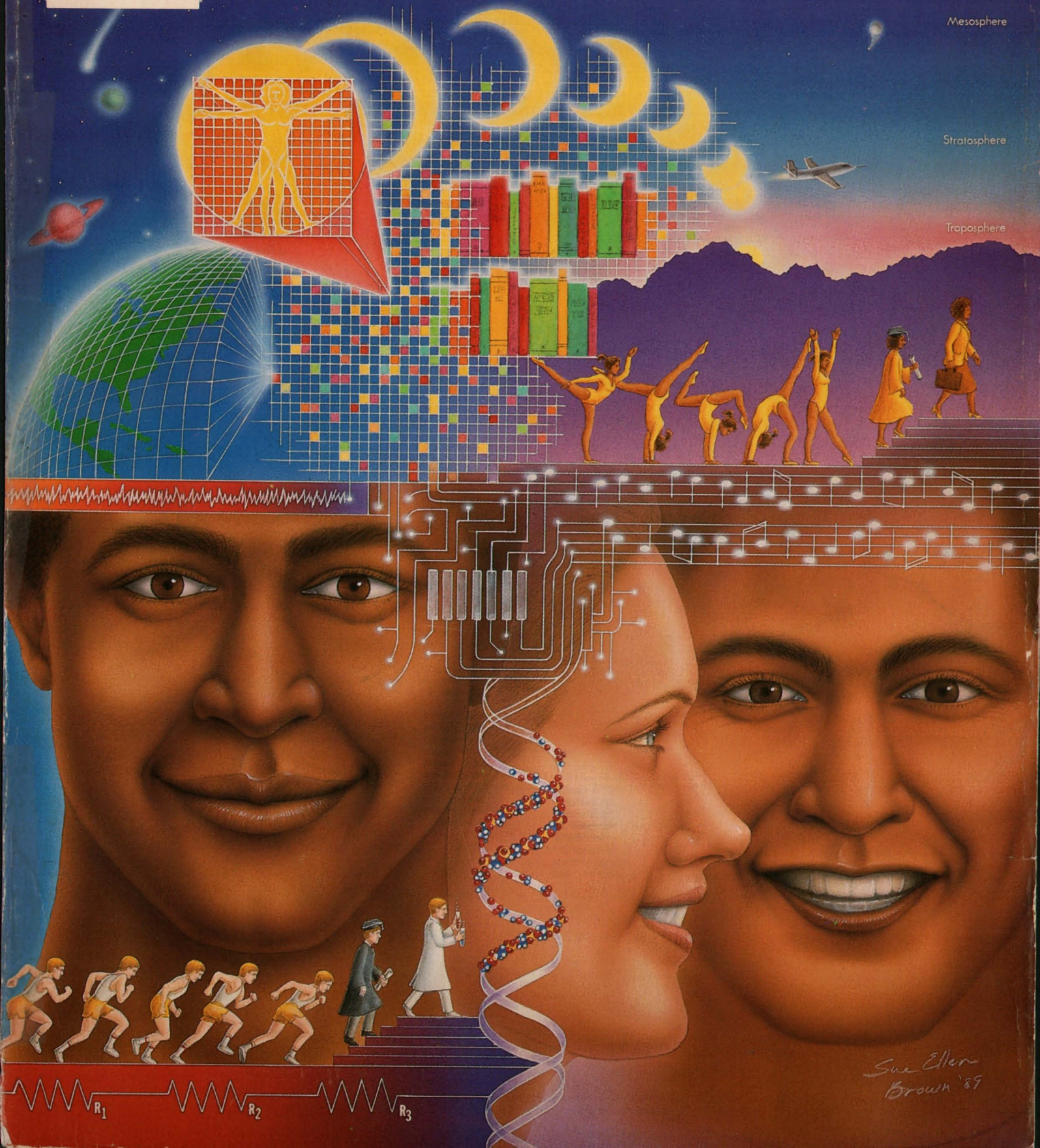


Dallas County Community College District 1989-90 Catalog

Mesosphere

Stratosphere

Troposphere



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TEXAS ACADEMIC SKILLS PROGRAM AND THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

In 1987, the Texas Legislature passed House Bill 2182. This bill, which becomes effective with the 1989 Fall Semester, requires that all Texas public college and university students be tested for reading, writing and mathematics skills. This legislation applies to students enrolling in the Dallas Community Colleges - Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland.

Q. What is the Texas Academic Skills Program (TASP)?

- A.** TASP is a diagnostic testing program to assess the academic skills of students entering Texas public colleges and universities. It is designed to determine if students have the reading, writing and math skills necessary to succeed in college courses. The results of the test will point to specific academic strengths and weaknesses and will help advisors and counselors place students in courses in which they can do well and the necessary skills for college success can be developed. If students score poorly in one or more areas of the test, TASP requires them to enroll in Developmental Studies courses or be involved in other academic skills building efforts until all sections of the test are passed.

Q. Who must take the TASP test?

- A.** Beginning with the Fall 1989 semester, all college students will be expected to take TASP. More specifically, students desiring an Associate of Arts and Sciences Degree, an Associate of Applied Arts and Sciences Degree, a bachelor's degree or students planning to become a certified teacher in Texas **MUST** take and pass TASP.

Q. Are there any exemptions from taking the TASP test?

- A.** Students who have completed at least three (3) credit hours of college-level work prior to the 1989 Fall Semester will be exempt from taking TASP. Courses that count toward this exemption are those taken at the DCCCD or other regionally-accredited colleges or universities, and which will count toward graduation.

The following DCCCD courses or their equivalents will **NOT** count toward the three hours: Any course numbered below 100, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

Q. Must a student take TASP prior to entering a DCCCD college?

- A.** No, it is not necessary that a student take TASP prior to enrolling. However, DCCCD students must take TASP prior to completing fifteen (15) hours of college-level courses. In most cases, 5 courses will equal 15 hours of credit.

Q. If students must take TASP by their 15th credit hour, does this mean they must pass TASP by their 15th credit hour?

- A.** No, students are required only to take TASP prior to completing their 15th credit hour. If students do not "pass" a section or sections of TASP, they will have the opportunity to improve their skills. Students must pass all sections of TASP before they can be awarded a degree from the DCCCD. Students who plan to transfer to a four-year state college or university will not be allowed to take junior or senior courses until they have passed all sections of TASP.

Q. How and when will the TASP test be given?

- A.** The three-part (reading, writing and mathematics) test will be given on a statewide basis at designated testing sites, much like the SAT and ACT tests. Each DCCCD college is a test site. During 1989, the test will be given on June 10, July 29, September 30, and November 18. Testing dates for 1990 will be announced later. TASP registration materials are available in the Counseling Centers and/or Testing Centers of each of the DCCCD colleges.

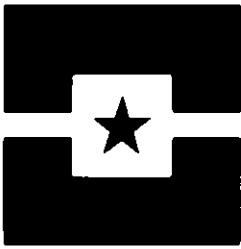
Q. What is the cost of the TASP test? Is there a study guide available?

- A.** The cost for the total test is \$24. An Official TASP Study Guide can be purchased in DCCCD College Book Stores or it can be ordered by writing to TASP Project, P.O. Box 1403478, Austin, Texas, 78714-0347. The cost of the Study Guide is \$12. Study Guides are available for reference use in each of the DCCCD college libraries.

Q. How will TASP affect students planning to attend a DCCCD college?

- A.** Students planning to attend a DCCCD college will continue to complete the usual steps for enrollment. TASP scores should be reported after being admitted by those who have taken TASP. However, for students who have not taken TASP, the college will indicate whether or not they should take the DCCCD's assessment test. Then, before completing their 15th credit hour, students must take the TASP test.

If you would like more information on the Texas Academic Skills Program, please contact the college's Counseling Center.



1989-90 Dallas County Community College District Catalog



Brookhaven College
3939 Valley View Lane
Farmers Branch, Texas 75244-4997



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



Eastfield College
3737 Motley Drive
Mesquite, Texas 75150-2099



El Centro College
Main & Lamar Streets
Dallas, Texas 75202-3604



Mountain View College
4849 West Illinois Avenue
Dallas, Texas 75211-6599



North Lake College
5001 N. MacArthur Blvd.
Irving, Texas 75038-3899



Richland College
12800 Abrams Road
Dallas, Texas 75243-2199

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.

Academic Calendar for 1989-90

Summer Sessions, 1989

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

May 29 (M)	Memorial Day Holiday
May 31 (W)	Registration (Richland Only)
June 1 (R)	Registration (All Campuses)
June 5 (M)	Classes Begin
June 8 (R)	4th Class Day
June 9 (F)	Class Day
June 22 (R)	Last Day to Withdraw With a Grade of "W"

July 4 (T)	Fourth of July Holiday
July 6 (R)	Final Exams
July 6 (R)	Semester Closes
July 10 (M)	Grades Due in Registrar's Office by 10:00 a.m.

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

July 11 (T)	Registration (All Campuses)
July 12 (W)	Classes Begin
July 18 (T)	4th Class Day
August 3 (R)	Last Day to Withdraw With A Grade of "W"
August 15 (T)	Final Exams
August 15 (T)	Semester Closes
August 17 (R)	Grades Due in Registrar's Office by 10:00 a.m.

Fall Semester, 1989

August 21 (M)	Faculty Reports
August 21-24 (M-R)	Registration Period (Varies by Campus)
August 25 (F)	Faculty Professional Development
August 25 (F)	Friday <i>Only</i> Classes Begin
August 26 (S)	Saturday <i>Only</i> Classes Begin
August 28 (M-R)	Classes Begin (M-R) Classes
September 1 (F)	No Friday <i>Only</i> Classes
September 2 (S)	No Saturday <i>Only</i> Classes
September 4 (M)	Labor Day Holiday
September 9 (S)	12th Class Day
November 2 (R)	Last Day to Withdraw With A Grade of "W"
November 23 (R)	Thanksgiving Holidays Begin
November 27 (M)	Classes Resume
December 8 (F)	Final Exams for Friday <i>Only</i> Classes
December 9 (S)	Final Exams for Saturday <i>Only</i> Classes
December 11-14 (M-R)	Final Exams for M-R Classes
December 14 (R)	Semester Closes
December 18 (M)	Grades Due in Registrar's Office by 10 a.m.

Spring Semester, 1990

January 8 (M)	Faculty Reports
January 8-11 (M-R)	Registration Period (Varies by Campus)
January 12 (F)	Faculty Professional Development
January 12 (F)	Friday <i>Only</i> Classes Begin
January 13 (S)	Saturday <i>Only</i> Classes Begin
January 15 (M)	Classes Begin (M-R) Classes
January 25 (R)	12th Class Day
February 15 (R)	District Conference Day
February 16 (F)	No Friday <i>Only</i> Classes
February 17 (S)	No Saturday <i>Only</i> Classes
March 19 (M)	Spring Break Begins
March 23 (F)	Spring Holiday for All Employees
March 26 (M)	Classes Resume
March 29 (R)	Last Day to Withdraw With A Grade of "W"
April 13 (F)	Religious Holidays Begin
April 16 (M)	Classes Resume
May 4 (F)	Final Exams--Friday <i>Only</i> Classes
May 5 (S)	Final Exams--Saturday <i>Only</i> Classes
May 7-10 (M-R)	Final Exams for M-R Classes
May 10 (R)	Semester Closes
May 10 (F)	Graduation
May 14 (M)	Grades Due in Registrar's Office by 10 a.m.

Summer Sessions, 1990

First Summer Session: (Based on 4 day class week, except for first week)*

May 28 (M)	Memorial Day Holiday
May 30 (W)	Registration (Richland Only)
May 31 (R)	Registration (All Campuses)
June 4 (M)	Classes Begin
June 7 (R)	4th Class Day
*June 8 (F)	Class Day (Only Friday Class Day)
June 21 (R)	Last Day to Withdraw With a Grade of "W"
July 4 (W)	Fourth of July Holiday
July 5 (R)	Final Exams
July 5 (R)	Semester Closes
July 9 (M)	Grades Due in Registrar's Office by 10:00 a.m.

Second Summer Session: (Based on 4 day class week except for first week)*

July 11 (W)	Registration (All Campuses)
July 12 (R)	Classes Begin
*July 13 (F)	Class Day (Only Friday Class Day)
July 17 (T)	4th Class Day
August 2 (R)	Last Day to Withdraw With A Grade of "W"
August 14 (T)	Final Exams
August 14 (T)	Semester Closes
August 16 (R)	Grades Due in Registrar's Office by 10:00 a.m.

Dallas County Community College District Board of Trustees



Robert Bettis
Chairman



J. D. Hall
Vice Chairman



Don Buchholz



Jerry Gilmore



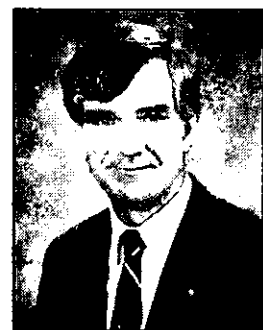
Kenneth M. Pace



Pattie T. Powell



James W. Smith



Lawrence W. Tyree
Chancellor

Dallas County Community College District Administrators

Chancellor	Lawrence W. Tyree
Vice Chancellor of Business Affairs	Ted B. Hughes
Vice Chancellor of Educational Affairs	Jack Stone
Assistant Chancellor of Planning and Development Affairs	Bill Tucker
Executive Assistant to the Chancellor	Jackie Caswell
Associate Vice Chancellor/Educational Affairs	Rodger A. Pool
Associate Vice Chancellor of Business Affairs	Robb Dean
Director of Development	Carole Shlipak
Legal Counsel	Robert Young
Consultant to the Chancellor	Nancy Armes
Director of Career & Continuing Education	Ted Martinez
Director of Information Technology	Jim Hill
Director of Educational Telecommunications	Pam Quinn
Director of Personnel Services and Development	Barbara K. Corvey
Director of Planning, Research and Evaluation	Felix Aquino
Director of Public Information	Claudia Robinson
Director of Purchasing	Mavis Williams
Director of Resource Development	Lyndon McClure
Director of Student and International Programs	Richard McCrary
Director of Technical Services	Paul Dumont

I. GENERAL INFORMATION

History of the Dallas County Community College District

The Dallas County Community College District comprises 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. On December 10, 1987, the Dallas County Community College District broke ground for the \$7 million Bill J. Priest Institute for Economic Development near downtown Dallas. The complex is scheduled for occupancy in February, 1989. All District services to the business community will be available through this central location.

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 (continuing education) 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 16 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

The Dallas County Community College District is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, 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 AND ABBREVIATIONS

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

Add: During any single semester, to enroll in additional course(s) after registration.

Admission: Formal application and acceptance as a credit student. A person wishing to enroll must complete an application, be accepted, and receive a letter of acceptance from the Registrar before registering.

Audit: Enrollment in a credit course without receiving academic credit.

Catalog: The book containing course descriptions, certificate and associate degree requirements, and general information.

Class Schedule: A booklet that is published prior to each semester listing classes, sections, dates, times, instructors' names, and meeting places. This booklet is used by students in preparing personal class schedules each semester.

Common Learning: "General Education" as defined by the Dallas County Community College District. Common Learning courses contain learning experiences that 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; (e) Enrollment in both credit and Continuing Education courses at the same time.

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

Credit: The numerical value assigned to a course (see "Credit Hours/Semester Hours.")

Credit Hours/Semester Hours: The unit of credit earned for course work. Each college course is worth a certain number of credit or semester hours. This number is determined by the type of class and the number of hours per week it meets. For example, a 3 -credit- hour class (English, history, etc.) meets 3 hours per week during

the fall/spring semesters; a 4-credit-hour class (science, languages, etc.) meets 6 hours. Check this catalog or the current class schedule for the value of any course you wish to take.

Credit/Non-credit: Credit classes are those which award academic credit and may apply toward a degree. Non-credit classes do not apply toward a degree and are usually offered through Continuing Education.

DCCCD: Dallas County Community College District composed of Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland Colleges.

Developmental Studies Courses: Courses that develop prerequisite skills in reading, writing, and mathematics. Because of the nature of these courses, the credit earned will not count toward graduation requirements and may not be transferred to colleges outside the DCCCD.

Drop: The act of officially withdrawing from a particular course without penalty before a specified date. See calendar in this catalog for "Last Day to Withdraw." It is the student's responsibility to drop a course by the date published.

Electives: Courses that do not count toward a major but are required for most college degrees. Electives are selected for personal interest, skill development or to increase one's knowledge or understanding. Consult with an advisor before deciding upon electives.

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

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

Former Student: One who has attended a DCCCD college in the past but not during the previous long semester.

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

GPA: Grade Point Average. Two different ways of computing a G.P.A. are utilized. For further explanation, see catalog section titled "Scholastic Standards."

Grade Points: See catalog section titled "Scholastic Standards."

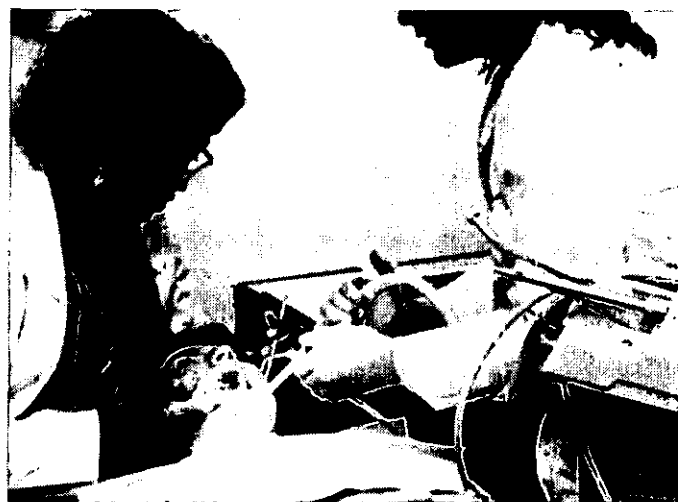
Grades: See catalog section titled "Scholastic Standards."

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. See catalog section on "Academic Information" for more on grades and grade point averages.

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. A prerequisite may be another course (high school or college), an appropriate assessment score, or permission of the instructor.

Probation: A warning for a student whose academic work or behavior is unsatisfactory. Students on academic probation may be suspended if their academic performance does not improve.

Registration: The official process for enrolling in courses. This involves selecting classes with the help of an advisor, completing all registration forms and paying fees. Check the class schedule for registration dates.

Section: A number indicating day/evening, hour, room number, and name of instructor for a particular course. For example, the section number differentiates among the various classes of English 101.

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 five-and-a-half 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.

TASP: Texas Academic Skills Program; see special section in this catalog about this testing program.

Technical/occupational courses: Courses that 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. Consult an advisor regarding transferability if you plan to attend a four-year institution.

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 the 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 that 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, that 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 ending enrollment in classes. A student withdrawing must go through a formal procedure. It is the student's responsibility to withdraw officially by the appropriate date. See the calendar in this catalog or the class schedule for the "Last Day to Withdraw."

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

Documentary evidence of Texas residency must be provided by all applicants claiming Texas residence and requesting resident tuition classification. This evidence must be submitted with the application for admission and must prove twelve (12) months of Texas residency immediately prior to the semester of enrollment. Failure to provide evidence will result in an applicant being classified as a nonresident for tuition/fee purposes. Contact the Admissions Office for specific information detailing required documentation.

Beginning Freshmen

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

- a. 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.
- b. Graduates of an unaccredited high school who are 18 years of age or older.
- c. 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, as long as the combined high school and college class load does not exceed sixteen (16) semester hours. (Each high school course is normally counted as the equivalent of one three-hour course.) 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 records. 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 allowed to register.

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:

1. complete a personal interview with the international student counselor and receive approval from the college,
2. present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher and take the DCCCD



assessment tests,

3. be proficient in English and provide a letter in their own handwriting indicating educational and vocational plans,
4. show evidence of sufficient financial support for the academic year by submitting an I-134 (Affidavit of support) Immigration and Naturalization Service document,
5. 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,
6. fulfill all admission requirements for international students at least 30 days prior to registration,
7. enroll as a full-time student (minimum of 12 credit hours),
8. supply official transcripts for all previous academic work with a minimum "C" average.



In addition to the requirements stated above, international students wishing to transfer from another U.S. higher education institution must also:

1. present documentation indicating "bona fide" non-immigrant status as an F-1 or M-1 student,
2. have pursued a full course of study at the institution last authorized to attend by I.N.S.,
3. present official transcripts verifying that the student:
 - a. was "in-status" for the term immediately preceding this transfer, and
 - b. has a minimum G.P.A. of 2.00 in all college work attempted.

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 transcript from the last high school attended; (2) for college transfer students, official transcripts for all previous college work attempted. The College accrediting agency requires transcripts, and the college uses them in program advisement.

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.

Students entering with academic deficiencies or low assessment scores may be admitted on probation and may be required to enroll in developmental or other programs designated by the College.

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).

Class Fee: Variable special costs of the course not otherwise defined as "Laboratory Fee." Rental costs of specialized equipment and off-campus facilities are examples of "class fees."

Physical Education Activity Fee: \$5 a semester.

Dance 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.

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

TUITION AND STUDENT SERVICES FEE Fall and Spring Sessions

Semester Credit Hours	Dallas County			Out-of-District			Out-of-State or Country		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	\$ 36	\$ 3	\$ 39	\$ 100	\$ 3	\$ 103	\$ 200	\$ 3	\$ 203
2	36	3	39	100	3	103	200	3	203
3	36	3	39	100	3	103	200	3	203
4	48	4	52	132	4	136	244	4	248
5	60	5	65	165	5	170	305	5	310
6	72	6	78	198	6	204	366	6	372
7	84	7	91	231	7	238	427	7	434
8	96	8	104	264	8	272	488	8	496
9	108	9	117	297	9	306	549	9	558
10	120	10	130	330	10	340	610	10	620
11	130	11	141	342	11	353	671	11	682
12	140	12	152	354	12	366	732	12	744
13	150	12	162	366	12	378	793	12	805
14	160	12	172	378	12	390	854	12	866
15	170	12	182	390	12	402	915	12	927
16	180	12	192	402	12	414	976	12	988
17	190	12	202	414	12	426	1037	12	1049
18	200	12	212	426	12	438	1098	12	1110
19	210	12	222	438	12	450	1159	12	1171
20	220	12	232	450	12	462	1220	12	1232

TUITION Summer Sessions

Semester Credit Hours	Dallas County		Out-of-District		Out-of-State or Country	
	Tuition		Tuition		Tuition	
1	\$ 36		\$100		\$200	
2	36		100		200	
3	42		138		200	
4	56		184		268	
5	70		230		335	
6	84		276		402	
7	92		286		469	
8	100		296		536	
9	108		306		603	

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

TUITION REQUIREMENTS FOR LONG TERM:

- Dallas County Residents***** \$12.00 per credit unit through ten credit units and \$10.00 for each additional credit unit over ten credit hours; minimum of \$36.00
- Out-of-District Residents*** \$33.00 per credit unit through ten credit units and \$12.00 for each additional credit unit over ten credit units; minimum of \$100.00
- Out-of-State Residents**** \$61.00 per credit unit; minimum of \$200.00
- Out-of-Country Residents** \$61.00 per credit unit; minimum of \$200.00

SUMMER SESSION

- Dallas County Residents***** \$14.00 per credit unit through six credit units and \$8.00 for each additional credit unit over six credit units; minimum of \$36.00
- Out-of-District Residents*** \$46.00 per credit unit through six credit units and \$10.00 for each additional credit unit over six credit units; minimum of \$100.00
- Out-of-State Residents**** \$67.00 per credit unit; minimum of \$200.00
- Out-of-Country Residents** \$67.00 per credit unit; minimum of \$200.00

The charge for auditing a course is the same as taking the course for credit.

*Provided he has established legal residence in the State of Texas, a student's county of residence is the county in which his legal guardian resides, if he is under 18 years of age and unmarried. Students 18 years of

age and older and all married students are deemed to be residents of the county in which they reside.

**An "Out-of State Resident" is defined to be a student of less than 18 years of age, living away from his family and whose family resides in another state or whose family has not resided in Texas for twelve months immediately preceding the date of registration; or a student 18 years of age or older who has not been a resident of the state twelve months subsequent to his 18th birthday or for the twelve months immediately preceding the date of registration.

***A full-time District employee or his dependent who resides outside Dallas County is eligible for Dallas County tuition rates.

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.

The description of resident and non-resident status contained above are generally applicable, but the determination of residence status for tuition purposes is specifically governed by the provisions of V.T.C.A. Education Code, Section 54.052, the rules and regulations of the Coordinating Board, Texas College and University System, and judicial and/or administrative interpretations thereof. In the event of conflict between the above-noted descriptions and the latter authorities, the latter shall govern.

Pursuant to the authorization contained in the Texas Education Code Section 130.003, subsection (b)(4), the Board has waived the difference in the rate of tuition for non-resident and resident students for a person or his dependent, who owns property which is subject to ad valorem taxation by the District.

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.

educational opportunities. When students enroll in a class, they reserve places that 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

* The first "class day" is to be counted as the officially published date when the semester begins.

Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, 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 or her 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 and the class schedule shall specify the last day for withdrawal with refund.

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. Students may be dropped from courses due to returned checks.

Assessment and Advisement Procedures

Assessment is the process of evaluating readiness for certain college courses and the probabilities for success in those courses. The College has an assessment program for entering students that is a required part of the enrollment process.

The assessment program includes the completion of a questionnaire that documents information on career and work plans, previous academic achievement and other relevant information. Assessment also includes an examination of individual skill levels in reading, writing and mathematics. Information on skills may come from ACT or SAT results, previous college-level work or from scores on the standardized tests administered free of charge by the College.

Because of the importance of such information, students should have official copies of ACT and/or SAT scores and transcripts mailed to the Admissions Office or bring them personally at the time of application. It is the responsibility of the student to make these available.

The assessment program provides information needed in advisement. Academic advisement sessions provide a framework for informed decision-making on the part of students and advisors. Information on a student's skills, abilities, career plans, educational background, life experiences, and motivation is important in helping the student and advisor make selections from the many educational options available.

Details of assessment and advisement procedures are available through the College Counseling Center or in the "Schedule of Classes" each semester.

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 current 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 or she 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, except that a student service fee may not be charged.

Acceptance of Credit In Transfer

Undergraduate credits in transfer will be accepted from colleges and universities recognized by a national accrediting agency equivalent to the Commission on Colleges of the Southern Association of Colleges and Schools. Credits earned through other education programs, such as credit-by-examination, military experience, the U.S. Armed Forces Institute, are reviewed by the Registrar and credit is granted, if applicable.

Official transcripts from all higher education institutions must be on file before the evaluation can be accomplished in the Registrar's Office. Any questions concerning the validity of the document(s) will result in the need to have an official transcript(s) sent directly from the other institution(s) to the Registrar's Office. Transfer students admitted with a grade point deficiency cannot graduate until the deficiency is cleared by earning additional grade points.

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.

TASP (Texas Academic Skills Program) Test

The Texas Academic Skills Program (TASP) is required by state law to ensure that students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. TASP includes a testing component designed to identify and provide diagnostic information about the reading, mathematics, and writing skills of students.

Students entering the DCCCD in Fall 1989 or thereafter must take the TASP prior to accumulating, or during the semester of enrollment in, 15 hours of college credit. Students who have had at least 3 hours of college-level credit prior to Fall, 1989 are exempted from the TASP requirement. Students enrolled in certain DCCCD certificate programs may be exempted from the TASP requirement.

TASP scores may be utilized in place of the DCCCD Assessment Program. Students scoring below a certain level must follow the advice of a counselor or academic

advisor in developing a plan of action for courses. The successful completion of TASP may be a prerequisite to enrollment in some courses.

DCCCD students must pass all sections of TASP prior to being awarded certain Certificates, the Associate in Arts and Sciences Degree, or the Associate in Applied Arts and Sciences Degree. Students planning to transfer must pass all TASP sections before enrolling in upper division (junior or senior level) courses.

For more complete information on TASP or to obtain a copy of the TASP Registration Bulletin, contact the Testing/Appraisal Center. Students must preregister to take TASP. All test fees are borne by the student although financial aid may be available to offset the cost for students deemed eligible.



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 3-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

$$\frac{35}{12} = 2.93$$

The student's transcript and grade reports will indicate two different G.P.A.'s. G.P.A.(1) is based upon all DCCCD courses in which the student received a performance grade of A-F. G.P.A.(2) is based upon grade points earned in all DCCCD courses with the exception of those courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100 and 110, Library Skills 101, Music 199, and Theatre 199 in which a student received a performance grade of A-F. G.P.A. (2) is utilized to determine eligibility for graduation; it is also the G.P.A. considered by four-year institutions when a student transfers.

For repeated courses, only the latest grade earned is included in cumulative grade point averages, even if the latest grade is lower than a preceding grade. However, transcripts do indicate all work completed in the District. 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 re-enroll 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, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199 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 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 6 credit hours. The recommended load limit in a six-week summer session is 6 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:

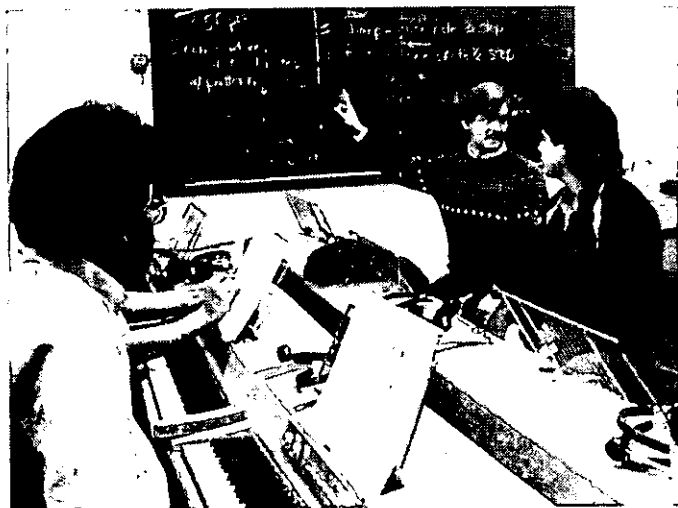
A student who has completed 30 or more credit hours.

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 and in each semester's class schedule.) 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. It is the student's responsibility to drop or withdraw. Failure to do so will result in receiving a performance grade, usually a grade of "F." 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 and the current class schedule. 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 3.5-3.79 are listed on the Vice President's Honor Roll. Full-time students who complete at least 12 hours of credit and average 3.8-4.0 are placed on the President's Honor Roll. Part-time students who take 6-11 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 mailed to the address on record of enrollment to each student at the end of each semester. The grade report contains a listing of all credit courses attempted within the DCCCD, as well as information on academic standing. Interim grade reports are issued for other-than-semester length classes.

DCCCD Transcript of Credit

The DCCCD transcript of credit is a chronological listing of college credit courses attempted within the seven-college system of the DCCCD. The transcript is official if the document is embossed with the College seal and imprinted with the signature of the Registrar.

Upon written request of the student, the Registrar's Office will send an official transcript to the individual student or to any college or agency named. A fee of one (1) dollar (subject to change without notice) will be charged for each transcript requested. There is a minimum of two working days required for processing. A transcript will be released only if all obligations to the DCCCD have been settled.

The Electronic Transcript Network permits member colleges to send transcripts to one another through a computer network. Such transcripts can normally be sent within 24 hours of the request. Member colleges prefer to receive transcripts in this fashion rather than through the generation of an "official transcript."

Transfer credits from other institutions are not recorded on DCCCD transcripts. If a student desires a transcript of work completed at another institution, the student should secure it from that institution.

Degree Requirements

The College confers the Associate in Arts and Sciences Degree and the Associate in Applied Arts and Sciences Degree upon students who have completed all requirements for graduation. Each degree candidate must earn the last 15 hours as a resident student in the District colleges or accrue 45 hours in residence. The last 15 credit hours required for graduation in any degree or certificate may not be earned through credit-by-examination except as approved by the College Vice President of Instruction.

† 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 that 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.

Students entering the DCCCD Fall, 1989, or thereafter, must successfully complete all sections of the TASP (Texas Academic Skills Program) Test before a degree or some certificates can be awarded. See the TASP catalog section for additional information.

The Common Learning Curriculum

The Common Learning curriculum is composed of required courses and clusters of courses designed to advance the learning that 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 Degree must take 34-36 hours in approved Common Learning courses beyond the Core. Candidates for the Associate in Applied Arts and Sciences Degree 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 (English 101, Speech Communication 101, and math course numbered 100 or above), a grade point average of at least "C" (2.0), and a passing score on all sections of TASP (for students entering the DCCCD Fall, 1989 or thereafter) to receive the Associate in Arts and Sciences Degree. These 61 hours may be earned at any District college and must include:

- English 101 (3 credit hours) [A CORE COURSE REQUIREMENT]
- Speech Communication 101 (3 credit hours) [A CORE COURSE REQUIREMENT]
- A math course numbered 100 or above (3 credit hours) [A CORE COURSE REQUIREMENT]
- A sophomore literature course (3 credit hours) to be chosen from English 201, 202, 203, 204, 205, 206, 215, OR 216
- Laboratory Science (8 credit hours) to be chosen from Astronomy, Biology, Chemistry, Geology, Physical Science, OR Physics. (For Astronomy to meet this requirement, the student must successfully complete Astronomy 101 in combination with 103, and Astronomy 102 in combination with 104)
- 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) (NOTE: Neither chronological age nor military service are acceptable excuses for waiving the physical education requirement.)
- Behavioral Science (3 credit hours) to be chosen from Anthropology, Human Development, Psychology, OR Sociology
- History 101 AND 102 (6 credit hours) (NOTE: Only three credit hours of History may be earned through credit-by-examination.)
- Government 201 AND 202 (6 credit hours)

(NOTE: Only three credit hours of Government may be earned through credit-by-examination.)

- Business (3 credit hours) to be chosen from Business, Accounting, Management 136, Computer Information Systems, OR Economics. Cooperative Work Experience courses may not be used to meet Common Learning requirements
- Electives (16 - 18 credit hours)

A maximum of 4 physical education activity hours may be counted as credit toward requirements for graduation. The G.P.A. for graduation is based on the credit earned for all DCCCD work completed and all transfer work. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199 and Theatre 199.

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 (English 101 OR Communications 131, Speech Communication 101, AND a math course numbered 100 or above), a grade point average of at least "C" (2.0), and a passing score on all sections of TASP (for students entering the DCCCD Fall, 1989 or thereafter) to receive the Associate in Applied Arts and Sciences Degree. These 60 hours must include:

- English 101 OR Communications 131 (3 credit hours) [A CORE COURSE REQUIREMENT]
- Speech Communication 101 (3 credit hours) [A CORE COURSE REQUIREMENT]
- A math course numbered 100 or above (3 credit hours) [A CORE COURSE REQUIREMENT]
- Six to eight credit hours chosen from TWO of the following clusters:
 - Laboratory Science: Astronomy, Biology, Chemistry, Geology, Physical Science, OR Physics. (For Astronomy to count as a lab science, the student must successfully complete Astronomy 101 in combination with 103 and Astronomy 102 in combination with 104)
 - Behavioral/Social Science: Anthropology, Government, History, Human Development, Psychology, OR Sociology
 - Humanities: Art 103, a foreign language, Humanities 101, Music 104, Philosophy 102, Theatre 101, English 201, English 202, English 203, English 204, English 205, English 206 English 215, OR English 216
 - Business: Business, Accounting, Management 136, Computer Information Systems, 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 4 physical education activity hours may be counted as credit toward graduation. The G.P.A. for an Applied Arts and Sciences Degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

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. The G.P.A. for a certificate is based only on the hours used to meet certificate requirements. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

Procedure For Filling 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 prior to commencement.

In addition to other graduation requirements, a student has five (5) years from the date of original enrollment in the college granting the degree to complete the specific course requirements detailed in the college catalog. If the student

does not fully complete the course requirements within five (5) years, the student must select a subsequent catalog year, provided the requisite courses are still being offered in the program.

The student has the ultimate responsibility to select and register for courses meeting graduation requirements.

Waiving Of Scholastic Deficiency

Any student in an academic transfer program may transfer to an Applied Arts and Sciences Degree or Certificate 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

The Dallas County Community College District offers a broad range of educational opportunities for the student whose goal is to transfer to a four-year institution. In addition to offering a strong, creative foundation for the freshman and sophomore years, the academic transfer curriculum is coordinated with several four-year institutions to insure the transfer of credits. Although each four-year school is different, students may guarantee transferability of their courses by being active and responsible in the advisement process. By consulting the four-year institution regularly and taking advantage of the resources available at each of the DCCCD colleges, students may insure that the transfer process is a positive experience.

Earning An Associate Degree Prior To Transferring

During the time of attendance in the DCCCD, students may elect to earn a two-year associate degree. The Associate in Arts and Sciences Degree is designed specifically for those students who plan to transfer to a four-year institution. The A.A.S. Degree requires students to complete many of the core courses that will also be required by most senior institutions. The flexibility of this degree program also allows students to complete many of the introductory courses specifically related to their major field of study. Additional information regarding the A.A.S. Degree can be found elsewhere in this catalog or from a counselor or advisor.

There are many advantages to completing the Associate in Arts and Sciences Degree program prior to transferring to a four-year institution. In addition to completing

many of the requirements for a four-year degree program, students are able to attend college close to home, enjoy small class sizes, pay lower costs for tuition and fees, and take advantage of many personalized and creative programs. In addition, students who complete this degree may become more marketable in the work place should plans to complete the bachelor's degree become delayed or unobtainable. However, it is not required that a student complete the A.A.S. Degree prior to transferring.

Choosing A Major And Developing An Educational Plan

Some students will enter college with a clear idea of what major they will choose and to which senior institution they will transfer. However, the fact is that most students do not know where they will transfer or what their major may be.

There are several freshman-level core courses that will apply toward most majors. Students are encouraged to use the first semester to investigate their own interests. By the second or third semester, students should begin to develop a clear sense of which senior institution they will enter and the requirements for their chosen degree program.

The counseling personnel at each of the DCCCD campuses can provide assistance in developing a degree plan for almost any major. Listed below are some of the four-year majors students can begin in the DCCCD:

- Accounting
- Advertising
- Agriculture
- American Studies
- Anthropology
- Architecture
- Art
- Biological Science
- Botany
- Business Administration
- Chemistry
- City/Regional Planning
- Computer Science
- Dance
- *Dentistry
- Dietetics
- Drama
- Economics
- Engineering
- English
- Entomology
- Finance
- Fine Arts
- Foreign Languages
- Forestry
- Geography
- Geology
- Health Sciences
- History
- Home Economics
- Industrial Arts
- Interior Design
- Journalism
- *Law
- Liberal Arts
- Life Sciences
- Management
- Marine Biology

- Marketing
- Mathematics
- Medical Technology
- *Medicine
- Meteorology
- Microbiology
- Music
- Music Education
- Nursing
- Occupational Therapy
- Oceanography
- Optometry
- Pharmacy
- Philosophy
- Photojournalism
- Physical Education
- Physical Science
- Physical Therapy
- Physics
- Political Science
- Psychology
- Public Relations
- Radio/TV/Film
- Recreation
- Social Work
- Sociology
- Speech Communication
- Speech Pathology
- Teacher Preparation
- *Telecommunications
- Theatre
- Veterinary Medicine
- Wildlife Management
- Zoology

* These fields require study beyond the bachelor's degree.

College Resources For Transfer Students

Each of the DCCCD colleges offers many resources designed specifically for those students planning to transfer to a four-year institution. Students are encouraged to take advantage of these resources early in their collegiate experience, particularly if they are undecided upon a major or have not selected a senior institution. Many of the resources can assist students in making informed decisions when selecting courses, choosing a transfer institution, and completing all of the necessary steps in the transfer process.

The Counseling Center

Students are invited to utilize the valuable resources found in the Counseling Center, and are encouraged to seek the advice of a counselor/advisor when planning each semester of study.

The Counseling Center also maintains a number of guides, booklets, and other reference items designed for the transfer student. These materials are outlined below.

Course Selection Guides

Course Selection Guides offer a listing, in DCCCD course numbers, of courses necessary for a number



of majors at many institutions throughout Texas. Course Selection Guides are available for the following majors:

- Accounting
- Aerospace Engineering
- Agriculture
- Architecture
- Art
- Biology
- Business Administration
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Criminal Justice
- Economics
- Electrical Engineering
- English
- Fashion Merchandising
- Finance
- Foreign Languages
- Geography
- Geology
- History
- Industrial Engineering
- Interior Design
- Journalism
- Management
- Marketing
- Mathematics
- Music
- Music Education
- Nursing
- Pharmacy
- Physical Education
- Physical Therapy
- Physics
- Political Science
- Pre-Law
- Pre-Veterinary Medicine
- Psychology
- Radio/Television/Film
- Social Work
- Sociology
- Speech Pathology/Audiology
- Teacher Preparation
- Undecided

Although the information on these guides has been reviewed by officials at the various senior institutions, the content is subject to change, and it is the responsibility of

the student to verify with the institutions of their choice the applicability of this information. Counselors and academic advisors can also assist students with preparation for majors other than those listed above.

Equivalency Guides

Equivalency Guides offer a listing of how every course offered in the DCCCD transfers to a given senior institution. This information is helpful for those students who have selected a senior institution, but have yet to determine a major. Students should note that the transfer equivalencies shown on these guides offer information on how courses are generally accepted by the senior institution, and do not indicate how these courses may apply toward a particular major or degree program. A counselor/advisor can assist students in determining the applicability of courses to a particular major.

Other Resources

The Counseling Center has several other resources to assist transfer students, including a large collection of senior institution catalogs and bulletins, senior college admission application forms, and other specialized brochures and information materials. Students can also take advantage of several computer resources, such as DISCOVER, GIS, and SIGI. These simple computer programs are designed to help students clarify goals, identify career and occupational aptitudes, and research information about senior institutions. In addition, there are many activities planned especially for transfer students. These activities include College Days where officials from senior institutions visit on-campus to talk directly with students, special transfer workshops and seminars, and events designed to assist students in making career decisions.

Choosing A Catalog Year

Students who plan to transfer to a four-year institution have a choice to make regarding their requirements for graduation. Such students may select to graduate under the requirements (A) in existence at the senior institution during the student's initial year of enrollment in a DCCCD college; (B) in existence at the time the major was selected; OR (C) in existence at the actual time of transfer. Students should check with the four-year institution about its policy on this matter.

Transferring students should keep a copy of the DCCCD catalogs, the four-year institution's catalogs, and the Course Selection Guides valid at the time of initial enrollment in the DCCCD and at the time when a major was selected. DCCCD course syllabi should also be maintained.

Other Things To Consider

During the time of study in the DCCCD, students should begin to determine the necessary steps for completing the transfer admission process. The process may require a great amount of preparation, and students should be certain that they understand all of the requirements for admission, such as application deadlines, minimum grade point average requirements, limitation on the number of credit hours that are acceptable in transfer, policies regarding acceptance of repeated courses, housing information, and financial aid application procedures. Students should also consider making a personal visit to

their chosen institution. Many senior institutions plan special activities and campus visitation periods where students can meet with representatives from all areas of the institution.

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 skilled employees 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 that identify additional needs.

Many technical/occupational courses 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 Registrar's Office has knowledge 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 ex-

amination 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 a DCCCD 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 3 credit hours to apply toward the degree requirements in history and only 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 applicable to an Associate in Applied Arts and Sciences Degree or Certificate program. The following guidelines pertain to such evaluations:

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 that is assessing the learning experiences.
3. A student is required to complete at least 12 semester hours of course work with the District, 6 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.



High School Articulation/2+2 Agreements

The College has established a process for evaluating the work of high school vocational graduates to determine if a student can receive college credit for competencies mastered in the high school vocational program. Students should check with the College Dean of Career and Continuing Education or the Counseling Center for more information.

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 which are called "telecourses." Telecourses require the viewing of video programs on local cable systems, KDTN, Channel 2 or at campus Learning Resource Centers. Reading, writing and study guide assignments are required, as well as attendance at an on-campus orientation session. Three or four tests are administered on campus during each telecourse, and some courses require discussion meetings, laboratory sessions or field trips. Campus visits are scheduled for times convenient to students.

Content and credit for telecourses are equivalent to that of courses taken on campus. All telecourses are noted in the course description section of this catalog and their schedules included in the college class schedule. Telecourses may be taken in conjunction with on-campus classes, and students may enroll for them through normal registration processes. For more information, call the Telecourse Hotline: 324-7780.

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:

- complete a student application form,
- have completed at least six semester hours in an occupational major or secure waiver of requirement from the instructor,
- declare a technical/occupational major or file a degree plan,
- 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 that include cooperative education are indicated in this catalog.

International Studies

Each year a number of summer-abroad, intensive courses combine learning experiences with foreign travel. Such intensive courses are under the direct supervision of faculty, and college credit may be earned by students who successfully meet the learning objectives established for these courses. In previous years these courses have been offered in Austria, Australia, China, France, Great Britain, Germany, Russia, Jamaica, Spain, and Italy. Most of these courses are offered during the summer, and a complete listing for 1989-90 can be secured from the District Office of Student and International Programs (746-2410).

There are several semester-abroad programs available in Aix-en-Provence, France, in Puebla, Mexico, and in London, England at colleges in those countries. Prior knowledge of French is not required for participation in the France programs, although students are expected to enroll in such language courses during their period of participation. Semester-abroad opportunities are designed for mature students with at least a 2.5 cumulative grade point average.

Human Development Courses

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 credits which transfer to most 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, a course combining aspects of interpersonal communications and public speaking, is required for DCCCD associate degrees.

Developmental Studies

Students whose assessment test scores (DCCCD, SAT, ACT, or TASP) indicate they lack the skills necessary to be successful in college-level courses will be advised to enroll in developmental courses. Successful completion of these courses will provide prerequisite skills for college-level work. Other students who wish to review and improve basic skills may also elect to take one or more developmental courses.

Reading, writing and mathematics courses are offered in classroom settings with laboratory support. These developmental courses provide instruction directly related to students' personal, academic and career goals.

Evening And Weekend College

In dynamic, growing communities such as those encompassing this college district, people have continuing educational needs, yet many of them have work schedules and personal involvements that make it impossible for them to attend college during normal daytime hours. For this reason, most courses offered during the day are also available in the evening and weekend college. 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 instructional media services.

The library is a place where students can find print 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. In addition to print materials and reference help, the library may provide slides, tapes, compact discs, computer software, 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.

Instructional media services support the classroom instructional program and are 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

Within the Dallas County Community College District, Continuing Education is an educational development process that creates an instructional delivery system that is

flexible, diverse, visionary, and responsive to the needs of its public, private, and corporate citizens. Continuing Education provides non-credit skills training, personal and professional courses, and programs for human, community, and economic development, and thus expands the available educational opportunities for all persons of all ages to participate in college programs.

Continuing Education instructors are professionals from the community chosen because they have proven experience in their field. Their objective is to share their knowledge, insight and expertise, to insure that students acquire a knowledge of the subject, and through a meaningful learning experience become equipped to better serve their community, business, and themselves.

Courses are offered as seminars, workshops and institutes—the type of course is determined by the nature of the material, instructional approach, and the needs of the students. Usually there are no entrance requirements or examinations; however, some courses may have age restrictions and others may require a certain amount of experience in the subject field for enrollment. Admission is on a first-come, first-served basis. Registration is quick and easy, and may even be accomplished by phone. Continuing Education classes are held on the campus of each college and in a variety of locations throughout the community. Classes and activities are conducted throughout the week, both during the day and evening hours, and also on Saturday and Sunday.

Because of the nature of Continuing Education course offerings, textbooks may not be required in some courses; however, other courses will require the purchase of texts and/or special class materials. To enhance the educational experience of those students who enroll in Continuing Education classes, library privileges are afforded every student during the term in which they are registered.

Scholarship funds are available for specific vocationally oriented courses. To apply for these scholarship funds please inquire at the Continuing Education Office.

Continuing Education Units (CEU's)

College credit may be awarded for some courses related to DCCCD vocational/technical/occupational programs. Special enrollment criteria and other restrictions apply before consideration can be given to student requests for Continuing Education/credit transfers. Inquire at the Continuing Education Office for more specific information. For those vocational/technical courses for which no college credit is awarded, Continuing Education Units (CEU's) are transcribed upon successful completion of the course. In all recognized educational circles, one CEU is equal to "ten contact hours of participation in an organized Continuing Education or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is a means of recording and accounting for Continuing Education activities and meeting the certification requirements of certain professional organizations.

The Business and Professional Institute

The Business and Professional Institute (B.P.I.) develops and delivers training programs and provides services to businesses, industries, government agencies, and professional associations. The Institute custom designs training or provides college credit programs on request to be

taught on any of the college campuses or on-site at an office or plant. The duration of training or services is adjusted to meet special requirements and is based on a per-hour contract cost. A B.P.I. office is located on each campus and is staffed with training experts to assist the business community in identifying needs, developing programs and delivering training requests. Other B.P.I. services include conference planning, fitness/wellness programs, teleconferencing, basic skills assessment, and small business development assistance.

The Edmund J. Kahn Job Training Center

The Edmund J. Kahn Job Training Center provides skill training and basic education instruction to unemployed and underemployed adults as well as youths who have dropped out of high school. Graduates from this program are ideally suited to be placed as employees of the Business Incubation Center tenants or placed in entry level positions with corporations with whom the BPI is contracting.

The Small Business Development Center (SBDC)

In addition to providing counseling, training, and resources to small businesses throughout Dallas County, the Small Business Development Center provides incubator tenants with free one-on-one counseling in business management concerns, training programs, and referrals to other business professionals and services in the community.

The Center For Government Contracting

The Center for Government Contracting provides assistance to small business owners who are interested in becoming contractors with governmental agencies or sub-contractors with large corporations who have government contracts. As a result of this assistance, if a contract is obtained, it usually means that additional employees are required. The Edmund J. Kahn Job Training Center can be a source for these employees. The Center for Government Contracting can serve the SBDC clients and can provide potential subcontracts for BPI clients.

The Business Incubation Center

The Business Incubation Center provides the same services as the Small Business Development Center but will also give new businesses a place to operate in a nurturing environment for one to three years. Services provided to incubator tenants, in addition to those services provided by the SBDC, will include the following:

- Accounting
- Child Care
- Conference Rooms
- Copier
- Financial Planning Assistance
- Mail
- Marketing & Advertising Consultancy
- Notary
- Parking
- Reception
- Secretary/Clerical
- Shipping & Receiving
- Teleconferencing Facilities
- Telephone Answering

Child Care Center

A Child Care Center is provided for the Bill J. Priest Institute for Economic Development and is a

support service for students in the Job Training Center and for tenants of the Business Incubation Center.

International Trade Resource Center

The International Trade Resource Center is a small business development center for businesses interested in export. Counseling, seminars, and referrals are all part of the services offered by the Center.

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 Resources Office plans and presents a wide variety of programs and activities for the general campus population and the surrounding community, including lectures, art gallery activities, and performance events. Programs often are coordinated with the various instructional divisions to provide students with valuable educational experiences. Leadership conferences, retreats, and service learning programs offer students opportunities to develop skills that can enrich the quality of their own lives and the life of their community. Student Programs and Resources seeks to involve students meaningfully in campus life. Recent research in higher education indicates that for many students involvement is an important contributor to academic success.

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 develop and clarify educational plans and make appropriate choices 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 emotional problems.

Tutoring Services

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



Testing/Appraisal 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.

The Student Code of Conduct provisions regarding disruptive behavior and/or academic dishonesty apply equally to Test Centers as they do to classroom settings. Irregularities will be referred to the proper authorities for disciplinary action.

Health Center

Health is the most fundamental human need, and a high standard of physical and mental health is desirable for 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, 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.

Placement Services

The Dallas County Community College District provides job placement services free of charge to DCCCD students (credit and non-credit), alumni, and those in the process of enrolling. Staff members provide assistance by utilizing the computerized Career Planning and Placement System. This system contains lists of job openings in a variety of fields throughout the Metroplex. Staff members also provide assistance with establishing employment

contacts, pre-employment skills training, job interviewing, writing a resume and cover letter, and developing job search strategies leading to success.

Special Services

The Special Services Office offers a variety of support services to enable students with disabilities to participate in the full range of college experiences. Services are arranged to fit the individual needs of the student and may include sign language interpreters, notetakers, tutors, mobility assistants, and loan of wheelchairs, audio tape recorders, talking calculators and audio tests (for those students with visual impairments or learning disabilities). Academic, career and personal counseling are also available. Students with special needs 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 Special Services Office or the Counseling Center.

Student Organizations

Information about participation in any organization may be obtained through the Student Programs and Resources 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 athletics teams is voluntary on a non-scholarship basis for students who meet requirements established by the Metro Athletic Conference. Some sports are associated with the National Junior College Athletic Association. 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 encourages participation. For additional information contact the intramural director in the Physical Education Office or the Student Programs and Resources 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.

Campus Safety Department

Campus safety is provided within the framework of state law to "protect and police buildings and grounds of state institutions of higher learning." Because all laws of the state are applicable within the campus community, specially trained and educated personnel are commissioned to protect college property, personal property, and individuals on campus. Officers of the Campus Safety Department are licensed Peace Officers of the State of Texas. These officers are vested with full authority to enforce all Texas laws and rules, regulations, and policies of the College, including the Code of Student Conduct.

VII. FINANCIAL AID

Financial aid is available to help those students who, without such aid, would be unable to attend college. The primary resources for meeting the cost of education are the student, the parents and/or spouse. Financial aid, however, can remove the barriers for those families who cannot afford the cost of education beyond high school and can fill in the gap for families who can afford only part of the cost.

How to Apply

All students must complete the Financial Aid Application and return it to the Financial Aid office of the DCCCD college the student plans to attend. The Financial Aid Form of the College Scholarship Service must be completed using data from the 1040 Income Tax Return. This form is used to provide an analysis of financial need. It may be obtained from a high school counselor or from any DCCCD Financial Aid office. The FAF is to be mailed directly to the College Scholarship Service with the required processing fee noted on the form. Allow 4 to 6 weeks for the processing. The student should mail the FAF at least one month before the priority deadline for the semesters for which the student is applying.

1. The Department of Education will randomly select some applicants and require that information reported on the FAF or PELL Grant application be verified for accuracy. If the student's application is one that is selected, the student will be required to provide additional documents before financial assistance can be awarded.
2. All eligible non-citizens must submit a copy of an INS card as proof of immigration status before financial assistance can be awarded.

For students who attended other colleges, universities, vocational or trade schools (including our DCCCD colleges), a Financial Aid Transcript must be sent from each institution to the Financial Aid office of the school where the student is applying. This procedure is required even though

the student may not have received financial assistance at the previous institution.

Students born after December 31, 1959, and who are required under the Military Selective Service Act to register for the draft, must do so before financial aid can be approved. All students who apply for financial aid must sign a Registration Compliance Statement giving their selective service registration status before financial aid can be awarded.

Deadlines for Applying

Application for financial assistance received by the following dates will be given first priority:

Academic Year — July 1

Spring Only — November 1

Summer Sessions — May 1

Applications received after these dates will be processed as time and availability of funds permit. Late applicants need to be prepared to pay their own registration costs until action on their application can be completed.

The student must reapply for financial assistance every year. The award does not continue automatically beyond the period awarded.

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 cost of attending college. A time limit on a student's eligibility does exist depending on the student's undergraduate program of study.

All students applying for financial assistance through the College must apply for a Pell Grant. This is generally done through the FAF application discussed earlier. 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 6 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 exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. The maximum award for an academic year is \$4,000; 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. Priority is

given to students receiving Pell Grant. Students must apply each year for the SEOG.

Texas Public Educational Grant (TPEG)

The TPEG Program was enacted by the 64th Texas legislature to assist needy students attending state supported colleges in Texas. To be eligible students must show financial need and be making satisfactory academic 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 Program is a state grant that is matched with federal funds to provide financial assistance to needy students attending state-supported colleges in Texas. No more than 10% of the funds may be awarded to non-resident students. To qualify, students must enroll for at least 6 credit hours per semester, make satisfactory academic progress toward their educational goal, and have financial need. The maximum grant for an academic year is \$2,500; 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 needy 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

Stafford Loans (formerly GSL)

The Higher Education Act of 1965, as amended, provided for student loans from private commercial lending agencies such as banks, savings and loan associations, credit unions and insurance companies. To be eligible students must now have financial need, make satisfactory academic progress toward their educational goal, and be enrolled for at least six (6) credit hours. As an undergraduate, the student may borrow up to \$2,625 per year for the first two academic years and a maximum of \$17,250 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%. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Dept. of Education pays 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.

1. After July 1, 1988, the interest rate for first time borrowers will increase from 8% to 10% in the fifth year of repayment. The minimum payment will be \$50 per month, and the loan must be repaid within 10 years. Lenders may charge a 5% loan 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.
2. Under the Supplemental Loans to Students (SLS) Program, independent undergraduate students may be eligible to borrow up to \$4,000 per academic year. Recent legislation requires an undergraduate to complete a needs analysis to determine whether there is Pell or GSL eligibility before an SLS loan can be completed, however. The loan maximum is \$20,000 for all the years of undergraduate study. The interest rate is variable, ranging from 9% to 12%. Repayment begins within 60 days after disbursement of the loan, except that the borrower is entitled to a deferment of the principal for at least half time enrollment. Most lenders will capitalize the interest if the payments are deferred. Under the PLUS Program, parents may now borrow up to \$4,000 per year for each dependent undergraduate student with the loan maximum for each eligible student of \$20,000.
3. The current interest rate is variable. Repayment of principal and interest begins within 60 days after disbursement of the loan.

Hinson-Hazelwood College Student Loan Program (HHCSLP)

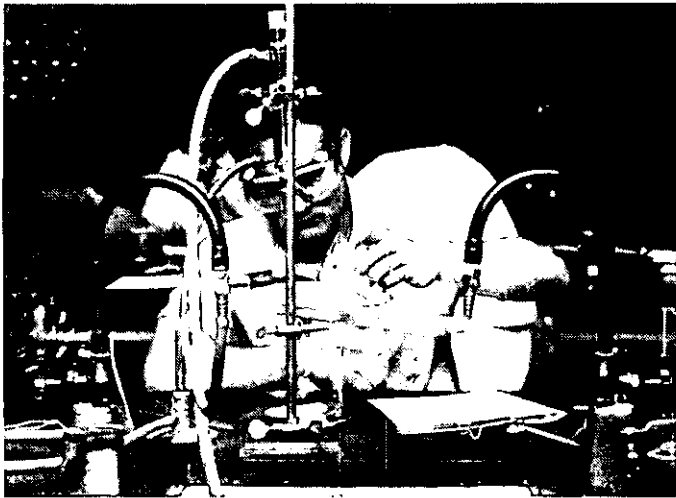
The Hinson-Hazelwood Loan is a state-funded Guaranteed Student Loan Program for students who are attending Texas colleges and are eligible to pay Texas resident tuition rates. All Hinson-Hazelwood Loan applicants must demonstrate financial need before a loan can be approved. The loan limit has been raised to \$2,625 for the first two years of undergraduate study and a maximum of \$17,250 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 the family's financial condition. A 5% loan origination fee and an insurance premium on the life of the student will be taken from the total amount of each loan. The interest rate currently is 7% per year simple interest. No interest or payments are paid by the student while enrolled at least half-time or during the six month grace period.

The interest rate will remain the same throughout the life of the loan. The minimum payment will be \$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 to students. Loans are

usually limited in amount and bear no interest. These loans must be repaid within 60 days of the date of the loan. 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 are making satisfactory academic progress toward their educational goals and are enrolled for at least 6 credit hours. The wage rate is \$4.25 per hour and most students work 15 to 20 hours per week. Students are paid on the last working day of the month. The amount students can earn in a school year is determined by the amount of financial need and other aid awarded as part of the financial aid package. The majority of the students are employed on campus; however, some off-campus employment is also available. Students must apply each year for College Work-Study.

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 jobs 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 or the Registrar's Office

for 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.

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
Federal Office Building
P.O. Box 368
Anadarko, OK 73005
(405) 247-6673

Veteran's Benefits Program

The Veteran's 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 Texas 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 grants. 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

Federal law requires that students must be making satisfactory progress in their course of study in order to receive financial aid. DCCCD policy requires the following:

The Grade Point Average (G.P.A.) Requirement:

1. A student must maintain a 2.0 G.P.A. for each semester or the combined summer sessions for which an award is approved.
2. A new applicant must have a cumulative 2.0 G.P.A. 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 G.P.A. 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, not 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 G.P.A. 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. During the first period of suspension, the student must enroll at least half-time for one semester at a District college, pay the expenses related to that enrollment and maintain the standards of academic progress before eligibility for financial aid will be reestablished.
5. If failure to meet satisfactory progress results in a second suspension from financial aid, the student must

enroll at least half-time for the equivalent of two semesters at a District college, pay the expenses related to that enrollment and maintain the standards of academic progress before eligibility for financial aid will be reestablished.

6. Following any period of suspension, the student will again be eligible for funding on a probationary basis for one semester or combined summer session.
7. If failure to meet satisfactory progress results in a third suspension from financial aid, no additional aid will be awarded.
8. 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 his or her 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 by the Director of Financial Aid due to mitigating circumstances.

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.
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. courses taken by audit; and
 - b. courses taken outside the degree plan; however, developmental course, 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.

CODE OF STUDENT CONDUCT

1. PURPOSE

The purpose of this document is to provide guidelines to the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn, to grow, and to develop. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise these freedoms with responsibility.

2. POLICIES, RULES, AND REGULATION

a. Interpretation of Regulations

Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

b. Inherent Authority

The college reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

c. Student Participation

Students are asked to assume positions of responsibility in the college judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the college administration and in the Board of Trustees.

d. Standards of Due Process

Students who allegedly violate provisions of this code are entitled to fair and equitable proceedings under this code.

The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the college may result.

e. Prohibited Conduct

Students may be accountable to both civil authorities and to the college for acts which constitute violations of law and this code. Disciplinary action at the college will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

f. Definitions In this code:

- (1) "aggravated violation" means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.
- (2) "cheating" means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- (3) "college" or "institution" means the colleges of the Dallas County Community College District.

- (4) "college premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.
- (5) "college-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.
- (6) "collusion" means the unauthorized collaboration with another person in preparing work offered for credit.
- (7) "complaint" means a written summary of essential facts which constitute an alleged violation of published college regulation or policy.
- (8) "controlled substance" and "illegal drugs" are those as defined by the state-controlled substances act, as amended.
- (9) "distribution" means sale or exchange for personal profit.
- (10) "fabrication" means intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- (11) "group" means a number of persons who are associated with each other and who have not complied with college requirements for registration as an organization.
- (12) "hazing" is defined in Appendix B of this code.
- (13) "intentionally" means conduct that one desires to engage in or one's conscious objective.
- (14) "organization" means a number of persons who have complied with college requirements for registration.
- (15) "plagiarism" means intentionally representing the words or ideas of another as one's own in any academic exercise.
- (16) "published college regulation or policy" means standards of conduct or requirements located in the:
 - (a) College Catalog
 - (b) Board of Trustees Policies and Administrative Procedures Manual
 - (c) Student Handbook
 - (d) Any other official publication
- (17) "reckless" means conduct which one should reasonably be expected to know would create a substantial risk or harm to persons or property or which would otherwise be likely to result in interference with normal college or college-sponsored activities.
- (18) "sanctions" means any or all of the punitive actions described in Appendix A of this code.
- (19) "student" means a person who has paid fees and is taking or auditing courses through the Dallas County Community College District.
- (20) "violation" means an act or omission which is contrary to a published college regulation or policy.
- (21) "weapon" means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, knives, clubs, or similar weapons which are defined and prohibited by the state penal code, as amended.

- (22) "will" and "shall" are used in the imperative sense.

g. Prohibited Conduct

The following misconduct is subject to disciplinary action:

- (1) intentionally causing physical harm to any person on college premises or at college-sponsored activities, or inten-

tionally or recklessly causing reasonable apprehension of such harm or hazing.

- (2) unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
- (3) intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on college premises or at college-sponsored activities.
- (4) intentionally interfering with normal college or college-sponsored activities, including, but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.
- (5) knowingly violating the terms of any disciplinary sanction imposed in accordance with this chapter.
- (6) unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.
- (7) intentionally furnishing false information to the college.
- (8) forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
- (9) unauthorized use of computer hardware or software.
- (10) all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- (11) intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.
- (12) theft of property or of services on college premises or at college-sponsored activities; having possession of stolen property on college premises or at college-sponsored activities.
- (13) intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
- (14) failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
- (15) violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.
- (16) use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
- (17) unauthorized presence on or use of college premises.
- (18) nonpayment or failure to pay any debt owed to the college with intent to defraud.

(Appropriate personnel at a college may be designated by college or District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily "block" admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the VPSD for appropriate action under this code. Such referral does not prevent or suspend proceedings with other appropriate civil or criminal remedies by college personnel.)

- (19) use or possession of an alcoholic beverage on college premises with the exception of specific beverage-related

courses within the El Centro food service program.

Sanctions for violations of prohibited conduct for (1) through (6) may result in **EXPULSION**; for (7) through (12) may result in **SUSPENSION**; for (13) through (19) may result in sanctions other than expulsion or suspension.

Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

3. DISCIPLINARY PROCEEDINGS

a. Administrative Disposition

(1) Investigation, Conference and Complaint

- (a) When the Vice President of Student Development (VPSD as referred to in this code) receives information that a student has allegedly violated a published college regulation or policy, the VPSD or a designee shall investigate the alleged violation. After completing the preliminary investigation, the VPSD may:

- (i) Dismiss the allegation 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 alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

The VPSD will notify the complainant of the disposition of the complaint. If the VPSD dismisses the allegation, the complainant may appeal to the President for review in writing within (5) working days after disposition.

- (b) The President or a designee may suspend a student immediately and without prior notice for an interim period pending disciplinary proceedings, when there is evidence that the continued presence of the student on college premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal college functions. A student who is suspended on an interim basis shall be given an opportunity to appear before the President or a designee within five (5) working days from the effective date of the interim suspension. A hearing with the President shall be limited to the following issues only.

- (i) the reliability of the information concerning the student's conduct, including the matter of his or her identity; and
- (ii) whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others or to the stability and continuance of normal college functions.

After the hearing, the President or designee may modify the interim suspension as reasonable to protect the student, public, and college.

- (c) No person shall search a student's personal possessions for the purpose of enforcing this code unless the student's prior permission has been obtained or unless a law enforcement officer conducts the search as authorized by law.

(2) Summons

- (a) The VPSD shall summon a student regarding an alleged violation of this code by sending the student a letter. The letter shall be sent by certified mail, return receipt requested, addressed to the student at his or her last known address as it appears in the records of the Registrar's Office or shall be delivered personally to the student.

(b) The letter shall direct a student to appear at a specific time and place not less than five (5) working days after the date of the letter. The letter shall describe briefly the alleged violation and cite the published college regulation or policy which allegedly has been violated.

(c) The VPSD has authority to place a student on disciplinary probation if the student fails, without good cause, to comply with a letter of summons, or to apply sanctions against the student as provided in this code.

(3) Disposition

(a) At a conference with a student in connection with an alleged violation of this code, the VPSD shall provide the student with a copy of this code and discuss administrative disposition of the alleged violation.

- (i) If a student accepts the administrative disposition, the student shall sign a statement that he or she understands the charges, his or her right to a hearing or to waive same, the penalty or penalties imposed, and that he or she waives the right to appeal. The student shall return the signed form by 5:00 p.m. of the day following administrative disposition.
- (ii) If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The VPSD shall note the date of refusal in writing and the student shall acknowledge in writing such date.

Administrative disposition means:

- the voluntary acceptance of the penalty or penalties provided in this code.
- other appropriate penalties administered by the VPSD.
- without recourse by the student to hearing procedures provided herein.

(b) The VPSD shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of Campus Security, to the complainant, and to other appropriate officials.

b. Student Discipline Committee

(1) Composition: Organization

- (a) When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the Student Discipline Committee. The hearing request must be made to the VPSD in writing, on or before the sixth (6th) working day after the date of refusal of administrative disposition. The committee shall be composed of equal numbers of students, administrators and faculty of the college. The committee and its chair shall be appointed by the President for each hearing on a rotating basis or on a basis of availability. The committee chair will be selected from the administration or faculty.
- (b) 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 expected to attend all meetings and 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 VPSD shall represent the college before the Student Discipline Committee and present evidence

to support any allegations of violations.

(2) Notice

- (a) The committee chairman shall notify the student of the date, time, and place for the hearing by sending the student a letter by certified mail, return receipt requested, addressed to the student at his or her address appearing in the Registrar's Office records. The letter shall specify a hearing date not less than five (5) nor more than (10) working days after date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.
- (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 notice shall advise the student of the following rights:
 - (i) To a private hearing or a public hearing (as he or she chooses);
 - (ii) To appear alone or with legal counsel if the alleged violation subjects the student to expulsion or suspension. The role of legal counsel is limited as provided in the code;
 - (iii) To have a parent or legal guardian present at the hearing;
 - (iv) To know the identity of each witness who will testify;
 - (v) To cause the committee to summon witnesses, and to require the production of documentary and other evidence possessed by the College;
 - (vi) To cross-examine each witness who testifies;
- (d) A student who fails to appear after proper notice and without good cause will be deemed to have pleaded guilty to the violation pending against him. The committee shall impose appropriate penalty and notify the student in the same manner as the notice of hearing.
- (e) Legal counsel who represents a student in a hearing where the alleged violation subjects the student to expulsion or suspension is limited to advising and assisting the student. This limitation means that legal counsel shall not cross-examine witnesses, make objections, testify, or perform other similar functions generally associated with legal representation. The same preceding limitation applies to counsel who represents the college. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject the student to expulsion or suspension.

(3) Preliminary Matters

- (a) Charges arising out of a single transaction or occurrence, against one or more students, may be heard together, or, upon request by one of the students-in-interest, separate hearings may be held.
- (b) There will be disclosure of all evidence to both sides prior to the hearing.
- (c) At least by 12:00 noon, five (5) full working days before the hearing date, the student concerned shall furnish the committee chairman with:
 - (i) The name of each witness he or she wants summoned and a description of all documentary and other evidence possessed by the college which he or she wants produced.
 - (ii) An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing;
 - (iii) The name of the legal counsel, if any, who will appear with the student;
 - (iv) A request for a separate hearing, if any, and the grounds for such a request.

(4) Procedure

- (a) The hearing shall be conducted by the chairman who shall provide opportunities for witnesses to be heard. The college will be represented by legal counsel if the student is represented by legal counsel in a hearing where the student is subject to expulsion or suspension.
- (b) If a hearing may result in expulsion or suspension of a student, the college will have a court reporter present to transcribe the proceedings. If a hearing will not result in expulsion or suspension of a student, legal representation is not permitted and recording of the hearing by any means is not permitted unless authorized by law.
- (c) If the hearing is a private hearing, the committee shall proceed generally as follows:
 - (i) Persons present: the complainant, the VPSD and the student with a parent or guardian if desired.
 - (ii) Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
 - (iii) The VPSD shall read the complaint;
 - (iv) The VPSD shall inform the student of his or her rights, as stated in the notice of hearing;
 - (v) The VPSD shall present the college's case;
 - (vi) The student may present his or her defense;
 - (vii) The VPSD and the student may present rebuttal evidence and argument.
 - (viii) The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
 - (ix) The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
 - (x) A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in (ix) above.
- (d) If the hearing is a public hearing, the committee shall proceed generally as follows:
 - (i) Persons present: the complainant, the VPSD and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:
 - Faculty Association
 - College Newspaper
 - PresidentOther persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities.
 - (ii) Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
 - (iii) The VPSD shall read the complaint;
 - (iv) The VPSD shall inform the student of his or her rights, as stated in the notice of hearing;
 - (v) The VPSD shall present the college's case;
 - (vi) The student may present his or her defense;
 - (vii) The VPSD and the student may present rebuttal evidence and argument;
 - (viii) The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
 - (ix) The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the

student in the same manner as the notice of hearing.

- (x) A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in (ix) above.

(5) Evidence

- (a) Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.
- (b) The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling or Guidance Center 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.
- (c) The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, presented by the VPSD, that the student violated a published college regulation or policy.
- (d) All evidence shall be offered to the committee during the hearing.
- (e) A student defendant may choose not to testify against himself or herself. The committee will make a determination based on the evidence presented.

(6) Record

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 other materials considered by the committee; and the committee's decisions.

(7) Petition for Administrative Review

- (a) A student is entitled to appeal in writing to the President who may alter, modify, or rescind the finding of the committee and/or the penalty imposed by the committee. A student is ineligible to appeal if the penalty imposed is less than suspension or expulsion. The President shall automatically review every penalty of expulsion. Sanctions will not be imposed while appeal is pending.
- (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. An appeal from the Student Discipline Committee is by review of the record (not *de novo*).
- (c) A petition for review is informal but shall contain, in addition to the information required, the date of the Student Discipline Committee's action and the student's reasons for disagreeing with the committee's action. A student shall file his or her petition with the President on or before the third working day after the day the Discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the

Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor 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; however, none may increase the penalty. They may receive written briefs and hear oral argument during their review.
- (e) The President, Chancellor and Board of Trustees shall modify or set aside the finding of violation, penalty, or both, if the substance rights of a student were prejudiced because of the Student Discipline Committee's finding of facts, conclusions or decisions were:
 - (i) in violation of federal or state law or published college regulation or policy;
 - (ii) clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or
 - (iii) capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

APPENDIX A - SANCTIONS

1. Authorized Disciplinary Penalties:

The VPSD or the Student Discipline Committee may impose one or more of the following penalties for violation of a Board policy, College regulation, or administrative rule:

- a. Admonition
- b. Warning probation
- c. Disciplinary probation
- d. Withholding of transcript of degree
- e. Bar against readmission
- f. Restitution
- g. Suspension of rights or privileges
- h. Suspension of eligibility for official athletic and nonathletic extracurricular activities
- i. Denial of degree
- j. Suspension from the college
- k. Expulsion from the college

2. Definitions:

The following definitions apply to the penalties provided above:

- a. An "Admonition" means a written reprimand from the VPSD to the student on whom it is imposed.
- b. "Warning probation" means 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.
- c. "Disciplinary probation" means 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 as illustrated by, but not limited to the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on college premises and gambling.
- d. "Withholding of transcript of degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the

oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.

- e. "Bar against readmission" may be imposed on a student who has left the College on enforced withdrawal for disciplinary reasons.
- f. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- g. "Disciplinary suspension" may be either or both of the following:
 - (1) "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.
 - (2) "Suspension of eligibility for official athletic and nonathletic 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 nonathletic 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 as illustrated by, but not limited to the following: having intoxicating beverages in any college facility, with the exception of specific beverage related courses within the El Centro food service program; destroying 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.
- h. "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.
- i. "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 noncredit, for scholastic work at or through the college.
- j. "Expulsion" is permanent severance from the college. This policy shall apply uniformly to all 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.

APPENDIX B - HAZING

1. Personal Hazing Offense

- a. A person commits an offense if the person:
 - (1) engages in hazing;
 - (2) solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;
 - (3) intentionally, knowingly, or recklessly permits hazing to occur; or
 - (4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident

dent has occurred, and knowingly fails to report said knowledge in writing to the VPSD or other appropriate official of the institution.

- b. The offense for failing to report hazing incident is a misdemeanor punishable by a fine not to exceed \$1,000, confinement in county jail for not more than 180 days, or both such fine and confinement.
- c. Any other hazing offense which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000, confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.
- d. Any other hazing offense which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$1,000 nor more than \$5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.
- e. Any other hazing offense which causes the death of another is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000, confinement in county jail for not less than one year nor more than two years, or both fine and confinement.

2. Organization Hazing Offense

- a. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.
- b. The above offense is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000. If a court finds that the offense caused personal injury, property damage, or other loss, the court may sentence the organization to pay a fine of not less than \$5,000 nor more than double that amount lost or expenses incurred because of such injury, damage, or loss.

3. Consent Not a Defense

It is not a defense to prosecution of a hazing offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

4. Immunity from Prosecution

Any person reporting a specific hazing incident involving a student in an educational institution to the VPSD or other appropriate official of the institution is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. A person reporting in bad faith or with malice is not protected.

5. Definition

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. The term includes but is not limited to:

- a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or any other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or any other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in the subsection;
- e. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Student Grievance Procedure

1. Definition

Student grievance is a college-related internal problem or condition which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. This includes sexual harassment that a student may suffer from another student or employee of the district.

2. Scope

This student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the college. This student grievance procedure is designed to provide the student with the opportunity to question conditions which the student believes impede his or her education or instruction. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. Problems with grades will be dealt with first by the instructor, then by the division chair, and so forth to the President if necessary.

3. Limitations

The Student Grievance Procedure is not intended to supplant campus administrative procedures that address matters of policy or student grades.

4. Procedures

Students who believe that they have a college-related grievance:

- a. Should discuss it with the college employee most directly responsible for the condition which brought about the alleged grievance.
- b. If discussion does not resolve the matter to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the Administrative Office to determine the next level of authority.
- c. If an appeal does not resolve the grievance, the student may proceed to the appropriate Vice President with a written presentation of the grievance.
- d. If the Vice Presidential level of appeal does not prove satisfactory to the student, the student may appeal the grievance to an appeal committee.

5. Exception To Procedures

Sexual Harassment:

All students and employees shall report complaints of sexual

harassment to the VPSD or college President. A complaint includes sexual harassment that a student may suffer from another student or employee, or that an employee may suffer from a student.

6. Appeal Committee

Procedures:

- a. A student who wishes a grievance to be heard must submit a request in writing to the VPSD.
- b. The VPSD will convene and chair the Appeal Committee.
- c. The appeal must be heard by the committee within ten (10) class days of the request unless extended with the agreement of both the student and the VPSD.
- d. The committee will be ad hoc and will consist of two (2) students, two (2) faculty members, and one (1) staff member who is either an administrator or a non-contractual employee. It is the responsibility of the President or the President's designee to appoint all committee members.
- e. The Appeal Committee will make its recommendation directly to the President. The decision of the President shall be final.

CAMPUS PARKING AND DRIVING REGULATIONS

1. General Provisions

- a. **Authority for Regulations:** The Board of Trustees, for the benefit of its colleges, is authorized by state law (Sec. 51.202, Education Code) to promulgate and enforce rules and regulations for the safety and welfare of students, employees, and property and other rules and regulations it may deem necessary to govern the institution, including rules for the operation and parking of vehicles on the college campuses and any other property under institutional control.
- b. **Authority of Campus Peace Officers:** Pursuant to the provisions of Sec. 51.2203, Education Code, campus peace officers are commissioned peace officers of the State of Texas, and as such have full authority to enforce all parking regulations, and other regulations and laws within areas under the control and jurisdiction of the District. In addition, campus peace officers may enforce all traffic laws on public streets and highways which are in proximity to areas under District control. Campus peace officers may issue citations to violators or take other action consistent with the law.

c. Permits:

Vehicle: In accordance with Sec. 51.207, Education Code, each college may issue and require use of a suitable vehicle identification decal as permits to park and drive on college property. Permits may be suspended for violations of applicable state law or parking and driving regulations. Each person who is required to have a vehicle identification decal shall apply to the Department of Campus Security for the decal. No fee is charged for the decal which must be placed on the rear window of the driver's side of a motor vehicle and on the gas tank of the motorcycle or motorbike.

Handicap: All authorized decals for handicap parking areas must be displayed prior to parking in such areas.

- d. **Posting of Signs:** Under the direction of the college president, the Department of Campus Safety shall post proper traffic and parking signs.
- e. **Applicability of Regulations:** The rules and regulations in this Chapter apply to motor vehicles, motorbikes and bicycles on college campuses or other District property, and are enforce-

able against students, employees of the District and visitors.

2. Prohibited Acts: The following acts shall constitute violations of these regulations:

- a. **Speeding:** The operation of a vehicle at a speed greater than is reasonable and prudent under existing conditions. The prima facie maximum reasonable and prudent speed on campus streets is twenty (20) miles per hour, and ten (10) miles per hour in parking areas, unless the street or area is otherwise posted.
- b. **Double parking, or otherwise parking, standing or stopping so as to impede the flow of traffic.**
- c. **Driving the wrong way on a one-way street or lane.**
- d. **Driving on the wrong side of the roadway.**
- e. **Improper parking, so that any portion of a vehicle is outside the marked limits of a parking space.**
- f. **Parking in unauthorized areas, as illustrated by, but not limited to those areas posted as visitor parking, no parking, hand-capped parking or loading zones, designated crosswalks, motorcycle areas, or other unauthorized areas as designated by sign.**
- g. **Parking trailers or boats on campus.**
- h. **Parking or driving in areas other than those designated for vehicular traffic, as illustrated by, but not limited to courtyards, sidewalks, lawns, or curb areas.**
- i. **Failure to display a parking permit.**
- j. **Collision with another vehicle, a person, sign or immovable object.**
- k. **Reckless driving.**
- l. **Failure to yield the right-of-way to pedestrians in designated crosswalks.**
- m. **Violation of any state law regulating vehicular traffic.**

3. Tow-away Areas: A vehicle may be towed if parked without authority in the following areas:

- a. Handicapped parking.
- b. Fire lanes.
- c. Courtyards.
- d. "No Parking" zones.
- e. Areas other than those designated for vehicular traffic.
- f. Other unauthorized areas as designated by sign.

4. Citations:

a. Types: Citations shall be of two types:

- (1) **Campus Citations:** A campus citation is a notice that the alleged violator's parking and driving privilege or permit has been suspended pending appeal or disposition.
- (2) **Court Citations:** A court citation is a notice of alleged violation of the type used by the Texas Highway Patrol, as authorized by Education Code, Sec. 51.206. Generally, such citations shall be used for violations by visitors, other persons holding no college permit, and employees of the District for excessive violations. However, such citations may be used for the enforcement of any provisions of these regulations.

b. Disposition

- (1) **Campus Citation:** A campus citation is returnable to the Department of Campus Safety, and a permit or driving privilege may be reinstated by the payment of a five dollar (\$5.00) service charge per citation at the college

- (2) Court Citation: A court citation is returnable to the justice or municipal court in which the case is filed. Disposition of the citation may be made in the same manner as any other criminal case within the jurisdiction of such court.
5. (Suspension Review: A person receiving a campus citation shall have the right to appeal the suspension of rights by submitting to the college safety committee, within ten (10) days after the date of violation, notice of appeal in writing, which shall state the reasons for such appeal.
6. Safety Committee: The safety committee shall consist of not less than three (3) persons appointed by the President, none of whom shall be a campus peace officer. The committee shall meet as needed, but not less than five (5) business days after receipt of notice of appeal. Notice of such meetings shall be given to an appellant not less than twenty-four (24) hours prior thereto.
7. Penalties
 - a. Impoundment: Failure to pay the service charge within ten (10) days after receipt thereof, or, if appealed, within ten (10) days after denial of appeal, shall result in impoundment of the vehicle, denial of readmission to any District college, and withholding of any transcript or degree. If a vehicle is impounded, the owner is liable for any wrecker charges and storage fees in addition to the service charge.
 - b. Multiple Citations: Receipt of four (4) citations during the period from August 15 of a year to August 14 of the year following will result in suspension of the parking and driving permit or driving privilege for the balance of such year.
 - c. Court Citations: Penalties for convictions in municipal or justice court are as prescribed by state law, not to exceed \$200 per conviction.
8. Miscellaneous: The District nor any of its colleges or employees are responsible for damage to or theft of a vehicle or its contents while on the college campus.

