course includes pipe sizing, piping practices, seasonal maintenance, system troubleshooting and system installation. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 140 Residential Heating Systems (6)**

Prerequisite: Air Conditioning and Refrigeration 120 and 125. This course is a comprehensive course that includes Air Conditioning 141 and 142. Students may register in the comprehensive course or the inclusive courses. The servicing of residential heating systems is studied. Topics include gas fired furnaces, electric furnaces, heat pumps, control circuits and other related topics. Laboratory fee. (4 Lec., 5 Lab.)

**(ACR) 141 Residential Heating Systems I (3)**

Prerequisite: Air Conditioning and Refrigeration 122 and 127. This course is a study of the procedures and principles used in servicing residential heating systems including gas fired and electric furnaces. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 142 Residential Heating Systems II (3)**

Prerequisite: Air Conditioning and Refrigeration 141. Heat pumps, heating system control circuits and other topics related to residential heating systems are covered in this course. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 200 Contractor Estimating (6)**

This course is a comprehensive course that includes Air Conditioning 209 and 210. Students may register in the comprehensive course or the inclusive courses. The study of load calculations, air duct design, building plans, construction codes, state and local licenses, job estimating and job scheduling are covered in this course. Laboratory fee. (4 Lec., 5 Lab.)

**(ACR) 209 Contractor Estimating I (3)**

This course is a study of load calculations, air duct design and building plans used in the industry by service contractors. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 210 Contractor Estimating II (3)**

Prerequisite: Air Conditioning and Refrigeration 209. This course continues the study of contractor estimating including construction codes, state and local licenses, job estimating elements, and job scheduling. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 212 System Servicing (6)**

Prerequisite: Air Conditioning and Refrigeration 130 and 140. This course is a comprehensive course that includes Air Conditioning 213 and 140. Students may register in the comprehensive course or the inclusive courses. This course includes psychrometric air properties, system balancing, the service of humidifiers and electronic air cleaners, advanced system troubleshooting, and system installation. Laboratory fee. (4 Lec., 5 Lab.)



**(ACR) 213 System Servicing I (3)**

Prerequisite: Air Conditioning and Refrigeration 132 and 142. The topics of psychrometric air properties, system balancing, the service of humidifiers and electronic air cleaners are covered in this course. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 214 System Servicing II (3)**

Prerequisite: Air Conditioning and Refrigeration 213. This course is a continuation of system servicing with emphasis on advanced system troubleshooting and system installation. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 221 Refrigeration Loads (3)**

Prerequisites: Air Conditioning and Refrigeration 116. This course focuses on the analysis and estimation of refrigeration loads for medium and low temperature systems. Product storage data and procedures for calculating loads with a variety of products and refrigeration equipment are included. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 222 Advanced Systems (3)**

Prerequisites: Air Conditioning and Refrigeration 116. Large commercial and industrial air conditioning systems are introduced. Basic system designs, equipment and control systems are the main topics. Instruction on air handling units, air volume boxes, centrifugal chillers, absorption systems, cooling towers, water treatment, and chilled water systems is included. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 223 Medium Temperature Refrigeration Systems (3)**

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 221. Service and installation procedures for medium temperature equipment as found in food stores, warehouses, distribution centers, and processing plants are presented. Particular attention is given to electrical and mechanical features and to defrost subsystems. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 224 System Testing And Balancing (3)**

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 222. Concepts and procedures for determining the effectiveness and efficiency of an air conditioning system are studied. System balance, capacity, load requirements and energy consumption are considered. Also included are the performance data and the use of test instruments for measurement of air flow, water flow, energy consumption, and recording of temperature. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 227 Low Temperature Refrigeration Systems (3)**

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 221. Service and installation procedures for low temperature equipment as found in food stores, warehouses, distribution centers, and industrial plants are presented. Particular attention is given to electrical and mechanical characteristics and to defrost system requirements. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 228 Air Conditioning System Equipment Selection (3)**

Prerequisite: Credit or enrollment in Air Conditioning and

Refrigeration 222. Methods of equipment selection are covered for air conditioning load requirements. Consideration is given to system layout, utility service, control schemes, duct sizing, and installation practices. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 229 Refrigeration Equipment Selection (3)**

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 223 or 227. This course presents a procedure for selecting equipment and estimating the capacity of commercial refrigeration systems. Consideration is given to component compatibility, system continuity control, balancing, and efficiency. Laboratory fee. (2 Lec., 2 lab.)

**(ACR) 230 Energy Conservation (3)**

Prerequisite: Air Conditioning and Refrigeration 116. The flow of energy in an air conditioning or refrigeration system is examined in depth. Emphasis is on cost effectiveness and energy savings. Practical situations are examined where industry offers a range of equipment or construction designs using various sources of energy with different degrees of efficiency. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 703, 713, 803, 813 Cooperative Work Experience (3)**  
(See Cooperative Work Experience). (1 Lec., 15 Lab.)**(ACR) 704, 714, 804, 814 Cooperative Work Experience (4)**  
(See Cooperative Work Experience). (1 Lec., 20 Lab.)**ANIMAL MEDICAL TECHNOLOGY****(AMT) 101 Medical Terminology For Technicians (1)**

The fundamentals of medical terminology are covered, with emphasis on prefixes, suffixes and root words and the meaning of the most commonly used words in medical areas, as they apply to the technician in daily practice. (1 Lec.)

**(AMT) 110 Animal Care And Sanitation: Canine (2)**

This course covers the common diseases of the canine species and diseases of public health importance, disease transmission and the proper procedures for their prevention. The lab requires the students to help maintain the animals used by the Animal Medical Technology Program for various courses. Laboratory fee. (1 Lec., 2 Lab.)

**(AMT) 111 Animal Care And Sanitation: Feline, Porcine (2)**

This course covers the common diseases of the feline and porcine species and diseases of public health importance, disease transmission and the procedures for prevention. The lab requires the students to help maintain the animals used by the Animal Medical Technology Program for various courses. Laboratory fee. (1 Lec., 2 Lab.)

**(AMT) 112 Animal Care And Sanitation: Equine (2)**

This course covers the common diseases of the equine and diseases of public health importance, disease transmission and the proper procedures for their prevention. The lab requires the students to help maintain the animals used by the Animal Medical Technology Program for various courses. Laboratory fee. (1 Lec., 2 Lab.)

**(AMT) 130 Introduction To Animal Medical Terminology (4)**

This course is an introduction to employment areas, ethical and professional requirements, terminology and basic animal handling and care. Included are a survey of common breeds of domestic livestock, pets and research animals and an outline of sanitation and disease principles. Laboratories provide experience and observation in restraint, behavior, grooming and basic animal nursing practices. Laboratory fee. (3 Lec., 3 Lab.)

**(AMT) 137 Comparative Mammalian Anatomy And Physiology (4)**

Mammalian structure is presented on a comparative basis. A histological and gross study of selected organ systems is made using the dog, cat and selected organs of the cow. Laboratory fee. (3 Lec., 3 Lab.)

**(AMT) 139 Pharmacology for Technicians (3)**

Prerequisite: Animal Medical Technology 140. Various chemicals and drugs used in the veterinary practice are studied. Topics include the measurement of drugs, common routes of administration, proper handling and storage, principles of efficient ordering, dispensing and inventory control. Requirements of narcotic, stimulant and depressant drug control are emphasized. Basic drug categories and their use in relation to disease treatment are outlined. (3 Lec.)

**(AMT) 140 Introduction to General, Organic, and Biochemistry (5)**

Prerequisite: High school biology or chemistry or the equivalent; Math 139 or concurrent enrollment. This course is an introductory survey of the three areas of chemistry: general, organic and biochemistry. The basic principles of inorganic chemistry: metric system, matter and energy, atomic structure, nomenclature, chemical reactions and equations will be presented. Emphasis will also be placed on organic and biochemical aspects: hydrocarbons, alcohols, acids, esters, carbohydrates, lipids, proteins, enzymes, nucleic acids and their metabolism. Laboratory exercises will involve the practical applications of the above principles. Laboratory fee. (4 Lec., 2 Lab.)

**(AMT) 210 Animal Care And Sanitation: Bovine (2)**

The course covers the common diseases of the bovine and diseases of public health importance, disease transmission and the proper procedures for their prevention. The lab requires the students to help maintain the animals used by the Animal Medical Technology Program for various courses. Laboratory fee. (1 Lec., 2 Lab.)

**(AMT) 230 Anesthetic And Surgical Assisting Techniques (4)**

Prerequisite: Animal Medical Technology 137. This course introduces 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 are also emphasized. Laboratory periods involve individual practice in anesthetizing and monitoring animal patients

and preparing for assisting the veterinarian during surgery. Laboratory fee. (3 Lec., 3 Lab.)

**(AMT) 231 Comparative Mammalian Anatomy And Physiology II (4)**

Prerequisite: Animal Medical Technology 137. This course is a continuation of Animal Medical Technology 137. Laboratory fee. (3 Lec., 3 Lab.)

**(AMT) 237 Principles And Practice Of Radiography (3)**

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 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. (2 Lec., 3 Lab.)

**(AMT) 241 Clinical Pathology Techniques And Practices I (5)**

Prerequisite: Credit or concurrent enrollment in Animal Medical Technology 231. Clinical laboratory methods are covered. Topics include parasitological, microbiological and tissue sample collection, analysis, identification and reporting to the veterinarian. Laboratory emphasis on identification of common parasites, morphology, cultural and staining characteristics of pathogenic bacteria and preparation of routine microbiological culture media. Blood analysis is introduced, including preparation of routine microbiological culture media, preparation of blood smears, differential cell counts, hemoglobin and packed cell volume determinations. The importance of understanding parasite life cycles and spread of disease by bacteria as well as host tissue changes occurring is stressed. Laboratory fee. (3 Lec., 6 Lab.)

**(AMT) 242 Exotic And Research Animal Care And Management (3)**

Prerequisite: Animal Medical Technology 130 and 231. This course introduces handling, restraint, sexing and uses of the common research laboratory and exotic animal species. Methods of husbandry and management to control or prevent common diseases species in each of the species considered. Techniques of rodent anesthesia and surgery are presented and practiced. The purpose, concepts and theory of gnotobiotics and axenic techniques are explained. The ethical differences in functional responsibility occurring between animal medical technicians employed in research institutions as compared to employment in veterinary hospitals are emphasized. Laboratory fee. (2 Lec., 3 Lab.)

**(AMT) 243 Clinical Pathology Techniques And Practice II (5)**

Prerequisite: Animal Medical Technology 241. This course continues the study and practice of lab methods for blood analysis. Included are red and white cell counts, reticulocyte counts, clotting time, sedimentation rates,

cross-matching, serology and various blood chemistry analyses. Practice is provided in urine collection, chemical analysis, and urinary sediment and cellular identification. Emphasis is placed on correlating sample data with changes in affected physiological parameters. Laboratory fee. (3 Lec., 6 Lab.)

**(AMT) 244 Large Animal Assisting Techniques (3)**

This course covers the skills and knowledge needed to support and assist large animal practitioners. Emphasis is on principles and techniques in basic history, physical exams (T.P.R.), administration of drugs on veterinarian's prescription, surgical assistance, bleeding and fluid administration, mastitis control, foot and hoof care, reproductive management assisting and record-keeping. Laboratory fee. (2 Lec., 4 Lab.)

**(AMT) 245 Clinical Seminar (2)**

This course is designed to allow the student to receive on-the-job instruction from an authorized veterinarian concerning daily routine procedures. (2 Lec.)

**(AMT) 249 Animal Hospital Nursing (4)**

This course integrates and brings into sharp focus skills, techniques and knowledge acquired in earlier courses. In addition, new material, concepts and methods are presented 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. (3 Lec., 3 Lab.)

**(AMT) 250 Special Projects In AMT (2)**

This course provides for individual study in some special interest area of the student's major field. The study is under the guidance of a specific faculty member who acts 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 presentation to aid in discussion of the topic presented. (3 Lec.)

**(AMT) 702 Cooperative Work Experience (2)**

(See Cooperative Work Experience). (1 Lec., 10 Lab.)

**(AMT) 703 Cooperative Work Experience (3)**

(See Cooperative Work Experience). (1 Lec., 15 Lab.)



## ANTHROPOLOGY

**(ANT) 100 Introduction To Anthropology (3)**

This course surveys the origin of mankind involving the processes of physical and cultural evolution, ancient man, and preliterate man. Attention is centered on fossil evidence, physiology and family/group roles and status. (3 Lec.)

**(ANT) 101 Cultural Anthropology (3)**

Cultures of the world are surveyed and emphasis given to those of North America. Included are the concepts of culture, social and political organization, language, religion and magic, and elementary anthropological theory. (This course is offered on campus and may be offered via television.) (3 Lec.)



**(ANT) 104 American Indian Culture (3)**

Native Americans are studied 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. (3 Lec.)

**(ANT) 110 The Heritage Of Mexico (3)**

This course (cross-listed as History 110) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 110 or Anthropology 110 but may receive credit for only one of the two. (3 Lec.)

**(ANT) 208 Multicultural Studies (3)**

Prerequisite: Anthropology 101 or demonstrated competence approved by the instructor. This course is a multicultural approach to the study of modern Texas. Emphasis is on African, Anglo and Hispanic cultures. Field experiences and interviews are interspersed with lecture to provide opportunities for personal contact with various cultural behaviors. (3 Lec.)

**(ANT) 210 Language, Culture And Personality (3)**

Prerequisite: Anthropology 101 or demonstrated competence approved by the instructor. Interrelated aspects of language, culture and personality are presented. Special consideration is given to intellectual, social and behavioral problems characteristic of multilingual, multicultural societies. (3 Lec.)

**(ANT) 231 Introduction To Archeology (3)**

This course is an anthropological approach to archeology. Topics include an introduction to the study of humanity's past. How archeologists retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through neolithic times. (3 Lec.)

# ART

## **(ART) 103 Introduction To Art (1)**

Materials and techniques of studio art are introduced for the non-major. Included are basic design concepts and traditional media. Laboratory fee. (3 Lab.)

## **(ART) 104 Art Appreciation (3)**

Films, lectures, slides and discussions focus on the theoretical, cultural and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)

## **(ART) 105 Survey Of Art History (3)**

This course covers the history of art from prehistoric time through the Renaissance. It explores the culture, geophysical and personal influences on art styles. (3 Lec.)

## **(ART) 106 Survey Of Art History (3)**

This course covers the history of art from the Baroque period through the present. It explores the cultural, geophysical and personal influences on art styles. (3 Lec.)

## **(ART) 110 Design I (3)**

Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape and size in composition is considered. (2 Lec., 4 Lab.)

## **(ART) 111 Design II (3)**

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement and texture is considered. Laboratory fee. (2 Lec., 4 Lab.)

## **(ART) 114 Drawing I (3)**

This beginning course investigates various media, techniques and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)

## **(ART) 115 Drawing II (3)**

Prerequisite: Art 114. This course is an expansion of Art 114. It stresses the expressive and conceptual aspects of drawing, including advanced compositional arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. (2 Lec., 4 Lab.)

## **(ART) 122 Advertising Design (3)**

Prerequisite: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Advertising concepts are presented. Emphasis is on the development of logo designs, magazine ads, TV story boards, posters, letterheads and envelopes. (2 Lec., 4 Lab.)

## **(ART) 161 Fundamental Design (3)**

Basic concepts of design limited to black and white values are studied including form, scale, line, space, proportion, geometrics, rhythm, theme, variety, balance, accent, unit texture and pattern as applied to two-dimensional and three-dimensional abstract projects. This course is intended for students enrolled in applied arts programs. Laboratory fee. (2 Lec., 4 Lab.)



## **(ART) 199 Problems in Contemporary Art (1)**

Area artists, critics and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society. This course may be repeated for credit. (1 Lec.)

## **(ART) 201 Drawing III (3)**

Prerequisites: Art 110, Art 111, Art 115, Sophomore standing or demonstrated competence approved by the instructor. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)

## **(ART) 202 Drawing IV (3)**

Prerequisites: Art 201, Sophomore standing or demonstrated competence approved by the instructor. This course continues Art 201. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

## **(ART) 203 Art History (3)**

Prerequisites: Art 105 and Art 106. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)

## **(ART) 204 Art History (3)**

Prerequisites: Art 105 and Art 106. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)

## **(ART) 205 Painting I (3)**

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models and the imagination. (2 Lec., 4 Lab.)

**(ART) 206 Painting II (3)**

Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression. (2 Lec., 4 Lab.)

**(ART) 208 Sculpture I (3)**

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 209 Sculpture II (3)**

Prerequisite: Art 208. This course continues Art 208. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 210 Commercial Art I (3)**

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 211 Commercial Art II (3)**

Prerequisite: Art 210. This course continues Art 210. Added emphasis is on layout and design concepts. Work with simple art form reproduction techniques and the development of a professional portfolio are also included. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 212 Advertising Illustration (3)**

Prerequisite: Art 210. Problems of the illustrator are investigated. elements used by the illustrator are explored. Problem-solving projects are conducted. (2 Lec., 4 Lab.)

**(ART) 215 Ceramics I (3)**

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. This course focuses on the building of pottery forms by coil, slab and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 216 Ceramics II (3)**

Prerequisite: Art 215 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 217 Watercolor I (3)**

Prerequisites: Art 110, Art 111 and Art 115 or demonstrated competence approved by the instructor. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. (2 Lec., 4 Lab.)

**(ART) 218 Watercolor II (3)**

Prerequisite: Art 217. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

## ASTRONOMY

**(AST) 101 Descriptive Astronomy (3)**

This course surveys the fundamentals of astronomy. Emphasis is on the solar system. Included is the 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.) (3 Lec.)

**(AST) 102 General Astronomy (3)**

Stellar astronomy is emphasized. Topics include a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way Galaxy and external galaxies. (3 Lec.)

**(AST) 103 Astronomy Laboratory I (1)**

Prerequisite: Credit or concurrent enrollment in Astronomy 101. The student uses simple equipment to make elementary astronomical observations of the motions of celestial objects. Also covered are 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. (3 Lab.)

**(AST) 104 Astronomy Laboratory II (1)**

Prerequisite: Credit or concurrent enrollment in Astronomy 102. The student makes and uses elementary astronomical observations. Topics include timekeeping, the various uses of spectra, and the motions of stars and galaxies. This laboratory includes night observations. Laboratory fee. (3 Lab.)

**(AST) 111 Fundamentals Of Astronomy (4)**

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee. (3 Lec., 3 Lab.)

**(AST) 112 General Introductory Astronomy (4)**

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. Laboratory fee. (3 Lec., 3 Lab.)

## AUTOMOTIVE TECHNOLOGY APPRENTICESHIP

**(ATA) 100 Automotive Fundamentals (3)**

This course introduces general auto maintenance procedures. Topics include shop safety, hand tools, shop equipment, and manuals and schematics. Apprentices who believe they are qualified by experience or previous training may take an examination to establish credit for this course. (48 Contact Hours)

**(ATA) 101 Basic Electrical Systems (3)**

The theory and principles of electrical systems are presented. Batteries, starters, charging systems, and ignition systems are studied. Testing and basic service procedures are also included. (48 Contact Hours)

**(ATA) 102 Automotive Service Department Management (3)**

This course examines the auto service department. Topics include organizational structure, operation, marketing and promotional methods, management, and financial aspects. (48 Contact Hours)

**(ATA) 103 Suspension, Steering And Brake Systems (3)**

Suspension, steering, and brake systems are covered. Disc and drum brakes, front and rear suspension systems, and manual and power steering systems are included. Tires, wheels, and alignment are also studied. Emphasis is on inspection, diagnosis, and service techniques. Upon successful completion of this course, the apprentice is prepared for the N.I.A.S.E. Front End and Brake Systems Examinations (2). (48 Contact Hours)

**(ATA) 104 Automotive Parts Department Management (3)**

This course examines the auto parts department. Topics include organizational structure, catalog interpretation, terminology, inventory control, warehousing, and distribution. (48 Contact Hours)

**(ATA) 105 Engine Tune-Up Procedures (3)**

Prerequisite: Automotive Technology Apprenticeship 101. Tune-up procedures are presented. The fuel system, carburetor, ignition system, and emission control systems are covered. Emphasis is on precision diagnosis by use of the engine analyzer as well as troubleshooting procedures. Upon successful completion of this course, the apprentice is prepared for the N.I.A.S.E. Engine Tune-Up Examination. (48 Contact Hours)

**(ATA) 191 Internship I (3)**

Supervised, on-the-job training, coordinated with classroom activities. (640 Contact Hours)

**(ATA) 192 Internship II (3)**

Supervised, on-the-job training, coordinated with classroom activities. (640 Contact Hours)

**(ATA) 193 Internship III (3)**

Supervised, on-the-job training coordinated with classroom activities. (640 Contact Hours)

**(ATA) 200 Advanced Electrical Systems (3)**

Prerequisite: Automotive Technology Apprenticeship 101. Advanced electrical systems are presented. Topics include chassis electrical systems, integrated circuits, instrument panel controls, wiring vacuum systems, and accessory controls. Emphasis is on interpretation of diagrams and schematics. Systematic troubleshooting procedures are also stressed. Upon completion of this course, the apprentice is prepared for N.I.A.S.E. Electrical Systems Examination. (48 Contact Hours)

**(ATA) 201 Automotive Air Conditioning And Heating Systems (3)**

This course covers basic thermodynamics principles and heating and air conditioning systems. Topics include systems, components, systems testing, diagnosis, and servicing. Also included are control systems. Upon completion of this course, the apprentice is prepared for the N.I.A.S.E. Heating and Air Conditioning Systems Examination. (48 Contact Hours)

**(ATA) 202 Basic Engine Repair (3)**

The study and repair of engines are the focus of this course. Four-cycle, two-cycle, rotary, and diesel engines are all included. Cooling and lubrication systems, valves and valve trains, cylinder head reconditioning, and the diagnosis of engine problems are studied. (48 Contact Hours)

**(ATA) 203 Engine Overhaul Procedures (3)**

Prerequisite: Automotive Technology Apprenticeship 202. Procedures to remove, disassemble, rebuild, assemble, and install the engine are covered. Emphasis is on precision measuring techniques. Also included are tune-up and road testing. Upon completion of this course, the apprentice is prepared for the N.I.A.S.E. Engine Repair Examination. (48 Contact Hours)

**(ATA) 209 Standard Transmissions And Power Trains (3)**

This course includes the study of clutches, standard transmissions, drive lines, and differentials. Gear trains, universal joints, axles, and bearings are covered. Emphasis is placed on drive line components for both conventional and transverse applications. Upon completion of this course, the apprentice is prepared for the N.I.A.S.E. Manual Transmission and Rear Axle Examination. (3 Lec.)

**(ATA) 210 Automatic Transmission (3)**

This course covers the operation, diagnosis, and repair procedures of automatic transmissions. Gear trains, torque converters, hydraulic systems, and control circuits are studied. Emphasis is placed on conventional and transverse applications. Upon completion of this course, the apprentice is prepared for the N.I.A.S.E. Automatic Transmission Examination. (3 Lec.)

**(ATA) 294 Internship IV (3)**

Supervised on-the-job training, coordinated with classroom activities. (640 Contact Hours)

**(ATA) 295 Internship V (3)**

Supervised on-the-job training, coordinated with classroom activities. (640 Contact Hours)

**(ATA) 296 Internship VI (3)**

Supervised on-the-job training, coordinated with classroom activities. (640 Contact Hours)

**AUTOMOTIVE TECHNOLOGY****(AT) 108 Minor Vehicle Services (4)**

This course introduces shop operations, customer relations, flat rate manuals, service manuals, safety, organizational design, pay structure, equipment, tools and

basic operational theories. Also included are service procedures for lubrication, batteries, the cooling system, wheels and tires and new car pre-delivery service. Laboratory fee. (120 Contact Hours)

**(AT) 110 Engine Repair I (4)**

The operational theory of the internal combustion engine is studied. Engine rebuilding, mechanical diagnosis and failure analysis are introduced. Emphasis is on the proper use of hand tools, measuring instruments and equipment. Laboratory fee. (120 Contact Hours)

**(AT) 112 Engine Repair II (4)**

Prerequisite: Credit or concurrent enrollment in Automotive Technology 110. This course is a continuation of Engine Repair I. Engine rebuilding is continued with emphasis on in-service automobile repair. Laboratory fee. (120 Contact Hours)

**(AT) 114 Engine Analysis And Tune Up (4)**

Techniques for diagnosing the automobile engine and other areas are covered. Electronics and conventional ignition systems are stressed. Carburetion and fuel injection systems are introduced. Complete tune-up procedures, using the latest test equipment are studied to insure the proper application to the automobile. Laboratory fee. (120 Contact Hours)

**(AT) 116 Fuel And Emission Systems (4)**

This course covers the principles and functions of the automotive fuel system including the carburetor, fuel pump, gas tank and emission control systems. Diagnosis and repair and adjustment of emission control systems, repair and adjustment of the carburetor, fuel injection and their components are stressed. Laboratory fee. (120 Contact Hours)

**(AT) 118 Electrical Systems (4)**

This course covers the automobile electrical system, including batteries, wiring, lighting, alternators, generators, starters and voltage regulators. The use of electrical test equipment and schematics are covered. The proper care and use of tools is stressed. Laboratory fee. (120 Contact Hours)

**(AT) 212 Special Automotive Applications (1)**

This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This course will permit the student to upgrade existing skills or develop a new skill. This course may be repeated for credit as topics vary for a maximum of three credit hours. Laboratory fee. (30 Contact Hours)

**(AT) 221 Heating And Air Conditioning Systems (4)**

This course focuses on the principles of operation and service techniques applied to automobile and air conditioning systems. Topics include components, testing, diagnosing charging and repair practices. Laboratory fee. (120 Contact Hours)

**(AT) 223 Brake Systems (4)**

This course covers diagnosis and repair of both drum and

disc brake systems, power brake boosters, master cylinders, wheel cylinders and related component parts. Laboratory fee. (120 Contact Hours)

**(AT) 225 Front End Systems (4)**

This course will cover the proper techniques and procedures for complete front-end service, wheel alignment, replacement of worn parts, balancing wheels and related front-end and steering mechanisms. Laboratory fee. (120 Contact Hours)

**(AT) 227 Standard Transmission And Drive Trains (4)**

This course includes the operating principles, construction, and maintenance of the manual transmission and related drive-train components. Laboratory fee. (120 Contact Hours)

**(AT) 229 Automatic Transmissions I (4)**

The theory, operation and diagnosis of automatic transmissions are studied. Rebuilding of automatic transmission is introduced. Laboratory fee. (120 Contact Hours)

**(AT) 231 Automatic Transmissions II (4)**

Prerequisite: Credit or concurrent enrollment in Automotive Technology 229. This course is a continuation of Automatic Transmissions I. Transmission rebuilding is continued with emphasis on in-service automobile repair. Laboratory fee. (120 Contact Hours)

**(AT) 723 Cooperative Work Experience (3)**

Prerequisite: Enrollment in the General Motors Automotive Service Educational Program. This course consists of weekly seminars meeting 2 hours per week and 8 weeks of full-time on-the-job experience. Theory and instruction received in the previous courses taught with a GM emphasis are applied to work in the sponsoring dealership. (176 Contact Hours)

**(AT) 733 Cooperative Work Experience (3)**

Prerequisite: Enrollment in the General Motors Automotive Service Educational Program. This course consists of weekly seminars meeting 2.5 hours per week and 7 weeks of full-time on-the-job experience. Theory and instruction received in the previous courses taught with a GM emphasis are applied to work in the sponsoring dealership. (156 Contact Hours)

**(AT) 823 Cooperative Work Experience (3)**

Prerequisite: Enrollment in the General Motors Automotive Service Educational Program. This course consists of weekly seminars meeting 2.75 hours per week and 6 weeks of full-time on-the-job experience. Theory and instruction received in the previous courses taught with a GM emphasis are applied to work in the sponsoring dealership. (136 Contact Hours)

**(AT) 824 Cooperative Work Experience (4)**

Prerequisite: Enrollment in the General Motors Automotive Service Educational Program. This course consists of weekly seminars meeting 1.5 hours per week and 13 weeks of full-time on-the-job experience. Theory and instruction received in the previous courses taught with a GM emphasis are applied to work in the sponsoring dealership. (276 Contact Hours)



**(AT) 834 Cooperative Work Experience (4)**

Prerequisite: Enrollment in the General Motors Automotive Service Educational Program. This course consists of weekly seminars meeting 1.25 hours per week and 12 weeks of full-time on-the-job experience. Theory and instruction received in the previous courses taught with a GM emphasis are applied to work in the sponsoring dealership. (256 Contact Hours)

**(AT) 713, 803, 813 Cooperative Work Experience (3)**

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

**(AT) 704, 714, 804, 814 Cooperative Work Experience (4)**

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

## BIOLOGY

**(BIO) 101 General Biology (4)**

This course is for science and science-related majors. Topics include the structure and function of cells, tissues and organ systems in plants and animals. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 102 General Biology (4)**

Prerequisite: Biology 101. This course is for science and science-related majors. It is a continuation of Biology 101. Topics include Mendelian and molecular genetics, evolutionary mechanisms, and plant and animal development. The energetics and regulation of ecological communities are also studied. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 110 Introductory Botany (4)**

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 115 Biological Science (4)**

Selected topics in biological science are presented for the non-science major. Topics include the cell concept and basic chemistry as it relates to biology. An introduction to genetics, evolution, cellular processes, such as mitosis, meiosis, respiration, and photosynthesis, and plant and animal reproduction is also covered. Laboratory fee. (This course is offered on campus and may be offered via television.) (3 Lec., 3 Lab.)

**(BIO) 116 Biological Science (4)**

Selected topics in biological science are presented for the non-science major. Topics include the systems of the human body, disease, drug abuse, aging, evolution, ecology, and people in relation to their environment. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 120 Introduction To Human Anatomy And Physiology (4)**

Prerequisite: Prior enrollment in Biology 115 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This

course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 121 Introduction To Human Anatomy And Physiology (4)**

Prerequisite: Biology 120. This course is a continuation of Biology 120. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 216 General Microbiology (4)**

Prerequisite: Biology 102 or 121 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of microorganisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

**(BIO) 217 Field Biology (4)**

Prerequisite: Eight hours of biological science or demonstrated competence approved by the instructor. Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 4 Lab.)

**(BIO) 221 Anatomy And Physiology I (4)**

Prerequisite: Biology 102 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 222 Anatomy And Physiology II (4)**

Prerequisite: Biology 221 or demonstrated competence approved by the instructor. Second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 224 Environmental Biology (4)**

Prerequisite: Six hours of biology. The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 226 Genetics (4)**

This course focuses on genetics. Topics include Mendelian inheritance, recombination genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. Laboratory fee. (3 Lec., 3 Lab.)