RECIPROCAL TUITION AGREEMENT DCCCD PROGRAMS

The following programs offered by the 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
Electrical Technology	NLC
Commercial Music	CVC
Diesel Mechanics	NLC
Engineering Technology	RLC
Food and Hospitality Service	ECC
Human Services	EFC
Interior Design	ECC
Machine Shop	MVC
Pattern Design	ECC
Physical Fitness Technology	NLC
Social Work Associate	EFC
Vocational Nursing	ECC

BROOKHAVEN COLLEGE

Brookhaven College, the seventh and newest Dallas County Community College, is conveniently located in the city of Farmers Branch. Its primary service area is north-west Dallas County—the core of one of the fastest growing business communities in the nation. Since it began operation in 1978, Brookhaven College has experienced phenomenal growth and is now an integral part of the North Dallas communities it serves.

Designed to easily incorporate expansion, the Brookhaven College campus is fully accessible to those with disabilities. Situated on a 200-acre site at 3939 Valley View Lane just north of LBJ Freeway between Midway Road and Marsh Lane, the campus architecture and design emphasize open spaces and encourage outdoor activities. The state-of-the-art facilities include a 750-seat performance hall; a fully equipped Center for Business Studies; a top-notch Child-Parent Study Center which features a licensed daycare facility; an automotive shop and labs which boast the latest equipment; and a 2-mile walking/jogging trail. The landscaping features native Texas plants.

You will find a full range of accredited freshman- and sophomore-level college courses, which are fully transferable to four-year colleges and universities, offered at Brookhaven College. Students may pursue a two-year associate degree; work toward certification in technical/occupational programs; lay the foundation for transfer to a four-year institution; gain a new skill or refresh an existing one; or simply explore an area of interest.

Counseling and advisement is available for all students enrolling in courses for academic credit. Brookhaven College also offers career counseling and job placement as well as special programs and services for women, veterans, returning adults, students for whom English is a second language and those with disabilities.

A variety of student and community cultural enrichment offerings complement Brookhaven College's academic

programs. Foremost among the cultural offerings which involve the community is the Performing Arts and Lectures Series presented by Brookhaven College in conjunction with the city of Farmers Branch. Through this exciting jointly sponsored program a wide variety of high-quality performing artists and lecturers have been made accessible to the Dallas community. Past Series features include the National Shakespeare Company, William Windom as James Thurber, the University of North Texas One O'clock Lab Band, The Tommy Dorsey Orchestra, The Second City National Touring Company, the Fort Worth Chamber Orchestra, poet Nikki Giovanni, the Peter Nero Trio, satirist Mark Russell, humorist and storyteller John Henry Faulk, the Acting Company, Toronto Dance Theatre, and Peter Maxwell's Ballroom Dance Theatre.

The outstanding faculty, excellent facilities and innovative programs offered at Brookhaven College combine to make an impressive educational package. We are equipped to serve the changing, growing community of which we are a part, and because we provide a wide variety of educational, cultural and recreational opportunities, Brookhaven College is recognized as a valuable community resource.

Accreditation

Brookhaven College is accredited by the Southern Association of Colleges and Schools.

Institutional Memberships

The American Association of Community and Junior Colleges

The Texas Public Community/Junior College Association

The Texas Association of Colleges and Universities

The League for Innovation in the Community College

Brookhaven College is recognized and sanctioned by the Coordinating Board of the Texas Education Agency and is an Affirmative Action Equal Opportunity Institution.

BROOKHAVEN COLLEGE ADMINISTRATION

President.....	Patsy J. Fulton	620-4803
Vice President of Instruction and		
Dean of Educational Resources	Larry J. Darlage	620-4802
Vice President of Student Development		620-4801
Vice President of Business Services	Brenda Floyd	620-4822
Associate Dean, Continuing Education	Lindle Grigsby	620-4719
Director of Admissions/Registrar	Barbara Burke	620-4700
Director of Business Operations	Maxine Rogers	620-4814
Director of Counseling Services	Jacquelyn Tulloch	620-4830
Director of Financial Aid	Kathryn Kelly	620-4110
Director of Physical Plant	Duane H. Grant	620-4798
Director of Public Information	Pamela Ice	620-4823
Director of Student Programs and Resources	Lou A. King	620-4115
Asst. Director of Student Programs and Resources	Carrie Schweitzer	620-4117
Director of Testing Services	Mary Read	620-4868
Program Director	Sue Lichten	620-4723
Program Director	Diane Bohlcke	620-4725
Program Director	Patty S. Forsyth	620-4722
Coordinator of Special Services	Jeri L. Evans	620-4844

DIVISION CHAIRPERSONS

Automotive/Technical Occupational Services	Marilyn A. Kolesar	620-4189
Business	Leighton Chaplin	620-4160
Communications	Zack Miller	620-4770
Fine Arts and Physical Education	Rod Butler	620-4730
Human Development	Jacquelyn Tulloch	620-4830
Science and Mathematics	J. Patrick Miller	620-4750
Social Science and Child Development	H. Eugene Gibbons	620-4130

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- LaVarta, Rick** Automotive
Arizona Automotive Institute
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Bryn Mawr College, B.A.
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McMurry College, B.A.; Southern Methodist Univ., M.A.

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 in 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 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 Membership

The American Association of Community and Junior Colleges

The League of 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 Elective	6
Mathematic 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	Walter N. Beene	372-8228
Vice President of Student Development	Jim Harlow	372-8261
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Dean of Education Resources	Carol Barrett	372-8149
Dean of Evening Office	Claire Gauntlett	372-8230
Dean of Student Support Services		372-8262
Director of Business Operations	Bobbie McClung	372-8290
Assistant Dean of Continuing Education	Gloria Enriquez	372-8212
Director of Financial Aid/Job Placement	Frank Ellis	372-8280
Director of Instructional Resources	Edna White	372-8140
Director of Physical Plant	Bob Kostelecky	372-8186
Director of Public Information	Janet Gifford	372-8258
Director of Safety and Security	Johnny Hullett	372-8286
Director of Special Services	Pam Gist	372-8119
Registrar and Director of Admissions	John Williamson	372-8200

DIVISION CHAIRPERSONS

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

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Christman Calvin L.	History Dartmouth College, B.A.; Vanderbilt Univ., M.A., M.A.T.; Ohio State Univ., Ph.D.
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Young, Rebecca	Fashion Merchandising Iowa State Univ., B.S.; Texas Woman's Univ., M.S.; Ph.D.
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EASTFIELD COLLEGE

Eastfield College serves the eastern part of Dallas County, including East Dallas, Garland and Mesquite. Sometimes known as the "Educational Village" because of its unique architecture, it is located on 244 acres at the intersection of Interstate 30 and Motley Drive in Mesquite. Eastfield began operation in 1970 and has continually strived to assess the educational and cultural needs of students and the community in order to provide the finest in educational services.

Eastfield provides a full range of academic transfer programs balanced with technical/occupational programs that are designed to equip students for rewarding careers in Metroplex businesses and industries. In addition, thousands of people each semester find rewarding growth opportunities through the extensive continuing education course offerings.

The Campus

The Eastfield campus rises impressively from the plains of eastern Dallas County and is the scene of many seasonal athletic events held on its beautiful grass-covered playing fields.

Functional building clusters give students easy access to classrooms and labs and the overall aesthetic effect has earned Eastfield several architectural awards of excellence. The careful landscape planning includes many trees, shrubs and terraced areas as well as a beautiful outdoor swimming pool. In addition, the campus boasts an outstanding Performance Hall which serves the community for a variety of fine arts events.

Accreditation

Eastfield College is a member of:
The Southern Association of Colleges and Schools

Institutional Memberships

The American Association of Community and Junior Colleges
Southern Association of Junior Colleges
Association of Texas Colleges and Universities
The League of Innovation in the Community College

Eastfield is recognized and sanctioned by the Coordination Board of the Texas College and University System and the Texas Education Agency, and is an affirmative Action Equal Opportunity Institution.

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Dean, Educational Resources	Michael Burke	324-7169
Assoc. Dean, Continuing Education	Carolyn Stock	324-7113
Director of Counseling	David Amidon	342-7106
Director of Instructional Resources	Gerald Kozlowski	324-7668
Director of Business Operations	Ed DesPlas	342-7612
Director of Library	Emma Cronin	324-7171
Director of Admissions and Registrar	Bobbie J. Trout	324-7100
Director of Physical Plant	George Clark	324-7688
Director of Public Information	Sharon Cook	324-7629
Director of Student Programs & Resources		324-7185
Director of Financial Aid & Placement	Furman Milton	324-7188
Director of Health Services	Donnine Ballance	324-7190
Director of Appraisal Center/CAI Lab	Charles Helton	324-7010
Director of Campus Safety	Jim Baylor	324-7695
Coordinator, Special Services	Reva Rattan	324-7032

DIVISION CHAIRMEN

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Communication & Developmental Studies		324-7124
Engineering, Technology & Computer Science	Edward Ruggiero	324-7143
Humanities	John Stewart	324-7132
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Social Science & Technology	Richard Cinclair	324-7156

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Ballance, Donnine
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Univ. of North Texas; Univ. of Texas at Austin, Syracuse Univ.;
Univ. of Colorado; Univ. of Hawaii; Stanford Univ.; Ohio Univ.
- Bowers, James** Developmental Reading
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- Bradshaw, Curt** Jazz
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- Bradshaw, Patti J.** Child Development, Dir. of Co-op Ed.
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Brock Univ., Ontario
- Carpenter, Robert W.** Accounting
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Further study: Univ. of North Texas, Western State College of
Colorado
- Carr, Laura V.** Interpreter Training Program
Illinois State Univ. B.S.; New York Univ., M.A.; Further study:
East Texas State Univ.
- Carter, James Damon** Automotive Technology
Southern Methodist Univ., N.I.A.S.E., Further Study: General
Motors Training Center
- Cate, Franklin M.** History
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- Christian, Allen L.** Mathematics
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Univ., Ph.D.
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Southern Methodist Univ., B.B.A., M.B.A.; Further study,
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- Clayton, Glenn N., Jr.** English
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Univ., Univ. of North Texas
- Cook, Sharon** Director of Public Information
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- Cronin, Emma** Director of Library
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EL CENTRO COLLEGE

El Centro College opened its doors in 1966, the first campus of the Dallas County Community College District. Centrally located in downtown Dallas, El Centro shares the excitement and challenge offered by a vibrant urban setting and plays a vital role in the educational and cultural atmosphere of the area.

El Centro's convenient location allows students from all parts of Dallas County to take advantage of pre-professional courses transferable to four-year institutions, as well as career training in over 40 exciting fields. Students can also enjoy one of the college's non-credit continuing education courses, such as aerobics, physical conditioning, English-as-a Second-Language and many others.

El Centro offers people opportunities to meet a wide range of goals. There is no typical student at El Centro. Students are of all ages and come from all walks of life. Their common goal is to use the rich educational resources at El Centro to fulfill individual needs for growth.

El Centro is an exciting place to be. Offering theater, ballet and musical performances, lunch hour forums and lectures by visiting authors and celebrities of national renown, it is an integral part of the numerous cultural experiences available in downtown Dallas.

The Campus

El Centro College covers a two-square-block site in the West End Historic District of downtown Dallas. It is bounded by Main, Lamar, Elm and Market streets. The campus has gained international attention for making use of a nine-story, turn-of-the-century department store, renovated to accommodate classroom space, student center and administrative offices. Today, the campus architecturally combines the historic and the modern with a new wing that houses labs, arts facilities, a cafeteria, gymnasium and library. Nestled between the two wings is an inviting green space which has been commended for beautifying the downtown area.

Accreditation

The Southern Association of Colleges and Schools

Institutional Memberships

The American Association of Community and Junior Colleges

The Association of Texas Colleges and Universities

The League for Innovation in the Community College

El Centro College 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.

EL CENTRO COLLEGE ADMINISTRATION

President	Wright Lassiter, Jr.	746-2010
Vice President of Instruction	Curtis Ivery	746-2019
Vice President of Student Development	Bettie Tully	746-2017
Vice President of Student Development (8-21-89)	Joseph Sullivan	746-2017
Vice President of Business Services	Greg Lewis	746-2015
Administrative Assistant to the President	John Dvorak	746-2010
Dean of Career and Continuing Education	Ray Witherspoon	746-2023
Dean of Learning Resources	Ruth Watkins	746-2167
Dean of Health Occupations	Kay Eggleston	746-2269
Associate Dean, Career and Continuing Education	Judy Pouncey	746-2147
Associate Dean, Allied Health	Sondra Flemming	746-2271
Associate Dean, Nursing	Carol Speyerer	746-2269
Director of Admissions and Registrar	Robert Bennett	746-2311
Director of Business Operations	Curtis Castleberry	746-2044
Director of Counseling	Micheal Jackson	746-2067
Director of Financial Aid	Diane Girard	746-2199
Director of Health Center	Lelani Starks	746-2113
Director of Public Information	Janet James	746-2037
Director of Physical Plant	Bobby Hunt	746-2057
Director of Special Services	Jim Handy	746-2082
Director of Student Programs and Resources	Howard Finney	746-2137
Director of Testing	Velma Hargis	746-2178
Evening Administrator	Thelma Daniels	746-2419

DIVISION CHAIRPERSONS

Business	Joseph Dean	746-2202
Communications/Math/Developmental Studies	Georgia Francis	746-2247
Fine and Applied Arts	Betty Moran	746-2337
Health Occupations	Kay Eggleston	746-2269
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Parkland School of Radiologic Technology, R.D.M.S., M.R.T.,
A.R.R.T.; Univ. of Texas Health Science Center, B.S.; East Texas
State Univ., M.Ed.
- Logan, Ralph H.** Chemistry
Univ. of North Dakota, B.S.; Univ. of Texas, M.S.
- Lucas, Patricia** AD Nursing
Texas Woman's Univ., B.S., M.S.
- Lunsford, Terry** Interior Design
Texas Tech Univ., B.A.A.D.; East Texas State Univ., M.S., Ed.D.
- McGown, Caroline** English
Texas Christian Univ., B.A.; Texas Woman's Univ., M.A.
- McLeland, Sue Annette** AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.N., R.R.T., R.C.P.
- McPherson, M. LaCheeta** Medical Lab Technology
North Texas State Univ., B.S.; Baylor School of Medical
Technology, M.T.; East Texas State Univ., M.Ed., Ph.D., M.T.
(A.S.C.P.)
- Menchaca, Richard V.** Developmental Reading
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- Mims, Robert L., Jr.** Geology/Physics
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- Minnett, John** Respiratory Therapy
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- Montgomery, Barbara** History
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Woman's Univ., Ph.D.
- Morgan, Charlie R.** Counselor/Human Development
East Texas State Univ., B.S., M.S.
- Murray, Darrel** Interior Design Coordinator
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City, Certificate
- Myers, H. Wayne** Biology
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- Neeley-Plog, Claudia** Computer Information
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- Paine, Diane S.** Respiratory Therapy
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- Park, Nancy** AD Nursing
Univ. of Iowa, B.S.N.; Texas Woman's Univ., M.S.
- Penn, Howard** Mathematics
Southeastern State College, B.S.; North Texas State Univ.,
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Theatre of Harlem, Jacques d'Amboise's National Dance Institute

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Rippetoe, William L. Mathematics
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Rippey, Margaret Coordinator, Jail Education
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Robinson, Emily B. Office Careers
Ablene Christian Univ., B.S.E.; North Texas State Univ., M.B.E.

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Univ. of Plano, B.A.; Univ. of Dallas, M.B.A.

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Stimson, Ronald Computer Information
Kent State University, B.S., M.Ed.

Stirman, Nan E. Dental Assisting
Dental Assisting National Board, C.D.A.; El Centro College, A.A.S.;
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Univ., M.A.

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Zimmermann, George A. Computer Information
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MOUNTAIN VIEW COLLEGE

In southwestern Dallas County, Mountain View College is the community learning center for thousands of people. The second of seven colleges in the Dallas County Community College District, Mountain View opened in the fall of 1970. It is located at 4849 West Illinois Avenue in the southwestern section of Oak Cliff in Dallas and serves residents of South Dallas, Oak Cliff, Duncanville, Cedar Hill and parts of Grand Prairie.

The various programs at Mountain View are designed to meet a broad range of educational needs. Students may elect to complete their first two years of study leading toward a bachelor's degree, or they may prepare for a career in an occupational or technical area. Many students attend Mountain View to train for advancement in their present employment or to train for an entirely new career opportunity. Non-credit courses also are available for people of all ages to gain personal enrichment, cultural awareness or to participate in productive leisure time activities.

The Mountain View student body is composed of people of all ages and all backgrounds. The College represents a cross section of the community which it serves. This rich opportunity to interact with many varied people is an important part of the educational process and is well established in the Mountain View tradition.

The Campus

The campus sits on the crest of a ridge that gives students an outstanding view of the downtown Dallas skyline to the north. Care has been taken to preserve the natural beauty of the 200-acre site. The long, flat-roofed buildings stretch out gracefully along both sides of a rocky ravine and natural creek which has been landscaped into a very pleasant interior courtyard and garden. Footpaths and stone terraces provide a beautiful area to walk, study or relax. An enclosed pedestrian bridge spans the ravine, giving easy access to all parts of the campus and providing a beautiful architectural focal point to the College.

Accreditation

Mountain View College is a member of:
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

Mountain View College 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.

MOUNTAIN VIEW COLLEGE ADMINISTRATION

President	W.H. Jordan	333-8700
V.P. of Business Services	Bob Brown	333-8705
V.P. of Instruction	Linda Stegall	333-8710
V.P. of Student Development	John Nelson	333-8696
Evening Administrator	Dick Smith	333-8610
Dean, Career & Continuing Ed.	Don Perry	333-8755
Dean, Educational Resources	Ann Cunningham	333-8664
Dean, Student Support Services		
Counseling	Donna Richards	333-8606
Health/Disabled Students	Donna Richards	333-8699
Director of Admissions/Registrar		333-8600
Director of Business Operations	Jim Jones	333-8705
Director of Educational Computing	Jim Corvey	333-8664
Director of Financial Aid	Don Gentsch	333-8688
Director of Public Information	Sharron Colburn	333-8678
Director of Student Programs & Resources	Guy Gooding	333-8685

DIVISION CHAIRPERSONS

Business	Tom Goza	333-8616
Communications	David Wickham	333-8624
Fine Arts/Social Science	Bill Mugleston	333-8632
Science/Mathematics/PEH	Cliff Miller	333-8649
Technology	Mike Warbritton	333-8656

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Battles, Fred Physical Education
Kilgore Jr. College, A.A.; Baylor Univ., B.S., M.S.;
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Pacific Lutheran Univ., B.A.; Colorado State Univ., M.A.;
Univ. of North Texas, Ph.D.

Brown, Bob Vice President of Business Services
Univ. of North Texas, B.B.A., C.P.A.

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East Texas State Univ., B.S., M.Ed.

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Bishop College, B.S.; Southeastern State College, M.Ed.

Coad, Bruce English
Wittenburg Univ., B.A.; Univ. of North Carolina, M.A.; Duke Univ., Ph.D.

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Dallas Baptist Univ., B.C.A., Southern Methodist Univ., M.L.A.

Cook, E. Wayne English
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- Corvey, Sanford James** Director, Educational Computing
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Geneseo, M.L.S.
- Cowan, John A.** Art
Kansas State Univ., B.S., M.A.
- Cunningham, Ann R.** Dean, Educational Resources
Baylor Univ., B.S., M.S.
- Curtis, Ed** Aviation Technology
Southeastern Oklahoma State Univ., B.S., A.T.P., Flight Instructor,
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- Delong, J. Richard** Mathematics
Southern Methodist Univ., B.A.; Univ. of North Texas, M.Ed.
- Dershem, Don** Data Processing
Colorado State Univ., B.S.M.E.; Amber Univ., M.S.
- Dexter, Rawlings P.** English
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- Dodge, Tom** English
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- Duvall, Johnny W.** Mathematics
East Texas State Univ., B.S.; Univ. of Illinois, M.A.
- Dye, Arch F.** Engineering Technician
Mountain View College, A.A.A.S.; Univ. of Texas, Dallas, B.S.
- England, Daniel B.** Drafting
Univ. of Oregon, B.S.; Dallas Seminary, Th.M.;
Univ. of North Texas, M.F.A.
- Faulkner, Ann** Learning Skills
Univ. of Texas, Austin, B.A., M.A.
- Felty, Larry T.** Art
East Texas State Univ., B.S., M.S.
- Ferguson, Susan French** English
Univ. of Dallas, B.S.; Univ. of North Texas, M.A., Ph.D.
- Fletcher, Ann** Counselor
DePaul Univ., B.A.; Univ. of Houston, M.Ed.
- Fulton, Stan** Electronics
Univ. of Arkansas, B.S.E., M.Ed.; East Texas State Univ., Ed.D.
- Gentsch, Don** Director, Financial Aid
East Texas State Univ., B.S., M.S.; Nova Univ., Ed.D.
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- Gooding, Guy** Director, Student Programs and Resources
Texas Tech Univ., B.A.; Univ. of North Texas, M.Ed.
- Goss, Raye** Counselor
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Univ. of North Texas, M.Ed.
- Grimes, Geoffrey A.** English
Austin College, B.A.; Texas Tech Univ., M.A., Ph.D.
- Grissom, Anne** Speech
Baylor Univ., B.A., M.A.; Univ. of North Texas, Ph.D.
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- Hamilton, Ramona** Office Careers
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Univ. of North Texas, B.A., M.A.
- Hegar, Kathryn W.** Business
Univ. of North Texas, B.B.A., M.B.E., Ph.D.
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Univ. of North Texas, B.M., M.Ed.
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Northeastern State College, B.S.; East Texas State Univ., M.Ed.
- Jones, Jim** Director, Business Operations
Univ. of Texas, Arlington, B.B.A.
- Jordan, W. H.** President
Univ. of North Texas, B.S., M.Ed., Ed.D.
- Kavaller, Jim** Counseling
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- Knott, Allan** Director, Physical Plant
- Korman, Frank** Accounting
Texas Christian Univ., B.B.A.; Univ. of Texas, Austin, M.A., Ph.D., C.P.A.
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Univ. of Southern Mississippi, B.S.; Northwestern Louisiana
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East Texas State Univ., B.S., M.S., Ph.D.
- McLoda, William S.** Geology/Geography
Ohio State Univ., B.S.; Indiana Univ., M.A.T.
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- Pike, Patsy** Office Careers
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- Tipple, Karl** Electronics
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- Walsh, John** Machine Shop
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Wilson, Rodney M. Theatre
 Northern Iowa Univ., B.A.; Kansas State Univ., M.A.
Wolfe, David J. Journalism
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NORTH LAKE COLLEGE

North Lake College makes educational and cultural opportunities available to all area citizens with its accessible location and active involvement within the community. This commitment to serve the community has resulted in a fine balance of academic courses, technical programs and continuing education offerings.

Outstanding facilities provide a stimulating and pleasant environment for students, and faculty and staff work hard to implement the best-known concepts in teaching and learning. This combination makes North Lake an exciting center for personal growth for each of its nearly 10,000 students.

The College is proud of its \$21 million campus, but recognizes that learning can also take place outside of the traditional classroom. For that reason, North Lake has extended many of its course offerings into businesses, community and public centers, and a variety of other places where learning is important. North Lake also provides the auxiliary benefits of a complete counseling center, job placement service, flexible entry registration, self-paced study and other services that help students learn more efficiently.

The Campus

Opened in the fall of 1977, North Lake occupies 276 wooded acres in the Las Colinas area of Irving, at 5001 N. MacArthur Boulevard. This architecturally remarkable college is surrounded by gently rolling hills accentuated by a beautiful nine-acre lake. The energy-efficient buildings are designed in a series of terraces which follow the natural elevations of the building site.

North Lake's excellent facilities include a 450-seat Performance Hall, a 2,000 seat gymnasium, and a covered natatorium, complemented by exceptionally well-equipped laboratories, studios, and learning centers.

Accreditation

North Lake College is a fully recognized member of: The Southern Association of Colleges and Schools.

Institutional Memberships

The American Association of Community and Junior Colleges
The Texas Public Community/Junior College Association
The Texas Association of Colleges and Universities
The League for Innovation in the Community College

North Lake College 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.

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Vice President of Student Development	Margaret Lewis	659-5242
Vice President of Business Services	James P. Hughes	659-5235
Dean of Career & Continuing Education	Richard Fleming	659-5204
Dean of Educational Resources	Jim Picquet	659-5340
Director of Admissions and Registration	Stephen Twenge	659-5225
Director of Cooperative Education	Richard Fleming	659-5370
Director of Financial Aid	Nancy Crumrin	659-5227
Director of Public Information	David A. Wright	659-5231
Director of Special Services Program	Mary Ciminelli	659-5237
Natatorium Director	Jean Henry	659-5358
Director of Counseling	Lynda Edwards	659-5216

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Business Management	Gary Bacon	659-5290
Communications	Patricia Mullin	659-5270
Humanities/Math/Technology	Grady Grizzle	659-5320
Natural and Social Sciences and PE	Bob Agnew	659-5250
Technology	Clifton Weaver	659-5233

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Business Office	659-5244
Center for Women and Returning Adults	659-5373
College Information	659-5230
Continuing Education Office	659-5200
Counseling Center	659-5210
Data Center	659-5269
Health Center	659-5209
Library	659-5347
Personnel	659-5246
Physical Plant	659-5310
Placement Office	659-5241
Public Information	659-5230
Safety and Security	659-5300
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Richland was the fourth of the seven colleges in the Dallas County Community College District enrolling its first students in 1972. It has subsequently become the largest DCCCD college, enrolling more than 13,500 college credit students and 10,000 non-credit continuing education students each semester.

A comprehensive curriculum is offered at Richland including academic transfer programs, technical/occupational programs and non-credit continuing education courses. In addition, the college offers:

- Honors courses and an Honors Scholar program
- Classics courses and Classics Scholar program
- International Programs
- Adult Resource Center, meeting the needs of older students returning to college
- Career Services, helping students with career decisions and offering placement services for part-time and full-time employment
- Center for Independent Study, offering tutoring services and help in developing reading, writing, and study skills
- Testing Services, including academic, career, and psychological assessment

- Community Counseling, offering personal counseling to staff, students and the community
- Business and Professional Institute
- Small Business Development Center

The Campus

Richland is located on 259 acres at 12800 Abrams Road just north of LBJ Freeway. The campus plan enhances the natural beauty of the site. Campus facilities are linked by pedestrian bridges which extend along both sides of a spring-fed creek and two picturesque lakes. Richland has a performance hall, a greenhouse with a demonstration garden, and a cosmic theater and planetarium featuring programs for the community. The campus athletic complex includes an outdoor swimming pool and a fitness trail.

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Florida State University, Ph.D.	
Mosley, Joe	Developmental Writing
Texas Tech University, B.A.; University of Arkansas, M.A.	

- Motley, Tom D.** Art
University of Texas, Arlington, B.F.A.;
University of Dallas, M.A., M.F.A.
- Muha, Susan** Dean of Career and Continuing Education
University of Georgia, B.S.; University of Central Arkansas, M.S.
- Muyskens, Lois Anne** Humanities/Art
Dakota Wesleyan University, B.A.;
University of North Texas, M.Ed.;
East Texas State University, Ph.D.
- Neal, William B.** Physical Education
Hiram College, B.A.; Southern Illinois University, M.S.
- Nelson, Susan J.** Mathematics
Austin College, B.A.; Southern Methodist University, M.S.
- Newbury, Fred** Economics
Howard Payne University, B.A.;
University of North Texas, M.Ed., Ed.D.
- Northcut, Mary N.** English
University of Texas, Arlington, B.A.;
Southern Methodist University, M.A.;
Texas Christian University, Ph.D.
- Nunley, John Parker** Anthropology
University of Texas, Austin, B.A., M.A.;
Southern Methodist University, M.A., Ph.D.
- O'Connor, Linda** Biology
University of Texas, Austin, B.A.;
Southern Methodist University, M.A.
- Ohlhausen, Orlan D.** Mathematics
Abilene Christian University, B.A., M.A.
- Osentowski, Mary** Chairperson, Div. of Communications
Kearney State College, B.A.;
University of North Texas, M.S., Ph.D.
- Paez, Lee** Honors Coordinator/Counselor
University of the Americas, B.A.;
West Virginia College of Graduate Studies, M.A.;
University of North Texas, Ph.D.
- Parker, Carolyn** Institutional Research Coordinator
Southern Methodist University, B.A.; University of Florida, M.Ed.
- Pascal, Nanette** Spanish & Latin/Classics Coordinator
Texas Woman's University, M.A.;
Villanova University, Havana, Cuba, Ph.D.;
East Texas State University, Ph.D.
- Penner, Gary** Mathematics
Nebraska State Teacher's College, B.S.; University of Illinois, M.A.
- Pepper, LaVada** Sociology
Texas Woman's University, B.S., M.A.
- Perez-Jacome, Marla** Director of Financial Aid
University of Illinois, B.A.
- Perkins, Dan G.** Psychology
Canton Community College, A.A.; Bradley University, B.S., M.A.;
University of North Texas, Ph.D.
- Permenter, Kenneth L.** Associate Dean of Evening and Weekend College
Hardin Simmons University, B.A.; Texas Tech University, M.A.
- Peterson, Jane E.** English
Bethel College, B.A.; University of Arkansas, M.A., Ph.D.
- Pilcher, Rose Marie** Business
Tyler Junior College, A.S.;
University of North Texas, B.B.A.; M.B.E.
- Ploczek, Pat** Management
University of North Texas, B.B.A., M.B.A.;
Southern Methodist University, M.L.A.
- Polk, Larry** Counselor
East Texas State University, B.A., M.S.
- Price, Jack Randall** Psychology
University of North Texas, B.S., M.S., Ph.D.
- Rager, Ernest F.** Humanities
University of North Texas, B.M.; University of Illinois, M.S.
- Reynolds, Jackie S.** Biology
Texas A&M, B.S.; University of Hawaii, M.S.
- Ricks, Gay S.** Counselor
East Texas State University, B.S., M.S.
- Ritter, John T.** Physics
University of Tulsa, B.S.; Illinois Institute of Technology, Ph.D.
- Ross, Michael** Chairperson, Div. of Business
East Texas State University, B.S., M.S.
- Ruiz-Esparza, Deborah A.** Theatre
University of North Texas, B.S.; University of Texas, M.F.A.
- Schroeder, Al** Computer Information Systems
Southwest Texas State University, B.S.;
Western Michigan University, M.A.;
East Texas State University, M.B.A.
- Sconce, Evelyn** Management
George Mason College, University of Virginia, B.A.;
University of Missouri, M.A.; East Texas State University, Ph.D.
- Scott, Gregory L.** Computer Science
Washington University, B.S., M.S.
- Sheffield, Charles** Theatre Design
University of Texas, Austin, B.F.A., M.F.A.
- Shilling, Gerald** Economics
Central State University, B.B.A.; University of Dallas, M.B.A.
- Shorow, David** Economics
Texas Christian University, B.B.A., M.B.A.
- Skinner, Joe D.** Ornamental Horticulture
Oklahoma State University, B.S., M.S.
- Slonecker, William G.** Engineering Technology/Humanities
Olympic College, A.A.; Oregon State University, B.S., M.A.
- Somero, Deborah** Director of Testing
Richland College, A.A.S.; University of Texas, Dallas, B.A.
- Spence, Patricia R.** English/Speech/Film
Queens College, N.Y., B.A.; University of Wisconsin, M.A.
- Stacy, Marilyn** Counselor
Richland College, A.A.; University of North Texas, B.S.;
Texas Woman's University, M.A.
- Stanson, John D.** Physical Education
State University of New York, Buffalo, B.S.;
Texas Tech University, M.S.
- Stewart, Cynthia** Director of Student Programs
Virginia Commonwealth University, B.S., M.S.
- Stone, Louis R.** Lead Instructor, Physical Education
Abilene Christian University, B.S.E., M.E.
- Stone, Susan Jane** Photography
University of Texas, Austin, B.F.A., M.A.
- Stout, Dean** Real Estate/Accounting
Southwestern State University, B.S.;
Oklahoma State University, M.S.;
Texas A&M University, S.O.A.R.S.
- Stover, James W.** Art
Baylor University, B.F.A.; Columbia University, M.A.;
Texas Woman's University, M.F.A.
- Stupp, William E.** English/German
Pennsylvania State University, B.A., M.A.
- Sullivan, Elaine** Counselor
Loyola University, B.S., M.Ed.
- Swedlund, Trudi J.** English
University of Houston, B.A.; Southern Methodist University, M.A.;
University of North Texas, M.Ed.
- Taulbee, Thomas L.** Psychology/Sociology
Illinois State University, B.S.;
East Texas State University, M.S., Ed.D.
- Teagardin, Steffani S.** Physical Education
Richland College, A.A.; University of North Texas, B.S.;
East Texas State University, M.S., Ed.D.
- Tennant, Audrey** Program Director, Continuing Education
University of Wisconsin, B.S.; Grace Bible College, B.S.;
University of Wisconsin, M.S.
- Thompson, Donald E.** Counselor
State University of New York, Buffalo, B.A.;
University of North Texas, M.Ed., Ph.D.
- Thompson, Jane** Developmental Writing
East Texas State University, B.A., M.A., Ed.D.
- Tinnin, Joe** Psychology
Southern Methodist University, B.A.;
Texas Christian University, M.A.
- Towles, Lorraine** Director, Div. of Instructional Technology
Brigham Young University, B.A., M.L.S.
- Trickel, John A.** American History
University of Tulsa, B.A., M.A.; University of North Texas, Ed.D.
- Verett, Gary D.** History/Psychology
Abilene Christian University, B.S., M.Ed.;
University of North Texas, Ph.D.
- Vines, Martha** Director, Learning Skills
East Texas State University, B.A.; Amber University, M.S.
- Walker, Glen D.** Engineering Technology
University of Oklahoma, B.S.; University of Texas, Dallas, M.A.T.

Wallace, Jerry D. Music
 Texas Christian University, B.M., M.A.;
 University of North Texas, Ph.D.

Warwick, Noreen M. Political Science
 Southern Methodist University, B.A., M.A.

White, Bill D. Physical Education
 Texas Wesleyan College, B.S.; University of North Texas, M.Ed.

Williams, Rebecca Chemistry
 Louisiana State University, B.S.;
 Southern Methodist University, M.S.

Wingo, Peggy Dent Computer Information Systems
 University of Oklahoma, B.S.;
 Southern Methodist University, M.A.S.

Wood, Hugh G. Western Civ./U.S. History
 Western State College, B.A.; University of Colorado, M.A., Ph.D.

Yates, Kathryn Government
 Midwestern State University, B.A., M.A.

Young, Gordon D. Art
 University of Nebraska, B.F.A.; Tulane University, M.F.A.

Zimmermann, Patricia Computer Science
 University of Texas, Austin, B.A., M.A.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

1989-90 Technical/Occupational Programs Offered On Our Campuses

Career Education Programs

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Accounting Associate	•	•	•	•	•	•	•
Advertising Art	•	•					
Air Conditioning & Refrigeration — Residential		•	•		•		
Air Conditioning & Refrigeration Technology			•				
Animal Medical Technology		•					
Apparel Design			•				
Architectural Technology			•				
Associate Degree Nursing	•		•				
LVN Option			•				
Auto Body Technology		•					
Automotive Career Technician		•					
Automotive Technology		•	•				
Dealership-Sponsored Technician	•						
Electronic Engine Control Technician	•						
Service Technician	•						
Aviation Technology					•		
Career Pilot					•		
Air Cargo Transport					•		
Air Traffic Control					•		
Aircraft Dispatcher					•		
Airline Marketing					•		
Fixed Base Operations/Airport Management					•		
Child Development Associate	•	•					
Administrative	•	•					
CDA Training Certificate	•	•					
Infant-Toddler	•	•					
Special Child Certificate	•	•					
Commercial Music		•					
Arranger/Composer/Copyist		•					
Music Retailing		•					
Performing Musician		•					
Recording Technology		•					
Computer Information Systems	•	•	•	•	•	•	•
Business Computer Assistant			•				
Business Computer Information Systems	•	•	•	•	•	•	•
Business Computer Programmer	•	•	•	•	•	•	•
Computer Center Specialist			•				
Computer Operations Technician			•				
Personal Computer Support			•	•	•		
Construction Management & Technology					•	•	
Construction Technology					•		
Criminal Justice			•				
Dental Assisting Technology			•				
Diesel Mechanics				•			
Digital Electronics Technology		•					
Drafting & Computer Aided Design		•	•				
Electronic Design			•				
Educational Personnel						•	
Bilingual/ESL						•	
Educational Assistant						•	
Electrical Technology					•		
Electronic Telecommunications		•	•	•			
Electronics Technology				•	•		
Avionics				•			
Engineering Technology	•			•	•		
Electro-Mechanical	•				•		
Electronic Controls	•				•		

Career Education Programs

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Electronic Quality Control	•						•
Industrial Technology	•			•			
Manufacturing Engineering	•						•
Mechanical Quality Control							•
Mechanical Technology							•
Quality Control							•
Robotics and Fluid Power	•			•			•
Robotics Technology				•			
Fashion Marketing	•	•					
Financial Management							•
Fire Protection Technology				•			
Food And Hospitality Service				•			
Graphic Communications			•				
Graphic Arts			•				
Interior Design				•			
Interpreter Training Program			•				
Sign Language Studies			•				
Legal Assistant				•			
Machine Parts Inspection				•			
Machine Shop				•			
Management Careers	•	•	•	•	•	•	•
Administrative Management	•	•	•	•	•	•	•
Mid-Management	•	•	•	•	•	•	•
Postal Service Administration				•			
Sales, Marketing & Retail Management	•	•					
Small Business Management		•		•		•	
Transportation and Logistics Management				•			
Medical Laboratory Technology				•			
Medical Transcription				•			
Motorcycle Mechanics		•					
Office Careers	•	•	•	•	•	•	•
Administrative Assistant	•	•	•	•	•	•	•
Legal Secretary	•	•	•	•	•	•	•
General Office Certificate	•	•	•	•	•	•	•
Office Information Systems Specialist	•	•	•	•	•	•	•
Ornamental Horticulture Technology							•
Greenhouse Florist							•
Landscape Management							•
Landscape Nursery							•
Florist							•
Landscape Gardener							•
Outboard Marine Engine Mechanics		•					
Pattern Design				•			
Physical Fitness Technology					•		
Radiologic Sciences				•			
Diagnostic Medical Sonography				•			
Radiography Technology				•			
Real Estate	•				•	•	
Respiratory Care, Levels I and II				•			
Small Engine Mechanics		•					
Social Work Associate			•				
Human Services			•				
Surgical Technology				•			
Surgical Technology for Graduate R. N.				•			
Video Technology						•	
Vocational Nursing				•			
Welding Technology				•			

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

*North Lake College will offer this pending Coordinating Board approval.

ACCOUNTING ASSOCIATE

Offered at all seven campuses

(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 66 credit hours as outlined below. Students desiring a less comprehensive program that includes some bookkeeping procedures and practices should consider the General Office Certificate. The General Office Certificate is available in the Office Careers Program.

	CREDIT HOURS
SEMESTER I	
ACC 201 Principles of Accounting I	3
BUS 105 Introduction to Business	3
ENG 101 Composition I	3
MTH 130 Business Mathematics or	
MTH 111 Mathematics for Business and	
Economics	3
OFC 160 Office Calculating Machines	3
	15
SEMESTER II	
ACC 202 Principles of Accounting II	3
ENG 102 Composition II	3
CIS 103 Introduction to Computer Information	
Systems	3
MGT 136 Principles of Management	3
OFC 172 Beginning Typing*	3
SC 101 Introduction to Speech	
Communication	3
	18
SEMESTER III	
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
+ Elective	3
ACC 703 Cooperative Work Experience or	
ACC 704 Cooperative Work Experience or	
+++ Elective	3-4
	18-19
SEMESTER IV	
ACC 238 Cost Accounting or	
ACC 239 Income Tax Accounting	3
BUS 234 Business Law	3
ECO 202 Principles of Economics II	3
OFC 231 Business Communications	3
++ Elective	3
	15

Minimum Hours Required 66

+ Elective—must be selected from the following:

ANT 100	Introduction to Anthropology	3
GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
HD 105	Basic Processes of Interpersonal Relationships	3
HD 106	Personal and Social Growth	3
PSY 101	Introduction to Psychology	3
PSY 103	Human Sexuality	3
PSY 131	Applied Psychology and Human Relations	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3

+ + Elective—must be selected from the following:

ART 104	Art Appreciation	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
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
	Foreign Language	

+ + + Electives—may be selected from the following:

Any CIS or CS 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	Cooperative Work Experience	3
ACC 704	Cooperative Work Experience	4
ACC 713	Cooperative Work Experience	3
ACC 714	Cooperative Work Experience	4
BUS 143	Personal Finance	3
MGT 237	Organizational Behavior	3
CIS 262	Contemporary Topics in Computer	
	Information Systems	3
CIS 265	Special Topics in Computer Information Systems	4
MKT 206	Principles of Marketing	3

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

ADVERTISING ART

Brookhaven only

(Associate Degree)

This program will provide entry level skills for careers in graphic design and illustration. Courses in the program provide for the development of adequate technical, interpersonal, business and communication skills to function effectively as a free-lance illustrator or designer or as a staff person with an advertising agency or department.

	CREDIT HOURS
SEMESTER I	
ADV 110 Introduction to Advertising Art	3
ART 110 Design I	3
ART 114 Drawing I	3
COM 131 Applied Communications or	
ENG 101 Composition I	3
MTH 130 Business Mathematics	3
	<u>15</u>
SEMESTER II	
ADV 111 History and Psychology of Visual	
Communications	3
ADV 120 Basic Design and Production	4
ADV 121 Beginning Illustration	4
SC 101 Introduction to Speech Communication	3
+ Elective	3-4
	<u>17-18</u>
SEMESTER III	
ADV 201 Illustration for Reproduction	4
ADV 203 Advanced Graphics Design	4
ADV 213 Computer Graphics	4
ADV 703 Cooperative Work Experience or	(3)
ADV 704 Cooperative Work Experience	4
	<u>15-16</u>
SEMESTER IV	
ADV 202 Advanced Illustration	4
ADV 204 Advanced Presentations	4
ADV 205 Professional Practices	3
PSY 131 Applied Psychology and Human	
Relations	3
ADV 713 Cooperative Work Experience or	(3)
ADV 714 Cooperative Work Experience or	4
++ Elective	3-4
	<u>17-18</u>
Minimum Hours Required	64

+ Elective—must be selected from the following:

ACC 201	Principles of Accounting I or	
ACC 131	Bookkeeping I	3
MGT 153	Small Business Management	3
MKT 206	Principles of Marketing	3

Suggested ++ Electives:

ADV 214	Computer Graphics II	4
DES 135	Textiles	3
DFT 183	Basic Drafting	3
GA 134	Basic Camera Operations	3
GA 136	Copy Preparation	3
HUM 101	Introduction to the Humanities	3
MGT 136	Principles of Management	3
MKT 292	Fashion Design	3
PHO 110	Introduction to Photography and Photo-Journalism	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

Cedar Valley, Eastfield, and North Lake only

(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
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 I or	
MTH 139	Applied Mathematics	3
		<u>15</u>
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)
PHY 131	Applied Physics	4
		<u>16</u>
SEMESTER III		
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	
ENG 101	Composition I	3
		<u>15</u>
SEMESTER IV		
SC 101	Introduction to Speech Communication	3
PSY 131	Applied Psychology and Human Relations	3
+ Electives		8-9
		<u>14-15</u>
Minimum Hours Required		60

+ Electives--must be selected from the following:

Any ACR (Air Conditioning and Refrigeration) course	
ACR 109	Contemporary Topics I
ACR 110	Contemporary Topics II
ACR 221	Refrigeration Loads
ACR 222	Advanced Systems
ACR 223	Medium Temperature Refrigeration Systems
ACR 224	System Testing and Balancing
ACR 227	Low Temperature Refrigeration Systems
ACR 228	Air Conditioning System Equipment Selection
ACR 229	Refrigeration Equipment Selection
ACR 230	Energy Conservation
ACR 703	Cooperative Work Experience
ACR 704	Cooperative Work Experience
ACR 713	Cooperative Work Experience
ACR 714	Cooperative Work Experience
ACC 131	Bookkeeping I
BPR 177	Blueprint Reading
BUS 105	Introduction to Business
CIS 103	Introduction to Computer Information Systems
DFT 182	Technician Drafting
MGT 153	Small Business Management

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

Cedar Valley, Eastfield, and North Lake only

(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 I or	
MTH 139 Applied Mathematics	3
	<u>15</u>
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
	<u>15-16</u>

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 103	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

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

Eastfield only

(Associate Degree)

This program furnishes both the theory and practice required to qualify a person for employment in the various areas of the air conditioning and refrigeration industry. Special emphasis is placed on commercial and industrial air conditioning and refrigeration during the second year. Hands-on experience stresses operation and troubleshooting of medium and low temperature refrigeration and chilled water air conditioning systems.

	CREDIT HOURS
SEMESTER I	
ACR 120 Principles of Refrigeration or	6
ACR121 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 I or	
MTH 139 Applied Mathematics	3
	<u>15</u>

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)
COM 131 Applied Communications or	
ENG 101 Composition I	3
	<u>15</u>

SEMESTER III	
ACR 221 Refrigeration Loads	3
ACR 223 Medium Temperature Refrigeration Systems	3
ACR 227 Low Temperature Refrigeration Systems	3
ACR 229 Refrigeration Equipment Selection	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology	3
+ Elective	3-4
	<u>18-19</u>

SEMESTER IV	
ACR 222 Advanced Systems	3
ACR 224 System Testing and Balancing	3
ACR 228 Air Conditioning System Equipment Selection	3
ACR 230 Energy Conservation	3
ACR 703 Cooperative Work Experience or	3
++ Elective	(2-6)
SC 101 Introduction to Speech Communication	3
	<u>17-21</u>

Minimum Hours Required 66

+ Electives-must be selected from the following:

ACC 131	Bookkeeping I	3
ART 104	Art Appreciation	3
BUS 105	Introduction to Business	3
BUS 143	Personal Finance	3
CIS 103	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
MUS 104	Music Appreciation	3
PHY 131	Applied Physics	4
SPA 101	Beginning Spanish	4

+ + Electives-must be selected from the following:

ACR 109	Contemporary Topics I	2
ACR 110	Contemporary Topics II	2
ACR 200	Contractor Estimating	6
ACR 209	Contractor Estimating I	3
ACR 210	Contractor Estimating II	3
ACR 212	System Servicing	6
ACR 213	System Servicing I	3
ACR 214	System Servicing II	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.

ANIMAL MEDICAL TECHNOLOGY

Cedar Valley only

(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 have 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	
ENG 101 Composition I	3
MTH 139 Applied Mathematics	3
	<u>16</u>
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 Applied Psychology and Human Relations	3
SC 101 Introduction to Speech Communication	3
	<u>15</u>

SUMMER SESSION

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

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
	<u>17</u>

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
	<u>15</u>

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.

APPAREL DESIGN

El Centro only

(Associate Degree)

The apparel designer converts the design idea into an industrial paper pattern used in the mass production of clothing. New style trends each season demand individual creative thinking to develop saleable designs. Upon successful completion of the program, the student enters a women's wear or children's wear manufacturing company as an assistant in the design department.

	CREDIT HOURS
SEMESTER I	
DES 128 Introduction to Mass Production and Apparel	2
DES 129 Industrial Garment Construction (1st 8 weeks)	1
DES 234 History of Costume	3
DES 110 Basic Color Theory and Application (1st 8 weeks)	3
PDD 151 Pattern Drafting I (2nd 8 weeks)	3
ENG 101 Composition I	3
	15
SEMESTER II	
DES 135 Textiles	3
DES 136 Fashion Sketching	3
DES 235 History of Costume	3
PDD 152 Pattern Drafting II (1st 8 weeks)	3
PDD 153 Pattern Drafting III (2nd 8 weeks)	3
SC 101 Introduction to Speech Communication	3
	18
SEMESTER III	
DES 229 Advanced Garment Construction	3
PDD 254 Pattern Drafting IV (1st 8 weeks)	3
PDD 255 Pattern Drafting V (2nd 8 weeks)	3
APP 232 Design Development I	3
APP 237 Style Trends and Research I	2
MTH 139 Applied Mathematics	3
	17
SEMESTER IV	
PDD 256 Pattern Drafting VI (1st 8 weeks)	3
PDD 257 Pattern Drafting VII (2nd 8 weeks)	3
APP 233 Design Development II	3
APP 238 Style Trends and Research II	2
DES 140 Draping or	(1)
PDD 702 Cooperative Work Experience or	(2)
PDD 703 Cooperative Work Experience or	(3)
PDD 704 Cooperative Work Experience	4
+ Elective	3
++ Elective	3
	18-21
Minimum Hours Required	68

+ Elective--must be selected from the following:

HD 105	Basic Processes of Interpersonal Relationships ...	3
HUM 101	Introduction to the Humanities	3
PSY 101	Introduction to Psychology	3

+ + Elective--must be selected from the following:

BUS 105	Introduction to Business	3
CIS 103	Introduction to Computer Information Systems ...	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.

ARCHITECTURAL TECHNOLOGY

El Centro only

(Associate Degree)

This program is designed to provide flexibility for student employment within the construction industry in an architect's office, engineer or contractor's office, material supplier's office or for the student who wishes to continue the study of architecture or environmental design at a senior institution.

	CREDIT HOURS
SEMESTER I	
ARC 130 Architectural Graphics I	3
ARC 151 Materials & Methods of Construction ..	3
ARC 161 Architectural Design I	3
ENG 101 Composition I	3
MTH 195 Technical Mathematics I or	
MTH 116 College Mathematics II	3
	<u>15</u>
SEMESTER II	
ARC 133 Architectural Graphics II	3
ARC 134 Freehand Drawing I	3
ARC 153 Construction Drawings I - Wood Frame	3
ARC 162 Architectural Design II	3
SC 101 Introduction to Speech Communication	3
	<u>15</u>
SEMESTER III	
ARC 230 History of Modern Architecture	3
ARC 240 Media Skills I	3
ARC 261 Architectural Design III	3
ARC 271 Basic Structural Design	3
CIS 103 Introduction to Computer Information Systems	3
	<u>15</u>
SEMESTER IV	
ARC 257 Computer Graphics	3
PSY 131 Applied Psychology & Human Relations	3
+ Architectural Electives	9
	<u>15</u>
Minimum Hours Required	60

+ Architectural electives:

ARC 232	Basic Architectural Photography	3
ARC 233	History of Architecture Survey to 1850	3
ARC 241	Media Skills II	3
ARC 245	Design Sketching	3
ARC 251	Construction Drawings - Heavy Construction	3
ARC 252	Specifications & Office Practice	3
ARC 254	Construction Drawings - Steel Frame	3
ARC 256	Construction Drawings IV - Detailing	3
ARC 262	Architectural Design IV	3
ARC 272	Building 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.

ASSOCIATE DEGREE NURSING

El Centro and Brookhaven only

(Associate Degree)

The Associate Degree Nursing Program is a two- year, 70 credit hour program, leading to the Associate Degree in Applied Arts and Sciences. The program prepares graduates to be eligible to write the NCLEX-RN Examination to become licensed as a Registered Nurse (R.N.) in Texas. The program is accredited by the Board of Nurse Examiners for the State of Texas, and the National League for Nursing.

The program combines classroom and skills laboratory experience with hospital clinical experience. Students are required to be covered by professional liability insurance.

The program offered at Brookhaven is under the administration and accreditation of the El Centro College Associate Degree Nursing Program. Students apply for admission and attend classes at Brookhaven but receive their degrees from El Centro.

ADMISSION TO THE PROGRAM

Students Must:

1. Fulfill all requirements for admission to both the college and the Associate Degree Nursing Program.
2. Attend a pre-admission orientation session and complete the designated assessment testing process.
3. Complete the prerequisite English and Biology courses with a grade of "C" or better.

(August Admission - El Centro and Brookhaven)

	CREDIT HOURS
SEMESTER I - Prerequisites to Program Admission	
BIO 120 Introduction to Human Anatomy and Physiology* or	
BIO 221 Anatomy and Physiology I	4
ENG 101 Composition I	3
	<u>7</u>
SEMESTER I	
NUR 144 Nursing I	8
BIO 121 Introduction to Human Anatomy and Physiology or	
BIO 222 Anatomy and Physiology II	4
MTH 139 Applied Mathematics or	
MTH 101 College Algebra	3
PSY 101 Introduction to Psychology	3
	<u>18</u>

SEMESTER II	
NUR 146 Nursing II	9
BIO 216 General Microbiology	4
PSY 201 Developmental Psychology	3
	<u>16</u>

SUMMER SESSION	
NUR 244 Nursing III	4
	<u>4</u>

SEMESTER III	
NUR 250 Nursing IV	9
SC 101 Introduction to Speech Communication	3
	<u>12</u>

SEMESTER IV	
NUR 258 Nursing V	9
NUR 259 Nursing V-A	1
+ Elective	3
	<u>13</u>

Minimum Hours Required 70

*Biology 115 recommended prior to Biology 120 if no previous high school biology.

+ Electives-- must be selected from the following:

NUR 101 Basic Pharmacology	3
NUR 102 Introduction to Pathophysiology	3
NUR 201 Special Topics: Applied Management in Health Care Setting	3
NUR 202 Special Topics: Geriatric Care	3
NUR 203 Practicum: Care of the Psychiatric Patient	3
NUR 204 Special Topics: Home Health Care Nursing	3
SOC 101 Introduction to Sociology	3
Any other course above the 100 level in humanities or business.	

A "C" grade is required in all courses. Support courses may be completed before but not after the semester indicated.

(January Admission - El Centro only)

SEMESTER I - Prerequisites to Program Admission

BIO 120 Introduction to Human Anatomy and Physiology* or	
BIO 221 Anatomy and Physiology I	4
ENG 101 Composition I	3
	<u>7</u>

SEMESTER I	
NUR 144 Nursing I	8
BIO 121 Introduction to Human Anatomy and Physiology or	
BIO 222 Anatomy and Physiology II	4
PSY 101 Introduction to Psychology	3
MTH 139 Applied Mathematics or	
MTH 101 College Algebra	3
	<u>18</u>

SEMESTER II	
NUR 146 Nursing II	9
BIO 216 General Microbiology	4
PSY 201 Developmental Psychology	3
	<u>16</u>

SEMESTER III

NUR 250	Nursing IV	9
SC 101	Introduction to Speech Communication	3
		<u>12</u>

SUMMER SESSION

NUR 244	Nursing III	4
		<u>4</u>

SEMESTER IV

NUR 258	Nursing V	9
NUR 259	Nursing V-A	1
++ Elective		3
		<u>13</u>

Minimum Hours Required 70

*Biology 115 recommended prior to Biology 120 if no previous high school biology.

+ + Electives—must be selected from the following:

NUR 101	Basic Pharmacology	3
NUR 102	Introduction to Pathophysiology	3
NUR 201	Special Topics: Applied Management in Health Care Settings	3
NUR 202	Special Topics: Geriatric Care	3
NUR 203	Practicum: Care of the Psychiatric Patient	3
NUR 204	Special Topics: Home Health Care Nursing	3
SOC 101	Introduction to Sociology	3

Any other course above the 100 level in humanities or business.

A "C" grade is required in all courses. Support courses may be completed before but not after the semester indicated.

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.

ASSOCIATE DEGREE NURSING -- LVN OPTION

El Centro only

(Associate Degree)

A Licensed Vocational Nurse in Texas may qualify to complete the Associate Degree Nursing program at an accelerated pace. Students must meet all entrance requirements for the Associate Degree Nursing Program, and complete twenty-four hours of prerequisite courses to enter this articulation option. Upon completion of the "bridging" course, which focuses on the change in role from LVN to RN, the student is granted equivalency credit for the first two semesters of the Associate Degree Nursing Program. The student will then complete the second year of the curriculum. Graduates of this program will receive an Associate In Applied Arts and Sciences Degree, and they will be eligible to write the NCLEX-RN Examination to become licensed as a Registered Nurse (RN) in Texas.

	CREDIT HOURS
Prerequisites to Program Admission	
BIO 120 Introduction to Human Anatomy and Physiology* or	
BIO 221 Anatomy and Physiology I	4
ENG 101 Composition I	3
BIO 121 Introduction to Human Anatomy and Physiology or	
BIO 222 Anatomy and Physiology II	4
MTH 139 Applied Mathematics or	
MTH 101 College Algebra	3
PSY 101 Introduction to Psychology	3
BIO 216 General Microbiology	4
PSY 201 Developmental Psychology	3
	<u>24</u>
SEMESTER I	
NUR 147 Nursing II A**	5
	<u>5</u>
SUMMER SESSION	
NUR 244 Nursing III	4
	<u>4</u>
SEMESTER II	
NUR 250 Nursing IV	9
SC 101 Introduction to Speech Communication	3
	<u>12</u>
SEMESTER III	
NUR 258 Nursing V	9
NUR 259 Nursing V-A	1
+ Elective	3
	<u>13</u>
Minimum Hours Required	70

*Biology 115 recommended prior to Biology 120 if no previous high school biology.

**Upon successful completion of Nursing IIA, 17 hours equivalency credit for Nursing 144 and 146 is awarded in addition to the 5 credit hours earned for Nursing IIA.

+ Electives--must be selected from the following:

NUR 101	Basic Pharmacology	3
NUR 102	Introduction to Pathophysiology	3
NUR 201	Special Topics: Applied Management in Health Care Settings	3
NUR 202	Special Topics: Geriatric Care	3
NUR 203	Practicum: Care of the Psychiatric Patient	3
NUR 204	Special Topics: Home Health Care Nursing	3
SOC 101	Introduction to Sociology	3

Any other course above the 100 level in humanities or business

A "C" grade is required in all courses. Support courses may be completed before but not after the semester indicated.

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.

AUTO BODY TECHNOLOGY

Eastfield only

(Associate Degree)

This program introduces the student to all facets of auto body repair and painting. Emphasis is placed upon the development of the necessary skills and knowledge required to function successfully in this industry. The program of study includes technical aspects of metal behavior combined with correct repair and refinishing procedures.

	CREDIT HOURS
SEMESTER I	
* AB 111 Basic Metal Principles	3
* AB 112 Applied Basic Metal Principles	2
* AB 121 Basic Paint Principles	3
* AB 122 Applied Basic Paint Principles	2
AB 245 Welding for Auto Body	3
MTH 195 Technical Mathematics I	3
	<u>16</u>
SEMESTER II	
* AB 113 Minor Metal Repair	3
* AB 114 Applied Minor Metal Repair	2
* AB 123 Paint Blending and Spot Repair Techniques	3
* AB 124 Applied Paint Blending and Spot Repair Techniques	2
COM 131 Applied Communications or	
ENG 101 Composition I	3
PHY 131 Applied Physics	4
	<u>17</u>
SEMESTER III	
* AB 211 Major Panel Replacement	3
* AB 212 Applied Major Panel Replacement	2
AB 213 Major Collision and Frame Repair	3
SC 101 Introduction to Speech Communication	3
+ Elective	3
	<u>14</u>
SEMESTER IV	
AB 139 Body Shop Operations	3
AB 221 Advanced Paint Techniques	3
AB 222 Applied Advanced Paint Techniques ...	2
AB 235 Estimating	3
AB 703 Cooperative Work Experience or	(3)
AB 714 Cooperative Work Experience	4
	<u>14-15</u>

Minimum Hours Required: 61

+ Elective—must be selected from the following:

ACC 131	Bookkeeping I	3
ART 104	Art Appreciation	3
BUS 105	Introduction to Business	3
CIS 103	Introduction to Computer Information Systems ...	3
GVT 201	American Government	3
HST 101	History of the United States	3
HD 105	Basic Processes of Interpersonal Relationships ...	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	Applied Psychology and Human Relations	3

*Must be enrolled concurrently in: AB 111/112, AB 113/114, AB 121/122, AB 123/124, and AB 211/212.

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.

AUTO BODY TECHNOLOGY

Eastfield only

(Certificate)

This program is designed to train a student in all facets of auto body repair and painting. Emphasis is placed upon those skills needed by the student to become a successful auto body repair person. This program offers the student a certificate in auto body technology upon successful completion of the program.

	CREDIT HOURS
SEMESTER I	
AB 111 Basic Metal Principles	3
*AB 112 Applied Basic Metal Principles	2
*AB 121 Basic Paint Principles	3
*AB 122 Applied Basic Paint Principles	2
*AB 123 Paint Blending and Spot Repair Techniques	3
*AB 124 Applied Paint Blending and Spot Repair Techniques	2
AB 245 Welding for Auto Body	3
	<u>18</u>
SEMESTER II	
*AB 113 Minor Metal Repair	3
*AB 114 Applied Minor Metal Repair	2
*AB 211 Major Panel Replacement	3
*AB 212 Applied Major Panel Replacement	2
AB 221 Advanced Paint Techniques	3
AB 222 Applied Advanced Paint Techniques ...	2
	<u>15</u>
SEMESTER III	
AB 139 Body Shop Operations	3
AB 213 Major Collision and Frame Repair	3
AB 235 Estimating	3
AB 703 Cooperative Work Experience or	(3)
AB 714 Cooperative Work Experience	4
	<u>12-13</u>

Minimum Hours Required: 45

*Must be enrolled concurrently: AB 111/112, AB 113/114, AB 121/122,
AB 123/124, and AB 211/212.

AUTOMOTIVE CAREER TECHNICIAN

Cedar Valley only

(Associate Degree)

This program that combines full-time on-the-job training along with college credit courses. The curriculum is designed to provide the graduate with information, experience and skills needed by repair technicians. Students are expected to pass certification tests by the National Institute for Automotive Service Excellence upon completion of the courses of study. Admission to the program is limited and applicants will be screened for approval.

	CREDIT HOURS
SEMESTER I	
ACT 110 Fundamentals	3
ACT 111 Basic Electrical Systems	3
ACT 112 Parts and Service Department Management	3
	<u>9</u>
SEMESTER II	
ACT 113 Advanced Electrical Systems	3
ACT 114 Basic Engine Repair	3
ACT 115 Engine Overhaul Procedures	3
ACT 704 Cooperative Work Experience	4
	<u>13</u>
SUMMER SESSION	
ACT 220 Air Conditioning and Heating Systems .	3
COM 131 Applied Communications or	
ENG 101 Composition I	3
	<u>6</u>
SEMESTER III	
ACT 221 Suspension, Steering and Brake Systems	3
ACT 222 Engine Tune-Up Procedures	3
ACT 714 Cooperative Work Experience	4
MTH 195 Technical Mathematics I or	
MTH 139 Applied Mathematics	3
PHY 131 Applied Physics	4
	<u>17</u>
SEMESTER IV	
ACT 223 Standard Transmissions and Power Trains	3
ACT 224 Automatic Transmissions	3
ACT 804 Cooperative Work Experience	4
SC 101 Introduction to Speech Communication	3
	<u>13</u>
SEMESTER V	
ACT 225 Fuel Injection Systems	3
ACT 814 Cooperative Work Experience	4
HD 105 Basic Processes of Interpersonal Relationships or	
HD 106 Personal and Social Growth	3
Elective	3
	<u>13</u>
Minimum Hours Required	71

+ Electives to be selected from the following:

GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	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.

AUTOMOTIVE CAREER TECHNICIAN

Cedar Valley only

(Certificate)

This program that combines full-time on-the-job training along with college credit courses. The curriculum is designed to provide the graduate with information, experience and skills needed by repair technicians. Students are expected to pass certification tests by the National Institute for Automotive Service Excellence upon completion of the courses of study. Admission to the program is limited and applicants will be screened for approval. Upon successful completion of the program, the student will receive a Certificate of Completion. Students completing this certificate may choose to continue their associate degree work in the Automotive Career Technician program.

CREDIT HOURS

SEMESTER I

ACT 110	Fundamentals	3
ACT 220	Air Conditioning and Heating Systems ..	3
COM 131	Applied Communications or	
ENG 101	Composition I	3
ACT 704	Cooperative Work Experience	4
		<u>13</u>

SEMESTER II

ACT 714	Cooperative Work Experience	4
+ Elective		12
		<u>16</u>

Minimum Hours Required 29

+ Electives must be selected from the following:

ACT 113	Advanced Electrical Systems	3
ACT 114	Basic Engine Repair	3
ACT 115	Engine Overhaul Procedures	3
ACT 221	Suspension, Steering and Brake Systems	3
ACT 222	Engine Tune-Up Procedures	3
ACT 223	Standard Transmissions and Power Trains	3
ACT 224	Automatic Transmissions	3
ACT 225	Fuel Injection Systems	3

AUTOMOTIVE TECHNOLOGY

Cedar Valley and Eastfield only

(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 109 Minor Vehicle Service	3
AT 110 Engine Repair I	4
AT 112 Engine Repair II	4
COM 131 Applied Communications or	
ENG 101 Composition I	3
MTH 195 Technical Mathematics I	3
	<u>17</u>
SEMESTER II	
AT 114 Engine Analysis and Tune-Up	4
AT 116 Fuel and Emission Systems	4
AT 119 Electrical Systems	3
PHY 131 Applied Physics	4
SC 101 Introduction to Speech Communication	3
	<u>18</u>
SEMESTER III	
AT 222 Heating and Air Conditioning	3
AT 223 Brake Systems	4
AT 225 Front End Systems	4
AT 248 Automotive Electronics	3
+ Elective	3
	<u>17</u>
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 704 Cooperative Work Experience	(4)
++ Elective	3
	<u>18-19</u>
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 713	Cooperative Work Experience or	(3)
AT 714	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 103	Introduction to Computer Information Systems	3
GVT 201	American Government	3
HST 101	History of the United States	3
HD 105	Basic Processes of Interpersonal Relationships	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	Applied Psychology and 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.

AUTOMOTIVE TECHNOLOGY

Cedar Valley and Eastfield only

(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 109	Minor Vehicle Service	3
AT 110	Engine Repair I	4
AT 112	Engine Repair II	4
		<u>11</u>
SEMESTER II		
AT 114	Engine Analysis and Tune-Up	4
AT 116	Fuel and Emission Systems	4
AT 119	Electrical Systems	3
		<u>11</u>
SEMESTER III		
AT 222	Heating and Air Conditioning	3
AT 223	Brake Systems	4
AT 225	Front End Systems	4
AT 248	Automotive Electronics	3
		<u>14</u>
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 704	Cooperative Work Experience	4
		<u>15-16</u>

Minimum Hours Required 51

AUTOMOTIVE TECHNOLOGY -- DEALERSHIP-SPONSORED TECHNICIAN

Brookhaven Only

(Associate Degree)

This specialized program is designed to prepare students for entry level employment as automotive technicians in specific manufacturer's dealership service organizations. Students entering this program must be sponsored by participating dealerships approved by the College. Emphasis is placed upon the development of the necessary skills and knowledge required to function in automotive dealerships repairing and maintaining late-model automobiles with electronic systems. This program includes operational theory, practical skills, and accepted shop procedures reinforced by intensive practice during cooperative work experience periods in the sponsoring dealership.

	CREDIT HOURS
SEMESTER I	
AT 163 Introduction to Automotive Service	3
AT 164 Engine Systems I	3
AT 165 Engine Systems II	3
MTH 195 Technical Mathematics I	3
AT 743 Cooperative Work Experience	3
	<u>15</u>
SEMESTER II	
AT 166 Brake Systems	3
AT 167 Steering and Suspension	3
AT 168 Standard Transmissions and Drive Trains	3
PHY 131 Applied Physics	4
AT 753 Cooperative Work Experience	3
	<u>16</u>
SEMESTER III	
AT 240 Basic Automotive Electronics	2
AT 241 Automatic Transmissions I	3
AT 242 Automatic Transmissions II	3
COM 131 Applied Communications	3
AT 843 Cooperative Work Experience	3
	<u>14</u>
SEMESTER IV	
AT 243 Electrical Systems	3
AT 244 Heating and Air Conditioning Systems	3
SC 101 Introduction to Speech Communication	3
PSY 131 Applied Psychology and Human Relations	3
AT 853 Cooperative Work Experience	3
	<u>15</u>

SEMESTER V

AT 245 Ignition, Fuel and Emission Systems I	3
AT 246 Ignition, Fuel and Emission Systems II	3
AT 247 Ignition, Fuel and Emission Systems III	3
HUM 101 Introduction to the Humanities	3
	<u>12</u>

Minimum Hours Required 72

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY -- ELECTRONIC ENGINE CONTROL TECHNICIAN

Brookhaven Only

(Certificate)

The purpose of this program is to provide entry level skills for individuals desiring to enter the field of automotive technology in the specialized area of engine performance diagnosis and analysis. Emphasis is placed on the development of knowledge and skills related to electronic engine controls. A certificate is issued upon successful completion of the program.

	CREDIT HOURS
SEMESTER I	
AT 163 Introduction to Automotive Service	3
AT 164 Engine Systems I	3
AT 165 Engine Systems II	3
AT 244 Heating and Air Conditioning Systems	3
MTH 195 Technical Mathematics I	3
PHY 131 Applied Physics	4
	<u>19</u>
SEMESTER II	
AT 240 Basic Automotive Electronics	2
AT 243 Electrical Systems	3
AT 245 Ignition, Fuel and Emission Systems I	3
AT 246 Ignition, Fuel and Emission Systems II	3
AT 247 Ignition, Fuel and Emission Systems III	3
AT 704 Cooperative Work Experience	4
	<u>18</u>
Minimum Hours Required	37

AUTOMOTIVE TECHNOLOGY -- SERVICE TECHNICIAN

Brookhaven Only

(Associate Degree)

The purpose of this program is to prepare students for entry level employment as an automotive technician. This program reflects a building-block approach from simple to complex and includes theory, diagnosis, repair and maintenance of automobiles, including late model vehicles with electronic systems. Emphasis is placed on operational theory, practical skills and accepted shop procedures.

	CREDIT HOURS
SEMESTER I	
AT 163 Introduction to Automotive Service	3
AT 164 Engine Systems I	3
AT 165 Engine Systems II	3
MTH 195 Technical Mathematics I	3
COM 131 Applied Communications or	
ENG 101 English 101	3
	<u>15</u>
SEMESTER II	
AT 166 Brake Systems	3
AT 167 Steering and Suspension	3
AT 168 Standard Transmissions and	
Drive Trains	3
PHY 131 Applied Physics	4
PSY 131 Applied Psychology and Human	
Relations	3
	<u>16</u>
SEMESTER III	
AT 240 Basic Automotive Electronics	2
AT 241 Automatic Transmissions I	3
AT 242 Automatic Transmissions II	3
AT 243 Electrical Systems	3
AT 244 Heating and Air Conditioning	
Systems	3
SC 101 Introduction to Speech	
Communication	3
	<u>17</u>
SEMESTER IV	
AT 245 Ignition, Fuel and Emission	
Systems I	3
AT 246 Ignition, Fuel and Emission	
Systems II	3
AT 247 Ignition, Fuel and Emission	
Systems III	3
AT 212 Special Automotive Applications	1
AT 703 Cooperative Work Experience	3
	<u>13</u>
Minimum Hours Required	61

NOTE: Students enrolling in this program may plan to transfer to a four-year institution. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY -- SERVICE TECHNICIAN

Brookhaven Only

(Certificate)

The purpose of this program is to provide entry level skills for individuals desiring to enter the field of automotive technology in specialized areas excluding automatic transmissions and areas dealing with engine performance, diagnosis and analysis. A certificate is issued upon successful completion of the program.

	CREDIT HOURS
SEMESTER I	
AT 163 Introduction to Automotive Service	3
AT 164 Engine Systems I	3
AT 165 Engine Systems II	3
AT 166 Brake Systems	3
MTH 195 Technical Mathematics I	3
PHY 131 Applied Physics	4
	<u>19</u>
SEMESTER II	
AT 167 Steering and Suspension	3
AT 168 Standard Transmissions and Drive Trains	3
AT 240 Basic Automotive Electronics	2
AT 243 Electrical Systems	3
AT 244 Heating and Air Conditioning Systems	3
AT 704 Cooperative Work Experience	4
	<u>18</u>
Minimum Hours Required	37

AVIATION TECHNOLOGY

Mountain View only

Because of the varied and interrelated aviation career options available, Mountain View's Aviation Technology Program is designed to allow students to take a group of core courses which includes selected aviation, business, English, mathematics and human relations courses and then proceed with specialized courses in the specific career option they wish to enter.

The Associate of Applied Arts and Sciences degree options are (1) Career Pilot including flight instructor certificate, multi-engine rating, flight engineer and air transport pilot ground school and type-rating for small, multi engine, turbo-jet powered airplane; (2) Air Cargo Transport; (3) Airline Marketing; (4) Fixed Base Operations/Airport Management; (5) Aircraft Dispatcher and (6) Air Traffic Control. A one year certificate program is available in Aircraft Dispatcher.

AVIATION TECHNOLOGY -- CAREER PILOT OPTION

Mountain View only

(Associate Degree)

The Career Pilot Option provides students with flight training and ground school through the commercial certificate. All ground school instruction and flight training conform to Part 61 and 141 of the Federal Aviation Administration Regulations. Prior to admission to the program, registration and payment of fees, consultation with and approval by an Aviation Technology instructor is necessary. Simulator fees, flight fees and fees for pre- and post-flight briefing are in addition to the regular tuition charge.

Students completing this option may find employment opportunities as an airline pilot, corporate pilot, flight engineer, flight instructor and other general aviation positions. It is recommended that students in the Career Pilot Option schedule flight training during the summer months in addition to the Spring and Fall semesters to aid in completing the program within a two year period.

	CREDIT HOURS
SEMESTER I	
AVT 110 Introduction to Aviation	3
AVT 121 Ground School Private	3
AVT 122 Aviation Law	3
AVT 135 Flight Basic*	2
AVT 210 FAA Regulations	3
AVT 226 Meteorology	3
	<u>17</u>
SEMESTER II	
AVT 123 Ground School Commercial	3
AVT 128 Aero Engines and Systems	3
AVT 137 Flight Private Pilot*	1
AVT 220 Aero Dynamics	3
ENG 101 Composition I	3
Mathematics Elective	3
	<u>16</u>
SEMESTER III	
AVT 221 Advanced Navigation	3
AVT 224 Ground School Instrument	3
AVT 265 Flight Commercial I*	2
AVT 266 Flight Commercial II*	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology	3
CIS 103 Introduction to Computer Information Systems	3
	<u>17</u>

SEMESTER IV

AVT 212	Airport Management	3
AVT 267	Flight Commercial III - Instrument*	3
AVT 268	Flight Commercial IV*	3
AVT 250	Flight Instructor Ground School or	(2)
AV 129	Introduction to Aircraft Electronic Systems	3
SC 101	Introduction to Speech Communication	3
		<u>14-15</u>

Minimum Hours Required 64

+ Mathematics Elective—must be selected from the following:

MTH 101	College Algebra	3
MTH 111	Mathematics for Business and Economics	3
MTH 130	Business Mathematics	3
MTH 195	Technical Mathematics I	3

*Flight courses are flexible enrollment and may be taken in sequence regardless of semester.

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.

ADDITIONAL CERTIFICATION AVAILABLE FOR CAREER PILOT OPTION

CREDIT
HOURS

Flight Instructor Certificate

AVT 250	Flight Instructor Ground School	2
AVT 251	Flight Instructor - Airplane*	2
AVT 252	Instrument Flight Instructor Ground School	3
AVT 253	Flight Instructor - Airplane Instrument*	1

Multi-Engine Rating

AVT 254	Flight Advanced I*	1

Flight Engineer

AVT 263	Flight Engineer Ground School	3

Air Transport Pilot

AVT 264	Air Transport Pilot Ground School	3

Type-Rating (small, multi-engine, turbo-jet)

AVT 255	Type-Rating Turbo-Jet Ground School	3
AVT 256	Flight Advanced II-Jet Type-Rating*	1

*Flight courses are flexible enrollment and may be taken in sequence regardless of semester.

AVIATION TECHNOLOGY -- AIR CARGO TRANSPORT OPTION

Mountain View only

(Associate Degree)

This option is designed to provide students with an overview of transportation methods and technology associated with the aviation industry. Upon completion of the program, students may be eligible to be employed in positions such as air cargo sales, air freight transportation and cargo loading.

	CREDIT HOURS
SEMESTER I	
AVT 110 Introduction to Aviation	3
AVT 121 Ground School Private	3
AVT 122 Aviation Law	3
AVT 210 FAA Regulations	3
BUS 105 Introduction to Business	3
	<u>15</u>
SEMESTER II	
AVT 226 Meteorology	3
AVT 249 Air Transportation, Traffic and Cargo	3
ACC 201 Principles of Accounting I	3
ENG 101 Composition I	3
+ Elective	3
	<u>15</u>
SEMESTER III	
AVT 212 Airport Management	3
AVT 223 Airline Management	3
MGT 136 Principles of Management	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology	3
SC 101 Introduction to Speech Communication	3
	<u>15</u>
SEMESTER IV	
AVT 225 Aviation Marketing	3
BUS 234 Business Law	3
ACC 202 Principles of Accounting II	3
CIS 103 Introduction to Computer Information Systems	3
ECO 201 Principles of Economics I	3
	<u>15</u>
Minimum Hours Required	60
+ Elective--must be selected from the following:	
MTH 101 College Algebra	3
MTH 130 Business Mathematics	3
MTH 195 Technical Mathematics I	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.

AVIATION TECHNOLOGY -- AIR TRAFFIC CONTROL OPTION

Mountain View only

(Associate Degree)

Mountain View offers a specialized degree program in air traffic control in conjunction with the Southwest Region ARTC. The program provides students with the background and general experience in aviation which may enable them to enter an air traffic control career with the FAA. Career opportunities in air traffic control include positions such as control tower operator, approach control, air route traffic control and flight service station specialist.

Students interested in admission to the air traffic control program must have completed 15 credit hours (Aviation Technology courses recommended) prior to enrollment into the specialized air traffic control courses and must meet FAA eligibility requirements.

	CREDIT HOURS
SEMESTER I	
AVT 121 Ground School Private	3
AVT 135 Flight Basic*	2
AVT 137 Flight Private Pilot*	1
AVT 210 FAA Regulations, Airspace and Air Traffic Control	3
AVT 221 Advanced Navigation	3
AVT 226 Meteorology	3
	<u>15</u>
SEMESTER II	
AVT 270 Orientation to Air Traffic Control	5
AVT 272 Aircraft Types/Air Traffic Control Communications	2
AVT 274 Air Traffic Control Computer Operations	3
AVT 704 Cooperative Work Experience	4
	<u>14</u>
SEMESTER III	
AVT 224 Ground School Instrument	3
ENG 101 Composition I	3
MTH 195 Technical Mathematics I	3
PSY 131 Applied Psychology and Human Relations	3
SC 101 Introduction to Speech Communication	3
	<u>15</u>
SEMESTER IV	
AVT 212 Airport Management or MGT 136 Principles of Management	3
AVT 223 Airline Management or MGT 242 Personnel Administration	3
AVT 714 Cooperative Work Experience	4
ENG 102 Composition II	3
	<u>13</u>

SEMESTER V

AVT 804 Cooperative Work Experience 4

Minimum Hours Required 61

*Flight courses are flexible enrollment and may be taken in sequence regardless of semester.

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.

AVIATION TECHNOLOGY -- AIRCRAFT DISPATCHER OPTION

Mountain View only

(Associate Degree)

The job performed by an aircraft dispatcher is an integral part of the overall flight operations for airlines. An individual in this position works in conjunction with an airline pilot and is responsible for regulation compliance, weather and loading procedures prior to take-off. In the Aircraft Dispatcher Program students may earn a certificate after approximately one year or choose to complete the Associate in Applied Arts and Sciences Degree.

Entry into either program will be in accordance with Federal Aviation Administration regulations and with instructor approval. Upon completion of the courses in the desired program, students may be recommended to apply to take the FAA written examination for aircraft dispatcher.

	CREDIT HOURS
SEMESTER I	
AVT 110 Introduction to Aviation	3
AVT 121 Ground School Private	3
AVT 122 Aviation Law	3
AVT 210 FAA Regulations, Airspace and Air Traffic Control	3
AVT 226 Meteorology	3
	<u>15</u>
SEMESTER II	
AVT 123 Ground School Commercial	3
AVT 128 Aero Engine and Systems	3
AVT 221 Advanced Navigation	3
CIS 103 Introduction to Computer Information Systems	3
ENG 101 Composition I	3
	<u>15</u>
SEMESTER III	
AVT 224 Ground School Instrument	3
AVT 261 Aircraft Dispatcher	3
MTH 195 Technical Mathematics I	3
PSY 131 Applied Psychology and Human Relations	3
SC 101 Introduction to Speech Communication	3
	<u>15</u>
SEMESTER IV	
AVT 262 Practical Dispatching	3
AVT 129 Introduction to Aircraft Electrical Systems	3
BUS 105 Introduction to Business	3
MGT 136 Principles of Management	3
MTH 196 Technical Mathematics II	3
	<u>15</u>
Minimum Hours Required	60

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.

AVIATION TECHNOLOGY -- AIRCRAFT DISPATCHER

Mountain View only

(Certificate)

The job performed by an aircraft dispatcher is an integral part of the overall flight operations for airlines. An individual in this position works in conjunction with an airline pilot and is responsible for regulation compliance, weather and loading procedures prior to take-off. In the Aircraft Dispatcher Program students may earn a certificate after approximately one year or choose to complete the Associate in Applied Arts and Sciences Degree.

Entry into either program will be in accordance with Federal Aviation Administration regulations and with instructor approval. Upon completion of the courses in the desired program, students may be recommended to apply to take the FAA written examination for aircraft dispatcher.

	CREDIT HOURS
SEMESTER I	
AVT 110 Introduction to Aviation	3
AVT 121 Ground School Private	3
AVT 122 Aviation Law	3
AVT 210 FAA Regulations, Airspace and Air Traffic Control	3
AVT 226 Meteorology	3
AVT 261 Aircraft Dispatcher	3
	18
SEMESTER II	
AVT 123 Ground School Commercial	3
AVT 128 Aero Engine and Systems	3
AVT 221 Advanced Navigation	3
AVT 224 Ground School Instrument	3
AVT 262 Practical Dispatching	3
	15
Minimum Hours Required	33

AVIATION TECHNOLOGY -- AIRLINE MARKETING OPTION

Mountain View only

(Associate Degree)

The Airline Marketing Option stresses the significance and functions of marketing from the airline viewpoint. Students completing the program may opt to enter a variety of marketing related positions in the areas of customer service, sales and promotion, crew scheduling or entry level management.

	CREDIT HOURS
SEMESTER I	
AVT 110 Introduction to Aviation	3
AVT 121 Ground School Private	3
AVT 122 Aviation Law	3
AVT 210 FAA Regulations	3
BUS 105 Introduction to Business	3
	<u>15</u>
SEMESTER II	
AVT 249 Air Transportation, Traffic and Cargo	3
ACC 201 Principles of Accounting I	3
CIS 103 Introduction to Computer Information Systems	3
ENG 101 Composition I	3
+ Elective	3
	<u>15</u>
SEMESTER III	
AVT 212 Airport Management	3
AVT 223 Airline Management	3
ECO 201 Principles of Economics I	3
PSY 131 Applied Psychology and Human Relations or	3
PSY 101 Introduction to Psychology	3
SC 101 Introduction to Speech Communication	3
	<u>15</u>
SEMESTER IV	
AVT 225 Aviation Marketing	3
+ Elective	3
ACC 202 Principles of Accounting II	3
ECO 202 Principles of Economics II	3
++ Elective	3
	<u>15</u>
Minimum Hours Required	60

+ Elective-- must be selected from the following:

MTH 101	College Algebra	3
MTH 130	Business Mathematics	3
MTH 195	Technical Mathematics I	3

+ + Elective--must be selected from the following:

MKT 206	Principles of Marketing	3
MKT 230	Salesmanship	3
MKT 233	Advertising and Sales Promotion	3
BUS 234	Business Law	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.