## BLUEPRINT READING

### **(BPR) 177 Blueprint Reading (2)**

Engineering drawings are described and explained. Topics include multiview projection, sections, auxiliaries, bill of materials, symbols, notes, conventions, and standards. The skills of visualization, dimensioning, and sketching of machine parts are covered. (1 Lec., 3 Lab., 64 Contact Hours)

### **(BPR) 178 Blueprint Reading (2)**

Prerequisite: Blueprint Reading 177. The different types of prints are read. More complex prints are included. Types of prints include machine, piping, architectural, civil, structural, electrical, electronic, numerical control documents, and aircraft. Calculations required in blueprint reading are emphasized. (1 Lec., 3 Lab., 64 Contact Hours)

## BUSINESS

### **(BUS) 105 Introduction To Business (3)**

This course provides an overall picture of business operations. Specialized fields within business organizations are analyzed. The role of business in modern society is identified. (This course is offered on campus and may be offered via television.) (3 Lec.)

### **(BUS) 143 Personal Finance (3)**

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

### **(BUS) 234 Business Law (3)**

This course presents the historical and ethical background of the law and current legal principles. Emphasis is on contracts, property, and torts. (3 Lec.)

### **(BUS) 237 Organizational Behavior (3)**

The persisting human problems of administration in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)

## CHEMISTRY

### **(CHM) 101 General Chemistry (4)**

Prerequisites: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry, Chemistry 115, or equivalent. This course is for science and science-related majors. It covers the laws and theories of matter. The laws and theories are used to understand 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. (3 Lec., 3 Lab.)

### **(CHM) 102 General Chemistry (4)**

Prerequisite: Chemistry 101. This course is for science and science-related majors. It is a continuation of Chemistry 101. Previously learned and new concepts are applied. Topics include solutions and colloids, chemical kinetics

and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is also included. Laboratory fee. (3 Lec., 3 Lab.)

### **(CHM) 201 Organic Chemistry I (4)**

Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces organic chemistry. The fundamental types of organic compounds are presented. Their nomenclature, classification, reactions, and applications are included. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory. Emphasis is on reaction mechanisms, stereo-chemistry, transition state theory, and organic synthesis. Laboratory fee. (3 Lec., 4 Lab.)

### **(CHM) 202 Organic Chemistry II (4)**

Prerequisite: Chemistry 201. This course is for science and science-related majors. It is a continuation of Chemistry 201. Topics include aliphatic and aromatic systems, polyfunctional compounds, amino acids, proteins, carbohydrates, sugars, and heterocyclic and related compounds. Instrumental techniques are used to identify compounds. Laboratory fee. (3 Lec., 4 Lab.)

### **(CHM) 203 Quantitative Analysis (4)**

Prerequisite: Chemistry 102, Mathematics 101 or Mathematics 104 or the equivalent. Principles for quantitative determinations are presented. Topics include gravimetry, oxidation-reduction, indicators, and acid-base theory. Gravimetric and volumetric analysis is emphasized. Colorimetry is introduced. Laboratory fee. (2 Lec., 6 Lab.)

## COLLEGE LEARNING SKILLS

### **(CLS) 100 College Learning Skills (1)**

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills and composition. This course may be repeated for a maximum of three credits. (1 Lec.)

## COMMUNICATIONS

### **(COM) 131 Applied Communications (3)**

This course focuses on student writing. It emphasizes reading and analytical thinking skills and introduces research skills. Students practice writing for a variety of audiences and purposes, primarily job-related. (3 Lec.)

## COMPUTER INFORMATION SYSTEMS

### **(CIS) 105 Introduction to Computer Information Systems (3)**

This course provides an overview of computer information systems. Topics include history of computers, vocabulary, cultural impact, procedures and systems, development of basic algorithms, and number systems. The fundamentals of computer problem-solving and programming are applied through the use of the BASIC programming language. Laboratory fee. (3 Lec.)



**(CIS) 110 Data Entry Concepts (4)**

Prerequisites: Office Careers 172 or one year of typing in high school or the equivalent. This course provides skills using buffered display equipment. Emphasis is on speed and accuracy. Topics include performing the basic functions, record formatting with protected and variable fields, and using a variety of source documents. Program control, multiple programs, and program chaining are also covered. Laboratory fee. (2 Lec., 5 Lab.)

**(CIS) 115 Operations Technician (3)**

Prerequisites: Credit or concurrent enrollment in Computer Information Systems 105 or demonstrated competence approved by the instructor. The interrelationships among computer systems, hardware, software, and personnel are covered. The role of personnel in computer operations, data entry, scheduling, data control, and librarian functions is included. Other topics include the importance of job documentation, standards manuals, and error logs. The relationship between operating procedures and the operating system is described. Job control language and system commands are also stressed. The flow of data between the user and the data processing department and the relationship between operations and the other functional areas within the data processing department are covered. An introduction to word processing is presented. Laboratory fee. (2 Lec., 4 Lab.)

**(CIS) 150 Computer Program Logic and Design (3)**

Prerequisite: Computer Information Systems 105 or demonstrated competence approved by the instructor. This course presents basic logic needed for problem solving with the computer. Topics include introduction to design tools, techniques for basic logic operations, structured charting, table search and build techniques, types of report printing, conditional tests, multiple record types, and sequential file maintenance. (3 Lec.)

**(CIS) 155 Operations-Console (4)**

Prerequisites: Math 115 or approved math course, and Computer Information Systems 115, or demonstrated competence approved by the instructor. Operating systems are presented. Emphasis is on operation in multiprocessing environment. Data communications, data base management systems, and query languages are also introduced as used on mainframes, as well as microcomputer systems. Laboratory fee. (3 Lec., 3 Lab.)

**(CIS) 160 Data Communications (3)**

Prerequisite: Computer Information Systems 105. Topics include vocabulary, and configuration of data communications networks, including terminals, multiplexors, modems and communications facilities. Network protocols and teleprocessing monitors are overviewed. (3 Lec.)

**(CIS) 162 COBOL Programming I (4)**

Prerequisites: Computer Information Systems 105 or demonstrated competence approved by the instructor. Credit or concurrent enrollment in Computer Information Systems 150 is advised. This course introduces programming skills using the COBOL language. Skills in problem analysis, design tools, coding, testing, and documentation are developed. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 164 COBOL Programming II (4)**

Prerequisites: Computer Information Systems 162 and 150 or demonstrated competence approved by the instructor. The study of COBOL language is continued from Computer Information Systems 162. Included are levels of totals, group printing concepts, table build and search techniques, elementary sort techniques, disk file organization concepts, matching records, and file maintenance concepts using disk. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 170 RPG Programming (3)**

Prerequisite: Previous programming experience or demonstrated competence approved by the instructor. This course introduces programming skills using the RPG II language. Programming problems emphasize card images and disk processing. Basic listing with levels of totals, multi-card records, exception reporting, look ahead feature, and multi-file processing are included. Laboratory fee. (2 Lec., 2 Lab.)

**(CIS) 172 BASIC Programming (3)**

Prerequisite: Computer Information Systems 105 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Students gain proficiency by writing and debugging programs using interactive microcomputers. Laboratory fee. (2 Lec., 2 Lab.)

**(CIS) 173 Pascal Programming for Business (3)**

Prerequisites: Computer Information Systems 162 or demonstrated competence approved by the instructor. This course is an introduction to the Pascal programming language. Topics will include structured programming and problem-solving techniques as they apply to business applications. Laboratory fee. (2 Lec., 2 Lab.)

**(CIS) 205 JCL and Operating Systems (4)**

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 164 or demonstrated competence approved by the instructor. Concepts and technical knowledge of an operating system JCL, and utilities are presented. Training is given in the use of JCL and utilities. The emphasis of the operating system depends on the computer system used. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 210 Assembly Language I (4)**

Prerequisites: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current assembler language. Decimal features and fixed point operations using registers are emphasized. Selected macro instructions, table handling, editing printed output, and reading memory dumps are included. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 220 Assembly Language II (4)**

Prerequisites: Computer Information Systems 210 or demonstrated competence approved by the instructor. Advanced programming skills will be developed using a current assembler language. Topics include indexing, indexed and sequential file organization, table search methods, data and bit manipulation techniques, macro writing, sub-program linkages, advanced problem analysis, and debugging techniques. Floating point operations are introduced. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 225 Applied Systems (4)**

Prerequisites: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing systems and to design new systems. Emphasis is on a case study involving all facets of system design from the original source of data to final reports. Design tools and documentation are included. (3 Lec., 4 Lab.)

**(CIS) 252 Advanced COBOL Techniques (4)**

Prerequisites: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course provides advanced contemporary programming techniques using the COBOL language. Random and sequential updating of disk files, table handling, report writer, memory dump analysis, and use of the internal sort verb, and call and copy techniques are presented. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 254 Data Base Systems (4)**

Prerequisites: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying a database using a higher-level language. Discussion and application of data structures; indexed and direct file organizations; storage devices, data analysis, design, and implementation; and data administration are included. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 256 Computer Center Management (3)**

Prerequisites: Computer Information Systems 105 or 115 or demonstrated competence approved by the instructor. The management of a Computer Center is examined. Topics include analyzing, planning, organizing and controlling installations. The organization, production orientation, control, and personnel of the data processing department are covered. The effects of these functions on information and on-line systems are explored. Methods for computer selection and evaluation are described. (3 Lec.)

**(CIS) 258 Teleprocessing (4)**

Prerequisites: Computer Information Systems 160 and 164 or demonstrated competence approved by the instructor. This course covers teleprocessing monitors and introduces the concepts required to program in an on-line/real-time environment. Topics include the nature of on-line/real-time applications, the functions of a teleprocessing monitor, program coding techniques, testing methods and file handling. The CICS Command Level interface to the COBOL language will be used. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 260 Contemporary Topics in Computer Science (1)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. Topics may include introduction to micro/mini computer systems, programming languages, or other advanced data processing concepts such as CICS. May be repeated when topics vary. (1 Lec.)

**(CIS) 262 Contemporary Topics in Computer Science (3)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent

developments and topics of current interest are studied. Topics may include introduction to micro/mini computer systems, programming languages, or other advanced data processing concepts such as CICS. (3 Lec.)

**(CIS) 264 Special Topics in Computer Science (4)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer science and data processing are studied. Such topics may include advanced programming language concepts in BASIC, RPG II and RPG III, and Pascal, or advanced data entry concepts. May be repeated as topics vary. Laboratory fee. (3 Lec., 3 Lab.)

**(CIS) 701, 711, 801, 811 Cooperative Work Experience (1)**

(See Cooperative Work Experience). (1 Lec., 5 Lab.)

**(CIS) 702, 712, 802, 812 Cooperative Work Experience (2)**

(See Cooperative Work Experience). (1 Lec., 10 Lab.)

**(CIS) 703, 713, 803, 813 Cooperative Work Experience (3)**

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

**(CIS) 704, 714, 804, 814 Cooperative Work Experience (4)**

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

## COMPUTER SCIENCE

**(CS) 111 Computing Science I (3)**

Prerequisite: Two years of high school algebra or Developmental Math 093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four year degree with a major or minor in computer science, mathematics, or a scientific field. Topics covered include computer organization and storage, number systems, and problem solving using structured programming in Pascal. Laboratory fee. (3 Lec.)

**(CS) 112 Computing Science II (3)**

Prerequisites: Computer Science 111 and Math 101 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 111 and is designed to meet the requirements for a degree in computer science or related field. Topics covered include a continuation of Pascal programming, structured problem solving, elementary data structures including arrays, records, files, and the use of pointer variables. Laboratory fee. (2 Lec., 2 Lab.)

**(CS) 121 Introduction to FORTRAN Programming (3)**

Prerequisites: Math 102 or demonstrated competence approved by the instructor. This course is intended primarily for students pursuing a degree in an engineering, science, or related field who require a one semester course in FORTRAN programming. Emphasis is on the use of the FORTRAN language in technical applications. Topics include input/output, structures, and formatting. Laboratory fee. (2 Lec., 2 Lab.)

**(CS) 122 Introduction to BASIC Programming (3)**

Prerequisites: Developmental Math 093 or demonstrated competence approved by the instructor. This course is an introduction to the BASIC programming language. Topics

include input/output, looping, decision structures, functions, arrays, disk files, and formatting. Emphasis is placed on structured programming techniques and algorithm development. Laboratory fee. (2 Lec., 2 Lab.)

**(CS) 123 Introduction to PL/I Programming (3)**

Prerequisites: Developmental Math 093 and Computer Science 111 or Computer Information Systems 105 or demonstrated competence approved by the instructor. This course is an introduction to the PL/I programming language. Emphasis is placed upon the structured approach to program design using both mathematical and business applications. Topics include string processing, simple data structures, internal search/sort techniques, and sequential file processing. Laboratory fee. (2 Lec., 2 Lab.)

**(CS) 211 Assembly Language (3)**

Prerequisites: Computer Science 112 or demonstrated competence approved by the instructor. This course is designed to meet the requirements for a degree in computer science or related field. Topics covered include a study of assembly language programming, machine representation of data and instructions, and addressing techniques. Laboratory fee. (2 Lec., 2 Lab.)

**(CS) 221 Introduction to Computer Organization (3)**

Prerequisites: Computer Science 112 or demonstrated competence approved by the instructor. This course introduces the organization and structuring of the major hardware components of computers, the mechanics of information transfer and control within a digital computer system, and the fundamentals of logic design. Laboratory fee. (2 Lec., 2 Lab.)

**(CS) 222 Introduction to File Processing (3)**

Prerequisites: Computer Science 112 or demonstrated competence approved by the instructor. This course introduces the concepts and techniques of structuring data. Experience is provided in the use of secondary storage devices and applications of data structures and file processing techniques. Laboratory fee. (2 Lec., 2 Lab.)

## DEVELOPMENTAL MATHEMATICS

**(DM) Developmental Mathematics**

Developmental Mathematics Courses offer a 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.

**(DM) 090 Pre Algebra Mathematics (3)**

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. This is the first three hour course in the developmental mathematics sequence. (3 Lec.)

**(DM) 091 Elementary Algebra (3)**

Prerequisite: Developmental Mathematics 090 or an appropriate assessment test score. This is a course in introduc-

tory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

**(DM) 093 Intermediate Algebra (3)**

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)

## DEVELOPMENTAL READING

Students can improve their performance in English courses 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 the catalog descriptions in reading for full course content.

**(DR) 090 Basic Reading Skills (3)**

Development of comprehension and vocabulary skills, based on individual needs, is the focus of this course. Basic study skills are introduced. A score of 12 to 19 on the Descriptive Test of Language Skills Reading Comprehension Test would indicate that a student has the reading skills needed for this course. (3 Lec.)

**(DR) 091 Preparation for College Reading (3)**

This course emphasizes development of comprehension and vocabulary skills, according to individual needs. Also included are critical reading, rate flexibility, and basic study skills. A score of 20 to 27 on the Descriptive Test of Language Skills Reading Comprehension Test would indicate that a student has the reading skills needed for this course. (3 Lec.)

## DEVELOPMENTAL WRITING

**(DW) Developmental Writing**

Students can improve their writing skills by taking Developmental Writing. These courses are offered for one to three hours of credit.

**(DW) 090 Developmental Writing (3)**

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

**(DW) 091 Developmental Writing (3)**

This course focuses on the writing process. Course topics include inventing, drafting, revising and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills and improving attitudes toward

writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

### **(DW) 092 Developmental Writing (1)**

This course is a writing workshop designed to support students enrolled in English 101 and other courses requiring writing. (3 Lab.)

## **ECONOMICS**

### **(ECO) 105 Economics Of Contemporary Social Issues (3)**

This course is a study of the economics of current social issues and public policy, including such matters as anti-trust policy, business deregulation, social security, wage and price controls, budget deficits, economic growth, medical care, nuclear power, farm policy, labor unions, foreign trade, and economic stabilization. This course is not intended for economics or business administration majors. (3 Lec.)

### **(ECO) 201 Principles Of Economics I (3)**

Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations, and growth. (This course is offered on campus and may be offered via television.) (3 Lec.)

### **(ECO) 202 Principles Of Economics II (3)**

Prerequisite: Economics 201 or demonstrated competence approved by the instructor. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is on international economics and contemporary economic problems. (3 Lec.)

## **ENGLISH**

### **English**

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

### **(ENG) 101 Composition I (3)**

Prerequisite: An appropriate assessment test score (ACT, DCCCD test, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (This course is offered on campus and may be offered via television.) (3 Lec.)



### **(ENG) 102 Composition II (3)**

Prerequisite: English 101. In this course students refine the writing, research, and reading skills introduced in English 101. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (This course is offered on campus and may be offered via television.) (3 Lec.)



### **English In The Sophomore Year**

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

### **(ENG) 201 British Literature (3)**

Prerequisite: English 102. Significant works of British literature are studied. The Old English Period through the 18th century is covered. (3 Lec.)

### **(ENG) 202 British Literature (3)**

Prerequisite: English 102. Significant works of British literature are studied. The Romantic Period to the present is covered. (3 Lec.)

### **(ENG) 203 World Literature (3)**

Prerequisite: English 102. Significant works of continental Europe are studied. The Greek Classical Period through the Renaissance is covered. (3 Lec.)

### **(ENG) 204 World Literature (3)**

Prerequisite: English 102. Significant works of continental Europe, England, and America are studied. The time period since the Renaissance is covered. (3 Lec.)

### **(ENG) 205 American Literature (3)**

Prerequisite: English 102. Significant works of American writers before Walt Whitman are studied. Emphasis is on the context of the writers' times. (3 Lec.)

### **(ENG) 206 American Literature (3)**

Prerequisite: English 102. Significant works of American writers from Walt Whitman to the present are studied. (3 Lec.)

### **(ENG) 209 Creative Writing (3)**

Prerequisite: English 102. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

### **(ENG) 210 Technical Writing (3)**

Prerequisite: English 101 and English 102. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

### **(ENG) 215 Studies In Literature (3)**

Prerequisite: English 102. Selections in literature are read, analyzed, and discussed. Selections are organized by genre, period, or geographical region. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

### **(ENG) 216 Studies In Literature (3)**

Prerequisite: English 102. Selections in literature are read, analyzed, and discussed. Selections are organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

## ENGLISH-AS-A-SECOND LANGUAGE

The English-as-a-Second Language (ESL) credit curriculum is designed to develop students' language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of thirteen courses divided into three tracks and four levels (Listening-Conversation, Reading, and Writing). The student enters the program by taking the Michigan Test of English Language Proficiency (MTELP). (The Michigan Test of Aural Comprehension, the MTAC, is used *optionally* on each campus.) The credit ESL curriculum is designed to interface both with Continuing Education ESL programs and with Developmental Studies programs on each campus.

### ESL 031-034 (Listening-Conversation)

These courses prepare students to communicate orally in English. They can (but do not necessarily) precede the Reading (ESL 041-044) and Writing (ESL 051-054, ESL 063) courses.

### ESL 041-044 (Reading)

These courses prepare a student for reading English in daily life and for reading college textbooks. All four ESL-Reading (ESL 041-044) courses precede the Developmental Reading courses in level of difficulty. Therefore, ESL students needing additional academic preparation should enroll for regular Developmental Reading courses upon completion of the ESL-Reading courses.

### ESL 051-054/ESL 063 (Writing-Grammar)

These courses are designed to prepare a student for English 101. The courses involve three courses in syntax (grammar) development (ESL 051, ESL 052, ESL 063) and two courses in principles of composition (ESL 053 and ESL 054). Following these courses, each ESL student will be given the District Assessment Battery to determine readiness for English 101, Developmental Writing, or a combination of both, based on the test scores.

## INGLES-COMO-SEGUNDO-IDIOMA

El programa de crédito de *Inglés-Como-Segundo-Idioma* (ESL) está diseñado para proporcionar al estudiante la habilidad de ser proficiente en el desarrollo del idioma inglés en las áreas de escuchar, conversar, leer, y escribir. El plan de estudio consiste de trece cursos divididos en tres secciones y cuatro niveles: escuchar-conversar, leer, y escribir. El programa de ESL se entrelaza con los programas de Educación Continua (Continuing Education) y los de Estudios de Preparación (Developmental Studies).

### ESL 031-034 (Escuchar y Conversar)

Estos cursos preparan al estudiante a comunicarse oralmente en inglés. Pueden (pero no necesariamente) preceder la clase de Lectura (ESL 041-044) y Escritura (ESL 051-054, ESL 063).

### ESL 041-044 (Lectura)

Estos cursos preparan al estudiante en la lectura del inglés en la vida diaria y a leer libros de texto al nivel colegial. Los cuatro cursos de Lectura (ESL 041-044) preceden los cursos Preparatorios de Lectura (Developmental Reading) en los diferentes grados de dificultad. Por lo tanto los estudiantes que necesiten preparación académica adicional se les recomienda matricularse en cursos regulares de Preparación de la Lectura (Developmental Reading) cuando terminen los cursos de Lectura de ESL (ESL-Reading).

### ESL 051-054/ESL 063 (Escritura-Gramática)

Estos cursos están diseñados para preparar al estudiante para pasar a la clase de Inglés 101 (English 101). Estas clases tienen tres cursos de desarrollo en la sintaxis (ESL 051, ESL 052, ESL 063) y dos cursos en Principios de la Composición (ESL 053 y ESL 054). Terminando estas clases, el estudiante tomará una evaluación, para determinar si está preparado Para la clase de Inglés 101 (English 101), Desarrollo de la Escritura (Developmental Writing) o una combinación de ambas, basado en los resultados de la evaluación.



**(ESL) 031 ESL Conversation — Listening (3)**

This course is designed to develop academic and social skills needed to speak and understand English more effectively in school, in the market place, and in social situations. (3 Lec.)

**(ESL) 032 ESL Conversation — Listening (3)**

This course utilizes audio-visual techniques to strengthen competencies initiated in (ESL) 031. Special emphasis is placed on academic listening and speaking skills with actual and simulated situations video-taped for analysis and reinforcement. (3 Lec.)

**(ESL) 033 ESL Conversation — Listening (3)**

This course is designed to improve academic listening, comprehension, note taking, oral reporting, discussing, and questioning. Formal and informal conversation skills are emphasized. (3 Lec.)

**(ESL) 034 ESL Conversation — Listening (3)**

This course utilizes audio-video techniques to develop academic, professional, and social aural/oral skills. Emphasis is placed on analysis and critical thinking in English. (3 Lec.)

**(ESL) 041 ESL Reading (3)**

This course focuses on reading passages for comprehension, vocabulary development exercises, activities dealing with language and culture, and the decoding process in English. (3 Lec.)

**(ESL) 042 ESL Reading (3)**

This course is designed for students needing more practice in the skills and information introduced in (ESL) 041. Topics include reading passages for comprehension, vocabulary development exercises, activities dealing with language and culture, and the decoding process in English. (3 Lec.)

**(ESL) 043 ESL Reading (3)**

This course covers pre-reading strategy, specific reading comprehension skills, critical reading skills, vocabulary development, idioms, use of the dictionary and library. (3 Lec.)

**(ESL) 044 ESL Reading (3)**

This course is designed for students needing more practice in the skills and information introduced in (ESL) 043. The student will cover pre-reading strategy, specific reading comprehension skills, critical reading skills, vocabulary development, idioms, use of the dictionary and library. (3 Lec.)

**(ESL) 051 ESL Writing — Grammar (3)**

This course emphasizes correct formation of basic sentences with particular attention to specific grammatical points. These basic sentence structures will also be reinforced through mini-compositions. (3 Lec.)

**(ESL) 052 ESL Writing — Grammar (3)**

This course is designed to lead students to a greater understanding of English grammar. Students will combine sentences to produce compound and complex sentence structures. (3 Lec.)

**(ESL) 053 ESL Writing — Grammar (3)**

Prerequisite: Concurrent enrollment in (ESL) 063. This course emphasizes correct paragraph formation including topic sentence, supporting elements, and conclusion. (3 Lec.)

**(ESL) 054 ESL Writing — Grammar (3)**

This course emphasizes improving skills in expository writing. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. (3 Lec.)

**(ESL) 063 ESL Writing — Grammar (3)**

This course includes an intensive grammar review of major points covered in (ESL) 051 and (ESL) 052 as well as an exploration of the more complex points of English grammar.

**FASHION MARKETING****(MKT) 137 Principles of Retailing**

The operation of the retail system of distribution is examined. Topics include consumer demand, requirements, computer use, store location and layout, and credit policies. Interrelationships are emphasized. (3 Lec.)

**(MKT) 206 Principles of Marketing (3)**

The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed. (3 Lec.)

**(MKT) 211 Special Topics in Fashion Marketing (1)**

Selected topics in fashion marketing are presented in this course which may include display, fashion show production and modeling, fashion markets, apparel production, and international influences. Special topics may vary from semester to semester to address contemporary concerns. This course may be repeated for credit when topics vary, up to a maximum of three credit hours. (1 Lec.)



**(MKT) 212 Special Topics in Fashion Marketing (2)**

Selected topics in fashion marketing are presented in this course which may include display, fashion show production and modeling, fashion markets, apparel production, and international influences. Special topics may vary from semester to semester to address contemporary concerns. This course may be repeated for credit as the topics vary. (2 Lec.)

**(MKT) 213 Special Topics in Fashion Marketing (3)**

Selected topics in fashion marketing are presented in this course which may include display, fashion show production and modeling, fashion markets, apparel production, and international influences. Special topics may vary from semester to semester to address contemporary concerns. This course may be repeated for credit as the topics vary. (3 Lec.)

**(MKT) 230 Salesmanship**

The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer approach, and sales techniques are studied. (3 Lec.)

**(MKT) 233 Advertising and Sales Promotion**

This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of advertising media, and methods of stimulating salespeople and retailers. The management of promotion programs is covered, including goals, strategies, evaluation, and control of promotional activities. (3 Lec.)

**(MKT) 245 Sales Management (3)**

The qualities and characteristics of the sales executive are examined. Emphasis is on pricing, distribution, promotion, and brand management. The recruiting, selecting, training, and motivating of salespersons are also covered. (3 Lec.)

**(MKT) 246 Marketing and Management Cases (3)**

Prerequisites: Management 136 and Marketing 206. Selected case studies in marketing and management are presented. Emphasis is on business decision making. (3 Lec.)

**(MKT) 290 Fashion Buying (3)**

This course focuses on the principles of fashion buying. It is designed to prepare the student for employment as an assistant buyer or buyer of fashion merchandise. (3 Lec.)

**(MKT) 291 Fashion Merchandising (3)**

This course introduces the field of fashion. Emphasis is on its historical development and trends, career opportunities, marketers, and merchandising methods. (3 Lec.)

**(MKT) 292 Fashion Design (3)**

Fashion design is presented. History, color theory, and styling terminology are included. Emphasis is on silhouette, color, and accessories. (3 Lec.)

**(MKT) 703, 803 Cooperative Work Experience (3)**

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

## GEOGRAPHY

**(GPY) 101 Physical Geography (3)**

The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography. (3 Lec.)

**(GPY) 102 Economic Geography (3)**

The relation of humans to their environment is studied. Included is the use of natural resources. Problems of production, manufacturing, and distributing goods are explored. Primitive subsistence and commercialism are considered. (3 Lec.)

**(GPY) 103 Cultural Geography (3)**

This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion. (3 Lec.)

## GEOLOGY

**(GEO) 101 Physical Geology (4)**

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec., 3 Lab.)

**(GEO) 102 Historical Geology (4)**

This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee. (3 Lec., 3 Lab.)

**(GEO) 103 Introduction To Oceanography (3)**

The physical and chemical characteristics of ocean water, its circulation, relationship with the atmosphere, and the effect on the adjacent land is investigated. The geological development of the ocean basins and the sediment in them is also considered. Laboratory fee. (2 Lec., 2 Lab.)

**(GEO) 201 Introduction To Rocks And Mineral Identification (4)**

Prerequisites: Geology 101 and 102. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. This course is not intended for geology majors. Laboratory fee. (3 Lec., 3 Lab.)

**(GEO) 205 Field Geology (4)**

Prerequisites: Eight credit hours of geology or demonstrated competence approved by the instructor. Geological features, landforms, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 3 Lab.)



### **(GEO) 207 Geologic Field Methods (4)**

Prerequisites: Geology 101 and 102. This course covers basic geologic and topographic mapping, observation of geologic structures and examination of petrologic systems in an actual field setting. Students will spend a major portion of the course collecting data for and constructing topographic and geologic maps and geologic cross sections and columns. (3 Lec., 3 Lab.)

### **(GEO) 209 Mineralogy (4)**

Prerequisites: Geology 101 and 102 and Chemistry 102. This course covers basic geochemistry; crystal chemistry; crystallography including symmetry elements, stereographic and gnomonic projections, Miller indices, crystal systems and forms; X-ray diffraction; optical properties of minerals; descriptive mineralogy including identification of hand specimens; phase equilibria. Laboratory fee. (3 Lec., 3 Lab.)

## **GOVERNMENT**

### **(GVT) 201 American Government (3)**

Prerequisite: Sophomore standing recommended. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. The course satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.) (3 Lec.)



### **(GVT) 202 American Government (3)**

Prerequisite: Sophomore standing recommended. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. This course satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.) (3 Lec.)



### **(GVT) 205 Studies In Government (3)**

Prerequisite: Sophomore standing and 6 hours of history or government. Selected topics in government are presented. The course may be repeated once for credit when different topics are presented. (3 Lec.)

### **(GVT) 231 Municipal And County Government (3)**

The structure of municipal and county government is examined. Topics include organs of government, administration, court systems, taxation, utilities and public works, education, welfare, and other public services. Presentations are given by local officials. Surveys of area problems are stressed. (3 Lec.)

## **HISTORY**

### **(HST) 101 History Of The United States (3)**

The history of the United States is presented, beginning 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.) (3 Lec.)



### **(HST) 102 History Of The United States (3)**

The history of the United States is surveyed from the reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (This course is offered on campus and may be offered via television.) (3 Lec.)



### **(HST) 105 Western Civilization (3)**

The civilization in the West from ancient time through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)

### **(HST) 106 Western Civilization (3)**

This course is a continuation of History 105. It follows the development of civilization from the enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

### **(HST) 110 The Heritage Of Mexico (3)**

This course (cross-listed as Anthropology 110) is taught in two parts each semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for

### **(HST) 112 Latin American History (3)**

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)

### **(HST) 120 Afro-American History (3)**

The role of the Black in American history is studied. The slave trade and slavery in the United States are reviewed. Contributions of black Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of the 20th century. (3 Lec.)

### **(HST) 204 American Minorities (3)**

Prerequisites: Sociology 101 or 6 hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one of the two. The principal minority groups in American society are the focus of this course. The sociological significance

and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

### **(HST) 205 Studies In U.S. History (3)**

Prerequisite: Sophomore standing and 6 hours of American history. Selected topics in the history of the United States are presented. The course may be repeated once for credit when different topics are presented. (3 Lec.)