AVIATION TECHNOLOGY -- FIXED BASE OPERATIONS/ AIRPORT MANAGEMENT OPTION

Mountain View only

(Associate Degree)

This option provides students with a general administrative overview combining aviation and business courses stressing terminology, management techniques and functions as they apply to the aviation industry. Students completing this program may qualify for support or training positions in airport management, as staff members to operations superintendents or aviation authority boards. Positions as fixed base operators for aircraft dealers may include equipment sales and service and aircraft sales.

	CREDIT HOURS
SEMESTER I	
AVT 110 Introduction to Aviation	3
AVT 121 Ground School Private	3
AVT 122 Aviation Law	3
AVT 210 FAA Regulations	3
BUS 105 Introduction to Business	3
	<u>15</u>
SEMESTER II	
AVT 226 Meteorology	3
AVT 249 Air Transportation, Traffic and Cargo	3
CIS 103 Introduction to Computer Information Systems	3
ENG 101 Composition I	3
+ Elective	3
	<u>15</u>
SEMESTER III	
AVT 223 Airline Management	3
ACC 201 Principles of Accounting I	3
ECO 201 Principles of Economics I	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology	3
SC 101 Introduction to Speech Communication	3
	<u>15</u>
SEMESTER IV	
AVT 212 Airport Management	3
MGT 153 Small Business Management	3
ACC 202 Principles of Accounting II	3
BUS 234 Business Law	3
ECO 202 Principles of Economics II	3
	<u>15</u>

Minimum Hours Required 60

+ Math elective -- must be selected from the following:

MTH 101	College Algebra	3
MTH 195	Technical Mathematics I	3
MTH 130	Business Mathematics	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.

CHILD DEVELOPMENT ASSOCIATE

Brookhaven and Eastfield only

(Associate Degree)

The Child Development Program offers students an in-depth study of young children from birth to twelve years of age in conjunction with the Parent/Child Study Center that provides students day-to-day involvement with young children. The program is designed to enable students to provide an optimal learning and caring environment for children.

	CREDIT HOURS
SEMESTER I	
CD 135 Introduction to Early Childhood Programs and Services**	4
CD 140 Early Childhood Development, 0-3 Years**	3
COM 131 Applied Communications or	
ENG 101 Composition I	3
SOC 101 Introduction to Sociology	3
+ Elective	3-4
	16-17
SEMESTER II	
CD 137 Early Childhood Learning Environments, Activities and Materials**	4
CD 141 Early Childhood Development, 3-5 Years**	3
CD 702 Cooperative Work Experience or	(2)
CD 713 Cooperative Work Experience or	(3)
CD 804 Cooperative Work Experience	4
PSY 101 Introduction to Psychology or	
PSY 131 Applied Psychology and Human Relations	3
+ Elective	3-4
	15-18
SEMESTER III	
CD 100 Directed Participation in Early Childhood Programs* or	
CD 233 Directed Participation in Early Childhood Programs	4
CD 239 Studies in Child Guidance**	3
GVT 201 American Government	3
SC 101 Introduction to Speech Communication	3
+ Elective	2-4
++ Elective	3
	18-22

SEMESTER IV	
CD 150 Nutrition Health and Safety of the Young Child**	3
CD 200 Application of Child Development Learning Theories* or	
CD 244 Application of Child Development Learning Theories	4
MTH 115 College Mathematics or	
MTH 117 Fundamental Concepts of Mathematics for Elementary Teachers or	
MTH 130 Business Mathematics or	
MTH 139 Applied Mathematics	3
SOC 203 Marriage and the Family	3
+++ Elective	3-4
	16-17

Minimum Hours Required: 65

+ Electives--must be selected from the following:

CD 125 Infant and Toddler Learning Environments, Activities and Materials	4
CD 127 Early Childhood Development, 5-12 Years	3
CD 203 Parents and the Child Caregiver/Teacher	3
CD 209 Early Childhood Development Special Projects	3
CD 236 The Special Child: Growth and Development	3
CD 250 Supportive Services for Exceptional Children	3
CD 251 Learning Programs for Children with Special Needs	3
CD 253 Abuse Within the Family	3
CD 254 Introduction to Administration of Child Care Programs	3
CD 256 Advanced Administrative Practices for Child Care	3
CD 702 Cooperative Work Experience or	(2)
CD 713 Cooperative Work Experience or	(3)
CD 804 Cooperative Work Experience	4
PEH 108 Social Recreation	3

+ + Elective--must be selected from the following:

ACC 131 Bookkeeping I	3
ACC 201 Principles of Accounting I	3
BUS 105 Introduction to Business	3
CIS 103 Introduction to Computer Information Systems	3
MGT 153 Small Business Management	3
OFC 172 Beginning Typing	3

+ + + Elective--must be selected from the following:

ART 104 Art Appreciation	3
BIO 115 Biological Science	4
MUS 104 Music Appreciation	3
SPA 101 Beginning Spanish	4
ITP 141 Beginning Sign Language	4

*CD 100 and CD 200 are taken as one-hour courses concurrently with the six (6) required CD courses (**) and two (2) of the following CD electives: CD 125, CD 127, CD 203, CD 254, or CD 256. CD 100 and CD 200 are repeated for credit for a total of eight (8) hours and are equivalent to CD 233 and CD 244.

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.

CHILD DEVELOPMENT-- ADMINISTRATIVE OPTION

Brookhaven and Eastfield only

(Certificate)

This certificate program will provide an opportunity for the student to study administrative procedures for child care facilities.

	CREDIT HOURS
SEMESTER I	
CD 135 Introduction to Early Childhood Programs and Services	4
CD 140 Early Childhood Development, 0-3 Years or	
CD 141 Early Childhood Development, 3-5 Years.	3
CD 254 Introduction to Administration of Child Care Programs	3
COM 131 Applied Communications or	
ENG 101 Composition I	3
+ Elective	3
	<u>16</u>
SEMESTER II	
CD 150 Nutrition, Health and Safety of the Young Child	3
CD 239 Studies in Child Guidance	3
CD 256 Advanced Administrative Practices for Child Care Facilities	3
SC 101 Introduction to Speech Communication	3
+ Elective	3
++ Elective	3
	<u>18</u>

Minimum Hours Required: 34

+ Electives--must be selected from the following:

CD 100 Directed Participation of Early Childhood Programs	1
CD 127 Child Development, 5-12 years	3
CD 200 Application of Child Development Learning Theories	1
CD 203 Parents and the Child Caregiver	3
CD 209 Early Childhood Special Projects	3
CD 253 Abuse Within the Family	3
CD 713 Cooperative Work Experience	3

+ + Elective--must be selected from the following:

CIS 103 Introduction to Computer Information Systems ...	3
HD 106 Personal and Social Growth	3
MTH 115 College Math	3
MTH 117 Fundamental Concepts of Math for Elementary Teachers	3
MTH 130 Business Math	3
PSY 101 Introduction to Psychology	3

CHILD DEVELOPMENT-- CDA TRAINING CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

This certificate program provides course work to assist the student to prepare for the CDA (Child Development Associate) assessment process. Students interested in applying for this national credential should consult a Child Development Instructor.

	CREDIT HOURS
SEMESTER I	
CD 135 Introduction to Early Childhood Programs and Services	4
CD 140 Early Childhood Development, 0-3 Years	3
CD 150 Nutrition, Health and Safety of the Young Child	3
CD 239 Studies in Child Guidance	3
HD 106 Personal and Social Growth	3
+ Elective	3-4
	<u>19-20</u>
SEMESTER II	
CD 137 Early Childhood Learning Environments, Activities and Materials	4
CD 141 Early Childhood Development, 3-5 Years.	3
CD 702 Cooperative Work Experience or	(2)
CD 713 Cooperative Work Experience or	(3)
CD 804 Cooperative Work Experience	4
COM 131 Applied Communications or	
ENG 101 Composition I	3
+ Elective	6-8
	<u>18-22</u>

Minimum Hours Required: 37

+ Electives--must be selected from the following:

CD 125 Infant and Toddler Learning Environments, Activities and Materials	4
CD 203 Parents and the Child Caregiver/Teacher	3
CD 209 Early Childhood Development Special Projects	3
CD 238 The Special Child: Growth and Development	3
CD 250 Supportive Services for Exceptional Children	3
CD 251 Learning Programs for Children with Special Needs	4
CD 253 Abuse Within the Family	3
CD 254 Introduction to Administration of Child Care Programs	3
CD 256 Advanced Administration Practices for Child Care Facilities	3
ITP 141 Beginning Sign Language	4

CHILD DEVELOPMENT-- INFANT-TODDLER OPTION

Brookhaven and Eastfield only

(Certificate)

This certificate program provides for an in-depth study of infant-toddler growth and development, programs, and services.

	CREDIT HOURS
SEMESTER I	
CD 135 Introduction to Early Childhood Programs and Services	4
CD 140 Early Childhood Development, 0-3 Years	3
CD 239 Studies in Child Guidance	3
COM 131 Applied Communications or ENG 101 Composition I	3
+ Elective	3
	16
SEMESTER II	
CD 150 Nutrition, Health and Safety of the Young Child	3
CD 125 Infant and Toddler Learning Environ- ments, Activities and Materials	4
CD 203 Parents and the Child Caregiver/Teacher	3
SC 101 Introduction to Speech Communication	3
SOC 203 Marriage and the Family	3
+ Elective	3
	19

Minimum Hours Required: 35

+ Electives--must be selected from the following:

CD 100 Directed Participation of Early Childhood Programs	1
CD 200 Application of Child Development Learning Theories	1
CD 209 Early Childhood Special Projects	3
CD 253 Abuse Within the Family	3
CD 713 Cooperative Work Experience	3

CHILD DEVELOPMENT-- SPECIAL CHILD CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

This certificate program is planned to emphasize the needs of special children and their families.

	CREDIT HOURS
SEMESTER I	
CD 140 Early Childhood Development, 0-3 Years	3
CD 150 Nutrition, Health and Safety of the Young Child	3
CD 236 The Special Child: Growth and Development	3
CD 239 Studies in Child Guidance	3
HD 106 Personal and Social Growth	3
	<u>15</u>
SEMESTER II	
CD 141 Early Childhood Development, 3-5 Years	3
CD 250 Supportive Services for Exceptional Children	3
CD 251 Learning Programs for Children with Special Needs	4
CD 702 Cooperative Work Experience or	(2)
CD 713 Cooperative Work Experience or	(3)
CD 804 Cooperative Work Experience	4
COM 131 Applied Communications or	
ENG 101 Composition I	3
+ Elective	3-4
	<u>18-20</u>

Minimum Hours Required: 33

+ Elective--must be selected from the following:

CD 125 Infant and Toddler Learning Environments, Activities and Materials	4
CD 127 Early Childhood Development, 5-12 Years	3
CD 253 Abuse Within the Family	3
ITP 141 Beginning Sign Language	4

COMMERCIAL MUSIC-- ARRANGER/COMPOSER/COPYIST

Cedar Valley only

(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
SEMESTER I	
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
SEMESTER II	
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 Applied Psychology and Human Relations	3
+ Ensemble	1
++ Applied Music	1-2
	17-18
SEMESTER III	
MUS 193 Improvisation	3
MUS 195 Introduction to Synthesizer	2
MUS 199 Recital	1
MUS 292 Arranging/Orchestration	3
MUS 293 Independent Study	3
+ Ensemble	1
++ Applied Music	1-2
	14-15
SEMESTER IV	
MUS 199 Recital	1
MUS 203 Composition	3
MUS 293 Independent Study	3
COM 131 Applied Communications or ENG 101 Composition I	3
SC 101 Introduction to Speech Communication	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

Cedar Valley only

(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
SEMESTER I	
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	
ENG 101 Composition I	3
+ Ensemble	1
++ Applied Music	1
	17
SEMESTER II	
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 Communication	3
+ Ensemble	1
++ Applied Music	1
	17
SEMESTER III	
MUS 190 Survey of Recording	2
MUS 191 Survey of Recording Laboratory	1
MUS 199 Recital	1
MUS 703 Cooperative Work Experience	3
MTH 130 Business Mathematics	3
PSY 131 Applied Psychology and Human	
Relations	3
++ Applied Music	1
	14
SEMESTER IV	
MUS 195 Introduction of Synthesizer	2
MUS 199 Recital	1
MUS 713 Cooperative Work Experience	3
ACC 201 Principles of Accounting I	3
MGT 153 Small Business Management	3
++ Applied Music	1-2
	13-14
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 must 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 CERTIFICATE

Cedar Valley only

(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
SEMESTER I	
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	
ENG 101 Composition I	3
BUS 105 Introduction to Business	3
+ Ensemble	1
++ Applied Music	1
	16
SEMESTER II	
MUS 118 Piano Class II	1
MUS 199 Recital	1
SC 101 Introduction to Speech Communication	3
MTH 130 Business Mathematics	3
MKT 137 Principles of Retailing	3
MKT 230 Salesmanship	3
+ Ensemble	1
++ Applied Music	1
	16
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 through MUS 243.

COMMERCIAL MUSIC -- PERFORMING MUSICIAN

Cedar Valley only

(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
SEMESTER I	
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
SEMESTER II	
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	
ENG 101 Composition I	3
+ Ensemble	1
++ Applied Music	1-3
	17-19
SEMESTER III	
MUS 193 Improvisation	3
MUS 199 Recital	1
MUS 292 Arranging/Orchestration	3
MUS 293 Independent Study or	
MUS 703 Cooperative Work Experience	3
SC 101 Introduction to Speech Communication	3
+ Ensemble	1
++ Applied Music	1-2
	15-16
SEMESTER IV	
MUS 199 Recital	1
MUS 194 Jazz Workshop	3
MUS 713 Cooperative Work Experience	3
PSY 131 Applied Psychology and Human	
Relations	3
+ Ensemble	1
++ Applied Music	1-2
	12-13

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

Cedar Valley only

(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
SEMESTER I	
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
SEMESTER II	
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	
ENG 101 Composition I	3
+Ensemble	1
++Applied Music	1-2
	16-17
SEMESTER III	
MUS 195 Introduction to Synthesizer	2
MUS 199 Recital	1
MUS 293 Independent Study or	
MUS 703 Cooperative Work Experience	3
MUS 296 Recording Studio Practices	3
PSY 131 Applied Psychology and Human	
Relations	3
SC 101 Introduction to Speech Communication	3
+Ensemble	1
++Applied Music	1-2
	17-18

SEMESTER IV	
MUS 196 Business of Music	3
MUS 199 Recital	1
MUS 293 Independent Study or	
MUS 713 Cooperative Work Experience	3
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.

COMMERCIAL MUSIC -- RECORDING TECHNOLOGY CERTIFICATE

Cedar Valley only

(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
SEMESTER I	
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>
SEMESTER II	
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	
ENG 101 Composition I	3
MUS 180 Audio Production for Voice	2
+ Elective	1
	<u>13</u>
SUMMER SESSION	
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.

COMPUTER INFORMATION SYSTEMS - BUSINESS COMPUTER ASSISTANT

El Centro only

(Certificate)

This one-year certificate program is designed to develop skills and knowledge related to the use of personal computers for business. The graduate will be qualified to be a trainee in any number of categories: personal computer operator/software package user, data entry specialist, or information processing assistant. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
SEMESTER I	
CIS 108 PC Software Applications	4
BUS 105 Introduction to Business	3
SC 101 Introduction to Speech Communication	3
CIS 111 Data Entry Applications and Concepts	3
	<u>13</u>
SEMESTER II	
CIS 160 Data Communications	3
CIS 118 Text Processing Applications	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology	3
CIS 116 Operations I	4
CIS 114 Problem Solving with the Computer ...	4
	<u>17</u>
Minimum Hours Required	30

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

CIS 210 or CS 211
CIS 172 or CS 122
CIS 103 or CS 111
CIS 173 or CS 112

COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER INFORMATION SYSTEMS

Offered at all seven campuses

(Associate Degree)

This option is designed to develop entry-level skills and knowledge in computer information systems. The option includes several business courses found in university degree programs as well as CIS courses which will prepare students for CIS course work at a university. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

CREDIT HOURS

SEMESTER I

CIS 103	Introduction to Computer Information Systems	3
BUS 105	Introduction to Business or	
MGT 136	Principles of Management	3
MTH 111	Mathematics for Business and Economics I	3
ENG 101	Composition I	3
+Elective		3
		15

SEMESTER II

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

SEMESTER III

CIS 164	COBOL Programming II	4
ECO 201	Principles of Economics I	3
ACC 202	Principles of Accounting II	3
++ Elective		3
+++ Elective		3-4
		16-17

SEMESTER IV

CIS 210	Assembly Language I	4
ECO 202	Principles of Economics II	3
Any CIS/CS or Accounting course		3
++++ Elective		3-4
		13-14

Minimum Hours Required: 60

+ Elective--must be selected from the following:

HST 101	History of the United States	3
GVT 201	American Government	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

+ + Elective--must be selected from the following:

ENG 102	Composition II	3
HUM 101	Introduction to the Humanities	3

+ + + Recommended Electives

Any CIS or CS course (including CIS 701, 703, 704, 713 or 714)

Any 200 level accounting course not listed.

+ + + + Electives--must be selected from the following:

CIS 108	PC Software Applications	4
CIS 114	Problem Solving With the Computer	4
CIS 118	Text Processing Applications	3
CIS 167	C Programming	4
CIS 169	4th Generation Languages	4
CIS 170	RPG Programming	3
CIS 172	BASIC Programming	3
CIS 173	PASCAL Programming for Business	3
CIS 218	Spreadsheet Applications	4

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 103 or CS 111
CIS 173 or CS 112

*ACC 131 and ACC 132 may be substituted for ACC 201.

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

-- BUSINESS COMPUTER

PROGRAMMER

Offered at all seven campuses

(Associate Degree)

This option 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 direct entry into the work environment. 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. Touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
SEMESTER I	
CIS 103 Introduction to Computer Information Systems	3
BUS 105 Introduction to Business or	
MGT 136 Principles of Management	3
MTH 115 College Mathematics I*	3
ENG 101 Composition I	3
PSY 131 Applied Psychology and Human Relations**	3
	<u>15</u>
SEMESTER II	
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
	<u>16</u>
SEMESTER III	
CIS 164 COBOL Programming II	4
CIS 205 JCL and Operating Systems	4
ACC 202 Principles of Accounting II	3
+ Elective	3-4
++ Elective	3
	<u>17-18</u>
SEMESTER IV	
CIS 210 Assembly Language I	4
CIS 225 Systems Analysis and Design	4
CIS 258 On-Line Applications or	
CIS 254 Data Base Systems	4
+++ Elective	3-4
	<u>15-16</u>

Minimum Hours Required 63

+ Electives--must be selected from the following:

Any CIS or CS course (including CIS 701, 703, 704, 713 or 714).

ACC 204	Managerial Accounting	3
ACC 238	Cost Accounting	3
ACC 250	Microcomputer-Based Accounting Applications	3

+ + Electives--must be selected from the following:

ENG 102	Composition II	3
HUM 101	Introduction to the Humanities	3
PHI 103	Critical Thinking	3

+ + + Electives--must be selected from the following:

CIS 108	PC Software Applications	4
CIS 114	Problem Solving With the Computer	4
CIS 118	Text Processing Applications	3
CIS 167	C Programming	4
CIS 169	4th Generation Languages	4
CIS 170	RPG Programming	3
CIS 172	BASIC Programming	3
CIS 173	PASCAL Programming for Business	3
CIS 218	Spreadsheet Applications	4
Any 200 level CIS course		3-4

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 103 or CS 111
CIS 173 or CS 112

*MTH 111 or MTH 130 may be substituted

**PSY 101 may be substituted

**ACC 131 and ACC 132 may be substituted for ACC 201.

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 -- COMPUTER CENTER SPECIALIST

El Centro only

(Associate Degree)

With the tremendous growth of computer technology there is an increased need for people who can function in programmer/analyst/operator positions within a small mainframe shop. This option is intended to prepare students for such employment. It may also serve as a career path for those completing the operations certificate program, as all courses within that curriculum can be applied to the first year of this curriculum. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
SEMESTER I	
CIS 103 Introduction to Computer Information Systems	3
CIS 116 Operations I	4
BUS 105 Introduction to Business	3
SC 101 Introduction to Speech Communication	3
ACC 131 Bookkeeping I*	3
	<u>16</u>
SEMESTER II	
CIS 126 Operations II	4
CIS 205 JCL and Operating Systems	4
CIS 160 Data Communications	3
CIS 108 PC Software Applications	4
CIS 701 Cooperative Work Experience	1
	<u>16</u>
SEMESTER III	
CIS 162 COBOL Programming I	4
MTH 115 College Mathematics I**	3
CIS 150 Computer Program Logic and Design ..	3
ENG 101 Composition I	3
+Elective	3
	<u>16</u>
SEMESTER IV	
CIS 256 Computer Center Management	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology	3
+Elective	3
↔Elective	3-4
	<u>12-13</u>
Minimum Hours Required	60

+ Elective --must be selected from the following:

ART 104	Art Appreciation	3
ENG 102	Composition II	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
ENG 210	Technical Writing	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
	Foreign Language	

+ + Electives--must be selected from the following:

Any CIS or CS course (including CIS 701, 703, 704, 713 or 714)

BUS 234	Business Law	3
MGT 237	Organizational Behavior	3
ECO 201	Principles of Economics I	3
ECO 202	Principles of Economics II	3
MKT 206	Principles of Marketing	3
	Other 200 level accounting courses	

*ACC 201 may be substituted for ACC 131.

**MTH 111, MTH 130 or an equivalent business mathematics course.

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 103 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 -- COMPUTER OPERATIONS TECHNICIAN

El Centro only

(Certificate)

This one-year certificate is designed to develop skills and knowledge to meet the demands of computer operations in any mainframe business data processing environment. The graduate will be qualified to be an operator-trainee in any of a number of categories: RJE terminal operator, microcomputer operator, mini computer operator, I/O or peripheral device operator, or junior computer operator. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
SEMESTER I	
CIS 103 Introduction to Computer Information Systems	3
CIS 116 Operations I	4
BUS 105 Introduction to Business	3
SC 101 Introduction to Speech Communication	3
ACC 131 Bookkeeping I*	3
	<u>16</u>
SEMESTER II	
CIS 126 Operations II	4
CIS 205 JCL and Operating Systems	4
CIS 160 Data Communications	3
CIS 108 PC Software Applications	4
CIS 701 Cooperative Work Experience	1
	<u>16</u>

Minimum Hours Required 32

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

CIS 172 or CS 122
CIS 210 or CS 211
CIS 103 or CS 111
CIS 173 or CS 112

*ACC 201 may be substituted for ACC 131.

COMPUTER INFORMATION SYSTEMS

-- PERSONAL COMPUTER SUPPORT

El Centro, Mountain View, and Richland only

(Associate Degree)

This program includes education/training to qualify students to provide support for personal computer users; to troubleshoot software and hardware problems, implementing corrections where possible; to evaluate new software and hardware, matching company standards to product specifics; to install hardware and software, including equipment assembly and diagnostics; and to assist in the development of training courses, providing training for users.

A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
SEMESTER I	
CIS 108 PC Software Applications	4
BUS 105 Introduction to Business or	
MGT 136 Principles of Management	3
ENG 101 Composition I	3
MTH 115 College Mathematics I*	3
PSY 131 Applied Psychology and Human	
Relations**	3
	<u>16</u>
SEMESTER II	
CIS 114 Problem Solving With the Computer ...	4
CIS 118 Text Processing Applications	3
CIS 160 Data Communications	3
ACC 201 Principles of Accounting I	3
SC 101 Introduction to Speech	
Communication	3
	<u>16</u>
SEMESTER III	
CIS 218 Spreadsheet Applications	4
CIS 221 PC Operating Systems and Utilities ...	4
CIS 223 PC Hardware	3
OFC 231 Business Communications	3
+Elective	3
	<u>17</u>
SEMESTER IV	
CIS 228 Database Applications	4
CIS 239 User Documentation and Training	3
CIS 280 Applied Studies	3
CIS XXX Any PC Programming Language	3-4
++CIS Elective	3-4
	<u>16-18</u>
Minimum Hours Required	65

+ Elective to be selected from the following:

ENG 102	Composition II	3
HUM 101	Introduction to Humanities	3
PHI 103	Critical Thinking	3

+ + CIS elective to be selected from any CIS course offered.

*Mathematics 111 or 130 may be substituted.

**PSY 101 may be substituted.

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.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY

*Richland only (To be offered at North Lake pending
Coordinating Board approval)*

(Associate Degree)

This program prepares the student for employment as a technician in a wide range of construction industry applications. Course content is designed to provide meaningful experiences in the construction industry at the management and site coordination level.

	CREDIT HOURS
SEMESTER I	
CMT 121 Construction Materials, Methods and Equipment I	3
CMT 123 Construction Graphics	4
CMT 132 Construction Industry	3
CMT 236 Building Codes and Safety	4
MTH 195 Technical Mathematics I*	3
	<u>17</u>
SEMESTER II	
CMT 122 Construction Materials, Methods and Equipment II	3
CMT 124 Electrical and Mechanical Equipment for Buildings	4
CIS 108 PC Software Applications	4
COM 131 Applied Communications*	3
MTH 196 Technical Mathematics II*	3
	<u>17</u>
SEMESTER III	
CMT 136 Surveying and Measurements	4
CMT 138 Construction Management I	4
CMT 231 Construction Contracts and Specifications	3
EGR 289 Mechanics of Structure	3
SC 101 Introduction to Speech Communication	3
	<u>17</u>
SEMESTER IV	
CMT 230 Quality Control and Cost Control	4
CMT 234 Estimating	4
CMT 237 Soils, Foundations, and Reinforced Concrete	4
CMT 238 Construction Management II	4
+ Elective	3-4
	<u>19-20</u>
Minimum Hours Required	70

+ Electives—must be selected from the following:

ANT 100	Introduction to Anthropology	3
ART 104	Art Appreciation	3
GVT 201	American Government	3
HST 101	History of the United States or	
HST 102	History of the United States	3
HST 105	Western Civilization or	
HST 106	Western Civilization	3
HUM 101	Introduction to the Humanities	3
PHI 102	Introduction to Philosophy	3
SPA 101	Beginning Spanish	4
	(Or any higher level Spanish course)	

* The following substitutions for required courses are permitted:

ENG 101 for COM 131
MTH 101 and MTH 102 for MTH 195 and MTH 196

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.

CONSTRUCTION TECHNOLOGY

North Lake only

(Associate Degree)

This program is designed to develop the skills and knowledge necessary so that a graduate may advance in career paths appropriate to a person's own particular interests and abilities, in either the field of residential or commercial building or contracting. In addition to the specific technical skills and knowledge required to build buildings and supervise employees on a construction job, the graduate will have covered skills in other areas such as planning and organization, problem solving and decision making, related communication, and business and human relations.

	CREDIT HOURS
SEMESTER I	
CT 110 Construction I - Systems and Materials	.3
CT 115 Blueprint Reading/Specifications	.3
CT 117 Construction Safety	.1
MTH 195 Technical Mathematics I or	
MTH 130 Business Mathematics	.3
SC 101 Introduction to Speech	
Communication	.3
+ Electives	.3
	16
SEMESTER II	
CT 111 Construction II - Mechanical,	
Electrical, and Plumbing Systems	.3
COM 101 Communications or	
ENG 101 Composition I	.3
PSY 131 Applied Psychology and Human	
Relations	.3
+ Electives	.6
	15
SEMESTER III	
CT 135 Engineering Principles and	
Practices	.3
+ Electives	9-10
++ Electives	.3
	15-16
SEMESTER IV	
CT 118 Codes/Inspection I	.3
BUS 105 Introduction to Business or	
++ Electives	.3
+ Electives	9-10
	15-16

Minimum Hours Required 61

+ Electives must be selected from the following:

Any CT course (Including CT 700 level Cooperative Work Experience*)

+ + Electives—must be selected from the following:

MGT 136	Principles of Management	3
BUS 234	Business Law	3
CIS 103	Introduction to Computer Information	
	Systems	3
ECO 201	Principles of Economics	3
ACC 201	Principles of Accounting	3
RE 130	Real Estate Principles	3
SPA 101	Beginning Spanish	3

*Cooperative Work Experience may only be taken in Semester II, III, or IV.

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.

CONSTRUCTION TECHNOLOGY

North Lake only

(Certificate)

This is a one-year certificate that provides the student with the technical knowledge and hands-on skills required to work in one of two areas: residential or commercial carpentry. In addition, the student will cover job planning and materials estimating, human-relation skills and the economics of the construction industry. After completion of the program, students will be qualified to enter the construction field as a carpenter.

CREDIT HOURS

SEMESTER I

CT 110.	Construction I - Systems and Materials	3
CT 115	Blueprint Reading/Specifications	3
CT 117	Construction Safety	1
CT 120	Foundations I	3
MTH 139	Applied Math	3
PSY 131	Applied Psychology and Human Relations	3
		<u>16</u>

SEMESTER II

CT 111	Construction II - Mechanical, Electrical, and Plumbing Systems or	
CT 212	Commercial Systems, Materials and Equipment	3
CT 125	Building Construction I	3
CT 220	Foundations II or	
CT 225	Building Construction II	3
CT 130	Finish Systems I or	
CT 230	Finish Systems II	3
+Electives		<u>3-4</u>
		15-16

Minimum Hours Required 31

+ Electives must be selected from the following:

Any CT course (including CT 700 level Cooperative Work Experience*).

*Cooperative Work Experience may only be taken in Semester II, III, or IV.

CRIMINAL JUSTICE

El Centro only

(Associate Degree)

The curriculum is designed for those with Criminal Justice backgrounds as well as for recent high school graduates interested in preparing for employment in the fields of law enforcement, corrections, probations and paroles or private security.

	CREDIT HOURS
SEMESTER I	
CJ 130 Fundamentals of Criminal Law	3
CJ 140 Introduction to Criminal Justice	3
ENG 101 Composition I	3
PSY 101 Introduction to Psychology	3
MTH.101 College Algebra or	
MTH 115 College Mathematics I	3
	15
SEMESTER II	
CJ 132 Courts and Criminal Procedure	3
CJ 139 Crime in America	3
ENG 102 Composition II	3
SC 101 Introduction to Speech Communication	3
SOC 101 Introduction to Sociology	3
	15
SUMMER SESSION	
+Electives	6
	6
SEMESTER III	
GVT 201 American Government	3
++ Required Support Courses	6
+++ Criminal Justice Electives	6
	15
SEMESTER IV	
PSY 205 Psychology of Personality or	
HD 105 Basic Processes of Interpersonal	
Relationships or	
SOC 102 Social Problems	3
++ Required Support Course	3
+++ Criminal Justice Elective	3-4
	9-10
Minimum Hours Required	60

+ Electives--must be selected from the following:

Anthropology
Business
Humanities
Literature
Theatre

++ Required Support Courses -- must be chosen from the following:

CJ 240	Criminal Investigation	3
CJ 247	Legal Aspects of Law Enforcement	3
CJ 248	Police Systems and Practices	3
CJ 250	Correctional Systems and Practices	3
CJ 251	Community Resources in Corrections	3

+++ Criminal Justice Electives -- must be chosen from the following:

CJ 143	Practical Spanish for Public Service Personnel ...	3
CJ 144	Practical Spanish for Public Service Personnel ...	3
CJ 147	Texas Peace Officers Law	2
CJ 149	Texas Peace Officer Procedures	2
CJ 231	Texas Peace Officer Skills	2
CJ 242	Juvenile Procedures	3
CJ 244	Traffic Planning and Administration	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.

DENTAL ASSISTING TECHNOLOGY

El Centro only

(Certificate Program - August Admission Only)

The Dental Assisting Technology program is a one year course of study. A certificate is granted upon completion of the program, and the student is eligible to apply for the certification examination offered by the Dental Assisting National Board, Inc.

The program combines classroom and laboratory skills with clinical experiences in dental offices, dental clinics and hospitals in the Dallas area. The program includes a well balanced curriculum of general education and dental courses.

The Dental Assisting program is accredited by the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs of the Council on Dental Education of the American Dental Association.

	CREDIT HOURS
SEMESTER I	
DA 138 General and Dental Anatomy and Physiology	3
DA 142 Dental Assisting I	3
DA 147 Dental Microbiology, Sterilization and Pathology	3
DA 148 Dental Materials	3
DA 149 Dental Roentgenology I	4
ENG 101 Composition I	3
	<u>19</u>
SEMESTER II	
DA 150 Dental Roentgenology II	3
DA 152 Dental Assisting II	3
DA 158 Preventive Dentistry	3
DA 161 Dental Internship I	3
DA 171 Dental Seminar I	2
HD 105 Interpersonal Relations	3
	<u>17</u>
SUMMER SESSION I	
DA 162 Dental Internship II	2
DA 172 Dental Seminar II	1
DA 175 Office Administration	4
	<u>7</u>
SUMMER SESSION II	
DA 163 Dental Internship III	4
DA 173 Dental Seminar III	1
	<u>5</u>
Minimum Hours Required	48

DIESEL MECHANICS

North Lake only

(Associate Degree)

This program is designed to prepare the student for entry level employment in the diesel mechanics industry. The student will develop the skills and knowledge necessary for the maintenance, repair and rebuilding of various diesel engines and diesel powered equipment.

Some diesel mechanics courses are completely individualized. This allows students to progress at their own pace in order to fully comprehend theory and develop the necessary skills. The individualized, self-paced instruction also allows the students to take a portion of a course (module) without taking the complete course if some specific knowledge or skill is desired. Credit for prior experience or training may be given by placement testing arranged through the instructor. Students may elect to receive a certificate or may apply the certificate courses required in this program toward an Associate In Applied Arts and Sciences Degree.

Courses required for an Associate in Applied Arts and Sciences Degree with a major in Diesel Mechanics are listed below. The courses may be taken in any order providing the prerequisites have been met and after consultation with the instructor.

	CREDIT HOURS
SEMESTER I	
DME 104 Caterpillar Diesel Engine	5
DME 105 Cummins Diesel Engine	5
DME 127 Shop Practices	2
MTH 139 Applied Mathematics	3
+Elective	1-3
	16-18
SEMESTER II	
DME 106 Detroit Diesel Engine	5
DME 126 Heavy Truck Air Conditioning	2
DME 147 Heavy Truck Electrical Systems	3
DME 148 Diesel Engine Air Induction, Cooling and Lubrication Systems	2
PHY 131 Applied Physics	4
	16
SEMESTER III	
DME 123 Air Brake Systems	2
DME 125 Automatic Transmissions	2
DME 128 Standard Transmissions and Heavy Duty Clutches	3
DME 129 Chassis, Differentials and Drive Lines	3
DME 704 Cooperative Work Experience	4
SC 101 Introduction to Speech Communication	3
	17

SEMESTER IV

DME 137	Oxygen/Acetylene and Arc Welding ...	3
DME 141	Caterpillar Diesel Engine Tune-Up and Fuel System	2
DME 142	Cummins Diesel Engine Tune-Up and Fuel System	2
DME 143	Detroit Diesel Engine Tune-Up and Fuel System	2
ENG 101	Composition I or	
COM 131	Applied Communications	3
BUS 105	Introduction to Business or	
ACC 131	Bookkeeping I or	
HST 102	History of the United States	3
		15

Minimum Hours Required 64

+ Elective: This elective course must receive approval of the Division Chair.

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.

DIESEL MECHANICS

North Lake only

(Certificate)

Completion of the following courses qualifies a student for a certificate in diesel mechanics. The courses may be taken in any order desired after consultation with the instructor.

	CREDIT HOURS
SEMESTER I	
DME 104 Caterpillar Diesel Engine	5
DME 105 Cummins Diesel Engine	5
DME 127 Shop Practices	2
	<u>12</u>
SEMESTER II	
DME 123 Air Brake Systems	2
DME 125 Automatic Transmissions	2
DME 128 Standard Transmissions and Heavy Duty Clutches	3
DME 129 Chassis, Differentials and Drive Lines	3
DME 137 Fundamentals of Oxygen/Acetylene and Arc Welding	3
	<u>13</u>
SEMESTER III	
DME 126 Heavy Duty Truck Air Conditioning	2
DME 141 Caterpillar Diesel Engine Tune-Up and Fuel Systems	2
DME 142 Cummins Diesel Engine Tune-Up and Fuel Systems	2
DME 143 Detroit Diesel Engine Tune-Up and Fuel Systems	2
DME 147 Heavy Truck Electrical Systems	3
DME 148 Diesel Engine Air Induction Cooling and Lubrication Systems	2
	<u>13</u>
SEMESTER IV	
DME 106 Detroit Diesel Engine Overhaul	5
DME 703 Cooperative Work Experience	3
MTH 139 Applied Mathematics	3
	<u>11</u>
Minimum Hours Required	49

DIGITAL ELECTRONICS TECHNOLOGY

Eastfield only

(Associate Degree)

This curriculum is designed to prepare a graduate to work as a technician on devices that require digital circuits such as computers, test equipment, automatic control units and central distribution systems. The student will learn schematic interpretation, test equipment usage, and technical communications.

	CREDIT HOURS
SEMESTER I	
ET 190 D.C. Circuits and Electrical Measurements*	4
ENG 101 Composition I	3
MTH 195 Technical Mathematics I**	3
PSY 101 Introduction to Psychology or	
PSY 131 Applied Psychology and Human Relations	3
+ Elective	3
	16
SEMESTER II	
ET 191 A.C. Circuits*	4
ET 192 Digital Computer Principles	3
ET 193 Active Devices	4
SC 101 Introduction to Speech Communication	3
MTH 196 Technical Mathematics II	3
	17
SEMESTER III	
ET 260 Sinusoidal Circuits	4
ET 263 Digital Computer Theory	4
ET 266 Computer Applications	4
++ Elective(s)	4
	16
SEMESTER IV	
ET 238 Linear Integrated Circuits	4
ET 264 Digital Systems	4
ET 265 Digital Research	3
ET 267 Microprocessors	4
	15
Minimum Hours Required	64
+ Electives -- must be chosen from the following:	
ACC 131 Bookkeeping I	3
ART 104 Art Appreciation	3
BUS 105 Introduction to Business	3
BUS 143 Personal Finance	3
CIS 103 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
MUS 104 Music Appreciation	3
OFC 172 Beginning Typing	3
PHY 131 Applied Physics	4
SPA 101 Beginning Spanish	4

+ + Electives--must be selected from the following:

ET 102	Introduction to Telecommunications	3
ET 103	Introduction to Telecommunications Laboratory	1
ET 170	Printed Circuit Board Manufacturing	1
ET 172	Soldering	1
ET 174	Oscilloscope Utilization	1
ET 194	Instrumentation	3
ET 200	Special Applications of Electronics	4
ET 261	Pulse and Switching Circuits	4
ET 268	Microprocessor Troubleshooting and Interface	4
ET 290	Advanced Electronic Devices	4
ET 291	Linear Integrated Circuit Applications	4
ET 292	Telephony Switching Systems	4
ET 293	Basic Radio Circuitry	4
ET 704	Cooperative Work Experience	4
ET 714	Cooperative Work Experience	4
CS 111	Computing Science I	3
CS 122	Introduction to Basic Programming	3
DFT 240	Printed Circuit Design	3
MTH 101	College Algebra	3
MTH 102	Plane Trigonometry	3

*ET 135 may be substituted for ET 190 and ET 191.

**MTH 101 or 102, or equivalent may be substituted for Technical Mathematics.

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.

DRAFTING AND COMPUTER AIDED DESIGN

Eastfield and Mountain View only

(Associate Degree)

This program prepares the student for employment in a wide range of industries as a drafter or engineering aide. Information in related fields is provided to enable the student to work effectively with engineers and professional staff. Enrollment in drafting cooperative work experience courses (co-op) provides students with on-the-job experience while in the program.

	CREDIT HOURS
SEMESTER I	
DFT 135	Reproduction Processes 2
DFT 183	Basic Drafting 4
COM 131	Applied Communications or
ENG 101	Composition I 3
MTH 195	Technical Mathematics I or
MTH 101	College Algebra 3
**Elective	 3-4
	15-16
SEMESTER II	
DFT 160	Manufacturing Fundamentals 2
DFT 245	Computer Aided Design 3
+ DFT Course or	
++ Cooperative Work Experience	 3-4
MTH 196	Technical Mathematics II or
MTH 102	Plane Trigonometry 3
SC 101	Introduction to Speech
	Communication 3
	14-15
SEMESTER III	
+ DFT Course	 3
EGR 106	Descriptive Geometry 3
HD 105	Basic Processes of Interpersonal
	Relationships or
PSY 131	Applied Psychology and Human
	Relations 3
**Elective or	
++ Cooperative Work Experience	 3-4
* Elective	 3
	15-16
SEMESTER IV	
DFT 246	Advanced CAD-Electronic or
DFT 248	Advanced CAD-Mechanical or
DFT 249	Advanced CAD-Architectural 3
+ DFT Course or	
++ Cooperative Work Experience	 3-4
PHY 131	Applied Physics 4
GVT 202	American Government or
HST 102	History of the United States 3
**Elective	 3-4
	16-18

Minimum Hours Required: 60

+ DFT Courses --must be selected from the following:

DFT 136	Geological and Land Drafting 3
DFT 184	Advanced Mechanical Drafting 3
DFT 185	Architectural Drafting 4
DFT 230	Structural Drafting 3
DFT 231	Electronic Drafting 3
DFT 232	Technical Illustration 3
DFT 234	Advanced Technical Illustration 4
DFT 235	Building Equipment (Mechanical and Electrical) . 3
DFT 236	Pipe Drafting 3
DFT 246	Advanced CAD-Electronic 3
DFT 248	Advanced CAD-Mechanical 3
DFT 249	Advanced CAD-Architectural 3
DFT 250	Sheet Metal Design 3
DFT 251	Industrial Design 3
DFT 252	Advanced Computer Aided Design 3
DFT 255	Selected Topics in Drafting 3

+ + Drafting Cooperative Work Experience courses --must be selected from the following:

DFT 704	Cooperative Work Experience 4
DFT 714	Cooperative Work Experience 4
DFT 803	Cooperative Work Experience 3
DFT 813	Cooperative Work Experience 3

*Elective --must be selected from the following:

ACC 131	Bookkeeping I 3
ACC 201	Principles of Accounting I 3
BUS 105	Introduction to Business 3
ECO 201	Principles of Economics I 3
FR 101	Beginning French 4
HUM 101	Introduction to the Humanities 3
MGT 136	Principles of Management 3
MUS 104	Music Appreciation 3
PHI 102	Introduction to Philosophy 3
SPA 101	Beginning Spanish 4
THE 101	Introduction to Theatre 3

**Electives --must be selected from the following:

BPR 177	Blueprint Reading 2
BPR 178	Blueprint Reading 2
OFC 176	Keyboarding 1
CIS 103	Introduction to Computer Information Systems . 3
GA 120	Printing Fundamentals 3

This elective may also be selected from Drafting courses as approved by the Drafting Department.

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.

DRAFTING AND COMPUTER AIDED DESIGN -- ELECTRONIC DESIGN OPTION

Eastfield only

(Associate Degree)

This program prepares the student for employment in a wide range of electronic industries as a drafter or engineering aide. Information in related fields is provided to enable the student to work effectively with the engineer and professional staff. Cooperative work experience (co-op) can be a learning activity within the program.

	CREDIT HOURS
SEMESTER I	
DFT 160 Manufacturing Fundamentals	2
DFT 183 Basic Drafting	4
COM 131 Applied Communications or ENG 101 Composition I	3
ET 190 D.C. Circuits and Electrical Measurements	4
MTH 195 Technical Mathematics I or MTH 101 College Algebra	3
	16
SEMESTER II	
DFT 231 Electronic Drafting	3
DFT 240 Printed Circuit Design	3
MTH 196 Technical Mathematics II or MTH 102 Plane Trigonometry	3
PSY 131 Applied Psychology and Human Relations	3
SC 101 Introduction to Speech Communication	3
	15
SEMESTER III	
DFT 135 Reproduction Processes	2
DFT 241 Integrated Circuit Design or DFT 243 Advanced Printed Circuit Design	3
DFT 245 Computer Aided Design	3
ET 192 Digital Computer Principles or ET 250 Principles of Electronic Integrated Circuits	3-4
** Elective	3-4
	14-16
SEMESTER IV	
+DFT Course	3
+DFT Course	3
DFT 246 Advanced CAD-Electronic	3
* Elective	3
** Elective	3-4
	15-16
Minimum Hours Required	60

+ DFT Courses--must be selected from the following:

DFT 232	Technical Illustration	3
DFT 242	Advanced Integrated Circuit Design	3
DFT 247	Applied Printed Circuit Design	3
DFT 249	Advanced CAD - Architectural	3
DFT 250	Sheet Metal Design	3
DFT 252	Advanced Computer Aided Design	3
DFT 255	Selected Topics in Drafting	3
DFT 704	Cooperative Work Experience	4
DFT 714	Cooperative Work Experience	4
DFT 803	Cooperative Work Experience	3
DFT 813	Cooperative Work Experience	3
EGR 106	Descriptive Geometry	3

*Elective--must be selected from the following:

ACC 131	Bookkeeping I	3
ACC 201	Principles of Accounting I	3
BUS 105	Introduction to Business	3
ECO 201	Principles of Economics I	3
FR 101	Beginning French	4
HUM 101	Introduction to the Humanities	3
MGT 136	Principles of Management	3
MGT 153	Small Business Management	3
MGT 160	Principles of Purchasing	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
SPA 101	Beginning Spanish	4
THE 101	Introduction to Theatre	3

**Elective--must be selected from the following:

BPR 177	Blueprint Reading	2
BPR 178	Blueprint Reading	2
CIS 103	Introduction to Computer Information Systems	3
ET 191	AC Circuits	3
GA 120	Printing Fundamentals	3
OFC 176	Keyboarding	1

This elective may also be selected from Drafting courses as approved by the Drafting Department.

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.

EDUCATIONAL PERSONNEL

Richland only

(Associate Degree)

This program is designed to prepare educational personnel in a wide range of competencies needed for effective roles in public and non-public schools. A student can take courses required for the one year Educational Assistant Certificate and continue in the program to receive the two year Associate In Applied Arts and Sciences Degree.

Educational personnel are employed under job titles such as teacher aide, assistant teacher, library assistant, P.E. aide, study hall teacher, tutor, tutoring coordinator, youth worker, special education aides, etc. Individuals working with handicapped children have found this program to be especially beneficial.

	CREDIT HOURS
SEMESTER I	
EP 131 Introduction to Educational Processes I	3
EP 135 Arts and Crafts	3
SC 101 Introduction to Speech Communication	3
HD 105 Basic Processes of Interpersonal Relationships	3
HST 101 History of the United States or	
+Elective	3
	<u>15</u>
SEMESTER II	
EP 129 Language Skills for Educational Personnel	3
EP 134 Introduction to Media	3
EP 136 Principles and Practices of Multi-Cultural Communications	3
ENG 101 Composition I	3
HST 102 History of the United States or	
Elective	3
	<u>15</u>
SEMESTER III	
EP 249 The Exceptional Child	3
EP 702 Cooperative Work Experience or	(2)
EP 703 Cooperative Work Experience or	(3)
EP 704 Cooperative Work Experience	4
ENG 102 Composition II	3
GVT 201 American Government or	
+Elective	3
++Elective	3
	<u>14-16</u>

SEMESTER IV

EP 712 Cooperative Work Experience or	(2)
EP 713 Cooperative Work Experience or	(3)
EP 714 Cooperative Work Experience	4
GVT 202 American Government or	
+Elective	3
MTH 101 College Algebra or	
MTH 117 Fundamental Concepts of Mathematics for Elementary Teachers	3
+++ Elective	4-6
	<u>12-16</u>

Minimum Hours Required 56

+ Elective--must be selected from the following:

EP 133 Introduction to Educational Processes II	3
EP 210 Computer Instruction for Educators	3
EP 245 Diversified Studies	1
EP 246 Diversified Studies	2
EP 247 Diversified Studies	3
HD 107 Developing Leadership Behavior	3
LS 101 Introduction to Library Research	3
PEH 257 Advanced First Aid and Emergency Care	3
PSY 101 Introduction to Psychology	3
PSY 201 Developmental Psychology	3
SOC 101 Introduction to Sociology	3
SOC 102 Social Problems	3
SOC 204 American Minorities	3
ITP 141 Beginning Sign Language	4
ITP 143 Intermediate Sign Language	4

+ + Elective--must be selected from the following:

ART 104 Art Appreciation	3
HUM 101 Introduction to the Humanities	3
MUS 104 Music Appreciation	3
PHI 102 Introduction to Philosophy	3
THE 101 Introduction to the Theatre	3

+ + + Elective--must be selected from the following:

AST 101 Descriptive Astronomy	3
AST 102 General Astronomy	3
BIO 115 Biological Science	4
BIO 116 Biological Science	4
CHM 115 Chemical Sciences	4
CHM 116 Chemical Sciences	4
OFC 172 Beginning Typing	3
OFC 173 Intermediate Typing	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.

EDUCATIONAL PERSONNEL -- BILINGUAL/ESL OPTION

Richland only

(Associate Degree)

The Bilingual/ESL Option in the Educational Personnel Program is designed to prepare the student to assist in the instructional development of children who have a limited English proficiency.

The Associate in Applied Arts and Sciences Degree is awarded for successful completion of at least 63 credit hours as outlined.

	CREDIT HOURS
SEMESTER I	
EP 131 Introduction to Educational Processes I	3
EP 134 Introduction to Media	3
ENG 101 Composition I	3
HST 101 History of the United States	3
SPA 101 Beginning Spanish	4
	<u>16</u>
SEMESTER II	
EP 140 Topics in Child Language Development	3
ENG 102 Composition II	3
HST 102 History of the United States	3
MTH 117 Fundamental Concepts of Mathematics for Elementary Teachers or	
MTH 101 College Algebra	3
SPA 102 Beginning Spanish	4
	<u>16</u>
SEMESTER III	
EP 143 Bilingual Education: Philosophy, Techniques, Materials	3
EP 210 Computer Instruction for Educators	3
PSY 101 Introduction to Psychology	3
SC 101 Introduction to Speech Communication	3
+ Elective	3-4
	<u>15-16</u>
SEMESTER IV	
EP 241 Techniques for Teaching English to Non-Native Speakers	3
EP 249 Exceptional Child	3
EP 702 Cooperative Work Experience or	(2)
EP 703 Cooperative Work Experience or	(3)
EP 704 Cooperative Work Experience	4
GVT 201 American Government	3
++ Elective	3-4
	<u>14-17</u>
Minimum Hours Required	61

+ Elective--must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
LS 101	Introduction to Library Research	3
MUS 104	Music Appreciation	3

+ + Elective--must be selected from the following:

BUS 105	Introduction to Business	3
BIO 101	General Biology or	
BIO 115	Biological Science	4
OFC 172	Beginning Typing	3
PSC 118	Physical Science	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.

EDUCATIONAL PERSONNEL -- EDUCATIONAL ASSISTANT

Richland only

(Certificate)

	CREDIT HOURS
SEMESTER I	
EP 131 Introduction to Educational Processes I	3
EP 135 Arts and Crafts	3
Technical Electives	9
	<u>15</u>
SEMESTER II	
EP 129 Language Skills for Educational Personnel	3
EP 134 Introduction to Media	3
EP 249 The Exceptional Child	3
Technical Electives	6
	<u>15</u>

Minimum Hours Required 30

+ Technical Electives -- must be selected from the following:

COM 131	Applied Communications	3
EP 133	Introduction to Educational Processes II	3
EP 136	Principles and Practices of Multi-Cultural Communications	3
EP 210	Computer Instruction for Educators	3
EP 245	Diversified Studies	1
EP 246	Diversified Studies	2
EP 247	Diversified Studies	3
EP 702	Cooperative Work Experience	2
EP 703	Cooperative Work Experience	3
EP 704	Cooperative Work Experience	4
EP 712	Cooperative Work Experience	2
EP 713	Cooperative Work Experience	3
EP 714	Cooperative Work Experience	4
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG (200 level)		
HD 104	Educational and Career Planning	3
HD 105	Basic Processes of Interpersonal Relationships ...	3
HD 107	Developing Leadership Behavior	3
LS 101	Introduction to Library Research	3
MTH 117	Fundamental Concepts of Mathematics for Elementary Teachers or Mathematics Elective	3
OFC 172	Beginning Typing	3
OFC 173	Intermediate Typing	3
PEH 101	Fundamentals of Health	3
PEH 144	Introduction to Physical Education	3
PEH 257	Advanced First Aid and Emergency Care	3
PSY 101	Introduction to Psychology	3
PSY 201	Developmental Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
SOC 203	Marriage and Family	3
SOC 204	American Minorities	3
SC 105	Fundamentals of Public Speaking	3
ITP 141	Beginning Sign Language	4
ITP 143	Intermediate Sign Language	4

Art or music as appropriate and approved by EP instructor. Other
courses occupationally appropriate and approved by the EP instructor.

ELECTRICAL TECHNOLOGY

North Lake only

(Associate Degree)

The Electrical Technology program prepares the student for career opportunities by developing technical knowledge and practical skills necessary to enter or advance in the electrical technology field.

Students wishing to earn an Associate in Applied Arts and Sciences Degree with a major in Electrical Technology must complete all of the courses listed below.

	CREDIT HOURS
SEMESTER I	
ELE 106 Fundamentals of Electricity	4
ELE 107 Electrical Transformers	4
ELE 108 General Electrical Codes	2
MTH 195 Technical Mathematics I	3
SC 101 Introduction to Speech Communication	3
	<u>16</u>
SEMESTER II	
ELE 115 Low Voltage Circuits	3
ELE 116 General Electrical Wiring	3
ELE 117 General Electrical Planning	4
ELE 118 Commercial Codes	2
COM 131 Applied Communications	3
	<u>15</u>
SEMESTER III	
ELE 205 Commercial Wiring	3
ELE 206 Commercial Planning	4
ELE 207 Industrial Planning	2
ELE 208 Industrial Codes	2
ELE 703 Cooperative Work Experience or	3
ELE 704 Cooperative Work Experience	(4)
CIS 103 Introduction to Computer Information Systems	3
	<u>17-18</u>
SEMESTER IV	
ELE 213 Electrical Motor Fundamentals	2
ELE 214 Solid State Controls	3
ELE 216 Motor Controls	3
ELE 218 Electrical Design	3
PSY 131 Applied Psychology and Human Relations	3
ELE 713 Cooperative Work Experience or	
ELE 714 Cooperative Work Experience or	
Elective	3-4
	<u>17-18</u>

Minimum Hours Required 65

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.

ELECTRICAL TECHNOLOGY

North Lake only

(Certificate)

Completion of all courses listed below qualifies a student for a Certificate In Electrical Technology. The courses may be taken in any order after consultation with the instructor.

	CREDIT HOURS
SEMESTER I	
ELE 105 Introduction to Electrical Technology	2
ELE 106 Fundamentals of Electricity	4
ELE 107 Electrical Transformers	4
ELE 108 General Electrical Codes	2
MTH 195 Technical Mathematics I	3
	<u>15</u>
SEMESTER II	
ELE 115 Low Voltage Circuits	3
ELE 116 General Electrical Wiring	3
ELE 117 General Electrical Planning	4
ELE 118 Commercial Codes	2
COM 131 Applied Communications	3
	<u>15</u>
Minimum Hours Required	30

ELECTRONIC TELECOMMUNICATIONS

Eastfield, Mountain View, and North Lake only

(Associate Degree)

This program is designed to prepare students to work as hardware technicians in the field of telecommunications. The student will be trained to test, interface, troubleshoot, and repair equipment for the telecommunications industry. The student will learn schematic interpretation, test equipment usage, and technical communications.

	CREDIT HOURS
SEMESTER I	
ET 190 DC Circuits and Electrical Measurements	4
ET 191 AC Circuits	4
ENG 101 Composition I	3
MTH 195 Technical Mathematics I*	3
PSY 101 Introduction to Psychology or	
PSY 131 Applied Psychology and Human Relations	3
	<u>17</u>
SEMESTER II	
ET 102 Introduction to Telecommunications ...	3
ET 103 Introduction to Telecommunications Laboratory	1
ET 192 Digital Computer Principles	3
ET 193 Active Devices	4
SC 101 Introduction to Speech Communication	3
MTH 196 Technical Mathematics II	3
	<u>17</u>
SEMESTER III	
ET 290 Advanced Electronic Devices or	
ET 260 Sinusoidal Circuits	4
ET 291 Linear Integrated Circuit Applications or	
ET 238 Linear Integrated Circuits	4
ET 292 Telephony Switching Systems	4
ET 293 Basic Radio Circultry	4
	<u>16</u>
SEMESTER IV	
ET 294 High Frequency Transmission Systems .	4
ET 295 Telecommunication Signalling	4
ET 297 System Installation and Testing	4
Elective	3
	<u>15</u>

Minimum Hours Required 65

+ Electives—must be chosen from the following:

ACC 131	Bookkeeping I	3
ART 104	Art Appreciation	3
BUS 105	Introduction to Business	3
BUS 143	Personal Finance	3
CIS 103	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
MUS 104	Music Appreciation	3
OFC 172	Beginning Typing	3
PHY 131	Applied Physics	4
SPA 101	Beginning Spanish	4

*MTH 101 or 102 or equivalent may be substituted for Technical Mathematics.

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.

ELECTRONICS TECHNOLOGY

Mountain View and North Lake only

(Associate Degree)

This program prepares students for work as electronics technicians by familiarizing them with most electronic testing equipment, training them in technical communications and providing them with electronic theory and skills.

	CREDIT HOURS
SEMESTER I	
ET 190 DC Circuits and Electrical Measurements or	(4)
ET 135 DC-AC Theory and Circuit Analysis ...	6
COM 131 Applied Communications or	
ENG 101 Composition I	3
DFT 182 Technician Drafting or	(2)
DFT 183 Basic Drafting or	(4)
DFT 231 Electronic Drafting	3
MTH 195 Technical Mathematics I or	
MTH 101 College Algebra	3
+ Elective	3
	<u>15-19</u>
SEMESTER II	
ET 191 AC Circuits	
(Unless ET 135 Completed)	(4)
ET 193 Active Devices	4
ET 194 Instrumentation	3
SC 101 Introduction to Speech	
Communication	3
MTH 196 Technical Mathematics II or	
MTH 102 Plane Trigonometry	3
	<u>13-17</u>
SEMESTER III	
ET 231 Special Circuits with Communi-	
cations Applications	4
ET 232 Analysis of Electronics Logic and	
Switching Circuits	4
ET 238 Linear Integrated Circuits	4
ET 240 Electronic Theory and Application	
of Digital Computers	4
PHY 131 Applied Physics or	
PHY 117 Concepts in Physics	4
	<u>20</u>
SEMESTER IV	
ET 234 Electronic Circuits & Systems	3
ET 237 Modular Memories & Microprocessors .	4
ET 239 Microwave Theory	3
++ Elective	7-8
	<u>17-18</u>
Minimum Hours Required:	65

+ Electives--must be selected from the following:

GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
HD 104	Educational and Career Planning	3
HD 105	Basic Processes of Interpersonal Relationships ..	3
PSY 101	Introduction to Psychology	3
PSY 131	Applied Psychology and Human Relations	3

+ + Electives--must be selected from the following:

ET 210	Basic CRT Display	4
ET 268	Microprocessor Troubleshooting and Interface ...	4
ET 704	Cooperative Work Experience	4
EGT 243	Robotics I	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.

ELECTRONICS TECHNOLOGY - AVIONICS OPTION

Mountain View only

(Associate Degree)

The Associate Degree program in Avionics is an option to the Electronics Technology Program. This option provides the student with an electronics background and specialized skills in avionics. In this program a level of knowledge and practical skills adequate to gain entry level employment in the installation and maintenance of aircraft electronics systems (avionics) is gained by students.

	CREDIT HOURS
SEMESTER I	
ET 135 DC-AC Theory and Circuit Analysis or (6)	
ET 190 DC Circuits and Electrical Measurements	4
AV 129 Introduction to Aircraft Electrical Systems	3
COM 131 Applied Communications or	
ENG 101 Composition I	3
MTH 195 Technical Mathematics I or	
MTH 101 College Algebra	3
	<u>13-15</u>
SEMESTER II	
ET 191 AC Circuits (Unless ET 135 Completed)	(4)
ET 193 Active Devices	4
AV 235 Operational Testing of Aircraft Electronic Systems	4
SC 101 Introduction to Speech Communication	3
MTH 196 Technical Mathematics II or	
MTH 102 Plane Trigonometry	3
PHY 131 Applied Physics or	
PHY 117 Concepts in Physics	4
	<u>18-22</u>
SEMESTER III	
ET 231 Special Circuits with Communication Applications	4
ET 232 Analysis of Electronic Logic and Switching Circuits	4
ET 238 Linear Integrated Circuits or	
ET 704 Cooperative Work Experience	4
ET 240 Electronic Theory and Applications of Digital Computers	4
Elective	3
	<u>19</u>
SEMESTER IV	
ET 237 Modular Memories and Microprocessors	4
ET 239 Microwave Technology	3
AV 132 Aircraft Electrical and Electronics Systems Installation	4
MGT 153 Small Business Management	3
	<u>14</u>

Minimum Hours Required 63

+ Elective--must be selected from the following:

GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
HD 104	Educational and Career Planning	3
HD 105	Basic Processes of Interpersonal Relationships ..	3
PSY 101	Introduction to Psychology	3
PSY 131	Applied Psychology and 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.

ENGINEERING TECHNOLOGY-- ELECTRO-MECHANICAL OPTION

Richland only

(Associate Degree)

The Electro-Mechanical option prepares the student for technician level employment with a broad based curriculum involving electronics, mechanics and fluid power devices and systems. Job opportunities exist in all types of manufacturing, repair and maintenance, and research and development.

	CREDIT HOURS
SEMESTER I	
QCT 121 Introduction to Quality Control	2
EGT 141 Basic Hydraulics and Fluid Mechanics	4
DFT 182 Technician Drafting or	2
DFT 183 Basic Drafting	(4)
EGR 186 Manufacturing Processes	2
ET 190 DC Circuits and Electrical Measurements	4
MTH 195 Technical Mathematics I*	3
	<u>17-19</u>
SEMESTER II	
EGT 143 Technical Programming	4
ET 191 AC Circuits	4
ET 193 Active Devices	4
COM 131 Applied Communications*	3
MTH 196 Technical Mathematics II*	3
	<u>18</u>
SEMESTER III	
EGT 230 Digital Machine Control	4
PHY 131 Technical Physics*	4
SC 101 Introduction to Speech Communication	3
+ Elective	3
++ Elective or Cooperative Work Experience	1-4
	<u>15-18</u>
SEMESTER IV	
EGT 243 Robotics I	3
MTH 297 Technical Mathematics III*	3
PHY 132 Technical Physics*	4
++ Electives	7
	<u>17</u>
Minimum Hours Required:	67

+ Electives--must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HIST, HD, PSY, SOC, Foreign Language, or Literature		

+ + Elective--must be selected from the following:

EGR 187	Manufacturing Processes	2
EGT 144	Instrumentation and Testing	4
EGT 222	Fundamentals of Pneumatics	3
EGT 228	Amplifier and Analog Control Circuits or	
ET 238	Linear Integrated Circuits	4
EGT 232	Applied Mechanics	4
EGT 239	Principles of Microcomputer Control or	
ET 237	Modular Memories and Microprocessors	4
EGT 242	Digital Control Circuits	4
EGT 247	Robotics II	3
EGT 268	Microprocessor Interfacing and Troubleshooting	4
EGT 270	Computer Integrated Manufacturing	4
EGT 704	Cooperative Work Experience	4
MT 248	Computer-Aided Design	4
QCT 122	Dimensional Measurement	3

*The following substitutions for required courses are permitted:

ET 135 for ET 190 and ET 191
 ENG 101 for COM 131
 MTH 101, MTH 102, and MTH 124 for MTH 195, MTH 196, and MTH 297
 PHY 201 and PHY 202 for PHY 131 and PHY 132

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.

ENGINEERING TECHNOLOGY-- ELECTRO-MECHANICAL CERTIFICATE

Brookhaven and Richland only

(Certificate)

This one-year program develops the basic skills necessary for entry level positions in electronics and mechanical technician positions. All courses required for the certificate are applicable to the Electro-Mechanical option.

	CREDIT HOURS
SEMESTER I	
ET 190 DC Circuits and Electrical Measurements*	4
EGR 186 Manufacturing Processes	2
EGT 141 Basic Hydraulics and Fluid Mechanics	4
MTH 195 Technical Mathematics I*	3
DFT 182 Technician Drafting or	2
DFT 183 Basic Drafting	(4)
	<u>15-17</u>
SEMESTER II	
EGT 143 Technical Programming	4
ET 191 AC Circuits*	4
EGT 144 Instrumentation and Testing or	4
ET 194 Instrumentation	(3)
ET 193 Active Devices	4
EGT 230 Digital Machine Control	4
MTH 196 Technical Mathematics II*	3
	<u>22-23</u>

Minimum Hours Required: 37

*The following substitutions for required courses are permitted:

ET 135 for ET 190 and ET 191

MTH 101 and MTH 102 for MTH 195 and MTH 196

ENGINEERING TECHNOLOGY-- ELECTRONIC CONTROLS OPTION

Brookhaven and Richland only

(Associate Degree)

The Electronic Controls option prepares the student for technician level employment in electronics and related industries. The emphasis in this option is on electronic control systems, particularly those that exist in an automated manufacturing environment. The student studies electronic devices and their application in digital and analog control circuits, basic microprocessors and microprocessor interfacing, basic robotics, and digital machine control systems.

	CREDIT HOURS
SEMESTER I	
OCT 121 Introduction to Quality Control	2
EGT 141 Basic Hydraulics and Fluid Mechanics .	4
DFT 182 Technician Drafting or (2)	
DFT 183 Basic Drafting	4
EGR 186 Manufacturing Processes	2
ET 190 DC Circuits and Electrical Measurements*	4
MTH 195 Technical Mathematics I*	3
	17-19
SEMESTER II	
EGT 144 Instrumentation and Testing	4
ET 191 AC Circuits*	4
ET 193 Active Devices	4
COM 131 Applied Communications*	3
MTH 196 Technical Mathematics II*	3
	18
SEMESTER III	
EGT 143 Technical Programming	4
EGT 239 Principles of Microprocessor Control**	4
EGT 242 Digital Control Circuits	4
PHY 131 Technical Physics	4
SC 101 Introduction to Speech Communication	3
	19
SEMESTER IV	
EGT 228 Amplifiers and Control Circuits**	4
EGT 268 Microprocessor Interfacing and Troubleshooting or	
EGT 230 Digital Machine Control	4
PHY 132 Technical Physics*	4
MTH 297 Technical Mathematics III	3
+Elective	3
	18
Minimum Hours Required:	72

+ Electives--must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		

*The following substitutions for required courses are permitted:

ET 135 for ET 190 and ET 191
ENG 101 for COM 131
MTH 101, MTH 102 and MTH 124 for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202 for PHY 131 and PHY 132

**Cooperative Work Experience may be substituted.

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.

ENGINEERING TECHNOLOGY-- ELECTRONIC CONTROLS CERTIFICATE

Brookhaven and Richland only

(Certificate)

This one-year program develops the basic skills necessary for entry level positions in electronics related industries. All courses required for the certificate are applicable to the Engineering Technology degree, Electronic Controls option.

	CREDIT HOURS
SEMESTER I	
ET 190 DC Circuits and Electrical Measurements*	4
MTH 195 Technical Mathematics I*	3
EGT 143 Technical Programming	4
DFT 182 Technician Drafting or	2
DFT 183 Basic Drafting	(4)
EGR 186 Manufacturing Processes	2
	<u>15-17</u>
SEMESTER II	
ET 191 AC Circuits*	4
ET 193 Active Devices	4
EGT 242 Digital Control Circuits	4
EGT 144 Instrumentation and Testing	4
MTH 196 Technical Mathematics II*	3
	<u>19</u>
Minimum Hours Required:	34

*The following substitutions for required courses are permitted:

MTH 101 and MTH 102 for MTH 195 and MTH 196
ET 135 for ET 190 and ET 191

ENGINEERING TECHNOLOGY-- ELECTRONIC QUALITY CONTROL OPTION

Richland Only

(Associate Degree)

The Electronic Quality Control Program prepares the graduate to enter the high opportunity area of electronic product quality control.

The objectives of quality control include providing a customer with the highest quality product at the lowest cost and preventing defective products from ever reaching a customer. Specialized quality control courses provide training in applied statistics, metrology, physical and environmental testing, non-destructive testing, as well as an introduction to quality control techniques such as control charts, sampling plans, reliability analysis, cost control and product liability.

The program also includes a strong emphasis in electronics and provides a broad technology background in drafting, manufacturing processes, hydraulics, and technical programming.

	CREDIT HOURS
SEMESTER I	
QCT 121 Introduction to Quality Control	2
EGT 141 Basic Hydraulics and Fluid Mechanics	4
DFT 182 Technician Drafting or	(2)
DFT 183 Basic Drafting	4
EGR 186 Manufacturing Processes	2
ET 190 DC Circuits and Electrical Measurements	4
MTH 195 Technical Mathematics I*	3
	<u>17-19</u>
SEMESTER II	
QCT 122 Dimensional Measurement	3
EGT 144 Instrumentation and Testing	4
ET 191 AC Circuits	4
COM 131 Applied Communications*	3
MTH 196 Technical Mathematics II*	3
	<u>17</u>
SEMESTER III	
EGT 143 Technical Programming	4
ET 193 Active Devices	4
QCT 220 Physical and Environmental Testing	3
PHY 131 Applied Physics*	4
SC 101 Introduction to Speech Communication	3
	<u>18</u>

SEMESTER IV

QCT 227 Non-Destructive Evaluation**	3
QCT 236 Advanced Quality Control Systems	4
MTH 297 Technical Mathematics III*	3
PHY 132 Technical Physics* or	
CHM 115 Chemical Sciences	4
+ Elective	3
	<u>18</u>

Minimum Hours Required: 69

+ Electives--must be selected from the following:

ART 104 Art Appreciation	3
HUM 101 Introduction to the Humanities	3
MUS 104 Music Appreciation	3
PHI 102 Introduction to Philosophy	3
THE 101 Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature	

*The following substitutions for required courses are permitted.

ENG 101 for COM 131
MTH 101, MTH 102, and MTH 124 for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202 for PHY 131 and PHY 132

**Cooperative Work Experience may be substituted.

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.

ENGINEERING TECHNOLOGY-- INDUSTRIAL TECHNOLOGY OPTION

Brookhaven and Mountain View only

(Associate Degree)

The Industrial Technology Option prepares the student for technician level employment with a broad based curriculum involving electronics and computers, mechanical automation equipment, and fluid power devices and systems. Job opportunities exist in all types of manufacturing, equipment repair and maintenance, and research and development of new systems.

	CREDIT HOURS
SEMESTER I	
DFT 182 Technician Drafting or	(2)
DFT 183 Basic Drafting	4
ET 135 DC-AC Theory and Circuit Analysis or	(6)
ET 190 DC Circuits and Electrical Measurements	4
EGT 243 Robotics I	3
MTH 195 Technical Mathematics I or	
MTH 101 College Algebra	3
COM 131 Applied Communications or	
ENG 101 Composition I	3
	17-19
SEMESTER II	
EGT 141 Basic Hydraulics and Fluid Mechanics	4
ET 191 AC Circuits	(4)
(If ET 135 is not taken)	
ET 193 Active Devices	4
MTH 196 Technical Mathematics II or	
MTH 102 Plane Trigonometry	3
SC 101 Introduction to Speech Communication	3
	14
SEMESTER III	
EGT 143 Technical Programming or	
ET 240 Electronics Theory and Application of Digital Computers	4
EGT 230 Digital Machine Control	4
+ Elective	3
++ Elective	7
	18
SEMESTER IV	
QCT 121 Introduction to Quality Control	2
EGR 186 Manufacturing Processes or	(2)
ET 234 Electronic Circuits and Systems	3
PHY 131 Applied Physics or	
PHY 201 General Physics	4
++ Elective	8
	16-17
Minimum Hours Required	65

+ Electives--must be selected from the following:

ART 104	Art Appreciation	3
HD 104	Education and Career Planning	3
HD 105	Basic Processes of Interpersonal Relationships	3
HUM 101	Introduction to Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
PSY 101	Introduction to Psychology	3
PSY 131	Applied Psychology and Human Relations	3
THE 101	Introduction to Theatre	3

+ + Electives--must be selected from the following:

QCT 122	Dimensional Measurement	3
EGT 144	Instrumentation and Testing or	
ET 194	Instrumentation	3
EGR 187	Manufacturing Processes	2
EGT 222	Fundamentals of Pneumatics	3
EGT 232	Applied Mechanics	4
EGT 228	Amplifiers and Control Circuits or	
ET 238	Linear Integrated Circuits	4
EGT 239	Principles of Microcomputer Controls or	
ET 237	Modular Memories and Microprocessors	4
EGT 242	Digital Control Circuits or	
ET 232	Analysis of Electronics Logic and Switching Circuits	4
DFT 245	Computer Aided Design or	(3)
MT 248	Computer Aided Design	4
EGT 247	Robotics II	3
EGT 251	Advanced Robotics and Automated Systems	3
EGT 268	Microprocessor Interfacing and Troubleshooting	4
EGT 270	Computer Integrated Manufacturing	4
EGT 704	Cooperative Work Experience	4

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

ENGINEERING TECHNOLOGY-- MANUFACTURING ENGINEERING

Richland only

(Associate Degree)

The Manufacturing Engineering Technology Option prepares the student for technician level employment in an industrial manufacturing engineering environment. Training includes processes, tools, materials, drafting, production control, quality control, safety and management.

	CREDIT HOURS
SEMESTER I	
QCT 121 Introduction to Quality Control	2
EGT 141 Basic Hydraulics and Fluid Mechanics .	4
DFT 183 Basic Drafting	4
EGR 186 Manufacturing Processes	2
ET 190 DC Circuits and Electrical Measurements	4
MTH 195 Technical Mathematics I*	3
	19
SEMESTER II	
EGT 143 Technical Programming or	4
CIS 103 Introduction to Computer Information Systems	(3)
EGR 187 Manufacturing Processes	2
ET 191 AC Circuits	4
COM 131 Applied Communications*	3
MTH 196 Technical Mathematics II*	3
	15-16
SEMESTER III	
EGT 270 Computer Integrated Manufacturing ...	4
MET 234 Production and Inventory Control** ...	3
PHY 131 Applied Physics*	4
SC 101 Introduction to Speech Communication	3
+ Elective	3
	17
SEMESTER IV	
QCT 122 Dimensional Measurement	3
MET 231 Engineering Materials	3
MGT 136 Principles of Management or MGT 171 Introduction to Supervision	3
MTH 297 Technical Mathematics III*	3
PHY 132 Technical Physics*	4
	16
Minimum Hours Required	67

+ Electives --must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		

*The following substitutions for required courses are permitted:

ENG 101 for COM 131
MTH 101, MTH 102, and MTH 124 for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202 for PHY 131 and PHY 132

**Cooperative Work Experience may be substituted for one asterisked second-year 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.

ENGINEERING TECHNOLOGY-- MANUFACTURING ENGINEERING CERTIFICATE

Brookhaven and Richland only

(Certificate)

The Manufacturing Engineering Technology certificate provides the student with basic skills needed in an industrial manufacturing environment. All courses required for the one-year certificate are applicable to the Engineering Technology Associate Degree, Manufacturing Engineering Technology option.

	CREDIT HOURS
SEMESTER I	
DFT 183 Basic Drafting	4
MTH 195 Technical Mathematics I*	3
EGR 186 Manufacturing Processes	2
ET 190 DC Circuits and Electrical Measurements	4
COM 131 Applied Communications	3
	<u>16</u>
SEMESTER II	
EGT 124 Industrial Organizations	2
EGR 187 Manufacturing Processes	2
MET 235 Industrial Safety	3
MET 234 Production and Inventory Control	3
MET 238 Principles of Work Measurement	3
QCT 121 Introduction to Quality Control	2
	<u>15</u>
Minimum Hours Required	31

*The following substitutions for required courses are permitted:

MTH 101 for MTH 195
ENG 101 for COM 131

ENGINEERING TECHNOLOGY-- MECHANICAL QUALITY CONTROL OPTION

Richland only

(Associate Degree)

The Mechanical Quality Control Program prepares the graduate to enter the high opportunity area of mechanical product quality control.

The objectives of quality control include providing a customer with the highest quality product at the lowest cost and preventing defective products from ever reaching a customer. Specialized quality control courses provide training in applied statistics, metrology, physical and environmental testing, non-destructive testing, as well as an introduction to quality control techniques such as control and product liability.

The program also includes a broad technology background in DC circuits, hydraulics, pneumatics, drafting, manufacturing processes, CAD/CAM and technical programming.

	CREDIT HOURS
SEMESTER I	
QCT 121 Introduction to Quality Control	2
EGT 141 Basic Hydraulics and Fluid Mechanics .	4
DFT 183 Basic Drafting	4
EGR 186 Manufacturing Processes	2
ET 190 DC Circuits and Electrical Measurements	4
MTH 195 Technical Mathematics I*	3
	<u>19</u>
SEMESTER II	
QCT 122 Dimensional Measurement	3
EGR 187 Manufacturing Processes	2
EGT 222 Fundamentals of Pneumatics	3
COM 131 Applied Communications*	3
MTH 196 Technical Mathematics II*	3
	<u>14</u>
SEMESTER III	
EGT 143 Technical Programming	4
QCT 220 Physical/Environmental Testing	3
EGT 232 Applied Mechanics**	4
PHY 131 Applied Physics*	4
SC 101 Introduction to Speech Communication	3
	<u>18</u>
SEMESTER IV	
QCT 227 Non-Destructive Testing**	3
QCT 236 Advanced Quality Control	4
MTH 297 Technical Mathematics III*	3
PHY 132 Technical Physics* or CHM 115 Chemical Science	4
+ Elective	3
	<u>17</u>

Minimum Hours Required: 68

+ Elective--must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		

*The following substitutions for required courses are permitted:

ENG 101 for COM 131
MTH 101, MTH 102, and MTH 124 for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202 for PHY 131 and PHY 132

**Cooperative Work Experience may be substituted

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.

ENGINEERING TECHNOLOGY-- MECHANICAL TECHNOLOGY OPTION

Richland only

(Associate Degree)

The purpose of the Mechanical Technology Option is to prepare the student for employment in the field of Mechanical Design. Both theory and application are provided by courses in mechanisms, fluid power, manufacturing processes, and mechanical design courses. Technical programming and computer graphics provide the latest in state-of-the-art training in the mechanical design field. Emphasis is on the design of machines, the component parts, gages, jigs, fixtures, and special tooling.

	CREDIT HOURS
SEMESTER I	
QCT 121 Introduction to Quality Control	2
EGT 141 Basic Hydraulics and Fluid Mechanics	4
DFT 183 Basic Drafting	4
EGR 186 Manufacturing Processes	2
ET 190 DC Circuits and Electrical Measurements	4
MTH 195 Technical Mathematics I*	3
	19
SEMESTER II	
MT 198 Mechanical Design Technology	4
MT 248 Computer-Aided Drafting	4
COM 131 Applied Communications*	3
MTH 196 Technical Mathematics II*	3
SC 101 Introduction to Speech Communication	3
	17
SEMESTER III	
EGT 232 Applied Mechanics	4
MT 249 Applications In Computer-Aided Drafting	4
EGR 106 Descriptive Geometry	3
MTH 297 Technical Mathematics III*	3
PHY 131 Applied Physics**	4
	18
SEMESTER IV	
EGR 187 Manufacturing Processes	2
MT 252 Machine Design	4
PHY 132 Technical Physics*	4
++ Elective	3
+ Elective or Cooperative Work Experience	2-4
	15-17
Minimum Hours Required	69

+ Elective may be selected from any 2 to 4 credit hour Engineering Technology course.

+ + Electives --must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		

*The following substitutions for required courses are permitted:

ENG 101 for COM 131
MTH 101, MTH 102, and MTH 124 for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202 for PHY 131 and PHY 132

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.

ENGINEERING TECHNOLOGY-- MECHANICAL TECHNOLOGY CERTIFICATE

Richland only

(Certificate)

The Mechanical Technology certificate provides the student with basic skills development in the area of mechanical design. All courses required for the one-year certificate are applicable to the Engineering Technology Degree, Mechanical Technology option.

	CREDIT HOURS
SEMESTER I	
DFT 183 Basic Drafting	4
MTH 195 Technical Mathematics I*	3
EGR 186 Manufacturing Processes	2
EGT 141 Basic Hydraulics and Fluid Mechanics	4
COM 131 Applied Communications*	3
	<u>16</u>
SEMESTER II	
MT 198 Mechanical Design Technology	4
EGR 106 Descriptive Geometry	3
MT 248 Computer Aided Design	4
MTH 196 Technical Mathematics II*	3
QCT 121 Introduction to Quality Control	2
	<u>16</u>
Minimum Hours Required	32

*The following substitutions for required courses are permitted:

MTH 101 and MTH 102 for MTH 195 and MTH 116
ENG 101 for COM 131

ENGINEERING TECHNOLOGY-- QUALITY CONTROL CERTIFICATE

Richland only

(Certificate)

This one-year program develops the basic skills necessary for advancement in a purchased materials, machine shop or assembly inspection department. All of the courses required for the certificate are applicable to the Engineering Technology Associate Degree, either the Electronic Quality Control option or the Mechanical Quality Control option.

	CREDIT HOURS
SEMESTER I	
QCT 121 Introduction to Quality Control	2
QCT 122 Dimensional Measurement	3
ET 190 DC Circuits and Electrical Measurements	4
MTH 195 Technical Mathematics I*	3
DFT 183 Basic Drafting	4
EGR 186 Manufacturing Processes	2
	<u>18</u>
SEMESTER II	
QCT 220 Physical/Environmental Testing	3
QCT 227 Non-Destructive Evaluation	3
EGT 143 Technical Programming or ET 240 Electronics Theory and Application of Digital Computers	4
MTH 196 Technical Mathematics II*	3
COM 131 Applied Communications*	3
	<u>17</u>
Minimum Hours Required:	35

*The following substitutions for required courses are permitted:

MTH 101 and MTH 102 for MTH 195 and MTH 196
ENG 101 for COM 131

ENGINEERING TECHNOLOGY-- ROBOTICS AND FLUID POWER OPTION

Brookhaven and Richland only

(Associate Degree)

The Robotics and Fluid Power option prepares the student for technician level employment in industrial robotics and/or industrial hydraulics and pneumatics. The student also receives training in electronics, microcomputers, quality control, drafting and computer aided design, and manufacturing processes.