## **HUMAN DEVELOPMENT**

### **(HD) 100 Educational Alternatives (1)**

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. (1 Lec.)

### **(HD) 102 Special Topics In Human Development (1)**

This is a course intended to help the student succeed in college. Topics such as stress management, communications training for the handicapped, career exploration techniques, or educational concerns of adult students may be included. This course may be repeated for credit. (1 Lec.)

### **(HD) 104 Educational And Career Planning (3)**

This course is designed to teach students the on-going process of decision making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

### **(HD) 105 Basic Processes Of Interpersonal Relationships (3)**

This course is designed to help the student increase self-awareness and learn to relate more effectively to others. Students are made aware of their feelings, values, attitudes and behaviors. The course content focuses on developing communication skills such as assertiveness, verbal and non-verbal behavior, listening, and conflict resolution. (3 Lec.)

### **(HD) 106 Personal And Social Growth (3)**

This course focuses on the interaction between the individual and society. Societal influences, adjustment to social change, personal roles, and problem-solving are stressed. Components of a healthy personality, alternative behaviors, and lifestyles that demonstrate a responsibility to self and society are studied. (3 Lec.)

### **(HD) 107 Developing Leadership Behavior (3)**

The basic purpose of this course is to help the student develop leadership and human relation skills. Topics include individual and group productivity, value systems, appropriate communication skills, and positive attitudes in a group environment. The concepts of leadership are explored through both theory and practice. These leadership activities can be applied to the student's personal, business, and professional interactions. (3 Lec.)

### **(HD) 110 Assessment Of Prior Learning (1)**

Prerequisite: Limited to students in Technical/Occupational programs. The demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

## **HUMANITIES**

### **(HUM) 101 Introduction To The Humanities (3)**

Related examples of humans' creative achievements are examined. Emphasis is on understanding the nature of humans and the values of human life. (This course is offered on campus and may be offered via television. Laboratory fee required for television course.) (3 Lec.)



### **(HUM) 102 Advanced Humanities (3)**

Prerequisite: Humanities 101 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, filmmakers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)

## **LIBRARY SKILLS**

### **(LS) 101 Introduction To Library Research (3)**

In this course the student explores the various types of print and non-print sources of information and learns to document research. Emphasis is on practical skills with a great deal of hands-on experience. The course skills consist of lectures as well as the following learning experiences: (1) examination of the specific materials covered in the lecture, (2) completion of appropriate exercises. (3 Lec.)

## **MAJOR APPLIANCE REPAIR**

### **(MAR) 201 Motors And Motor Circuits (1)**

This course focuses on motors and motor circuits used in domestic refrigeration systems. The diagnosis of problems is included. Laboratory fee. (30 Contact Hours)

### **(MAR) 202 Defrost Circuits And Components (1)**

This course focuses on manual defrost, off-cycle defrost, semi-automatic defrost and frost-free defrost systems. Identification, repair, and replacement are included. Laboratory fee. (30 Contact Hours)

**(MAR) 203 Sealed System Repair And Compressor Replacement (2)**

This course focuses on the detection and repair of leaks and on the replacement of compressors. Evacuation, charging, and performance evaluation of sealed systems are included. Laboratory fee. (60 Contact Hours)

**(MAR) 204 Domestic Ice Makers (1)**

This course focuses on flex tray and rigid mold domestic ice makers. Diagnosis, repair, and adjustment are included. Laboratory fee. (30 Contact Hours)

**(MAR) 205 Troubleshooting And Diagnosis, Domestic Refrigerators And Freezers (1)**

This course focuses on troubleshooting techniques for domestic refrigeration systems. The diagnosis of problems is included. Laboratory fee. (30 Contact Hours)

**(MAR) 206 Domestic Refrigerators Electrical Systems (3)**

Prerequisite: Air Conditioning 150. This course includes a study of motors and motor circuits, manual defrost, and off-cycle defrost. Other topics are semi-automatic defrost and frost free defrost systems, rigid mold and flex tray ice makers used in domestic refrigeration systems. Identification, diagnosis and repair are included. Laboratory fee. (90 Contact Hours)

**(MAR) 207 Domestic Refrigerators Sealed-Systems (3)**

Prerequisites: Air Conditioning 150 and Air Conditioning 160. This course focuses on the detection and repair of leaks and on the replacement of compressors. Troubleshooting and diagnosis of domestic refrigeration systems are included. Laboratory fee. (90 Contact Hours)

**(MAR) 208 Domestic Dishwashers (3)**

Prerequisite: Air Conditioning 150. This course examines motors, water valves, heaters, timers, pumps, water seals and water/detergent relationships. Diagnosis, repair, and replacement are included. Laboratory fee. (90 Contact Hours)

**(MAR) 209 Domestic Disposers And Trash Compactors (3)**

Prerequisite: Air Conditioning 150. This course examines the electrical and mechanical parts of domestic disposers and trash compactors. Diagnosis, service, repair, and replacement are included. Laboratory fee. (90 Contact Hours)

**(MAR) 211 Electrical Systems-Dishwashers (1)**

This course examines motors, water valves, heaters, timers, and dispensing electrical circuits. Diagnosis, repair, and replacement are included. Laboratory fee. (30 Contact Hours)

**(MAR) 212 Mechanical Systems and Washability (1)**

This course examines water valve assemblies, pumps, water seals, and water/detergent relationships (washability). This course is the specific study of dryer motors and motor circuits, heating elements, gas valve circuits, timers. Blowers, belts and pulleys, bearings, and drum assemblies are also included. Diagnosis, adjustment, repair, and replacement are included. Laboratory fee. (30 Contact Hours)

**(MAR) 213 Disposers And Trash Compactors (2)**

This course examines the electrical and mechanical parts of domestic disposers and trash compactors. Diagnosis, service, repair, and replacement are included. Laboratory fee. (60 Contact Hours)

**(MAR) 214 Troubleshooting And Diagnosis-Dishwashers, Disposers, And Trash Compactors (2)**

This course examines troubleshooting techniques for domestic dishwashers, disposers, and trash compactors. The diagnosis of problems is included. Laboratory fee. (60 Contact Hours)

**(MAR) 215 Domestic Laundry Equipment-Washers (3)**

Prerequisite: Air Conditioning 150. This course includes the study of the electrical systems, water systems, and drive systems of the automatic washer. Diagnosis, repair, and adjustments are included. Laboratory fee. (90 Contact Hours)

**(MAR) 216 Domestic Laundry Equipment-Dryers (3)**

Prerequisite: Air Conditioning 150. This course is the specific study of dryer motors and motor circuits, heating elements, gas valve circuits, timers. Blowers, belts and pulleys, bearings, and drum assemblies are also included. Diagnosis, adjustment, repair, replacement are included. Laboratory fee. (90 Contact Hours)

**(MAR) 217 Domestic Electric Cooking Equipment (3)**

Prerequisite: Air Conditioning 150. This course covers heating elements, switches, thermostats, timers, hydraulic controls, cooktops, oven circuits and principles of self-cleaning ovens. Diagnosis, wiring, repair, and replacement are included. Laboratory fee. (90 Contact Hours)

**(MAR) 218 Domestic Gas And Microwave Cooking Equipment (3)**

Prerequisite: Air Conditioning 150. This course covers manual, hydraulic, electrical controls and burner adjustment of gas ranges and ovens. The principles of microwave cooking, magnetron, and microwave circuitry are included. Diagnosis, service and repair are also included. Laboratory fee. (90 Contact Hours)

**(MAR) 221 Electrical Systems And Motors-Washers (1)**

This course is the specific study of washer motors and motor circuits, water valve circuits, timers, and dispensing circuits for bleach, softener, and detergent. Both diagnosis and repair are included. Laboratory fee. (30 Contact Hours)

**(MAR) 222 Water Systems-Washers (1)**

This course is the specific study of washer water valve, pump, and inlet and drain assemblies. Diagnosis, repair, and adjustment are included. Laboratory fee. (30 Contact Hours)

**(MAR) 223 Drive Systems-Washers (1)**

This course is the specific study of washer clutch and belt assemblies, transmissions, drive shafts, and inner and outer tub assemblies. Diagnosis, adjustment, repair, and replacement are included. (30 Contact Hours)

**(MAR) 224 Electrical Systems And Motors-Dryers (1)**  
This course is the specific study of dryer motors and motor circuits, heating elements, gas valve circuits, and timers. Diagnosis and repair are included. Laboratory fee. (30 Contact Hours)

**(MAR) 225 Mechanical Systems-Dryers (1)**  
This course is the specific study of dryer blowers, venting assemblies, belts and pulleys, bearings, and drum assemblies. Diagnosis, adjustment, repair, and replacement are included. Laboratory fee. (30 Contact Hours)

**(MAR) 226 Troubleshooting And Diagnosis-Washers And Dryers (1)**  
This course is the specific study of troubleshooting techniques for domestic washers and dryers. The diagnosis of problems is included. Laboratory fee. (30 Contact Hours)

**(MAR) 231 Gas Cooking Equipment (1)**  
This course covers manual, hydraulic, and electrical controls of gas ranges and ovens. Burner adjustment is also covered. Diagnosis, service, repair, and replacement are included. Laboratory fee. (30 Contact Hours)

**(MAR) 232 Electric Cooking Equipment (2)**  
This course covers heating elements, switches, thermostats, timers, cook tops and oven circuits of electric ranges and ovens. Diagnosis, wiring, repair, and replacement are included. Laboratory fee. (60 Contact Hours)

**(MAR) 233 Self-Cleaning Ovens (1)**  
This course covers electronic and hydraulic controls and principles of self-cleaning ovens. Diagnosis, service, repair and replacement are included. Laboratory fee. (30 Contact Hours)

**(MAR) 234 Microwave Ovens (1)**  
This course covers the principles of microwave cooking. Diagnosis and troubleshooting of magnetrons and associated microwave circuitry are included. Laboratory fee. (30 Contact Hours)

**(MAR) 235 Troubleshooting And Diagnosis-Domestic Cooking Equipment (1)**  
This course covers troubleshooting techniques for domestic cooking equipment. The diagnosis of problems is included. Laboratory fee. (30 Contact Hours)

**(MAR) 240 Professional Service Skills (3)**  
Professional skills for the service industry are emphasized. Topics include invoices, service records, maintenance agreements, customer relations, inventory, salaries, working conditions, and advancement opportunities. (48 Contact Hours)

## MANAGEMENT

**(MGT) 136 Principles Of Management (3)**  
The process of management is studied. The functions of planning, organizing, leading, and controlling are included. Particular emphasis is on policy formulation, decision-making processes, operating problems, communications theory, and motivation techniques. (3 Lec.)



**(MGT) 150 Management Training (4)**  
Prerequisite: Concurrent enrollment in Management 154 or demonstrated competence approved by the instructor. This course consists of supervised on-the-job training, giving practical experience to students of business management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge. (20 Lab.)

**(MGT) 151 Management Training (4)**  
Prerequisite: Concurrent enrollment in Management 155 or demonstrated competence approved by the instructor. This course consists of supervised on-the-job training, giving practical experience to students of business management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge. (20 Lab.)

**(MGT) 153 Small Business Management (3)**  
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. (48 Contact Hours)

**(MGT) 154 Management Seminar:Role Of Supervision (2)**  
Prerequisite: Concurrent enrollment in Management 150 or demonstrated competence approved by the instructor. This seminar is designed to explore the role of the supervisor from an applied approach. Emphasis is on improving leadership skills, motivational techniques, effective time management, goal-setting, planning and overcoming communication problems. (2 Lec.)

**(MGT) 155 Management Seminar:Personnel Management (2)**  
Prerequisite: Concurrent enrollment in Management 151 or demonstrated competence approved by the instructor. This course is designed to explore the manager's role in attracting, selecting, and retaining qualified employees. Planning for and recruiting employees, selecting high performers, improving interviewing skills, conducting performance appraisals, training, EEO legislation, and labor relations are emphasized through an applied approach. (2 Lec.)

**(MGT) 157 Small Business Bookkeeping And Accounting (3)**  
This course focuses on basic bookkeeping and accounting techniques for the small business. The techniques are applied to the analysis and preparation of basic financial statements. (3 Lec.)

**(MGT) 160 Principles Of Purchasing (3)**  
An introduction to the purchasing function is provided. The course covers purchasing tasks and responsibilities, analytical techniques in buying, organizational interrelationships and coordination, measurement and control, and legal implications. Special emphasis is placed on the five tenets of buying: quality, quantity, time, price, and source. (3 Lec.)

**(MGT) 171 Introduction To Supervision (3)**

Prerequisite: Enrollment in Technical/Occupational program or demonstrated competence approved by the instructor. This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor's major functions, such as facilitating relations with others, motivating, communicating, handling grievances, recruiting, counseling, and cost accounting. (3 Lec.)

**(MGT) 210 Small Business Capitalization, Acquisition And Finance (3)**

The student studies alternative strategies of financial planning, capitalization, profits, acquisition, ratio analysis, and other related financial operations required of small business owners. The preparation and presentation of a loan proposal are included. (3 Lec.)

**(MGT) 211 Small Business Operations (3)**

Problems of daily operations of small business are introduced. Topics include compliance with regulations, personnel administration, accounts receivable management, and business insurance. (3 Lec.)

**(MGT) 212 Special Problems In Business (1)**

Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed upon relevant problems and pragmatic solutions that integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three hours credit. (1 Lec.)

**(MGT) 242 Personnel Administration (3)**

This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor/management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered. (3 Lec.)

**(MGT) 250 Management Training (4)**

Prerequisite: Concurrent enrollment in Management 254 or demonstrated competence approved by the instructor. This course consists of supervised on-the-job training, giving practical experience to students of business management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge. (20 Lab.)

**(MGT) 251 Management Training (4)**

Prerequisite: Concurrent enrollment in Management 255 or demonstrated competence approved by the instructor. This course consists of supervised on-the-job training, giving practical experience to students of business management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge. (20 Lab.)

**(MGT) 254 Management Seminar:Organizational Development (2)**

Prerequisite: Concurrent enrollment in Management 250 or demonstrated competence approved by the instructor. The role of managers in managing human resources, group interaction and team building, motivational dynamics, improving interpersonal communication skills, and dealing with company politics and conflict are explored in this course through an applied approach. (2 Lec.)

**(MGT) 255 Management Seminar:Planning, Strategy, And The Decision Process (2)**

Prerequisite: Concurrent enrollment in Management 251 or demonstrated competence approved by the instructor. This course is designed to develop managerial skills in individual and group decision-making and cause analysis. Rational and creative problem-solving skills are developed. Personal and organizational strategy skills are enhanced. (2 Lec.)

**(MGT) 703 Cooperative Work Experience (3)**

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

**(MGT) 704 Cooperative Work Experience (4)**

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

## MATHEMATICS

**(MTH) Mathematics**

(See also Developmental Mathematics. Supplementary instruction in mathematics is available through the Learning Resources Center.)

**(MTH) 101 College Algebra (3)**

Prerequisite: Two years of high school algebra and an appropriate assessment test score, or Developmental Mathematics 093. This course is 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 proofs. (3 Lec.)

**(MTH) 102 Plane Trigonometry (3)**

Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, logarithms, and complex numbers. (3 Lec.)