	CREDIT HOURS
SEMESTER I	
QCT 121 Introduction to Quality Control	2
EGT 141 Basic Hydraulics and Fluid Mechanics .	4
DFT 182 Technician Drafting or	2
DFT 183 Basic Drafting	(4)
EGR 186 Manufacturing Processes	2
ET 190 DC Circuits and Electrical Measurements	4
MTH 195 Technical Mathematics I*	3
	17-19
SEMESTER II	
ET 191 AC Circuits	4
EGT 222 Fundamentals of Pneumatics	3
EGT 243 Robotics I	3
COM 131 Applied Communications*	3
MTH 196 Technical Mathematics II*	3
	16
SEMESTER III	
EGT 143 Technical Programming	4
ET 193 Active Devices	4
EGT 247 Robotics II	3
PHY 131 Applied Physics*	4
SC 101 Introduction to Speech Communication	3
	18
SEMESTER IV	
EGT 230 Digital Machine Control	3
MTH 297 Technical Mathematics III*	3
PHY 132 Technical Physics*	4
+ Elective	3
++ Electives	6
	19
Minimum Hours Required:	70

+ Electives--must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		3

++ Electives--must be selected from the following:

QCT 122	Dimensional Measurement	3
EGT 144	Instrumentation and Testing	4
EGR 187	Manufacturing Processes	2
EGT 225	Advanced Fluid Power Systems	4
EGT 232	Applied Mechanics	4
EGT 239	Principles of Microcomputer Controls	4
EGT 242	Digital Control Circuits	4
EGT 251	Advanced Robotics and Automated Systems	3
MT 248	Computer-Aided Design	4
EGT 268	Microprocessor Interfacing and Troubleshooting .	4
EGT 270	Computer Integrated Manufacturing	4
EGT 704	Cooperative Work Experience	4

*The following substitutions for required courses are permitted:

ENG 101 for COM 131
MTH 101, MTH 102, and MTH 124 for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202 for PHY 131 and PHY 132

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.

ENGINEERING TECHNOLOGY-- ROBOTICS AND FLUID POWER CERTIFICATE

Brookhaven, Mountain View, and Richland only

(Certificate)

This one-year program provides the student with the basic skills needed in the industrial robotics and/or industrial hydraulics and pneumatics industry. All of the courses for the one-year certificate are applicable to the Engineering Technology Associate Degree, Robotics and Fluid Power option.

	CREDIT HOURS
SEMESTER I	
ET 190 DC Circuits and Electrical Measurements	4
EGR 186 Manufacturing Processes	2
EGT 141 Basic Hydraulics and Fluid Mechanics ..	4
EGT 243 Robotics I	3
MTH 195 Technical Mathematics I*	3
	<u>16</u>
SEMESTER II	
DFT 182 Technician Drafting	2
EGT 222 Fundamentals of Pneumatics	3
EGT 225 Advanced Fluid Power Systems	4
EGT 247 Robotics II	3
MTH 196 Technical Mathematics II*	3
Technical Elective	2-4
	<u>17-19</u>

Minimum Hours Required: 33

Technical Electives--must be selected from the following:

EGR 187	Manufacturing Processes	2
EGT 144	Instrumentation and Testing	4
EGT 143	Technical Programming	4
EGT 251	Advanced Robotics and Automated Systems	3

*MTH 101 and MTH 102 may be substituted for MTH 195 and MTH 196.

ENGINEERING TECHNOLOGY-- ROBOTICS TECHNOLOGY OPTION

Mountain View only

(Associate Degree)

The Robotics Technology Option prepares the student for technician level employment in industrial robotics and automated manufacturing systems. The student also receives training in electronics and computers, manufacturing processes, control systems and computer aided design.

	CREDIT HOURS
SEMESTER I	
DFT 182 Technician Drafting or	(2)
DFT 183 Basic Drafting	4
ET 135 DC-AC Theory and Circuit Analysis or	(6)
ET 190 DC Circuits and Electrical Measurements	4
EGT 243 Robotics I	3
MTH 195 Technical Mathematics I or	
MTH 101 College Algebra	3
COM 131 Applied Communications or	
ENG 101 Composition I	3
	<u>17-19</u>
SEMESTER II	
EGT 141 Basic Hydraulics and Fluid Mechanics	4
ET 191 AC Circuits (If ET 135 is not taken)	(4)
ET 193 Active Devices	4
MTH 196 Technical Mathematics II or	
MTH 102 Plane Trigonometry	3
SC 101 Introduction to Speech Communication	3
	<u>14-18</u>
SEMESTER III	
EGT 143 Technical Programming or	
ET 240 Electronics Theory and Application of Digital Computers	4
EGT 230 Digital Machine Control	4
+ Elective	3
++ Electives	7
	<u>18</u>
SEMESTER IV	
QCT 121 Introduction to Quality Control	2
EGR 186 Manufacturing Processes or	(2)
ET 234 Electronic Circuits and Systems	3
EGT 247 Robotics II	3
PHY 131 Applied Physics or	
PHY 201 General Physics	4
++ Electives	5
	<u>16-17</u>
Minimum Hours Required	65

+ Electives--must be selected from the following:

ART 104	Art Appreciation	3
HD 104	Educational and Career Planning	3
HD 105	Basic Processes of Interpersonal Relationships ..	3
HUM 101	Introduction to Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
PSY 101	Introduction to Psychology	3
PSY 131	Applied Psychology and Human Relations	3
THE 101	Introduction to Theatre	3

+ + Electives--must be selected from the following:

QCT 122	Dimensional Measurement	3
EGT 144	Instrumentation and Testing or	(4)
ET 194	Instrumentation	3
EGR 187	Manufacturing Processes	2
EGT 222	Fundamentals of Pneumatics	3
EGT 232	Applied Mechanics	4
EGT 228	Amplifiers and Control Circuits or	
ET 238	Linear Integrated Circuits	4
EGT 239	Principles of Microcomputer Controls or	
ET 237	Modular Memories and Microprocessors	4
EGT 242	Digital Control Circuits or	
ET 232	Analysis of Electronics Logic and Switching Circuits	4
DFT 245	Computer Aided Design or	3
MT 248	Computer Aided Design	(4)
EGT 251	Advanced Robotics and Automated Systems	3
EGT 268	Microprocessor Interfacing and Troubleshooting ..	4
EGT 270	Computer Integrated Manufacturing	4
EGT 704	Cooperative Work Experience	4

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

FASHION MARKETING

Brookhaven and Cedar Valley only

(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
SEMESTER I	
MKT 137 Principles of Retailing	3
MKT 240 Computers in Fashion Marketing	3
MKT 291 Fashion Merchandising	3
BUS 105 Introduction to Business	3
ENG 101 Composition I	3
MTH 130 Business Mathematics	3
	<u>18</u>
SEMESTER II	
MKT 230 Salesmanship	3
MKT 292 Fashion Design	3
HUM 101 Introduction to the Humanities or	
ART 104 Art Appreciation	3
ENG 102 Composition II	3
SC 101 Introduction to Speech	
Communication	3
+ Elective	3
	<u>18</u>
SEMESTER III	
MKT 206 Principles of Marketing	3
MKT 249 Visual Merchandising: Fundamentals	
and Equipment	2
MKT 290 Fashion Buying	3
MKT 703 Cooperative Work Experience	3
ACC 201 Accounting I or	
ACC 131 Bookkeeping I	3
+ Elective	3
	<u>17</u>
SEMESTER IV	
MKT 233 Advertising and Sales Promotion	3
MKT 250 Visual Merchandising: Trends	
and Applications	2
MKT 713 Cooperative Work Experience	3
DES 135 Textiles	3
PSY 131 Applied Psychology and Human	
Relations	3
	<u>14</u>
Minimum Hours Required:	67

+ Electives—may be selected from the following:

BUS 234	Business Law	3
CIS 103	Introduction to Computer Information Systems ...	3
CIS 260	Contemporary Topics in Computer Information	
	Systems	1
CIS 262	Contemporary Topics in Computer Information	
	Systems	3
ECO 201	Principles of Economics I	3
ECO 202	Principles of Economics II	3
MGT 136	Principles of Management	3
MGT 153	Small Business Management	3
MGT 212	Special Problems in Business	1
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 241	Fashion Show Production	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.

FINANCIAL MANAGEMENT

Richland only

(Associate Degree)

The Financial Management Program is designed to prepare students to enter the finance industry. Students completing the program will be prepared to assume positions in commercial banks, savings and loan associations, credit unions, and other financial organizations.

	CREDIT HOURS
SEMESTER I	
FM 105 Comparative Financial Institutions	3
ENG 101 Composition I	3
ECO 201 Principles of Economics I	3
MGT 136 Principles of Management	3
MTH 130 Business Mathematics or	
MTH 111 Mathematics for Business and	
Economics	3
	15
SEMESTER II	
ECO 202 Principles of Economics II	3
FM 115 Credit & Collection Principles	3
CIS 103 Introduction to Computer Information	
Systems	3
OFC 231 Business Communications	3
SC 101 Speech Communication	3
Elective	3
	18
SEMESTER III	
ACC 201 Principles of Accounting I	3
FM 104 Money and Financial Institutions	3
FM 205 Analyzing Financial Statements*	3
GVT 201 American Government	3
Financial Management Elective	3
Humanities Elective*	3
	18
SEMESTER IV	
FM 203 Public Relations and Marketing of	
Financial Services	3
FM 206 Negotiable Instruments and the	
Payments Mechanism* or	
FM 201 Advanced Credit Analysis	3
ACC 202 Principles of Accounting II	3
MGT 237 Organizational Behavior	3
Financial Management Elective or	
Cooperative Work Experience	3
	15
Minimum Hours Required	66

*A Humanities elective may be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 101	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	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.

FIRE PROTECTION TECHNOLOGY

El Centro only

(Associate Degree)

The curriculum is primarily designed to provide professional training for firemen. Students who do not work for a fire department may be admitted to the program after a review of their backgrounds by the FPT consultant, the FPT counselor or the Physical and Social Science Division Chairperson. Three courses are offered each long semester at night on the "flip-flop" basis to accommodate work shift changes. The following curriculum guide is designed for full-time students; those attending part-time will find the program takes considerably longer. The sequence of FPT courses through 1989 may be obtained by contacting the Physical and Social Science Division. Students may enter the sequence at the beginning of any long semester. The sequence is designed to cycle the student through the entire program.

	CREDIT HOURS
SEMESTER I	
FPT 131 Fundamentals of Fire Protection	3
FPT 132 Fire Prevention	3
ENG 101 Composition I	3
MTH 130 Business Mathematics	3
+Elective	3
	15
SEMESTER II	
FPT 135 Fire Administration I	3
FPT 136 Fire and Arson Investigation	3
SC 101 Introduction to Speech Communication	3
GVT 201 American Government	3
+Elective	3
	15
SEMESTER III	
FPT 140 Fire Fighting Tactics and Strategy	3
FPT 231 Building Codes and Construction	3
CHM 115 Chemical Sciences	4
	10
SEMESTER IV	
FPT 232 Industrial Fire Protection I	3
FPT 137 Hazardous Materials I	3
CHM 116 Chemical Sciences	4
	10
SEMESTER V	
FPT 233 Fire Protection Systems	3
FPT 234 Industrial Fire Protection II	3
+Elective	3
	9
SEMESTER VI	
FPT 235 Fire Administration II	3
FPT 243 Technical Writing for Firefighters	3
+Elective	3
	9
Minimum Hours Required	68

+ Electives--must be selected from the following:

FPT 236	Legal Aspects of Fire Protection	3
FPT 237	Hazardous Materials II	3
FPT 238	Fire Safety Education	3
FPT 239	Fire Service Communications	3
FPT 240	Fire Insurance Fundamentals	3
FPT 241	Advanced Fire Loss Statistical Systems	3
FPT 242	Urban Fire Problem Analysis	3

+ + Electives--must be selected from the following:

HD 105	Basic Processes of Interpersonal Relationships ...	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	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.

FOOD AND HOSPITALITY SERVICE

El Centro only

(Associate Degree)

The Food and Hospitality Service Program trains students to assume responsible positions in the Food Hospitality industry. Courses are designed to cover the various operational functions of restaurants, clubs, cafeterias, coffee shops and other types of hospitality service.

	CREDIT HOURS
SEMESTER I	
FHS 110 Principles of Food and Beverage Administration* or	
FHS 112 Organization and Management* or	
FHS 115 Principles of Hotel Administration	3
FHS 119 Food Service Equipment	3
FHS 120 Basic Food Preparation	3
FHS 124 Food Service Sanitation and Safety	3
COM 131 Applied Communications or	
ENG 101 Composition I	3
MTH 130 Business Math	3
	18
SEMESTER II	
FHS 116 Supervision for Hospitality Services	3
FHS 122 Advanced Food Preparation	3
FHS 132 Food Purchasing, Handling and Storage	3
FHS 135 Nutrition and Menu Planning	3
SC 101 Introduction to Speech Communication	3
	15
SEMESTER III	
FHS 220 Quantity Food Preparation and Service	4
FHS 233 Food Marketing** or	
FHS 248 Advanced Nutrition and Dietetics** or	
FHS 249 Child Nutrition or	
FHS 210 Hotel-Motel Sales Development**	3
FHS 704 Cooperative Work Experience	4
+Elective	3
++Elective	3
	17
SEMESTER IV	
FHS 138 Food Service Cost Control	3
FHS 222 Advanced Quantity Food Preparation and Service	4
FHS 714 Cooperative Work Experience	4
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology or	
HD 105 Basic Processes of Interpersonal Relationships	3
+Elective	3
	17
Minimum Hours Required	67

+ Electives—must be selected from the following:

FHS 114	Front Office Procedures	3
FHS 140	Elementary Bakery Training	3
FHS 201	Hotel-Restaurant-Institution-Special Topics	1
FHS 202	Hotel-Restaurant-Institution-Special Topics	2
FHS 203	Hotel-Restaurant-Institution-Special Topics	3
FHS 214	Hotel-Motel Law	3
FHS 233	Food Marketing	3
FHS 238	Garde-Mange Training	3
FHS 239	Saucier Training	3
FHS 245	Advanced Pastry Shop Training	3
FHS 247	Beverage Operations and Service	3
FHS 248	Advanced Nutrition and Dietetics	3
FHS 249	Child Nutrition	3
ACC 201	Principles of Accounting I	3
BUS 234	Business Law	3
ECO 105	Economics of Contemporary Social Issues	3
ECO 201	Principles of Economics I	3

+ + Electives—must be selected from the following:

ART 104	Art Appreciation	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
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
THE 101	Introduction to Theatre	3
Foreign Language		

*FHS 110 is recommended for those interested in Commercial Food Service - such as restaurants.

*FHS 112 is recommended for those interested in Institutional Food Service - such as school, hospitals.

*FHS 115 is recommended for those interested in Hotel- Motel Management.

**FHS 233 is suggested for those interested in Restaurant Management.

**FHS 248 is suggested for those interested in in the areas of hospital dietetics.

**FHS 249 is suggested for those interested in the fields of child nutrition.

**FHS 210 is suggested for those interested in Hotel and Motel Sales.

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.

FOOD AND HOSPITALITY SERVICE

El Centro only

(Certificate)

This certificate program prepares the student to function as a hospitality services worker. All credits earned in this program may be applied toward the Associate Degree in Food and Hospitality Service.

	CREDIT HOURS
SEMESTER I	
FHS 110 Principles of Food and Beverage Administration or	
FHS 112 Organization and Management or	
FHS 115 Principles of Hotel Administration	3
FHS 119 Food Service Equipment	3
FHS 120 Basic Food Preparation	3
FHS 124 Food Service Sanitation and Safety	3
MTH 130 Business Math	3
	<u>15</u>
SEMESTER II	
FHS 116 Supervision for Hospitality Services	3
FHS 122 Advanced Food Preparation	3
FHS 135 Nutrition and Menu Planning	3
FHS 138 Food Service Cost Control	3
FHS 233 Food Marketing or	
FHS 248 Advanced Nutrition and Dietetics or	
FHS 249 Child Nutrition and Dietetics or	
FHS 210 Hotel-Motel Sales Development	3
	<u>15</u>
Minimum Hours Required	30

GRAPHIC COMMUNICATIONS

Eastfield only

(Associate Degree)

The student's understanding of graphic processes is developed for employment in a commercial printing firm or publication facility such as a newspaper or magazine. Students also learn production and management concepts and techniques useful in the field of graphic communications including photography and journalism.

	CREDIT HOURS
SEMESTER I	
GA 120 Printing Fundamentals	3
GA 136 Beginning Copy Preparation	3
ENG 101 Composition I or	
COM 131 Applied Communications	3
JN 101 Introduction to Mass	
Communications	3
OFC 172 Beginning Typing	3
	<u>15</u>
SEMESTER II	
GA 134 Basic Camera Operations	3
GA 140 Beginning Offset Printing	3
MTH 130 Business Mathematics or	
MTH 115 College Mathematics I	3
SC 101 Introduction to Speech Communication	3
+ Elective	3
	<u>15</u>
SEMESTER III	
GA 142 Basic Typesetting	3
GA 234 Intermediate Camera Operations	3
GA 236 Advanced Copy Preparation	3
GA 704 Cooperative Work Experience or	(4)
+ Elective	3
PHO 110 Introduction to Photography and	
Photo-Journalism	3
	<u>15-16</u>
SEMESTER IV	
GA 240 Advanced Offset Printing or	
GA 242 Intermediate Typesetting	3
GA 714 Cooperative Work Experience or	(4)
++ Elective	3
JN 102 News Gathering and Writing or	
PHO 111 Advanced Photography and Photo-	
Journalism	3
PSY 101 Introduction to Psychology or	
PSY 131 Applied Psychology and Human	
Relations	3
++ Elective	3
	<u>15-16</u>
Minimum Hours Required	61

+ Electives--must be selected from the following:

GA 206	Graphic Projects	3
GA 225	Special Topics	3
CIS 103	Introduction to Computer Information Systems	3
DFT 232	Technical Illustrations	3
JN 103	News Gathering and Writing	3
PHO 111	Advanced Photography and Photo-Journalism	3
PHO 207	Photography for Publication	3

+ + Electives--must be selected from the following:

ACC 131	Bookkeeping I	3
BUS 105	Introduction to Business	3
MGT 136	Principles of Management	3
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.

GRAPHIC COMMUNICATIONS-- GRAPHIC ARTS

Eastfield only

(Certificate)

This certificate program provides the student with skill development opportunities in the field of graphic arts. Successful completion of this certificate program qualifies a person for employment in a commercial printing firm or in the printing division of a large company.

	CREDIT HOURS
SEMESTER I	
GA 120 Printing Fundamentals	3
GA 136 Beginning Copy Preparation	3
ENG 101 Composition I or	
COM 131 Applied Communications	3
JN 101 Introduction to Mass Communications ..	3
OFC 172 Beginning Typing	3
	<u>15</u>
SEMESTER II	
GA 134 Basic Camera Operations	3
GA 140 Beginning Offset Printing	3
MTH 130 Business Mathematics or	
MTH 115 College Mathematics I	3
SC 101 Introduction to Speech Communication	3
+ Elective 	3
	<u>15</u>

Minimum Hours Required 30

+ Elective--must be selected from the following:

GA 225 Special Topics	3
GA 206 Graphic Projects	3
CIS 103 Introduction to Computer Information Systems ..	3
DFT 232 Technical Illustration	3
JN 103 News Gathering and Writing	3
PHO 111 Advanced Photography and Photo-Journalism	3

INTERIOR DESIGN

El Centro only

(Professional Certificate in Interior Design)

(Associate Degree)

The interior designer provides design solutions for environmental spaces of public structures and private residences. In the designer's presentation, the needs of the client are met by shaping the physical environment. A knowledge of construction and materials, both structural and decorative, is essential for the planning of aesthetic yet functional spaces.

The program consists of six semesters of study in interior design and related courses. A professional certificate is awarded upon successful completion of all courses identified in the six semester curriculum. The student is required to complete at least six semesters of interior design education and three years of apprenticeship after graduation to apply to take the national examination, National Council for Interior Design Qualification (NCIDQ). The certificate in interior design qualifies the graduate to enter the profession of interior design as a beginning professional.

This program is fully accredited by F.I.D.E.R. (Foundation for Interior Design Education Research).

	CREDIT HOURS
SEMESTER I	
ART 165 Fundamental Design Studio I	4
INT 171 Drafting for Interior Designers	3
ART 105 Survey of Art History	3
ENG 101 Composition I or	
COM 131 Applied Communications	3
MTH 116 College Mathematics II	3
	<u>16</u>
SEMESTER II	
INT 164 Color Theory and Applications for Interior Designers	3
INT 166 Interior Design Studio II	4
INT 176 Perspective Drawing for Interior Designers	2
ART 106 Survey of Art History	3
ART 114 Drawing	3
SC 101 Introduction to Speech Communication	3
	<u>18</u>

(All Interior Design courses must be successfully completed before a student will be admitted into the second year of study.)

SEMESTER III

INT 261 Interior Design Studio III	3
INT 273 Construction Drawings for Interior Designers	3
INT 281 Textiles for Interior Design	3
INT 291 History of the Interior Arts	3
ARC 245 Design Sketching	3
	<u>15</u>

SEMESTER IV

INT 262 Interior Design Studio IV	3
INT 276 Delineation Techniques for Interior Designers	3
INT 283 Materials for Interior Design	3
INT 284 Lighting Design	3
INT 292 Comparative Survey of Styles	3
ACC 131 Bookkeeping I or	
ACC 201 Accounting I	3
	<u>18</u>

(All Interior Design courses must be successfully completed before a student will be admitted into the third year of study.)

SEMESTER V

INT 363 Interior Design Studio V	3
INT 385 Professional Practice for Interior Designers	3
INT 391 History of Modern Design	3
INT 395 Restoration and Preservation	3
Art Studio Electives	3
	<u>15</u>

SEMESTER VI

INT 364 Interior Design Studio VI	3
ARC 257 Computer Graphics	3
INT 702 Cooperative Work Experience	2
HD 105 Basic Processes of Interpersonal Relationships or	
PSY 101 Introduction to Psychology or	
PSY 131 Applied Psychology and Human Relations	3
Art Studio Elective	3
	<u>14</u>

Minimum Hours Required For Professional

Certificate 96

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.

INTERPRETER TRAINING PROGRAM

Eastfield only

(Associate Degree)

This program is designed to educate individuals to work with the deaf people, agencies and educational institutions. Course work will provide skills to work as an interpreter for the community, a vocational communication specialist, educational interpreter, interpreter aide in the schools and an aide for multiply handicapped deaf children or adults.

	CREDIT HOURS
SEMESTER I	
ITP 140 Introduction to Deafness	3
ITP 141 American Sign Language I	4
ITP 144 Psychosocial Aspects of Deafness	3
ITP 148 Receptive Fingerspelling	1
ENG 101 Composition I	3
	<u>14</u>
SEMESTER II	
ITP 143 American Sign Language II	4
ITP 147 Language Development of the Deaf ...	3
ITP 150 Management Techniques for the Interpreter/Aide	4
ITP 702 Cooperative Work Experience	2
Elective	3
	<u>16</u>
SEMESTER III	
ITP 231 Interpreting: Ethics and Specifics	3
ITP 240 American Sign Language III	4
ITP 250 Interpreting: Sign to Voice	3
BIO 101 General Biology	4
SC 101 Introduction to Speech Communication	3
	<u>17</u>
SEMESTER IV	
ITP 248 Rehabilitation of the Multiply-Handicapped Deaf	3
ITP 251 Education/Specialized Signs	4
ITP 253 Interpreting: Voice to Sign	3
ITP 260 Practicum	3
MTH 101 College Algebra or MTH 130 Business Mathematics	3
	<u>16</u>

Minimum Hours Required 63

+ Electives -- must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	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.

INTERPRETER TRAINING PROGRAM -- SIGN LANGUAGE STUDIES

Eastfield only

(Certificate)

This certificate offers entry level skills toward the development of sign language competency.

	CREDIT HOURS
SEMESTER I	
ITP 140 Introduction to Deafness	3
ITP 141 American Sign Language I	4
ITP 144 Psychosocial Aspects of Deafness	3
ITP 148 Receptive Fingerspelling	1
ENG 101 Composition I	3
	<u>14</u>
SEMESTER II	
ITP 143 American Sign Language II	4
ITP 147 Language Development of the Deaf ...	3
ITP 702 Cooperative Work Experience	2
ENG 102 Composition II	3
++ Elective	3-4
	<u>15-16</u>

Minimum Hours Required 29

+ + Elective -- must be selected from the following:

ITP 150	Management Techniques for the Interpreter/Aide .	4
ITP 231	Interpreting: Ethics and Specifics	3
ITP 247	Special Problems in Deafness	3
ITP 248	Rehabilitation of the Multiply-Handicapped Deaf ..	3

LEGAL ASSISTANT

El Centro only

(Associate Degree)

The Legal Assistant Program is an associate degree program designed to prepare the student to function as a technically qualified assistant to the lawyer. The program was developed at the request of and in conjunction with the Dallas Bar Association. The four semester curriculum consists of legal technology courses combined with liberal arts and business courses.

	CREDIT HOURS
SEMESTER I	
LA 131 Introduction to Legal Technology	3
LA 135 Texas Legal Systems	3
GVT 201 American Government	3
ENG 101 Composition I	3
MTH 130 Business Mathematics	3
	<u>15</u>
SEMESTER II	
LA 133 Law of Real Property and Real Estate Transactions	3
LA 134 Principles of Family Law	3
LA 139 Legal Research and Drafting	2
PSY 131 Applied Psychology and Human Relations	3
SC 101 Introduction to Speech Communication	3
ACC 201 Principles of Accounting I	3
	<u>17</u>
SEMESTER III	
LA 225 Business Organizations	3
LA 227 Civil Litigation I	3
LA 231 Wills, Trusts and Probate Administration	3
ACC 202 Principles of Accounting II	3
+ Elective	3-4
	<u>15-16</u>
SEMESTER IV	
LA 232 Tort and Insurance Law and Claims Investigation	3
LA 234 Personal Property, Sales and Credit Transactions	3
LA 235 Techniques of Legal Practice and Procedure	4
+ Elective	3-4
++ Elective	3
	<u>16-17</u>
Minimum Hours Required	62

+ Electives--must be selected from the following:

LA 233	Income Taxation and Legal Accounting	3
LA 236	Legal Office Management	2
LA 248	Constitutional and Criminal Law	3
LA 251	Civil Litigation II	3
LA 255	Oil and Gas Law	3
LA 703	Cooperative Work Experience	3
LA 704	Cooperative Work Experience	4
LA 713	Cooperative Work Experience	3
LA 714	Cooperative Work Experience	4

+ + Electives--must be selected from the following:

BUS 234	Business Law	3
CIS 103	Introduction to Computer Information Systems ...	3
CJ 132	The Courts and Criminal Justice	3
ECO 105	Economics of Contemporary Social Issues	3
ECO 201	Principles of Economics	3
GVT 202	American Government	3
OFC 172	Beginning Typewriting	3
OFC 173	Intermediate Typewriting	3
OFC 190	Principles of Word Processing	4
OFC 231	Business Communications	3
SOC 101	Introduction to Sociology	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.

MACHINE PARTS INSPECTION

Mountain View only

(Associate Degree)

The program is designed to prepare the trainee in the techniques of quality control pertaining to machine parts production processes and inspection procedures based on sound metrological concepts. Because of the uniqueness in laboratory facilities required for this program, it is designed for in-plant training. Only support courses and courses requiring no laboratory will be taught on campus.

	CREDIT HOURS
SEMESTER I	
MPI 122 Industrial Quality Control and Procedures	3
COM 131 Applied Communications	3
MTH 195 Technical Mathematics I	3
BPR 177 Blueprint Reading	2
PSY 131 Applied Psychology and Human Relations	3
	<u>14</u>
SEMESTER II	
MPI 124 Basic Inspection Fundamentals	5
BPR 178 Blueprint Reading	2
MTH 196 Technical Mathematics II	3
QCT 122 Dimensional Measurement	3
	<u>13</u>
SEMESTER III	
MPI 135 Intermediate Inspection Concepts	5
MPI 138 Geometric Tolerancing and True Positioning	3
EGR 186 Manufacturing Processes	2
SC 101 Introduction to Speech Communication	3
	<u>13</u>
SEMESTER IV	
MPI 220 Introduction to Materials and Processes	3
MPI 227 Non-Destructive Testing	3
MPI 803 Cooperative Work Experience	3
PHY 131 Applied Physics	4
	<u>13</u>
SEMESTER V	
MPI 223 Advanced Inspection Concepts	5
MPI 230 Introduction to Statistical Quality Control Techniques	3
MPI 237 Gage Control Standardization and Precision Measurement	3
MPI 813 Cooperative Work Experience	3
	<u>14</u>
Minimum Hours Required	66

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.

MACHINE SHOP

Mountain View only

(Associate Degree)

The Machine Shop Program will prepare the student for employment as an entry level machinist in the industry. It will also prepare the student for entry into an apprentice or trainee program for machinist, tool and die-maker, etc. Successful students will find access to supportive type jobs in the metal working field such as planner, programmer, etc.

Enrollment in machine shop courses will be open on the first Monday of October and November in the fall semester and the first Monday of February and March in the spring semester. In each case, such enrollment is subject to completion of specified prerequisite competencies. The program is designed to be self-paced by the student but students can generally plan to spend 18 months of study to complete the entire program.

CREDIT HOURS

SEMESTER I

MS 133	Basic Lathe	5
MS 134	Basic Milling Machine	5
DFT 183	Basic Drafting*	4
MTH 195	Technical Mathematics I	3
		<u>17</u>

SEMESTER II

MS 135	Intermediate Lathe	5
MS 136	Intermediate Milling Machine	5
DFT 184	Advanced Mechanical Drafting*	3
MTH 196	Technical Mathematics II	3
QCT 122	Dimensional Measurement	3
		<u>19</u>

SEMESTER III

MS 233	Advanced Lathe	5
MS 234	Advanced Milling Machine	5
COM 131	Applied Communications or	
ENG 101	Composition I	3
EGR 186	Manufacturing Processes or	
MS 702	Cooperative Work Experience or	2
+ Elective		(1)
PHY 131	Applied Physics	4
		<u>18-19</u>

SEMESTER IV

MS 235	Applied Lathe	5
MS 236	Applied Milling Machine	5
PSY 131	Applied Psychology and Human	
	Relations	3
SC 101	Introduction to Speech Communication	3
		<u>16</u>

Minimum Hours Required 70

+ Elective --must be selected from the following:

MS 145 Special Topics 1

*Students may substitute Blueprint Reading 177 for Drafting 183 and Blueprint Reading 178 for Drafting 184.

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

Offered at all seven campuses

(Associate Degree)

The Administrative Management Option is designed for students seeking a broad program of study in all phases of business practices. This option focuses not only at the core of management (principles of management, organizational behavior, and personnel administration) but also encompasses the critical areas of business operations (principles of marketing, accounting, and business law).

	CREDIT HOURS
SEMESTER I	
MGT 136 Principles of Management	3
BUS 105 Introduction to Business	3
ENG 101 Composition I	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics	3
+ Elective	3
	15
SEMESTER II	
MKT 206 Principles of Marketing	3
ACC 201 Principles of Accounting I	3
ENG 102 Composition II	3
CIS 103 Introduction to Computer Information Systems	3
++ Elective	3
	15
SEMESTER III	
ACC 202 Principles of Accounting II	3
BUS 234 Business Law	3
ECO 201 Principles of Economics I	3
PSY 131 Applied Psychology and Human Relations	3
SC 101 Introduction to Speech Communication	3
	15
SEMESTER IV	
MGT 242 Personnel Administration	3
MGT 237 Organizational Behavior	3
ECO 202 Principles of Economics II	3
OFC 231 Business Communications	3
++ Elective	3
+++ Elective	3
	18

Minimum Hours Required: 63

+ 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	

++ Electives--may 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 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

+++ Elective--must be selected from the following:

GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
HD 105	Basic Processes of Interpersonal Relationships	3
HD 106	Personal and Social Growth	3
ANT 100	Introduction to Anthropology	3
PSY 101	Introduction to Psychology	3
PSY 103	Human Sexuality	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.

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-- MID-MANAGEMENT OPTION

Offered at all seven campuses

(Associate Degree)

The Mid-Management Program provides an opportunity for students to acquire knowledge in the management field and at the same time update and sharpen personal management skills. In addition to learning about supervision, personnel management, human relations psychology, problem-solving, decision-making, and other related business topics, students also participate in an on-the-job management training course with their present employers. These management training courses at work allow students to apply what is learned in the classroom environment and obtain the valuable practical experience necessary to become competent business managers. The Mid-Management Program allows students the opportunity to bridge the gap between theory and practice as professional managers.

	CREDIT HOURS
SEMESTER I	
MGT 136 Principles of Management	3
MGT 171 Introduction to Supervision	3
MGT 704 Cooperative Work Experience	4
BUS 105 Introduction to Business	3
ENG 101 Composition I	3
SC 101 Introduction to Speech Communication	3
	19
SEMESTER II	
MGT 242 Human Resource Management	3
MGT 714 Cooperative Work Experience	4
CIS 103 Introduction to Computer Information Systems	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics	3
ENG 102 Composition II	3
	16
SEMESTER III	
MGT 237 Organizational Behavior	3
MGT 804 Cooperative Work Experience	4
ACC 201 Principles of Accounting I*	3
ECO 201 Principles of Economics I	3
	13
SEMESTER IV	
MGT 244 Problem Solving and Decision Making	3
MGT 814 Cooperative Work Experience	4
+Elective	3
++Elective	3
	13
Minimum Hours Required:	61

+ 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	

++ Elective--must be selected from the following:

ANT 100	Introduction to Anthropology	3
AST 101	Descriptive Anatomy	3
BIO 115	Biological Science	4
CHM 115	Chemical Science	4
GEO 101	Physical Geology	4
GVT 201	American Government	3
HST 101	History of the United States	3
HD 105	Basic Processes of Interpersonal Relationships	3
PSC 118	Physical Science	4
PHY 117	Concepts in Physics	4
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	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.

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-- POSTAL SERVICE ADMINISTRATION OPTION

Mountain View only

(Associate Degree)

The Postal Service Administration curriculum is designed as a two-year program that leads to an Associate Degree in Applied Arts and Sciences. The program aids the student in developing postal skills and provides the student with an insight into multi-level functions employed throughout the postal service system. Emphasis is directed to the areas of methodology, technology, management, and leadership concepts reflected in modern day technology as applied to public service related agencies.

	CREDIT HOURS
SEMESTER I	
PSA 110 Introduction to Postal Service	3
ENG 101 Composition I	3
SC 101 Introduction to Speech Communication	3
MTH 111 Mathematics for Business and Economics or	
MTH 130 Business Mathematics	3
MGT 136 Principles of Management	3
	<u>15</u>
SEMESTER II	
PSA 122 Customer Service	3
ENG 102 Composition II	3
PSY 101 Introduction to Psychology	3
MGT 171 Introduction to Supervision	3
+ Elective	3
	<u>15</u>
SEMESTER III	
PSA 120 Mail Processing	3
CIS 103 Introduction to Computer Information Systems	3
MGT 237 Organizational Behavior	3
SOC 101 Introduction to Sociology	3
MKT 206 Principles of Marketing or	
MKT 233 Advertising and Sales Promotion	3
	<u>15</u>
SEMESTER IV	
PSA 216 Postal Management	3
MGT 242 Personnel Administration	3
GVT 201 American Government	3
+ Elective	6
	<u>15</u>
Minimum Hours Required	60

+ Elective--must be selected from the following:

ART 104	Art Appreciation	3
Foreign Language		3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3

+ + Electives--must be selected from the following:

ACC 201	Principles of Accounting I	3
BUS 234	Business Law	3
CIS 218	Spreadsheet Applications	3
ECO 201	Principles of Economics I	3
GVT 202	American Government	3
HD 105	Basic Processes of Interpersonal Relationships	3
HST 101	History of the United States	3
HST 102	History of the United States	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--SALES, MARKETING, AND RETAIL MANAGEMENT OPTION

Brookhaven and Cedar Valley only

(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
SEMESTER I	
MGT 136 Principles of Management	3
MKT 137 Principles of Retailing	3
BUS 105 Introduction to Business	3
ENG 101 Composition I	3
++ Elective	3
	<u>15</u>
SEMESTER II	
MKT 206 Principles of Marketing	3
MKT 230 Salesmanship	3
ENG 102 Composition II	3
CIS 103 Introduction to Computer Information Systems	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics	3
SC 101 Introduction to Speech Communication	3
	<u>18</u>
SEMESTER III	
MKT 233 Advertising and Sales Promotion	3
ACC 201 Principles of Accounting I*	3
ECO 201 Principles of Economics I	3
PSY 131 Applied Psychology and Human Relations	3
MKT 703 Cooperative Work Experience	3
	<u>15</u>
SEMESTER IV	
ECO 202 Principles of Economics II	3
MKT 245 Sales Management	3
MKT 246 Management and Marketing Cases	3
MKT 713 Cooperative Work Experience	3
+ Elective	3
	<u>15</u>
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

+ + Electives--must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to Theatre	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.

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

Cedar Valley, Mountain View, and Richland only

(Associate Degree)

The Small Business Management Option is designed for students who plan to become owners or managers of a small business. The practical aspects of planning, locating resources, financing, starting, and operating a business are emphasized. Owners and managers of small businesses may also benefit from the program.

	CREDIT HOURS
SEMESTER I	
MGT 136 Principles of Management	3
MGT 153 Small Business Management	3
BUS 105 Introduction to Business	3
BUS 143 Personal Finance	3
ENG 101 Composition I	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics	3
	15
SEMESTER II	
MKT 206 Principles of Marketing	3
ACC 201 Principles of Accounting I	3
CIS 103 Introduction to Computer Information Systems	3
SC 101 Introduction to Speech Communication	3
++ Elective	3
+++ Elective	3-4
	18-19
SEMESTER III	
MGT 211 Small Business Operations	3
MGT 237 Organizational Behavior	3
ECO 201 Principles of Economics I	3
ACC 202 Principles of Accounting II	3
+ Elective	3
	15
SEMESTER IV	
MGT 210 Small Business Capitalization, Acquisition and Finance or	
ACC 205 Business Finance	3
BUS 234 Business Law	3
ECO 202 Principles of Economics II	3
+ Electives	6
	15
Minimum Hours Required	66

+ Three electives must be selected from the following Management-related electives:

ACC 204	Managerial Accounting	3
ACC 238	Cost Accounting	3
ACC 239	Income Tax Accounting	3
FM 117	Letters of Credit	2

MGT 160	Principles of Purchasing	3
MGT 171	Introduction to Supervision	3
MGT 212	Special Problems in Business	1
MGT 242	Human Resource Management	3
MGT 275	International Business and Trade	3
MGT 276	International Marketing Management	3
MGT 277	Comparative Management	3
MKT 137	Principles of Retailing	3
MKT 230	Salesmanship	3
MKT 233	Advertising and Sales Promotion	3
MKT 245	Sales Management	3
MKT 246	Marketing and Management Cases	3
OFC 160	Office Machines	3
OFC 172	Beginning Typing	3
OFC 231	Business Communications	3
TRT 243	Export/Import Practices	3

+ + Elective --must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
Foreign Language		

+ + + Electives --must be selected from the following:

ANT 100	Introduction to Anthropology	3
GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
HD 105	Basic Processes of Interpersonal Relationships	3
HD 106	Personal and Social Growth	3
PSY 101	Introduction to Psychology	3
PSY 103	Human Sexuality	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	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 -- SMALL BUSINESS MANAGEMENT

Richland only

(Certificate)

CREDIT
HOURS

SEMESTER I

MGT 153	Small Business Management	3
ACC 201	Principles of Accounting	3
BUS 105	Introduction to Business	3
ENG 101	Composition I or	
OFC 231	Business Communications	3
BUS 143	Personal Finance	3
		<u>15</u>

15

SEMESTER II

MGT 136	Principles of Management	3
MGT 210	Small Business Capitalization, Acquisition and Finance	3
MGT 211	Small Business Operations	3
MGT 206	Principles of Marketing	3
CIS 103	Introduction to Computer Information Systems	3
+ Elective		3
		<u>18</u>

18

Minimum Hours Required 33

+ One elective must be selected from the following Management-related electives:

MGT 237	Organizational Behavior	3
MGT 242	Human Resource Management	3
MGT 275	International Business and Trade	3
MKT 230	Salesmanship	3
MKT 137	Principles of Retailing	3
MKT 233	Advertising and Sales Promotion	3
MKT 246	Marketing and Management Cases	3
BUS 234	Business Law	3
ACC 202	Principles of Accounting II	3
ECO 201	Principles of Economics	3
OFC 231	Business Communications	3
MTH 130	Business Mathematics	3

MANAGEMENT CAREERS-- TRANSPORTATION AND LOGISTICS MANAGEMENT OPTION

Eastfield only

(Associate Degree)

The Transportation and Logistics Management Option is designed to prepare trained entry-level personnel for the transportation industry with the ability to advance into management positions such as traffic manager, terminal manager, and safety specialist.

	CREDIT HOURS
SEMESTER I	
TRT 146 Transportation and Traffic Management	3
BUS 105 Introduction to Business	3
ENG 101 Composition I	3
MGT 136 Principles of Management	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics	3
	15
SEMESTER II	
TRT 145 Principles of Rates and Pricing	3
ACC 201 Principles of Accounting I or	
ACC 131 Bookkeeping I	3
SC 101 Introduction to Speech Communication	3
MGT 171 Introduction to Supervision	3
+ Elective or Cooperative Work Experience	3
	15
SEMESTER III	
TRT 215 Physical Distribution	3
CIS 103 Introduction to Computer Information Systems	3
ECO 201 Principles of Economics I	3
MKT 206 Principles of Marketing	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology	3
	15
SEMESTER IV	
TRT 243 Export/Import Practices	3
TRT 247 Economics of Transportation	3
BUS 234 Business Law	3
MGT 242 Personnel Administration	3
+ Elective or Cooperative Work Experience	3
	15
Minimum Hours Required:	60

+ Electives--must be selected from the following:

TRT 260	Studies in Transportation Technology	1
TRT 703	Cooperative Work Experience	3
TRT 713	Cooperative Work Experience	3
TRT 803	Cooperative Work Experience	3
ACC 202	Principles of Accounting II	3
MGT 237	Organizational Behavior	3
MKT 230	Salesmanship	3
MKT 233	Advertising and Sales Promotion	3
MTH 202	Introductory Statistics	3
OFC 231	Business Communications	3

+ + 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	

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.

MEDICAL LABORATORY TECHNOLOGY

El Centro only

(Associate Degree)

The Medical Laboratory Technology program prepares the student to perform tests and related duties in a medical laboratory. The program is a balanced curriculum of science, liberal arts, and technical courses including didactic and clinical education.

Upon completion of the program, the student is awarded an Associate Degree in Applied Arts and Sciences.

CREDIT HOURS

SEMESTER I - FALL

BIO 221	Anatomy and Physiology, ...	4
CHM 101	General Chemistry	4
MLT 133	Hematology	4
MLT 130	Introduction Seminar	1
MLT 134	Instrumentation	2
		<u>15</u>

SEMESTER II - SPRING

BIO 222	Anatomy and Physiology	4
CHM 102	General Chemistry	4
ENG 101	Composition I	3
MLT 136	Immunology/Serology	3
MLT 137	Immunohematology	3
		<u>17</u>

SUMMER SESSION (12 weeks)

MLT 140	Clinical Practice I	8
		<u>8</u>

SEMESTER III - FALL

MTH 101	College Algebra*	3
CHM 203	Quantitative Analysis	4
MLT 229	Medical Microbiology I	4
MLT 225	Urinalysis & Body Fluids	3
		<u>14</u>

SEMESTER IV - SPRING

PSY 105	Introduction to Psychology or	
HD 105	Basic Processes of Interpersonal	
	Skills	3
SC 101	Introduction to Speech Communication	3
MLT 231	Clinical Chemistry	4
MLT 236	Medical Microbiology II	4
CIS 103	Introduction to Computer Information	
	Systems	3
		<u>15</u>

SUMMER SESSION (12 weeks)

MLT 240	Clinical Practice II	8
		<u>8</u>

Minimum Hours Required 79

*Students without two years of high school Algebra will take Mathematics 093 before Mathematics 101.

NOTE: MLT designated courses available daytime only, other courses available at night.

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.

MEDICAL TRANSCRIPTION

El Centro only

(Certificate)

The nine-month certificate program in Medical Transcription prepares the student to function as a medical typist or medical transcriptionist with a thorough knowledge of medical terminology, advanced typing, word processing skills, and work experience. Proper form, editing abilities, and legal implications are stressed. Entry requirement to this program is a typing skill of 50 words per minute. Job opportunities are available in medical records, pathology and radiology departments of hospitals and clinics; physician's offices; the health insurance industry; public and private health foundations and institutions; medical schools; and research centers. Cooperative work experience is a part of this program.

CREDIT HOURS

SEMESTER I

BIO 123	Applied Anatomy and Physiology	4
OFC 273	Advanced Typing Applications	2
MA 151	Medical Terminology	4
MA 152	Medical Law and Ethics	2
MA 154	Introduction to Medical Transcription	2
ENG 101	Composition I	3
		<u>17</u>

SEMESTER II

MA 160	Medical Transcription	4
MA 161	Medical Office Administrative and Management Procedures	3
MA 166	Introduction to Medical Word Processing	2
MA 704	Cooperative Work Experience	4
ENG 102	Composition II	3
		<u>16</u>

Minimum Hours Required 33

MOTORCYCLE MECHANICS

Cedar Valley only

(Certificate)

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
SEMESTER I	
MM 105 Motorcycle Tune-up	3
MM 134 Motorcycle Service Principles	4
MM 136 Motorcycle Two Stroke Engine/ Transmission	4
	<u>11</u>
SEMESTER II	
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>
SUMMER SESSION	
MM 703 Cooperative Work Experience	3
	<u>3</u>
Minimum Hours Required	26

OFFICE CAREERS

Offered at all seven campuses

The Office Careers freshman student is provided a core study related to working in an office environment. After completing this core, the sophomore student will begin the specialized program tracks of Administrative Assistant or Legal Secretary.

	CREDIT HOURS
CORE CURRICULUM	

(For all first year students in Office Careers)

SEMESTER I

ENG 101	Composition I	3
MTH 130	Business Mathematics	3
OFC 150	Automated Filing Procedures	3
OFC 160	Office Calculating Machines	3
OFC 172	Beginning Typing*	3
BUS 105	Introduction to Business	3
		<u>18</u>

SEMESTER II

ENG 102	Composition II	3
OFC 162	Office Procedures	3
OFC 173	Intermediate Typing*	3
ACC 131	Bookkeeping I or	
ACC 201	Principles of Accounting	3
CIS 103	Introduction to Computer	
	Information Systems	3
OFC 179	Office Information Systems Concepts	2
OFC 182	Introduction to Word Processing	
	Equipment	1
		<u>18</u>

Minimum Hours Required 36

* Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests. If a student places out, any OFC course may be taken to supplement the minimum hours required.

**NOTE: OFC 172 Equivalent to 176, 177 and 178

OFC 160 Equivalent to 192, 193 and 194

OFC 190 Equivalent to 179, 182 and 185

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

Offered at all seven campuses

(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 or 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
SEMESTERS I and II	
Core Curriculum	36
	<u>36</u>
SEMESTER III	
OFC 231 Business Communications	3
SC 101 Introduction to Speech Communication	3
PSY 131 Applied Psychology and Human Relations or	
HD 105 Basic Processes of Interpersonal Relationships	3
OFC 185 Basic Machine Transcription	1
OFC 282 Word Processing Applications	1
OFC 273 Advanced Typing Applications	2
OFC 159 Beginning Shorthand or	
OFC 103 Speedwriting	4
	<u>17</u>
SEMESTER IV	
HUM 101 Introduction to the Humanities	3
OFC 283 Specialized Software	1
MGT 136 Principles of Management or	
MGT 237 Organizational Behavior	3
OFC 166 Intermediate Shorthand or	
OFC 106 Speedwriting Dictation and Transcription	4
OFC 703 Cooperative Work Experience or	
OFC 704 Cooperative Work Experience	3-4
	<u>14-15</u>

Minimum Hours Required: 67

*Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests. If a student places out, any OFC course may be taken to supplement the minimum hours required.

**NOTE: OFC 190 Equivalent to 179, 182 and 185

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-- LEGAL SECRETARY OPTION

Offered at all seven campuses

(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
SEMESTERS I and II	
Core Curriculum	36
	<u>36</u>
SEMESTER III	
OFC 231 Business Communications	3
SC 101 Introduction to Speech Communication	3
PSY 131 Applied Psychology and Human Relations or	
HD 105 Basic Processes of Interpersonal Relationships	3
**OFC 185 Basic Machine Transcription	1
OFC 282 Word Processing Applications	1
*OFC 273 Advanced Typing Applications	2
HUM 101 Introduction to the Humanities	3
	<u>16</u>
SEMESTER IV	
BUS 234 Business Law	3
OFC 167 Legal Terminology and Transcription ..	3
OFC 274 Legal Secretarial Procedures	3
OFC 285 Applied Machine Transcription	1
OFC 703 Cooperative Work Experience or	(3)
OFC 704 Cooperative Work Experience	4
	<u>13-14</u>

Minimum Hours Required: 65

*Students may be placed in typing courses based on proficiency level determined by previous training, experience, and/or placement tests. If a student places out, any OFC course may be taken to supplement the minimum hours required.

**NOTE: OFC 190 Equivalent to 179, 182 and 185

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

Offered at all seven campuses

(Certificate)

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

	CREDIT HOURS
SEMESTER I	
ENG 101 Composition I	3
MTH 130 Business Mathematics	3
**OFC 160 Office Calculating Machines	3
**OFC 172 Beginning Typing*	3
BUS 105 Introduction to Business	3
CIS 103 Introduction to Computer Information Systems	3
	<u>18</u>
SEMESTER II	
OFC 162 Office Procedures	3
*OFC 173 Intermediate Typing	3
**OFC 190 Principles of Word Processing	4
OFC 231 Business Communications	3
ACC 131 Bookkeeping I or	
ACC 201 Principles of Accounting	3
	<u>16</u>

Minimum Hours Required: 34

*Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests. If students place out, any OFC course may be taken to supplement the minimum hours required.

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

OFFICE INFORMATION SYSTEMS SPECIALIST

Offered at all seven campuses

(Associate Degree)

This program introduces the skills for operators, supervisors, and managers in automated office environments. Office Information Systems involves the use of automated equipment and techniques that include speed gathering, processing, storing, and distributing printed materials.

This program develops the skills to work with a group of principals as a part of a team under the direction of an administrative support supervisor/informations systems manager. The specialist handles transcription and manipulation of data using a variety of software applications and provides special secretarial services.

	CREDIT HOURS
SEMESTER I	
ENG 101 Composition I	3
MTH 130 Business Mathematics	3
**OFC 160 Office Calculating Machines	3
•OFC 173 Intermediate Typing	3
**OFC 179 Office Information Systems Concepts ..	2
***OFC 182 Introduction to Word Processing Equipment	1
	<u>15</u>
SEMESTER II	
ENG 102 Composition II	3
OFC 162 Office Procedures	3
**OFC 185 Basic Machine Transcription	1
•OFC 273 Advanced Typing Applications	2
***OFC 282 Word Processing Applications	1
CIS 103 Introduction to Computer Information Systems	3
ACC 131 Bookkeeping I or	
ACC 201 Principles of Accounting	3
	<u>16</u>
SEMESTER III	
SC 101 Introduction to Speech Communication	3
PSY 131 Applied Psychology and Human Relations or	
HD 105 Basic Processes of Interpersonal Relationships	3
OFC 150 Automated Filing Procedures	3
OFC 231 Business Communications	3
***OFC 283 Specialized Software	1
OFC 285 Applied Machine Transcription	1
+ Elective	3
	<u>17</u>

SEMESTER IV

OFC 256 Office Management	3
CIS 160 Data Communications	3
OFC 703 Cooperative Work Experience or	
OFC 704 Cooperative Work Experience or	
Elective(s)	3-4
+ Electives	3
++ Electives	3
	<u>15-16</u>

Minimum Hours Required: 63

+ Electives--must be selected from the following:

OFC 143 Contemporary Topics in Office Careers	1
OFC 182 Introduction to Word Processing Equipment*** ..	1
OFC 282 Word Processing Applications***	1
OFC 283 Specialized Software***	1

+ + Electives--must be selected from the following:

BUS 105 Introduction to Business	3
BUS 234 Business Law	3
MGT 136 Principles of Management	3

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

**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

***Must be repeated for credit two additional times using different emphasis/equipment/software.

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.

ORNAMENTAL HORTICULTURE TECHNOLOGY-- GREENHOUSE FLORIST OPTION

Richland only

(Associate Degree)

This option prepares a student to enter the florist industry. The program places emphasis on those skills required for success in wholesale greenhouse flower production, retail floral design and sales, and retail greenhouse florist production and sales. Upon graduation, a student is qualified to enter a wide number of positions in crop production, sales and distribution, floral design and flower shop management.

	CREDIT HOURS
SEMESTER I	
HLN 131 Horticulture Science	4
HLN 132 Landscape Trees	2
HLN 141 Floral Design	4
BIO 115 Biological Science or	
BIO 110 Introductory Botany	4
COM 131 Applied Communications	3
	<u>17</u>
SEMESTER II	
HLN 133 Landscape Shrubs, Vines and Ground	
Cover	2
HLN 140 Herbaceous and Exotic Plants	3
ART 110 Basic Design I	3
BUS 105 Introduction to Business or	
MGT 153 Small Business Management	3
CIS 108 PC Software Applications	4
MTH 130 Business Mathematics	3
	<u>18</u>
SEMESTER III	
HLN 227 Greenhouse Horticulture	4
HLN 252 Flower Shop Management	3
MKT 206 Principles of Marketing or	
MKT 137 Principles of Retailing	3
SC 101 Introduction to Speech Communication	3
+ Elective	3
	<u>16</u>
SEMESTER IV	
HLN 249 Foliage Plants and Interiorscaping	3
HLN 248 Advanced Floral Design	3
HLN 245 Problems and Practices in Industry or	
HLN 704 Cooperative Work Experience	4
ACC 201 Principles of Accounting I or	
ACC 131 Bookkeeping I	3
CHM 115 Chemical Sciences or	
PSC 118 Physical Science	4
	<u>17</u>
Minimum Hours Required	68

+ Electives--must be selected from the following:

HLN 145	Landscape Development I	3
HLN 235	Propagation of Woody Ornamental	
	Plants	2
BUS 234	Business Law	3
ECO 201	Principles of Economics	3
MGT 160	Principles of Purchasing	3
MGT 210	Small Business Capitalization,	
	Acquisition and Finance	3
MGT 211	Small Business Operations	3
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.

ORNAMENTAL HORTICULTURE TECHNOLOGY-- LANDSCAPE MANAGEMENT OPTION

Richland only

(Associate Degree)

This option prepares the student to enter the landscape contracting and the landscape installation and maintenance businesses. The student expands his preparation to meet his own specific goals through directing two semesters of cooperative work experience toward areas in which he desires greater preparation. Landscape management is the fastest growing field in ornamental horticulture and provides excellent employment opportunities. A student completing this option is also well prepared for work in city park departments and in state and federal park development.

	CREDIT HOURS
SEMESTER I	
HLN 131 Horticulture Science	4
HLN 132 Landscape Trees	2
HLN 145 Landscape Development I	3
HLN 146 Fundamentals of Landscape Planning ..	3
BIO 115 Biological Science or	
BIO 110 Introductory Botany	4
COM 131 Applied Communications	3
	19
SEMESTER II	
HLN 133 Landscape Shrubs, Vines and Ground Cover	2
HLN 140 Herbaceous and Exotic Plants	3
HLN 147 Landscape Development II	3
CIS 108 PC Software Applications	4
MTH 130 Business Mathematics	3
BUS 105 Introduction to Business	3
SC 101 Introduction to Speech Communication ..	3
	18
SEMESTER III	
HLN 231 Landscape Design	4
HLN 704 Cooperative Work Experience	4
MGT 153 Small Business Management	3
ACC 201 Principles of Accounting I or	
ACC 131 Bookkeeping I	3
Elective	3
	17
SEMESTER IV	
HLN 238 Landscape Management	3
HLN 249 Foliage Plants and Interiorscaping ..	3
HLN 250 Advanced Landscape Planning	3
HLN 714 Cooperative Work Experience	4
CHM 115 Chemical Sciences or	
PSC 118 Physical Sciences	4
	17
Minimum Hours Required	71

+ Electives must be selected from the following:

BUS 105	Introduction to Business	3
BUS 234	Business Law	3
ECO 201	Principles of Economics I	3
MGT 210	Small Business Capitalization, Acquisition and Finance	3
MGT 211	Small Business Operations	3
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.

ORNAMENTAL HORTICULTURE TECHNOLOGY-- LANDSCAPE NURSERY OPTION

Richland only

(Associate Degree)

This option prepares a student to enter both the landscaping industry and the nursery industry at a technician level. The program places emphasis on those skills required for success in landscape service, nursery production and landscape planning businesses. A student who completes this training is prepared for work in park and recreation departments, production nurseries, industrial parks and gardens.

	CREDIT HOURS
SEMESTER I	
HLN 131 Horticulture Science	4
HLN 132 Landscape Trees	2
HLN 145 Landscape Development I	3
HLN 146 Fundamentals of Landscape Planning .	3
BIO 115 Biological Science or	
BIO 110 Introductory Botany	4
COM 131 Applied Communications	3
	<u>19</u>
SEMESTER II	
HLN 133 Landscape Shrubs, Vines and Ground	
Cover	2
HLN 140 Herbaceous and Exotic Plants	3
HLN 147 Landscape Development II	3
CIS 108 PC Software Applications	4
MTH 195 Technical Mathematics I or	
MTH 130 Business Mathematics	3
SC 101 Introduction to Speech Communication	3
	<u>18</u>
SEMESTER III	
HLN 227 Greenhouse Horticulture	4
HLN 231 Landscape Design	4
HLN 233 Nursery Operations	3
HLN 235 Propagation of Woody Ornamental	
Plants	2
BUS 105 Introduction to Business or	
MGT 153 Small Business Management	3
	<u>16</u>
SEMESTER IV	
HLN 238 Landscape Management	3
HLN 245 Problems and Practices in Industry or	
HLN 704 Cooperative Work Experience	4
HLN 249 Foliage Plants and Interiorscaping	3
HLN 250 Advanced Landscape Planning	3
CHM 115 Chemical Sciences or	
PSC 118 Physical Science	4
	<u>17</u>
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.

ORNAMENTAL HORTICULTURE TECHNOLOGY-- FLORIST OPTION

Richland only

(Certificate)

This program prepares the student to enter positions in floral design, retail flower shop operations, and sales and distribution of flowers and florist supplies.

	CREDIT HOURS
SEMESTER I	
HLN 141 Floral Design	4
ACC 131 Bookkeeping or	
MGT 157 Small Business Bookkeeping	
and Accounting	3
ART 110 Basic Design I	3
BUS 105 Introduction to Business or	
MGT 153 Small Business Management	3
MTH 130 Business Mathematics	3
	<u>16</u>
SEMESTER II	
HLN 133 Landscape Shrubs, Vines and Ground	
Cover	2
HLN 140 Herbaceous and Exotic Plants	3
HLN 248 Advanced Floral Design	3
HLN 252 Flower Shop Management	3
HLN 704 Cooperative Work Experience	4
	<u>15</u>
Minimum Hours Required	31

ORNAMENTAL HORTICULTURE TECHNOLOGY -- LANDSCAPE GARDENER CERTIFICATE

Richland only

(Certificate)

This program prepares the student to enter positions in landscape construction, park maintenance, home landscape and garden services, and garden center and nursery sales. Through the selection of electives and occupational experiences the student can guide his training toward specific jobs.

	CREDIT HOURS
SEMESTER I	
HLN 131 Horticulture Science	4
HLN 132 Landscape Trees	2
HLN 146 Fundamentals of Landscape Planning .	3
BUS 105 Introduction to Business or	
MGT 153 Small Business Management	3
MTH 195 Technical Mathematics I or	
MTH 130 Business Mathematics	3
	<u>15</u>
SEMESTER II	
HLN 133 Landscape Shrubs, Vines and Ground	
Cover	2
HLN 140 Herbaceous and Exotic Plants	3
HLN 145 Landscape Development I	3
HLN 704 Cooperative Work Experience	4
Elective	3
	<u>15</u>
Minimum Hours Required	30

OUTBOARD MARINE ENGINE MECHANICS

Cedar Valley only
(Certificate)

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.

Since not all courses in this program are transferable, students enrolling in this program who may plan to transfer to a four-year institution should consult with an advisor or counselor regarding transfer requirements.

		CREDIT HOURS
SEMESTER I		
OE 115	Outboard Engine Tune-up	3
OE 144	Outboard Engine Service Principles	4
OE 146	Outboard Engine Powerhead Overhaul .	4
		11
SEMESTER II		
OE 147	Outboard Engine Lower Unit Overhaul	4
OE 148	Outboard Engine Electrical Systems ...	4
OE 723	Cooperative Work Experience	3
		11
Minimum Hours Required		22

PATTERN DESIGN

El Centro only

(Associate Degree)

The pattern designer converts the fashion sketch or original garment into an industrial paper pattern used in the mass production of clothing. Drafting is the skill of developing a flat pattern with measurements. Draping is the skill of developing a pattern by placing cloth over a dress form. Upon completion of the program, the student enters a women's wear or children's wear manufacturing company as an assistant in the pattern department.

	CREDIT HOURS
SEMESTER I	
DES 110 Basic Color Theory and Application (1st 8 weeks)	3
DES 128 Introduction to Mass Production and Apparel	2
DES 129 Industrial Garment Construction (1st 8 weeks)	1
DES 234 History of Costume	3
PDD 151 Pattern Drafting I (2nd 8 weeks)	3
ENG 101 Composition I	3
	<u>15</u>
SEMESTER II	
DES 135 Textiles	3
DES 136 Fashion Sketching	3
DES 235 History of Costume	3
PDD 152 Pattern Drafting II (1st 8 weeks)	3
PDD 153 Pattern Drafting III (2nd 8 weeks)	3
SC 101 Introduction to Speech Communication	3
	<u>18</u>
SEMESTER III	
DES 229 Advanced Garment Construction	3
PDD 254 Pattern Drafting IV (1st 8 weeks)	3
PDD 255 Pattern Drafting V (2nd 8 weeks)	3
PSY 101 Introduction to Psychology or HD 105 Basic Processes of Interpersonal Relationships	3
MTH 139 Applied Mathematics	3
	<u>15</u>
SEMESTER IV	
PDD 256 Pattern Drafting VI (1st 8 weeks)	3
PDD 257 Pattern Drafting VII (2nd 8 weeks)	3
DES 141 Grading or	(1)
PDD 702 Cooperative Work Experience or	(2)
PDD 703 Cooperative Work Experience or	(3)
PDD 704 Cooperative Work Experience	4
+ Elective	3
++ Elective	3
	<u>13-16</u>
Minimum Hours Required	61

+ Elective—must be selected from the following:

GVT 201	American Government	3
HUM 101	Introduction to the Humanities	3

+ + Elective—must be selected from the following:

BUS 105	Introduction to Business	3
CIS 103	Introduction to Computer Information Systems	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.

PHYSICAL FITNESS TECHNOLOGY

North Lake only

(Associate)

This program prepares students for employment in the physical fitness industry. Students in this program acquire skills in conducting physical fitness and health risk assessments, prescribing exercise and lifestyle change programs, and instructing individuals and groups in physical fitness and health promotion activities. Areas studied include health risk appraisal, nutrition and weight control, smoking cessation, stress management, body composition analysis, and the development of joint flexibility, muscular strength and endurance, and aerobic capacity. The students acquire the knowledge and skills to supervise the use of physical fitness facilities and to provide exercise leadership and programming.

Upon successful completion of the program, the student will receive an Associate in Applied Arts and Sciences Degree and will be prepared to sit for national certification examinations.

	CREDIT HOURS
SEMESTER I	
ENG 101 Composition I	3
BIO 120 Introduction to Human Anatomy and Physiology	4
PEH 115 Physical Fitness	1
PFT 101 Exercise Science	3
PFT 110 Aerobic Training Theory and Application	4
	15
SEMESTER II	
SC 101 Introduction to Speech Communication	3
BIO 121 Introduction to Human Anatomy and Physiology	4
PEH Activity*	1
PFT 120 Fitness and Exercise Testing I	4
PFT 111 Strength Training Theory and Application	4
	16
SEMESTER III	
PEH Activity*	1
PEH 257 Advanced First Aid and Emergency Care	3
PFT 200 Instruction in Lifestyle Change	3
PFT 290 Practical Application in Physical Fitness Technology I	1
+ Elective	3-4
Mathematics Requirement**	3
	14-15

SEMESTER IV

PSY 131 Applied Psychology and Human Relations	3
PEH Activity*	1
PFT 210 Exercise Leadership and Programming	4
PFT 240 Practical Aspects of the Fitness Industry	3
PFT 291 Practical Application in Physical Fitness Technology II	1
++ Elective	3-4
	15-16

Minimum Hours Required 60

+ Elective—must be selected from the following:

PFT 130 Basic Nutrition	3
PFT 220 Fitness and Exercise Testing II	4
PFT 230 Prevention and Care of Exercise Injury	3
PFT 250 Psychosocial Aspects of Sport and Exercise	3
PFT 281 Selected Topics in Physical Fitness Technology ..	1
PFT 283 Selected Topics in Physical Fitness Technology ..	3
PFT 703 Cooperative Work Experience or	(3)
PFT 704 Cooperative Work Experience	4

+ + Elective—must be selected from the following:

ACC 201 Principles of Accounting I	3
BUS 105 Introduction to Business	3
CHM 101 General Chemistry	4
CIS 105 Introduction to Computer Information Systems ..	3
ET 200 Special Applications of Electronics	4
HD 105 Basic Processes of Interpersonal Relationships ..	3
MGT 136 Principles of Management	3
MKT 230 Salesmanship	3
PHY 111 Introductory General Physics	4
VFT 106 Video Production I	4

*PEH Activity - One physical education activity is chosen in consultation with program advisor from each of the following three clusters: Aerobic Activities, Strength Activities, and Recreational/Sport Activities.

**Mathematics Requirement - Any 100 level Mathematics 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.

PHYSICAL FITNESS TECHNOLOGY

North Lake only

(Certificate)

This certificate program in physical fitness technology prepares students to make physical fitness assessments, prescribe exercise programs, and instruct individuals and groups in physical fitness activities. This one-year program is particularly appropriate for those who want to expand or upgrade their skills, e.g. those who already have a degree and/or are employed in a physical fitness or related field. Students completing the certificate program have the option to continue their study toward the completion of the Associate Degree.

		CREDIT HOURS
SEMESTER I		
BIO 120	Introduction to Human Anatomy and Physiology	4
PEH 115	Physical Fitness	1
PEH 257	Advanced First Aid and Emergency Care	3
PFT 101	Exercise Science	3
PFT 110	Aerobic Training Theory and Application	4
		<u>15</u>
SEMESTER II		
BIO 121	Introduction to Human Anatomy and Physiology	4
PFT 111	Strength Training Theory and Application	4
PFT 120	Fitness and Exercise Testing I	4
+ Elective		3-4
		<u>15-16</u>
Minimum Hours Required		30

+ Elective--must be selected from PEH 101 or any PFT course except PFT 290 and PFT 714.

RADIOLOGIC SCIENCES

El Centro only

(Associate Degree)

The Radiologic Sciences freshman student is provided a core curriculum of study related to the delivery of health care. The basic health core, along with the general education courses, enables the student to enter a specialized track of either Radiographic Technology or Diagnostic Medical Sonography. Each program track offers didactic and clinical education designed to meet the essentials for certification as specified by each accrediting agency. Upon completion, an Associate in Applied Arts and Sciences Degree is awarded.

CREDIT
HOURS

*CORE CURRICULUM

SEMESTER I

RAD 104	Introduction to Radiologic Sciences I	3
BIO 120	Introduction to Human Anatomy and Physiology	4
MTH 139	Applied Mathematics	3
ENG 101	Composition I	3
HD 105	Basic Processes of Interpersonal Relationships or	
PSY 101	Introduction to Psychology	3
		<u>16</u>

SEMESTER II

RAD 106	Introduction to Radiologic Sciences II	3
BIO 121	Introduction to Human Anatomy and Physiology	4
PHY 118	Concepts in Physics	4
SC 101	Introduction to Speech Communication	3
CIS 103	Introduction to Computer Information Systems	3
		<u>17</u>

Minimum Hours Required 33

* For all first year students in Radiologic Sciences:

Upon successful completion of the academic requirements of the Core Curriculum, the student will begin the selected speciality track.

RADIOLOGIC SCIENCES-- DIAGNOSTIC MEDICAL SONOGRAPHY

El Centro only

(Associate Degree)

The Diagnostic Medical Sonography program prepares the student to function as a Diagnostic Medical Sonographer.

The diagnostic medical sonographer performs sonography examinations using high frequency sound waves to visualize soft tissue structures, including the gall bladder, kidneys, pregnant uterus and other organs as requested by the physician.

This program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Educational Programs in Diagnostic Medical Sonography (JRCEPDMS).

	CREDIT HOURS
SEMESTERS I AND II	
Core Curriculum	33
	33
FALL SESSION III	
DMS 210 Accoustical Physics	3
DMS 208 Cross Sectional Anatomy	3
DMS 216 Ultrasound Science I	2
DMS 218 Clinical Medicine I	4
DMS 219 Clinical Education I	5
	17
SPRING SEMESTER IV	
DMS 220 Instrumentation/Standardization	3
DMS 222 Pathophysiology	3
DMS 225 Clinical Medicine II	4
DMS 226 Clinical Education II	7
	17
SUMMER SESSION III	
DMS 233 Clinical Education III	4
DMS 237 Clinical Medicine III	1
	5
SUMMER SESSION IV	
DMS 240 Clinical Education IV	4
DMS 242 Clinical Medicine IV	1
	5
Minimum Hours Required	77

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.

RADIOLOGIC SCIENCES-- DIAGNOSTIC MEDICAL SONOGRAPHY

El Centro only

(Certificate Only)

The Diagnostic Medical Sonography Certificate Option is for students having at least a previous Associate Degree in a designated Allied Health field or a B.S. degree with a major in a science discipline. Potential students will be considered on an individual basis to determine if they have an adequate background in Anatomy and Physiology, Math and Physics. Upon completion, a Certificate will be awarded.

	CREDIT HOURS
FALL SEMESTER III	
DMS 210 Accoustical Physics	3
DMS 208 Cross Sectional Anatomy	3
DMS 216 Ultrasound Science I	2
DMS 218 Clinical Medicine I	4
DMS 219 Clinical Education I	5
	<u>17</u>
SPRING SEMESTER IV	
DMS 220 Instrumentation/Standardization	3
DMS 222 Pathophysiology	3
DMS 225 Clinical Medicine II	4
DMS 226 Clinical Education II	7
	<u>17</u>
SUMMER SESSION III	
DMS 233 Clinical Education III	4
DMS 237 Clinical Medicine III	1
	<u>5</u>
SUMMER SESSION IV	
DMS 240 Clinical Education IV	4
DMS 242 Clinical Medicine IV	1
	<u>5</u>
Minimum Hours Required	44

RADIOLOGIC SCIENCES-- RADIOGRAPHY TECHNOLOGY

El Centro only

(Associate Degree)

The Radiography Technology program prepares the student for a career as a medical radiographer (X-ray technologist).

The medical radiographer assists the radiologist and other physicians in the use of radiographs to examine patients for broken bones, ulcers, tumors, disease or malfunctioning of various body organs. The radiographer positions the patient and operates radiographic equipment.

This program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education in Radiologic Technology (JRCERT).

	CREDIT HOURS
SEMESTERS I AND II	
Core Curriculum	33
	<u>33</u>

SUMMER SESSION I	
RAD 103 Radiographic Positioning and Osteology I	2
RAD 105 Principles of Radiographic Exposure I	1
RAD 107 Applied Physics I	1
RAD 108 Clinical Education Orientation I	1
	<u>5</u>

SUMMER SESSION II	
RAD 111 Radiographic Positioning and Osteology II	2
RAD 113 Principles of Radiographic Exposure II	1
RAD 115 Applied Physics II	1
RAD 116 Clinical Education Orientation II	1
	<u>5</u>

SEMESTER III	
RAD 201 Clinical Education I	6
RAD 206 Radiographic Positioning and Osteology III	3
RAD 228 Principles of Radiologic Exposure III	3
RAD 251 Radiation Protection and Radiation Biology	2
	<u>14</u>

SEMESTER IV	
RAD 207 Clinical Education II	8
RAD 209 Radiographic Pathology	2
RAD 229 Special Procedures	1
	<u>11</u>

SUMMER SESSION III	
RAD 215 Clinical Education III (Externship)	5
	<u>5</u>

SUMMER SESSION IV	
RAD 217 Clinical Education IV (Externship)	5
	<u>5</u>

Minimum Hours Required 78

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.

REAL ESTATE

Cedar Valley, North Lake and Richland only

(Associate Degree)

The program in real estate is designed to develop the fundamental skills, attitudes and experiences which enable the student to function in decision-making positions in the real estate profession. Successful completion of the program leads to the Associate in Applied Arts and Sciences Degree and may be applied toward licensing requirements as determined by the Texas Real Estate Commission.

	CREDIT HOURS
SEMESTER I	
RE 130 Real Estate Principles	3
RE 131 Real Estate Finance	3
BUS 105 Introduction to Business	3
ENG 101 Composition I	3
MTH 130 Business Mathematics or	
MTH 111 Mathematics for Business and	
Economics I	3
	<u>15</u>
SEMESTER II	
RE 133 Real Estate Marketing	3
RE 135 Real Estate Appraisal	3
RE 136 Real Estate Law	3
SC 101 Introduction to Speech Communication	3
+Elective	3
	<u>15</u>
SEMESTER III	
RE 138 Real Estate Law Contracts	3
ECO 201 Principles of Economics I or	
ECO 105 Economics of Contemporary Social	
Issues	3
RE 704 Cooperative Work Experience I	4
CIS 103 Introduction to Computer Information	
Systems	3
++Elective	3
	<u>16</u>
SEMESTER IV	
ACC 201 Principles of Accounting I	3
GVT 201 American Government	3
++Elective	9
	<u>15</u>
Minimum Hours Required:	61

+ Elective --must be selected from the following:

ART 104	Art Appreciation	3
ENG 102	Composition	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
ENG 210	Technical Writing	3
HST 101	History of the United States	3
HST 102	History of the United States	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
	Foreign Language	

+ + Recommended Electives

ACC 202	Principles of Accounting II	3
ECO 202	Principles of Economics II	3
RE 230	Real Estate Office Management Brokerage	3
RE 233	Commercial and Investment Real Estate	3
RE 235	Property Management	3
RE 240	Special Problems in Real Estate	1
RE 241	Special Problems in Real Estate	3
RE 714	Cooperative Work Experience II	4
SC 105	Fundamentals of Public Speaking	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.

RESPIRATORY CARE PROGRAM - LEVEL I

El Centro only

(Certificate)

The Respiratory Care Program - Level I prepares individuals with entry-level skills for care of patients with pulmonary diseases. Diagnostic, technical and therapeutic procedures are taught to prepare students for entry into the field of Respiratory Care.

A Certificate of Completion is awarded for successful completion of the courses outlined below. This Certificate enables the graduate to apply for the Entry-Level Credentialing Examination of the National Board for Respiratory Care (NBRC). In order to be eligible to write this examination, a student must comply with the minimum standards for testing as required by the NBRC.

Upon successful completion of this program, the student is eligible to enroll in the Respiratory Care Program - Level II.

The Respiratory Care Program - Level I is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee for Respiratory Therapy Education (JRCRTE).

	CREDIT HOURS
<u>PREREQUISITES TO PROGRAM ADMISSION:</u>	
MTH 139 Applied Mathematics or	
MTH 101 College Algebra	3
CHM 115 Chemical Sciences or	
CHM 101 General Chemistry	4
BIO 120 Human Anatomy and Physiology or	
BIO 221 Anatomy and Physiology I	4
	<u>11</u>
SEMESTER I	
RES 159 Structure and Function of the	
Cardiopulmonary System	3
RES 161 Technology I	5
CHM 116 Chemical Science or	
CHM 102 General Chemistry	4
BIO 121 Human Anatomy and Physiology or	
BIO 222 Anatomy and Physiology	4
	<u>16</u>
SEMESTER II	
RES 165 Pathology I	3
RES 163 Technology II	7
RES 166 Pharmacology I	3
ENG 101 Composition I	3
	<u>16</u>
SUMMER I (SEMESTER III) (5 WEEKS)	
RES 167 Technology III	3
	<u>3</u>

SUMMER II (SEMESTER IV) (5 WEEKS)	
RES 168 Technology IV	3
	<u>3</u>
Minimum Hours Required	49

RESPIRATORY CARE PROGRAM - LEVEL II

El Centro only

(Associate Degree)

The Respiratory Care Program - Level II prepares students to become respiratory therapists and perform complex patient care procedures in specialized patient care units and diagnostic laboratories.

The Associate in Applied Arts and Sciences degree is awarded for successful completion of the program outlined below. A Certificate of Completion is also awarded to enable the graduate to apply for the Advanced Practitioner Examination of the National Board for Respiratory Care (NBRC).

In order to be eligible to write the Advanced Practitioner Examination, a student must comply with the minimum standards for testing as required by the National Board for Respiratory Care (NBRC).

The Respiratory Care Program - Level II is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee for Respiratory Therapy Education (JRCRTE).

PREREQUISITES FOR PROGRAM ADMISSION:

Successful completion of all course requirements of the Respiratory Care Program - Level I:

Respiratory Care - Level I Program Prerequisites	11
Respiratory Care - Level I	38
	49

or

Certification as a Respiratory Therapy Technician (CRTT) by the National Board for Respiratory Care (NBRC) and successful completion of the following prerequisite courses:

MTH 139	Applied Mathematics or	
MTH 101	College Algebra	3
CHM 115	Chemical Sciences or	
CHM 101	General Chemistry	4
CHM 116	Chemical Sciences or	
CHM 102	General Chemistry	4
BIO 120	Human Anatomy and Physiology or	
BIO 221	Anatomy and Physiology I	4
BIO 121	Human Anatomy and Physiology or	
BIO 222	Anatomy and Physiology II	4
ENG 101	Composition I	3
		22

SEMESTER III

BIO 216	General Microbiology	4
RES 266	Technology V	7
RES 267	Pathology II	3
RES 268	Pharmacology II	2
		16

SEMESTER IV

SC 101	Introduction to Speech Communication	3
RES 272	Technology VI	8
RES 273	Pathology III	2
HD 105	Basic Processes of Interpersonal Relationships	3
		16

Minimum Hours Required 81

SMALL ENGINE MECHANICS

Cedar Valley only

(Certificate)

This program is designed to train students to meet entry level requirements in the field of small engine mechanics. This will include theory, diagnosis, repair, overhaul and maintenance of small engines used on lawn mowers, garden tractors, and other small equipment. Included in this program is the study of small engine carburetion and electrical systems, engine overhaul and tune-up, and belt, chain, and direct drive power systems. Throughout the entire program an emphasis is placed on accepted shop techniques used throughout the small engine powered equipment industry.

CREDIT HOURS

SEMESTER I

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>

SEMESTER II

SE 157	Small Engine Four-Stroke Overhaul	4
SE 158	Small Engine Electrical Systems	4
SE 733	Cooperative Work Experience	3
		<u>11</u>

Minimum Hours Required 22

SOCIAL WORK ASSOCIATE

Eastfield only

(Associate Degree)

The Social Work Associate Program is designed to prepare individuals interested in working with people to obtain entry-level employment in public and private social service agencies. The social service worker is equipped with skills, knowledge, values, and sensitivity to effectively serve human needs in a variety of community settings. Students have the options to select courses that will prepare them to work in general social services or specialized social services for chemical abuse or the aging.

	CREDIT HOURS
SEMESTER I	
SW 101	Orientation to Social Services 3
SW 103	Social Work Methods 3
SW 105	Basic Interviewing and Counseling Skills 3
ENG 101	Composition I or
COM 131	Applied Communications 3
HD 106	Personal and Social Growth 3
	<u>15</u>
SEMESTER II	
SW 107	Abnormal Behavior or
SW 109	Physiology of Addiction 3
SW 111	Aging in America or
SW 113	Alcoholism Counseling 3
PSY 101	Introduction to Psychology 3
SC 101	Introduction to Speech Communication 3
SOC 101	Introduction to Sociology 3
	<u>15</u>
SEMESTER III	
SW 201	Introduction to Social Work 3
SW 203	Alcoholism Treatment Models or
SW 205	Social Policies and Programs for the Aging 3
SW 207	Prevention of Chemical Abuse/Dependency or
SW 209	Community Services for the Aging 3
SW 703	Cooperative Work Experience or
SW 704	Cooperative Work Experience 3-4
MTH 101	College Algebra or
MTH 115	College Math I 3
	<u>15-16</u>

SEMESTER IV

SW 211	Family Intervention in Chemical Abuse or
SW 213	Chronic Illness and the Aging 3
SW 215	Issues in Chemical Abuse and Addiction or
+ Elective	 3
SW 713	Cooperative Work Experience or
SW 714	Cooperative Work Experience 3-4
CIS 103	Introduction to Computer Information Systems 3
SPA 101	Beginning Spanish or
Approved Humanities Elective	 3-4
	<u>15-17</u>

Minimum Hours Required 60

+ Electives -- must be selected from the following:

SW 226	Nursing Home Activity Director Training 4
SW 228	Special Topics in Social Services 3
SW 232	Human Behavior and Social Environment 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.

SOCIAL WORK-- HUMAN SERVICES

Eastfield only

(Certificate)

This certificate program provides training in three areas: child development, social work, and interpreter training. Students will attain interdisciplinary competencies and select one area in which to do their cooperative work experience. Students completing this certificate may choose to obtain entry level jobs in the human services field or continue their associate degree work in one of the three areas.

		CREDIT HOURS
SEMESTER I		
SW 101	Orientation to Social Services	3
CD 141	Early Childhood Development, 3-5 Years	3
CD 236	Childhood Problems	3
ITP 140	Introduction to Deafness	3
ITP 141	Beginning Sign Language	4
		<u>16</u>
SEMESTER II		
SW 103	Social Work Methods	3
SW 703	Cooperative Work Experience	3
CD 239	Studies in Child Guidance	3
SW 201	Introduction to Social Work	3
ITP 143	Intermediate Sign Language	4
		<u>16</u>
Minimum Hours Required		32

SURGICAL TECHNOLOGY

El Centro only

(Certificate)

The one year certificate program in Surgical Technology teaches the student to provide services in the operating room under the supervision of the operating room supervisor. The technologist, as part of the operating team, aids in providing for the safety, cleanliness and efficiency necessary for good patient care in the operating room. The technologist prepares the materials for use at the operating room table and assists in the use of these materials during surgical procedures.

The Surgical Technology program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education for the Surgical Technologist (JRCEST).