**(MTH) 104 Elementary Functions And Coordinate Geometry I (5)**

Prerequisites: Two years of high school algebra or Developmental Mathematics 093. This course includes the concept of function, polynomials of one or more variables, arithmetic and geometric sequences, combinations and the binomial theorem, rational functions, 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. (5 Lec.)

**(MTH) 105 Elementary Functions And Coordinate Geometry II (5)**

Prerequisite: Mathematics 104. This course is a continuing study of the topics of Mathematics 104. (5 Lec.)

**(MTH) 106 Elementary Functions And Coordinate Geometry III (5)**

Prerequisites: Two years of high school algebra and one semester of trigonometry. This course is a study of the algebra of functions. It includes polynomial, rational, exponential, logarithmic and trigonometric functions, functions of two variables, complex numbers, vectors and analytic geometry which includes conics, transformation of coordinates, polar coordinates, and parametric equations. (5 Lec.)

**(MTH) 111 Mathematics for Business and Economics I (3)**

Prerequisite: Two years of high school algebra or Developmental Mathematics 093. This course includes equations, inequalities matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

**(MTH) 112 Mathematics for Business and Economics II (3)**

Prerequisite: Mathematics 111. This course includes sequences and limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

**(MTH) 115 College Mathematics I (3)**

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

**(MTH) 116 College Mathematics II (3)**

Prerequisite: One year of high school algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability and geometry. Historical aspects of selected topics are emphasized. (3 Lec.)

**(MTH) 117 Fundamental Concepts Of Mathematics For Elementary Teachers (3)**

This course includes the structure of the real number system, geometry, and mathematical analysis. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)

**(MTH) 121 Analytic Geometry (3)**

Prerequisite: Mathematics 102 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)



**(MTH) 124 Calculus I (5)**

Prerequisite: Mathematics 105 or 106 or 121 or the equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

**(MTH) 130 Business Mathematics (3)**

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. This course is intended primarily for students in specialized occupational programs. It is a study of simple and compound interest, bank discount, payrolls, taxes, insurance, mark up and mark down, corporate securities, depreciation, and purchase discounts. (3 Lec.)

**(MTH) 139 Applied Mathematics (3)**

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or equivalent. An effort will be made to tailor this course to fit the needs of the students enrolled in each semester. The course is a study of commercial, technical, and other applied uses of mathematics. (3 Lec.)

**(MTH) 195 Technical Mathematics (3)**

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. This course is designed for technical students. It covers a general review of arithmetic, the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems. (3 Lec.)

**(MTH) 196 Technical Mathematics (3)**

Prerequisite: Mathematics 195. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions and the solution of triangles. (3 Lec.)

**(MTH) 202 Introductory Statistics (3)**

Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is 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 application to various fields. (3 Lec.)

**(MTH) 221 Linear Algebra (3)**

Prerequisite: Mathematics 124 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformation. (3 Lec.)

**(MTH) 225 Calculus II (4)**

Prerequisite: Mathematics 124 or the equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)

**(MTH) 226 Calculus III (3)**

Prerequisite: Mathematics 225 or the equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

**(MTH) 230 Differential Equations (3)**

Prerequisite: Mathematics 225 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including 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. (3 Lec.)

**MOTORCYCLE MECHANICS****(MM) 105 Motorcycle Tune-Up (3)**

This course covers the tune-up procedures for two and four cycle motorcycles, including ignition service, carburetion theory and service, and complete adjustment procedures. Laboratory fee. (90 Contact Hours)

**(MM) 109 Motorcycle Chassis And Drive Systems (3)**

Included in this course is the theory of operation and service procedures for motorcycle front and rear suspensions, wheel and brake systems, and final drives. Laboratory fee. (90 Contact Hours)

**(MM) 134 Motorcycle Service Principles (4)**

This course includes the principles of operation and failure analysis of two and four cycle engines. The principles of basic electricity as applied to motorcycles are also covered. Laboratory fee. (120 Contact Hours)

**(MM) 136 Motorcycle Two Stroke Engine/Transmission (4)**

This course includes overhaul procedures for two stroke motorcycle engines and transmissions. Laboratory fee. (120 Contact Hours)

**(MM) 137 Motorcycle Four Stroke Engine/Transmission (4)**

This course includes overhaul procedures for four stroke motorcycle engines and transmissions. Laboratory fee. (120 Contact Hours)

**(MM) 138 Motorcycle Electrical Systems (4)**

This course includes motorcycle ignition and charging systems. Also included are the theory of operation and troubleshooting procedures for motorcycle ignition, charging systems, and accessories. Laboratory fee. (120 Contact Hours)

**(MM) 139 Motorcycle Chassis And Drive Systems (4)**

Included in this course is the theory of operation and service procedures for motorcycle front and rear suspensions, wheel and brake systems, and final drives. Laboratory fee. (120 Contact Hours)

**(MM) 703 Cooperative Work Experience (3)**

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

**(MM) 704 Cooperative Work Experience (4)**

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

**MUSIC****(MUS) 103 Guitar Ensemble (1)**

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

**(MUS) 104 Music Appreciation (3)**

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)

**(MUS) 105 Italian Diction (1)**

The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

**(MUS) 106 French Diction (1)**

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

**(MUS) 107 German Diction (1)**

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

**(MUS) 108 English Diction (1)**

The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)



**(MUS) 110 Music Literature (3)**

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance and Baroque eras. (3 Lec.)

**(MUS) 111 Music Literature (3)**

Prerequisite: Music 110. This course is a continuation of Music 110. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

**(MUS) 112 Guitar Literature And Materials (3)**

The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)

**(MUS) 113 Foundations Of Music I (3)**

This course focuses on participation and skills for satisfactory performance in singing, playing an instrument, listening, and creating rhythmic responses. The ability to manage notation (music reading) is developed. (3 Lec.)

**(MUS) 114 Foundations In Music II (3)**

Prerequisite: Music 113. This course prepares students with limited music training for Music 101 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

**(MUS) 115 Jazz Improvisation (2)**

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

**(MUS) 117 Piano Class I (1)**

This course is primarily for students with no knowledge of piano skills. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)

**(MUS) 118 Piano Class II (1)**

The study of piano is continued. Included are techniques, skills, harmonization, transposition, improvisation, accompanying, sight-reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)

**(MUS) 119 Guitar Class I (1)**

This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)

**(MUS) 120 Guitar Class II (1)**

Prerequisite: Music 119 or the equivalent. This course is a continuation of Music 119. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

**(MUS) 121-143 Applied Music-Minor (1)**

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area

and consists of a one-half hour lesson a week. Fee required. Private music may be repeated for credit. (1 Lec.)

**(MUS) 145 Music Theory I (3)**

This course presents the basic elements of music. Emphasis is on notation, cadences, classification of diatonic triads, scales and modes. (3 Lec.)

**(MUS) 146 Music Theory II (3)**

Prerequisite: Music 145. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as later periods. (3 Lec.)

**(MUS) 150 Chorus (1)**

Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

**(MUS) 151 Voice Class I (1)**

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)

**(MUS) 152 Voice Class II (1)**

This course is a continuation of Music 151. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)

**(MUS) 155 Vocal Ensemble (1)**

A group of mixed voices concentrates on excellence of performance. Membership is open to any student by audition. The director selects those who possess special interest and skill in the performance of advanced choral literature. This course may be repeated for credit. (3 Lab.)

**(MUS) 156 Madrigal Singers (1)**

A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

**(MUS) 160 Band (1)**

Prerequisite: The demonstrated competence approved by the instructor is required for non-wind instrument majors. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)

**(MUS) 161 Musicianship I (1)**

This course relates to topics in Music 145. Aural skills including sight-singing, ear training, and keyboard are developed. (3 Lab.)

**(MUS) 162 Musicianship II (1)**

Prerequisite: Music 161. This course relates to topics in Music 146. Aural music skills including sight-singing, ear training, and keyboard are further developed. (3 Lab.)



**(MUS) 170 Orchestra (1)**

Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit. (3 Lab.)

**(MUS) 171 Woodwind Ensemble (1)**

A group of woodwind instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

**(MUS) 172 Brass Ensemble (1)**

A group of brass instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

**(MUS) 173 Percussion Ensemble (1)**

A group of percussion instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

**(MUS) 174 Keyboard Ensemble (1)**

A group of keyboard instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

**(MUS) 175 String Ensemble (1)**

A group of string instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

**(MUS) 176 Symphonic Wind Ensemble (1)**

In the symphonic wind ensemble students study and perform stylistic literature of all periods. This course may be repeated for credit. (3 Lab.)

**(MUS) 177 Chamber Ensemble (1)**

A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

**(MUS) 180 Audio Production for Voice (2)**

This course is designed to introduce students to audio production as it relates to the human voice. Topics include physiology of the voice, technical skills for the studio singer and speaker, jingle copy writing, and studio and sound support production. The course concludes with individually produced advertising jingles. (1 Lec., 2 Lab.)

**(MUS) 181 Lab Band (1)**

Prerequisite: The demonstrated competence approved by the instructor. In the Lab Band students study and perform all forms of commercial music, such as jazz, pop, avant-garde, and soul. Student arranging, composing, and conducting is encouraged. This course may be repeated for credit. (3 Lab.)

**(MUS) 185 Stage Band (1)**

Prerequisite: The demonstrated competence approved by

the instructor. In the Stage Band students study and perform a wide variety of music. Emphasis is on the jazz oriented, big-band styles of the 1960's. This may be repeated for credit. (3 Lab.)

**(MUS) 190 Survey Of Recording (2)**

This descriptive course includes an introduction to audio recording. This introduction includes the nature of sound, operation of recording equipment, session procedures, studio techniques, simultaneous recording, and multi-track recording. (2 Lec.)

**(MUS) 191 Survey Of Recording Laboratory (1)**

Prerequisite: Successful completion of or concurrent enrollment in Music 190. This course parallels Music 190 and provides students with laboratory experiments in the operation of recording equipment, session procedures, and audio techniques. The course also includes acoustic and electronic theory. Laboratory fee. (3 Lab.)

**(MUS) 192 Music In America (3)**

American music and musicians from early times to the present are surveyed. Various styles and periods are covered. Religious, folk, jazz, rock, musical theatre, and contemporary developments are included. (3 Lec.)

**(MUS) 193 Improvisation (3)**

The creation of spontaneous melodic and harmonic ideas and the translation of these ideas into notation are emphasized. Using scales and modes, the instrumentalist improvises on his/her major instrument. The vocalist uses scat singing techniques. Analysis of transcribed solos and student transcriptions are included. (3 Lec.)

**(MUS) 194 Jazz Workshop (3)**

This course is for the advanced instrumentalist and vocalist. Jazz is performed in recitals and scheduled functions. Discussion, analysis, writing, rehearsing, improvising, and style are emphasized. Articulating, phrasing, and conducting jazz compositions are discussed with guest artist who work and perform with the group periodically. (3 Lec.)

**(MUS) 195 Introduction To Synthesizer (2)**

The elements of electronically produced music are studied. Emphasis is on the musical aspects of synthesized sound. Topics include theory, basic waveforms, frequency and frequency modulation, amplitude modulation, envelope generators, filters, white noise, pink noise, and patch diagramming. (2 Lec.)

**(MUS) 196 Business Of Music (3)**

The world of the music industry is presented. Panels, guest artists, and consultants discuss careers in the recording and performing fields and retail music business. Publishing, copyrights and other legalities, agents, managers, showmanship, and conducting techniques necessary for small and large ensemble work are included. (3 Lec.)

**(MUS) 197 Studio Technology (2)**

Prerequisite: Music 190 and Music 191 or demonstrated competence approved by the instructor. This course is an intensive study of the theory of studio, microphone, and multi-track mixdown techniques. (2 Lec.)

**(MUS) 198 Studio Technology Laboratory (1)**

Prerequisite: Completion of or concurrent enrollment in Music 197 or demonstrated competence approved by the instructor. This course reinforces, by application and demonstration, the theory covered in Music 197. By the end of this course, a student is able to perform the basic operations necessary to operate a multi-track studio. Laboratory fee. (3 Lab.)

**(MUS) 199 Recital (1)**

Students of private lessons perform before an audience one period each week. Credit for this course does not apply to the Associates Degree. This course may be repeated for credit. (2 Lab.)

**(MUS) 203 Composition (3)**

Prerequisite: Music 101 and 102 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in both traditional styles and styles of the student's choice. The course may be repeated for credit. (3 Lec.)

**(MUS) 204 Guitar Pedagogy (2)**

Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed. (2 Lec.)

**(MUS) 217 Piano Class III (1)**

Prerequisite: Music 118 or the equivalent. This course is a continuation of functional keyboard skills, including harmonization, sightreading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

**(MUS) 218 Piano Class IV (1)**

Prerequisite: Music 217 or the equivalent. This course is a continuation of functional keyboard skills in Music 217 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

**(MUS) 221-243 Applied Music-Concentration (2)**

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of two half-hour lessons a week. Fee required. Private music may be repeated for credit. (1 Lec.)

**(MUS) 245 Music Theory III (3)**

Prerequisite: Music 146. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development. (3 Lec.)

**(MUS) 246 Music Theory IV (3)**

Prerequisite: Music 245. This course is a continuation of the topics developed in Music 245. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. (3 Lec.)

**(MUS) 251-270 Applied Music-Major (3)**

This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student's major instrument, and consists of two half-hour lessons a week. Fee required. (1 Lec.)

**(MUS) 271 Musicianship III (1)**

Prerequisite: Music 162. This course relates to topics in Music 245. Aural music skills, including sight-singing, ear training, and keyboard are developed. (3 Lab.)

**(MUS) 272 Musicianship IV (1)**

Prerequisite: Music 271. This course relates to topics in Music 246. Aural music skills, including sight-singing, ear training, and keyboard are developed. (3 Lab.)

**(MUS) 292 Arranging/Orchestration (3)**

The knowledge of ranges and the ability to transpose for instruments, to write for voices, and to plan and execute an arrangement is developed. Standard copying techniques, chord voicing, large ensemble writing and combo writing, and use of strings (simulated by string synthesizer) are also included. (3 Lec.)

**(MUS) 293 Independent Study (3)**

This course is for advanced work in music and is designed to meet specific needs of the student. On approval of the instructor and division chairperson, the student prepares and executes a written contract (proposal for learning). Credit is given upon completion of all aspects of the contract. This course may be repeated for credit. (3 Lec.)

**(MUS) 295 Advanced Synthesizer Techniques (2)**

This course is limited to students who display promise in synthesizer composition or performance. Two major works are composed for the synthesizer and one for the synthesizer and traditional media. (2 Lec.)

**(MUS) 296 Recording Studio Practices (3)**

Prerequisite: Music 197 and Music 198. The lecture portion of this course concentrates on the artistic and stylistic considerations of audio recording. The laboratory portion translates these considerations into class projects. Laboratory fee. (2 Lec., 3 Lab.)

**(MUS) 297 Studio Production (3)**

Prerequisite: Music 296. In this course students produce, engineer, mix, set-up, and perform in actual recording sessions. Samples for portfolios may be acquired. Laboratory fee. (2 Lec., 3 Lab.)

**(MUS) 803, 813 Cooperative Work Experience (3)**

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

**(MUS) 804, 814 Cooperative Work Experience (4)**

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

## OFFICE CAREERS

### **(OFC) 103 Speedwriting Theory (4)**

Prerequisite: Credit or concurrent enrollment in Office Careers 172 or one year of typing. The principles of speedwriting are introduced. Included is the development of the ability to read, write and transcribe speedwriting notes. Basic spelling, grammar and punctuation rules are reviewed. (3 Lec., 2 Lab.)

### **(OFC) 106 Speedwriting Dictation and Transcription (4)**

Prerequisite: Office Careers 103, 172 or one year of typing. Principles of speedwriting are applied to build dictation speed and transcription rate. Special attention is given to the review of grammar, spelling and punctuation rules. Laboratory fee. (3 Lec., 2 Lab.)

### **(OFC) 143 Contemporary Topics In Office Careers (1)**

Prerequisite: The demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office career fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with difference emphasis up to six hours. (1 Lec.)

### **(OFC) 150 Filing Practices (3)**

This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

### **(OFC) 152 Introduction To Records Management (3)**

A survey course in the policies and principles affecting the creation, protection, circulation, retrieval, preservation and control of business and institutional records. The course includes basic classification systems, history and status of records management, retention and disposition of records, maintenance procedures and career ladders. (3 Lec.)

### **(OFC) 159 Beginning Shorthand (4)**

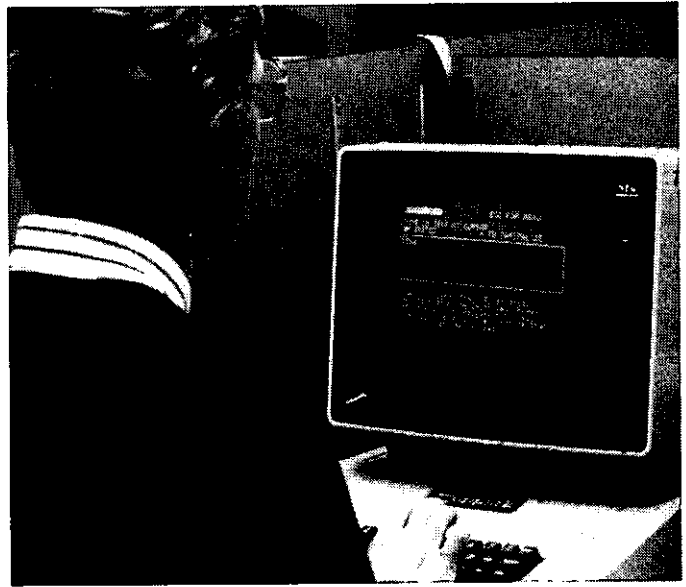
Prerequisites: Credit or concurrent enrollment in Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand are introduced. Included is the development of the ability to read, write, and transcribe shorthand outlines. Knowledge of the mechanics of English is also developed. Laboratory fee. (3 Lec., 2 Lab.)

### **(OFC) 160 Office Calculating Machines (3)**

This course focuses on the development of skills in using office machines. Adding machines, printing calculators, electronic display calculators, and electronic printing calculators are included. Emphasis is on developing the touch system for both speed and accuracy. Laboratory fee. (3 Lec.)

### **(OFC) 162 Office Procedures (3)**

Prerequisite: Office Careers 173 or concurrent enrollment or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)



### **(OFC) 166 Intermediate Shorthand (4)**

Prerequisites: Office Careers 159 or one year of shorthand in high school, Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand are studied. Emphasis is on increased speed dictation, accuracy in typing from shorthand notes, and beginning techniques of transcription skills. Also included are oral reading, speed-building, and grammar. Laboratory fee. (3 Lec., 2 Lab.)

### **(OFC) 167 Legal Terminology And Transcription (3)**

Prerequisite: Completion of Office Careers 173 or typing speed of 50 words per minute. Legal terms are the focus of this course. Included are the spelling and use of legal terms and latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

### **(OFC) 172 Beginning Typing (3)**

This course is for students with no previous training in typewriting. Fundamental techniques in typewriting are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. Laboratory fee. (2 Lec., 3 Lab.)

### **(OFC) 173 Intermediate Typing (3)**

Prerequisites: Office Careers 172 or one year of typing in high school. Typing techniques are developed further. Emphasis is on problem solving. Increasing speed and accuracy in typing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

### **(OFC) 176 Beginning Typing I (1)**

This course is for students with no previous training in typing. The course introduces the typewriter parts. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

### **(OFC) 177 Beginning Typing II (1)**

Prerequisite: Office Careers 176. Practical techniques for business correspondence are developed. Memorandums, personal letters, and business letters are covered. Exercises to increase skill are stressed. (1 Lec.)

**(OFC) 178 Beginning Typing III (1)**

Prerequisite: Office Careers 176. The typing of manuscripts and tables is emphasized. Production typing is included, and proper report typing is developed. Exercises to increase skill are also included. Laboratory fee. (2 Lab.)

**(OFC) 179 Information/Word Processing Concepts (2)**

This course introduces information/word processing and describes its effect on traditional office operations. An understanding of basic word processing principles, concepts, terminology and advantages of word processing environment system is introduced. (2 Lec.)

**(OFC) 182 Introduction to Word Processing Equipment (1)**

Prerequisites: Office Careers 173 or demonstrated competence approved by the instructor. Credit in or concurrent enrollment in Office Careers 179. This course introduces the fundamental techniques required in the operation of word processing equipment. Basic concepts of electronic storage and retrieval involved in creating, printing, centering and revising documents are introduced. May be repeated for credit. Laboratory fee. (2 Lab.)

**(OFC) 185 Basic Machine Transcription (1)**

Prerequisite: Office Careers 172. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Automated equipment audio transcription machine are used. Laboratory fee. (1 Lec., 1 Lab.)

**(OFC) 187 Intermediate Shorthand I (2)**

Prerequisite: Prior shorthand experience equivalent to Office Careers 159 or one year of shorthand in high school. This course is for students who have a basic knowledge of Gregg Shorthand theory and ability to take dictation at approximately 50 words per minute. The course is a review of selected shorthand phrases, brief forms, word families, and word beginnings and endings. Included are the proper use of basic punctuation, typing format, and simple business letters. (2 Lec.)

**(OFC) 188 Intermediate Shorthand II (1)**

This course is designed for students who have a sound knowledge of Gregg Shorthand theory and the ability to take dictation at approximately 70-80 words per minute. The course is a review of selected shorthand phrases, brief forms, word families, and word beginnings and endings. The typing of accurate and attractive letters from shorthand notes is emphasized. (1 Lec.)

**(OFC) 189 Intermediate Shorthand III (1)**

This course is designed for students who have a thorough and complete knowledge of Gregg Shorthand theory and are interested in increasing speed. Special attention is on producing mailable letters within certain time periods. The dictation speed is flexible and depends on student abilities. (2 Lab.)

**(OFC) 190 Principles of Word Processing (4)**

Prerequisite: Office Careers 173 or concurrent enrollment. This course introduces word processing and describes its effect on traditional office operations. An understanding of basic word processing principles and fundamental techniques required in the operation of word processing and transcription equipment are introduced. Emphasis is placed on grammar, punctuation and spelling skills required in word processing operations. Laboratory fee. (3 Lec., 3 Lab.)

**(OFC) 192 Office Machines I (1)**

Business mathematical skills needed to operate office machines are reviewed. Ten-key touch development is introduced. Speed development is incorporated with accuracy requirements. (1 Lec.)

**(OFC) 193 Office Machines II (1)**

Prerequisite: Office Careers 192. This course covers extensive training on basic office machines. Speed development and business applications are included. (1 Lec.)

**(OFC) 194 Office Machines III (1)**

Prerequisite: Office Careers 192. Extensive training on basic office machines is continued. Speed development and business applications are stressed. (1 Lec.)

**(OFC) 231 Business Communications (3)**

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

**(OFC) 250 Records Control (3)**

Prerequisite: Office Careers 152. This course includes a comprehensive study and application of the knowledge and skills involved in the control of records and record systems. The course includes the control procedures for the management of routine and unique correspondence, directives, proposals, reports and forms, inventory, scheduling, vital records control, records storage centers, and archives. (3 Lec.)

**(OFC) 252 Micrographics (3)**

Prerequisites: Office Careers 152. Microform (microfilm, microfiche, jacket, aperture card and COM) selection; recording, retrieval, and reproduction and technologies in an information system are studied. Special emphasis is on micrographic systems, system design, and micrographic standards. (3 Lec.)

**(OFC) 256 Office Management (3)**

This course focuses on the organization, design, and control of office activities. Topics include office practice, office services, and wage payment plans. The selection, training and supervision of employees are covered. Office planning, organizing, and controlling techniques are presented. Responsibilities of the office manager are also included. (3 Lec.)

**(OFC) 266 Advanced Shorthand (4)**

Prerequisites: Office Careers 166 or two years of shorthand in high school. Office Careers 174 or two years of typing in high school. Emphasis is on building dictation speed. Producing mailable, typed transcriptions under timed conditions is also stressed. Vocabulary and extensive production work capabilities are developed. Laboratory fee. (3 Lec., 2 Lab.)

**(OFC) 273 Advanced Typing Applications (2)**

Decision-making and production of all types of business materials under time conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

**(OFC) 274 Legal Secretarial Procedures (3)**

Prerequisites: Office Careers 173 or typing speed of 50 words per minute; Office Careers 166 or shorthand dictation of 80 words per minute. This course focuses on procedures of the legal secretary. Topics include reminder and filing systems, telephone usage, dictation and correspondence, the preparation of legal documents, and the court system. Client contacts, use of law library, research techniques, timekeeping, billing, bookkeeping, and ethics are also covered. Ways to obtain a position as a legal secretary are described. (3 Lec.)

**(OFC) 275 Secretarial Procedures (3)**

Prerequisites: Credit or concurrent enrollment in Office Careers 174, credit or concurrent enrollment in either Office Careers 166 or Office Careers 265. Emphasis is on initiative, creative thinking, and follow-through. Topics include in-basket exercises, decision-making problems, and use of shorthand and transcription skills. Public and personal relations, supervisory principles, business ethics, and the organizing of time and work are also covered. (3 Lec.)

**(OFC) 282 Word Processing Applications (1)**

Prerequisites: Office Careers 180 or 182 and completion of or concurrent enrollment in Office Careers 185. This course is designed for students who have a basic knowledge of word processing equipment. Advanced word processing concepts and machine functions are developed on a specific keyboard. Special emphasis is placed on producing mailable letters and other business communications. May be repeated for credit with the consent of the instructor. Laboratory fee. (2 Lab.)

**(OFC) 285 Applied Machine Transcription (1)**

Prerequisites: Office Careers 180 or 173 and Office Careers 185 or demonstrated competence approved by the instructor. This course is designed for students with basic skills in machine transcription. Emphasis is placed on increasing accuracy and speed in the timed transcription of recorded information. Composing and dictating business communications are introduced. (1 Lec., 1 Lab.)

**(OFC) 713, 803, 813 Cooperative Work Experience (3)**

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

**(OFC) 714, 804, 814 Cooperative Work Experience (4)**

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

**OUTBOARD ENGINE****(OE) 115 Outboard Engine Tune-Up (3)**

The tune-up procedures for outboard engines including ignition service, carburetion theory and service, and complete adjustment procedures are included in this course. Laboratory fee. (90 Contact Hours)

**(OE) 144 Outboard Engine Service Principles (4)**

The principles of operation and failure analysis of two- and four- cycle engines are covered. The principles of basic electricity as applied to outboard engines are also covered. Laboratory fee. (120 Contact Hours)

**(OE) 146 Outboard Engine Powerhead Overhaul (4)**

This course includes overhaul procedures for outboard powerheads. Laboratory fee. (120 Contact Hours)

**(OE) 147 Outboard Engine Lower Unit Overhaul (4)**

The theory of operation, service, and overhaul procedures for manual, hydraulic, and electric shift lower units are covered. Laboratory fee. (120 Contact Hours)

**(OE) 148 Outboard Engine Electrical Systems (4)**

The theory of operation and troubleshooting procedures for outboard engine ignition and charging systems and accessories are covered in this course. Laboratory fee. (120 Contact Hours)

**(OE) 723 Cooperative Work Experience (3)**

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

**(OE) 724 Cooperative Work Experience (4)**

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

**PHILOSOPHY****(PHI) 102 Introduction To Philosophy (3)**

The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)

**(PHI) 105 Logic (3)**

The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed. (3 Lec.)

**(PHI) 202 Introduction To Social And Political Philosophy (3)**

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

**(PHI) 203 Ethics (3)**

The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life. (3 Lec.)

# PHOTOGRAPHY

## **(PHO) 110 Introduction To Photography And Photo-Journalism (3)**

Photography and photo-journalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is studied. Laboratory fee. (2 Lec., 4 Lab.)

## **(PHO) 111 Advanced Photography And Photo-Journalism (3)**

Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)

# PHYSICAL EDUCATION

## **(PEH) 100 Lifetime Sports Activities (1)**

Various lifetime sports are offered. Courses offered may include archery, badminton, bowling, golf, handball, racquetball, softball, swimming, tennis, and other sports. Activities may be offered singularly or in combinations. Instruction is presented at the beginner and advanced-beginner levels. Both men and women participate. This course may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

## **(PEH) 101 Fundamentals Of Health (3)**

This course is for students majoring or minoring in physical education or having other specific interest. Personal health and community health are studied. Emphasis is on the causes of mental and physical health and disease transmission and prevention. (3 Lec.)

## **(PEH) 104 Touch Football/Soccer (1)**

Touch football and soccer are taught and played. Emphasis is on skill development. A uniform is required. Laboratory fee. (3 Lab.)

## **(PEH) 108 Social Recreation (3)**

The methods and materials for social activities for different age groups are introduced. Planning, organizing, and conducting the activities are included. (3 Lec.)

## **(PEH) 109 Outdoor Recreation (3)**

Outdoor recreation and organized camping are studied. Both the development of these activities and present trends are covered. (3 Lec.)

## **(PEH) 110 Community Recreation (3)**

This course is primarily for students majoring or minoring in health, physical education, or recreation. The principles, organization, and function of recreation in American society are covered. (3 Lec.)

## **(PEH) 111 Beginning Wrestling (1)**

The fundamentals, techniques, rules, and strategy of wrestling are presented. Emphasis is also on spectator appreciation. A uniform is required. Laboratory fee. (3 Lab.)

## **(PEH) 112 Beginning Softball And Soccer (1)**

Basic softball and soccer skills, rules and strategies are taught. Class tournaments are conducted. 24 class hours are devoted to each activity. Laboratory fee. (3 Lab.)

## **(PEH) 113 Beginning Handball And Racquetball (1)**

Basic handball and racquetball skills, rules and strategies are taught and class tournaments are conducted. 24 class hours are devoted to each activity. Laboratory fee. (3 Lab.)

## **(PEH) 114 Beginning Badminton (1)**

The history, rules, and skills of badminton are taught. A uniform is required. Laboratory fee. (3 Lab.)

## **(PEH) 115 Physical Fitness (1)**

The student's physical condition is assessed. A program of exercise for life is prescribed. Much of the course work is carried on in the physical performance laboratory. A uniform is required. This course may be repeated for credit. Laboratory fee. (3 Lab.)

## **(PEH) 116 Intramural Athletics (1)**

Intramural competition in a variety of activities is offered for men and women. A uniform is required. This course may be repeated for credit. Laboratory fee. (3 Lab.)

## **(PEH) 117 Beginning Archery (1)**

Basic skills, rules and strategies of archery are taught. Equipment is furnished. Laboratory fee. (3 Lab.)

## **(PEH) 118 Beginning Golf (1)**

Basic skills, rules and strategies of golf are taught. Equipment is furnished. Laboratory fee. (3 Lab.)

## **(PEH) 119 Beginning Tennis (1)**

This course is designed for the beginner. Tennis fundamentals are taught and played. A uniform is required. Laboratory fee. (3 Lab.)