CREDIT HOURS

SEMESTER I

ENG 101	Composition I or	
COM 131	Applied Communications	3
BIO 123	Applied Anatomy and Physiology or	
BIO 120	Introduction to Human Anatomy and	
	Physiology	4
SGT 140	Medical Terminology	2
SGT 141	Surgical Techniques	8
SGT 155	Surgical Pharmacology	2
		<u>19</u>

SEMESTER II

BIO 121	Introduction to Human Anatomy and	
	Physiology*	4
HD 105	Basic Processes of Interpersonal	
	Relationships or	
HD 106	Personal and Social Growth	3
SGT 152	Surgical Procedures	8
		<u>15</u>

SUMMER I (9 weeks)

SGT 156	Clinical Procedures	6
SGT 157	Seminar	1
		<u>7</u>

Minimum Hours Required 42

*BIO 120 is taken in the Fall. BIO 121 must be taken in the Spring semester.

SURGICAL TECHNOLOGY OPTION FOR GRADUATE REGISTERED NURSES

El Centro only

(Certificate)

The one year Surgical Option for Registered Nurses teaches the R.N. principles of surgical asepsis, patient care and use of surgical supplies. Ethical-Legal aspects and perioperative role responsibilities are emphasized. A certificate is awarded upon completion of the program.

Nurses enrolled in this option must hold a current license from the Board of Nurse Examiners for the State of Texas.

	CREDIT HOURS
SEMESTER I	
SGT 140 Medical Terminology	2
SGT 141 Surgical Techniques	8
	<u>10</u>
SEMESTER II	
HD 105 Basic Processes of Interpersonal Relationships	3
SGT 160 Surgical Procedures for Registered Nurses	8
	<u>11</u>
Minimum Hours Required	21

VIDEO TECHNOLOGY

North Lake only

(Associate Degree)

The Video Technology program is designed to prepare students for entry level or advanced employment in the video industry. Opportunities in medicine, entertainment, advertising, industry, broadcast, cable, education, military, government, and business are among the career options. Students will develop skills and knowledge necessary to plan, budget, produce, and perform post production of various video projects.

Students wishing to earn an Associate in Applied Arts and Sciences Degree with a major in Video Technology must complete the following courses:

	CREDIT HOURS
SEMESTER I	
VFT 101 Introduction to Video Technology	3
VFT 103 Television Lighting	3
VFT 106 Video Production I	4
ENG 101 Composition I	3
MTH 101 College Algebra or	
MTH 195 Technical Mathematics I	3
	16
SEMESTER II	
VFT 110 Video Production II	4
VFT 112 Video Editing and Post Production I	4
VFT 115 Audio Production	3
SC 101 Introduction to Speech Communication	3
	14
SEMESTER III	
VFT 203 Video Production III	4
VFT 205 Broadcast Engineering I	3
PHY 131 Applied Physics	4
HUM 101 Introduction to the Humanities or	
ART 104 Art Appreciation or	
MUS 104 Music Appreciation	3
	14
SEMESTER IV	
VFT 213 Video Editing and Post	
Production II	4
VFT 214 Business Aspects of Video	
Management	3
VFT 703 Cooperative Work Experience or (3)	
VFT 704 Cooperative Work Experience	4
CIS 103 Introduction to Computer	
Information Systems	3
Elective	3
	16-17

Minimum Hours Required: 60

+ Electives--Must be selected from the following:

VFT 215	Broadcast Engineering II	3
VFT 210	Video Production IV	4
VFT 218	Scriptwriting and Property Management	3
VFT 220	Computer Applications to Video Production	3
VFT 226	Music Video Production	3
VFT 232	Broadcast, Cable, and Satellite Technology	3
VFT 713	Cooperative Work Experience or (3)	
VFT 714	Cooperative Work Experience	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.

VOCATIONAL NURSING

El Centro only

(Certificate)

The Vocational Nursing program is a twelve-month program that prepares students to give direct patient care under the supervision of a registered nurse or a physician. The program is accredited by the Board of Vocational Nurse Examiners for the State of Texas. Upon completion of the program, the student is awarded a certificate and may write the Licensing Examination for Vocational Nurses (NCLEX-PN) in order to become a Licensed Vocational Nurse (LVN) in Texas. The program includes classroom and laboratory work on campus as well as clinical experience at various area hospitals.

FALL ADMISSION	CREDIT HOURS
SEMESTER I	
DM 064 Developmental Mathematics Nursing* (1)	
DM 065 Developmental Mathematics Nursing* (1)	
BIO 123 Applied Anatomy and Physiology* 4	
HD 100 Study Skills* 1	
VN 144 Health Maintenance through the Life Cycle 3	
VN 145 Nursing Process I 3	
VN 152 Nursing Practice I 6	
	<u>17</u>
SEMESTER II	
VN 156 Nursing Process II 10	
VN 157 Nursing Practice II 7	
	<u>17</u>
SEMESTER III (Summer 12 Weeks)	
VN 153 Maternal Child Health 8	
VN 158 Maternal Child Health Clinical 4	
	<u>12</u>

Minimum Hours Required 46

*DM 064, 065, HD 100, and BIO 123 may be completed prior to entering the program. DM 064 and 065 are developmental and do not apply toward credit hours.

A grade of "C" or better is required in all courses.

SPRING ADMISSION	CREDIT HOURS
SEMESTER I	
DM 064 Developmental Mathematics Nursing* (1)	
DM 065 Developmental Mathematics Nursing* (1)	
BIO 123 Applied Anatomy and Physiology* 4	
HD 100 Study Skills* 1	
VN 144 Health Maintenance through the Life Cycle 3	
VN 145 Nursing Process I 3	
VN 152 Nursing Practice I 6	
	<u>17</u>
SEMESTER II (Summer 12 Weeks)	
VN 153 Maternal Child Health 8	
VN 158 Maternal Child Health Clinical 4	
	<u>12</u>
SEMESTER III	
VN 156 Nursing Process II 10	
VN 157 Nursing Practice II 7	
	<u>17</u>

Minimum Hours Required 46

*DM 064, 065, HD 100, and BIO 123 may be completed prior to entering the program. DM 064 and 065 are developmental and do not apply toward credit hours.

A grade of "C" or better is required in all courses.

WELDING TECHNOLOGY

Mountain View only

(Associate Degree)

The Welding Technology Program is designed to prepare the student in the basic processes of oxyacetylene and arc welding plus many specialized welding applications as options to fit the specific needs of the student. In addition, instruction is offered in related support areas such as metallurgy, tooling, drafting, pattern layout and characteristics of materials. Thus, the program offers preparation for both entry level jobs as well as welding inspectors.

The student will be required to purchase a basic set of tools which will be used in class and later on the job. Tool lists will be given out by the instructor during the first week of classes.

	CREDIT HOURS
SEMESTER I	
WE 111 Oxyfuel I	2
WE 112 Oxyfuel II	2
WE 113 Shielded Metal Arc Welding I	2
WE 114 Shielded Metal Arc Welding II	2
DFT 182 Technician Drafting	2
MTH 195 Technical Mathematics I	3
COM 131 Applied Communications or	
ENG 101 Composition I	3
	16

SEMESTER II	
WE 115 Shielded Metal Arc Welding II	4
WE 117 General Metal Layout	3
WE 118 Welding Inspection and Quality Control	4
PSY 131 Applied Psychology and Human Relations	3
WE 704 Cooperative Work Experience or (4)	
+ Elective	3
SC 101 Introduction to Speech Communication	3
	17-18

SEMESTER III	
WE 211 Gas Tungsten Arc Welding I	2
WE 212 Gas Tungsten Arc Welding II	2
WE 214 Gas Metal Arc Welding I	2
WE 215 Gas Metal Arc Welding II	2
WE 217 Basic Welding Metallurgy	3
PHY 131 Applied Physics	4
	15

SEMESTER IV	
WE 116 Shielded Metal Arch Welding IV	4
WE 213 Gas Tungsten Arc Welding III	4
WE 216 Gas Metal Arc Welding III	4
WE 219 Welding Design	3
++ Elective	3
	18

Minimum Hours Required: 65

WELDING TECHNOLOGY

Mountain View only

(Certificate)

	CREDIT HOURS
SEMESTER I	
WE 111 Oxyfuel I	2
WE 112 Oxyfuel II	2
WE 113 Shielded Metal Arc Welding I	2
WE 114 Shielded Metal Arc Welding II	2
WE 211 Gas Tungsten Arc Welding I	2
WE 212 Gas Tungsten Arc Welding II	2
WE 214 Gas Metal Arc Welding I	2
WE 215 Gas Metal Arc Welding II	2
	16
SEMESTER II	
WE 115 Shielded Metal Arc Welding III	4
WE 116 Shielded Metal Arc Welding IV	4
WE 117 General Metal Layout	3
WE 213 Gas Tungsten Arc Welding III*	4
WE 216 Gas Metal Arc Welding III*	4
	19

Minimum Hours Required: 35

* WE 704 Cooperative Work Experience may be substituted for WE 213 or WE 216.

+ Electives--must be selected from the following:

WE 218 Applied Welding Metallurgy	3
WE 221 Special Welding Applications	1
WE 222 Special Welding Applications	2
WE 223 Special Welding Applications	3
MTH 111 Mathematics for Business and Economics I	3

+ + Electives--must be selected from the following:

ACC 131 Bookkeeping I	3
BUS 105 Introduction to Business	3
CIS 103 Introduction to Computer Information Systems ...	3
GVT 201 American Government	3
HST 101 History of the United States	3
HD 105 Basic Processes of Interpersonal Relationships ...	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

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.

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 I (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 factory overhead are studied. Budgets, 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 Information Systems 103. 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 Cooperative Work Experience (3)

Prerequisites: Completion of Accounting 201 and 202 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 15 Lab.)

(ACC) 704 Cooperative Work Experience (4)

Prerequisites: Completion of Accounting 201 and 202 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 20 Lab.)

(ACC) 713 Cooperative Work Experience (3)

Prerequisite: Completion of Accounting 703 or 704. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three new objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 15 Lab.)

(ACC) 714 Cooperative Work Experience (4)

Prerequisite: Completion of Accounting 703 or 704. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four new objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 20 Lab.)

ADVERTISING ART

(ADV) 110 Introduction To Advertising Art (3)

Available career options, job descriptions, and practice in concept generation and visual thinking are covered in this survey course. Discussions of the role of advertising in society are also included with emphasis on analysis of effective advertising materials. (48 Contact Hours)

(ADV) 111 History And Psychology Of Visual Communications (3)

This course provides the beginning student with a visual history of art styles, an understanding of the way in which visual images are perceived, and analytical skills in judging the effectiveness of such images. The critical appraisal skills learned in this context should enhance the student's ability to evaluate work in later courses. (48 Contact Hours)

(ADV) 120 Basic Design And Production (4)

Prerequisites: Art 110 and 114 or concurrent enrollment in Art 111 or demonstrated competence approved by the instructor. This laboratory course includes construction of alphabets, introduction to typography, paste-up techniques, and layout formulas and rationales. Pencil, pen, and brush techniques are also covered. (120 Contact Hours)

(ADV) 121 Beginning Illustration (4)

Prerequisites: Art 110 and 114 or concurrent enrollment in Art 111 or demonstrated competence approved by the instructor. The fundamentals of advertising are presented. Techniques for wet and dry media, methods of developing ideas, and requirements of some reproduction processes are included. Both acrylic painting techniques and airbrush are covered. Laboratory fee. (120 Contact Hours)

(ADV) 201 Illustration For Reproduction (4)

Prerequisites: Advertising Art 120, 121 or demonstrated competence approved by the instructor. This course emphasizes the preparation of illustration for reproduction by commercial printing processes. Requirements of paper selection, ink, and printing specifications are covered in the context of project assignments for advertisements. Laboratory fee. (120 Contact Hours)

(ADV) 202 Advanced Illustration (4)

Prerequisite: Advertising Art 121 or demonstrated competence approved by the instructor. This advanced course involves presentation and further development of the fundamentals of advertising illustration and techniques introduced in Advertising Art 121. Laboratory fee. (120 Contact Hours)

(ADV) 203 Advanced Graphic Design (4)

Prerequisite: Demonstrated competence approved by the instructor. Presentation techniques and requirements for newspapers and magazines, direct mail, poster, and packaging are covered in this advanced course. Emphasis is on typography. (120 Contact Hours)

(ADV) 204 Advanced Presentations (4)

Prerequisite: Advertising Art 203 or demonstrated competence approved by the instructor. This advanced course presents more complex problems dealing with packaging, brochures, annual reports, newspapers and magazines, specialty pieces, billboards, and corporate logos. Laboratory fee. (120 Contact Hours)

(ADV) 205 Professional Practices (3)

Prerequisite: Demonstrated competence approved by the instructor. This course is open to advertising art students only. It is an advanced course covering a wide range of professional practices. Agency, department store, freelance and related procedures are included as well as job opportunities, job-seeking techniques, professional organizations, and other aspects of professional life. (48 Contact Hours)

(ADV) 213 Computer Graphics I (4)

Prerequisite: Advertising Art 120 or demonstrated competence approved by the instructor. The knowledge and skills necessary to utilize the computer as a design and production tool in advertising art are presented. Areas covered are computer graphics, industry trends, applications, and design problems. Laboratory fee. (120 Contact Hours)

(ADV) 214 Intermediate Computer Graphics (4)

Prerequisite: Advertising Art 213 or demonstrated competence approved by the instructor. A continuation of Advertising Art 213 with emphasis on computer application in graphic design, illustration, television and film. The knowledge and skills necessary to utilize painting systems, digitizing systems, animation techniques and electronic storyboarding are presented using a variety of hardware and computer graphic software. Laboratory fee. (2.5 Lec., 5 Lab.)

(ADV) 703 Cooperative Work Experience (3)

Prerequisite: Completion of two courses in Advertising Art and/or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of topics which include employer expectations of employees, job site interpersonal relations, tools, and techniques of production in graphic design and illustration. (1 Lec, 15 Lab.)

(ADV) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in Advertising Art and/or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of topics which include employer expectations of employees, job site interpersonal relations, tools, and techniques of production in graphic design and illustration. (1 Lec., 20 Lab.)

(ADV) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in Advertising Art and/or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of topics which include job quotes, professional resume, and portfolio preparation and art direction responsibilities. (1 Lec., 15 Lab.)

(ADV) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in Advertising Art and/or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of topics which include job quotes, professional resume, and portfolio preparation and art direction responsibilities. (1 Lec., 20 Lab.)

AGRICULTURE

(AGR) 100 The Agricultural Industry (2)

This course is a survey of the trends and opportunities in the agricultural industry. It introduces the student to various types of professional and technical jobs in the industry and the types of agricultural businesses, commodity and trade organizations, and governmental agencies where these jobs may be found. Basic methods of utilizing educational resources such as the Learning Resource Center and agricultural resources within the area will be presented. (2 Lec.)

(AGR) 103 Agronomy (4)

This course introduces the student to the scientific principles and modern practices used in the production of field and forage crops. Topics include crop classification, variety selection and performance, soil testing, fertilizers, soil types and conditions, environmental factors, production practices, and crop usage. Laboratory fee. (3 Lec., 3 Lab.)

(AGR) 105 General Animal Science (4)

This course is an introduction to modern animal agriculture. Market classification, selection, basic reproduction and nutrition principles, and general management of cattle, swine, sheep, goats, and horses will be presented. Laboratory fee. (3 Lec., 3 Lab.)

(AGR) 107 General Horticulture (4)

This course is an introduction to the practical and scientific methods used in modern horticulture. Basic principles in plant propagation, landscape, greenhouse operation, plant identification, vegetable and fruit production will be included. Laboratory fee. (3 Lec., 3 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) 200 Agricultural Construction (6)

This is an introduction to construction principles used in agricultural enterprises. Layout and design of agricultural facilities, material types, construction estimating, safety and use of hand and power tools, arc and gas welding and cutting, and basic wiring and plumbing will be included. Laboratory fee. (4 Lec., 4 Lab.)

(AGR) 202 Agricultural Power Units (3)

This course is an introduction to the principles of operating, servicing, and adjusting internal combustion engines used in agricultural enterprises. A comparison of gasoline, LP gas, and diesel engines as well as the function and maintenance of the electrical, ignition, fuel, lubrication, and cooling systems will be included. 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) 205 Introduction To Food Science (3)

This is an introduction to the basic scientific and technological principles of modern food supply systems. Students will receive instruction in the areas of food classification, modern processing, and quality control methods. Laboratory Fee. (2 Lec., 2 Lab.)

(AGR) 211 Computer Applications In Agriculture (3)

Prerequisite: Developmental Mathematics 093 or equivalent. This is an introduction to the use of computers in agricultural operations and management. Software and hardware selection, word processing, spreadsheet, database, and BASIC programming applications will be included. Laboratory Fee. (2 Lec., 2 Lab.)

(AGR) 250 Agricultural Entomology (4)

This course is a survey of general and economic entomology as it relates to agriculture. Topics include insect morphology, physiology, identification of the principal orders, economic significance, control of entomological pests of plants, man, animals, and household. Laboratory fee. (3 Lec., 3 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)

Prerequisites: 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)

Prerequisites: 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)

Prerequisites: 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)

Prerequisites: 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)

Prerequisites: Air Conditioning and Refrigeration 130 and 140. This course is a comprehensive course that includes Air Conditioning 213 and 214. 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)

Prerequisites: 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 130 and 140. 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)

Prerequisite: Air Conditioning and Refrigeration 221. 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., 3 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: Credit or enrollment in Air Conditioning and Refrigeration 229. 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 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Air Conditioning/Refrigeration program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 15 Lab.)

(ACR) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Air Conditioning/Refrigeration program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 20 Lab.)

(ACR) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Air Conditioning program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 15 Lab.)

(ACR) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Air Conditioning program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (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)

Prerequisite: Animal Medical Technology 110. 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)

Prerequisite: Animal Medical Technology 111. This course covers the common diseases of the equine 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) 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 I (4)

Prerequisite: Animal Medical Technology 140. 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; Mathematics 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 fee. (4 Lec., 2 Lab.)

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

Prerequisite: Animal Medical Technology 112. The course covers the common diseases of the bovine 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) 230 Anesthetic And Surgical Assisting Techniques (4)

Prerequisite: Animal Medical Technology 139. 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: Animal Medical Technology 130. 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 230. 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 disease species in each of the species are 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)

Prerequisites: Animal Medical Technology 130 and 231. 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 recordkeeping. 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)

Prerequisites: Animal Medical Technology 230, 243 and 244. 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) 703 Cooperative Work Experience (3)

Prerequisite: Instructor approval. This course is designed to put veterinary technical skills into practice in an instructor approved work station. Students must work directly under the supervision of a veterinarian or a technician while applying skills acquired from previous academic preparation. The student, employer and instructor will develop a written competency based learning plan with specific learning objectives. Seminar topics are designed by the instructor for each class and may include but are not limited to clinical pathology, radiology, surgery, medical records, client relations pharmacy maintenance, animal behavior, job site interpersonal relations, employer/employee expectations and job application techniques. (1 Lec., 15 Lab.)

(AMT) 704 Cooperative Work Experience (4)

Prerequisite: Instructor approval. This course is designed to put veterinary technical skills into practice in an instructor approved work station. Students must work directly under the supervision of a veterinarian or a technician while applying skills acquired from previous academic preparation. The student, employer and instructor will develop a written competency based learning plan with specific learning objectives. Seminar topics are designed by the instructor for each class and may include but are not limited to clinical pathology, radiology, surgery, medical records, client relations, pharmacy maintenance, animal behavior, job site interpersonal relations, employer/employee expectations and job application techniques. (1 Lec., 20 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 is 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) 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.)

APPAREL DESIGN

(APP) 232 Design Development I (3)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 237 or demonstrated competence approved by the instructor. The principles of good design for mass produced apparel are studied, especially as they apply to structural and decorative design. Careful attention is given to fabric selection and trimming that are appropriate for current styles. Laboratory fee. (2 Lec., 4 Lab.)

(APP) 233 Design Development II (3)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 238 or demonstrated competence approved by the instructor. This is a continuation of developing design principles. The garment cost and construction techniques are emphasized along with selection of fabric and trimming. Laboratory fee. (2 Lec., 4 Lab.)

(APP) 237 Style Trends And Research I (2)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 232 or demonstrated competence approved by the instructor. This course is a study of current trends in the apparel industry. The student develops workroom sketches of designs for children, junior petite, junior, active sportswear, misses, and suits. (2 Lec.)

(APP) 238 Style Trends And Research II (2)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 233 or demonstrated competence approved by the instructor. This course is a continuation of the current trends in the apparel industry. The student develops sketches of designs for half sizes, dressy dresses, and lingerie. The student selects one size range for a complete research report. (2 Lec.)

ARCHITECTURE

(ARC) 130 Architectural Graphics I (3)

Orthographic projection, isometric and oblique drawing, shade and shadow are studied. Linework and lettering in pencil and ink are emphasized. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 133 Architectural Graphics II (3)

Perspective drawing, shade and shadow are presented. Emphasis is on the theory of drawing, linework and lettering in pencil and ink. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 134 Freehand Drawing I (3)

This course covers pencil drawing with emphasis on eye-to-hand coordination. Principles of light, shade, scale, proportion, line, and tonal quality using both pencil and conte crayon are included. Exercises use book references, human models, and indoor-outdoor sketching. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 151 Materials And Methods Of Construction (3)

An introduction to the nature of materials used in construction including their application in various building systems. Structural systems, building codes, and construction specifications are introduced, along with basic mechanical equipment requirements. (3 Lec.)

(ARC) 153 Construction Drawings-Wood Frame (3)

Prerequisite: Architecture 130 or demonstrated competence approved by the instructor. Construction drawings are introduced. Wood frame construction is studied. The relationship with design and specifications is included. Emphasis is on the total concept of construction documents and detailing. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 161 Architectural Design I (3)

Basic concepts of design are explored via two-dimensional and three-dimensional abstract design exercises. Emphasis is on architectonic explorations of geometric forms, with projects investigating rhythm, balance, harmony, proportion, and other principles of design. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 162 Architectural Design II (3)

Prerequisites: Architecture 130, 161, and concurrent enrollment in Architecture 133. The application of design principles studied in Architecture 161 is explored. Analysis, schematic study, and the development of spatial problems relating to human occupancy and needs are studied. Emphasis is placed on the development of integration of skills needed to formulate and communicate design concepts. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 230 History Of Modern Architecture (3)

Prerequisite: Sophomore standing. The influences and architectural expressions of man are examined. The time period spans the Industrial Revolution to the present day. (3 Lec.)

(ARC) 232 Basic Architectural Photography (3)

Prerequisites: Architecture 147, Photography 110, and sophomore standing. Emphasis is on successful presentation of interior, exterior, and detailed architectural areas and using photography as the visual medium. Equipment and techniques necessary to become proficient in these areas are studied. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 233 History Of Architecture Survey To 1850 (3)

This course surveys architecture and influences upon its development to the time of the Industrial Revolution. (3 Lec.)

(ARC) 240 Media Skills I (3)

This course introduces various media used in presentations. Pencil, water color, pen and ink, colored pencil, and felt tip markers are used on assorted materials in a variety of techniques. (2 Lec., 4 Lab.)

(ARC) 241 Media Skills II (3)

Additional media techniques are presented. Pastel, carbon pencil, tempera, and transparent and opaque water color are included. (2 Lec., 4 Lab.)

(ARC) 245 Design Sketching (3)

Prerequisite: Architecture 133 or Interior Design 123 or Art 115 or demonstrated competence approved by the instructor. This course includes an introduction to and the development of graphic skills needed to formulate and communicate design concepts. Study and practice of visualization and freehand perspective drawing of the students own design are emphasized. Concepts in various media are the main activities covered. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 251 Building Technology II-Heavy Construction (3)

Prerequisite: Architecture 151. This course includes the study of construction materials, systems, and techniques used in heavy construction, with emphasis on steel and concrete. A general overview of mechanical and electrical systems and their requirements is provided. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 252 Building Technology III-Specifications and Office Practice (3)

Prerequisites: Architecture 151 and Architecture 153 or demonstrated competence approved by the instructor. Introduction and practice are provided in specification writing and construction estimating. Exploration is made of the organization of the construction process including the organization of an architect's office, administration of construction contracts, and governmental requirements. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 254 Construction Drawings II-Steel Frame (3)

Prerequisites: Architecture 151 and Architecture 153 or demonstrated competence approved by the instructor. Steel frame construction is studied. Introduction to commercial construction drawings is provided, including plans, elevations, sections, structural drawings, details, and schedules for steel frame buildings. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 256 Construction Drawings IV-Detailing (3)

Prerequisite: Architecture 153. Study is made of the concept of detailing, viewed as a means of controlling the total building process. Detailing subjects include structural, stairs, door and window, interior finish, roof-to-wall, and cabinets. Emphasis is placed upon technique, accuracy, and the ability to solve architectural detail problems. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 257 Computer Graphics (3)

Prerequisite: Architecture 153 or demonstrated competence approved in writing by the program coordinator prior to enrollment in the course. Schematic, presentation, and construction drawings are produced using Computer Assisted Design/Drafting (CADD) equipment. Emphasis is on the development of professional level drawings. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 261 Architectural Design III (3)

Prerequisites: Architecture 133, Architecture 151, Architecture 153, and Architecture 162. The principles studied in Architecture 162 are expanded in developing solutions to architectural problems. Emphasis is on functional and aesthetic values through three-dimensional problem solving studies. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 262 Architectural Design IV (3)

Prerequisites: Architecture 240, Architecture 261, and Architecture 271. The principles studied in Architecture 261 are expanded involving ever more complex architectural problems. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 271 Basic Structural Design (3)

Prerequisites: Mathematics 195 or Mathematics 116 and Architecture 151. Elementary structural analysis is investigated, including basic statics and applied mechanics. Characteristics of structural properties of common building materials is explored. (3 Lec.)

(ARC) 272 Building Equipment (3)

Prerequisite: Architecture 130. Elementary analysis of building equipment systems is investigated, including plumbing, electrical, and mechanical equipment. (3 Lec.)

ART

(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 cultural, 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) 116 Jewelry Design And Construction (3)

This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 117 Advanced Jewelry Design And Construction (3)

Prerequisite: Art 116. This course continues Art 116. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 118 Creative Photography For The Artist I (3)

Prerequisites: Art 110, Art 114, or demonstrated competence approved by the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 119 Creative Photography For The Artist II (3)

Prerequisite: Art 118 or demonstrated competence approved by the instructor. This course is a continuation of Art 118. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 165 Fundamental Design Studio I (4)

Prerequisites: Interior Design program acceptance (major) and concurrent enrollment in Interior Design 171. Basic concepts of design limited to black and white values are studied including form, scale, space, proportion, rhythm, theme, variety, accent, unity, 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., 5 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) 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.)

(ART) 220 Printmaking I (3)

Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 222 Printmaking II (3)

Prerequisite: Art 220. This course is a continuation of Printmaking I. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 227 Design III (3)

Prerequisites: Art 110, 111, 114, and 115. This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 229 Design IV (3)

Prerequisite: Art 227. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 232 Fibers I (3)

Prerequisites: Art 110, 111, 114, and 115. This course explores the problems of design, construction, and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)

(ART) 233 Fibers II (3)

Prerequisite: Art 232. This course is a continuation of Art 232. It further explores fiber techniques and processes. (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. (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 laboratory 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.)

AUTO BODY

(AB) 111 Basic Metal Principles (3)

Prerequisite: Concurrent enrollment in Auto Body 112. The use of hand and air tools is covered. Filling of plastic is included. Preparing the metal, sanding, masking, and priming surfaces on minor damages are emphasized. Laboratory fee. (90 Contact Hours)

(AB) 112 Applied Basic Metal Principles (2)

Prerequisite: Concurrent enrollment in Auto Body 111. This course emphasizes hands-on use of hand and air tools used in metal repair. Techniques covered in Auto Body 111 will be applied to minor repair. Laboratory fee. (60 Contact Hours)

(AB) 113 Minor Metal Repair (3)

Prerequisite: Concurrent enrollment in Auto Body 114. Body construction and sheet metal alignment are studied. Emphasis is on the various techniques of applying plastic to minor damages. Laboratory fee. (90 Contact Hours)

(AB) 114 Applied Minor Metal Repair (2)

Prerequisite: Concurrent enrollment in Auto Body 113. This course emphasizes the hands-on techniques used in sheet metal alignment and damage correction. Procedures and tools included in Auto Body 113 will be covered. Laboratory fee. (60 Contact Hours)

(AB) 121 Basic Paint Principles (3)

Prerequisite: Concurrent enrollment in Auto Body 122. This course presents the use of sanders and other equipment. Sanding and applying primer and paint are stressed. The use and operation of the spray gun are covered. Laboratory fee. (90 Contact Hours)

(AB) 122 Applied Basic Paint Principles (2)

Prerequisite: Concurrent enrollment in Auto Body 121. This course will cover hands-on techniques in the use of power and hand sanding as well as use of the spray gun. The techniques included in Auto Body 121 will be covered. Laboratory fee. (60 Contact Hours)

(AB) 123 Paint Blending And Spot Repair Techniques (3)

Prerequisite: Concurrent enrollment in Auto Body 124. The use of manufacturers' codes, mass and tint tone methods, and color selection are examined. Initial color matching, correction, and color tinting are covered. Spray gun maintenance, operation, patterns and corrective adjustments receive particular attention. Polishing, touch-up, and detailing procedures are studied. Topics include the use of rubbing compounds, polishes, and buffing techniques. Minor surface repairs are also included. Laboratory fee. (90 Contact Hours)

(AB) 124 Applied Blending And Spot Repair Techniques (2)

Prerequisite: Concurrent enrollment in Auto Body 123. This course examines potential problems that occur in the application of the finish on today's automobile. Recognition, prevention, and correction of problems are stressed. Laboratory fee. (60 Contact Hours)

(AB) 139 Body Shop Operations (3)

The basic business principles of managing an automobile service shop are studied. Emphasis is on management functions, financial analysis, and governmental regulations. (48 Contact Hours)

(AB) 211 Major Panel Replacement (3)

Prerequisite: Concurrent enrollment in Auto Body 212. The use of power tools and cutting tools is presented. Emphasis is on the repair and replacement of panels. Laboratory fee. (90 Contact Hours)

(AB) 212 Applied Major Panel Replacement (2)

Prerequisite: Concurrent enrollment in Auto Body 211. This course emphasizes repair and replacement of panels on in-service automobiles. The adjustment, repair and replacement of equipment and minor electrical apparatus are also covered. Laboratory fee. (60 Contact Hours)

(AB) 213 Major Collision And Frame Repair (3)

Students learn to use power frame alignment equipment through lecture, demonstration, and actual job repairs. Laboratory fee. (90 Contact Hours)

(AB) 221 Advanced Paint Techniques (3)

This course focuses on the development of painting skills. Emphasis is on mixing colors, matching colors, and texture. Special decorative effects are also covered, such as simulated wood and vinyl application. Transfer repair, renewal, removal, film application, painting and taping techniques are included. Laboratory fee. (90 Contact Hours)

(AB) 222 Applied Advanced Paint Techniques (2)

Prerequisite: Credit or concurrent enrollment in Auto Body 221. This course further develops painting skills with hands-on training, emphasizing mixing colors and matching color and texture of paint on in-service automobiles. Laboratory fee. (60 Contact Hours)

(AB) 225 Special Auto Body Applications (1)

This is a development course designed to allow students to program their own specialized objectives under instructional supervision. This 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)

(AB) 235 Estimating (3)

The procedures for estimating damage on automobiles are presented. (3 Lec.)

(AB) 245 Welding For Auto Body (3)

This course covers the basics of oxyacetylene welding, spot welding (electric), and electric arc welding. Laboratory fee. (90 Contact Hours)

(AB) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Auto Body Technology program or instructor approval. This introductory course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminars consist of introduction to co-op, writing objectives of co-op, painting seminar, and frame repair seminar. (1 Lec., 15 Lab.)

(AB) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Auto Body Technology program or instructor approval. This advanced course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminars consists of human relations, adjustment on the job, vertical and horizontal working relationships and fundamentals of good working relationships. (1 Lec., 20 Lab.)

AUTOMOTIVE CAREER TECHNICIAN

(ACT) 110 Fundamentals (3)

This course introduces general auto maintenance procedures. Topics include shop safety, hand tools, shop equipment, manuals and schematic diagrams. (3 Lec.)

(ACT) 111 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. (3 Lec.)

(ACT) 112 Parts And Service Department Management (3)

This course examines automotive parts and service department management. Topics include organizational structure, operation, marketing, promotional methods, management and financial controls. (3 Lec.)

(ACT) 113 Advanced Electrical Systems (3)

Prerequisite: Automotive Career Training 111. Advanced electrical systems are presented. Topics include chassis electrical systems, microcomputer controlled systems, instrument panel controls, wiring systems, and accessory panel controls. Emphasis is on interpretation of diagrams and schematics. Systematic troubleshooting procedures are also stressed. Upon completion of this course, the technician is prepared for A.S.E. Electrical Systems Examination. (3 Lec.)

(ACT) 114 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 included. Cooling and lubrication systems, valves and valve trains, cylinder head reconditioning, and the diagnosis of engine problems are studied. (3 Lec.)

(ACT) 115 Engine Overhaul Procedures (3)

Prerequisite: Automotive Career Technician 114 or concurrent enrollment. Procedures to disassemble, rebuild, and assemble the engine are covered. Emphasis is on precision measuring techniques. Also included are tune-up and road testing. Upon completion of this course, the technician is prepared for the A.S.E. Engine Repair Examination. (3 Lec.)

(ACT) 220 Air Conditioning And Heating Systems (3)

This course covers basic thermodynamics principles of 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 technician is prepared for the A.S.E. Heating and Air Conditioning Systems Examination. (3 Lec.)

(ACT) 221 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 technician is prepared for the A.S.E. Front End and Brake Systems Examinations. (3 Lec.)

(ACT) 222 Engine Tune-Up Procedures (3)

Tune-up procedures are presented. The fuel system, carburetor, ignition system, and emission control systems are covered. Emphasis is on precision diagnosis by the use of the engine analyzer as well as trouble-shooting procedures. Upon successful completion of this course, the technician is prepared for the A.S.E. Engine Tune-Up and Performance Examination. (3 Lec.)

(ACT) 223 Standard Transmissions And Power Trains (3)

This course includes the study of clutches, standard transmissions, drive line, 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 technician is prepared for the A.S.E. Standard Transmission and Rear Axle Examination. (3 Lec.)

(ACT) 224 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 in-line and transverse applications. Upon completion of this course, the technician is prepared for the A.S.E. Automatic Transmission Examination. (3 Lec.)

(ACT) 225 Fuel Injection System (3)

Principles and functions of automotive fuel injectors, diagnosis and repair are covered. The course also reviews fuel pumps, gas tanks, emission control systems and their diagnosis, repair and adjustment. (3 Lec.)

(ACT) 704 Cooperative Work Experience (4)

Prerequisites: The student must be enrolled in the Automotive Career Technician program and working 40 hours per week in the automotive industry. This course combines work experience and preparation for Automotive Service Excellence Technical Certification. The student, employer and instructor will develop a written competency-based learning plan with specific learning objectives designed to prepare the student for selected Automotive Service Excellence Certification Tests. The student will develop a new set of learning objectives each semester. The seminars consist of topics designed to prepare the student for selected Automotive Service Excellence Certification Tests and the administration of such tests. (1 Lec., 20 Lab.)

(ACT) 714 Cooperative Work Experience (4)

Prerequisites: The student must be enrolled in the Automotive Career Technician program and working 40 hours per week in the automotive industry. This course combines work experience and preparation for Automotive Service Excellence Technical Certification. The student, employer and instructor will develop a written competency-based learning plan with specific learning objectives designed to prepare the student for selected Automotive Service Excellence Certification Tests. The student will develop a new set of learning objectives each semester. The seminars consist of topics designed to prepare the student for selected Automotive Service Excellence Certification Tests and the administration of such tests. (1 Lec., 20 Lab.)

(ACT) 804 Cooperative Work Experience (4)

Prerequisites: The student must be enrolled in the Automotive Career Technician program and working 40 hours per week in the automotive industry. This course combines work experience and preparation for Automotive Service Excellence Technical Certification. The student, employer and instructor will develop a written competency-based learning plan with specific learning objectives designed to prepare the student for selected Automotive Service Excellence Certification Tests. The student will develop a new set of learning objectives each semester. The seminars consist of topics designed to prepare the student for selected Automotive Service Excellence Certification Tests and the administration of such tests. (1 Lec., 20 Lab.)

(ACT) 814 Cooperative Work Experience (4)

Prerequisites: The student must be enrolled in the Automotive Career Technician program and working 40 hours per week in the automotive industry. This course combines work experience and successful completion of the Automotive Service Excellence Certification program. The student, employer and instructor will develop a written competency-based learning plan designed to prepare the student for successful entry into the automotive technology industry as an Automotive Service Excellence Certified Master Technician. The seminars consist of topics designed to prepare the student for successful completion of the Automotive Service Excellence Certification program and employer/employee expectations. (1 Lec., 20 Lab.)

AUTOMOTIVE TECHNOLOGY**(AT) 109 Minor Vehicle Service (3)**

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. (90 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 Automotive Technology 110. Engine rebuilding is continued with emphasis on in-service automotive 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) 119 Electrical Systems (3)

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. (90 Contact Hours)

(AT) 163 Introduction To Automotive Service (3)

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. (90 Contact Hours)

(AT) 164 Engine Systems I (3)

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course covers the theory, operation, and diagnosis of the internal combustion engine. Cylinder head, valve train, and camshaft repair procedures are studied. Also covered are the repair and diagnosis of the lubrication and cooling systems. Laboratory fee. (90 Contact Hours)

(AT) 165 Engine Systems II (3)

Prerequisite: Automotive Technology 164 or demonstrated competence approved by the instructor. This course is a continuation of Automotive Technology 164. Engine removal and replacement, major engine diagnosis, and repair of the crankshaft, engine block, and rings are stressed, including accurate measurement procedures. Laboratory fee. (90 Contact Hours)

(AT) 166 Brake Systems (3)

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course will cover the fundamental operation of the hydraulic brake system. Basic hydraulic principles will be reviewed. Emphasis will be given to the operation of disc, drum, power boost and anti-lock systems. Laboratory fee. (90 contact hours)

(AT) 167 Steering And Suspension (3)

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course includes a thorough study of the various types of automotive front and rear suspension systems, steering systems (both standard and power assisted) and recommended service and repair procedures. Various steering geometry angles will be defined and explained. The principles and procedures of four-wheel or thrust-line alignment will be covered on most common suspension types. Tire service relating to alignment will be stressed. Laboratory fee. (90 Contact Hours)

(AT) 168 Standard Transmissions And Drive Trains (3)

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course includes an in-depth study of torque and gearing as applied to standard transmissions, trans axles, differentials, final drives, drive axles and clutches. Proper methods of diagnosis, adjustment and repair of these components will be covered in both theory and practical application. Laboratory fee. (90 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) 222 Heating And Air Conditioning Systems (3)

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. (90 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 transmissions 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 Automotive Technology 229. Transmission rebuilding is continued with emphasis on in-service automobile repair. Laboratory fee. (120 Contact Hours)

(AT) 240 Basic Automotive Electronics (2)

Prerequisites: Automotive Technology 165 and Physics 131 or demonstrated competence approved by the instructor. A study of solid state and microprocessor electronics as related to an automotive electrical system with emphasis on inputs (sensors), outputs (actuators), and active devices. Diagnosis and repair procedures are covered using analog and digital test equipment. Laboratory fee. (60 Contact Hours)

(AT) 241 Automatic Transmissions I (3)

Prerequisites: Automotive Technology 163 and Physics 131 or demonstrated competence approved by the instructor. This course will cover the theory of automatic transmissions, as well as principles of operation and diagnosis of most popularly used automatic transmissions. This course establishes a firm foundation in principles and fundamentals for advanced application in Automotive Technology 242. All minor services, adjustments, and diagnostic procedures will be demonstrated. Laboratory fee. (90 Contact Hours)

(AT) 242 Automatic Transmissions II (3)

Prerequisites: Automotive Technology 240 and Automotive Technology 241 or demonstrated competence approved by the instructor. This course applies the principles and fundamentals from Automatic Transmissions I in the major repair and overhaul of specific transmissions. Proper safety procedures, disassembly, repair and reassembly procedures will be emphasized in order to accomplish a professional repair. Laboratory fee. (90 Contact Hours)

(AT) 243 Electrical Systems (3)

Prerequisite: Automotive Technology 240 or demonstrated competence approved by the instructor. This course will cover the function of the automotive (high current) electrical system. Included will be a review of basic electrical theory and current flow. Emphasis will be given to alternator operation, D.C. motor operation, and troubleshooting. Also covered will be wiring diagrams, switches, relays, fuses and light operation. Laboratory fee. (90 Contact Hours)

(AT) 244 Heating And Air Conditioning Systems (3)

Prerequisites: Automotive Technology 163 and Physics 131 or demonstrated competence approved by the instructor. This course will cover the fundamental operations of air conditioning and heating systems. Basic heat transfer will be reviewed. Emphasis will be given to the basic system operation as well as climate controls. Laboratory fee. (90 Contact Hours)

(AT) 245 Ignition, Fuel And Emission Systems I

(Basic Ignition Diagnosis And Scope Analysis) (3)

Prerequisites: Automotive Technology 165 and 243 or demonstrated competence approved by the instructor. This course covers the principles and functions of conventional non-computerized ignition systems. Diagnostic procedures and skills are stressed using available test equipment, including the proper diagnosis and service of basic emission controls and components. Carburetor service and electronic computerized systems will be introduced. Laboratory fee. (90 Contact Hours)

(AT) 246 Ignition, Fuel And Emission Systems II

(Carbureted Systems) (3)

Prerequisite: Automotive Technology 245 or demonstrated competence approved by the instructor. This course covers the major components and operation of both gasoline and diesel fuel systems and how the combustion process works in both gasoline and diesel fuel systems. Various fuel system components are presented. Operation and service procedures of the carburetor as well as diagnosis and repair of the emission control system are stressed. Electronic computerized control of the fuel emission systems is introduced. Laboratory fee. (90 Contact Hours)

(AT) 247 Ignition, Fuel And Emission Systems III

(Fuel- Injected Systems) (3)

Prerequisite: Automotive Technology 246 or demonstrated competence approved by the instructor. This course covers computer-controlled systems which include the fuel system, ignition, emission controls, carburetor controls, fuel injection, and torque converter clutch. The function and service techniques of engine-related electronic components will be covered in detail. The operation, diagnosis, and service procedures for computer-controlled carburetors and fuel injection systems are discussed. Diagnostic techniques and proper use of test equipment will be emphasized. Laboratory fee. (90 Contact Hours)

(AT) 248 Automotive Electronics (3)

Prerequisite: Automotive Technology 119 or demonstrated competency approved by the instructor. A study of solid state and microprocessor electronics used in the automotive electrical system with emphasis on diagnostic and troubleshooting procedures and use of test equipment. Laboratory fee. (90 Contact Hours)

(AT) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Automotive Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives each semester. The seminars consist of topics which include introduction to co-op, orientation for developing the learning plan, workplace procedures and ethics; preparation of repair orders, warranty claims and related documentation; developing service-oriented attitudes on the job; and investigation of automotive-related careers. (1 Lec., 15 Lab.)

(AT) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Automotive Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives each semester. The seminars consist of topics which include introduction to co-op, orientation for developing the learning plan, workplace procedures and ethics; preparation of repair orders, warranty claims and related documentation; developing service-oriented attitudes on the job; and investigation of automotive-related careers. (1 Lec., 20 Lab.)

(AT) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Automotive Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives each semester. The seminars consist of topics which include job site interpersonal relations, supervising subordinates and technical updates. (1 Lec., 15 Lab.)

(AT) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Automotive technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives each semester. The seminars consist of topics which include job site interpersonal relations, supervising subordinates and technical updates. (1 Lec., 20 Lab.)

(AT) 743 Cooperative Work Experience (3)

Prerequisite: Enrollment in the Dealership-Sponsored program. This course consists of sixteen hours of seminars and ten weeks of full-time, on-the-job experience. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Theory and instruction received in the previous courses taught with an emphasis on a particular automobile manufacturer's products are applied at work in the sponsoring dealership. Seminars consist of topics which include technical application updates to particular automotive manufacturer's products and preparing the student for selected Automotive Service Excellence certification tests and their administration. (216 Contact Hours)

(AT) 753 Cooperative Work Experience (3)

Prerequisite: Enrollment in the Dealership-Sponsored program. This course consists of sixteen hours of seminars and ten weeks of full-time, on-the-job experience. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Theory and instruction received in the previous automotive courses taught immediately prior to each cooperative experience are applied at work in the sponsoring dealership. (216 Contact Hours)

(AT) 843 Cooperative Work Experience (3)

Prerequisite: Enrollment in the Dealership-Sponsored program. This course consists of sixteen hours of seminars and ten weeks of full-time, on-the-job experience. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Theory and instruction received in the previous automotive courses taught immediately prior to each cooperative experience are applied at work in the sponsoring dealership. (216 Contact Hours)

(AT) 853 Cooperative Work Experience (3)

Prerequisite: Enrollment in the Dealership-Sponsored program. This course consists of sixteen hours of seminars and ten weeks of full-time, on-the-job experience. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Theory and instruction received in the previous automotive courses taught immediately prior to each cooperative experience are applied at work in the sponsoring dealership. (216 Contact Hours)

AVIATION TECHNOLOGY

(AVT) 110 Introduction To Aviation (3)

This course introduces various aspects of the aviation industry. It covers the history, development, and advances in aircraft from balloon flight to the supersonic transport. The industry's economic and sociological effects on people and communities are also included. Special emphasis is on the origin and growth of airlines and the aviation industry. (3 Lec.)

(AVT) 121 Ground School Private (3)

This course includes the study of Federal Aviation Regulations, flight dynamics, meteorology, navigation, use of the radio, and general service of aircraft. The course is designed to fulfill the Ground School Requirements for the FAA Private Pilot Certificate. (3 Lec.)

(AVT) 122 Aviation Law (3)

Prerequisite: Aviation Technology 110 or concurrent enrollment in Air Transportation. Procedural laws and regulations are studied. Local, national, and international procedures are included as well as those relating both to public and private sectors of air commerce. Topics include the development of aviation law, regulatory agencies, and quasi-official study and advisory groups. Special emphasis is on flight procedures (flight plans), ports of entry, customs, clearances, contraband, quarantines, aviation hazards, and liabilities. The present legal structure and possible future changes are covered, including reciprocity agreements. (3 Lec.)

(AVT) 123 Ground School Commercial (3)

Prerequisite: Private Pilot Certificate. This course is an in-depth analysis of all topics covered in the Commercial Pilot written examination. Emphasis is on problem development and solutions. Advanced exercises are included in the areas of aircraft operation, meteorology, navigation, communications, theory and hazards of attitude instrument flight, flight physiology, and emergency procedures. This course is designed to fulfill the Ground School Requirements of the FAA for the Commercial Pilot Certificate. (3 Lec.)

(AVT) 128 Aero Engines And Systems (3)

Prerequisite: Credit or concurrent enrollment in Aviation Technology 110. Electronics Technology 235, or the equivalent. Basic power plant types and principles of operation are presented. Reciprocating, rotary, jet, and rocket engines are included. Also covered are configurations, such as in-line, radial, vee and horizontally opposed, turbo-prop, turbo-jet, fan-jet, and ram-jet. Also included are numerous systems, such as the fuel ignition, electrical, environmental, lubrication, hydraulics, pneumatics, fire detection and extinguishing, cooling, tachometer, monitoring, manual control, and power boosted systems. (3 Lec.)

(AVT) 135 Flight Basic (2)

This course provides 25 hours of flight instruction (15 hours dual, 10 hours solo flight). Two hours in the synthetic flight trainer are required. A current Second-Class Medical Certificate is required. Flight and laboratory fee. (9 Lab., 25 Flight)

(AVT) 137 Flight Private Pilot (1)

This course provides 20 hours of flight instruction (10 hours dual and 10 hours solo flight). Pre-flight instruction and briefing are included. Students receive credit for the course upon completion of the flight prerequisite for the Private Pilot Flight Examination. One hour in the synthetic flight trainer is required. Flight and simulator fee. (24 Contact Hours)

(AVT) 210 Federal Aviation Regulations, Airspace And Air Traffic Control (3)

It is recommended that this course be taken concurrently with one of the ground school courses. This course is an in-depth study of Federal Aviation Regulations, Air Traffic Control Procedures, the National Airspace System, and NTSB Regulations. Rated pilots may take this course to prepare for the 24-month flight review. (3 Lec.)

(AVT) 212 Airport Management (3)

Prerequisites: Required core courses and Management 136. The major functions of airport management are presented. Topics include the adequacy of facilities and services, organization, personnel, maintenance, planning and zoning, operations, revenues and expenses, public relations, ecology, and safety. A study of the socio-economic effect of airports on the communities they serve is also covered. (3 Lec.)

(AVT) 220 Aero Dynamics (3)

Prerequisite: Credit or concurrent enrollment in Mathematics 196. The aeronautical applications of physical laws are studied. Areas considered include gravitational laws, forces and stresses, Bernoulli's principle, gyroscopic principles, and velocity-sonic relationships. The dynamics of airfoils, high efficiency lift devices, energy conversion to reactive forces related to aerobatics, and precision flight are also covered. (3 Lec.)

(AVT) 221 Advanced Navigation (3)

Prerequisite: Credit or concurrent enrollment in Aviation Technology 226 or demonstrated competence approved by the instructor. This course covers flight planning. Consideration is given to adverse atmospheric conditions, navigational capabilities, and safety. The course also includes the analysis of atmospheric maps, charts, and weather radar. The interpretation and use of all operational data are also presented. (3 Lec.)

(AVT) 223 Airline Management (3)

Prerequisites: Required core courses and Management 136. This course covers the organization, operation, and management of an airline. Topics include planning, facility requirements, financing, aircraft selection criteria, route feasibility studies, market and passenger trends, and population trends affecting load factors. Problems unique to airline operations are explored. (3 Lec.)

(AVT) 224 Ground School Instrument (3)

Prerequisite: Private or Commercial Pilot Certificate. This course presents aircraft attitude control, flight procedures, and maneuvering by reference solely to cockpit instruments. Completion of this course will qualify the student to take the FAA Instrument Rating Written Examination. (3 Lec.)

(AVT) 225 Aviation Marketing (3)

Prerequisites: Required core courses. The significance and functions of marketing are stressed from the airline viewpoint. Topics include market research, sales, advertising and promotion concepts, traffic, demand analysis, and price determination theory. (3 Lec.)

(AVT) 226 Meteorology (3)

Basic concepts of meteorology are studied. Weather data and measuring devices are covered. Topics include weather maps and symbols, U.S. Weather Bureau documents, structure and general circulation of the atmosphere, theories of air mass, fronts, pressure areas, temperature gradients and inversions, violent atmospheric activities, and ecological considerations. (3 Lec.)

(AVT) 249 Air Transportation, Traffic And Cargo (3)

Prerequisites: Required core courses and credit or concurrent enrollment in Management 136. Transportation methods of passengers and cargo are examined. The need, nature and structure of the air transportation segment of the aviation industry are studied. Emphasis is on the diagnosis and solution of problems at terminals. Topics include air cargo, air mail, air express, air freight, air taxi, air carrier, commuter, business and pleasure. (3 Lec.)

(AVT) 250 Flight Instructor Ground School (2)

Prerequisite: Commercial Pilot Certificate or Private Pilot Certificate with 200 hours logged flight time. Principles of flight and ground school instruction are presented. Instructional techniques, analysis of maneuvers, and Federal Aviation Regulations are included. Completion of this course should qualify the student to pass the Flight Instructor Written Examination. (2 Lec.)

(AVT) 251 Flight Instructor Airplane/Single Or Multi-Engine (2)

Prerequisite: Commercial Pilot Certificate or Private Pilot Certificate with 200 hours logged flight time. This course focuses on the science of flight instruction. Evaluation of student performance and maneuver analysis are included. The required instructional flight disciplines are covered in order to qualify students for the FAA Flight Instructor Rating. Simulator fee. (40 Contact Hours)

(AVT) 252 Instrument Flight Instructor Ground School (3)

Prerequisites: Instrument Rating and Commercial Pilot Certificate; pass written examination on airspace and regulations or concurrent enrollment in Aviation Technology 210. Instructional techniques of the synthetic flight trainer are presented. Included are instrument flight rules, instrument charts, instrument procedures, and the use of aircraft instruments for instrument flight. Emphasis is on developing instructional techniques and materials. The course is designed to prepare students for the FAA Instrument Flight Instructor Flight Test and Written Test. Students will be required to conduct instruction in Synthetic Ground Trainers. (48 Contact Hours)

(AVT) 253 Flight Instructor-Airplane Instrument (1)

Prerequisite: Certified Flight Instructor Rating. This course including evaluation of student performance and maneuver analysis. The required flight disciplines that qualify the student for the FAA Flight Instructor-Airplane Instrument Rating are covered. Flight fee. (20 Contact Hours)

(AVT) 254 Flight Advanced I (1)

Prerequisite: A Private Pilot Certificate or a Commercial Pilot Certificate. This course includes 10 hours of flight instruction. All flying is in modern twin-engine aircraft and is designed to give the advanced pilot a greater depth of aircraft experience. The course includes pre-flight instruction and briefing. It leads to the FAA Multi-Engine Pilot Rating. Flight fee. (16 Contact Hours)

(AVT) 255 Type Rating Turbo Jet Ground School (3)

Prerequisites: Commercial Pilot Certificate and Instrument Rating. This course will provide an analysis of normal, abnormal and emergency operation of the flight control, engine, fuel, electrical, pneumatic, navigation and auxiliary systems and use of the manufacturer's performance data for a specific make and model (type) of small, multi-engine, turbo-jet powered airplane. A review of procedures related to pre-flight, takeoffs, enroute flight, landings, engine-out procedures, no-flap landings, collision avoidance and wake turbulence avoidance will also be included. (48 Contact Hours)

(AVT) 256 Flight Advanced II-Jet Type Rating (1)

Prerequisites: Commercial Pilot Certificate and Instrument Rating. This course includes ten hours of flight instruction, and ten hours of pre- and post-flight instruction. All flying is in a small multi-engine, turbo-jet powered airplane. It leads to the FAA Multi-Engine Jet airplane type rating. Flight fee. (13 Contact Hours)

(AVT) 261 Aircraft Dispatcher I (3)

This course includes a survey of FAA regulations and duties of an aircraft dispatcher plus basic flight planning for transport category aircraft. (48 Contact Hours)

(AVT) 262 Practical Dispatching (3)

Prerequisite: Aviation Technology 261. The content of this course is described in the current FAA Aircraft Dispatcher Circular. The content is designed to prepare the student for the FAA written exam for aircraft dispatcher. Ten hours are required in the simulated flight trainer. (Simulated instrument flight hours can be accumulated both on and off campus but must be verified by the instructor). Simulator fee. (58 Contact Hours)

(AVT) 263 Flight Engineer Ground School (3)

Prerequisites: Aviation Technology 261 and Aviation Technology 262 or the equivalent experience and/or credentials. This course includes FAA regulations, flight theory and aerodynamics, basic meteorology with respect to engine operations, center of gravity computations, airplane systems and equipment, and normal and emergency operating procedures. This information prepares the student for the flight engineer's written tests. Specific emphasis is placed on the Boeing 727 and Boeing 707 as aircraft which are used for flight engineer training by civil United States air carriers. (48 Contact Hours)

(AVT) 264 Air Transport Pilot Ground School (3)

Prerequisites: Aviation Technology 261 and Aviation Technology 262 or the equivalent experience and/or credentials. This course is designed to prepare the student for the Air Transport Pilot Written Test and includes operations of air carrier aircraft, navigation by instruments, the general system and material relative to weather information collection and dissemination, meteorology, weather conditions, air navigation facilities, airplane weather observations and influence of terrain on meteorological conditions, radio communications, and basic principles of loading and weight distribution. (48 Contact Hours)

(AVT) 265 Flight Commercial I (2)

Prerequisite: Private Pilot Certificate. This course provides 30 hours of flight instruction (10 hours dual and 20 hours solo flight) to apply toward the Commercial Pilot Certificate. Pre-flight instruction and briefing are included. A current Second-Class Medical Certificate is required. Flight and laboratory fee. (8 Lab., 30 Flight)

(AVT) 266 Flight Commercial II (3)

Prerequisites: Aviation Technology 265 and concurrent enrollment in Aviation Technology 123. This course provides 46 hours of flight instruction (10 hours dual instrument instruction and 36 hours of solo flight) to apply toward the Commercial Pilot Certificate. Pre-flight instruction and briefing are included, as are 5 hours of night flight. Flight and laboratory fee. (8 Lab., 46 Flight)

(AVT) 267 Flight Commercial III - Instrument (3)

Prerequisites: Private Pilot Certificate, Aviation Technology 266 and completion of or concurrent enrollment in Aviation Technology 224. This course provides 45 hours of instrument flight instruction. Pre-flight instruction and briefing are included. Flight fee. (46 Flight)

(AVT) 268 Flight Commercial IV (3)

Prerequisites: Aviation Technology 123 and 267. This course provides 46 hours flight instruction (6 hours dual flight, 30 hours solo flight, and 10 hours dual and practice flight in a more sophisticated aircraft) to fulfill flight law requirements for the Commercial Pilot Certificate. Pre-flight instruction and briefing are included. Students receive course credit upon completion of the flight prerequisites to the Commercial Pilot Flight Examination. Flight fee and laboratory fee. (4 Lab., 46 Flight)

(AVT) 270 Orientation To Air Traffic Control (5)

This course is designed to acquaint new employees with the FAA organization, the options within the air traffic service, and the emergency readiness requirements. It provides a basic orientation to the history, structure, and functions of the FAA with emphasis on air traffic service. National, local, and individual policies and obligations are also presented. (80 Contact Hours)

(AVT) 272 Aircraft Types And Characteristics/Air Traffic Control Communications (2)

This course is designed to introduce developmental controllers to the information necessary to identify the types of aircraft by name or model by their physical characteristics and to state the normal range of operating speeds, altitudes, the weight class and category, as well as developing the ability to identify the procedures, phraseology, and discipline pertaining to radio communications in accordance with FCC regulations. Emergency communications and visual communications used by air traffic control facilities are also presented. (32 Contact Hours)

(AVT) 274 Air Traffic Computer Operations (3)

This course is designed to train the student to operate the components of the central computer complex in an enroute air traffic control center and includes computer operations, input and output devices and their operating characteristics and message format, content, and computer responses. (48 Contact Hours)

(AVT) 704 Cooperative Work Experience (4)

Prerequisite: 15 Credit Hours. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 20 Lab.)

(AVT) 714 Cooperative Work Experience (4)

Prerequisite: 15 Credit Hours. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include dressing for success, how to advance in the job through off-duty education, and utilizing role models to achieve goals. (1 Lec., 20 Lab.)

(AVT) 804 Cooperative Work Experience (4)

Prerequisite: 15 Credit Hours. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 20 Lab.)

AVIONICS TECHNOLOGY

(AV) 129 Introduction To Aircraft Electronic Systems (3)

This course relates aircraft electronic systems to aircraft flight and navigation. Emphasis is on the operation and function of the electronic systems. The laboratory requirements include demonstrations of the operation of the systems and the use of some ramp test equipment. Laboratory fee. (2 Lec., 2 Lab.)

(AV) 132 Aircraft Electrical And Electronic Systems Installation (4)

Prerequisite: Avionics Technology 129. Suggested pre- or core quisites: Electronics Technology 191 or Electronics Technology 135. This is a course of study and practical experience in the installing of avionic systems in aircraft, mounting of electronic equipment, construction and installation of electrical wiring and cables, proper use of tools, selection of materials, and accepted methods and procedures to insure aircraft safety, mechanical integrity, electrical reliability, and compliance with applicable FAA regulations. Laboratory fee. (3 Lec., 3 Lab.)

(AV) 235 Operational Testing Of Aircraft Electronic Systems (4)

Prerequisite: Avionics Technology 129. Suggested pre- or co- requisites: Electronics Technology 191 or Electronics Technology 135. This course integrates technical drawing interpretation, wiring interface checkout and the application of ramp test equipment in common usage. In the laboratory, the student will perform functional checks of aircraft electrical and electronic systems using appropriate procedures for determining the operating condition of the equipment and techniques for correcting equipment malfunctions. The students should gain practical experience in avionics equipment in the aircraft and on the bench. Laboratory fee. (3 Lec., 3 Lab.)

BIOLOGY

(BIO) 101 General Biology (4)

This course is intended for students majoring and minoring in biology and related disciplines. It is a prerequisite for all higher level biology courses. Topics include the scientific method, fundamental general and biological chemistry, cell structure and function including membrane transport, cell reproduction, cell energetics and homeostatic mechanisms. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 102 General Biology (4)

This course is a continuation of Biology 101 and is intended for students majoring and minoring in biology and related disciplines. Topics include Mendelian and molecular genetics, developmental biology, evolution and the diversity of life, and ecology. 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 to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 116 Biological Science (4)

Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. 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) 123 Applied Anatomy And Physiology (4)

This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

(BIO) 203 Intermediate Botany (4)

Prerequisites: Biology 101 and 102. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. (3 Lec., 3 Lab.)

(BIO) 211 Invertebrate Zoology (4)

Prerequisite: Eight hours of biological science. This course surveys the major groups of animals below the level of chordates. Consideration is given to phylogeny, taxonomy, morphology, physiology, and biology of the various groups. Relationships and importance to higher animals and humans are stressed. 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 micro-organisms, 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) 218 Field Biology (3)

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. (2 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. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the inter relationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 223 Environmental Biology (3)

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.)

(BIO) 230 Mammalian Physiology (4)

Prerequisite: Twelve hours of biology, eight hours of inorganic chemistry or concurrent registration in organic chemistry and demonstrated competence approved by the instructor. This course is a study of the function of various mammalian systems. Emphasis is on interrelationships. Instruments are used to measure various physiological features. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 235 Comparative Anatomy Of The Vertebrates (4)

Prerequisites: Biology 101 and 102. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 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.)

(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.)

BUSINESS**(BUS) 105 Introduction To Business (3)**

This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (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 legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (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 the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. 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 reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 115 Chemical Science (4)

Prerequisite: Developmental Mathematics 091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 116 Chemical Science (4)

Prerequisite: Chemistry 115 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 170 Chemistry Of Flammable Materials (3)

Prerequisite: Chemistry 116. Characteristics and behavior of various materials that burn or react violently are studied. Flammable liquids, combustible solids, and gases are included. Storage, transportation, and handling are covered. Emphasis is on emergency situations and methods of control. (3 Lec.)

(CHM) 201 Organic Chemistry I (4)

Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stereochemistry, nomenclature, and reactions and mechanisms of synthesis. Lab includes: synthesis, purification by distillation, recrystallization, extraction and chromatography, and identification by spectroscopic, physical and chemical methods. 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 studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)

(CHM) 203 Quantitative Analysis (4)

Prerequisite: Chemistry 102, Mathematics 101. A survey of methods used in analytical chemistry: gravimetric and volumetric methods based on equilibria, oxidation-reduction, and acid-base theory, spectrophotometry, chromatography and electroanalytical chemistry. (2 Lec., 6 Lab.)

(CHM) 205 Chemical Calculations (2)

Prerequisite: Chemistry 102. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)

(CHM) 234 Instrumental Analysis (4)

Prerequisite: Chemistry 203 or demonstrated competence approved by the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee. (2 Lec., 6 Lab.)

CHILD DEVELOPMENT

(CD) 100 Directed Participation Of Early Childhood Programs (1)

This course provides in-depth observation and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate child-care facilities. It is repeated four times concurrently with required Child Development core or elective courses. (30 Contact Hours)

(CD) 125 Infant And Toddler Learning Environments Activities And Materials (4)

This course is a study of appropriate learning experiences for infants and toddlers in child-care facilities. Emphasis is on quality environments, learning activities, materials and effective teaching techniques. The laboratory experience includes observing and participating in the Parent/Child Study Center and community child-care facilities. Laboratory fee. (3 Lec., 2 Lab.)

(CD) 127 Early Childhood Development, 5-12 Years (3)

This course covers the principles of normal child growth and development from five through twelve years of age. Emphasis is on physical, intellectual, emotional, and social growth. Special attention is given to before- and after-school care. (3 Lec.)

(CD) 135 Introduction To Early Childhood Programs And Services (4)

This course is a study of historical and current early childhood development programs and services, as well as individuals influencing these programs. Laws and standards regulating these child-care facilities are covered. The laboratory experience includes observation of and participation with pre-schools and child-care centers in the community. Laboratory fee. (3 Lec., 2 Lab.)

(CD) 137 Early Childhood Learning Environments, Activities And Materials (4)

This course is a study of appropriate learning experiences for young children in child-care facilities. Emphasis is on quality environments, learning activities, materials and effective teaching techniques. The laboratory experience includes observation and participation in the Parent/Child Study Center and community child-care facilities. Laboratory fee. (3 Lec., 2 Lab.)

(CD) 140 Early Childhood Development, 0-3 Years (3)

This course covers the principles of normal child growth and development from conception through three years. Emphasis is on physical, intellectual, emotional, and social growth. (3 Lec.)

(CD) 141 Early Childhood Development, 3-5 Years (3)

This course covers the principles of normal child growth and development from three through five years of age. Emphasis is on physical, intellectual, emotional, and social growth. (3 Lec.)

(CD) 150 Nutrition, Health And Safety Of The Young Child (3)

Practical experience and information on the nutritional, health, and safety needs of the young child are provided. A survey of community services for parents and teachers is included. Students earn a first aid certificate during this course. Laboratory fee. (2 Lec., 2 Lab.)

(CD) 200 Application Of Learning Theories (1)

This course provides application of child development learning theories with young children at the Parent/Child learning Study Center and other appropriate child-care facilities. It is repeated four times concurrently with required Child Development core or elective courses. (30 Contact Hours)

(CD) 203 Parents And The Child Caregiver/Teacher (3)

Relationships between caregivers, teachers and parents of young children are studied. Emphasis is on ways to develop parental involvement in child-care facilities. The course includes observation and participation with teachers, parents, and young children in group settings. (3 Lec.)

(CD) 209 Early Childhood Development Special Projects (3)

Registration for this course must be preceded by an interview with a child development instructor. A particular dimension of child-care is explored in depth by the student in an individual project. Participation in a designated child-care center or facility directly related to the student's special project is included. This course is repeatable for credit as topics vary. (3 Lec.)

(CD) 233 Directed Participation Of Early Childhood Programs (4)

This course provides in-depth observation and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate child-care facilities. Laboratory fee. (2 Lec., 5 Lab.)

(CD) 236 The Special Child: Growth And Development (3)

Children with special needs are studied with emphasis on physical, mental, and emotional/behavioral problems. This course provides a broad overview of these problem areas and serves as an introduction to the study of exceptional children. (3 Lec.)

(CD) 239 Studies In Child Guidance (3)

This course is a study of appropriate ways of guiding and teaching young children. Emphasis is on guidance principles that develop a positive self-concept in early childhood while recognizing individual differences and varied family situations. The course includes observation of and participation with young children in child-care facilities and interpretation of anecdotal records and case studies of young children. Laboratory fee. (2 Lec., 2 Lab.)

(CD) 244 Application Of Child Development Learning Theories (4)

This course provides application of child development learning theories with young children at the Parent/Child Study Center and other appropriate child-care facilities. Laboratory fee. (2 Lec., 5 Lab.)

(CD) 250 Supportive Services For Exceptional Children (3)

The focus of this course is on identifying local, state, and 10 national resources for exceptional children and their families. Referral and resource information for special children is gathered through field studies, community involvement, and independent activities. (3 Lec.)

(CD) 251 Learning Programs For Children with Special Needs (4)

This course focuses on successful model programs for encouraging maximum learning from young children with special needs. Materials, activities, and methods of working with children are examined. Laboratory fee. (2 Lec., 5 Lab.)

(CD) 253 Abuse Within The Family (3)

The symptoms and causes of abusive behaviors within the family are the focus of this course. Emphasis is on developing skills and competencies in working with these families to help them lessen and alleviate abusive behaviors and experiences. Laboratory fee. (2 Lec., 2 Lab.)

(CD) 254 Introduction To Administration Of Child Care Programs (3)

The management of preschool/day care centers is studied. Topics include budgeting, record-keeping, food, health and referral services, and personnel practices. Laboratory fee. (2 Lec., 2 Lab.)

(CD) 256 Advanced Administrative Practices For Child Care Facilities (3)

Prerequisite: Child Development 254. This course is a study of advanced administrative procedures for child-care programs. Topics include planning, financial management, personnel policies, evaluation, leadership styles, and facility design. Laboratory fee. (2 Lec., 2 Lab.)

(CD) 702 Cooperative Work Experience (2)

Prerequisites: Completion of two courses in the Child Development program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Instructor and employer will evaluate the student's job performance. The seminars consist of introduction to co-op, orientation to job learning objectives, writing learning plan and developing college degree plan. (1 Lec., 10 Lab.)

(CD) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Child Development program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Instructor and employer will evaluate the student's job performance. The seminars consist of exploring education, planning for work, exploring personal and social growth, clarifying career goals and developing individual potential. (1 Lec., 15 Lab.)

(CD) 804 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Child Development program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Instructor and employer will evaluate the student's job performance. The seminars consist of discussing life's transitions (professional and personal), developing communication skills, appraising self and career performance and exploring stress management techniques. (1 Lec., 20 Lab.)

CHINESE

(CHI) 101 Beginning Chinese I (4)

This course is a beginning course in Chinese. Oral practice, elementary reading, and grammar will be stressed. Laboratory fee. (3 Lec., 2 Lab.)

(CHI) 102 Beginning Chinese II (4)

Prerequisite: Chinese 101 or the equivalent. This course continues the oral practice, elementary reading, and grammar studies begun in Chinese 101. Laboratory fee. (3 Lec., 2 Lab.)

(CHI) 201 Intermediate Chinese I (3)

Prerequisite: Chinese 102 or the equivalent. Reading, cultural background, conversation, and composition are stressed in this course. (3 Lec.)

(CHI) 202 Intermediate Chinese II (3)

Prerequisite: Chinese 201 or the equivalent. This course is a continuation of Chinese 201, with stress on reading, cultural background, conversation, and composition. (3 Lec.)

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) 103 Introduction To Computer Information Systems (3)

This course presents an overview of computer information systems with an emphasis on business applications. Topics include terminology, systems and procedures, and the role of computers and their evolution in an information-oriented society. The fundamentals of computer problem solving are applied through the use of the BASIC programming language and application software packages. Laboratory fee. (This course is offered on campus and may be offered via television.) (3 Lec., 1 Lab.)



(CIS) 108 PC Software Applications (4)

This course surveys the use of the microcomputer in conducting professional activities and solving business problems. Topics include the study of hardware and software components of a microcomputer, the function of operating systems and the study and use of contemporary software application packages. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 111 Data Entry Applications And Concepts (3)

Prerequisite: Office Careers 176 or one year typing in high school or demonstrated competence approved by the instructor. This course provides hands on experience using a personal computer for data entry applications. Students will learn to use a data entry utility program to create, change, and modify data sets, as well as enter variable data. Speed and accuracy will be stressed. Laboratory fee. (2 Lec., 4 Lab.)

(CIS) 114 Problem Solving With The Computer (4)

Prerequisites: Business 105 or Management 136 and Computer Information Systems 103 or Computer Information Systems 103, or demonstrated proficiency approved by instructor. This course explores methods of solving business problems with the use of a microcomputer. Analysis and design methods are studied and applied to practical situations involving various business functions. Data security and privacy issues are also considered. (3 Lec., 2 Lab.)

(CIS) 116 Operations I (4)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 103 or demonstrated competence approved by the instructor. The interrelationships among computer systems, hardware, software, and personnel are covered. Topics include the role of personnel in computer operations, data entry, scheduling, data control, and librarian functions, the importance of job documentation, standards manuals, error logs, operating procedures, job control language, and the flow of data between the user and the data processing department. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 118 Text Processing Applications (3)

Prerequisite: Computer Information Systems 103 or 108 or demonstrated competence approved by the instructor. The course covers the use of microcomputers in preparing and editing documents. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, utilities including spelling checkers, outliners, and office productivity tools. Office automation concepts including desktop publishing, facsimile and networking are covered. Students will learn to use commercially available text processors. Laboratory fee. (2 Lec., 3 Lab.)

(CIS) 126 Operations II (4)

Prerequisites: Computer Information Systems 103 and 116 or demonstrated competence approved by the instructor. Concepts and functions of an operating system in a multi-processing environment are presented. Topics include system commands, interpretation of messages and codes, maintaining data and physical security, and an introduction to data communications, data base management systems, and query languages used on mainframes and microcomputer systems. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 150 Computer Program Logic And Design (3)

Prerequisite: Computer Information Systems 103 or demonstrated competence approved by the instructor. This course presents basic logic needed for problem solving with the computer. Topics include structured design tools and their application to general business problems. (3 Lec.)

(CIS) 160 Data Communications (3)

Prerequisite: Computer Information Systems 103 or 108. This course provides an introduction to data communications vocabulary, concepts, and uses. Topics include data communications hardware, software, networks, and protocols. (3 Lec.)

(CIS) 162 COBOL Programming I (4)

Prerequisites: Computer Information Systems 103, credit or concurrent enrollment in Computer Information Systems 150, or demonstrated competence approved by the instructor. This course develops structured programming skills using the COBOL language. Topics include input/output, comparisons, control breaks, introductory table concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 164 COBOL Programming II (4)

Prerequisites: Computer Information Systems 150 and 162 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the COBOL language. Topics include advanced table concepts, sort techniques, disk file organizations and maintenance, debugging techniques, copy techniques, and subprograms. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 167 C Programming (4)

Prerequisite: Six credit hours in programming language courses or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 169 4th Generation Languages (4)

Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course presents an introduction to 4th generation languages and their relationship to software productivity. Topics include survey and definition of available products and their uses, current functions, evaluation standards, selection and implementation. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 170 RPG Programming (3)

Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course introduces programming skills using the RPG II language. Topics include basic listings with levels of totals, multi-record input, exception reporting, look-ahead feature, and multi-file processing. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 172 BASIC Programming (3)

Prerequisite: Computer Information Systems 103 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development, Input/Output operations, interactive concepts and techniques, selection and iteration, arrays, functions, string handling, and file processing. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 173 Pascal Programming For Business (3)

Prerequisite: Three credit hours in a programming language course 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: Computer Information Systems 162 or 116 or demonstrated competence approved by the instructor. This course introduces mainframe operating system concepts, terminology, job control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 210 Assembly Language I (4)

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current mainframe assembler language and structured programming techniques. Topics include decimal features, fixed point operations using registers, selected macro instructions, introductory table concepts, editing printed output, and reading memory dumps. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 215 Micro Assembly Language (4)

Prerequisite: Six credit hours in programming language courses or demonstrated competence approved by the instructor. The basic elements of the assembler language are introduced and structured programming and top-down design techniques are applied. Topics include architecture and machine definition, data description and other assembler pseudo-ops, logic and shift, arithmetic processing, table concepts, printing, string and screen processing, macro definition, and disk processing. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 218 Spreadsheet Applications (4)

Prerequisites: Computer Information Systems 108 and 114 or demonstrated competence approved by the instructor. The course covers the theory and uses of electronic spreadsheets using commercially available packages. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 220 Assembly Language II (4)

Prerequisite: Computer Information Systems 210 or demonstrated competence approved by the instructor. Advanced programming skills will be developed using a current mainframe assembler language. Topics include advanced fixed point operations, indexing, disk file organization and maintenance, advanced table concepts, data and bit manipulation techniques, macro writing, sub-program linkages, advanced problem analysis, debugging techniques, and introduction to floating point operations. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 221 PC Operating Systems And Utilities (4)

Prerequisites: Computer Information Systems 108 and 160. This course covers operation of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, troubleshoot minor hardware problems, and prepare and modify short assembler language programs. Laboratory fee. (3 Lec., 3 Lab.)

(CIS) 223 PC Hardware (3)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 221. This course presents a function systems-level review of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, trouble-shoot minor hardware problems, and prepare and modify short assembler language programs. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 225 Systems Analysis And Design (4)

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing business systems, to design new systems using structured methodology, and to prepare documentation. Emphasis is on a case study involving all facets of systems analysis and design. (3 Lec., 4 Lab.)

(CIS) 228 Database Applications (4)

Prerequisites: Computer Information Systems 108 and 114 or demonstrated competence approved by the instructor. This course covers microcomputer database management concepts using commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 239 User Documentation And Training (3)

Prerequisites: Speech Communication 101, Office Careers 231, and Computer Information Systems 118 or comparable word processing course or demonstrated competence approved by the instructor. This course covers the practical application of adult learning theory, product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials, effective training experiences, concepts of desktop publishing, and presentation graphics. (3 Lec.)

(CIS) 254 Data Base Systems (4)

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course is an introduction to applications program development in a data base environment with emphasis on loading, modifying, and querying a data base. Topics include discussion and application of data structures, indexed and direct file organizations, data analysis, design, implementation, and data management. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 256 Computer Center Management (3)

Prerequisites: Computer Information Systems 103 and 116 or demonstrated competence approved by the instructor. The management of a computer center is examined. Topics include introduction to management theory, personnel management, production, scheduling, and processing within a computer center. Methods for computer selection and evaluation are also presented. (3 Lec.)

(CIS) 258 On-Line Applications (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 on-line applications. Topics include on-line applications design, 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 Information Systems (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. May be repeated when topics vary. (1 Lec.)

(CIS) 262 Contemporary Topics In Computer Information Systems (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. May be repeated when topics vary. (3 Lec.)

(CIS) 263 Special Topics In Computer Information Systems (3)

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 information systems are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 265 Special Topics In Computer Information Systems (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 information systems are studied. May be repeated as topics vary. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 272 Advanced BASIC Techniques (3)

Prerequisite: Computer Information Systems 172 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the BASIC language and its application to typical business problems. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 280 Applied Studies (3)

Prerequisites: Computer Information Systems 223 and twelve additional credit hours from this option or demonstrated competence approved by instructor. This course applies PC analyst skills to real world situations. Topics include planning and implementing solutions to business-related problems, incorporating student knowledge of hardware, software, applications packages, training, documentation, communication skills, and problem solving skills. (3 Lec.)

(CIS) 701 Cooperative Work Experience (1)

Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 5 Lab.)

(CIS) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 15 Lab.)

(CIS) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 20 Lab.)

(CIS) 713 Cooperative Work Experience (3)

Prerequisite: Completion of one course in Computer Information Systems 701, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 15 Lab.)

(CIS) 714 Cooperative Work Experience (4)

Prerequisite: Completion of one course in Computer Information Systems 701, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (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 a 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)

Prerequisite: 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 which requires 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)

Prerequisite: 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 103 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)

Prerequisite: 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 a 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)

Prerequisite: 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)

Prerequisite: 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.)

CONSTRUCTION MANAGEMENT AND TECHNOLOGY

(CMT) 121 Construction Materials, Methods And Equipment I (3)

This course introduces construction materials, methods, and equipment. The origin, nature, and normal uses of materials are investigated. The integration of materials into finished projects is also covered. Laboratory fee. (2 Lec., 3 Lab.)

(CMT) 122 Construction Materials, Methods And Equipment II (3)

This course continues the study of construction materials, methods, and equipment. Laboratory fee. (2 Lec., 3 Lab.)

(CMT) 123 Construction Graphics (4)

Construction technology and construction graphic communications are introduced. The student learns to read blueprints and understand the expressed and implied meanings of symbols, conventions, and drawing. Free-hand sketching and basic drafting required of construction supervisors are also included. (2 Lec., 6 Lab.)

(CMT) 124 Electrical And Mechanical Equipment For Buildings (4)

The nature and use of materials and equipment in various systems are explained. Included are plumbing, heating, ventilation, air conditioning, electrical, and conveying systems. (3 Lec., 3 Lab.)

(CMT) 132 The Construction Industry (3)

This course surveys the growth, magnitude, and economic importance of the construction industry. Emphasis is on understanding the interrelationship between the many trades, professions, and agencies in construction. (3 Lec.)

(CMT) 136 Surveying And Measurements (4)

Prerequisites: Mathematics 102 or 196 and Engineering 105 or Construction Management Technology 123. This course focuses on plane surveying. Topics include surveying instruments, basic measuring procedures, vertical and horizontal control, error analysis, and computations. Traverse, triangulation, route alignments, centerlines, profiles, mapping, route surveying and land surveying are included. Field work provides application of theory for students with little or no survey training. Laboratory fee. (3 Lec., 5 Lab.)

(CMT) 138 Construction Management I (4)

This course covers the responsibilities of a supervisor. Topics include organization, human relations, grievances, training, rating, promotion, quality and quality control, management-employee relations, scheduling of work, and job and safety instructions. Roles played by labor and management in the development of American industry are studied. Forces affecting labor supply, employment, and industrial relations in a democracy are analyzed. Emphasis is on safety and its value to economic operations and employee morale. (3 Lec., 3 Lab.)

(CMT) 220 Advanced Surveying And Measurement (4)

Prerequisites: Mathematics 196 and Construction Management Technology 136 or the equivalent. This course reviews the basic principles of surveying and measurements. It covers advanced principles and theories of physical measurements of spatial quantities, theory of errors and error adjustment techniques, the use of modern instruments and measurement systems, vertical and horizontal control measurements and an introduction to land surveying law, application of polynomial curves and polar equations to the vertical and horizontal alignment of route systems. Field problems put the theory into practice. Laboratory fee. (3 Lec., 5 Lab.)

(CMT) 230 Quality Control And Cost Control (4)

Prerequisites: Construction Management Technology 121, 122, and 234, or demonstrated competence approved by the instructor. The different procedures for scheduling construction projects are discussed then applied in lab exercises. Scheduling procedures to be explored include bar charts, precedence and arrow diagrams and the critical path method of scheduling. Methods and techniques for evaluating construction budget estimates and for locating and correcting budget overruns are discussed and then implemented in various lab exercises as a means of cost and quality control. (3 Lec., 3 Lab.)

(CMT) 231 Construction Contracts And Specifications (3)

Prerequisites: Construction Management and Technology 121, 122 and 123 or demonstrated competence approved by the instructor. Written construction communications are the focus of this course. Included is the study of construction contracts and specifications. Their preparation, implementation, modification, administration, and legal pitfalls are covered. Laboratory fee. (2 Lec., 3 Lab.)

(CMT) 234 Estimating (4)

Prerequisites: Credit or concurrent enrollment in Construction Management and Technology 123 and 231 or demonstrated competence approved by the instructor. Construction estimation is presented. Topics include quality surveying and the interpretation and use of bid documents. Students learn to compute and assemble labor and materials costs, unit and lump sum costs, and preliminary and final estimates. Laboratory fee. (2 Lec., 6 Lab.)

(CMT) 236 Building Codes And Safety (4)

This course presents construction methods in relation to zoning and building codes and occupational safety standards and regulations. The interrelationships among federal, state and municipal authorities and construction operations are examined in detail. Emphasis is placed on the development and implementation of effective loss and accident prevention planning. (3 Lec., 3 Lab.)

(CMT) 237 Soils, Foundations And Reinforced Concrete (4)

Prerequisites: Construction Management and Technology 121 and 122; Engineering 289 desirable. Soil characteristics for a good foundation are studied. Topics include soil sampling and testing. Concrete design, placement, and testing are also covered. Some study of asphaltic pavements is included. Laboratory fee. (3 Lec., 3 Lab.)

(CMT) 238 Construction Management II (4)

Prerequisite: Construction Management and Technology 138. This course examines project planning and development. Topics include feasibility studies, financing, planning, programming, design, and construction. Office engineering techniques and problem-solving are covered. (3 Lec., 3 Lab.)

CONSTRUCTION TECHNOLOGY

(CT) 110 Construction I-Systems And Materials (3)

This course is a study of the different types of building systems and materials used in the design and construction of residential and commercial buildings. Different structural building systems will be studied, and wood-related products, concrete and concrete masonry, brick, stone, and steel units are included. (3 Lec.)

(CT) 111 Construction II-Mechanical, Electrical, And Plumbing Systems (3)

Prerequisite: Construction Technology 110 or demonstrated competence approved by the instructor. This course is a study of the mechanical and electrical systems used in modern buildings of today. Topics that will be covered include the basic understanding of how electrical, heating, air conditioning, and plumbing systems work and how they are designed for residential and light commercial buildings. (3 Lec.)

(CT) 115 Blueprint Reading/Specifications (3)

The course covers the theory of projection, architectural symbols, relationship of views and measurements, plan and elevation views, sections and details. Also included are terms, specifications, and abbreviations used in reading residential and light commercial building blueprints. (3 Lec.)

(CT) 116 Commercial Blueprints/Specifications (3)

Prerequisites: Construction Technology 110 and 115 or demonstrated competence approved by the instructor. This course covers commercial building blueprints and specifications. Topics covered include masonry wall, reinforced concrete, prestressed concrete, tilt-up, steel-frame and stairs, and elevators. (3 Lec.)

(CT) 117 Construction Safety (1)

This course covers safety and job site working conditions for the construction industry. Some of the topics include safety planning, safety and health standards, regulations and codes, record keeping and accident documentation, hazardous materials, safety equipment and drug usage on construction jobs. (1 Lec., 1 Lab.)

(CT) 118 Codes and Inspections I (3)

Prerequisite: Construction Technology 110 or demonstrated competence approved by the instructor. This course considers inspection procedures and codes. Topics covered include basic code requirements, use of standards in developing codes, model codes, role of the federal government, office and field operations, and building permits. Using the Uniform and Southern Building Codes as enforcement guides, the course reviews residential and light commercial building and minimum property standards. (3 Lec.)

(CT) 120 Foundations I (3)

Prerequisites: Construction Technology 115 and 117. This course is a comprehensive course that includes Construction Technology 121, 122, and 123. Students may register in the comprehensive course or the inclusive courses. This course covers the construction of foundations for residential and light commercial buildings. Topics studied are builder's level and rod, site preparation for forms on grade, footings, piers and low wall foundations, flat work, curbing and low steps. Laboratory fee. (90 Contact Hours)

(CT) 121 Site Preparation And Layout (1)

Prerequisites: Construction Technology 115 and 117 or demonstrated competence approved by the instructor. This is the first of three courses on residential and light commercial foundations and will center on site layout, use of builder's level and rod, locating building lines and erecting batter boards. Laboratory fee. (30 Contact Hours)

(CT) 122 Slabs On Grade (1)

Prerequisites: Construction Technology 115, 117 and 121 or demonstrated competence approved by the instructor. This course will cover slabs on grade for residential and light commercial buildings. Topics covered include study of soils, construction of building slabs, curb and gutter, and edge forms. Laboratory fee. (30 Contact Hours)

(CT) 123 Low Wall Forms (1)

Prerequisites: Construction Technology 115, 117 and 121 or demonstrated competence approved by instructor. This course will cover low wall and low step forming. Topics covered include low form wall construction, basements, low stair forms and job planning with emphasis on job safety. Laboratory fee. (30 Contact Hours)

(CT) 125 Building Construction I (3)

Prerequisites: Construction Technology 115 and 117 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 126 and 127. Students may register in the comprehensive course or the inclusive courses. This course covers the basics of rough framing for residential and light commercial buildings. Topics include safety, equipment required, job planning, floor, wall, ceiling and roof framing systems. Laboratory fee. (90 Contact Hours)

(CT) 126 Framing (2)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by instructor. This course focuses on the basics of rough framing for residential and light commercial buildings. The topics covered include planning, layout and installation of rough framing members for floors, walls, partitions, and basic components of a roof system. Laboratory fee. (60 Contact Hours)

(CT) 127 Roof Systems (1)

Prerequisites: Construction Technology 115, 117 and 126 or demonstrated competence approved by instructor. This course covers the construction of basic gable and equal span intersecting roofs. Topics include study of roof framing principles, planning, layout, installation of roof framing members, selection of materials and use of local building codes with emphasis on job safety. Laboratory fee. (30 Contact Hours)

(CT) 130 Finish Systems I (3)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 131, 132 and 133. Students may register in the comprehensive course or the inclusive courses. This course focuses on the completion of the interior finish work performed on residential and small commercial buildings. Main topics covered include insulation and ventilation, drywall and wall finish, flooring, paneling, doors and hardware, and molding and trim work. Laboratory fee. (90 Contact Hours)

(CT) 131 Wall And Ceiling Finish (1)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course will focus on insulation and ventilation, wall and ceiling finish, and paneling. Laboratory fee. (30 Contact Hours)

(CT) 132 Doors And Hardware (1)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course will focus on doors and hardware. Topics include job planning, use of blueprints and specifications in determining types, styles and quantity required, and door and hardware installation. Laboratory fee. (30 Contact Hours)

(CT) 133 Trim And Millwork (1)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course covers millwork, molding and specialty trim work and floor covering. Other topics include job planning, blueprints and specifications for use in determining material requirements. Laboratory fee. (30 Contact Hours)

(CT) 134 Cabinetry And Millwork (3)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course covers cabinet design, construction, and detailed millwork. Topics include cabinet design and installation, built-in cabinetry and paneling, cost and drawings. Laboratory fee. (90 Contact Hours)

(CT) 135 Engineering Principles And Practices (3)

Prerequisites: Construction Technology 110 and Math 195 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 136 and 137. Students may register in the comprehensive course or the inclusive courses. This course is an overall study in the correct use of structural materials. Special emphasis is placed on the use of specification tables, technical manuals, and load tables for building systems and materials. Topics covered are structural mechanics, steel, wood, reinforced concrete, and roof trusses. Residential and both light and heavy commercial building structures will be studied. Laboratory fee. (2 Lec., 2 Lab.)

(CT) 136 Engineering Principles (1)

Prerequisites: Construction Technology 110 and Math 195 or demonstrated competence approved by the instructor. This course covers the basic principles of building engineering design. Topics include forces and stress, moments and reactions, shear and bending moments, and theory of bending and properties of sections. (1 Lec.)

(CT) 137 Engineering Practices (2)

Prerequisites: Construction Technology 110 and 136 and Math 195 or demonstrated competence approved by instructor. This course covers the basic engineering most commonly used in planning residential and light commercial buildings. Topics include soils, concrete, steel, wood, and trusses. Emphasis will be placed on using charts and tables to determine loads and sizing of various materials. Laboratory fee. (1 Lec., 2 Lab.)

(CT) 138 Job Site Foreman-Supervision (3)

This course introduces job site techniques which are important to good supervision. Topics covered include supervisor's role, leadership, motivation, communications, training for production, planning, and organizing. This course was developed as a comprehensive training program for job site foremen. Laboratory fee. (2 Lec., 1 Lab.)

(CT) 140 Estimating I (3)

Prerequisites: Construction Technology 110 and 115 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 141 and 142. This course is designed to train the construction worker in the preparation of cost estimates for residential and light commercial structures. Topics include mathematics, construction techniques, estimating cycle, data sources and use, checklists, and detailed and unit quantity estimating methods. The emphasis in this course will be on establishing material requirements using residential and light commercial blueprints. Laboratory fee. (3 Lec., 1 Lab.)

(CT) 141 Basic Estimating (2)

Prerequisites: Construction Technology 110 and 115 or demonstrated competence approved by the instructor. This course focuses on the basics of cost estimating. Topics include essential mathematics, estimating cycle, data sources, checklists, blueprints and specifications, estimating formats and bids, contracts, bonds, insurance, overhead and contingencies, labor and equipment checklists. (2 Lec.)

(CT) 142 Residential Estimating (1)

Prerequisites: Construction Technology 110, 115 and 141 and Math 195 or demonstrated competence approved by the instructor. This course develops a bid package for a residential and/or light commercial building using skills developed in Construction Technology 141. Topics include construction techniques, residential estimating cycle, residential data sources and use, checklists, and detailed and unit quantity estimating methods. The emphasis in this course will be on developing a bid package for a residential and/or light commercial building. Laboratory fee. (1 Lec., 1 Lab.)

(CT) 143 Building Design (3)

Prerequisites: Construction Technology 110 and 115 or demonstrated competence approved by the instructor. This course introduces basic design principles as applied to building construction, architectural style, land, and site planning. Topics covered include plan analysis, modular design, restrictions and legal aspects of the lot, site layout, architectural styles and basic components, technological advances in new material and methods, and choosing the most appropriate basic structure. (3 Lec.)

(CT) 145 Field Surveying (3)

Prerequisites: Construction Technology 110 and 115 and Math 195 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 146 and 147. Students may register in the comprehensive course or the inclusive courses. This course covers proper methods of measuring distances, the builder's level and rod, and building layout using the transit. Topics covered include taping, builder's level and rod, cut and fill, differential leveling, use of various types of transits and methods of building layout, turning angles, and establishing control points using construction blueprints. Laboratory fee. (2 Lec., 3 Lab.)

(CT) 146 Leveling And The Builder's Level (1)

Prerequisites: Construction Technology 115 and 117 or demonstrated competence approved by the instructor. This course focuses on measuring distances and the practical uses of the builder's level used in the construction of a building. Topics covered include measuring horizontal and vertical distances, errors and accuracy in measuring, leveling equipment and field set up, differential leveling, cut and fill, contours and slopes, drainage and grading, establishing grades for formwork, and piers and inserts. Use of drawings and leveling equipment will be covered. Laboratory fee. (1 Lec., 1 Lab.)

(CT) 147 Field Layout And The Transit (2)

Prerequisites: Construction Technology 110, 115 and 146 and Math 195 or demonstrated competence approved by the instructor. This course covers the use of the transit in building layout. Topics covered include a study of various types of transits and their care and use, measuring and turning angles, using land surveys, field notes, setting line and grade, establishing control points, setting curves, and establishing building points. Laboratory fee. (1 Lec., 2 Lab.)

(CT) 212 Commercial Systems, Materials, And Equipment (3)

Prerequisites: Construction Technology 110, 115 and 116 or demonstrated competence as approved by the instructor. This course focuses on systems and materials used in commercial buildings. Topics covered are heavy masonry, prestressed and precast concrete, structural steel, glass curtain walls, elevators, and interior and exterior finish materials. (3 Lec.)

(CT) 213 Codes And Inspections II (3)

Prerequisites: Construction Technology 110, 115, 116, 118 and 212 or demonstrated competence approved by the instructor. This course continues the study of building codes and inspections centering on commercial building. Topics include local building codes, enforcement, testing labs, job site testing and inspections by private testing companies. (3 Lec.)

(CT) 215 Reinforced Concrete And Steel-Frame Structures (3)

Prerequisites: Construction Technology 116, 136 and 212 and Math 195 or demonstrated competence approved by the instructor. This course applies Construction Technology 136 skills in an in-depth study of reinforced concrete and steel frame construction. Topics include soils, reinforcing steel, properties of concrete and steel, limitations, design methods, codes, flexure and shear in concrete and steel beams, anchorage and connectors, and columns and piers, with the emphasis placed on commercial structures. Laboratory fee. (2 Lec., 2 Lab.)

(CT) 216 Building And Contracting (3)

Prerequisites: Construction Technology 110 and 115 and Business 105. This course covers the basic process of organizing and operating a building or contracting business. Topics covered include establishing goals, organization, directing, staffing, coordinating and controlling, and budgeting required to operate and make a profit in a construction business. (3 Lec.)

(CT) 217 Estimating II (4)

Prerequisites: Construction Technology 110, 115 and 140 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 218 and 219. This course covers computerized estimating principles and applications for the construction industry and focuses on a commercial estimate. Topics covered include DOS commands, spreadsheets, job tracking, commercial software packages, commercial estimating techniques and organization, cost analysis and cost control, overhead cost control, cost comparisons, and development of a bid package. Laboratory fee. (3 Lec., 3 Lab.)

(CT) 218 Computerized Estimating (3)

Prerequisites: Construction Technology 110, 140 and Math 195 or demonstrated competence approved by the instructor. This course covers computerized estimating principles and applications for the construction industry. Topics covered include DOS commands, applications to estimating and bid analysis, spreadsheets, job tracking, commercial software packages. A cost estimate will be developed during course to demonstrate varied concepts. Laboratory fee. (2 Lec., 2 Lab.)

(CT) 219 Commercial Estimating (1)

Prerequisites: Construction Technology 110, 115 and 140 or demonstrated competence approved by the instructor. This course will cover the estimating process and focus on commercial bidding. Topics included are estimating techniques, organization, completion of bid forms, cost analysis, cost control, overhead cost control, cost comparisons, and bidding using commercial blueprints. Laboratory fee. (1 Lec., 1 Lab.)

(CT) 220 Foundations II (3)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 221, 222 and 223. Students may register in the comprehensive course or the inclusive courses. This course covers commercial foundation layout and forming systems. Topics covered include scaffolding and shoring, low and high wall forms, vertical piers and columns, horizontal beam forms, suspended slabs, stair forms, tilt-up, pre-cast construction and flying forms. Laboratory fee. (90 Contact Hours)

(CT) 221 Walls And Columns (1)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course covers construction of formwork for high walls, vertical pier and column forms and scaffolding. Laboratory fee. (30 Contact Hours)

(CT) 222 Suspended Slabs And Beams (1)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course covers construction of horizontal beam and suspended slab forming systems. Also included are topics on job planning, material selection and storage, and scaffolding with an emphasis on safety. Laboratory fee. (30 Contact Hours)

(CT) 223 Specialty Forms And Stairs (1)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course will cover tilt-up and pre-cast building, flying forms and stair forms. Other topics covered are planning, materials selection and storage, and scaffolding with an emphasis on safety. Laboratory fee. (30 Contact Hours)

(CT) 225 Building Construction II (3)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 226, 227 and 228. Students may register in the comprehensive course or the inclusive courses. This course will continue wood framing with advanced concepts in the construction of various types of roofs and exterior wall and roof finish systems. Topics include selection and installation of exterior doors and windows and trim. Exterior finish systems such as wall coverings, roofing, and cornice will be applied to the various styles of buildings and roof styles. Laboratory fee. (90 Contact Hours)

(CT) 226 Advanced Roof Systems (1)

Prerequisites: Construction Technology 115, 117 and 127 or demonstrated competence approved by the instructor. This course will continue the study of roof systems already begun in Construction Technology 127. Topics covered include unequal span intersecting roofs, hip roofs, dormers, skylights and structural timber framing. Emphasis will be placed on job planning and safety. Laboratory fee. (30 Contact Hours)

(CT) 227 Exterior Finish I (1)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course introduces completion of the exterior trim work. Topics covered include roof trim and cornice work, exterior doors and windows. Laboratory fee. (30 Contact Hours)

(CT) 228 Exterior Finish II (1)

Prerequisites: Construction Technology 110, 117 and 227 or demonstrated competence approved by the instructor. This course focuses on completion of the exterior wall and roof finish work. Topics covered include roof covering and methods, masonry, stucco and wood wall finish systems, and job planning. Laboratory fee. (30 Contact Hours)

(CT) 230 Finish Systems II (3)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 231, 232 and 233. Students may register in the comprehensive course or the inclusive courses. This course covers interior finish of commercial buildings. Included are store fronts, metal stud framing, wall finish systems, movable partitions, dropped and suspended ceiling systems, specialty fixtures and hardware, and stair construction. Laboratory fee. (90 Contact Hours)

(CT) 231 Metal Studs And Suspended Ceilings (1)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course covers metal stud framing and wall finish treatments for commercial buildings. Topics included are metal stud framing, factory built partitions, and suspended ceiling systems. Laboratory fee. (30 Contact Hours)

(CT) 232 Commercial Doors And Hardware (1)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by the instructor. This course covers commercial doors, hardware and specialty fixtures. Topics include commercial doors and metal jambs, finish hardware, store fixtures, factory-built cabinets and laminates. Laboratory fee. (30 Contact Hours)

(CT) 233 Stair Building (1)

Prerequisites: Construction Technology 110, 115 and 117 or demonstrated competence approved by instructor. This course covers the construction and installation of interior stairs. Topics covered include stair types and parts, wood and metal stairs, layout and installation of job and factory-built stairs, building codes, and blueprints. Laboratory fee. (30 Contact Hours)

(CT) 235 Field Supervision I (3)

This course covers human relations and how to develop motivation on the job site. Topics include written and oral communications, leadership and motivation, problem solving and decision making. Laboratory fee. (90 Contact Hours)

(CT) 240 Field Supervision II (3)

This course covers areas from contract documents, planning and scheduling, along with cost awareness and production control. Topics covered include document information and construction decisions, peripheral documents, large project CPM, production control, work and cost analysis. Laboratory fee. (90 Contact Hours)

(CT) 245 Field Supervision III (3)

This course covers safety and loss control, project management, construction law, and productivity improvement. Topics covered include project layout start-up, OSHA, reading a construction contract, contract and construction law, and documentation of project activities. Laboratory fee. (90 Contact Hours)

(CT) 250 Contemporary Topics In Construction (1)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

(CT) 251 Contemporary Topics In Construction (2)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. Laboratory fee. (1 Lec., 1 Lab.)

(CT) 252 Contemporary Topics In Construction (3)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

(CT) 253 Special Topics In Construction Technology (3)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Current developments in the field of construction are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

(CT) 254 Special Topics In Construction Technology (4)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Current developments in the field of construction are studied. May be repeated when topics vary. Laboratory fee. (3 Lec., 3 Lab.)

(CT) 255 Special Projects In Construction Technology (1)

Prerequisite: Will vary based on projects covered and will be annotated in each semester's schedule. Current developments in the field of construction will be developed. May be repeated when topics vary. Laboratory fee. (30 Contact Hours)

(CT) 256 Special Projects In Construction Technology (3)

Prerequisite: Will vary based on project covered and will be annotated in each semester's schedule. Current developments in the field of construction will be developed. May be repeated when topics vary. Laboratory fee. (90 Contact Hours)

(CT) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Construction Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 15 Lab.)

(CT) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Construction Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 20 Lab.)

(CT) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Construction Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 15 Lab.)

(CT) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Construction Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 20 Lab.)

CRIMINAL JUSTICE

(CJ) 130 Fundamentals Of Criminal Law (3)

A study of the nature of criminal law is presented. The philosophical and historical development of criminal law is covered. Major definitions and concepts are given. The classification of crime is covered. The elements of crimes and penalties are discussed using Texas statutes as illustrations. Criminal responsibility is defined. (3 Lec.)

(CJ) 132 The Courts And Criminal Justice (3)

The judiciary in the criminal justice system is explained. The structure of the American Court System is defined. Prosecutorial right to counsel is explained. Other areas covered are pretrial release, grand juries, adjudication process, and types of rules of evidence and sentencing. (3 Lec.)

(CJ) 139 Crime In America (3)

American crime problems are studied in the historical perspective. Social and public policy factors affecting crime are discussed. The impact of crime and crime trends are shown along with the social characteristics of specific crimes. The prevention of crime is emphasized. (3 Lec.)

(CJ) 140 Introduction To Criminal Justice (3)

This course is a study of history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections. (3 Lec.)

(CJ) 143 Practical Spanish For Public Service Personnel (3)

This course is primarily for police officers. It focuses on communication skills with the Spanish-speaking community. Skills in understanding, speaking, and listening to the Spanish of the local area are included. Emphasis is on a highly specialized vocabulary taught in English and Spanish. Extensive conversational drills in Spanish are included. (3 Lec.)

(CJ) 144 Practical Spanish For Public Service Personnel (3)

Prerequisite: Criminal Justice 143. This course is a continuation of Criminal Justice 143. Emphasis continues on the skills of understanding, speaking, and listening. Specialized vocabulary and conversational drills in English and Spanish are also continued. (3 Lec.)

(CJ) 147 Texas Peace Officers Law (2)

Prerequisite: Thirty semester hours of approved academic courses to include fifteen hours of the transfer curriculum in Law Enforcement. This course is a study of laws that are directly related to police field work. Topics include traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code and civil liability. This course qualifies for four TCLEOSE training points. (5 Lab.)

(CJ) 149 Texas Peace Officer Procedures (2)

Prerequisite: Criminal Justice 147 or concurrent enrollment. This course is a study of the techniques and procedures used by police officers on patrol. Topics include controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control and jail operations. This course qualifies for four TCLEOSE training points. (5 Lab.)

(CJ) 231 Texas Peace Officer Skills (2)

Prerequisites: Criminal Justice 147 and 149 or concurrent enrollment. This course includes the demonstration and practice of the skills expected of a police officer. Topics include patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care. This course qualifies for five TCLEOSE training points. (6 Lab.)

(CJ) 240 Criminal Investigation (3)

Prerequisite: Criminal Justice 140. This course covers investigative theory. Topics include the collection and preservation of evidence, sources of information, and interview and interrogation. The uses of forensic sciences and case and trial preparation are also included. (3 Lec.)

(CJ) 242 Juvenile Procedures (3)

Prerequisite: Criminal Justice 140. This course covers recent research and new materials in juvenile procedures. Emphasis is on the major responsibilities of police work with children and youth. (3 Lec.)

(CJ) 244 Traffic Planning And Administration (3)

Prerequisite: Criminal Justice 140. The magnitude and complexities of traffic problems are presented. Topics include techniques used by various agencies to eliminate or control these problems. Emphasis is on evaluation of problems and solutions. (3 Lec.)

(CJ) 247 Legal Aspects of Law Enforcement (3)

This course covers police authority, responsibilities, and constitutional constraints. Topics include laws of arrest, search and seizure, and police liability. (3 Lec.)

(CJ) 248 Police Systems and Practices (3)

The police profession is studied. The organization of law enforcement systems is explained. Other topics include the police role, police discretion, ethics, and police/community interaction. Current and future issues are emphasized. (3 Lec.)

(CJ) 250 Correctional Systems And Practices (3)

The relationship of corrections in the Criminal Justice system, the organization of correctional systems, and the correctional role are covered. Attention is given to institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (3 Lec.)

(CJ) 251 Community Resources In Corrections (3)

This course is an introductory study of the role of the community in corrections. Community programs for adults and juveniles and the administration of community programs are covered. Legal issues and future trends are presented. (3 Lec.)

DANCE

(DAN) 116 Rehearsal and Performance (1)

This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage—stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)

(DAN) 155 Jazz I (1)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee. (3 Lab.)

(DAN) 156 Jazz II (1)

Prerequisite: Dance 155 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (3 Lab.)

(DAN) 160 Introduction to Dance History (3)

A history of dance forms is presented. Primitive, classical, and contemporary forms are included. (3 Lec.)

(DAN) 161 Beginning Ballet I (2)

This course explores basic ballet techniques. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Theory, terminology, ballet history, and current attitudes and events in ballet are also studied. Barre exercises and centre floor combinations are given. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 163 Beginning Ballet II (2)

Prerequisite: Dance 161. This course is a continuation of Dance 161. Emphasis is on expansion of combinations at the barre. Connecting steps learned at centre are added. Jumps and pirouettes are introduced. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 165 Beginning Contemporary Dance I (2)

This course explores basic contemporary techniques. Emphasis is on technique development, and familiarity with contemporary meters and rhythms. An awareness of major influences on concert dance is developed. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 166 Beginning Contemporary Dance II (2)

Prerequisite: Dance 165. This course continues and further develops an exploration of Dance 165. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 200 Rehearsal and Performance (1)

Prerequisite: Dance 116 or demonstrated competence approved by the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 116 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit. (4 Lab.)

(DAN) 252 Coaching and Repertoire (1)

Prerequisite: Demonstrated competence approved by the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(DAN) 253 Improvisation (1)

Prerequisite: Dance 156 or 163. This course consists of creative problem-solving utilizing basic elements of design. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(DAN) 255 Jazz III (1)

Prerequisite: Dance 156. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. Laboratory fee. (3 Lab.)

(DAN) 256 Jazz IV (1)

Prerequisite: Dance 255. This course is a further exploration of Dance 255. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(DAN) 258 Intermediate Ballet I (2)

Prerequisite: Dance 163. The development of ballet techniques is continued. More complicated exercises at the barre and centre floor are included. Emphasis is on long series of movements, adagio and jumps. Precision of movement is stressed. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 260 Intermediate Ballet II (2)

Prerequisite: Dance 258. This course begins pointe work for women. Specialized beats and tour are begun for men. Individual proficiency and technical virtuosity are developed. This course may be repeated for credit. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 265 Intermediate Contemporary Dance I (2)

Prerequisite: Dance 166. This course consists of the development of complex falls, combinations, phrasing, and dramatic emphasis. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 266 Intermediate Contemporary Dance II (2)

Prerequisite: Dance 265. This course is a further exploration of Dance 265. This course may be repeated for credit. Laboratory fee. (1 Lec., 3 Lab.)

DENTAL ASSISTING

(DA) 138 General And Dental Anatomy And Physiology (3)

Prerequisites: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. This course is designed to give an overview of the human body and its related structures. Study will focus on the head, mouth, and neck. Laboratory fee. (2 Lec., 2 Lab.)

(DA) 142 Dental Assisting I (3)

The function of the dental assistant in chairside assisting is studied. Topics include terminology, safety rules and regulations, care and preparation of equipment and operatories, and seating the patient. The identification and use of dental instruments are covered, including use of high-velocity suction apparatus. Four-handed sit-down dentistry is also covered, including different methods of passing instruments. The application and removal of rubber dam, application of topical anesthetics, preparation of local anesthetics, and different methods of charting the oral cavity findings are also covered. Laboratory fee. (2 Lec., 4 Lab.)

(DA) 147 Dental Microbiology, Sterilization And Pathology (3)

Prerequisites: Admission to the Dental Assisting Program and concurrent enrollment in all first semester courses or demonstrated competence approved by the program coordinator. This course focuses on microbiology, relating to methods of sterilization and disinfectants used in caring for dental instruments, equipment, and operatories. Oral pathology is studied, including signs and symptoms of diseases of the hard and soft dental tissues and of the oral cavity. Terminology relating to this course is covered. Laboratory fee. (2 Lec., 2 Lab.)

(DA) 148 Dental Materials (3)

Prerequisites: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will study the history, terminology, structure, and properties of dental materials. A wide variety of dental materials currently used in a dental operatory are discussed. Laboratory fee. (3 Lec., 2 Lab.)

(DA) 149 Dental Roentgenology I (4)

Prerequisites: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will study the history, terminology, and theory of roentgenology. Application and care of equipment, safety measures, and mounting of various x-rays will be discussed. The students will develop skills in how to expose an x-ray using the open cone bisecting angle technique. Laboratory fee. (3 Lec., 3 Lab.)

(DA) 150 Dental Roentgenology II (3)

Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will continue to study dental x-ray procedures, with an introduction to long cone, parallel techniques, occlusal films, extraoral films, and panoramic procedures. Laboratory fee. (2 Lec., 3 Lab.)

(DA) 152 Dental Assisting II (3)

Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will study all eight dental specialties, along with the required instrumentation for each specialty. Vital signs and related patient care skills will be demonstrated and practiced. Laboratory fee. (3 Lec., 2 Lab.)

(DA) 158 Preventive Dentistry (3)

Prerequisite: Minimum grade of "C" in first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. This course focuses on a variety of topics related to preventive dentistry, including oral hygiene, diet and nutrition, and use of a phase microscope to prepare dental plaque smears. Pharmacology and drug and prescription laws applying to the dental office are also presented. (3 Lec.)

(DA) 161 Dental Internship I (3)

Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (10 Lab.)

(DA) 162 Dental Internship II (2)

Prerequisite: Minimum grade of "C" or above in all previous Dental Assisting courses or demonstrated competence approved by the program coordinator. This course is a continuation of Dental Internship I. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (16 Lab.)

(DA) 163 Dental Internship III (4)

Prerequisite: Minimum grade of "C" in all previous Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (28 Lab.)

(DA) 171 Dental Seminar I (2)

Prerequisite: Minimum grade of "C" or above in all first semester Dental Assisting courses, concurrent enrollment in Dental Assisting 142 or demonstrated competence approved by the program coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 172 Dental Seminar II (1)

Prerequisite: Minimum grade of "C" or above in all previous Dental Assisting courses, concurrent enrollment in Dental Assisting 162 or demonstrated competence approved by the program coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 173 Dental Seminar III (1)

Prerequisite: Minimum grade of "C" in all previous Dental Assisting courses or demonstrated competence approved by the program coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 175 Office Administration (4)

Prerequisite: Admission to the Dental Assisting Program or demonstrated competence approved by the program coordinator. This course provides a detailed study of office management procedures commonly associated with a modern day dental practice. Topics include dental team responsibilities, telephone procedures, appointment control, and financial management procedures. (10 Lec.)

DESIGN**(DES) 110 Basic Color Theory And Application (3)**

The principles of color theory are studied using a selected color system. The effect of light on color and the psychological impact of color are explored. Color pigment is mixed in opaque media. The content of the course is applied to the student's discipline. Laboratory fee. (2 Lec., 4 Lab.)

(DES) 128 Introduction To Mass Production Apparel (2)

Mass production in the fashion industry is analyzed. (2 Lec.)

(DES) 129 Industrial Garment Construction (1)

The equipment, techniques and skills used in making mass produced apparel are studied. Laboratory fee. (3 Lab.)

(DES) 135 Textiles (3)

This course focuses on fibers, yarns, fabrics, and finishing processes. Included are the identification and analysis of all types of construction methods and their application in industry. The history of traditional textiles is described. Comparisons are made with contemporary developments. A guided design systems approach is used. (2 Lec., 2 Lab.)

(DES) 136 Fashion Sketching (3)

The structure of the fashion figure is explored. Simple methods for making quick sketches which communicate style information are emphasized. (2 Lec., 4 Lab.)

(DES) 140 Draping (1)

Prerequisite: Pattern Design 153. Dress designs are creatively interpreted on individual dress forms. Sketches or abstract designs are translated to muslin. Laboratory fee. (2 Lab.)

(DES) 141 Grading (1)

Prerequisite: Pattern Design 153. The standard production pattern is emphasized. Both large and small sizing is included. Laboratory fee. (2 Lab.)

(DES) 229 Advanced Clothing Construction (3)

Prerequisite: Design 129. Advanced techniques of garment construction are studied. Total garments are completed. Laboratory fee. (2 Lec., 3 Lab.)

(DES) 234 History Of Costume (3)

Prerequisite: Design 135. This course traces the development of garments from the earliest times through the 18th Century. Emphasis is on the customs which affect styles. (3 Lec.)

(DES) 235 History Of Costume (3)

Prerequisite: Design 234 or demonstrated competence approved by the instructor. This course traces the development of garments from the 18th century to the present day. Emphasis is on the customs which affect styles. (3 Lec.)

DEVELOPMENTAL COMMUNICATIONS**(DC) 095 Communication Skills (3)**

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. (3 Lec.)

(DC) 120 Communication Skills (3)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)

DEVELOPMENTAL LEARNING**(DL) 094 Learning Skills Improvement (1)**

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

DEVELOPMENTAL MATHEMATICS

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 111, 115, 116 and 117. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130 and 195.

(DM) 060 Basic Mathematics I (1)

This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)

(DM) 061 Basic Mathematics II (1)

This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percents, and basic operations with fractions. (1 Lec.)

(DM) 062 Pre Business (1)

This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, areas, and volumes. (1 Lec.)

(DM) 063 Pre Algebra (1)

This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers. (1 Lec.)

(DM) 064 Mathematics For Nursing I (1)

This course is designed to develop an understanding of the measurements and terminology in medicine and calculations involving conversions of applicable systems of measurement. It is designed primarily for students in all nursing programs. (1 Lec.)

(DM) 065 Mathematics For Nursing II (1)

Prerequisite: Developmental Mathematics 064. This course includes medical calculations used in problems dealing with solutions and dosages. It is designed primarily for students in the nursing programs. (1 Lec.)

(DM) 070 Elementary Algebra I (1)

Prerequisites: Developmental Mathematics 090, 063, or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers, and integers. (1 Lec.)

(DM) 071 Elementary Algebra II (1)

Prerequisite: Developmental Mathematics 070 or equivalent. This course includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions. (1 Lec.)

(DM) 072 Elementary Algebra III (1)

Prerequisite: Developmental Mathematics 071 or equivalent. This course includes selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables. (1 Lec.)

(DM) 073 Introduction To Geometry (1)

This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed. (1 Lec.)

(DM) 080 Intermediate Algebra I (1)

Prerequisites: Developmental Mathematics 071, 091 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers. (1 Lec.)

(DM) 081 Intermediate Algebra II (1)

Prerequisite: Developmental Mathematics 080 or equivalent. This course includes selected topics such as sets, relations, functions, inequalities, and absolute values. (1 Lec.)

(DM) 082 Intermediate Algebra III (1)

Prerequisite: Developmental Mathematics 081 or equivalent. This course includes selected topics such as graphing, exponents, and factoring. (1 Lec.)

(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 introductory 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 courses that require a considerable amount of college-level reading. 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

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.)

DIAGNOSTIC MEDICAL SONOGRAPHY

(See RADIOLOGIC SCIENCES)

DIESEL MECHANICS**(DME) 104 Caterpillar Diesel Engine (5)**

This course focuses on the complete overhaul of a Caterpillar Diesel Engine including the removal, disassembly, servicing, and assembly of each major component. Laboratory fee. (150 Contact Hours)

(DME) 105 Cummins Diesel Engine (5)

This course focuses on the complete overhaul of a Cummins Diesel Engine including the removal, disassembly, servicing, and assembly of each major component. Laboratory fee. (150 Contact Hours)

(DME) 106 Detroit Diesel Engine (5)

This course focuses on the complete overhaul of a Detroit Diesel Engine including the removal, disassembly, servicing, and assembly of each major component. Laboratory fee. (150 Contact Hours)

(DME) 123 Air Brake Systems (2)

This course focuses on air brake systems used in heavy trucks. The inspection, repair, and adjustment of these systems are covered. Laboratory fee. (60 Contact Hours)

(DME) 125 Automatic Transmissions (2)

Automatic transmissions are studied. Included are removal, inspection, repair, and assembly. Laboratory fee. (60 Contact Hours)

(DME) 126 Heavy Truck Air Conditioning (2)

This course is a study of the theory, principles, operating procedures, troubleshooting and component repair of the automotive air conditioning system found in the heavy trucking industry. Laboratory fee. (60 Contact Hours)

(DME) 127 Shop Practices (2)

This course is designed to acquaint the student with hand and power tools used in the repair of diesel engines and diesel powered equipment. The topics covered include use of hand and power tools; precision measuring tools; pullers; and cleaning equipment. Laboratory fee. (60 Contact Hours)

(DME) 128 Standard Transmissions And Heavy Duty Clutches (3)

Prerequisite: Credit or concurrent enrollment in Physics 131 or demonstrated competence approved by the instructor. Standard transmissions are examined using 5-speed and 10-speed transmissions. Emphasis is placed on theory of operation, removal, disassembly, inspection, assembly and installation. Heavy duty clutches are examined emphasizing removal, repair, and installation. Laboratory fee. (90 Contact Hours)

(DME) 129 Chassis, Differentials And Drive Line (3)

Differentials are studied using removal disassembly, repair, reassembly, and installation. Troubleshooting, failure analysis and appropriate theory of chassis alignment, drive line and universal joint function, and wheel balancing are studied. (90 Contact Hours)

(DME) 137 Fundamentals Of Oxygen/Acetylene And Arc Welding (3)

Two methods of welding are included in this course, oxyacetylene and arc. Topics include the source of heat, application of each method, supplies necessary for a high weld, safety practices, and metals and their properties. Laboratory fee. (90 Contact Hours)

(DME) 141 Caterpillar Diesel Engine Tune-Up And Fuel Systems (2)

This course focuses on diagnosing, locating, and correcting troubles in Caterpillar Diesel Engines. Included are the removal, inspection, testing, adjustment and installation of fuel system components, such as pumps, injectors, filters, lines, and governors. Laboratory fee. (60 Contact Hours)

(DME) 142 Cummins Diesel Engine Tune-Up And Fuel Systems (2)

This course focuses on diagnosing, locating, and correcting troubles in Cummins Diesel Engines. Included are the removal, inspection, testing, calibrating, adjustment, and installation of fuel system components, such as pumps, injectors, filters, lines, and governors. Laboratory fee. (60 Contact Hours)

(DME) 143 Detroit Diesel Engine Tune-Up And Fuel System (2)

This course focuses on diagnosing, locating, and correcting troubles in Detroit Diesel Engines. Included are the removal, inspection, testing, repair, adjustment, and installation of fuel system components, such as injectors, filters, lines and governors. Laboratory fee. (60 Contact Hours)

(DME) 147 Heavy Truck Electrical Systems (3)

The fundamentals of electricity and magnetism are introduced. Starting motors, alternators, regulators, switches, and wiring circuits are examined. Emphasis is on troubleshooting, maintenance and repair. Laboratory fee. (90 Contact Hours)

(DME) 148 Diesel Engine Air Induction Cooling And Lubrication/Systems (2)

The theory of diesel engine operation, including engine air induction, cooling, and lubrication systems is studied. The course emphasizes troubleshooting and servicing techniques. Laboratory fee. (60 Contact Hours)

(DME) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Diesel Mechanics program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 15 Lab.)

(DME) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Diesel Mechanics program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 20 Lab.)

(DME) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Diesel Mechanics program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 15 Lab.)

(DME) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Diesel Mechanics program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 20 Lab.)

DRAFTING & COMPUTER AIDED DESIGN**(DFT) 135 Reproduction Processes (2)**

Equipment and processes used to reproduce technical art are studied. Included are the graphic arts process camera, lithographic offset printing, diazo reproduction, blueprinting, photodrafting, microfilming, photocopying, silk screen printing, printed circuit board etching, thermography, typographics, xerography, engravings, and others. The rapidly expanding field of computer graphics is also covered. Lab work includes the preparation of flats for offset printing of brochures. Laboratory fee. (1 Lec., 3 Lab.)

(DFT) 136 Geological And Land Drafting (3)

Prerequisites: Drafting 183 or the equivalent and Mathematics 196. Equivalence is based on high school drafting courses or on student's work experience. Sample of drawings and/or high school transcript must be presented. This is a specialty course to prepare one to work in civil drafting. Various drawings are completed, such as relief maps, plan and profile drawings, roadways, pipelines, and petroleum and geophysical maps. Calculations are made from surveyor's notes to plot traverse and contour lines and to determine areas and volume. A set of drawings is prepared for residential subdivision, a shopping center, or some other type of land development. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 160 Manufacturing Fundamentals (2)

Manufacturing fundamentals and production methods are studied. Modern fabrication techniques and equipment used in industry are presented. The functions and role of drafting are described. (2 Lec.)

(DFT) 182 Technician Drafting (2)

This course focuses on the reading and interpretation of engineering drawings. Topics include multiview drawings, pictorial drawings, dimensioning, measurement with scales, schematic diagrams, and printed circuit boards. Laboratory fee. (1 Lec., 3 Lab.)

(DFT) 183 Basic Drafting (4)

This course is for students who have had little or no previous experience in drafting. Skill in orthographic, axonometric, and oblique sketching and drawing is developed. Topics include lettering, applied geometry, fasteners, sectioning, tolerancing, and auxiliaries. Experience is provided in using handbooks and other resource materials and in developing design skills. U.S.A.S.I., government, and industrial standards are used. Emphasis is on both mechanical skills and graphic theory. Laboratory fee. (2 Lec., 6 Lab.)

(DFT) 184 Advanced Mechanical Drafting (3)

Prerequisite: Drafting 183 or the equivalent. Equivalence is based on high school drafting courses or on student's work experience. Samples of drawings and/or a high school transcript must be presented. Drafting problems, design function, and specialized drafting areas are examined. Included are the detailing and assembling of machine parts, gears, cams, jigs, fixtures, metals, and metal forming processes. Drawing room standards and reproduction of drawings are studied. Detail and assembly drawings are made. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 185 Architectural Drafting (4)

This course begins with architectural lettering and drafting of construction details. Emphasis is on technique and use of appropriate material symbols and conventions. Working drawings are prepared, including plans, elevations, sections, and details. Drawings for buildings using steel, concrete, and timber structural components are covered. Reference materials are used to provide skills in locating data and in using handbooks. Laboratory fee. (2 Lec., 6 Lab.)

(DFT) 230 Structural Drafting (3)

Prerequisites: Drafting 184 and Mathematics 196. Stresses and thermal and elastic qualities of various materials are studied. Beams, columns, and other materials are included. Structural plans, details, and shop drawings of components are developed for buildings using steel, reinforced concrete, and timber structures. Emphasis is on drafting appropriate drawings for fabrication and erection of structural components. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 231 Electronic Drafting (3)

Prerequisite: Drafting 183. This course focuses on drawings used in the electronics industry. Topics include block and logic diagrams, schematic diagrams, interconnecting wiring diagrams, printed circuit boards, integrated circuits, component packaging, chassis design and current practices. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 232 Technical Illustration (3)

Prerequisite: Drafting 183. The rendering of three-dimensional drawings is covered. Orthographic views and engineers' sketches are developed into isometric, dimetric, perspective, and diagrammatic drawings of equipment and their environments. Technical sketching, hand mechanical lettering, air brush retouching of photographs, handling of commercially prepared pressure sensitive materials, and layout of schematics, charts, and graphs are practiced. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 233 Machine Design (4)

Prerequisites: Drafting 184, Physics 131, and credit or concurrent enrollment in Engineering 186 and Mathematics 196. The principles of physics, statics, strength of materials, and physical properties of materials are applied to the design of machine elements. Topics include function, environment, production, problems, and cost. Emphasis is on the practical application of design principles in graphic form. Laboratory fee. (2 Lec., 6 Lab.)

(DFT) 234 Advanced Technical Illustration (4)

Prerequisite: Drafting 232. An area of specialization is chosen and pursued in depth. Examples are pictorials for color separation printing, air brush renderings, letter forms for logos and hand lettering, complex exploded views in isometric, perspective renderings, design of commercial displays, and art for slide presentations. Laboratory fee. (2 Lec., 6 Lab.)

(DFT) 235 Building Equipment (Mechanical And Electrical) (3)

Prerequisite: Drafting 183 or Drafting 185. Plans and details for mechanical equipment are drawn. Equipment includes air conditioning, plumbing, and electrical systems. Emphasis is on the use of appropriate symbols and conventions. Mechanical and electrical features are coordinated with structural and architectural components. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 236 Pipe Drafting (3)

Prerequisites: Drafting 183 and Mathematics 195 or the equivalent. This course presents the methods of piping of fluids for refineries, petrochemical plants, and industrial facilities. ASME codes are applied to the design of pressure vessels, pipe fitting, welded and seamless piping, pumps, and heat exchangers. Drawing techniques are emphasized in orthographic and isometric projections. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 240 Printed Circuit Design (3)

Prerequisite: Drafting 231, concurrent enrollment in Drafting 231 or the equivalent. This course develops skills in the design of double-sided and multilayer printed circuit boards. Students design boards from schematics, parts lists, and manufacturing specifications. Some boards are designed for manual parts insertion and taped artworks. Others are designed for automatic parts insertion and digitized inputs for artworks. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 241 Integrated Circuit Design (3)

Prerequisites: Drafting 240, Electronics Technology 190 or the equivalent. Must be taken concurrently with Electronics Technology 250. This course develops skills in the design of integrated circuits. Electronic theory and laboratory exercises in active devices are combined with drafting lectures and laboratory drafting to enable students to design simple integrated circuits from schematic diagrams and given design rules. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 242 Advanced Integrated Circuit Design (3)

Prerequisite: Drafting 241. This course develops skills in the design of complex integrated circuits. Students work from schematic diagrams and two sets of given rules. Work is done to meet industrial standards of current technologies. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 243 Advanced Printed Circuit Design (3)

Prerequisite: Drafting 240. This course includes the design of double-sided, multilayer, surface-mounted, and flexible printed circuit boards. Students select various types of integrated circuit chips while applying pin swapping and gate combining techniques. Industry standards are followed in design development. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 245 Computer Aided Design (3)

Prerequisite: Drafting 183 or the equivalent. Capabilities and limitations of the electronic computer as an aid to the designer are studied. Drafting procedures using an interactive system with computer graphics are practiced. Forms and uses of computer aided products are viewed in perspective with the overall design process. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 246 Advanced CAD-Electronic (3)

Prerequisites: Drafting 231 and Drafting 245 or the equivalent. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to printed circuit board or integrated circuit design. Menu and library construction will be practiced while using the interactive graphic system. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 247 Applied Printed Circuit Design (3)

Prerequisite: Drafting 240. Special applications of printed circuit design techniques and principles in particular systems of design are studied. Specialization may be focused by classification of the electronic circuits, of resources for design, and of processes for manufacture of the printed circuits. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 248 Advanced CAD-Mechanical (3)

Prerequisites: Drafting 184 and Drafting 245 or the equivalent. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to three-dimensional design, specifically mechanical. Menu and library construction will be practiced while using the interactive graphic systems. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 249 Advanced CAD-Architectural (3)

Prerequisites: Drafting 185 and 245 or the equivalent. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to architectural drafting as it relates to the single-family residence. Menu and library construction will be practiced while using the interactive graphic system. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 250 Sheet Metal Design (3)

Prerequisite: Drafting 183. This course includes the preparation of drawings for sheet metal developments. Topics include bend allowance, relief, standard bends for specific applications, cost factors to consider in manufacturing, metal specifications, finishing, coating, fasteners, and weldments. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 251 Industrial Design (3)

Prerequisite: Drafting 250. This course includes the design of metal and plastic packages for electronic, optical, and mechanical components. Topics include standard boxes, panels, mounts, brackets, fasteners, grommets, and other standard parts used in the design of packages. Standard catalogs and manuals are used to design packages for specific situations. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 252 Advanced Computer Aided Design (3)

Advanced CAD software for personal computers is studied. Increasing productivity of computer drafting and design systems through task analysis and the creation of menus, macros, and programmed routines is the emphasis in this course. Extracting data from drawings containing blocks with attributes is also covered. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 255 Selected Topics In Drafting (3)

Prerequisite: Demonstrated competence approved by the instructor. Special topics in advanced drafting are covered. Topics will be those with current industry applications and may be individualized for each student. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Drafting and Computer Aided Design program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of an introduction to cooperative education, orientation to learning on the job, writing the learning plan, college resources available, and college degree plans. (1 Lec., 20 Lab.)

(DFT) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Drafting and Computer Aided Design program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the world of education, work and retirement; setting goals; writing a resume; and how to look for a job. (1 Lec., 20 Lab.)

(DFT) 803 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Drafting and Computer Aided Design program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of transitions in life, communication skills, performance appraisals, and effective use of power. (1 Lec., 15 Lab.)

(DFT) 813 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Drafting and Computer Aided Design program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of human potential, motivation, what to look for in a career, and trends in drafting occupations. (1 Lec., 15 Lab.)

EARTH SCIENCE

(ES) 117 Earth Science (4)

This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. Laboratory fee. (3 Lec., 3 Lab.)

ECOLOGY

(ECY) 291 People And Their Environment II (3)

Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (3 Lec.)

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 antitrust 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, macroeconomic applications of international trade and finance, 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 given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (This course is offered on campus and may be offered via television.) (3 Lec.)



EDUCATIONAL PERSONNEL

(EP) 129 Language Skills For Educational Personnel (3)

This course surveys methods for developing the language skills of students. Topics include creative writing, story telling, appreciation of literature, tutoring, cursive and manuscript handwriting, and listening skills. (3 Lec.)

(EP) 131 Introduction To Educational Processes I (3)

The role of educational support personnel is defined within the framework of contemporary public school organization. Legal guidelines and procedures of local, state, and federal agencies governing public education are described. Special attention is given to the development of effective interpersonal relationships with emphasis on application to the public school setting. (3 Lec.)

(EP) 133 Introduction To Educational Processes II (3)

This course focuses on developing a wholesome learning environment in the classroom. The facilitation of learning in small groups is emphasized. Factors affecting the growth and development of students in a pluralistic society are covered. The responsibilities of educational personnel are covered. (3 Lec.)

(EP) 134 Introduction To Media (3)

Basic skills for preparing graphic and projected educational materials are developed. The operation of selected audiovisual equipment is also included. (2 Lec., 2 Lab.)

(EP) 135 Arts And Crafts (3)

Creative art materials and methods used in programs for children are presented. Opportunities are provided for the use of these materials. Classroom displays, charts, poster art, and bulletin boards are included, emphasis is on creating an attractive environment in the classroom. (3 Lec.)

(EP) 136 Principles And Practices Of Multi-Cultural Communications (3)

This course examines cultural variations found in our society and reflected in our pluralistic classrooms. Students will look at their own culturally influenced behavior, study other major cultures, and develop an awareness of cultural diversity and the process of intercultural communication. Differences in lifestyles, communication styles, learning processes, educational philosophies, interpersonal relations, and sources of stress for various cultural groups will be explored in a seminar-type environment. (3 Lec.)

(EP) 140 Child Language Development (3)

This course will cover information on language development for the bilingual and monolingual student with emphasis on cross-cultural awareness and second language acquisition. The role of oral language development will be studied with regard to its application for both ESL and bilingual methods and techniques. (3 Lec.)

(EP) 143 Bilingual Education: Philosophy, Techniques And Materials (3)

This course presents the core techniques in bilingual education. Topics included are: awareness of cultural backgrounds, teaching techniques, material development, historical and philosophical concepts of bilingual/bicultural education, and Spanish technical vocabulary in the content areas. (3 Lec.)

(EP) 210 Computer Instruction For Educators (3)

This course is an introduction to microcomputer use for educators. Topics include history, terminology, classroom applications, instructional software preview, introductory programming, and productivity software. Hands-on computer activities are emphasized throughout the course. (2 Lec., 2 Lab.)

(EP) 241 Techniques For Teaching English To Non-Native Speakers (3)

This course is a practical application of second language learning theory as it relates to the non-English speaking student. The process, contents and management of second language teaching will be discussed, demonstrated and practiced. (3 Lec.)

(EP) 245 Diversified Studies (1)

This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. This course may be repeated for credit, when the topics vary, up to a maximum of three credit hours. (1 Lec.)

(EP) 246 Diversified Studies (2)

This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be repeated for credit, when the topics vary, up to a maximum of four credit hours. (2 Lec.)

(EP) 247 Diversified Studies (3)

This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be repeated for credit, when the topics vary, up to a maximum of six credit hours. (3 Lec.)

(EP) 249 The Exceptional Child (3)

This course is designed as a comprehensive survey of the field of exceptionality with emphasis on the educational, sociological, and psychological effects of handicapping condition on children. (3 Lec.)

(EP) 702 Cooperative Work Experience (2)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 10 Lab.)

(EP) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 15 Lab.)

(EP) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 20 Lab.)

(EP) 712 Cooperative Work Experience (2)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 10 Lab.)

(EP) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 15 Lab.)

(EP) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 20 Lab.)

ELECTRIC POWER TECHNOLOGY**(ELP) 244 Advanced Electric Power Systems (4)**

Prerequisite: Electro-Mechanical Technology 233. Power distribution systems are studied. Generating equipment, transmission lines, plant distribution, and protective devices are included. The laboratory provides hands-on experience in the operation and testing of the various types of generation and power distribution equipment. Laboratory fee. (3 Lec., 3 Lab.)

ELECTRICAL TECHNOLOGY**(ELE) 105 Introduction Of Electrical Technology (2)**

This course focuses on the nature of the electrical technology industry and employment opportunities. Safety, materials, and the proper use of tools and common test devices are covered. Laboratory fee. (2 Lec., 1 Lab.)

(ELE) 106 Fundamentals Of Electricity (4)

Electrical theory and basic DC and AC circuits are covered. Voltage, current, resistance, reactance, impedance, phase angle, and power factors are calculated and measured in series, parallel and combination circuits. Laboratory fee. (3 Lec., 3 Lab.)

(ELE) 107 Electrical Transformers (4)

This course focuses on the fundamentals, types and testing procedures of electrical transformers. Power generation, transmission, and distribution systems are presented utilizing both single-phase and three-phase transformers. Laboratory fee. (4 Lec., 2 Lab.)

(ELE) 108 General Electrical Codes (2)

General Electrical Codes as identified in the current National Electric Code are presented. General codes concepts and residential applications are stressed. (2 Lec.)

(ELE) 115 Low Voltage Circuits (3)

This course focuses on types of low voltage electrical circuits. The theory, installation, and testing of low voltage circuits such as bells, chimes, and alarm systems will be presented. Laboratory fee. (2 Lec., 2 Lab.)

(ELE) 116 General Electrical Wiring (3)

This course covers general wiring practices with emphasis on safety and procedures. Topics include materials selection, splicing, switches, receptacles, and lighting circuits for both residential and selected commercial applications. Laboratory fee. (2 Lec., 4 Lab.)

(ELE) 117 General Electrical Planning (4)

This course presents service, feeders, and branch circuit load calculations. Student activities include calculating appliance loads and circuit locations using blueprints, construction drawings and specifications. Laboratory fee. (4 Lec., 2 Lab.)

(ELE) 118 Commercial Codes (2)

This course is an extension of the Basic Electrical Codes to applications frequently encountered in commercial electrical wiring. Information presented is based upon the current National Electrical Code. (2 Lec.)

(ELE) 205 Commercial Wiring (3)

Topics in this course are centered on accepted procedures and practice in wiring for commercial applications. Materials, conduit, and circuit layouts are included. Laboratory fee. (2 Lec., 4 Lab.)

(ELE) 206 Commercial Planning (4)

This course stresses applications for service, feeders, and branch circuits for commercial loads. Topics covered include blueprint reading, load calculations, overload protection, and planning for selected commercial environments. Laboratory fee. (4 Lec., 2 Lab.)

(ELE) 207 Industrial Planning (2)

This course covers power applications for industrial locations. Topics include high voltage wiring, feeder bus systems, switching, and system protection. Laboratory fee. (2 Lec., 1 Lab.)

(ELE) 208 Industrial Codes (2)

This course presents those areas of the current National Electric Code dealing with transformer and welder feeder circuits, motor and branch circuit overload protection. (2 Lec.)

(ELE) 213 Electrical Motor Fundamentals (2)

Theory and fundamentals of AC, DC, and three-phase electrical motors are presented. Emphasis is placed on the characteristics, connection, and testing of these machines. Laboratory fee. (2 Lec., 1 Lab.)

(ELE) 214 Solid State Controls (3)

Solid state digital logic concepts and applications for motor controls are presented. System diagnostic procedures are covered. Laboratory fee. (2 Lec., 2 Lab.)

(ELE) 216 Motor Controls (3)

This course focuses on the connection and testing of electrical systems used to control single and multiple motor operations. Topics included are control circuit diagrams, magnetic starting, overload protecting, jogging, reversing, and sequencing. Laboratory fee. (3 Lec., 2 Lab.)

(ELE) 218 Electrical Design (3)

This course presents topics pertaining to designing and planning residential and commercial projects. Topics include construction drawings, specifications, load calculations, electrical layout and schedules, materials selection, and cost estimating. Activities are centered on major student projects. Laboratory fee. (2 Lec., 4 Lab.)

(ELE) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Electrical Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 15 Lab.)

(ELE) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Electrical Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 20 Lab.)

(ELE) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Electrical Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 15 Lab.)

(ELE) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Electrical Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 20 Lab.)

ELECTRONICS TECHNOLOGY

(ET) 135 DC-AC Theory And Circuit Analysis (6)

Prerequisite: Credit or concurrent enrollment in Mathematics 195 or the equivalent. This is an accelerated course combining DC circuits (ET 190) and AC circuits (ET 191) in one semester for students with previous electronics experience or a good mathematics background. Topics include the analysis of resistive, capacitive, inductive, and combination circuits. Magnetism, resonance, schematic symbols, and sine wave analysis are also included. Series, parallel, and series-parallel circuits are covered. Laboratory fee. (5 Lec., 3 Lab.)

(ET) 170 Printed Circuit Board Manufacturing (1)

The student will build a working printed circuit board. The course will begin with a schematic and parts list and progress through all steps necessary to produce a single sided photographically produced board. Laboratory fee. (1 Lec., 1 Lab.)

(ET) 172 Soldering (1)

This course is intended to ensure that the student understands the theory and use of tools and equipment for proper industrial soldering techniques. The prime emphasis is to build the student's skill in soldering. Laboratory fee. (1 Lec., 1 Lab.)

(ET) 174 Oscilloscope Utilization (1)

This course will cover all front panel controls on basic laboratory calibrated oscilloscopes. Emphasis will be placed on utilization of oscilloscope in troubleshooting a circuit. Laboratory fee. (1 Lec., 1 Lab.)

(ET) 190 DC Circuits And Electrical Measurements (4)

The mathematical theory of direct current circuits is presented in combination with laboratory fundamentals. Emphasis is on elementary principles of magnetism, electric concepts and units, diagrams, and resistance. Electromagnetism, series and parallel circuits, simple meter circuits, conductors, and insulators are also stressed. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 191 A.C. Circuits (4)

Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Mathematics 195 or the equivalent. This course covers the fundamental theories of alternating current. The theories are applied in various circuits. Included are laboratory experiments on power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, magnetism, and resistance. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 192 Digital Computer Principles (3)

Prerequisite: Electronics Technology 190. This course is a study of number systems and arithmetic in various bases. Included are truth tables, relay and diode logic analysis, logic symbols, and basic functions including NOT, AND, NAND, OR NOR, and EX OR. Logic manipulations include basic laws, minterm, maxterm, sum of products, and product of sums expression forms. Venn diagrams, Veitch and Karnaugh reduction techniques, and circuit synthesis are also covered using design examples. Laboratory fee. (2 Lec., 2 Lab.)

(ET) 193 Active Devices (4)

Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Electronics Technology 191. Semiconductors (active devices) are the focus of this course. Topics include composition, parameters, linear and non-linear characteristics, in-circuit action, amplifiers, rectifiers, and switching. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 194 Instrumentation (3)

Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Electronics Technology 191 and 193. Electrical devices for measurement and instrumentation are studied and applied to work situations. Included are basic AC and DC measurement meters, impedance bridges, oscilloscopes, signal generators, signal-tracers, and tube and transistor testers. The course concludes with a study of audio frequency test methods and equipment. Laboratory fee. (2 Lec., 3 Lab.)

(ET) 200 Special Applications Of Electronics (4)

This course is intended for use by any given group of students that desire specific topics to be covered. This course may substitute for any 200 level electronics course with the demonstrated competence approved by the instructor. This course is repeatable for credit as topics vary. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 210 Basic CRT Display And Television Theory and Service (4)

Prerequisite: Electronics Technology 190, 191, 193 and 194. This course is designed to introduce CRT display and television theory and to give the student hands on experience in basic servicing of all major sections of modern television receivers and CRT displays for computers. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 231 Special Circuits With Communications Applications (4)

Prerequisites: Electronics Technology 193 and 194. Active devices are applied to circuitry common to most communications equipment. Both the theory of operation and practical applications of the circuits in laboratory experiments are included. Circuits including power supplies, voltage regulators, tuned and untuned amplifiers, filters, oscillators, modulators, and detectors, with application to various types of intelligence transmission and reception are emphasized in the course. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 232 Analysis Of Electronics Logic And Switching Circuits (4)

Prerequisites: Electronics Technology 193 and 194. The course presents circuitry common to electronic control systems and automatic measuring systems. Typical circuit systems functions covered include clamping, gating, switching, and counting. Circuits include voltage discriminators, multi-vibrators, dividers, counters, and gating circuits. Boolean algebra and binary numbers are reviewed. Emphasis is on semiconductor devices. Fluidic switching devices are introduced. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 234 Electronic Circuits And Systems (3)

Prerequisites: Completion of all electronics technology courses up to and including Electronics Technology 231; and may take Electronics Technology 232 and Electronics Technology 231 concurrently with Electronics Technology 234. The design, layout construction, and calibration of an electronics project are covered. Students develop independent project and prepare term papers on functions of components, operating specifications and schematics. Laboratory fee. (6 Lab.)

(ET) 235 Fundamentals Of Electricity (4)

This course is an introduction to electricity for student in related programs. Topics include basic AC and DC theory, voltage, current, and resistance, and electrical wiring principles and schematics. Transformers, relays, timers, electrical measuring devices, and basic electrical calculations are also included. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 237 Modular Memories And Microprocessors (4)

Prerequisite: Electronics Technology 232. Read only memories (ROM's), random access memories (RAM's) and microprocessors are presented. Emphasis is on specifications, applications, and operation. Control buses data basics, addressing, coding, and programming of typical microprocessor units are included. Micro processor system is constructed, tested, coded, and programmed. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 238 Linear Integrated Circuits (4)

Prerequisites: Electronics Technology 190, 191, and 193. Differential amplifiers, operational amplifiers, and integrated circuit timers are investigated. Topics include comparators, detectors, inverting and non-inverting amplifiers, OP AMP adders, differentiating and integrating amplifiers, and instrumentation amplifiers. Digital to analog converters, analog to digital converters, special OP AMP applications, and integrated circuits timers are also included. Limitations and specifications of integrated circuits are covered. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 239 Microwave Technology (3)

Prerequisites: Electronics Technology 194 and Electronics Technology 231. Microwave concepts such as propagation, transmission lines including waveguides, standing waves, impedance matching, basic antennas and various basic microwave measurements are covered. Microwave measurement techniques such as power and frequency meter measurements and calibration, VSWR determinations, klystron characteristics, and waveguide tuning will be demonstrated. A basic radar system is discussed as time permits. (3 Lec.)

(ET) 240 Electronics Theory And Application Of Digital Computers (4)

Prerequisites: Mathematics 196 and Electronics Technology 193. The course presents the electronic switching circuits for digital computer systems. Logic symbology, gates, and related Boolean algebra are covered. Computer terminology and number systems are included. An introduction to BASIC language programming for electronic circuit analysis is also included. Laboratory experiments in addition to computer programming include basic logic gate analysis and test procedures. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 250 Principles Of Electronic Integrated Circuits (4)

Prerequisites: Electronics Technology 190 and concurrent enrollment in Drafting 241. This is a survey course of solid state devices and their associated circuitry. This course is intended to teach the student fundamentals of common electronic circuits which contain integrated circuits and to teach elements of solid state devices from the principle of the PN junction through the function of integrated circuits. Laboratory fee. (3 Lec., 2 Lab.)

(ET) 260 Sinusoidal Circuits (4)

Prerequisites: Electronics Technology 191 and 193. Power supply circuits are presented. Included are full wave rectification, filtering, and regulation. Amplifier circuits involving large and small signal analysis, coupling, classes of operation and feedback techniques are also covered. Semiconductor devices considered include the Zener diode, SCR, TRIAC, MOSFET, JFET, CMOS, and unijunction transistors. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 261 Pulse And Switching Circuits (4)

Prerequisites: Electronics Technology 191 and 193. Thevenin's theorem and superposition are applied to AC and DC sources. Waveform analysis is studied including pulse characteristics and pulsetrain measurements of harmonic content. Other topics include RC and RL circuit response to step inputs, exponential forms, diode clipper and clamp circuits, and transistor action in digital circuits involving saturation and cutoff. Gate types of RTL, DTL, TTL, ECL, and MOS technologies are also included. The bistable, monostable, and astable types of multivibrator circuits are covered. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 263 Digital Computer Theory (4)

Prerequisite: Electronics Technology 191, 192 and 193. This course focuses on basic computer circuits. Included are flip-flops, shift registers, counters (sequential and non-sequential), operational amplifiers, and A to D converters. Analysis of specific current integrated circuits is also included. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 264 Digital Systems (4)

Prerequisites: Electronics Technology 192 and 263 or concurrent enrollment in Electronics Technology 263. The three major component systems of a digital computer are studied. The arithmetic-logic section covers arithmetic in binary, hexadecimal, counting, and number representation within a machine. The memory studies center around the operation of core and semiconductor memory assemblies which include addressing and data buffering. The control section deals with state, distributive, and ROM type of control circuits. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 265 Digital Research (3)

Prerequisites: Electronics Technology 192 and concurrent enrollment in Electronics Technology 263 or 264. The design, layout, construction, and calibrating of a major electronic project are covered. The project uses digital circuits. Students develop independent projects and prepare term papers on functions of components, operating specifications, and schematics. Laboratory fee. (1 Lec., 5 Lab.)

(ET) 266 Computer Applications (4)

Prerequisite: Electronics Technology 192. Machine language and assembly language programming are the focus of this course. Emphasis is on problem solving for in-house computers. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 267 Microprocessors (4)

Prerequisites: Electronics Technology 192 and 266. This course is a study of microcomputers. Topics include architecture, software, interfacing, microprocessors, and microcomputer systems. Emphasis is on practical applications using in-house microcomputers. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 268 Microprocessor Troubleshooting And Interface (4)

Prerequisite: Electronic Technology 267. This course studies troubleshooting techniques on microprocessor, disk controls, CRT controls and interfaces. Emphasis is on hardware troubleshooting and peripheral interface. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Electronics Technology, Digital Electronics Technology, or Electronic Telecommunications Technology programs, or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences related to the electronics field. The seminar consists of group or individual meetings with the instructor, individualized plans for job-related or self improvement (i.e. job interview, job application procedures, job site interpersonal relations, employer expectations of employees) or combinations of both. (1 Lec., 20 Lab.)

(ET) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Electronics Technology, Digital Electronics Technology, or Electronic Telecommunications Technology programs, or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences related to the electronics field. The seminar consists of group or individual meetings with the instructor, individualized plans for job-related or self improvement (i.e. preparation of resumes, changing jobs, supervising subordinates, building self-esteem), or combinations of both. (1 Lec., 20 Lab.)

ELECTRONIC TELECOMMUNICATIONS

(ET) 102 Introduction To Telecommunications (3)

This course is an introduction to the fundamentals of telecommunications with an emphasis on analog and digital voice transmission techniques and technology. Telecommunications majors are required to take the laboratory course Electronics Technology 103. (3 Lec.)

(ET) 103 Introduction To Telecommunications Laboratory (1)

Prerequisites: Electronics Technology 190, 191 and concurrent enrollment in Electronics Technology 102. This course is designed to support the theories taught in electronics Technology 102 with laboratory experiments. Laboratory fee. (3 Lab.)

(ET) 290 Advanced Electronic Devices (4)

Prerequisites: Electronics Technology 102, 103 and 193. This course continues the study of solid state devices and circuit theory. Emphasis will be on application of these devices in circuitry relevant to the telecommunications systems: power supplies, regulators, amplifiers and oscillators. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 291 Linear Integrated Circuit Applications (4)

Prerequisite: Electronics Technology 290 or concurrent enrollment in Electronics Technology 290. A study of operational amplifiers and their use as basic building blocks of linear integrated circuitry. Topics will include voltage level detectors, comparators, signal generating circuits, signal processing circuits, inverting and non-inverting amplifiers, differential, instrumentation and bridge amplifiers, active filters, I.C. timers, and selected linear integrated circuits. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 292 Telephony Switching Systems (4)

Prerequisite: Electronics Technology 290 or concurrent enrollment in Electronics Technology 290. This course will familiarize the student with the following topics: telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and an introduction to digital transmission techniques. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 293 Basic Radio Circuitry (4)

Prerequisite: Electronics Technology 290 or concurrent enrollment in Electronics Technology 290. This course covers the theory and practices of modern communications systems. Topics include amplitude modulation, frequency modulation, single sideband techniques and digital radio characteristics. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 294 High Frequency Transmission Systems (4)

Prerequisites: Electronics Technology 291, 292, and 293. The theory and application of long-haul transmission techniques utilized in the telecommunication industry will be covered. Microwave transmission, fiberoptics principles, and satellite communication are major areas of emphasis. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 295 Telecommunication Signaling (4)

Prerequisite: Electronics Technology 294 or concurrent enrollment in Electronics Technology 294. This course covers circuit and system application necessary to implement signaling protocols, conversion systems, formats, and loop starts. Specific signaling topics are SF (single frequency) E & M, DX (duplex), and looping systems. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 297 System Installation And Testing (4)

Prerequisite: Electronics Technology 295 or concurrent enrollment in Electronics Technology 294 or Electronics Technology 295. This course is designed to make the student familiar with the installation of telecommunications switching equipment. The student will become familiar with the theory, operation, and maintenance of switching equipment along with troubleshooting techniques. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Electronic Telecommunications or Digital Electronics Technology programs or instructor approval. This introductory course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of an introduction to co-op, orientation to on-the-job learning, writing the learning plan and college degree plan. (1 Lec., 20 Lab.)

(ET) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Electronic Telecommunications or Digital Electronics Technology programs or instructor approval. This advanced course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of self-inventory, work values, selling yourself and hints to keep a job. (1 Lec., 20 Lab)

ENGINEERING

(EGR) 101 Engineering Analysis (2)

Prerequisite: Two years of high school algebra or Developmental Mathematics 093 or demonstrated competence approved by the instructor. A mathematical scheme of analysis appropriate in engineering design is presented. Topics include natural quantities, vectors, Newton's laws, work, energy, first law of thermodynamics, information, dimensional analysis, physical modeling, compatibility, continuity, and interpretation of analytic results. Computer programming is taught and used in processing information for analysis. (2 Lec.)

(EGR) 105 Engineering Design Graphics (3)

Graphic fundamentals are presented for engineering communications and engineering design. A rational engineering design procedure is taught and computer aided design is introduced. Graphical topics include geometric construction, geometric modeling, orthographic drawing system, auxiliaries, sections, dimensions and tolerances, graphical analysis, pictorial and working drawings. Laboratory Fee. (2 Lec., 4 Lab.)

(EGR) 106 Descriptive Geometry (3)

Prerequisite: Drafting 183 or Engineering 105. This course provides training in the visualization of three dimensional structures. Emphasis is on accurately representing these structures in drawings by analyzing the true relationship between points, lines, and planes. Included are the generation and classification of lines, surfaces, intersections, development, auxiliaries, and revolutions. Laboratory fee. (2 Lec., 4 Lab.)

(EGR) 107 Engineering Mechanics I (3)

Prerequisite: Credit or concurrent enrollment in Mathematics 124. This course is a study of the statics of particles and rigid bodies with vector mathematics in three dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual works, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented. (3 Lec.)

(EGR) 108 Computer Methods In Engineering (3)

Prerequisite: Credit or concurrent enrollment in Mathematics 124. Fundamental methods of numerical analysis with applications by computer programming are presented. Topics include computer programming, recursion formulas, successive approximations, error analysis, non-linear equations, and systems of linear equations and matrix methods. Probabilistic models, interpolation, determination of parameters, numerical integration, and solution of ordinary differential equations are also covered. (3 Lec.)

(EGR) 186 Manufacturing Processes (2)

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

(EGR) 187 Manufacturing Processes (2)

Prerequisite: Engineering 186. This course is a continuing study of the metal-working processes with emphasis on automation, programming and operation of CNC machines. Laboratory fee. (1 Lec., 2 Lab.)

(EGR) 201 Engineering Mechanics II (3)

Prerequisites: Engineering 107 and credit or concurrent enrollment in Mathematics 225. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered. (3 Lec.)

(EGR) 202 Engineering Mechanics Of Materials (3)

Prerequisites: Engineering 107 and credit or concurrent enrollment in Mathematics 225. Simple structural elements are studied. Emphasis is on forces, deformation, and material properties. The concepts of stress, strain, and elastic properties are presented. Analysis of thin walled vessels, members loaded in tension, torsion, bending and shear, combined loadings, and stability conditions are included. Behavioral phenomena such as fracture, fatigue, and creep are introduced. (3 Lec.)

(EGR) 204 Electrical Systems Analysis (3)

Prerequisite: Credit or concurrent enrollment in Mathematics 225. Electrical science is introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also covered. (3 Lec.)

(EGR) 205 Plane Surveying (3)

Prerequisites: Mathematics 102 or 196 and Engineering 105 or Drafting 183. This course focuses on plane surveying. Topics include surveying instruments, basic measuring procedures, vertical and horizontal control, error analysis, and computations. Traverse, triangulation, route alignments, centerlines, profiles, mapping, route surveying, and land surveying are also included. Laboratory fee. (2 Lec., 4 Lab.)

(EGR) 206 Electrical Engineering Laboratory (1)

Prerequisite: Credit or concurrent enrollment in Engineering 204. Various instruments are studied and used. These include the cathode ray oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators, and bridges. Basic network laws, steady state and transient responses, and diode characteristics and applications are demonstrated. Computer simulation is introduced. Laboratory fee. (3 Lab.)

(EGR) 289 Mechanics Of Structures (3)

Prerequisite: Mathematics 195. This is a basic course in engineering mechanics for technology students. Topics include force systems, equilibrium, moments, centroids, stresses and strains. Methods analysis and design of bolted and welded joints, trusses, beams, and columns are introduced. (3 Lec.)

ENGINEERING TECHNOLOGY

(EGT) 124 Industrial Organizations (2)

This course presents an overall view of the manufacturing company. Topics include process planning, costs and budgets, contracts, marketing, economics, and personnel. (2 Lec.)

(EGT) 141 Basic Hydraulics And Fluid Mechanics (4)

Principles of hydraulics and fluid mechanics are examined. Hydraulic pumps, motors, cylinders, and valves are studied. Emphasis is on the application of formulas related to the properties of fluids and the laws which govern fluid flow. Various hydraulic components are tested, and basic hydraulic circuits are set up and evaluated. (3 Lec., 3 Lab.)

(EGT) 143 Technical Programming (4)

Prerequisite: Mathematics 195 or demonstrated competence approved by the instructor. This course introduces the engineering technician to the world of technology. Skills are developed in using hand calculators and computers to solve engineering problems. Basic computer programming techniques are introduced in the microcomputer laboratory using high-level languages such as BASIC. Laboratory fee. (3 Lec., 3 Lab.)

(EGT) 144 Instrumentation And Testing (4)

Prerequisite: Credit or concurrent enrollment in Electronics Technology 191. Industrial instrumentation and testing are introduced. The characteristics of various instruments are emphasized. Included are characteristics of basic AC and DC measurement meters, digital meters, impedance bridges, oscilloscopes, and electronic counters. Analog-to-digital and digital-to-analog measuring systems are introduced. Laboratory fee. (3 Lec., 3 Lab.)

(EGT) 222 Fundamentals Of Pneumatics (3)

Pneumatic power units, pneumatic controls, and pneumatic cylinders are studied. Both construction and operation are covered. Pneumatic circuits, power operated holding devices, safety circuits, and remote controlled circuits are presented. Manual, mechanical, pilot, and solenoid operated circuits are all included. Laboratory fee. (2 Lec., 3 Lab.)

(EGT) 225 Advanced Fluid Power Systems (4)

This course examines fluid power systems. Included is the design of hydraulic and pneumatic systems. Circuit calculations are made for force, torque, power, speed, fluid pressure, flow rate, and velocity. Emphasis is on the selection of pumps, cylinders, valves, motors, compressors, filters, and other fluid power components. The set-up, operation, and testing of various fluid power circuits are covered. Laboratory fee. (3 Lec., 3 Lab.)

(EGT) 228 Amplifier And Analog Control Circuits (4)

Prerequisite: Electronics Technology 193. This course treats analog circuits including conventional amplifiers and operational amplifiers. The use of these circuits in controls, sensing, and testing is stressed. The laboratory emphasis is on application and characteristics of these circuits as applied to electro mechanical controls. Reliance on pre-assembled or commercially available circuits is emphasized, especially semiconductor and integrated circuits. Laboratory fee. (3 Lec., 3 Lab.)

(EGT) 230 Digital Machine Control (4)

Prerequisite: Electronics Technology 191. This course emphasizes electromechanical controls, solid state industrial controls, and programmable controllers. Control components, control and power circuit diagrams, manual and automatic AC and DC machine control, solid state logic elements and programmable controllers are studied. Laboratory fee. (3 Lec., 3 Lab.)

(EGT) 232 Applied Mechanics (4)

Prerequisite: Mathematics 196 or the equivalent. The theory and applications of mechanics are presented. Basic static and dynamic concepts are included. Topics include forces, vectors, equilibrium, moments, friction, moment of inertia, rectilinear and angular motion, work, energy and power. The construction, testing and analysis of linkage and drive elements in laboratory supports lecture material on related topics. (3 Lec., 3 Lab.)

(EGT) 233 Electrical Machinery (3)

Prerequisite: Electronics Technology 191 or concurrent enrollment in Electronics Technology 191. The theory and function of power electricity, including AC and DC machines. Electrical and mechanical aspects are stressed. The laboratory provides hands-on experience in operation of machinery, quantitative analysis of performance characteristics, electrical measurements on power circuits and demonstration of principles discussed in class. Safety practices are stressed. Laboratory fee. (2 Lec., 3 Lab.)

(EGT) 239 Principles Of Microcomputer Control (4)

Prerequisite: Electro-Mechanical Technology 242. The control of automated industrial systems with digital elements as subsystems is studied. Included are the functions of the various control elements and their interface with other components. The conversion of control information between analog and binary forms is examined. The use and implementation of logical decision elements are covered. Emphasis is on the operation and function of micro-computers in modern control systems. Laboratory fee. (3 Lec., 3 Lab.)

(EGT) 242 Digital Control Circuits (4)

Prerequisite: Electronics Technology 193 or the equivalent. This course covers number systems used in computer systems. Alphanumeric and interchange codes are included. Binary arithmetic, including octal, hexadecimal and BCD, is covered with logic functions and Boolean algebra presented at a conceptual level. Logic gates, flip-flops, registers, encoders, decoders, counters, timing circuits, ALU's and memory units are included. Lecture material is supported by laboratory work. Laboratory fee. (3 Lec., 3 Lab.)

(EGT) 243 Robotics I (3)

This course provides an introduction to robot technology. The basic components and systems used in industrial robots are studied. The set-up and operation of robots and associated automatic control systems are emphasized. Laboratory fee. (2 Lec., 3 Lab.)

(EGT) 247 Robotics II (3)

Prerequisite: Engineering Technology 243 or demonstrated competence approved by the instructor. This course includes a study of robot end effectors, sensors, programmable controllers, power systems and software. The development of workcells and complete robotic systems is emphasized. Laboratory fee. (2 Lec., 3 Lab.)

(EGT) 251 Advanced Robotics And Automated Systems (3)

Prerequisite: Engineering Technology 247 or demonstrated competence approved by the instructor. In this course, the student will interface industrial robots with programmable controllers and other types of equipment used in automated manufacturing. An introduction to Computer Integrated Manufacturing and Artificial Intelligence related to robotics is included. Hands-on laboratory work is emphasized. Laboratory fee. (2 Lec., 3 Lab.)

(EGT) 268 Microprocessor Interfacing And Troubleshooting (4)

Prerequisite: Engineering Technology 239. This course is a study of microcomputer hardware interface concepts and necessary input/output software. An overall system approach is used to learn practical troubleshooting techniques that are applicable to any microprocessor system. Actual troubleshooting tools are used. Laboratory fee. (3 Lec., 3 Lab.)

(EGT) 270 Computer Integrated Manufacturing (4)

This course introduces the concepts of Computer Integrated Manufacturing (CIM). Emphasis is placed on the use of computers to automate the total manufacturing system. Topics include manufacturing automation protocols, flexible manufacturing systems, artificial intelligence, and machine vision. Laboratory work provides hands-on experience in integrating CAD, robotics, NC machines, automated material handling, and automated testing in a CIM environment. (3 Lec., 3 Lab.)

(EGT) 701 Cooperative Work Experience (1)

Prerequisites: Completion of two courses in the Engineering Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of discussions on the writing of effective competency-based learning objectives and other work related skills such as time management, resume writing, and human relations. (1 Lec., 5 Lab.)

(EGT) 702 Cooperative Work Experience (2)

Prerequisites: Completion of two course in the Engineering Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of discussions on the writing of effective competency-based learning objectives and other work related skills such as time management, resume writing, and human relations. (1 Lec., 10 Lab.)

(EGT) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Engineering Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of discussions on the writing of effective competency-based learning objectives and other work related skills such as time management, resume writing, and human relations. (1 Lec., 15 Lab.)

(EGT) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Engineering Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of discussions on the writing of effective competency-based learning objectives and other work related skills such as time management, resume writing, and human relations. (1 Lec., 20 Lab.)

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.

(ENG) 201 British Literature (3)

Prerequisite: English 102. This course includes significant works of British writers from the Old English Period through the 18th century. (3 Lec.)

(ENG) 202 British Literature (3)

Prerequisite: English 102. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)

(ENG) 203 World Literature (3)

Prerequisite: English 102. This course includes significant works of Continental Europe and may include works from other cultures. It covers the Ancient World through the Renaissance. (3 Lec.)

(ENG) 204 World Literature (3)

Prerequisite: English 102. This course includes significant works of Continental Europe and may include selected works of other cultures from the Renaissance to the present. (3 Lec.)

(ENG) 205 American Literature (3)

Prerequisite: English 102. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.)

(ENG) 206 American Literature (3)

Prerequisite: English 102. This course includes significant works of American writers from the Realistic Period to the present. (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)

Prerequisites: 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. This course includes selections in literature organized by genre, period, or geographical region. Course 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. This course includes selections in literature 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 skill areas 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 or college level 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. ESL students needing additional academic preparation should enroll for regular Developmental Reading courses upon completion of the ESL-Reading program.

(ESL) 051-054/(ESL) 063 (Writing-Grammar)

These courses are designed to prepare a student for English 101. There are 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 assessed to determine readiness for other composition courses.

INGLES-COM-SEGUNDO-IDIOMA

El programa de credito de Ingles-Como-Segundo. Idioma (ESL) esta disenado para proporcionar al estudiante la habilidad de ser diestro en el desarrollo del idioma Ingles en las areas 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 estudiante inicia el programa tomando un examen llamado Michigan Test of English Language Proficiency (MTELP) (Examen Michigan para la evaluacion de la destreza en el idioma Ingles). (El examen Michigan para la evaluacion de la comprension auditiva (MTAC) es utilizado opcionalmente por cada uno de los colegios). El programa de ESL se entrelaza con los programas de Educacion Continua (Continuing Education) y con los programas de Desarrollo o de nivel de educacion superior en cada uno de los colegios.

(ESL) 031-034 (Escuchar y Conversar)

Estos cursos preparan al estudiante a comunicarse oralmente en inglés. Estas pueden (pero no necesariamente) preceder a los cursos 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 en nivel de educación superior. Por lo tanto los estudiantes que necesiten preparación académica adicional se les recomienda inscribirse en cursos regulares de Desarrollo de la Lectura (Developmental Reading) una vez concluidos 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 estos cursos, el estudiante será asesorado para así determinar su nivel de preparación para subsiguientes cursos de composición.

ENGLISH-AS-A-SECOND LANGUAGE**(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 strengthens competencies initiated in ESL 031. Special emphasis is placed on academic listening and speaking skills. (3 Lec.)