## **(PEH) 120 Beginning Bowling (1)**

Basic skills, rules and strategy of bowling are taught. All equipment is furnished at an off campus bowling lane. Laboratory fee. (3 Lab.)

## **(PEH) 121 Folk Dance (1)**

Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee. (3 Lab.)

## **(PEH) 122 Beginning Gymnastics (1)**

Beginning gymnastics is offered. Emphasis is on basic skills in tumbling and in the various apparatus events. A uniform is required. Laboratory fee. (3 Lab.)

## **(PEH) 123 Beginning Swimming (1)**

This course teaches a non-swimmer to survive in the water. A uniform is required. Laboratory fee. (2 Lab.)

## **(PEH) 124 Social Dance (1)**

This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the reel, square dance, and other dances. Laboratory fee. (3 Lab.)

**(PEH) 125 Conditioning Exercise (1)**

This course focuses on understanding exercise and its effect on the body. Physical fitness is improved through a variety of conditioning activities. A uniform is required. Laboratory fee. (3 Lab.)

**(PEH) 126 Aerobic Dance (1)**

This is an aerobic class which rhythmically combines dance movement with walking, jogging, and jumping to cause sustained vigorous combination of steps, geared to raise the heart rate to a proper target zone for conditioning purposes. Each routine can be danced at different intensities, depending on the physical condition of each participant. A uniform is required. This course may be repeated for credit. Laboratory fee. (3 Lab.)

**(PEH) 127 Beginning Basketball And Volleyball (1)**

Basic basketball and volleyball rules, skills and strategies are taught and class tournaments are conducted. Sections using men's rules and women's rules may be offered separately. 24 class hours will be devoted to each sport. Laboratory fee. (3 Lab.)

**(PEH) 128 Social And Folk Dance (1)**

Social and folk dance is introduced. Laboratory fee. (3 Lab.)

**(PEH) 129 Modern Dance (1)**

This beginning course is designed to emphasize basic dance technique, including body alignment and placement, floor work, locomotor patterns, and creative movements. A uniform is required. Laboratory fee. (3 Lab.)

**(PEH) 130 Beginning Tumbling And Trampoline (1)**

Basic skills and techniques involved in tumbling and trampolining are taught. 24 class hours will be devoted to each activity. Laboratory fee. (3 Lab.)

**(PEH) 131 Weight Training And Conditioning (1)**

Instruction and training in weight training and conditioning techniques are offered. A uniform is required. The course may be repeated for credit. Laboratory fee. (3 Lab.)

**(PEH) 132 Self-Defense (1)**

Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. (3 Lab.)

**(PEH) 134 Outdoor Education (1)**

Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee. (3 Lab.)

**(PEH) 144 Introduction To Physical Education (3)**

This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. (3 Lec.)

**(PEH) 147 Sports Officiating I (3)**

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games. (2 Lec., 2 Lab.)

**(PEH) 148 Sports Officiating II (3)**

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games. (2 Lec., 2 Lab.)

**(PEH) 200 Lifetime Sports Activities II (1)**

This course is a continuation of Physical Education 100. Students participate in selected activities. Instruction is at the intermediate and intermediate/advanced levels. This course may be repeated for credit. Laboratory fee. (3 Lab.)

**(PEH) 210 Sports Appreciation For The Spectator (3)**

This course is for students who desire a broader knowledge of major and minor sports. The rules, terminology, and philosophies of many sports are studied. Special emphasis is on football and basketball. (3 Lec.)

**(PEH) 217 Intermediate Archery (1)**

This course is for the student who has previous experience in archery. Target shooting and field archery are emphasized. The student must furnish equipment. Laboratory fee. (3 Lab.)

**(PEH) 218 Intermediate Golf (1)**

Prerequisite: The demonstrated competence approved by the instructor. Skills and techniques in golf are developed beyond the "beginner" stage. Green fee paid by student. Laboratory fee. (2 Lab.)

**(PEH) 219 Intermediate Tennis (1)**

Prerequisite: The demonstrated competence approved by the instructor. Skills and techniques in tennis are developed beyond the "beginner" stage. A uniform is required. Laboratory fee. (3 Lab.)

**(PEH) 222 Intermediate Gymnastics (1)**

Prerequisite: Physical Education 122. Skills and techniques in gymnastics are developed beyond the "beginner" stage. A uniform is required. Laboratory fee. (3 Lab.)

**(PEH) 223 Intermediate Swimming (1)**

Prerequisite: Beginning swim certificate or deep water swimmer. This course advances the swimmer's skills. Stroke analysis, refinement, and endurance are emphasized. A uniform is required. Laboratory fee. (2 Lab.)

**(PEH) 225 Skin and Scuba Diving (2)**

Prerequisite: Physical Education 223 or demonstrated competence approved by the instructor. This course includes the use of equipment, safety, physiology, and open water diving. All equipment is supplied except mask, fins, and snorkel. The student may rent needed equipment at the time of registration. Students completing course requirements receive certification as basic scuba divers from



the Professional Association of Diving Instructors (PADI) or the National Association of Underwater Instructors (NAUI) or the Young Men's Christian Association (YMCA). Laboratory fee. (1 Lec., 2 Lab.)

**(PEH) 226 Advanced Life Saving (1)**

Prerequisite: Physical Education 223 or deep water swim ability. This course qualifies students for the Red Cross Advanced Lifesaving Certificate. A uniform is required. Laboratory fee. (2 Lab.)

**(PEH) 231 Intermediate Weight Training (1)**

Prerequisite: Physical Education 131. Skills and instruction in weight training techniques are developed beyond the beginner stage. This course may be repeated for credit. Laboratory fee. (3 Lab.)

**(PEH) 232 Intermediate Self Defense (1)**

Prerequisite: Physical Education 132 or the demonstrated competence approved by the instructor. Students will be introduced to intermediate forms of defense and combination of self defense methods. Emphasis is on practical application of self defense movements. Laboratory fee. (3 Lab.)

**(PEH) 233 Jogging For Fitness (1)**

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)

## PHYSICAL SCIENCE

**(PSC) 118 Physical Science (4)**

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee. (3 Lec., 3 Lab.)

**(PSC) 119 Physical Science (4)**

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. Laboratory fee. (3 Lec., 3 Lab.)

## PHYSICS

**(PHY) 110 Introductory Photographic Science (4)**

Prerequisites: Photography 110, Art 113, or demonstrated competence approved by the instructor, and access to a camera with variable speed and aperture. This course introduces the physical and chemical principles which form the basis for photographic technology. Topics covered include the production of light, its measurement and control, principles of optics and the formation of images, the basic chemistry of black and white and color processes, film structure and characteristics, filter characteristics, lasers, and holography. Laboratory fee. (3 Lec. 3 Lab.)

**(PHY) 111 Introductory General Physics (4)**

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, pre-medical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 112 Introductory General Physics (4)**

Prerequisite: Physics 111. This course is a continuation of Physics 111. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 117 Concepts In Physics (4)**

This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of world-wide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 118 Concepts In Physics (4)**

This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 131 Applied Physics (4)**

Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. This course is primarily for students in technical programs. The properties of matter, mechanics, and heat are introduced. Emphasis is on uses and problem-solving. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 132 Applied Physics (4)**

Prerequisite: Physics 131. This course is a continuation of Physics 131. Concepts of sound, light, electricity, magnetism, and atomic theory are explained. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 201 General Physics (4)**

Prerequisite: Credit or concurrent enrollment in Mathematics 124. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 202 General Physics (4)**

Prerequisites: Physics 201 and credit or concurrent enrollment in Mathematics 225. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem solving, notation and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)



**(PHY) 203 Introduction To Modern Physics (4)**

Prerequisite: Physics 202. The principles of relativity, atomic physics, and nuclear physics are covered. Emphasis is on basic concepts, problem-solving, notation, and units. Laboratory fee. (3 Lec., 3 Lab.)

**PSYCHOLOGY****(PSY) 103 Human Sexuality (3)**

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

**(PSY) 105 Introduction To Psychology (3)**

Principles of human behavior and problems of human experience are presented. Topics include heredity and environment, the nervous system, motivation, learning, emotions, thinking, and intelligence. (This course is offered on campus and may be offered via television.) (3 Lec.)

**(PSY) 131 Human Relations (3)**

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement. (3 Lec.)

**(PSY) 201 Developmental Psychology (3)**

Prerequisite: Psychology 105. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (This course is offered on campus and may be offered via television.) (3 Lec.)

**(PSY) 202 Applied Psychology (3)**

Prerequisite: Psychology 105. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required. (3 Lec.)

**(PSY) 205 Psychology Of Personality (3)**

Prerequisite: Psychology 105. Important factors of successful human adjustment such as child/parent relationships, adolescence, anxiety states, defense mechanisms, and psychotherapeutic concepts are considered. Methods of personality measurement are also included. (3 Lec.)

**(PSY) 207 Social Psychology (3)**

Prerequisite: Psychology 105 or Sociology 101. Students may register for either Psychology 207 or Sociology 207 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

**(PSY) 210 Selected Topics In Psychology (3)**

Prerequisite: Psychology 105. An elective course designed to deal with specific topics in psychology. Examples of topics might include "adult development," "adolescent psychology," and "behavioral research." Course may be repeated once for credit. (3 Lec.)

**READING****(RD) 101 College Reading and Study Skills (3)**

Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, notetaking, underlining, concentrating, and memory. (3 Lec.)

**(RD) 102 Speed Reading And Learning (3)**

Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized. Learning and memory skills are also covered. (3 Lec.)

**SMALL ENGINE****(SE) 125 Small Engine Tune-Up (3)**

This course includes the tune-up procedures for small engines including ignition service and carburetion theory and service. Laboratory fee. (90 Contact Hours)

**(SE) 154 Small Engine Service Principles (4)**

This course includes the principles of operation and failure analysis of two and four cycle engines. The principles of basic electricity as applied to small engines are also covered. Laboratory fee. (120 Contact Hours)

**(SE) 156 Small Engine Two Stroke Overhaul (4)**

Overhaul procedures for two stroke engines and drive systems as applied to small engine powered equipment are topics covered in this course. Laboratory fee. (120 Contact Hours)

**(SE) 157 Small Engine Four Stroke Overhaul (4)**

This course includes overhaul procedures for four stroke engines, drive systems, and hydraulic systems, as applied to small engine powered equipment. Laboratory fee. (120 Contact Hours)

**(SE) 158 Small Engine Electrical Systems (4)**

This course includes the theory of operation and troubleshooting procedures for ignition, charging, and accessory systems as applied to small engine powered equipment. Laboratory fee. (120 Contact Hours)


**(SE) 733 Cooperative Work Experience (3)**

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

**(SE) 734 Cooperative Work Experience (4)**

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

**SOCIOLOGY****(SOC) 101 Introduction To Sociology (3)**

This course is a study of the nature of society and the foundations of group life. Topics include institutions, social change, processes, and problems. (3 Lec.) 

**(SOC) 102 Social Problems (3)**

This course is a study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)

**(SOC) 103 Human Sexuality (3)**

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

**(SOC) 203 Marriage And Family (3)**

Prerequisite: Sociology 101 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included. (3 Lec.)

**(SOC) 204 American Minorities (3)**

Prerequisite: Sociology 101 or 6 hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

**(SOC) 207 Social Psychology (3)**

Students may register for either Psychology 207 or Sociology 207 but may receive credit for one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

**(SOC) 209 Selected Topics (3)**

Prerequisite: Sociology 101 or demonstrated competence approved by the instructor. This is an elective course designed to deal with specific topics in sociology. Examples of topics might be: "urban sociology," "women in society," or "living with divorce." As the topics change, this course may be repeated once for credit. (3 Lec.)

**SPANISH****(SPA) 101 Beginning Spanish (4)**

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

**(SPA) 102 Beginning Spanish (4)**

Prerequisite: Spanish 101 or the equivalent. This course is a continuation of Spanish 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

**(SPA) 201 Intermediate Spanish (3)**

Prerequisite: Spanish 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

**(SPA) 202 Intermediate Spanish (3)**

Prerequisite: Spanish 201 or the equivalent. This course is a continuation of Spanish 201. Contemporary literature and composition are studied. (3 Lec.)

**SPEECH COMMUNICATION****(SC) 101 Introduction to Speech Communication (3)**

Theory and practice of speech communication behavior in one-to-one, small group and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations. This course requires college-level skills in reading and writing. (3 Lec.)

**(SC) 105 Fundamentals Of Public Speaking (3)**

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, and outlining. Emphasis is on giving well prepared speeches. (3 Lec.)

# Cedar Valley Index

Academic Information .....	12-16	History of District .....	6
Academic Load Recommended .....	13	Honors .....	14
Academic Progress Requirement .....	23	Housing .....	20
Accreditation .....	4	Instructors (see also Faculty) .....	5
Address Changes .....	12	International Students .....	9
Administrators, District .....	3	International Studies .....	18
Administrators, College .....	4	Intramurals .....	20
Admissions Information .....	8	Job Placement .....	22
Admissions Policy & Requirement .....	8	Learning Resource Center .....	19
Advisement Procedures .....	12	Non Credit Student (audit) .....	12
Application & Admission Procedures .....	9	Non-traditional Learning .....	17
Assessment Procedures .....	11	Organizations .....	20
Associate Degrees .....	14-15	Pell Grant .....	21
Athletics .....	20	Prerequisites .....	12
Attendance of Class .....	13	Probation and Suspension .....	14
Auditing .....	12	Reciprocal Tuition Agreement (TCJC) .....	32
Board of Trustees .....	3	Refund Policy .....	11
Bureau of Indian Affairs .....	23	Residency Requirements .....	10
Calendar .....	2	Responsibilities of District .....	6
Certificate Programs .....	15	Returned Checks .....	11
Chancellor .....	3	SEOG Grants .....	21
Classification of Students .....	13	Schedule Changes .....	12
Continuing Education Programs .....	19	Scholastic Standards .....	12-13
Continuing Education Units (CEU's) .....	19	Selective Service .....	24
Consumer Information .....	7	Short Term Loans .....	22
Cooperative Work Experience .....	18	Social Security Administration .....	23
Course Descriptions .....	58-95	Standards of Conduct .....	25-29
Credit by Examination .....	17	Student Codes & Expectations .....	25-29
Degree Requirements .....	14	Student Development .....	19-20
Dropping a Course or Withdrawing .....	14	Student Employment .....	22
Educational & Special Opportunities .....	16-19	Student Programs & Resources .....	19
Equal Educational & Employment Opportunity Policy .....	7	TPEG Grants .....	21
Evening and Weekend College .....	18	TPEG-SSIG Grants .....	21
Faculty .....	5	Technical/Occupational Programs .....	30-57
Filing Degree & Certificate Plans .....	15	Telecourses .....	17
Financial Aid .....	21-24	Testing & Evaluation Centers .....	20
Flexible Entry Courses .....	17	Transcripts .....	14
Grade Reports .....	14	Transfer of Credits .....	12
Guaranteed Student Loan .....	22	Transfer Program .....	16
Guidance Counseling .....	20	Transfer Students .....	12
Hazelwood Act .....	23	Tuition and Fees .....	9-10
Handicapped Services .....	20	Tutoring .....	20
Health Centers .....	20	Veteran's Benefits .....	23
Hinson Hazelwood Loan Program .....	22	Vocational Rehabilitation .....	23
		Waiving Scholastic Deficiency .....	15

Cedar Valley College  
3030 North Dallas Avenue  
Lancaster, Texas 75134-3799