(ESL) 033 ESL Conversation--Listening (3)

This course is designed to improve formal and informal conversation skills including listening comprehension, note-taking, oral reporting, and class discussion techniques. (3 Lec.)

(ESL) 034 ESL Conversation--Listening (3)

This course develops 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 language development through reading activities. It includes reading comprehension, vocabulary, and word recognition. (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 comprehension, vocabulary development, word recognition, language and culture. (3 Lec.)

(ESL) 043 ESL Reading (3)

This course covers pre-reading strategy, specific reading comprehension skills, critical reading skills, vocabulary development, idioms, and 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. Topics include pre-reading strategies, specific reading comprehension skills, critical reading skills, vocabulary development, idioms, and 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 in writing exercises. (3 Lec.)

(ESL) 052 ESL Writing--Grammar (3)

This course strengthens English grammar skills introduced in ESL 051. Students will learn to produce compound and complex sentence structures. (3 Lec.)

(ESL) 053 ESL Writing--Grammar (3)

This course introduces principles of composition and emphasizes the processes of paragraph formation. Concurrent enrollment in ESL 063 is recommended. (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. Concurrent enrollment in ESL 053 is recommended. (3 Lec.)

FASHION MARKETING**(MKT) 137 Principles Of Retailing (3)**

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) 223 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 topics vary. (3 Lec.)

(MKT) 230 Salesmanship (3)

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 (3)

This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of advertising media, and methods of stimulating sales people and retailers. The management of promotion programs is covered, including goals, strategies, evaluation, and control of promotional activities. (3 Lec.)

(MKT) 240 Computers In Fashion Marketing (3)

This course introduces computer applications in the fashion business. Intensive practice includes utilization of computer software featuring buying, merchandising, markdowns, inventory control, point-of-sale, financial management, and accounting. Computer generated fashion graphics for fashion creation and modification of designs with color and hue manipulation will be covered. No prior computer experience is necessary. Laboratory fee. (3 Lec.)

(MKT) 241 Fashion Show Production (3)

Students will learn artistic fashion presentation essential in apparel promotion. The topics included are show themes, set design, apparel selection, accessories, make-up, modeling, commentary, direction, staging, music, lighting, budgeting and scheduling. Student productions and attendance of fashion shows are emphasized. Laboratory fee. (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 also are 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) 249 Visual Merchandising: Fundamentals And Equipment (2)

This course introduces concepts and skills essential to effectively promote fashion merchandise. Experience will be gained in principles and elements of design, color, props, lighting, sign layout, budget, themes and sources of materials. Emphasis is placed on visual display as a selling motivator in retail stores. Laboratory fee. (2 Lec.)

(MKT) 250 Visual Merchandising: Trends And Applications (2)

This course applies current techniques for creating interior and window displays that sell. Topics will vary according to the current trends in the fashion business which affect visual displays. Actual techniques from area retailers and guest lecturers will link the importance of visual merchandise to the fashion retailer. Laboratory fee. (2 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 Cooperative Work Experience (3)

Prerequisite: Completion of two courses in the Fashion Marketing, or Sales, Marketing and Retail programs or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. The seminar will consist of topics such as goal setting and objective writing, corporate protocol, professional image, entrepreneurship, forecasting, customer service, industry trends and technological applications in marketing careers. Analysis and evaluation of job performance will be completed by faculty and employer. (1 Lec., 15 Lab.)

(MKT) 713 Cooperative Work Experience (3)

Prerequisite: Completion of two courses in the Fashion Marketing or Sales, Marketing and Retail programs and previous credit in Fashion Marketing 703 or instructor approval. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives. The seminar will consist of topics such as goal setting and objective writing, career preparation, job search, spectrum of industry careers, motivation, networking and time management. Analysis and evaluation of job performance will be completed by faculty and employer. (1 Lec., 15 Lab.)

(MKT) 801 Cooperative Work Experience (1)

Prerequisite: Completion of two courses in the Fashion Marketing or Sales, Marketing and Retail programs and previous credit in Fashion Marketing 703 and 713 or instructor approval. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives. The seminar will consist of topics such as trends, color, principles of design, promotion and free-lancing. Analysis and evaluation of job performance will be completed by faculty and employer. (1 Lec., 5 Lab.)

(MKT) 812 Cooperative Work Experience (2)

Prerequisite: Completion of two courses in the Fashion Marketing or Sales, Marketing and Retail programs and previous credit in Fashion Marketing 703 and 713 or instructor approval. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives. The seminar will consist of topics such as selling techniques, industry policies and procedures, specification selling, commissions, road selling and customer follow-up. Analysis and evaluation of job performance will be completed by faculty and employer. (1 Lec., 10 Lab.)

FINANCIAL MANAGEMENT

(FM) 104 Money And Financial Institutions (3)

Prerequisite: Economics 201. Basic economic principles related to money are presented. Emphasis is on the practical application of the economics of money to the financial institution. Topics are related to the nature and functions of money. Investments, loans, earnings, and capital are also covered. The Federal Reserve System, The Treasury Department, and the changing international monetary system are included. (3 Lec.)

(FM) 105 Comparative Financial Institutions (3)

This course is a study of the historical development, organizational structure, internal operation, regulatory agencies, and other distinct characteristics of the banking industry, credit union financial system network, savings and loan industry, and other credit and financial institutions. A comparative analysis is presented of the similarities and differences in the philosophy, target market, and customer services within these financial industries. (3 Lec.)

(FM) 107 Savings Association Operations (2)

This course is an overview of the internal operations of a savings association. Topics include the responsibilities of various departments and the interrelationship of all job assignments. (2 Lec.)

(FM) 115 Credit And Collection Principles (3)

This course examines credit and collections. Topics include the nature and function of credit, types of credit and bank and commercial credit. Also covered are credit risk, sources of information, analysis of agency reports, interchange services and collection procedures. (3 Lec.)

(FM) 116 Construction Lending (1)

Construction lending in commercial banks is presented. Topics include an analysis of applications, permanent financing and loan participations and servicing. Commitment procedures, bonding and developer guarantees, and advances are covered. Inspections, legal work, unsecured construction financing, and land development loans are studied. Bank relationships with mortgage bankers are also included. (1 Lec.)

(FM) 117 Letters Of Credit (2)

This course focuses on letters of credit. Shipping documents, mechanics of letters of credit, payment, reimbursement, and document examination are all included. (2 Lec.)

(FM) 118 Installment Loan Interviews (1)

This course introduces the techniques of interviewing a loan customer. Topics include Regulation B requirements and the handling of problem customers. (1 Lec.)

(FM) 119 New Accounts (1)

Basic problems in working with new bank accounts are surveyed. The function of the new account and its relationship with marketing are described. Various legal questions are explored, and the legal rights of survivorship are examined. (1 Lec.)

(FM) 120 Selling Bank Services (1)

The recognition and meeting of customer's needs are the focus of this course. Topics include checking accounts, savings accounts, savings, services, loans to individuals, safe deposits, travelers checks and cross-selling. (1 Lec.)

(FM) 121 Loss Prevention (1)

This course covers check examination and cashing. Check swindles, identification with and without credentials, hold-ups and security procedures are all included. (1 Lec.)

(FM) 122 Safe Deposit (1)

Safe deposit operations are presented. Security concerns, access, insurance, contracts, and powers of attorney are included. Customer relations, recordkeeping and safekeeping procedures are also covered. (1 Lec.)

(FM) 123 Loan And Discount (1)

This course emphasizes promissory notes. Topics include calculating interest and discounting commercial paper. Guarantees and general collateral agreements are covered. Processing documents are also covered. Processing documents which accompany notes secured by stocks, bonds and savings account passbooks is presented. The concepts of attachment, perfection, priority, default and foreclosure are also included. (1 Lec.)

(FM) 124 Stocks And Bonds (1)

The nature and function of stocks and bonds are presented. Topics include the transfer of ownerships and the kinds of stocks, bonds, and government securities. (1 Lec.)

(FM) 127 Trust Functions And Services (2)

This course covers the services of institutions engaged in trust business. Topics include the history of trust services and institutions, trust powers and government supervision, and trust department services. Also included are property, wills, estates, personal agencies, different kinds of trusts, and guardianship. Investment of trust funds and management of property and mortgages are also presented. (2 Lec.)

(FM) 129 Credit Card Banking (2)

This course examines the operation of a bank charge plan. It briefly examines the marketing of credit cards. (2 Lec.)

(FM) 130 Teller Training (2)

The basics of teller operation are presented. The fundamentals of negotiable instruments and the care and handling of money are included. Other topics are deposits, checking and savings transactions, special teller functions, and balancing, cashing, and paying checks. The importance of public relations in the teller's job, security measures, fraud and robbery are also covered. (2 Lec.)

(FM) 200 Credit Union Management And Administration (3)

This course covers administration and provision of member services. Topics include loan policies, financial planning and analysis, personnel policies, member relations, delinquency control and collections and risk management. (3 Lec.)

(FM) 201 Advanced Credit Analysis (3)

Prerequisites: Accounting 201 and Financial Management 205. The techniques of making decisions about credit are studied. Methods of financial analysis are discussed and applied to the solution of business problems. Risk appraisal is also studied in terms of general economic conditions, the natures of particular businesses and the conditions and trend in various industries. (3 Lec.)

(FM) 202 Credit Law (3)

Laws regarding credit are examined. Emphasis is on credit regulation and commercial and consumer laws in Texas. (3 Lec.)

(FM) 203 Public Relations And Marketing Of Financial Services (3)

This course describes the importance of public relations to the finance industry. Public relations is considered for the industry as a whole and also for individual institutions, such as commercial banks, savings and loan associations and credit unions. Emphasis is also placed on the promotion and marketing of financial services and the evaluation of different marketing practices. (3 Lec.)

(FM) 205 Analyzing Financial Statements (3)

Prerequisite: Accounting 201. This course focuses on the characteristics and analysis of financial statements. The goals, methods, and tools of analysis are covered. Topics for analysis include profit and loss, accounts receivable, inventories, projected statements, cash budgets, and balance sheets. The relationship of balance sheet accounts to sales is also covered. (3 Lec.)

(FM) 206 Negotiable Instruments And The Payments Mechanism (3)

This course presents the legal aspects of negotiable instruments. Emphasis is on federal and state banking statutes, court decisions, and administrative regulations. Topics include the legal aspects of deposit, collection, dishonor and return, and payment of checks and cash items. The relationship of various parties within a bank and between depositors is explored. Some legal aspects of other bank operations are also introduced. (3 Lec.)

(FM) 208 Financial Counseling And Credit Granting (3)

This course covers credit applicant interview and relations, credit investigation, determining credit worthiness, the credit/load decision, loan rejections, legal considerations, and disclosure. Family resource management, consumer decision making, member benefits, counseling techniques, and applicant personalities are also presented and discussed. (3 Lec.)

(FM) 209 Federal Regulations Of Banking (2)

The federal regulation of banking is covered. Topics include regulatory agencies, bank charters, bank reports and examinations, limitations on operations, and the regulation of expansion. Emphasis is on bank supervision rather than influence through fiscal and monetary policies. (2 Lec.)

(FM) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Financial Management program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar portion will consist of presentations and activities that cover a variety of topics. Topics explored will include communication skills, employer/employee relations, time management and goal setting, personal financial planning and money management, resume writing and job seeking, interviewing techniques, personality testing and evaluation, stress management and career decisions. (1 Lec., 15 Lab.)

(FM) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Financial Management Program, including Financial Management 703 or Instructor approval. This second cooperative work experience course is for students who wish to continue to combine work experience and academic study. The student, employer and instructor will develop a competency-based learning plan with varied learning objectives and work experiences. The seminar portion will continue to broaden students' exposure to topics presented in the previous cooperative work experience course. Topics explored will include developing verbal and nonverbal communication skills, enhancing writing skills, personality evaluation, career explorations, time management, goal setting, personal financial planning, assertiveness training, physical and mental stress management, resume development and decision making skills. (1 Lec., 15 Lab.)

(FM) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Financial Management program including Financial Management 703 or Instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. The seminar portion will continue to broaden students' exposure to topics presented in the previous cooperative work experience course. Topics for presentation include developing verbal and nonverbal communication skills, developing writing skills, problem-solving techniques, personality tests and evaluation, career investigation, time management, goal setting, personal financial planning, assertiveness training, physical and mental stress management and resume development. (1 Lec., 20 Lab.)

FIRE PROTECTION**(FPT) 131 Fundamentals Of Fire Protection (3)**

The history and philosophy of fire protection are studied. Statistics on fire losses are reviewed and agencies involved in fire protection are introduced. Other topics include legislative developments, career orientation, recruitment and training for fire departments, position classification and pay plans, and employee organizations. Current and future problems are also reviewed. (3 Lec.)

(FPT) 132 Fire Prevention (3)

Fire prevention administration is studied. Both principles and procedures are covered. Other topics include inspections, organization, public cooperation and image, recognition of the fire hazards, insurance problems, and legal aspects. Local, state, and national codes on fire prevention are reviewed. Relationships between building inspection agencies and fire prevention organizations are described. Engineering is presented as a solution to fire hazards. (3 Lec.)

(FPT) 135 Fire Administration I (3)

This course focuses on the organization and management of a fire department. Topics include budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration, distribution of equipment and personnel, and relations with various government agencies are also included. Fire service leadership is viewed from the company officer's position. (3 Lec.)

(FPT) 136 Fire And Arson Investigation (3)

The detection and investigation of arson are studied. Topics include investigation techniques, case histories, gathering and preserving evidence, and preparing for a court case. Also included is a selected discussion of laws, decisions, and opinions. Kinds of arsonists, interrogation procedures, and cooperation between fire fighters and arson investigators are also covered. (3 Lec.)

(FPT) 137 Hazardous Materials I (3)

Prerequisite: Chemistry 116. Characteristics and behavior of various materials that burn or react violently are studied. Flammable liquids, combustible solids, and gases are included. Storage, transportation, and handling are covered. Emphasis is on emergency situations and methods of control. (3 Lec.)

(FPT) 140 Fire Fighting Tactics And Strategy (3)

This course examines the nature of fire and the process of determining requirements to fight a fire. The effective use of personnel and equipment are covered. Emphasis is on preplanning, study of conflagration problems, problem-solving, decision-making, and attack tactics and strategy. The use of mutual aid and large scale command problems are also included. (3 Lec.)

(FPT) 231 Building Codes And Construction (3)

The fire resistance of building construction is considered. Included are building materials, assemblies, and exposures. Both local and national laws and guidelines are reviewed. Model building codes and the life safety code are also studied. (3 Lec.)

(FPT) 232 Industrial Fire Protection I (3)

Safeguards for business and industrial organizations are presented. Topics include plant lay-out, fire prevention programs, extinguishing factors and techniques, hazards, and prevention methods. The organization and development of an industrial fire brigade are described. Gaining cooperation between the public and private fire department organization is also covered. (3 Lec.)

(FPT) 233 Fire Protection Systems (3)

This course examines fire protection systems. Topics include standards for water supply, special hazards protection systems, automatic sprinklers and special extinguishing systems, and automatic signaling and detection systems. Rating organizations and underwriting agencies are also described. (3 Lec.)

(FPT) 234 Industrial Fire Protection II (3)

Prerequisite: Fire Protection 232. The study of industrial fire protection is continued. Fire and safety organizations in industry are described, and relations between private and public fire protection organizations are examined. Current trends, deficiencies, and possible solutions for industrial fire problems are discussed. The role of insurance and other special organizations is covered. Other topics cover industrial processes, equipment, facilities, and work practices. Both hazards and techniques to control hazards are included. Field trips to selected plants and demonstrations of new techniques, equipment, and innovations are also included. (3 Lec.)

(FPT) 235 Fire Administration II (3)

Prerequisite: Fire Protection 135. Various aspects of the operations of a fire department are covered. Topics include insurance rates and ratings, budgets, training, city water requirements, and fire alarm and communication systems. The importance of public relations, report writing, and record keeping are stressed. Measurement of results, use of records to improve procedures, legal aspects of fire prevention and fire protection, and the design and construction of fire department buildings are also covered. (3 Lec.)

(FPT) 236 Legal Aspects Of Fire Protection (3)

This course focuses on legal rights and duties. Liability of the fire department is included. Other topics include civil and criminal law, the Texas and federal judicial structure, and cities' liability for acts of the fire department and fire prevention bureaus. (3 Lec.)

(FPT) 237 Hazardous Materials II (3)

Prerequisite: Chemistry 170. Hazardous materials are studied. Included are the storage, handling, laws, standards, and fire fighting techniques associated with hazardous materials. The materials include chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, and radioactive substances. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids are covered. Special attention is given to radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials, and operational procedures. (3 Lec.)

(FPT) 238 Fire Safety Education (3)

Physical, chemical, and electrical hazards are surveyed and related to loss of property and life. Codes, laws, problems, and cases are studied. The physical and psychological aspects of casualties are examined. Safe storage, transportation, and handling techniques are stressed to eliminate or control potential risks. (3 Lec.)

(FPT) 239 Fire Service Communications (3)

This course presents various communication and fire alarm systems. The installation, operation, and testing of the most common systems are included. Receiving, dispatching, and radio communication procedures are also included. Other topics cover regulations, the fire alarm operations office, mutual aid systems, fire station communications and facilities, response and fire ground procedures, emergency operations, code and numbering systems, required records and reports, and technological advances. (3 Lec.)

(FPT) 240 Fire Insurance Fundamentals (3)

The relationships among fire defenses, fire losses, and insurance rates are studied. Basic insurance principles, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, the I.S.O. grading schedule, and other topics are stressed. Also covered are the relationship of insurance to modern business, principles of property and casualty insurance contracts, and the corporate structure of insurance companies. (3 Lec.)

(FPT) 241 Advanced Fire Loss Statistical Systems (3)

This course is a study of computerized systems used for storing and retrieving fire loss statistics. Techniques for programming records and reports are covered. New systems of microfilming, including the modern technology of COM (computer output microfilm) and microfiche, are presented. Standards for uniform coding for fire protection are reviewed. (3 Lec.)

(FPT) 242 Urban Fire Problem Analysis (3)

The urban fire problem is explored. Problems from lack of zoning and other land use laws are described. Research techniques and systems engineering are used to analyze water supply and fire alarm methods. Socio-economic and management factors are related to city planning. Environment problems are studied. (3 Lec.)

(FPT) 243 Technical Writing For Firefighters (3)

Prerequisite: English 101. This course focuses on advanced writing in technical, scientific, and business fields. Included are reports, proposals, papers, and correspondence. Emphasis is on collecting, organizing, and presenting materials. (3 Lec.)

FOOD AND HOSPITALITY SERVICE

(FHS) 110 Principles Of Food And Beverage Administration (3)

This course is an introduction to the management of food and beverage facilities. Subjects to be covered are the serving of food and beverages, classification of foods and spirits and their presentation. The marketing of food and beverage is stressed. (3 Lec.)

(FHS) 112 Organization And Management (3)

The organizational structure of various types of group care institutions is studied. Administration, tools of management, budget, and cost analysis are emphasized. (3 Lec.)

(FHS) 114 Front Office Procedures (3)

This course introduces the student to the operations, procedures and personnel functions of the front office. The course traces the flow of activities and functions performed in today's lodging operations. Comparisons are made of manual, machine assisted and computer based methods for each front office function. (3 Lec.)

(FHS) 115 Principles Of Hotel-Motel Administration (3)

The physical aspects of hotel-motel operations are analyzed. Included are procedures for emergencies, check cashing, use of credit cards, and collections of accounts receivable. Emphasis is also given to guest relations, guest room facilities, protection of the property, and the development of the properties' growth. (3 Lec.)

(FHS) 116 Supervision For Hospitality Services (3)

Recruiting, selecting, training and supervising personnel for food and lodging services are studied. Personnel policies, job descriptions, training methods, scheduling and work improvements are included. (3 Lec.)

(FHS) 119 Food Service Equipment (3)

This course covers food service equipment. Specifications, uses, cleaning, and preventive maintenance are emphasized. Equipment for preparation, cooking, refrigeration, storage, and clean-up is included. The relation of air conditioning, electricity, gas, and plumbing to food service facilities is examined. Layout analysis, design, and effective use of equipment and space are also covered. (3 Lec.)

(FHS) 120 Basic Food Preparation (3)

Quality food preparation and cookery are studied. Emphasis is on the importance of the person to be served, and the provision of nutritionally adequate meals. Food preparation techniques, selection of equipment, and the effective use of time are included. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 122 Advanced Food Preparation (3)

Prerequisite: Food and Hospitality Service 120. This course is a continuation of Food and Hospitality Service 120. Procedures for large quantities and management for food preparation are introduced. Topics include basic cookery, safety and sanitation factors, and selection of equipment. Emphasis is on high preparation techniques for high quality. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 124 Food Service Sanitation And Safety (3)

The principles of microbiology are studied and applied to the need for personal cleanliness. The cause, control, and investigation of illness caused by food contamination are explored. Other topics include sanitary practices, dish washing procedures, the use of cleaning materials, garbage and refuse disposal, general safety precautions, and elementary first aid. (3 Lec.)

(FHS) 132 Food Purchasing, Handling And Storage (3)

This course focuses on policies and procedures for purchasing food in quantity. Storage requirements, procedures, and controls are included. The availability of food supplies, analysis of food quality, and specification writing are also covered. (3 Lec.)

(FHS) 135 Nutrition And Menu Planning (3)

Food nutrients and their importance in maintaining health are surveyed. The digestive and absorptive characteristics of nutrients are included. The nutritional needs of all age groups are studied and applied to the planning of meals for business and institutions. Psychological needs, type of operation, and available equipment and personnel are all considered. (3 Lec.)

(FHS) 138 Food Service Cost Control (3)

Prerequisite: Mathematics 130. The principles and procedures of the control of food cost are presented. Emphasis is on applying the principles and procedures to any food service operation. (3 Lec.)

(FHS) 140 Elementary Bakery Training (3)

This course covers the work of the baker. Doughs, breads, pies, and cookies are analyzed and produced in quantity. Also covered are all types of fillings, butter creams, puddings, cakes, cake decorations and frostings. The use of proper flours and the handling of the pastry bag are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 201 Hotel-Restaurant-Institutions-Special Topics (1)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. (1 Lec.)

(FHS) 202 Hotel-Restaurant-Institutions-Special Topics (2)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. (2 Lec.)

(FHS) 203 Hotel-Restaurant-Institutions-Special Topics (3)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. (3 Lec.)

(FHS) 210 Hotel-Motel Sales Development (3)

The technique of developing a marketing plan for any size operation are studied. Included is the development of the departments of the hotel into a coordinated team. Emphasis is on the organization and functioning of a sales department, sales tools, techniques, advertising, and types of markets. (3 Lec.)

(FHS) 214 Hotel-Motel Law (3)

This course covers the legal responsibilities and rights of the innkeeper. The consequences caused by failure in those responsibilities are illustrated. Topics include court attitudes toward an innkeeper where negligence and liability are involved. (3 Lec.)

(FHS) 220 Quantity Food Preparation And Service (4)

Prerequisite: Food and Hospitality Service 122. A lecture-laboratory course offering field training study of quantity food procedures and techniques with emphasis on retention of nutritive value of foods. Kitchen organization and planning of quantity production, use of large and small institutional equipment, food control and the associated supervisory problems as related to institutional and commercial food service. Includes study and use of convenience foods. Laboratory fee. (3 Lec., 5 Lab.)

(FHS) 222 Advanced Quantity Food Preparation And Service (4)

Prerequisite: Food and Hospitality Service 220. This course emphasizes the planning and management of quantity food production. Training in the field is provided. Practice is given in producing entire meals, including evaluation and controls. Quality food standards of various cost levels are studied. The planning, layout, and maintenance of equipment are also covered. Laboratory fee. (3 Lec., 5 Lab.)

(FHS) 233 Food Marketing (3)

The distribution of the finished product is introduced. Emphasis is on the consumer. Included are the activities involved in developing markets, customers, and distribution services. (3 Lec.)

(FHS) 238 Garde-Manger Training (3)

Prerequisite: Food and Hospitality Service 122. This course covers the preparation of the cold buffet. Included are salads, sandwiches, ice carvings, lard sculptures, chaud froids hors d'oeuvres, pates, cold fish, poultry, meats, and game. Also included is the proper set-up of the garde-manger station. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 239 Saucier Training (3)

Prerequisite: Food and Hospitality Service 122. This course covers the preparation of basic soups, sauces, vegetables, and garnitures. All meats, fish, poultry, and game are also covered. The proper set-up of the saucier station is also included. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 245 Advanced Pastry Shop Training (3)

Prerequisite: Food and Hospitality Service 140. This course covers the operation of the pastry shop. Topics include French pastry, hot and cold desserts, pastillage, ice creams, and ices, sugar fantasies, chocolate work, and decorations with cornet. Emphasis is on advance techniques in continental pastries. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 247 Beverage Operations And Service (3)

This course deals with beverage service in the commercial sector. Topics include basic bar operations, sales control, beverage service, and profits. A detailed analysis is made of the organization of a beverage bar, wine cellar, or catered beverage service. (3 Lec.)

(FHS) 248 Advanced Nutrition And Dietetics (3)

Nutrition knowledge is applied to the care of people. How people eat and what they eat is studied. The role of community health agencies, food and nutrition assistance programs and nutrition service agencies are studied. Techniques for evaluation of nutritional status and dietary intakes are included. Special emphasis is placed on meeting the needs of persons requiring modifications of food intake. The role of nutrition services extended through schools and supplementary food assistance programs is included. (3 Lec.)

(FHS) 249 Child Nutrition (3)

Prerequisite: Food and Hospitality Service 135. The nutrition of children is studied. The time period begins with birth and extends through childhood and adolescence. Emphasis is on the contribution of feeding programs in child care centers and schools. (3 Lec.)

(FHS) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Food and Hospitality Service program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include outside reading in professional journals and books. Other topics include employment guidance in resume writing, security and holding interviews, and building a professional outlook. (1 Lec., 20 Lab.)

(FHS) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Food and Hospitality Service program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The weekly seminar consists of discussions with industry leaders on management/supervisory styles, marketing strategies, and procurement problems. Students will be involved concurrently in outside readings on topics of special interest in the food and hospitality industry. (1 Lec., 20 Lab.)

FRENCH**(FR) 101 Beginning French (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.)

(FR) 102 Beginning French (4)

Prerequisite: French 101 or the equivalent. This course is a continuation of French 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(FR) 201 Intermediate French (3)

Prerequisite: French 102 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)

(FR) 202 Intermediate French (3)

Prerequisite: French 201 or the equivalent. This course is a continuation of French 201. Contemporary literature and composition are studied. (3 Lec.)

(FR) 203 Introduction To French Literature (3)

Prerequisite: French 202 or demonstrated competence approved by the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(FR) 204 Introduction To French Literature (3)

Prerequisite: French 202 or demonstrated competence approved by the instructor. This course is a continuation of French 203. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

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 are 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. 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; and phase equilibria. Laboratory fee. (3 Lec., 3 Lab.)

GERMAN

(GER) 101 Beginning German (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.)

(GER) 102 Beginning German (4)

Prerequisite: German 101 or the equivalent. This course is a continuation of German 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(GER) 201 Intermediate German (3)

Prerequisite: German 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(GER) 202 Intermediate German (3)

Prerequisite: German 201 or the equivalent. This course is a continuation of German 201. Contemporary literature and composition are studied. (3 Lec.)

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. (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 is offered on campus and may be offered via television.) (3 Lec.)



(GVT) 211 Introduction To Comparative Politics (3)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)

GRAPHIC ARTS

(GA) 120 Printing Fundamentals (3)

This course is a study of basic mathematics used in the printing industry. It includes proportional copy, enlargement and reduction, percentages, copy fitting, and conversion of inches into points and picas. Paper calculations for cutting and buying procedures are discussed. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 134 Basic Camera Operations (3)

Prerequisite: Graphic Arts 120. This course introduces the student to the Graphic Arts darkroom and photolithographic process camera. Operation of horizontal and vertical cameras are taught. Lab assignments include PMT's line and halftone photography, contacting and an introduction to process color. Stripping and platemaking procedures are also included. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 136 Beginning Copy Preparation (3)

Prerequisite: Graphic Arts 120. This course teaches the basic fundamentals of paste-up procedures. The student is introduced to design principles and balance. Lab assignments include proportions and paste-up of stationery, reply cards, and advertising posters. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 140 Beginning Offset Printing (3)

Prerequisite: Graphic Arts 120. This course covers principles, problems, and techniques of the operation of an offset press. Students learn how to use different plate materials to print simple line work. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 142 Basic Typesetting (3)

Prerequisite: Office Careers 172 or demonstrated competence approved by the instructor. This course is an introduction to photo-composition. It is a study of text, headline, and display type. Students will learn fundamentals of typesetting by setting cards, brochures, invitations, body copy, and simple charts. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 206 Graphic Projects (3)

Prerequisite: Concurrent enrollment or 16 hours of credit in Graphic Arts. This course provides problem analysis and project development. It gives the student the opportunity of producing a complete printed product. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 225 Special Topics (3)

This course is intended for use by any given group of students that desire specific topics to be covered. This course may substitute for any 200 level Graphic Arts course with the demonstrated competence approved by the instructor. This course is repeatable for credit as topics vary. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 234 Intermediate Camera Operations (3)

Prerequisite: Graphic Arts 134. Students gain expertise in working with problem line and halftone copy. Contacting and the use of filters are more fully discussed. Laboratory assignments include duotones, color keys, proofs, advanced stripping and platemaking techniques. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 236 Advanced Copy Preparation (3)

Prerequisite: Graphic Arts 136. This course builds upon the skills developed in beginning copy preparation. Emphasis is on precision ruling, masking, scribing, design, and proportions. Principles of advertising and marketing are discussed. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 240 Advanced Offset Printing (3)

Prerequisite: Graphic Arts 140. This course covers halftones, two-color and advanced line work for quality printing. Minor press maintenance and care, with discussions of paper, pricing and estimating procedures, are covered. Troubleshooting for the small offset press is included. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 242 Intermediate Typesetting (3)

Prerequisite: Graphic Arts 142. Advanced typesetting skills are acquired through business forms, graphs, newsletters, advertisements, etc. Proofreading and markup of copy for designated layouts will increase typesetting skills. Formatting and advanced codes will be included. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Graphic Arts program or instructor approval. This introductory course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar will consist of an introduction to co-op, an orientation to on-the-job learning, writing the learning plan and college degree plan. (1 Lec., 20 Lab.)

(GA) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Graphic Arts program or instructor approval. This advanced course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives each semester. The seminar will consist of a self-inventory, work values, selling yourself, and hints to keep a job. (1 Lec., 20 Lab.)

GREEK

(GRK) 101 Beginning Classical Greek (3)

The essentials of grammar and reading of easy prose are studied. Greek mythology and civilization and building of English vocabulary derived from Greek will also be studied. Laboratory fee. (3 Lec., 2 Lab.)

(GRK) 102 Beginning Classical Greek (3)

Prerequisite: Greek 101 or the equivalent. This course is a continuation of Greek 101. Essentials of grammar, the reading of easy prose, Greek mythology and civilization and vocabulary are studied. Laboratory fee. (3 Lec., 2 Lab.)

(GRK) 201 Intermediate Greek (3)

Prerequisite: Greek 102 or the equivalent. Grammar is reviewed. Emphasis is on vocabulary study and readings from standard authors. (3 Lec.)

(GRK) 202 Intermediate Greek (3)

Prerequisite: Greek 201 or the equivalent. This course is a continuation of 201. Readings of standard authors are studied. (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) 103 World Civilizations (3)

This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)

(HST) 104 World Civilizations (3)

This course is a continuation of History 103. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

(HST) 105 Western Civilization (3)

The civilization in the West from ancient times 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 either History 110 or Anthropology 110, but may receive credit for only one of the two. (3 Lec.)

(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)

Prerequisite: Sociology 101 or six 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 Advanced Historical Studies (3)

Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. (3 Lec.)

HORTICULTURE TECHNOLOGY

(HLN) 131 Horticulture Science (4)

This course covers the science and practices of ornamental horticulture. Stress is on the culture and growth of plants, landscaping, plant production, and nursery propagation. Laboratory fee. (3 Lec., 3 Lab.)

(HLN) 132 Landscape Trees (2)

The identification and classification of landscape trees are studied. Characteristics and landscape uses are included. Laboratory fee. (1 Lec., 3 Lab.)

(HLN) 133 Landscape Shrubs, Vines, And Ground Cover (2)

The identification and classification of landscape shrubs, vines, and ground covers are studied. Characteristics and landscape uses are included. Laboratory fee. (1 Lec., 3 Lab.)

(HLN) 140 Herbaceous And Exotic Plants (3)

The identification, culture, and use of ornamental herbaceous plants are studied. Plants for homes, gardens, and conservatories are included. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 141 Floral Design (4)

This course presents the principles of floral art, flowers, and other design materials. Special and unusual floral designs are included. Laboratory fee. (2 Lec., 6 Lab.)

(HLN) 145 Landscape Development I (3)

Prerequisite: Horticulture Technology 131 or demonstrated competence approved by the instructor. This course covers the planning and scheduling of landscape operations, the application of pesticides, the study of pests and diseases in the landscape, maintenance of landscaping tools and equipment, installation of irrigation systems, contracts and construction specifications, and related government regulations. Laboratory fee. (1 Lec., 6 Lab.)

(HLN) 146 Fundamentals Of Landscape Planning (3)

Concepts and practices used in preparing landscape plans and in constructing and improving landscapes are covered. Laboratory fee. (1 Lec., 6 Lab.)

(HLN) 147 Landscape Development II (3)

Prerequisite: Horticulture Technology 131 or demonstrated competence approved by the instructor. This course trains the student in the use and maintenance of landscape plants, tree surgery and repair, pruning and training plants in the landscape, and the installation and maintenance of turf grasses in the landscape. Laboratory fee. (1 Lec., 6 Lab.)

(HLN) 150 Horticulture Career Preparation (1)

Prerequisite: Concurrent enrollment in one other horticulture course. This course provides the student with career exploration opportunities. Students are encouraged to examine their potential in fields of ornamental horticulture by following interests and aptitudes in guided horticulture activities. Laboratory fee. (3 Lec.)

(HLN) 227 Greenhouse Horticulture (4)

Prerequisites: Horticulture Technology 131 and either Chemistry 115 or Physical Science 118. The construction and operation of ornamental horticulture production structures are studied. Included are greenhouses, plastic houses, lath houses, hotbeds, and coldframes. Emphasis is on installing, operating, and maintaining equipment for environmental control and efficiency in production operations. Laboratory fee. (2 Lec., 6 Lab.)

(HLN) 231 Landscape Design (4)

Prerequisites: Horticulture Technology 132, 133, and 146; Mathematics 195 or the equivalent is desirable. This course introduces the basic principles of landscape design for residences. Plant selection is included. Laboratory fee. (2 Lec., 6 Lab.)

(HLN) 232 Landscape Planning And Management (4)

Prerequisites: Horticulture Technology 145 and 231. Landscape business operations and landscape principles are studied in depth. Topics include the landscape horticulture industry, management practices, marketing methods, and advanced skills in landscape planning. Laboratory fee. (2 Lec., 6 Lab.)

(HLN) 233 Nursery Operations (3)

Prerequisites: Horticulture Technology 131 and either Chemistry 115 or Physical Science 118. In this course emphasis is placed on nursery site selection and layout, plant growth and plant protection, and production in field nurseries and container nurseries. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 234 Ornamental Crop Production (3)

Prerequisite: Horticulture Technology 235, 226 or 233. Advanced methods of crop production in the nursery and greenhouse are presented. Topics include container nursery production, turf grass production, cut flower and pot plant production, and the field propagation and production of nursery stock. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 235 Propagation Of Woody Ornamental Plants (2)

Prerequisites: Horticulture Technology 131 and 140. This course covers all phases of propagation of woody ornamental plants including cutting and seed propagation and grafting, budding, and layering. It also includes the management of propagation facilities. Laboratory fee. (1 Lec., 3 Lab.)

(HLN) 236 Florist Management (4)

Prerequisite: Horticulture Technology 141. Operations and design skills in the retail florist business are studied. Topics include the florist industry, management practices, marketing methods, and advanced techniques in floral art. Laboratory fee. (2 Lec., 6 Lab.)

(HLN) 238 Landscape Management (3)

Prerequisite: Horticulture Technology 231. This course provides advanced studies in landscape business operations including landscape contracting and garden center management. It is a study of the landscape horticulture industry, management practices, marketing methods and estimating, bidding and contracting landscape jobs. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 245 Problems And Practices In Industry (4)

The student researches current regional problems and practices in industry, prepares reports and makes presentations. The student visits on-site with specialists, observes operations, studies problems, performs innovative procedures and participates in new production and marketing techniques. Laboratory fee. (2 Lec., 6 Lab.)

(HLN) 248 Advanced Floral Design (3)

Prerequisite: Floral Design 141. This course is an advanced study of commercial floral design as used in the retail florist business. Advanced techniques in floral art are practiced in corsage making, wedding design, memorial decoration, religious and fraternal designs and other special occasion designs. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 249 Foliage Plants And Interiorscaping (3)

Prerequisites: Horticulture Technology 131 and 140. This course covers the propagation, culture, and marketing of foliage plants and other tropical and subtropical plants used in interiorscapes. Principles of interiorscaping and care of plants in indoor environments are studied. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 250 Advanced Landscape Planning (3)

Prerequisites: Horticulture Technology 145 and 231. Landscape planning and design principles are studied in depth. Topics include advanced design analysis, architectural elements, space articulation, and engineering land and plant uses. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 252 Flower Shop Management (3)

Prerequisite: Horticulture Technology 141. This course is an advanced study of flower shop operations in the florist industry. Included in this study is the structure of the industry, shop location and organization, marketing methods, and management practices. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Horticulture Technology program or instructor approval. This course will consist of a one hour seminar each week and on-the-job experience. Credit for cooperative education during the semester will require completion of a minimum of 320 hours of work during the semester. Work experience must be related to the field of horticulture. The course content will combine productive work experience with a seminar that includes topics such as florist shop management, landscape contracting, golf course maintenance, sprinkler irrigation and installation, sales in wholesale and retail nursery business and landscape maintenance. The seminar will consist of lecture and student presentations. (1 Lec., 20 Lab.)

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. 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 develop a self-awareness that will enable him/her to relate more effectively to others. Students are made aware of their feelings, values, attitudes, verbal and non-verbal behaviors. The course content, which utilizes an experiential model, also focuses on developing communication and problem-solving skills. (3 Lec.)

(HD) 106 Personal And Social Growth (3)

This course focuses on the interactions between the individual and the social structures in which he lives. Roles, social influences and personal adjustments to the world around us are explored in readings and classroom discussion. Human behavior, the diversity of lifestyles and the components of a healthy personality are studied in an effort to develop a pattern for growth that demonstrates a responsibility to self and society. (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. 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)**

Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (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.)

INTERIOR DESIGN**(INT) 164 Color Theory And Application For Interior Designers (3)**

Prerequisites: Art 165, Interior Design 171 and concurrent enrollment in Interior Design 166. Actual interior design studies will be given that will involve applying various color systems (with emphasis on Munsell), along with mixing techniques to gain desired hue, value, and intensities for solving design color schemes. Color psychologies are also investigated. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 166 Interior Design Studio II (4)

Prerequisites: Art 165, Interior Design 171 and concurrent enrollment in Interior Design 164 and 176. Introduction to the basic design principles as they apply to furniture layouts and space distribution for interiors. The complete design process is investigated. Freehand sketching is emphasized through plans, elevations, sections, perspectives, and schedules. Functional priorities, including circulation and spatial usages will be investigated. Laboratory fee. (2 Lec., 5 Lab.)

(INT) 171 Drafting For Interior Designers (3)

Prerequisites: Interior Design major and concurrent enrollment in Art 165. This course provides the beginning interior design student with basic drafting skills including the correct use of drafting instruments and supplies to obtain good line quality and lettering. Emphasis is placed on the ability to draw orthographic projections and paraline drawings, and an introduction to architectural symbols, dimensioning and notes, and the use of the print machine to reproduce drawings. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 176 Perspective Drawing For Interior Designers (2)

Prerequisites: Art 165 and Interior Design 171, and concurrent enrollment in Interior Design 166 and 164. This course introduces the student to the principles of one- and two-point perspective construction. The "office method" of mechanical plotting will be utilized to teach basic perspective vocabulary. The "grid system" and perspective charts will be employed to teach speed and aesthetic values in interior spaces. Perspective shades and shadows will also be included. Laboratory fee. (6 Lab.)

(INT) 261 Interior Design Studio III (3)

Prerequisites: Interior Design 166, 164, and 176. The principles studied in Interior Design 164 are expanded to include studies and experimentation dealing with abstract spatial concepts leading to conceptual planning of specific spaces. Projects deal with general furnishings and simple manipulations of surfaces and volumes. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 262 Interior Design Studio IV (3)

Prerequisites: Interior Design 261, 273, 281, and 291. The principles studied in Interior Design 261 are expanded to include detailed space planning and selection of specific furnishings and accessories as well as design and detailing of millwork and other interior construction. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 273 Construction Drawings For Interior Designers (3)

Prerequisite: Interior Design 171. This course teaches the student how to take design drawings and develop the necessary construction drawings needed to build a structure. Emphasis is on the knowledge of building construction as well as the correct representation of building materials and construction assemblies in construction drawings. Typical wood frame residential construction will be utilized with plans, elevations, sections, details, schedules, and specifications included to produce a representative set of building documents. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 276 Delineation Techniques for Interior Designers (3)

Prerequisites: Interior Design 171 and 176. This course introduces the student to basic delineation techniques to render two- and three- dimensional drawings of interior architectural spaces. Emphasis is on the development of black and white and color rendering procedures dealing with plans, elevations, and perspectives. Media applied include graphite pencil, pen and ink, color pencil, markers, opaque media, and mixed media techniques of presentation. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 281 Textiles For Interior Design (3)

This course is a study of the textile products, characteristics, and their uses as applied to the interior design industry. Fibers, yarns, construction, and finishes are individually studied. A history of decorative textiles and their uses in traditional interiors is included. Contemporary textiles and their application to new uses in interior design are studied. A project notebook is required. (3 Lec.)

(INT) 283 Materials For Interior Design (3)

Prerequisites: Interior Design 281. A comprehensive overview is presented to introduce the student to the various interior design materials, finishes, and methods of construction installation that are available for specification today, and to compile an actual working source file through field trips, guest speakers, demonstrations, and class lectures. How to specify through measurements, millwork, finish types, quantities, and costs is stressed. (2 Lec., 4 Lab.)

(INT) 284 Lighting Design (3)

Prerequisites: Interior Design 164 and 273. Qualitative and quantitative aspects of lighting are assessed. Topics include lamp types, fixture systems, design calculations, system layouts, electrical symbols, electrical plans and specifications, lighting schedules, and emphasis on the effects of lighting systems on colors. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 291 History Of Interior Arts (3)

Prerequisites: Art 105 and Art 106. This course is a historical survey of the interior arts and interior architecture covering the Antiquities, Italian Renaissance and the French styles. Emphasis for the semester is placed on the French styles. An illustrated research notebook is required. Laboratory fee. (3 Lec.)

(INT) 292 Comparative Survey Of Styles (3)

Prerequisite: Interior Design 291. This course is a comparative survey of the interior arts and interior architecture of the English, Oriental, and American styles. Emphasis for the semester is placed on the English styles. An illustrated research notebook is required. Laboratory fee. (3 Lec.)

(INT) 363 Interior Design Studio V (3)

Prerequisites: Interior Design 262, 276, 283, 284, and 292. The principles studied in Interior Design 262 are expanded to include consideration of spatial psychologies, historical design applications, and interior mechanical equipment. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 364 Interior Design Studio VI (3)

Prerequisites: Interior Design 363, 385, 391, and 395. The principles studied in Interior Design 363 are expanded to include project management. Advanced construction documents are prepared. Efforts are made to achieve advanced levels of fully developed creative projects. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 385 Professional Practice For Interior Designers (3)

Prerequisite: Interior Design 262. This course involves the theory and application of design office practices and procedures as well as discussion of client psychology. Various management systems and methods are studied. Topics include the marketing of professional services, coordination with consultants, professional organizations, legal and tax issues, business insurance, project management forms, building codes, and consumer issues. (3 Lec.)

(INT) 391 History Of Modern Design (3)

Prerequisite: Interior Design 292. This course surveys the evolution of 20th Century design from the Industrial Revolution to the present, including 19th Century developments and major influences of the 20th Century. Special attention is given to significant designers, architects, and personalities and their affect on the modern movement. Laboratory fee. (3 Lec.)

(INT) 395 Restoration And Preservation (3)

Prerequisites: Interior Design 292 and concurrent enrollment in Interior Design 363 and 391. This is an introductory course to the many aspects of restoration, preservation, and adaptive reuse of structures and spaces. Emphasis is placed on the architectural interior. Legal and tax issues are discussed. Restoration projects involving actual local structures are studied, along with theoretical problems. Specialized resources are included. (2 Lec., 2 Lab.)

(INT) 701 Cooperative Work Experience (1)

Prerequisites: All second year major courses. This course provides practical work experience in a Dallas interior design studio with emphasis placed in the specialty of the students' choice. Areas of specialization are: commercial, residential, institutional, medical, architectural, retail, specifiers, lighting, restaurants, hotels, workroom vendors, computer aided drafting, education and others. The student, employer and instructor compile a written competency-based learning plan in the form of work objectives to be accomplished on the job. Sixteen seminar sessions each semester consist of informational speakers and film presentations concerning special problems and interests in the workplace. (1 Lec., 5 Lab.)

(INT) 702 Cooperative Work Experience (2)

Prerequisites: All second year major courses. This course provides practical work experience in a Dallas interior design studio with emphasis placed in the specialty of the students' choice. Areas of specialization are: commercial, residential, institutional, medical, architectural, retail, specifiers, lighting, restaurants, hotels, workroom vendors, computer aided drafting, education and others. The student, employer and instructor compile a written competency-based learning plan in the form of work objectives to be accomplished on the job. Sixteen seminar sessions each semester consist of informational speakers and film presentations concerning special problems and interests in the workplace. (1 Lec., 10 Lab.)

INTERPRETER TRAINING PROGRAM**(ITP) 140 Introduction To Deafness (3)**

The psychology and history of educating the deaf are introduced. Emphasis is on the psychological, social, emotional, and occupational aspects of deafness. (3 Lec., 1 Lab.)

(ITP) 141 American Sign Language I (4)

Basic linguistic components (sentence patterns) of American Sign Language are introduced and practiced expressively and receptively. Students learn to describe signs in terms of hand configuration and palm direction. Fingerspelling is also introduced and practiced receptively and expressively. Laboratory fee. (3 Lec., 2 Lab.)

(ITP) 143 American Sign Language II (4)

Prerequisite: Interpreter Training 141. The linguistic components of American Sign Language will continue to be explored and practiced, both expressively and receptively. Receptive and expressive fingerspelling skills are increased. Basic vocabulary is expanded, and idioms are introduced. Emphasis is on mastering receptive skills. Laboratory fee. (3 Lec., 2 Lab.)

(ITP) 144 Psychosocial Aspects Of Deafness (3)

This course focuses on exploration of the psychosocial aspects of deafness. Vocational problems are also explored and studied. (3 Lec.)

(ITP) 147 Language Development Of The Deaf (3)

The language development of deaf persons is studied. The period from infancy to adulthood is included. The importance of family, community, and school relationships is stressed. Various methods and materials used in developing language are presented. An overview of learning theory and normal language acquisition is also included. (3 Lec.)

(ITP) 148 Receptive Fingerspelling (1)

Prerequisite: Interpreter Training 141 or concurrent enrollment in Interpreter Training 141. This course increases the student's ability to read fingerspelling. Video tapes are used to demonstrate finger spelling--starting with two-letter words and progressing to words of several syllables. These words are presented individually as well as in sentences. (2 Lab.)

(ITP) 150 Management Techniques For The Interpreter/Aide (4)

This course will emphasize management of the classroom through techniques of behavior modification and training in interpersonal relationships. It will include defining the role of the teacher aide and the teacher aide/interpreter in the classroom. An overview of all types of media will be presented with emphasis on specialized classroom use of media for the deaf. The course will also cover the uses of auditory equipment with the deaf and training in techniques of using hearing aids and materials to enable the deaf to respond meaningfully to their environments. (3 Lec., 3 Lab.)

(ITP) 231 Interpreting: Ethics And Specifics (3)

Prerequisite: Interpreter Training 143 or demonstrated competence approved by the instructor. This class focuses on interpreter protocol, i.e., manner of dress, code of ethics, and language level. The student will learn about the preparation and training to become an interpreter for the deaf in different settings. Examples of these settings are legal, religious, vocational, medical, educational, counseling and rehabilitation. (3 Lec.)

(ITP) 240 American Sign Language III (4)

Prerequisite: Interpreter Training 143. Students will study linguistic aspects of American Sign Language and will apply this knowledge by translating written English selections into ASL. Students' vocabularies will be increased by their study of multiple English synonyms per ASL sign and "idiomatic" sign language expressions. Students will receive practice in the expressive and receptive modes of both sign language and fingerspelling. Emphasis will be on mastery of ASL. Laboratory fee. (3 Lec., 2 Lab.)

(ITP) 247 Special Problems In Deafness (3)

Prerequisite: Demonstrated competence approved by the instructor. Various topics are studied as demand warrants. Examples include residential care, introduction to rehabilitation, and the deaf/blind. This course may be repeated for credit when topics vary. (3 Lec.)

(ITP) 248 Rehabilitation Of The Multiply Handicapped Deaf (3)

Other handicapping conditions accompanying deafness are studied. The emphasis is on problems of development and education and on severity of vocational problems when deafness is one of the handicaps. Techniques of management and instruction are included. Instructional personnel will include guest professionals from areas of all handicaps. (3 Lec., 1 Lab.)

(ITP) 250 Interpreting: Sign To Voice (3)

Prerequisite: Interpreter Training 240 or concurrent enrollment. This course is designed for the advanced sign language students. Sign to voice skills are developed and practiced through the use of video tapes, audio tapes and one-on-one practice demonstrations. (3 Lec.)

(ITP) 251 Educational/Specialized Signs (4)

Prerequisite: Interpreter Training 143. This course provides students with knowledge of sign terminology in the following areas: signs for educational purposes, medical, legal, drug use/abuse, and religious. Additional content areas are explored as needed. Laboratory fee. (3 Lec., 2 Lab.)

(ITP) 253 Interpreting: Voice To Sign (3)

Prerequisite: Interpreter Training 240 or concurrent enrollment. Students will acquire theoretical information pertaining to the expressive aspect of interpreting. Students will interpret in class by using audio and video tapes. Each student's vocabulary/sign choice and performance will be analyzed and recommendations made for improvement of delivery. Laboratory fee. (3 Lec.)

(ITP) 260 Practicum (3)

Prerequisites: Fifteen hours of Interpreter Training courses and demonstrated competence approved by the instructor. An extended practicum involves carefully selected areas of service to the deaf upon student demonstration of interest and aptitude. Course content is primarily applied practicum experiences in specific areas of interest. (10 Lab.)

(ITP) 702 Cooperative Work Experience (2)

Prerequisites: Completion of two courses in the Interpreter Training Program or instructor approval. This introductory course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of writing the learning plan, goal clarification and educational objectives, self-inventories, and attendance at specific conferences/workshops. (1 Lec., 10 Lab.)

JOURNALISM

(JN) 101 Introduction To Mass Communications (3)

This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)

(JN) 102 News Gathering And Writing (3)

Prerequisite: Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(JN) 103 News Gathering And Writing (3)

Prerequisite: Journalism 102 or professional experience approved by the instructor. This course is a continuation of Journalism 102. Students study and practice writing more complex stories, such as features, profiles, follow-up stories, and sidebars. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(JN) 104 Student Publications (1)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Student are required to work at prescribed periods under supervision and must attend staff meetings. (3 Lab.)

(JN) 105 Student Publications (1)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. This course is a continuation of Journalism 104. (3 Lab.)

(JN) 106 Student Publications (1)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. This course is a continuation of Journalism 105. (3 Lab.)

(JN) 202 Principles Of Advertising (3)

Fundamentals of advertising, including advertising appeals, print and broadcast copy writing, and design and selection of media will be covered. Typography as it relates to advertising is stressed. The course will provide students with the concepts they will need to go into the advertising field and into advanced advertising courses. (3 Lec.)

(JN) 203 Survey Of Broadcasting (3)

This course stresses broadcast organization and operations, and includes the theoretical and historical aspects of broadcasting. It introduces students to the social, political, technical, and economic aspects of the broadcasting industry. (3 Lec.)

(JN) 204 News Editing And Copy Reading (3)

Prerequisite: Journalism 102. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages. (3 Lec.)

LATIN

(LAT) 101 Beginning Latin (4)

Grammar, vocabulary, and readings are introduced. Declensions of nouns, adjectives, pronouns, and conjugations of verbs are studied. Oral reading of simple sentences and written translations are introduced. Emphasis is placed on the value of Latin as background for the study of English and modern Romance languages. (3 Lec., 2 Lab.)

(LAT) 102 Beginning Latin (4)

Prerequisite: Beginning Latin 101 or the equivalent. This course is a continuation of Latin 101. Introduction to elementary grammatical structures is completed. Vocabulary study is continued. Reading from elementary classics is introduced. Emphasis is placed on the value of Latin as background for the study of English and modern Romance languages. Laboratory fee. (3 Lec., 2 Lab.)

(LAT) 201 Intermediate Latin (3)

Prerequisite: Latin 102 or the equivalent. The study of grammar is continued in this class. Emphasis is on readings of Latin prose. Emphasis is also placed on the value of Latin as background for the study of English and modern Romance languages. (3 Lec.)

(LAT) 202 Intermediate Latin (3)

Prerequisite: Latin 201 or the equivalent. This course is a continuation of Latin 201. Latin rhetoric, reading of lyrical and epic poetry, and a Latin comedy are included. Emphasis is placed on the value of Latin as background for the study of English and modern Romance languages. (3 Lec.)

LEGAL ASSISTANT

(LA) 131 Introduction To Legal Technology (3)

Prerequisite: Concurrent enrollment in Legal Assistant 135. Legal technology is introduced. Topics include the legal technician concept, the legal profession and unauthorized practice, legal ethics and the "new profession" concept. The history and areas of American law, are also included. Legal research, bibliography, legal drafting, and writing are also covered. (3 Lec.)

(LA) 133 Law Of Real Property And Real Estate Transaction (3)

Prerequisites: Legal Assistant 131, 135, and English 101. The law of real property and common real estate transactions are studied. Topics include contracts, leases, and deeds of trust. Problems involved in the drafting of these instruments are examined. The system of recording and the search of public documents are also covered. (3 Lec.)

(LA) 134 Principles Of Family Law (3)

Prerequisites: Legal Assistant 131, 135, and English 101. Family law is surveyed. Divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, domestic relations court procedures, and separation agreements are studied. (3 Lec.)

(LA) 135 Texas Legal Systems (3)

Prerequisite: Concurrent enrollment in Legal Assistant 131. The court system of Texas is studied. Legal practices related to the courts and principles of court administration are examined. The federal court system is reviewed. (3 Lec.)

(LA) 139 Legal Research And Drafting (2)

Prerequisites: Legal Assistant 131, 135, and English 101. This course familiarizes the beginning legal assistant student with the use of a law library and the various research materials and tools contained in a standard law library and provides the student with a more comprehensive vocabulary of legal terminology. Research techniques for case reports, federal and state statutes and constitutions, secondary research materials and Shepard's Citators are studied. Basic citation form for all resource materials is discussed. Students are given opportunities to research rudimentary legal problems and to write short memoranda. Laboratory fee. (1 Lec., 2 Lab.)

(LA) 225 Business Organizations (3)

Prerequisites: Legal Assistant 131, 135, and English 101. This course is a study of the practical aspects of the law of business organizations, including a "how-to-do-it" approach, with explanation of the legal principles which must be observed in counseling and enterprise. This course covers the common law principles of proprietorships and reviews the Uniform Partnership Act, the Uniform Limited Partnership Act, and the Model Business Corporation Act as they have been used and adopted in Texas law. (3 Lec.)

(LA) 227 Civil Litigation I (3)

Prerequisites: Legal Assistant 131, 135, English 101 or demonstrated competence approved by the instructor. This course is an overview of civil litigation in both state and federal courts with particular emphasis on the areas in which a legal assistant can assist the trial attorney. Particular attention is paid to preparation for litigation (interviewing client and witnesses, reviewing public information), discovery proceedings (interrogatories, requests for admissions, depositions and document production), pre-trial proceedings (motions to dismiss, motions for summary judgment, pre-trial orders), and trial (witnesses and exhibits). Attention is also devoted to practical techniques required to cope with protracted or complex litigation, including organization of pleadings, documents and depositions; preparation of summaries, chronologies and indices; and maintaining a complex file in an orderly manner. Mention is made of the legal theories involved in complex litigation (e.g., product liability, civil rights, securities, and antitrust). Principal emphasis is on procedural techniques rather than substantive areas of law. (3 Lec.)

(LA) 231 Wills, Trusts, And Probate Administration (3)

Prerequisites: Legal Assistant 133, 135, or demonstrated competence approved by the instructor. The forms and principles of law for wills and trusts are covered. The organization and jurisdiction of the Texas Probate Court are studied. The administration of estates under the Texas Probate Law is analyzed, and estate and inheritance taxes are reviewed. (3 Lec.)

(LA) 232 Tort And Insurance Law And Claims Investigation (3)

Prerequisites: Legal Assistant 131, 135, and English 101 or demonstrated competence approved by the instructor. The law of torts and insurance is the focus of this course. The techniques of investigation involved in tort and insurance claims are considered, and the various forms of pleadings for making the claims are studied. (3 Lec.)

(LA) 233 Income Taxation And Legal Accounting (3)

Prerequisites: Legal Assistant 131 and 135, or demonstrated competence approved by the instructor. This course is a study of federal, state and local income taxation. Individuals and taxpaying entities such as estates, trusts, and corporations are all included. Emphasis is on the preparation of basic tax returns and other tax-related documents. Accounting related to legal problems is also introduced. (3 Lec.)

(LA) 234 Personal Property, Sales And Credit Transactions (3)

Prerequisites: Legal Assistant 131, 135, and English 101 or demonstrated competence approved by the instructor. The law of personal property and contracts is presented. Included are the special forms related to the law of sales and credit transactions and special drafting problems of various Instruments and legal research projects. The Uniform Commercial Code and its effect are also included. (3 Lec.)

(LA) 235 Techniques Of Legal Practice And Procedures (4)

Prerequisites: Legal Assistant 131, 133, 135, and 231 and English 101. This course provides training in the preparation of legal documents. Topics include the statute of limitations, client interviews and interview forms, complaints, interrogatories, depositions, answers, motions, and orders to show cause. Also included are third-party practice, orders, medical records, judgments, pre-trials, settlements, and releases. Laboratory fee. (3 Lec., 3 Lab.)

(LA) 236 Legal Office Management (2)

Prerequisites: Legal Assistant 231 and 233. All aspects of law office management are covered. Topics include ethics, office organization, bookkeeping and accounting, fees and billing procedures, scheduling and calendaring, and legal research. Management of personnel, proofreading, investigations, file preparation, legal drafting, and procedures for specialized areas of law are also included. Trust accounts, law office forms, check list and files, and disbursement on behalf of clients are covered. (2 Lec.)

(LA) 248 Constitutional And Criminal Law (3)

Prerequisites: Legal Assistant 131 and 135 and English 101. This course covers freedom of communication and religion, individual privacy, private property and contractual rights, and criminal justice. Also studied are procedural due process and discrimination, rights and privileges of citizenship, states' powers and limitations, theories of federal government and its powers, congressional powers, the presidency, and the courts system and judicial review of constitutional issues. (3 Lec.)

(LA) 251 Civil Litigation II (3)

Prerequisite: Legal Assistant 227. This course is a study coordinated with other legal technology courses at an advanced level. It includes specialized study and training in the preparation for and procedures of advanced litigation, including discovery and pre-trial procedures, and specialized study of the basic legal concepts of antitrust and securities law, as well as the practical application of those concepts as the predominant topics of advanced litigation. (3 Lec.)

(LA) 255 Oil And Gas Law (3)

Prerequisite: Legal Assistant 133 or demonstrated competence approved by the instructor. Oil and gas law's history, terminology, and principle instruments are examined. Litigation of oil and gas matters, title determination, division of interest, and major regulatory agencies are also discussed. (3 Lec.)

(LA) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Legal Assistant program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, job application and interview techniques, organizational skills and building self-esteem. (1 Lec., 15 Lab.)

(LA) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Legal Assistant program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, job application and interview techniques, organizational skills and building self-esteem. (1 Lec., 20 Lab.)

(LA) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Legal Assistant program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of topics which include job site interpersonal relations, employer expectations of employees, analysis of job market research and changing jobs. (1 Lec., 15 Lab.)

(LA) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Legal Assistant program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of topics which include job site interpersonal relations, employer expectations of employees, analysis of job market research and changing jobs. (1 Lec., 20 Lab.)

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 designed to build basic skills used in research, and (3) conferences with each student to determine rate of progress and to provide guidance on an individual basis. (3 Lec.)

MACHINE PARTS INSPECTION**(MPI) 122 Industrial Quality Control And Procedures (3)**

Prerequisite: Demonstrated competence approved by the instructor. An overview of the history of industrial practices, present trends and opportunities in the field of quality control are explored. Emphasis is on stimulating interest in the quality control field, and information is provided to help prepare the student for possible future employment. (3 Lec.)

(MPI) 124 Basic Inspection Fundamentals (5)

Prerequisite: Demonstrated competence approved by the instructor. The basics of inspection fundamentals are stressed and include terminology, use of basic measuring instruments, and measuring techniques. The student gains a respect for the complex nature of industrial quality control techniques in practice today. The laboratory experiences bring together theory and practical applications appropriate to prepare for the entrance into productive industrial experiences. The use and care of measuring instruments becomes a familiar daily task through laboratory exercises. (1 Lec., 8 Lab.)

(MPI) 135 Intermediate Inspection Concepts (5)

Prerequisite: Machine Parts Inspection 124 or demonstrated competence approved by the instructor. The more complicated aspects of industrial inspection are emphasized as the basics are reviewed and applied through the laboratory experiences. Inspection bookkeeping is introduced as a more specific part of the curriculum, and more complex measuring and holding devices are explored. Accuracy and reliability are stressed as more amplification is introduced in each measuring technique. Optical and pneumatic comparators are introduced, and light wave systems are discussed. (1 Lec., 8 Lab.)

(MPI) 138 Geometric Tolerancing And True Positioning (3)

Prerequisite: Demonstrated competence approved by the instructor. This basic course is designed to prepare students entering the manufacturing industries for the complex techniques and practices using geometric symbols related to engineering, production, and quality control operations. The advantages of a system of geometric symbols which provides dimensioning and tolerancing with respect to actual function and relationship of part features are stressed. Practical application connects this theory with the practical world of automated, computerized industry today. (2 Lec., 2 Lab.)

(MPI) 220 Introduction To Materials And Processes (3)

Prerequisites: Machine Parts Inspection 122 and Quality Control Technology 122 or demonstrated competence approved by the instructor. Information concerning properties of materials inherent and acquired in industry today is presented, including basic information to help prepare a student for making decisions concerning future training in specialized fields. The areas covered include metals, woods, plastics and natural products and their relationship to industry in the natural state, during processing, and the final usage. (3 Lec.)

(MPI) 223 Advanced Inspection Concepts (5)

Prerequisites: Machine Parts Inspection 124 and 135 or demonstrated competence approved by the instructor. Reviews of all inspection techniques are covered before embarking on the study of the most complex equipment and techniques. Coordinate measuring instruments, optical flats, x-ray inspection and electronic comparators are studied. Calibration of all types of measuring and inspection equipment is studied under classroom and laboratory field trip on-the-job conditions. The most complex systems and techniques are encountered and explored. (1 Lec., 8 Lab.)

(MPI) 227 Non-Destructive Testing (3)

Prerequisites: Machine Parts Inspection 121, 220 and Quality Control Technology 122 or demonstrated competence approved by the instructor. An in-depth study is made of ultrasonic, radiographic, and magnetic particle techniques relating to industrial testing. An overview of all the related areas of non-destructive testing is included in the program. (3 Lec.)

(MPI) 230 Introduction To Statistical Quality Control Techniques (3)

Prerequisite: Demonstrated competence approved by the instructor. This course provides a review of the basic application of statistical methods in a simplified form. Concepts of tolerances, acceptance sampling, standard sampling plans, control chart, and analysis of process variation are introduced. Only basic arithmetic is required. (3 Lec.)

(MPI) 237 Gage Control Standardization And Precision Measurement (3)

Prerequisite: Demonstrated competence approved by the instructor. Inventory and gage security and calibration are stressed with emphasis on a general knowledge of all inspection equipment and a practical use of all items. Statistical treatment of data is introduced. (2 Lec., 4 Lab.)

MACHINE SHOP

(MS) 133 Basic Lathe (5)

Practical experience is provided in the use of hand tools, layout, and hand threading. Various types of drill press work and engine lathe operations are introduced. Emphasis is on safety measures. The types and uses of machine oils, greases, coolants, and cutting oils are also included. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 134 Basic Milling Machine (5)

This course focuses on hand threading. Drill press work and milling machine operations are presented. Machine parts, cutters, and arbors are covered. Emphasis is on safety measures. The types and uses of machine oils, greases, coolants, and cutting oils are also included. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 135 Intermediate Lathe (5)

Prerequisite: Machine Shop 133. This course is the intermediate study of the engine lathe. Workpieces are more complicated and tolerances more exacting. Various machines and work holding methods are used. Precision layout and measuring tools are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 136 Intermediate Milling Machine (5)

Prerequisite: Machine Shop 134. This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and work holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 145 Special Topics (1)

This course is for those people who are working as machinists, toolmakers, diemakers, etc., who wish to review old or little used skills or to acquire skills needed in today's rapidly changing metal working field. This course may be repeated for credit when the topics vary. Laboratory fee. (1 Lec.)

(MS) 151 Basic Machine Operation For Weld Tooling (3)

Simple weld tooling is studied. Shop safety is stressed. Actual weld fixture components and weld fixtures are made using engine lathes, the milling machine, and drill presses. Laboratory fee. (1 Lec., 4 Lab.)

(MS) 233 Advanced Lathe (5)

This course is the advanced study of the engine lathe. Skill is developed in making open setups and in locating holes by means of layout and triangulation. Various attachments and accessories are used. Surface grinding and grinding wheel safety are introduced. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 234 Advanced Milling Machine (5)

This course is the advanced study of the milling machine. Skill is developed in making open setups and in locating holes by means of layout and triangulation. Various attachments and accessories are used. Surface grinding and grinding wheel safety are introduced. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 235 Applied Lathe (5)

Students are encouraged to take Machine Shop 236 concurrently with Machine Shop 235. In this course the student must independently carry out assignments on the lathe. Emphasis is on the interchangeability of workpieces, fits, and finishes. Initiative and ingenuity are encouraged. Tool and cutter grinding is introduced. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 236 Applied Milling Machine (5)

The student is encouraged to take Machine Shop 235 concurrently with Machine Shop 236. In this course the student must independently carry out assignments on the milling machine. Emphasis is on the interchangeability of workpieces, fits, and finishes. Initiative and ingenuity are encouraged. Tool and cutter grinding is introduced. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 702 Cooperative Work Experience (2)

Prerequisite: Completion of two courses in the Machine Shop program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 10 Lab.)

(MS) 704 Cooperative Work Experience (4)

Prerequisite: Completion of two courses in the Machine Shop program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 20 Lab.)

(MS) 712 Cooperative Work Experience (2)

Prerequisite: Completion of two courses in the Machine Shop program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 10 Lab.)

(MS) 714 Cooperative Work Experience (4)

Prerequisite: Completion of two courses in the Machine Shop program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 20 Lab.)

MANAGEMENT

(MGT) 136 Principles Of Management (3)

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included. (This course is offered on campus and may be offered via television.) (3 Lec.)

**(MGT) 153 Small Business Management (3)**

Small Business Management presents an introductory view of the basic entrepreneurial strategies for planning, financing, establishing, and operating a small business. Resources for both initial start-up and day-to-day operations are emphasized including market research, site selection, and such services as financial, legal, and accounting. (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)

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, leading, motivating, communicating, and counseling. (3 Lec.)

(MGT) 210 Small Business Capitalization, Acquisition And Finance (3)

Prerequisite: Accounting 201 or demonstrated competence approved by instructor. 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)

Skills in decision making necessary for the operation of a small business are covered. Topics include strategic planning, forecasting, organizational structure, and the expansion of such business functions as human resources, marketing, finance and accounting, purchasing, and control processes. (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 on 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 credit hours. (1 Lec.)

(MGT) 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.)

(MGT) 242 Human Resources Management (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) 244 Problem Solving And Decision-Making (3)

The decision-making process and problem-solving as key components are the focus of this course. Topics include: individual, group, and organizational decision-making; logical and creative problem-solving techniques; and the use of decision aids by managers. Application of theory is provided by experiential activities such as small group discussions, case studies, and simulations. (3 Lec.)

(MGT) 275 International Business And Trade (3)

The techniques for entering the international marketplace are covered. Topics include the impact of socio-cultural, demographic, economic, legal, technological, and political factors upon the development of international marketing strategies. Market behavior and trends, forecasting, pricing, and distribution are also included. (3 Lec.)

(MGT) 276 International Marketing Management (3)

Opportunities for international trade are explored. Topics include patterns of world trade, the foreign trade environment, internationalization of the firm, and the development of international export/import marketing and financial plan. (3 Lec.)

(MGT) 277 Comparative Management (3)

Cross-cultural comparisons of management practices are made. Emphasis is placed upon geographic distinctions and cultural antecedents that affect behavior and the effects of socio-cultural, economic, and political environments upon communication and decision making. (3 Lec.)

(MGT) 704 Cooperative Work Experience (4)

Prerequisite: Previous credit in or concurrent enrollment in Management Careers 171 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving leadership skills and goal-setting. (1 Lec., 20 Lab.)

(MGT) 714 Cooperative Work Experience (4)

Prerequisite: Previous credit in or concurrent enrollment in Management Careers 242 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on the role of managers in job analysis/job descriptions and interviewing techniques. (1 Lec., 20 Lab.)

(MGT) 804 Cooperative Work Experience (4)

Prerequisite: Previous credit in or concurrent enrollment in Management Careers 237 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving motivational techniques and communicating. (1 Lec., 20 Lab.)

(MGT) 814 Cooperative Work Experience (4)

Prerequisite: Previous credit in or concurrent enrollment in Management Careers 244 or demonstrated competence approved by the instructor. This course is designed to develop the competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on individual and group decision-making and rational and creative problem solving. (1 Lec., 20 Lab.)

(PSA) 110 Introduction To Postal Service (3)

This course depicts and compares the private, corporate, and government agencies which have been responsible for mail services throughout the world. The current U.S. Postal Organization, mandated by public law, is studied as well as postal philosophy, policies, procedures, rules, regulations, planning, and organization cost control. (3 Lec.)

(PSA) 120 Mail Processing (3)

Through discussions of mail processing and transportation procedures of the U.S. Postal Service, this course will provide the student with an in-depth view of flow characteristics involved in movement of mail from sender to recipient. The course will also include a study of the systems devised to attain maximum efficiency in mail handling with a minimum of errors. (3 Lec.)

(PSA) 122 Customer Services (3)

This course provides functional information about mail delivery and collection systems and in-depth information about services provided for postal customers. Included in the course are rural and city delivery/systems, marketing of postal products and service, and techniques of effective public relations. (3 Lec.)

(PSA) 218 Postal Management (3)

This course will provide an overview of the laws and practices leading to the current labor situation in the postal service. Discussion will focus on the Equal Employment Opportunity Act, the development of labor unions, national and local agreements, grievance procedures and disciplinary action procedures. The student is given an opportunity to apply practical Postal Service and management theories in system analysis, problem solving grids and other tools of management decision making to arrive at solutions of Postal Service problems. (3 Lec.)

(TRT) 145 Principles Of Rates And Tariffs (3)

Special emphasis is placed on present-day transportation modes, carrier pricing systems documentation, and various regulatory policies. Both case and problem methods are utilized in the study of carrier pricing principles. (3 Lec.)

(TRT) 146 Transportation And Traffic Management (3)

This course is for students majoring in transportation technology. Emphasis is placed on current transportation methods. Topics include carrier services, carrier pricing methods, documentation, carrier liability, claims, import and export procedures, and governmental regulations. (3 Lec.)

(TRT) 215 Physical Distribution (3)

Prerequisite: Transportation Technology 146 or demonstrated competence approved by the instructor. The management and organization of physical distribution are studied. Emphasis is placed on decision-making in inventory control, warehousing, packaging, and material handling. Topics include distribution channels, cost planning, financial control, system design, and understanding the market environment. (3 Lec.)

(TRT) 243 Export/Import Practices (3)

Prerequisite: Transportation Technology 146 or demonstrated competence approved by the instructor. This course includes a study of ocean and air carriers, regulatory agencies, steamship conferences, international freight rates, packaging, marine insurance, U.S. Government export/import regulations, international trade terms, and letters of credit. (3 Lec.)

(TRT) 247 Economics Of Transportation (3)

Prerequisites: Transportation Technology 146, Economics 201 or demonstrated competence approved by the instructor. The economic significance of transportation is studied. Topics include the application of economic theory to transportation pricing, the cost behavior of the industry, factors influencing price levels, economic regulatory policies, and the cost of transportation in management decision-making. (3 Lec.)

(TRT) 260 Studies In Transportation Technology (1)

This course provides the student an opportunity to explore selected topics in the field of transportation. This course may be repeated with a different emphasis for a maximum of nine hours of credit. (1 Lec.)

(TRT) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Transportation and Logistics Management program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the world of education, work, and retirement; meaning or mission of your life; clarifying your career goals; and human potential. (1 Lec., 15 Lab.)

(TRT) 713 Cooperative Work Experience (3)

Prerequisite: Transportation Technology 703 or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of self inventory, work values, job benefits, and hints to keep a job. (1 Lec., 15 Lab.)

(TRT) 803 Cooperative Work Experience (3)

Prerequisite: Transportation Technology 713 or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of human relations, adjustment on the job, vertical and horizontal working relationships, and fundamentals of good working relationships. (1 Lec., 15 Lab.)

MANUFACTURING ENGINEERING TECHNOLOGY**(MET) 231 Engineering Materials (3)**

This course is a study of common engineering materials. Emphasis is on material characteristics and modern industrial applications. (3 Lec.)

(MET) 234 Production And Inventory Control (3)

This course is a study of methods used in controlling production and inventory. Areas covered include demand forecasting, order quantities, scheduling and dispatching. Computer applications are introduced. (3 Lec.)

(MET) 235 Industrial Safety (3)

This course is a study of accident and loss prevention in modern industry. Inspections, investigations, record keeping, training, laws, codes, workman's compensation, insurance and problem solving are included. (3 Lec.)

(MET) 238 Principles Of Work Measurement (3)

This course covers the fundamentals of time and motion study procedures including use of samplings, formulas, charts, diagrams, and equipment. Emphasis is on improving productivity. (3 Lec.)

MARKETING

(See FASHION MARKETING)

MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the Learning Resources Center.)

(MTH) 101 College Algebra (3)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (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, and complex numbers. (3 Lec.)

(MTH) 109 Precalculus Mathematics (4)

Prerequisites: Two years of high school algebra and trigonometry and an appropriate assessment test score. This course consists of the application of algebra and trigonometry to the study of polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)

(MTH) 111 Mathematics For Business And Economics I (3)

Prerequisites: Two years of high school algebra and an appropriate assessment test score 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 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)

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 algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(MTH) 117 Fundamental Concepts Of Mathematics For Elementary Teachers (3)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course includes the structure of the real number system and geometry. 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 109 or 121 or 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)

Prerequisites: One year of high school algebra and an appropriate assessment test score 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)

The course is a study of commercial, technical, and other applied uses of mathematics. Topics vary to fit the needs of the students enrolled in a particular technical/occupational program. The prerequisite will vary accordingly and be determined by the needed skills. (3 Lec.)

(MTH) 195 Technical Mathematics I (3)

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091 or the equivalent. This course is designed for technical students. It covers 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 II (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) 215 Discrete Mathematics (3)

Prerequisites: Mathematics 124 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices. (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 transformations. (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.)

(MTH) 297 Technical Mathematics III (3)

Prerequisite: Mathematics 196. This course will introduce the concepts and applications of calculus used in the field of Engineering Technology. Included are basic concepts from analytic geometry, differential calculus, and integral calculus. Practical application of the derivative and of integration in technology will be emphasized. (3 Lec.)

MECHANICAL TECHNOLOGY

(MT) 198 Mechanical Design Technology (4)

Prerequisite: Drafting 183. This course provides an introduction to the design process and creative problem solving. There is continuing emphasis on mechanical assemblies, industrial processes, gears, cams, bearings, threads and tolerances. Handbooks, manuals, ANSI and military standards are utilized. Laboratory fee. (2 Lec., 6 Lab.)

(MT) 248 Computer Aided Design (4)

Prerequisite: Drafting 183 or Engineering 105 or demonstrated competence approved by instructor. This course is an introductory course in computer aided design (CAD) systems. Emphasis will be on producing technical drawings which will help the student master the basic operations of interactive state-of-the-art CAD systems. The use of graphic commands, library storage, screen and tablet menus, digitizers and plotters will be included. No previous background in the use of computers is required. Laboratory fee. (2 Lec., 6 Lab.)

(MT) 249 Applications in Computer Aided Design (4)

Prerequisite: Mechanical Technology 248 or demonstrated competence approved by instructor. This course is an advanced applications course in computer aided design (CAD) systems. Emphasis will be on producing technical drawings which will optimize the decision process. The student will be introduced to the value and importance of an information bank (database) and the integration of drafting, design, and manufacturing. Laboratory fee. (2 Lec., 6 Lab.)

(MT) 252 Machine Design (4)

Prerequisites: Mechanical Technology 198 and Engineering Technology 232 or demonstrated competence approved by the instructor. This course is an advanced applications course intended to facilitate the transition from student to practical machine designer. Each topic covered provides for extensive problem solving taking advantage of commercially available machine elements as well as uniquely designed parts. Topics include motion control, machine frames, shaft design, gears, cams and miscellaneous machine elements. Laboratory fee. (2 Lec., 6 Lab.)

MEDICAL ASSISTING TECHNOLOGY

(MA) 151 Medical Terminology (4)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program with concurrent enrollment in Biology 123 or demonstrated competence approved by the instructor. This course is a study of the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms, and plurals. Emphasis is on pronunciation, spelling, and definition. Exercises in the use of the medical dictionary are also included. (4 Lec.)

(MA) 152 Medical Law And Ethics (2)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. The principles of medical ethics and ethical behavior of the physician and patient are introduced. Topics include contracts, professional liability, malpractice, and the medical practice acts. The legal relationship of the medical assistant-transcriptionist is examined in regard to the physician's legal responsibilities. (2 Lec.)

(MA) 154 Introduction To Medical Transcription (2)

Prerequisites: Admission to the Medical Transcription Program and typing skills of 50 words per minute corrected, or demonstrated competence approved by the Program Coordinator. This course introduces the student to the transcription machines for simulation of medical office or hospital medical records correspondence. The mechanics of English and use of medical terminology are reinforced. Laboratory fee. (1 Lec., 2 Lab.)

(MA) 155 Clinical Procedures I (4)

Prerequisites: Completion of Biology 123 and Medical Assisting Technology 151 or permission of the coordinator. Instruction will include microbial control including procedures for sanitation, disinfection, and sterilization. Fundamentals of patient care during examinations and treatments, including positioning and draping, measuring and recording vital signs, recording subjective and objective data, and identifying and caring for instruments used in the examination will be covered. Cardiopulmonary resuscitation will be taught. Laboratory fee. (2 Lec., 5 Lab.)

(MA) 156 Medical Office Bookkeeping (3)

Instruction will include development and maintenance of a billing and collecting system; the pegboard system, double entry bookkeeping and computerized accounting are introduced. Banking procedures and communicating financial information to patients is also covered. Emphasis is placed on maintenance of personnel and payroll records and knowledge of laws governing fair business practice. (3 Lec.)

(MA) 157 Human Disease I (2)

Prerequisite: Biology 123 and Medical Assisting Technology 151. Instruction will include basic disease processes of the most frequent and significant diseases related to the body systems. Emphasis will be placed on etiology, course of the disease, diagnostic and treatment modalities, and prognosis. (2 Lec.)

(MA) 158 Clinical Procedures II (3)

Prerequisite: Medical Assisting Technology 155 or permission of the program coordinator. Instruction will include fundamentals of the purposes, techniques and recording of diagnostic and treatment procedures commonly performed in the medical office. Maintenance, care, and inventory of clinical supplies, assisting with minor surgery, and fundamentals of first aid will be included. Laboratory fee. (2 Lec., 3 Lab)

(MA) 159 Human Disease II (2)

Prerequisite: Medical Assisting Technology 157. This course will be a continuation of Medical Assisting Technology 157 and will include basic disease processes of the most frequent and significant diseases related to the body systems. Emphasis will be placed on etiology, course of the disease, diagnostic and treatment modalities, and prognosis. (2 Lec.)

(MA) 160 Medical Transcription (4)

Prerequisites: Admission to the Medical Assisting Technology Program or Medical Transcription Program. Completion of Medical Assisting 151 and Office Careers 173 or the equivalent with a GPA of 2.0 or better or demonstrated competence approved by the instructor. Medical transcription is presented. Speed and accuracy in typing, use of transcribing equipment, and medical-surgical terminology are all included. Practice in completing medical forms, transcribing medical-surgical reports, and handling medical correspondence is emphasized. (2 Lec., 6 Lab.)

(MA) 161 Medical Office-Administration And Management Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. This course covers the principles of medical office communications. Medical record-keeping, types of records, reports, and computerized and statistical procedures are introduced. The function of the hospital medical record department in relation to the medical office is also introduced. The fundamentals of a medical office, care of equipment, ordering of office supplies, and office house-keeping are covered. (3 Lec.)

(MA) 164 Medical Office Pharmacology And Drug Administration (3)

Prerequisite: Admission to the Medical Assisting Technology Program. This course enables students to identify basic drugs, their use and effect on the body, and the calculation of dosage and solutions. The definition and use of correct abbreviations and terminology are covered. Ways to identify and use of correct abbreviations and terminology are covered. Ways to identify medications regulated by the Bureau of Narcotics and Dangerous Drugs are included and the records required on them are explained. Also included are the ordering, storage inventory, and disposal of drugs. Methods of drug administration are identified, including techniques of giving injections and selecting of sites. Laboratory fee. (2 Lec., 2 Lab.)

(MA) 166 Introduction To Medical Word Processing (2)

This course is designed to introduce students to the concepts of word processing with actual experience in composing, dictating, and producing simulated written communications as used in the medical field. Laboratory fee. (1 Lec., 2 Lab.)

(MA) 168 Insurance And Coding (2)

Instruction will include private and public insurance programs, including plans and types of coverage; disability income insurance; workers compensation; and government sponsored plans. Emphasis will be on claims handling directly related to a medical practice, identifying diagnoses and medical codes and procedures using standard nomenclature, and the ethical and legal precautions in claims processing. (2 Lec.)

(MA) 171 Medical Office Laboratory Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program. The purpose, techniques, and recording of basic laboratory procedures commonly performed in a physician's office are covered in lectures and laboratory sessions. Included are urinalysis, blood counts, gram stains, sedimentation rates, and pregnancy tests. The collection, preparation, and labeling of specimens are also covered. Clinical laboratory reports are explained. The assistance of patients by giving the proper instructions for their preparation for clinical lab tests is described. Laboratory fee. (5 Lec., 5 Lab.)

(MA) 172 Medical Assisting Externship (6)

Prerequisite: Completion of all Medical Assisting Technology courses with an overall GPA of 2.0 or above. This course provides supervised work experience in a private medical office, clinic, or hospital. Classroom reports and critique are also included. The student is assigned regular duties and is responsible to the supervisor in charge. The work is coordinated by a member of the medical assisting faculty. A minimum of 180 hours is required in the clinical setting for externship. (2 Lec., 36 Lab.)

(MA) 704 Cooperative Work Experience (4)

Prerequisite: Completion of all Medical Transcription course work or the ability to type 50 corrected words per minute or coordinator approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar will consist of exploration and analysis of the impact of the work environment on the medical transcriptionist. Resources for professional and career development will be included. (1 Lec., 20 Lab.)

MEDICAL LABORATORY TECHNOLOGY

(MLT) 130 Introduction Seminar (1)

Prerequisite: Acceptance into the Medical Laboratory Technology Program. Laboratory mathematics with clinical applications, quality assurance, laboratory safety, phlebotomy and medical ethics are presented. Laboratory fee. (2 Lab.)

(MLT) 133 Hematology (4)

Prerequisite: Acceptance into the Medical Laboratory Technician Program and concurrent enrollment in Medical Laboratory Technology 135. The theory and basic techniques used in the hematological examination of blood are presented. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 134 Instrumentation (2)

Prerequisites: Acceptance into the Medical Laboratory Technology Program and a minimum grade of "C" or concurrent enrollment in Medical Lab Technology 130. The theory of laboratory instruments including microscopes, centrifuges, hematological and clinical chemistry instrumentation is presented. Trouble shooting problems is included. Laboratory fee. (1 Lec., 3 Lab.)

(MLT) 136 Immunology/Serology (3)

Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 130 or demonstrated competence approved by instructor. The theory and practice of clinical immunology are presented. Serological laboratory procedures are performed and applied to diagnostic correlations. Laboratory fee. (2 Lec., 3 Lab.)

(MLT) 137 Immunohematology (3)

Prerequisites: Acceptance into the Medical Laboratory Technology Program and a minimum grade of "C", or concurrent enrollment in Medical Lab Technology 130 and 136. The theory and practice of clinical Immunohematology are presented. An overview of modern blood banking will include component preparation to specialized testing necessary for antibody identification. Laboratory fee. (2 Lec., 4 Lab.)

(MLT) 140 Clinical Practice I (8)

Prerequisites: Minimum grade of "C" in all previous Medical Laboratory Technology course work and an overall minimum grade of "C" in non-technical course work. This course provides supervised clinical practice in hematology, serology, and blood banking. The student is assigned to a clinical laboratory. (35 Lab.)

(MLT) 225 Urinalysis And Body Fluids (3)

Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 130, 134 and 137 or demonstrated competence approved by the instructor. This course is a study of the theory and laboratory procedures used in the analysis of urine and other body fluids. Laboratory fee. (2 Lec., 4 Lab.)

(MLT) 229 Medical Microbiology I (4)

Prerequisites: Completion of the first year of the Medical Laboratory Technology Program or demonstrated competence approved by the instructor. The fundamentals of microbial life are studied. Methods and procedures used in diagnostic microbiology are covered. Included are the principles of aseptic techniques, susceptibility testing of bacteria, quantification of selected bacteria. The normal body flora are discussed, and the relationship of these bacteria to disease in humans is emphasized. Laboratory fee. (3 Lec., 4 Lec.)

(MLT) 231 Clinical Chemistry (4)

Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 229 and completion of Chemistry 203. This course focuses on the theory and procedures used in the clinical chemistry laboratory. Both manual and automated methods are presented in lectures and laboratory assignments. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 236 Medical Microbiology II (4)

Prerequisite: Minimum grade of "C" in Medical Laboratory Technology 229. This course is a continuation of Medical Laboratory Technology 229. It includes the study of the isolation and identification procedures for selected bacteria, fungi, and parasites. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 240 Clinical Practice II (8)

Prerequisites: Minimum grade of "C" in all previous Medical Laboratory Technology course work and an overall minimum grade of "C" in non-technical course work. This course provides supervised clinical practice in diagnostic microbiology and clinical chemistry and urinalysis. The student is assigned to a clinical laboratory. (35 Lab.)

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) 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 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)

Prerequisite: Completion of two courses in the Motorcycle Mechanics program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, employer expectations of employees and service repair liability. (1 Lec., 15 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 145 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. Private music may be repeated for credit. Laboratory fee required. (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) 149 Digital Music Production (3)

Prerequisite: One year of music theory or demonstrated competence approved by the instructor. This course meets the specific needs of experienced songwriters, performers, composers/arrangers, and those people working in or actively interested in music production. (2 Lec., 1 Lab.)

(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: 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) 166 History Of Jazz/Rock Music (3)

The study of social and musical influences on Jazz/Rock music and the influence of Jazz/Rock Music on society and the music industry. (3 Lec.)

(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 copywriting, and studio and sound support production. The course concludes with individually produced advertising jingles. (1 Lec., 2 Lab.)

(MUS) 181 Lab Band (1)

Prerequisite: Demonstrated competence approved by the instructor. In the Lab Band, students study and perform all forms of commercial music, such as jazz, pop, avantgarde, and soul. Student arranging, composing, and conducting is encouraged. This course may be repeated for credit. (3 Lab.)

(MUS) 185 Stage Band (1)

Prerequisite: 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 course 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 the student's major instrument. The vocalist uses scat singing techniques. Analysis or 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 artists 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, envelop 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)

Prerequisites: Music 190 and 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)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

(MUS) 203 Composition (3)

Prerequisites: Music 145 and 146 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. This course may be repeated for credit. (3 Lec.)

(MUS) 205 Guitar Pedagogy (1)

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. Laboratory 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. Laboratory fee. (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)

Prerequisites: 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 of portfolios may be acquired. Laboratory fee. (2 Lec., 3 Lab.)

(MUS) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in Music or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning experiences each semester. The seminars consist of topics which include job relations, setting and writing job objectives, performance, and observing live performances. (1 Lec., 15 Lab.)

(MUS) 713 Cooperative Work Experience (3)

Prerequisites: Completion of Music 703. This advanced course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning experiences each semester. The seminars consist of topics which may include observing live performances, observing live recording sessions, equipment operating systems, inventory and stock categories, and pricing. (1 Lec., 15 Lab.)

NURSING

(NUR) 101 Basic Pharmacology (3)

Prerequisites: Minimum grade of "C" in Biology 120 or 221 and concurrent enrollment in Biology 121 or 222. Registered Nurses or Licensed Vocational Nurses may enroll for refresher purposes. This course will be a comprehensive study of pharmacologic agents utilized by nurses and other health care workers. The focus is on the overall classification and pharmacokinetic properties of that classification. Drugs affecting all body systems are included. (3 Lec.)

(NUR) 102 Introduction To Pathophysiology (3)

Prerequisites: Biology 120 and concurrent enrollment in Biology 121. This course will provide a basic introduction to pathophysiology of disease processes. The focus of the course will include a systems approach to the development of disease, abnormal physiological responses, clinical manifestations, and some treatment modalities. (3 Lec.)

(NUR) 144 Nursing I (8)

Prerequisites: Admission to the program and "C" grade in Biology 120 or 221 and English 101. Concurrent enrollment in Biology 121 or 222, Math 139 or 101, and Psychology 101. This basic nursing course will serve as a foundation on which four courses will build and expand. Topics include an introduction to nursing as a profession, the nursing process, communication, health teaching, and basic technical skills. Based on an integrated approach, concepts of health, illness, growth and development, basic human needs, the family, stress, pain, and loss are explored in all age groups. Selected clinical experiences will enable the student to begin to assess, analyze, plan, implement, and evaluate nursing care for all age groups. A system of measurements competency is a required component of the pharmacology introduction. Laboratory fee. (4 Lec., 12 Lab.)

(NUR) 146 Nursing II (9)

Prerequisites: Minimum grade of "C" in Nursing 144, and in all Semester I support courses. Concurrent enrollment in Biology 216 and Psychology 201. This course focuses on the application of the basic principles, concepts, and skills from Nursing 144. Included is medication administration and intravenous fluid therapy. Psychological and physiological stress is further explored with discussion of the nursing care of patients experiencing pregnancy, delivery, including care of the newborn, postpartum, surgery, abnormal cell proliferation, impaired nutrition, and maladaptive behavior in all age groups. Selected clinical experiences including an obstetric rotation continue to focus on the nursing process in caring for patients of all age groups. An application of pharmacology dosage and solution competency is a required component of this course. Laboratory fee. (5 Lec., 13 Lab.)

(NUR) 147 Nursing II A (5)

Prerequisites: Current Texas LVN license, admission to the Associate Degree Nursing Program, and "C" grade in 24 credit hours including: Biology 121 or 222, 216, Mathematics 139 or 101, Psychology 201, and English 101. Licensed Vocational Nurses will take this course in place of Nursing 144 and 146. This course will include assessment of the student's theoretical, attitudinal, and psychomotor skills. Content will focus on the change in role from LVN to RN, communication, application of the nursing process, and maintenance of homeostasis. Specific areas of emphasis include problems of fluid and electrolytes, inflammation/immune response, abnormal cell proliferation, nutrition, pregnancy, birth, the neonate, and psychosocial aspects. Upon successful completion of this course, the student will be granted 12 hours of equivalency for Nursing 144 and 146. Laboratory fee. (4 Lec., 3 Lab.)

(NUR) 201 Special Topics: Applied Management In Health Care Settings (3)

Prerequisite: Sophomore level in nursing. The focus of this course will be on management theory as applied to health care settings. Topics include: management theory, leadership characteristics, group dynamics, health care organizational structures, the planning process, change, budgeting, evaluation, staffing, and applied concepts. (3 Lec.)

(NUR) 202 Special Topics: Geriatric Care (3)

Prerequisite: Sophomore level in nursing. This course will focus on the special care needs of the older adult. Topics will include an overview of the physical, psychological, and social changes associated with aging, geriatric assessment skills, and health care intervention in institutional and non-institutional settings. (3 Lec.)

(NUR) 203 Practicum: Care Of The Psychiatric Patient (3)

Prerequisite: Nursing 244 or Registered Nurse. This elective practicum will focus on increasing clinical skills in applying the nursing process to the client in the psychiatric setting. Seminar topics will include assessment skills, treatment modalities, and the evaluation for effectiveness of prescribed therapeutic strategies. Health maintenance, discharge planning, and the role of the registered nurse on the mental health care team will also be included. (1 Lec., 6 Lab.)

(NUR) 204 Specific Topics: Home Health Care Nursing (3)

Prerequisite: Sophomore level or Registered Nurse. This course will assist the nurse in making the transition from hospital-based nursing to nursing practice in the home health care setting. Content of the course includes changes in the health care setting; coping with change; and management, supervision, and communication skills; as well as special problems found in the home setting. Documentation of care and legal issues of nursing care in the home are emphasized. (1 Lec., 6 Lab.)

(NUR) 244 Nursing III (4)

Prerequisites: August admission: minimum grade of "C" in Nursing 146, and in all required Semester II support courses. January admission: minimum grade of "C" in Nursing 250, and in all required Semester III support courses. This course emphasizes the application of the nursing process to the care of patients experiencing crisis, and patients exhibiting severely impaired behavior. Selected clinical experiences include a psychiatric rotation. Nursing 250 precedes Nursing 244 in the January admission curriculum plan. Laboratory fee. (6 Lec., 15 Lab.)

(NUR) 250 Nursing IV (9)

Prerequisites: August admission: minimum grade of "C" in Nursing 244. January admission: minimum grade of "C" in Nursing 146. Concurrent enrollment in Speech Communication 101. This course emphasizes a conceptual approach to care of patients in all age groups with complex health care needs pertaining to immobility, problems of moderately impaired oxygen exchange, immunological/inflammatory response, and elimination. Selected clinical experiences focus on application of the nursing process with emphasis on priority setting. A pharmacology application competency is a required component of this course. Laboratory fee. (5 Lec., 12 Lab.)

(NUR) 258 Nursing V-Care Of Patients With Complex Illnesses (9)

Prerequisites: August admission: Minimum grade of "C" in Nursing 250. January admission: Minimum grade of "C" in Nursing 244. Concurrent enrollment in an approved elective course. This course emphasizes conceptual approaches to the care of patients with complex illnesses which often involve multiple body systems. Problems of sensory deprivation and overload, severely impaired oxygen exchange, and severe fluid and electrolyte imbalance are addressed. Weekly clinical experiences focus on the management of care for these patients, using the nursing process, and emphasizing decision making and priority setting. A supervised clinical practicum provides an opportunity for students to apply knowledge gained from this course at the end of the semester. A pharmacology application competency is a required component of the course. Laboratory fee required. (4 Lec., 15 Lab.)

(NUR) 259 Nursing V - A Role Transition (1)

Prerequisites: Minimum grade of "C" in Nursing 250. Concurrent enrollment in Nursing 257. This seminar focuses on role transition and current issues affecting the practice of nursing. Topics will include decision making in nursing, principles of management, work organization, processes of communication and change theory. (1 Lec.)

OFFICE CAREERS

(OFC) 103 Speedwriting Theory (4)

Prerequisites: Credit or concurrent enrollment in Office Careers 172 or demonstrated competence approved by the instructor. 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. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 106 Speedwriting Dictation And Transcription (4)

Prerequisites: Office Careers 103. 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)

Prerequisites: 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 different emphasis up to six hours. (1 Lec.)

(OFC) 144 Contemporary Topics In Office Careers (2)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office careers are studied. (2 Lec.)

(OFC) 145 Contemporary Topics In Office Careers (3)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office careers are studied. (3 Lec.)

(OFC) 150 Automated Filing Procedures (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)

Prerequisite: Credit or concurrent enrollment in Office Careers 172 or demonstrated competence approved by the instructor. 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 electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business applications are included. Office Careers 160 is equivalent to Office Careers 192, 193, and 194. Laboratory fee. (3 Lec.)

(OFC) 162 Office Procedures (3)

Prerequisites: 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 and Office Careers 172 or demonstrated competence approved by the instructor. 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. Office Careers 166 is equivalent to Office Careers 187, 188, and 189. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 167 Legal Terminology And Transcription (3)

Prerequisites: Office Careers 173 and Office Careers 185 or concurrent enrollment or demonstrated competence approved by the instructor. 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 typing. Fundamental techniques in typing are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. Office Careers 172 is equivalent to Office Careers 176, 177, and 178. Laboratory fee. (2 Lec., 3 Lab.)

(OFC) 173 Intermediate Typing (3)

Prerequisites: Office Careers 172 or demonstrated competence approved by the instructor. 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 Keyboarding (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)

Prerequisites: Office Careers 176. Practical techniques for business correspondence are developed. Memorandums, personal letters, and business letters are covered. Exercises to increase skill are stressed. Laboratory fee. (1 Lec.)

(OFC) 178 Beginning Typing III (1)

Prerequisites: 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 Office Information Systems Concepts (2)

This course introduces information/word processing and describes its effect on traditional office operations. An understanding of basic information word processing principles, concepts, terminology and advantages of word processing environment system is introduced. This course does not include the operation of a dedicated word processor or microcomputer. (2 Lec.)

(OFC) 182 Introduction To Word Processing Equipment (1)

Prerequisites: Office Careers 173 and Office Careers 179 or concurrent enrollment. This course introduces the fundamental techniques required in the operation of word processing equipment/software. Basic concepts of electronic storage and retrieval involved in creating, printing, centering, and revising documents are introduced. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

(OFC) 183 Keyboarding For Speed And Accuracy (1)

This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Typing or Advanced Typing Applications. May be repeated for credit. Laboratory fee. (2 Lab.)

(OFC) 185 Basic Machine Transcription (1)

Prerequisites: Office Careers 173 or concurrent enrollment. 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 and audio transcription machines are used. Laboratory fee. (1 Lec., 1 Lab.)

(OFC) 187 Intermediate Shorthand I (2)

Prerequisites: 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 the 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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (2 Lab.)

(OFC) 190 Principles Of Word Processing (4)

Prerequisites: 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. Office Careers 190 is equivalent to Office Careers 179, 182, and 185. Laboratory fee. (3 Lec., 3 Lab.)

(OFC) 192 Office Machines I (1)

Business mathematical skills needed to operate office calculators are reviewed. Speed and accuracy skills using ten-key touch are developed. Laboratory fee. (1 Lec.)

(OFC) 193 Office Machines II (1)

Prerequisites: Office Careers 192. This course offers training on basic office calculators. Speed development and business applications are stressed. Laboratory fee. (1 Lec.)

(OFC) 194 Office Machines III (1)

Prerequisites: Office Careers 193. Extensive training on basic office calculators is continued. Speed development and business applications are stressed. Laboratory fee. (1 Lec.)

(OFC) 231 Business Communications (3)

Prerequisites: Office Careers 172 or demonstrated competence approved by the instructor and 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, proposals, and reports is made. (3 Lec.)

(OFC) 250 Records Control (3)

Prerequisites: 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 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 and Office Careers 173 or demonstrated competence approved by the instructor. 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 timed 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)

Prerequisite: Office Careers 167. 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) 282 Word Processing Applications (1)

Prerequisites: Office Careers 190 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 documents. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

(OFC) 283 Specialized Software (1)

Prerequisites: Office Careers 282 or demonstrated competence approved by the instructor. Current information/word processing technology is presented. Specialized applications are performed using automated equipment which the student has previously mastered. Applications will include graphics, math functions, spreadsheets, and the use of other software packages. Dedicated word processing equipment or microcomputers will be used in this course. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

(OFC) 285 Applied Machine Transcription (1)

Prerequisites: Office Careers 173 or 190 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. Laboratory fee. (1 Lec., 1 Lab.)

(OFC) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Office Careers program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 15 Lab.)

(OFC) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Office Careers program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 20 Lab.)

(OFC) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Office Careers program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 15 Lab.)

(OFC) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Office Careers program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 20 Lab.)

(OFC) 803 Cooperative Work Experience (3)

Prerequisites: Completion of previous Office Careers 703 or 704 and 713 or 714. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 15 Lab.)

(OFC) 804 Cooperative Work Experience (4)

Prerequisites: Completion of previous Office Careers 703 or 704 and 713 or 714. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (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)

Prerequisite: Completion of two courses in the Outboard Marine Engine Mechanics program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, employer expectations of employees and service repair liability. (1 Lec., 15 Lab.)

PATTERN DESIGN

(PDD) 151 Pattern Drafting I (3)

The principles of drafting and draping basic patterns for collars, skirts, bodices, and sleeves are presented. Cutting out garments is also included. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 152 Pattern Drafting-II (3)

Prerequisite: Pattern Design 151. Drafting and draping basic patterns for separates and dresses are covered. Basic techniques are developed in pattern grading. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 153 Pattern Drafting III (3)

Prerequisite: Pattern Design 152. Techniques are developed for drafting and draping patterns for girls, junior petite, and junior sizes. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 254 Pattern Drafting IV (3)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for misses and half-sizes of casual, daytime dresses. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 255 Pattern Drafting V (3)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for junior sportswear and misses sportswear. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 256 Pattern Drafting VI (3)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for dressy dresses and lingerie. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 257 Pattern Drafting VII (3)

Prerequisite: Pattern Design 255. Techniques are developed for drafting and draping patterns for misses and junior tailored garments. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 702 Cooperative Work Experience (2)

Prerequisite: Completion of one Pattern Design course or instructor approval. This course provides practical work experience with a Dallas manufacturer or related apparel business. Areas of specialization are sample cutting and pattern making - areas of relationship pertaining to fashion. The student, employer and instructor develop a written competency- based learning plan with varied learning objectives and work experience. Seminar sessions each semester consist of resumes, changing jobs, films on fashion, and building self-esteem. (1 Lec., 10 Lab.)

(PDD) 703 Cooperative Work Experience (3)

Prerequisite: Completion of one Pattern Design course or instructor approval. This course provides practical work experience with a Dallas manufacturer or related apparel business. Areas of specialization are sample cutting and pattern making - areas of relationship pertaining to fashion. The student, employer and instructor develop a written competency- based learning plan with varied learning objectives and work experience. Seminar sessions each semester consist of resumes, changing jobs, films on fashions, and building self-esteem. (1 Lec., 15 lab.)

(PDD) 704 Cooperative Work Experience (4)

Prerequisite: Completion of one Pattern Design course or instructor approval. This course provides practical work experience with a Dallas manufacturer or related apparel business. Areas of specialization are sample cutting and pattern making - areas of relationship pertaining to fashion. The student, employer and instructor develop a written competency- based learning plan with varied learning objectives and work experience. Seminar sessions each semester consist of resumes, changing jobs, films on fashions, and building self-esteem. (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) 103 Critical Thinking (3)

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (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.)

(PHI) 207 History Of Ancient Philosophy (3)

The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)

(PHI) 208 History Of Modern Philosophy (3)

The history of philosophy from the Renaissance through the 19th century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th century philosophies. The historical relationship between these schools of thought is explored. (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.)

(PHO) 122 Commercial Photography I (3)

Commercial or contract photography is studied. Field, studio, and darkroom experience for various kinds of photography is discussed. Included are social photography, portrait and studio photography, fashion and theatrical portfolio, publicity photography, and convention photography. The use of natural, stationary, flash, and strobe artificial lights is covered. Laboratory fee. (2 Lec., 4 Lab.)

(PHO) 123 Commercial Photography II (3)

This course is a continuation of Photography 122. Publicity photography, architectural photography, interior photography, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges are made with sample clients, employers, studios, and agencies. Laboratory fee. (2 Lec., 4 Lab.)

(PHO) 207 Photography For Publications (3)

This course is designed for the student who is interested in journalistic editing, publications photography, and graphic arts procedures. It encourages skills in all three areas and prepares the student for a broad job market that includes photojournalism, printing, editing, composing, and general copy preparation. Students who enroll in this course should have a background in journalism, photography, and graphic arts and be of sophomore standing. Laboratory fee. (2 Lec., 4 Lab.)

PHYSICAL EDUCATION

(PEH) 100 Lifetime Sports Activities (1)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate. Physical Education 100 may be repeated for credit when students select different activities in subsequent semesters. Laboratory fee. (3 Lab.)

(PEH) 101 Health For Today (3)

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. (This course is offered on campus and may be offered via television.) (3 Lec.)



(PEH) 104 Beginning Soccer (1)

Course content emphasizes the basic playing skills of both indoor and outdoor soccer at the beginner level, as well as rules, strategies, safety, offensive and defensive patterns of play, and competitive activities. 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 (1)

Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. 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)

Course content emphasizes the basic playing skills of badminton at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. Each of the above elements will be applied to the singles, doubles, and mixed-double games. Laboratory fee. (3 Lab.)

(PEH) 115 Physical Fitness (1)

Students are introduced to fitness related activities to gain the knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, flexibility and agility exercises, and weight training. Physical Education 115 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)

The beginning level skills of target shooting, bow hunting, clout shooting, and wand and trap shooting are emphasized, as well as history, rules of competition, preparation and care of all archery equipment, and safety. Laboratory fee. (3 Lab.)

(PEH) 118 Beginning Golf (1)

Course content emphasizes the basic skills involved in club selection, golf course analysis, shot selection and execution of the golf swing. Rules, scoring, handicapping, and etiquette are included. Equipment is furnished. Laboratory fee. (3 Lab.)

(PEH) 119 Beginning Tennis (1)

This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Laboratory fee. (3 Lab.)

(PEH) 120 Beginning Bowling (1)

Basic bowling skills at the beginner level are emphasized as well as rules, strategies, safety, scoring, and competitive activities. All classes are conducted at an off-campus bowling lane. Laboratory fee. Lane 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 level skills in both men's and women's all-around gymnastic events are emphasized. Men's events include horizontal bar, pommel horse, rings, vaulting, floor exercise, and parallel bars. Women's events include floor exercise, vaulting, balance beam, and uneven parallel bars. Basic tumbling skills are also included. All appropriate events will be incorporated into a beginner's level routine. Laboratory fee. (3 Lab.)

(PEH) 123 Beginning Swimming (1)

This course is designed to teach a non-swimmer or a shallow water swimmer only to become a safe and efficient deep water swimmer. After the development of sufficient skill to perform a modified crawl stroke, the elementary back stroke, survival floating and jumping into deep water, leveling off and changing directions, swimmers will be able to swim in deep water. Laboratory fee. (3 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 two-step, cotton-eyed Joe, 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 Aerobics (1)

This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, and jumping, etc. Depending on the physical fitness level of the student, each routine can be performed at different intensities. 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 are 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. This 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) 136 Walking For Fitness (1)

This course is designed for the student who desires cardiovascular fitness by means of low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. (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) 217 Intermediate Archery (1)

Prerequisite: Successful completion of Physical Education 117 or approval of instructor. Archery activities and skills presented in Physical Education 117 are reviewed with emphasis placed on competitive target shooting and field archery. Laboratory fee. (3 Lab.)

(PEH) 218 Intermediate Golf (1)

Prerequisite: Successful completion of Physical Education 118 or approval of instructor. Skills and techniques presented in Physical Education 118 are refined beyond the beginner level. Analysis and practice of the golf swing, swing theory and methods, strategy, and actual course playing are emphasized. Laboratory fee. Green fees. (3 Lab.)

(PEH) 219 Intermediate Tennis (1)

Prerequisite: Successful completion of Physical Education 119 or approval by the instructor. Emphasis is placed on proper execution of the strokes presented in Physical Education 119 as well as on specialty shots such as the lob, overhead, and spins. Competitive activities in singles, doubles and mixed doubles will be available. Laboratory fee. (3 Lab.)

(PEH) 222 Intermediate Gymnastics (1)

Prerequisite: Physical Education 122 or previous gymnastic training. Tumbling and the all-around events for men and women as presented in Physical Education 122 will be emphasized at the intermediate performance level. Course emphasis is placed on the development, preparation, and presentation of gymnastic routines. Laboratory fee. (3 Lab.)

(PEH) 223 Intermediate Swimming (1)

Prerequisite: Successful completion of Physical Education 123, Red Cross Beginning Swimmer Certificate or approval of instructor. The correct performance of the crawl, elementary back stroke, side stroke and breast stroke will be emphasized. Some speed and endurance swimming will be required. Laboratory fee. (3 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 swimming ability. Successful completion of this course qualifies students for the Red Cross Advanced Life Saving Certificate. Laboratory fee. (3 Lab.)

(PEH) 228 Advanced Open Water Scuba (2)

Prerequisite: Physical Education 225 or appropriate certifying agency entry level certificate and 10 log book hours. Instruction will include the introductory knowledge and skill development in the open water environment for the student to participate in under water investigation, deep diving, search and light salvage, and limited visibility/night diving. Safety, special equipment, dive planning and dive buddy procedures will be covered. Upon successful completion of the course, the student will receive advanced open water certification through PADI. (1 Lec., 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 demonstrated competence approved by the instructor. Students will be introduced to intermediate forms of defense and combinations 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.)

(PEH) 234 Water Safety Instructor (2)

Prerequisite: Current Advanced Life Saving Card. The principles and techniques for instructors in water safety and life saving classes are covered. Completion of the course qualifies the student to test for certification by the Red Cross as a water safety instructor. A uniform is required. Laboratory fee. (1 Lec., 2 Lab.)

(PEH) 236 The Coaching Of Football And Basketball (3)

The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques. (2 Lec., 2 Lab.)

(PEH) 238 Aquatics (2)

The techniques and procedures of selected water-related activities are studied. The use of the activities in recreation programs is included. Pool management, staff training, safety, and supervision of aquatics are also included. (1 Lec., 2 Lab.)

(PEH) 257 Advanced First Aid And Emergency Care (3)

The Advanced First Aid and Emergency Care course of the American Red Cross is taught, presenting both theory and practice. Various aspects of safety education also are included. (3 Lec.)

PHYSICAL FITNESS TECHNOLOGY

(PFT) 101 Exercise Science (3)

This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical fitness. The emphasis is on physiological responses and adaptations to exercise. Basic elements of kinesiology, biomechanics, and motor learning are addressed. An introduction to the physical fitness industry is included. (3 Lec.)

(PFT) 110 Aerobic Training Theory And Application (4)

The theoretical bases for aerobic training and the application of theoretical principles to the development of aerobic training programs are covered. Instructional techniques are studied. Tests of aerobic capacity and techniques for the application of test results to individual and group exercise prescriptions are included. Safety and injury prevention are emphasized. Equipment use and maintenance are covered. (3 Lec., 3 Lab.)

(PFT) 111 Strength Training Theory And Application (4)

The theoretical bases for strength training and the application of theoretical principles to the development of strength training programs are covered. Instructional techniques are studied. Tests of muscular strength and techniques for the application of test results to individual and group exercise prescriptions are included. Safety and injury prevention are emphasized. Equipment use and maintenance are covered. (3 Lec., 3 Lab.)

(PFT) 120 Fitness And Exercise Testing I (4)

Prerequisite: CPR certification. Techniques for conducting physical fitness assessments are studied. Tests of cardio-respiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity are included. The course includes an introduction to electrocardiography. Safety guidelines and precautions are emphasized. Equipment use and maintenance are covered. (3 Lec., 3 Lab.)

(PFT) 130 Basic Nutrition (3)

This survey course presents an overview of essential food nutrients. Methods for evaluating nutritional claims and guidelines for establishing nutritionally sound diets are covered. The concepts of caloric intake and energy expenditure in relationship to exercise are explored. Personal computer programs for nutritional analysis and nutritional counseling are introduced. (3 Lec.)

(PFT) 200 Instruction In Lifestyle Change (3)

Health risk appraisals and their application to lifestyle change are covered. The components of weight control, smoking cessation, and stress management programs and the principles of exercise adherence are studied. Techniques in behavior modification, motivation, teaching, and counseling are addressed, and behavior change as lifestyle change is emphasized. The use of personal computer and audiovisual programs for health risk appraisal and lifestyle change instruction is included. (2 Lec., 3 Lab.)

(PFT) 210 Exercise Leadership And Programming (4)

Methods for leading an exercise session, including recruitment, design, instruction, and evaluation are covered. The scheduling and implementation of physical fitness classes, recreational activities, and competitive events are studied. Non-exercise programming and programming for special populations are also included. The design of safe, enjoyable activities is emphasized. (3 Lec., 3 Lab.)

(PFT) 220 Fitness And Exercise Testing II (4)

Prerequisite: PFT 120 or demonstrated competence approved by the instructor. This is an advanced course in graded exercise testing. Various exercise testing protocols for determining cardiorespiratory fitness are covered. Basic electrocardiography is studied, including abnormalities that would prompt limitation or termination of an exercise tolerance test. Methods for prescribing exercise programs based upon exercise test results are also studied. (3 Lec., 3 Lab.)

(PFT) 230 Prevention And Care Of Exercise Injury (3)

Prerequisite: PEH 257 or demonstrated competence approved by the instructor. Methods for the injury-prevention design of the exercise setting and exercise program are covered in this course. The use of physical conditioning techniques to prevent injury, and current exercise fads and myths that promote injury are explored. Methods for injury recognition and evaluation, the on-site care of exercise injuries, and emergency procedures are presented. (2 Lec., 3 Lab.)

(PFT) 240 Practical Aspects Of The Fitness Industry (3)

This course is a survey of the practical aspects of the physical fitness industry. Topics covered include equipment cost analysis, program marketing, legal issues, policy formation, budgetary planning, and time management. A variety of computer applications and current industry trends are also covered. (3 Lec.)

(PFT) 250 Psychosocial Aspects Of Sport And Exercise (3)

The social and cultural influences on exercise initiation and exercise adherence are explored. Emphasis is given to the interrelatedness of mental skills and physical skills and the value of sport and exercise for overall well-being. Techniques for maximizing performance are included. (3 Lec.)

(PFT) 281 Selected Topics In Physical Fitness Technology (1)

This is an elective course designed to deal with specific topics in physical fitness technology. As the topics change, this course may be repeated twice for credit. (1 Lec.)

(PFT) 283 Selected Topics In Physical Fitness Technology (3)

This is an elective course designed to deal with specific topics in physical fitness technology. As the topics change, this course may be repeated once for credit. (3 Lec.)

(PFT) 290 Practical Application In Physical Fitness Technology I (1)

Prerequisites: PFT 110 and PFT 111. The student serves as an instructional assistant in a physical education activity class. Course objectives are individualized to the student. The student assists in a class from one of the three activity course clusters: Aerobic Activities, Strength Activities, Recreational/Sport Activities. (3 Lab.)

(PFT) 291 Practical Application In Physical Fitness Technology II (1)

Prerequisite: PFT 290. The student serves as an instructional assistant in a physical education activity class. Course objectives are individualized to the student. The class in which the student assists must be from an activity course cluster (Aerobic Activities, Strength Activities, Recreational/Sport Activities) different from the student's PFT 290 assignment. (3 Lab.)

(PFT) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in Physical Fitness Technology or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of orientation to cooperative work experience, writing learning objectives, customer service, team building, problem solving, goal setting, and conflict resolution. (1 Lec., 15 Lab.)

(PFT) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in Physical Fitness Technology or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of orientation to cooperative work experience, writing learning objectives, customer service, team building, problem solving, goal setting, and conflict resolution. (1 Lec., 20 Lab.)

(PFT) 713 Cooperative Work Experience (3)

Prerequisite: Completion of Physical Fitness Technology 703 or 704 or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of orientation to cooperative work experience, writing learning objectives, customer service, time management, stress management, chemical dependency, and personal wellness. (1 Lec., 15 Lab.)

(PFT) 714 Cooperative Work Experience (4)

Prerequisite: Completion of Physical Fitness Technology 703 or 704 or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of orientation to cooperative work experience, writing learning objectives, customer service, time management, stress management, chemical dependency, and personal wellness. (1 Lec., 20 Lab.)

(PFT) 803 Cooperative Work Experience (3)

Prerequisite: Completion of Physical Fitness Technology 713 or 714 or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of orientation to cooperative work experience, writing learning objectives, customer service, job interviews, career goals, work ethics, and professional resources. (1 Lec., 15 Lab.)

(PFT) 804 Cooperative Work Experience (4)

Prerequisite: Completion of Physical Fitness Technology 713 or 714 or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of orientation to cooperative work experience, writing learning objectives, customer service, job interviews, career goals, work ethics, and professional resources. (1 Lec., 20 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) 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.)

POSTAL SERVICE ADMINISTRATION

(See MANAGEMENT)

PSYCHOLOGY**(PSY) 101 Introduction To Psychology (3)**

Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (This course is offered on campus and may be offered via television.) (3 Lec.)

**(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) 131 Applied Psychology And 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 101. 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 101. 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 101. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(PSY) 207 Social Psychology (3)

Prerequisite: Psychology 101 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.)

QUALITY CONTROL TECHNOLOGY**(QCT) 121 Introduction To Quality Control (2)**

Prerequisite: Credit or concurrent enrollment in Math 195. This course introduces some of the concepts and techniques currently being used by industry to prevent defective products from reaching the consumer. Included are reliability analysis, control charts, inspection and sampling plans. The language, terminology and organization of typical industry quality control functions are studied. Elementary probability and statistics concepts are presented as background. (2 Lec.)

(QCT) 122 Dimensional Measurement (3)

Prerequisite: Credit or concurrent enrollment in Quality Control Technology 121 or demonstrated competence approved by the instructor. This course provides an opportunity to obtain a practical and theoretical understanding of many types of mechanical and optical measuring devices which are used in dimensional inspection. Laboratory fee. (2 Lec., 2 Lab.)

(QCT) 220 Physical And Environmental Testing (3)

Prerequisite: Quality Control Technology 121. This course introduces tests and evaluations used on raw materials and fabricated parts. Topics include tensile and hardness testing, metallurgical cross-sectioning, temperature-humidity cycling, and corrosion resistance testing. Laboratory fee. (2 Lec., 2 Lab.)

(QCT) 227 Non-Destructive Evaluation (3)

Prerequisite: Quality Control Technology 122. This course provides a basic background in such areas as industrial radiography, magnetic particle and penetrant inspection, eddy current, and ultrasonic testing. Laboratory fee (2 Lec., 2 Lab.)

(QCT) 236 Advanced Quality Control Systems (4)

Prerequisite: Quality Control Technology 122. A detailed study is made of the control and information systems and decision procedures necessary to effectively operate the quality control function. Topics and problems include reliability process control, failure analysis, and corrective action systems. A problem-prevention and problem-solving approach is emphasized. (3 Lec., 2 Lab.)

RADIOLOGIC SCIENCES**(DMS) 208 Cross Sectional Anatomy (3)**

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course focuses on a detailed study of the anatomy of the abdomen, including the anatomical relationships of organs such as the liver, gallbladder, spleen, vascular system, and pelvis, as it relates to an ultrasound examination. Laboratory fee. (3 Lec.)

(DMS) 210 Acoustical Physics (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Science courses. This course is designed to introduce the student to the study of acoustical physics, with the discussion of such topics as the interaction of ultrasound with tissues, mechanics of ultrasound production, various transducer design and construction, and principles of dopler devices. (3 Lec.)

(DMS) 216 Ultrasound Science I (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course discusses the history of sonography, related diagnostic research, and departmental procedures. Patient history and clinical findings relative to sonographic examination will be discussed. (2 Lec.)

(DMS) 218 Clinical Medicine I (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. A detailed study of scanning techniques, transducers, normal and abnormal abdominal anatomy, patient history and laboratory data, as it relates to sonographic examination are the focus of this course. (4 Lec.)

(DMS) 219 Clinical Education I (5)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. The student will participate in supervised experiences in an affiliated hospital ultrasound department. (16 Lab.)

(DMS) 220 Instrumentation/Standardization (3)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course focuses on the components and functions of the scanner, display systems, scan converter, and hard copy units of sonographic examination. Discussion will include a comparison of various real time units, B scan units. Operations and calibration of an ultrasound unit will also be discussed. (3 Lec.)

(DMS) 222 Pathophysiology (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course presents a study of the pathology and pathophysiology of abdominal structures visualized with ultrasound examination, including urinary and reproductive systems, breast and thyroid. Correlations will be made between sonographic examination and disease processes of these organs. (3 Lec.)

(DMS) 225 Clinical Medicine II (4)

Prerequisite: Minimum grade of "C" or better in all previous courses. This is a continuation of Clinical Medicine I with emphasis on the male and female pelvis, and obstetrics. (4 Lec.)

(DMS) 226 Clinical Education II (7)

Prerequisite: Minimum grade of "C" or better in all previous courses. This is a continuation of Clinical Education I. Students will be assigned to affiliated hospital ultrasound departments. (24 Lab.)

(DMS) 233 Clinical Education III (4)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Education II. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

(DMS) 237 Clinical Medicine III (1)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Medicine II, with emphasis on the neonatal head. (3 Lec.)

(DMS) 240 Clinical Education IV (4)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Education III. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

(DMS) 242 Clinical Medicine IV (1)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Medicine III with emphasis placed on review of adult abdominal organ systems. (3 Lec.)

(RAD) 103 Radiographic Positioning And Osteology I (2)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is designed to give the student an introduction to the study of basic routine positioning and osteology of various human structures, including the chest, GI tract, biliary tract, urinary system, and reproductive systems. Laboratory fee. (4 Lec., 4 Lab.)

(RAD) 104 Introduction To Radiologic Sciences I (3)

Prerequisites: Admission to the Radiologic Sciences program and concurrent enrollment or previous completion of required semester support courses. This course is designed to introduce the student to the field of Radiologic Technology and Diagnostic Medical Sonography. This course will focus on medical ethics, medical terminology, and history of radiology. An orientation to area medical center Radiology Departments for demonstration and observation of radiologic skills will be included. (2 Lec., 1 Lab.)

(RAD) 105 Principles Of Radiographic Exposure I (1)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. Film processing techniques and prime exposure factors will be the main focus of this course. Four radiographic quality factors will be introduced with emphasis on radiographic definition and distortion. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 106 Introduction To Radiologic Sciences II (3)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses and concurrent enrollment and/or previous completion of required semester support courses. This course will focus on basic patient care skills for Diagnostic Radiography/Sonography students. Demonstration of patient care skills will be presented in the laboratory setting. Principles of Medical Imaging, a continuation of Medical Terminology, and visits to affiliated Radiology Departments will be included. (2 Lec., 2 Lab.)

(RAD) 107 Applied Physics I (1)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. An analysis of basic principles related to magnetic fields, induction principles, and transformers is the focus of this course. An analysis of basic radiographic x-ray tubes and rectifiers will also be discussed. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 108 Clinical Education Orientation I (1)

This course will introduce the student to an area Radiology department and provide an overview of the various components of the department to include the reception area, processing room, patient transport, and the film filling room. Under supervision of faculty and clinic staff, the student will observe, assist and perform tasks specific to these areas. (4 Lab.)

(RAD) 111 Radiographic Positioning And Osteology II (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiographic Positioning and Osteology I, with focus on the study of the positioning and osteology of the upper extremities, pectoral girdle and lower extremities. Laboratory fee. (4 Lec., 4 Lab.)

(RAD) 113 Principles Of Radiographic Exposure II (1)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Sciences 105 with emphasis on radiographic density and contrast, as well as principles of technic formation and conditions influencing exposure factors. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 115 Applied Physics II (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Applied Physics I with emphasis on the analysis of physical principles of interaction of radiation and matter and the production of x-rays. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 116 Clinical Education Orientation II (1)

This course is a continuation of Radiologic Sciences 108 and provides the student continued opportunity to observe, assist and perform tasks specific to the Radiology reception desk, film filing room, patient transport and processing room under faculty and staff supervision. (4 Lab.)

(RAD) 201 Clinical Education I (6)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. Under supervision of faculty and clinical staff, the student will assist, observe, and perform basic diagnostic radiographic procedures in a clinical setting. Students are assigned to an affiliated hospital radiology department. (24 Lab.)

(RAD) 206 Radiographic Positioning And Osteology III (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiographic Positioning and Osteology II, with emphasis on the positioning and osteology of the thoracic cage, vertebral column, skull, paranasal sinuses, facial bones, and pelvic girdle. Laboratory fee. (2 Lec., 3 Lab.)

(RAD) 207 Clinical Education II (8)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 201. Students will be assigned to an affiliated hospital radiology department. (32 Lab.)

(RAD) 209 Radiographic Pathology (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course provides basic foundation in the pathology of human disease processes. Discussion will include the pathogenesis of disease, symptoms, radiographic diagnostic criteria, and prognosis. (2 Lec.)

(RAD) 215 Clinical Education III (Externship) (5)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 207. Students will be assigned to an affiliated hospital radiology department. (40 Lab.)

(RAD) 217 Clinical Education IV (Externship) (5)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 215. Students will be assigned to an affiliated hospital radiology department. (40 Lab.)

(RAD) 228 Principles of Radiologic Exposure III (3)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 113 with an emphasis on the study of processor quality assurance and quality control, mathematical relationships related to technic formation, and various imaging modalities. Laboratory fee. (2 Lec., 1 Lab.)

(RAD) 229 Special Procedures (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course focuses on the study of those procedures not considered common to the diagnostic radiology department. An introduction to highly specialized equipment, contrast media, and radiographic projections that are pertinent to invasive special procedures is presented. (1 Lec.)

(RAD) 251 Radiation Protection And Radiation Biology (2)

Prerequisites: Minimum of "C" or better in all previous Radiologic Sciences and support courses. This course is designed to introduce the student to the application of radiation-limiting devices and techniques utilized in radiography to protect the public from excessive radiation during radiographic examinations. Discussion will include patient and personnel protective measures, as well as various methods to detect and measure radiation. This course will also provide an introduction to the theory of radiobiology. Discussion will focus on the interaction between ionizing radiation and living tissue, with emphasis on fundamental radiological principles. Cellular, systemic, and total body response to radiation from diagnostic technology, nuclear medicine technology, and radiation therapy will be presented. (2 Lec.)

RADIO/TELEVISION**(RTV) 210 Television Production I (3)**

Prerequisite: Journalism 101 or demonstrated competence approved by the instructor. This course introduces the student to station organization, studio operation, and the use of studio equipment. Topics include continuity, camera operation, sound, lighting, and videotape recording. (2 Lec., 3 Lab.)

(RTV) 211 Television Production II (3)

Prerequisite: Radio/TV 210. This course is a continuation of Radio/TV 210. Emphasis is on the concept and technique of production of television broadcasts in practical situations. (2 Lec., 3 Lab.)

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.)

REAL ESTATE

(RE) 130 Real Estate Principles (3)

This course provides an overview of licensing for the real estate broker and salesman, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens. Distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics are also included. Three classroom hours will be devoted to federal, state and local laws governing housing discrimination, housing credit discrimination, and community reinvestment. (3 Lec.)

(RE) 131 Real Estate Finance (3)

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or equivalent. This course covers monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs and loan applications, processes, and procedures. Closing costs, alternative financial instruments, equal credit opportunity act, community reinvestment act, and state housing agency are also included. (3 Lec.)

(RE) 133 Real Estate Marketing (3)

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or the equivalent. The emphasis of this course is on real estate professionalism and ethics and the satisfaction of all parties. Topics covered include characteristics of successful salesmen, time management, psychology of marketing, listing procedures, advertising, negotiating and closing, financing, and the Deceptive Trade Practices-Consumer Protection Act, as amended, Section 17.01 et seq, Business and Commerce Code. (3 Lec.)

(RE) 135 Real Estate Appraisal (3)

Prerequisites: Real Estate 130 and 131 or the equivalent. This course focuses on principles and methods of appraising. Topics include central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (3 Lec.)

(RE) 136 Real Estate Law (3)

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or the equivalent. This course examines the legal concepts of real estate land description, real property rights and estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of titles. (3 Lec.)

(RE) 138 Real Estate Law: Contracts (3)

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or equivalent. Concepts of general contract law are reviewed as required by the Real Estate License Act. Emphasis is on detailed instructions and hands-on exercises in preparation of all promulgated contract forms. The Real Estate License Act and the working process of the Broker-Lawyer Committee are included. (3 Lec.)

(RE) 230 Real Estate Office Management/Brokerage (3)

Prerequisite: Real Estate 130 or demonstrated competence approved by the instructor. This course focuses on knowledge and skills required to manage a real estate office. Topics include law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. (3 Lec.)

(RE) 233 Commercial And Investment Real Estate (3)

Prerequisite: Real Estate 130 or demonstrated competence approved by the instructor. Topics include real estate investment characteristics, techniques of investment analysis, time-value of money, discounted and non-discounted investment criteria, leverage, tax shelters depreciation, and applications to property tax. (3 Lec.)

(RE) 235 Property Management (3)

Prerequisite: Real Estate 130 or demonstrated competence approved by the instructor. This course focuses on the various aspects of managing property. The role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act are included. (3 Lec.)

(RE) 240 Special Problems In Real Estate (1)

This is a special problems study course for organized class instruction in real estate. Examples of topics might include: market analysis and feasibility studies, land economics, international real estate, urban planning and development, tax shelter regulations, international money market, environmental impact and energy conservation. This course may be repeated for credit up to a maximum of three hours of credit. (1 Lec.)

(RE) 241 Special Problems In Real Estate (3)

This is a special problems study course for organized class instruction in real estate. Examples of topics might include: market analysis and feasibility studies, land economics, international real estate, urban planning and development, tax shelter regulations, international money market, environmental impact and energy conservation. This course may be repeated for credit up to a maximum of six hours of credit. (3 Lec.)

(RE) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two core Real Estate courses, concurrent enrollment in a core or related course or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the development of a personalized on-the-job training plan and discussions with field experts on the application of real estate fundamentals which may include brokerage, marketing, finance, law, property management and appraisal in the residential and commercial real estate sectors. (1 Lec., 20 Lab.)

(RE) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two core real estate courses and Real Estate 704, enrollment in a core or related course or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the development of a personalized on-the-job training plan and continuation of discussions with field experts on the application of real estate fundamentals which may include brokerage, marketing, finance, law, property management and appraisal in the residential and commercial real estate sectors. Seminar topics will build upon and not duplicate learning experience of Real Estate 704. (1 Lec., 20 Lab.)

RELIGION**(REL) 101 Religion In American Culture (3)**

This course examines the nature of religion in America. It covers important influences from the past and characteristics of current religious groups and movements. Emphasis is on understanding the role of religion in American life. (3 Lec.)

(REL) 102 Contemporary Religious Problems (3)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying. (3 Lec.)

(REL) 105 The History And Literature Of The Bible (3)

This course presents a history and literature of both the Hebrew people during the Old Testament period and the Christian movement during the New Testament period with emphasis upon the origins and development of the religious ideas and institutions of the biblical people. (3 Lec.)

(REL) 201 Major World Religions (3)

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)

RESPIRATORY CARE**(RES) 159 Structure And Function Of The Cardiopulmonary System (3)**

Prerequisites: Admission to the Respiratory Care Program and minimum grade of "C" in required prerequisite courses. This course focuses on the normal anatomy and physiology of the cardiopulmonary system. (3 Lec.)

(RES) 161 Technology I (5)

Prerequisites: Admission to the Respiratory Care Program and minimum grade of "C" in required prerequisite courses. Basic respiratory care skills are described, demonstrated, then practiced in the laboratory and hospital setting. Equipment function, maintenance and patient response to therapy are discussed. Therapeutic procedures are generally limited to the non-critical patient. Laboratory fee. (3 Lec., 6 Lab)

(RES) 163 Technology II (7)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is a continuation of Respiratory Care 161. Specific details of the design and function of respiratory therapy equipment are discussed. Procedures will be demonstrated and practiced in the laboratory and clinical setting. Laboratory fee. (3 Lec., 16 Lab.)

(RES) 165 Pathology I (3)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides an indepth study of disease states related to cardiopulmonary function and the application and interpretation of related diagnostic, evaluation, and therapeutic procedures. (3 Lec.)

(RES) 166 Pharmacology I (3)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course introduces the student to the fundamental principles and practices of Respiratory Care pharmacology. Identification, classification, dosage calculation, and principle effects and side effects of cardiopulmonary drugs are discussed. (3 Lec.)

(RES) 167 Technology III (3)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is a continuation of Respiratory Care 163 with introduction of critical patient care procedures. Equipment and procedures utilized in long term ventilatory support of the critically ill patient are emphasized. Laboratory fee. (4 Lec., 22 Lab.)

(RES) 168 Technology IV (3)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is a continuation of Respiratory Care 167 with emphasis on the management of the patient requiring mechanical ventilating support. Topics such as patient assessment and complications of continuous ventilation are discussed. Laboratory fee. (4 Lec., 22 Lab.)

(RES) 266 Technology V (7)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses; concurrent enrollment in Respiratory Care 267, Respiratory Care 268, and Biology 216. This course is a continuation of Respiratory Care 168. This course provides instruction in procedures related to the diagnosis and management of diseases and conditions which affect the cardiopulmonary system. Students participate in performance of diagnostic procedures in the laboratory setting and practice management of mechanically ventilated patients in the critical care setting. Laboratory fee. (2 Lec., 22 Lab.)

(RES) 267 Pathology II (3)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses; concurrent enrollment in Respiratory Care 268 and Biology 216. This course provides indepth study in assessment and monitoring of patients with cardiopulmonary diseases. (3 Lec.)

(RES) 268 Pharmacology II (2)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is designed to introduce the student to pharmacologic agents which have a secondary effect on the cardiopulmonary system. Emphasis is placed on drugs not administered by inhalational methods. (2 Lec.)

(RES) 272 Technology VI (8)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses; concurrent enrollment in Respiratory Care 273. This course focuses on the assessment and rehabilitation of patients with diseases or conditions that effect the cardiopulmonary system. Laboratory and clinical experience in pulmonary rehabilitation, pediatric/neonatal general and intensive respiratory care will be provided. Laboratory fee. (3 Lec., 20 Lab.)

(RES) 273 Pathology III (2)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides an indepth study of fetal lung development and the cardiopulmonary disorders associated with neonates and pediatric patients. (2 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)

Prerequisites: Completion of two courses in the Small Engine Mechanics program or Instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, employer expectations of employees and service repair liability. (1 Lec., 15 Lab.)

SOCIAL WORK

(SW) 101 Orientation To Social Services (3)

The historical development of social services in our society is surveyed. Emphasis is on current needs, practices, and projected changes. Contact with community agencies gives students the opportunity to assess their interest in a helping profession. (3 Lec.)

(SW) 103 Social Work Methods (3)

Basic social work practices are introduced. Terminology and techniques are studied. Primary functions performed by social service workers are identified. (3 Lec.)

(SW) 105 Basic Interviewing And Counseling Skills (3)

Social work methods such as intake interviewing, relationship building, and problem identification and resolution are studied. Techniques of listening, observing, and recording are practiced. Various therapeutic models are reviewed. (3 Lec.)

(SW) 107 Abnormal Behavior (3)

Factors associated with defining and identifying abnormal behavior are explored. Psychological meaning of mental illness and the consequences of seeking help for the mentally ill are presented. (3 Lec.)

(SW) 109 Physiology Of Addiction (3)

Basic information needed to define problems of alcohol and drug dependency is analyzed. Various physical and psychological effects of chemical abuse will be studied. (3 Lec.)

(SW) 111 Aging In America (3)

Current demographics reflecting the aging of America will be studied. Course objectives focus on understanding people and the aging process. Improving the quality of life for the aging and the effects of discrimination will be emphasized. (3 Lec.)

(SW) 113 Alcoholism Counseling (3)

Prerequisite: Social Work 109. Specific counseling approaches used in treating persons labeled as alcoholics will be presented, including simulated individual and group counseling sessions. Students will be exposed to a variety of counseling styles and community and residential treatment programs. (3 Lec.)

(SW) 201 Introduction To Social Work (3)

Organizational structure, functions, and administration of social work services are discussed. The history, philosophy, and ethics of social work are also presented. (3 Lec.)

(SW) 203 Alcoholism Treatment Models (3)

Prerequisite: Social Work 109 and Social Work 113. Prevalent approaches to treating alcoholism are studied. Various treatment models (detoxification, halfway houses, aftercare, and other self-help models) are examined. (3 Lec.)

(SW) 205 Social Policies And Programs For The Aging (3)

The legislative origins of social policies affecting the aging are analyzed. Policies and programs studied will include protection of rights and available services for the aging. (3 Lec.)

(SW) 207 Prevention Of Chemical Abuse/Dependency (3)

A developmental approach to the study of alcohol (and other substance) abuse and dependency is presented. Exposure to literature and current trends in understanding and preventing substance addiction will be the focus of the course. (3 Lec.)

(SW) 209 Community Services For The Aging (3)

Resources and services for the aging are surveyed. Emphasis is placed on fostering independent living. Concepts of alternate housing, health care, community services, and leisure time activities are presented. (3 Lec.)

(SW) 211 Family Intervention In Chemical Abuse (3)

Prerequisites: Social Work 105 and 109. Advanced counseling techniques which emphasize family intervention in treating chemical dependency are provided. The family systems approach is studied; actual counseling and role playing techniques are used. (3 Lec.)

(SW) 213 Chronic Illness And The Aging (3)

Chronic illnesses and disabling accidents affecting the aging are studied. The effects of medication and treatment are analyzed. Emotional and social implications of chronic illness and disabling accidents for the aging and their families are discussed. (3 Lec.)

(SW) 215 Issues In Chemical Abuse And Addiction (3)

The American value system and resulting legal implications of addiction are analyzed. Other areas of study include prevention, rehabilitation, and the abuser's problematic relationships. (3 Lec.)

(SW) 226 Nursing Home Activity Director Training (4)

The role of the nursing home activity director is the focus of this course. Both the roles of the nursing home and of the activities program are covered. Topics include the nursing home's historical development and relationship to the community, need and resource assessment, specialized knowledge about the aged resident, and interviewing skills. Program planning, working in groups, programming activities, developing an activities department, and therapeutic techniques in the nursing home are also included. (3 Lec., 3 Lab.)

(SW) 228 Special Topics In Social Services (3)

Special topics in social services are studied. Topics will vary depending on current issues of concern and interest. It may be repeated for credit. (3 Lec.)

(SW) 232 Human Behavior And Social Environment (3)

Human behavior caused by changes in the social environment is the focus of this course. This includes an exploration of interdependence, cultural norms, and group affiliation. (3 Lec.)

(SW) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Social Work program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of an orientation to cooperative education, writing learning objectives, role of the on-site supervisor, appropriate on-the-job procedures and time management techniques. The seminar also consists of a review of the cooperative work experience and its effects and advantages to the student. (1 Lec., 15 Lab.)

(SW) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Social Work program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of an orientation to cooperative education, writing learning objectives, role of the on-site supervisor, appropriate on-the-job procedures and time management techniques. The seminar also consists of a review of the cooperative work experience and its effects and advantages to the student. (1 Lec., 20 Lab.)

(SW) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Social Work program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of learning effective communication skills, identification of academic and community resources, effective intra and interpersonal relationships, identification of effective wellness and prevention programs, and effectively managing financial resources. The seminar also consists of a review of the cooperative work experience and its effects and advantages to the student. (1 Lec., 15 Lab.)

(SW) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Social Work program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of learning effective communication skills, identification of academic and community resources, effective intra and interpersonal relationships, identification of effective wellness and prevention programs, and effectively managing financial resources. The seminar also consists of a review of the cooperative work experience and its effects and advantages to the student. (1 Lec., 20 Lab.)

SOCIOLOGY

(SOC) 101 Introduction To Sociology (3)

This course is a study of the nature of society and the sources of group life and social conflict. Topics include institutions, social change, processes, and problems. (This course is offered on campus and may be offered via television.) (3 Lec.)



(SOC) 102 Social Problems (3)

This course is a sociological 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 six 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) 206 Introduction To Social Work (3)

The development of the field of social work is studied. Topics include the techniques of social work and the requirements for training in social work. (3 Lec.)

(SOC) 207 Social Psychology (3)

Prerequisite: Psychology 101 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.)

(SOC) 209 Selected Topics (3)

Prerequisite: Sociology 101 or demonstrated competence approved by the instructor. An in-depth study of specific contemporary topics in sociology such as popular culture (including sports, religion and mass media), the military as a social institution, education, medicine, ethnographic film, apartheid, deviance or formal organizations. (3 Lec.)

(SOC) 210 Field Studies In American Minorities (3)

Prerequisite: Sociology 101 or Sociology 204. Experience is provided in Indian, Black, and Mexican-American community centers. Work is under professional supervision in a task-oriented setting. (3 Lec.)

(SOC) 231 Urban Social Problems (3)

The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (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 or demonstrated competence approved by the instructor. 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 or demonstrated competence approved by the instructor. This course is a continuation of Spanish 201. Contemporary literature and composition are studied. (3 Lec.)

(SPA) 203 Introduction To Spanish Literature (3)

Prerequisite: Spanish 202 or the equivalent or demonstrated competence approved by the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, arts, and civilization. (3 Lec.)

(SPA) 204 Introduction To Spanish Literature (3)

Prerequisite: Spanish 202 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 203. It includes readings in Spanish literature, history, culture, arts, and civilization. (3 Lec.)

SPEECH COMMUNICATION**(SC) 100 Speech Laboratory (1)**

This course focuses on preparing speeches, reading dialogue from literature, and debating propositions. Presentations are made throughout the community. This course may be repeated for credit. (3 Lab.)

(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.)

(SC) 109 Voice And Articulation (3)

Students may register for either Speech Communication 109 or Theatre 109 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)

(SC) 110 Forensic Workshop (1)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)

(SC) 201 Forensic Workshop (1)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)

(SC) 205 Discussion And Debate (3)

Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking. (3 Lec.)

(SC) 206 Oral Interpretation (3)

Techniques of analyzing various types of literature are examined. Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement. (3 Lec.)

(SC) 208 Group Interpretation (3)

Prerequisites: Speech Communication 105 and 206. Various types of literature are studied for group presentation. Emphasis is on selecting, cutting and arranging prose and poetry, and applying reader's theatre techniques to the group performance of the literature. Although not an acting class, practical experience in sharing selections from fiction and non-fiction with audiences will be offered. (3 Lec.)

SURGICAL TECHNOLOGY**(SGT) 140 Medical Terminology (2)**

The origin and structure of medical terms are studied. Emphasis is on building a medical vocabulary. (2 Lec.)

(SGT) 141 Surgical Techniques (8)

Prerequisites: Admission to the Surgical Technology Program, credit or concurrent enrollment in Biology 120 and 121, or Biology 123. This course is an introduction to the operating room. The basic principles of asepsis, sterilization, preparation care of surgical supplies and equipment and ethical-legal implications are studied. Also the basic care and safety of the patient in the operating room are presented. Laboratory fee. (6 Lec., 10 Lab.)

(SGT) 152 Surgical Procedures (8)

Prerequisites: Minimum grade of "C" in Surgical Technology 140 and 141, credit or concurrent enrollment in Biology 120 and 121, or Biology 123. In this course the student expands the basic principles from Surgical Technology 141 to include specific patient preparation, medications, instrumentation, and complications related to selected surgical procedures. Laboratory fee. (4 Lec., 20 Lab.)

(SGT) 155 Surgical Pharmacology (2)

This course is designed to introduce students to the principles and practices of pharmacology as applied in the operating room. Topics include weights and measures, dosages and solutions, common routes of administration, and drug classifications. Precautions and safe practices when handling drugs specific to the operating room will also be discussed. (2 Lec.)

(SGT) 156 Clinical Procedures (6)

Prerequisites: Minimum grade of "C" in all previous Surgical Technology courses and support courses. This course provides the practical clinical experience in the operating room. An effective level of practice and knowledge must be demonstrated by the student in selected surgical procedures. (35 Lab.)

(SGT) 157 Seminar (1)

Prerequisites: Minimum grade of "C" in all previous Surgical Technology courses and support courses. This course focuses on the issues and special problems that a student will face as a surgical technologist. Included are topics on ethical, legal issues, participation in professional organizations and continuing education. (2 Lec.)

(SGT) 160 Surgical Procedures For Registered Nurses (8)

Prerequisites: Minimum grade of "C" in Surgical Technology 140 and 141 and current licensure by the Texas State Board of Nurse Examiners. In this course the student expands the principles presented in Surgical Technology 141. Included are specific patient preparation, roles, and legal and ethical responsibilities of operating room nursing. Roles of the registered nurse in pre-operative and post-operative visitation and in complications of surgery are presented. (4 Lec., 20 Lab.)

THEATRE**(THE) 101 Introduction To The Theatre (3)**

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(THE) 102 Contemporary Theatre (3)

This course is a study of the modern theatre. The historical background and traditions of each style are included. Emphasis is on understanding the social, culture, and aesthetic significance of each style. A number of modern plays are read and selected video tapes are viewed. (3 Lec.)

(THE) 103 Stagecraft I (3)

The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. (2 Lec., 3 Lab.)

(THE) 104 Stagecraft II (3)

Prerequisite: Theatre 103 or demonstrated competence approved by the instructor. Emphasis is placed on the design process and individual projects. (2 Lec., 3 Lab.)

(THE) 105 Make-Up For The Stage (3)

The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)

(THE) 106 Acting I (3)

The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)

(THE) 107 Acting II (3)

Prerequisite: Theatre 106 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 106. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

(THE) 109 Voice And Articulation (3)

Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)

(THE) 110 History Of Theatre I (3)

Theatre is surveyed from its beginning through the 16th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

(THE) 111 History Of Theatre II (3)

Theatre is surveyed from the 17th century through the 20th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

(THE) 112 Beginning Dance Technique In Theatre (3)

Basic movements of the dance are explored. Emphasis is on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movements. Body balance, manipulation of trunk and limbs, and the rhythmic flow of physical energy are developed. (2 Lec., 3 Lab.)

(THE) 113 Intermediate Dance (3)

Prerequisite: Theatre 112 or demonstrated competence approved by the instructor. Various aspects of dance are surveyed. Topics include the role of dance in total theatre, the evolution of dance styles, and the jazz style. Emphasis is on the flow of movement, body placement, dynamic intensity, level, focus, and direction. (2 Lec., 3 Lab.)

(THE) 114 Rehearsal And Performance I (1)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)

(THE) 199 Demonstration Lab (1)

Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)

(THE) 201 Television Production I (3)

Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and videotape recording. (2 Lec., 3 Lab.)

(THE) 202 Television Production II (3)

Prerequisite: Theatre 201. This course is a continuation of Theatre 201. Emphasis is on the concept and technique of production in practical situations. (2 Lec., 3 Lab.)

(THE) 205 Scene Study I (3)

Prerequisites: Theatre 106 and 107. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)

(THE) 207 Scene Study II (3)

Prerequisite: Theatre 205. This course is a continuation of Theatre 205. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)

(THE) 208 Introduction To Technical Drawing (3)

Basic techniques of drafting are studied. Isometrics, orthographic projections, and other standard procedures are included. The emphasis is on theatrical drafting, including groundplans, vertical sections, construction elevations, and spider perspective. (2 Lec., 3 Lab.)

(THE) 209 Lighting Design (3)

The design and techniques of lighting are covered. Topics include instrumentation, electricity, control and practical experience. (2 Lec., 3 Lab.)

(THE) 210 Rehearsal And Performance II (2)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)

(THE) 211 Broadcasting Communications I (3)

Basic techniques of television and video performance are introduced. (3 Lec.)

(THE) 212 Broadcasting Communications II (3)

Prerequisite: Theatre 211 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 211. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)

(THE) 236 Theatre Workshop (3)

A course in theatre with emphasis on performance techniques in musical and repertory theatre with practical performance experience. This course may be repeated for credit. (2 Lec., 3 Lab.)

TRANSPORATION TECHNOLOGY

(See MANAGEMENT)

VIDEO TECHNOLOGY

(VFT) 101 Introduction To Video Technology (3)

This course covers the practical selection and application of production supplies and equipment to shooting situations. It further covers the study of the properties of video tape and a variety of video apparatus used in studio and field production. Equipment theory covers the technical aspects of equipment internal operation and application. Laboratory fee. (2 Lec., 2 Lab.)

(VFT) 103 Television Lighting (3)

This course introduces students to the theory and application of lighting for television production. Topics include basic lighting equipment for studio and location productions and the application of lighting to a variety of production environments. Choices of color, angle, intensity, distribution, and the proper use of lighting control scrim, screens, and gells are emphasized. Laboratory fee. (2 Lec., 3 Lab.)

(VFT) 106 Video Production I (4)

This course introduces students to video production and provides an opportunity for students to get initial experience as directors, producers, and equipment crew while handling talent, blocking scenes, dealing with composition, lighting, packing, staging, sound, scripting, and sequencing of shots. This course reviews the history of television in looking at site selection, location shots, set discipline, breaks, shooting schedules, and property management. Laboratory fee. (3 Lec., 4 Lab.)

(VFT) 110 Video Production II (4)

Prerequisite: Video Technology 106 and 108. This course provides training in the operation of the equipment used in television production facilities and remote shooting locations. The course includes camera operations, application of light and sound, technical directing, video recording techniques, silent and soundover applications, switching, special effects, set blocking, and development of the shoot and use of above and below the line personnel. Laboratory fee. (3 Lec., 4 Lab.)

(VFT) 112 Video Editing And Post Production I (4)

Prerequisite: Video Technology 106. This course provides the theory and practice of video editing through laboratory exercises in the creative and mechanical aspects of editing and visual sweetening. Laboratory fee. (3 Lec., 4 Lab.)

(VFT) 115 Audio Production (3)

This course introduces students to the fundamentals of audio production. The course focuses on the properties of sound, conversion into electronic signals, mixing, and recording. The application of audio production to television is emphasized. Laboratory fee. (2 Lec., 3 Lab.)

(VFT) 203 Video Production III (4)

Prerequisite: Video Technology 106 and 110. The advanced application and design of video productions in location and studio shoots are studied. The students are provided opportunities to build on Video Production I and II knowledge in a variety of productions with real deadlines and quality control restrictions. Students will be introduced to a variety of more sophisticated production equipment than used in Video Technology 106 or 110. (2 Lec., 6 Lab.)

(VFT) 205 Broadcast Engineering I (3)

Prerequisite: Video Technology 101. This course emphasizes the basics of engineering of video productions. It includes the basic alignment of cameras, vectorscopes, waveform monitors, signal and sync generators, time base correctors, the general operation of each and servicing of many other pieces of equipment. It includes audio and video cable and connector identification, construction, and testing. It further covers PAL, SMPTE, SECAM, NTSC, and EIAJ standards. The basics of electricity and electronics are also emphasized in this class. Laboratory fee. (2 Lec., 3 Lab.)

(VFT) 210 Video Production IV (4)

Prerequisite: Video Technology 202. Students produce a variety in final projects demonstrating mastery of field and studio competence. The process of developing a video portfolio for use of post graduate interviews, polishing production techniques, and developing an individual style are all important parts of the final production course. Laboratory fee. (2 Lec., 6 Lab.)

(VFT) 213 Video Editing And Post Production II (4)

Prerequisite: Video Technology 203 and 112. This course provides the students with the opportunity to apply advanced editing and post production skills to advanced equipment while producing final portfolio programs. The course incorporates the use of SMPTE time code editing with time base correction and multisource edits. It also provides opportunities for students to visit local post production facilities. Laboratory fee. (2 Lec., 6 Lab.)

(VFT) 214 Business Aspects Of Video Management (3)

This general business course for video stresses personnel management, production budgeting, staffing, decision-making, portfolio/resume development, interviewing techniques, site selection, contract law, and copyright management. Use of legal and financial advisors, with a variety of business topics related to production companies, use of post houses, professional organizations, taxes, insurance, entrepreneurship, distribution, marketing, and sales will be discussed in depth. (3 Lec.)

(VFT) 215 Broadcast Engineering II (3)

Prerequisite: Video Technology 205. This course carries forward the concepts taught in Video Technology 205 and provides for detailed application of electricity and electronics theory in the troubleshooting of problems and maintenance of video equipment. Specific problems in control room equipment adjustment and maintenance will be combined with detailed problems on camera, sound, and lighting instrument maintenance. Laboratory fee. (2 Lec., 4 Lab.)

(VFT) 218 Scriptwriting And Property Management (3)

This course provides instruction in converting books, plays, drama, story, and other properties into video scripts. The course also deals with the management of these properties and the legal responsibility of property manager. (3 Lec.)

(VFT) 220 Computer Application To Video Production (3)

Students are provided the opportunity to develop skills in producing computer graphics, working with character generators, teleprompters, and a variety of special computer applications to visual enhancement and special effects. Laboratory fee. (2 Lec., 4 Lab.)

(VFT) 226 Music Video Production (3)

Prerequisite: Video Technology 202. The student will produce a variety of video programs with a music theme and a complementary visual sequence. The process of making music videos will be thoroughly explored including visits to local production houses and application of both original, live, and canned music to visual aesthetics. Laboratory fee. (2 Lec., 4 Lab.)

(VFT) 232 Broadcast, Cable, And Satellite Technology (3)

This course is designed to provide a working knowledge of control room, distribution, headend, uplink, transmission, and a variety of other signal transfer techniques. Students will study the theory and application of these diverse video operations. (3 Lec.)

(VFT) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Video Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of orientation, writing objectives, and work station objectives, how to find a job, resume writing, preparation for the interview, the interview, job interview from the employer's viewpoint, group discussions on experiences of job interviews, interpersonal relationships with supervisor and co-workers. (1 Lec., 15 Lab.)

(VFT) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Video Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of orientation, writing objectives, and work station objectives, how to find a job, resume writing, preparation for the interview, the interview, job interview from the employer's viewpoint, group discussions on experiences of job interviews, interpersonal relationships with supervisor and co-workers. (1 Lec., 20 Lab.)

(VFT) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Video Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of orientation, writing objectives and work station agreements, review of work station objectives, problem solving in the workplace, role of supervisor and subordinates, building the workplace, role of supervisor and subordinates, building self-esteem, discussion of job site problems, revising existing resume, interpersonal relationships with professionals in the field that the students comes into contact with, and how to gain a professional attitude within the workplace. (1 Lec., 15 Lab.)

(VFT) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Video Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of orientation, writing objectives and work station agreements, review of work station objectives, problem solving in the workplace, role of supervisor and subordinates, building self-esteem, discussion of job site problems, revising existing resume, interpersonal relationships with professionals in the field that the student comes into contact with, and how to gain a professional attitude within the workplace. (1 Lec., 20 Lab.)

VOCATIONAL NURSING

(VN) 144 Health Maintenance Through The Life Cycle (3)

Prerequisite: Admission to the Vocational Nursing Program. This course presents the concepts necessary for general health maintenance including normal growth and development; geriatrics; normal nutrition for all ages; mental health principles; and the prevention and control of disease. (3 Lec.)

(VN) 145 Nursing Process I (3)

Prerequisite: Admission to the Vocational Nursing Program. Nursing process provides the basic concepts that serve as the foundation for other nursing courses. It includes an introduction to the health care delivery system, nursing as a profession, the nursing process, and communication techniques. The course focuses on meeting the basic physical and psychological needs of patients. A Calculation-Conversion Proficiency Test is a required component of this course. (3 Lec.)

(VN) 152 Nursing Practice (6)

Prerequisite: Admission to the Vocational Nursing Program. This course emphasizes the scientific principles and nursing competency in nursing skills in simulated laboratory situations that prepare the student to meet the basic needs of patients in clinical situations. Selected clinical experiences enable the student to assess, plan, implement, and evaluate nursing care. Laboratory fee. (24 Lab.)

(VN) 153 Maternal Child Health (8)

Prerequisites: Completion of Vocational Nursing 144, 145, 152 and all support courses with a minimum grade of "C" or better. This course focuses on the theory, principles and nursing skills related to meeting the basic needs of maternity, newborn, and pediatric patients. Laboratory fee. (7 Lec., 3 Lab.)

(VN) 156 Nursing Process II (10)

Prerequisites: Completion of Semester I Vocational Nursing courses and also Maternal Child Health for spring admission curriculum plan. This course focuses on the nursing care of patients with various medical, surgical or emotional problems. Drug and diet therapy and clinical skills used in caring for acutely or chronically ill patients are included. Laboratory fee. (8 Lec., 3 Lab.)

(VN) 157 Nursing Practice II (7)

Prerequisites: Completion of Semester I Vocational Nursing courses and also Maternal Child Health for spring admission curriculum plan. Must be concurrently enrolled in Vocational Nursing 156. This course provides the opportunity for students to use the nursing process and clinical skills to meet the needs of patients experiencing medical, surgical or emotional problems. Supervised practice in the administration of medications is included. (24 Lab.)

(VN) 158 Maternal Child Health Clinical (4)

Prerequisites: Completion of Vocational Nursing 144, 145, 152 and all support courses with a minimum grade of "C" or better. Concurrent enrollment or completion of Vocational Nursing 153. This course provides clinical experiences focusing on normal prenatal, labor and delivery, post partum, and newborn nursing care situations. Students also have the opportunity to apply the nursing process to the care of pediatric patients with acute or chronic problems. Laboratory fee. (32 Lab., 6 weeks)

WELDING

(WE) 101 Basic Welding And Cutting Practices (3)

This course is for students who need welding on the job, such as in auto body, auto mechanics, or air conditioning. Emphasis is on setting up and using oxyfuel equipment. Cutting up to and including 3/8" mild steel, welding up to and including 1/8" mild steel, and brazing up to and including 16 ga. mild steel are all included. Setting up and using arc welding equipment are also included. Welding 1/4" through 3/8" mild steel in the flat and vertical position using E60's series electrodes is covered. Laboratory fee. (1 Lec., 5 Lab.)

(WE) 111 Oxyfuel I (2)

This course gives both theory and practice in basic tools, equipment and processes used in welding and brazing guage materials. Lab work includes preparation and performance of welded and brazed joints. Laboratory fee. (60 Contact Hours)

(WE) 112 Oxyfuel II (2)

Prerequisite: Welding 111. This course give both theory and practice in the basic tools, equipment and procedures used in layout, cutting, shaping, forming and the heat treating of metals. Lab work includes the selection and use of fuel gases for heat treating and the set-up and usage of semi-automatic and manual cutting equipment. Laboratory fee. (60 Contact Hours)

(WE) 113 Shielded Metal Arc Welding I (2)

This course gives both theory and practice in the identification and usage of shielded metal arc welding electrodes. Laboratory work includes the use of E60 and E70 series including low hydrogen electrodes primarily in the flat and horizontal position. Laboratory fee. (60 Contact Hours)

(WE) 114 Shielded Metal Arc Welding II (2)

Prerequisite: Welding 113. This course includes both theory and laboratory work, emphasizing the production and properties of mild steel alloys. Arc welding equipment set-up and operation are also included. Laboratory work will include the use of E60 and E70 series electrodes primarily in the vertical and overhead position. Laboratory fee. (60 Contact Hours)

(WE) 115 Shielded Metal Arc Welding III (4)

Prerequisite: Welding 114. This course gives both the theory and practice in code quality welding. Laboratory work includes passing standard tests according to the American Welding Society and American Society of Mechanical Engineers for certifying procedures for 3/16" - 3/4" thickness range material in all positions. Laboratory fee. (120 Contact Hours)

(WE) 116 Shielded Metal Arc Welding IV (4)

Prerequisite: Welding 115. This course is designed to introduce the basis of shielded metal arc welding of pipe. Lab work includes welding 3" through 10" schedule 40 mild steel pipe. The vertical, horizontal rolled and fixed using E60 and E70 series electrodes are included. Laboratory fee. (120 Contact Hours)

(WE) 117 General Metal Layout (3)

Prerequisite: Drafting 182 or equivalent. This course gives both theory and practice in blueprint reading, welding symbols, layout work and fabrication techniques of metal weldments. Lab work consists of developing shop drawing and fabrication of designed structures. Laboratory fee. (90 Contact Hours)

(WE) 118 Welding Inspection And Quality Control (4)

Prerequisites: Welding 117 and six credit hours of welding lab courses or equivalent. This course is both theory and practical application of welding codes, processes, testing procedures, testing equipment and weld discontinuities. Lab work emphasis is on inspection and qualification of welds and welding procedures. (120 Contact Hours)

(WE) 211 Gas Tungsten Arc Welding I (2)

This course gives both theory and practice in the set-up and use of gas-tungsten arc welding of plate. Laboratory work will include setting up and using 18 gauge through 3/8" thick mild steel, stainless and aluminum. Welds will be made primarily in the flat and horizontal positions. Laboratory fee. (60 Contact Hours)

(WE) 212 Gas Tungsten Arc Welding II (2)

Prerequisite: Welding 211 or equivalent. This course gives both theory and practice in the set-up and use of gas tungsten arc welding of pipe. Lab work includes the welding of thin wall tubing and schedule 40 pipe. Welding is primarily in the vertical, horizontal rolled and horizontal fixed positions. Laboratory fee. (60 Contact Hours)

(WE) 213 Gas Tungsten Arc Welding III (4)

Prerequisite: Welding 212 or equivalent. This is an advanced theory and skills course in the use of gas tungsten arc welding of plate and pipe. Lab work will include passing the standard qualification test in a variety of metals in all positions. Laboratory fee. (120 Contact Hours)

(WE) 214 Gas Metal Arc Welding I (2)

This course gives both theory and practice in the set-up and use of gas metal arc welding processes of plate. Lab work will be on setting up and using gas metal arc welding equipment in welding 18 gauge 3/8" thick mild steel, stainless and aluminum, primarily in the flat and horizontal position. Laboratory fee. (60 Contact Hours)

(WE) 215 Gas Metal Arc Welding II (2)

Prerequisite: Welding 214. This course gives both theory and practice in the set-up and use of gas metal arc welding processes of pipe. Lab work includes the welding of schedule 40 mild steel pipe in the vertical, horizontal rolled and fixed positions. Laboratory fee. (60 Contact Hours)

(WE) 216 Gas Metal Arc Welding III (4)

Prerequisite: Welding 215. This is an advanced theory and skills course in the use of gas metal arc welding of plate and pipe. Lab work will be on passing the standard qualification test in plate and pipe on plate and pipe in a variety of metals and thickness ranges in all positions. Laboratory fee. (120 Contact Hours)

(WE) 217 Basic Welding Metallurgy (3)

This is a theory type course designed to assist those students in welding and related industries to refresh and extend their knowledge of the behavior of the various fabricating metals during welding. The effects of the joining processes and procedures on the fabrication and service performance of weldments are also considered. Laboratory fee. (90 Contact Hours)

(WE) 218 Applied Welding Metallurgy (3)

Prerequisites: Welding 217 and six credit hours of welding lab courses. This course is designed to assist the student in improving communication skills with welding engineers and metallurgists. The course includes a study of welding processes and their relationship to and effect upon metals and why they can or cannot be used for certain applications; the theory of heat treating and its many uses; the value of preheat, interpass temperature, and post-heat in welding procedures. This course should increase the student's knowledge of what metals are made of and why they are used for specific industrial applications; to strengthen the knowledge and understanding of the grain structure of metals and the effect that welding processes have on them. Laboratory fee. (90 Contact Hours)

(WE) 219 Welding Design (3)

Prerequisites: Welding 117 and six credit hours of welding lab courses or equivalent. Concepts in designing products for welding, joint design and selection, weld size determination, welding costs, codes and applications in welding. A design project is chosen and carried to completion using the design team concept. Laboratory fee. (90 Contact Hours)

(WE) 221 Special Welding Applications (1)

This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This will permit the student to upgrade present skills or develop a new skill. This course may be repeated for credit as topics vary. Laboratory fee. (30 Contact Hours)

(WE) 222 Special Welding Applications (2)

This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This will permit the student to upgrade present skills or develop a new skill. This course may be repeated for credit as topics vary. Laboratory fee. (60 Contact Hours)

(WE) 223 Special Welding Applications (3)

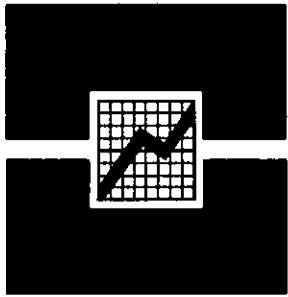
This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This will permit the student to upgrade present skills or develop a new skill. This course may be repeated for credit as topics vary. Laboratory fee. (90 Contact Hours)

(WE) 704 Cooperative Work Experience (4)

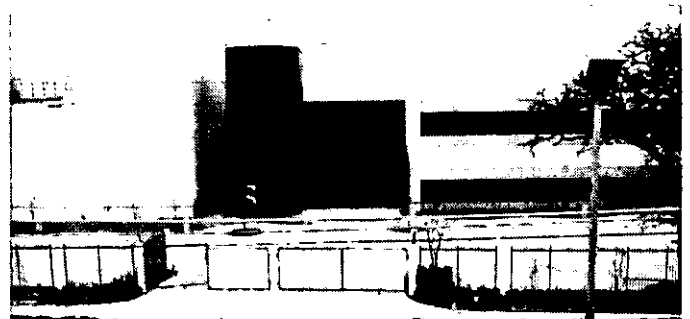
Prerequisites: Completion of two courses in Welding Technology or Instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences related to the welding field. The seminar consists of group or individual meetings with the instructor, individualized plans for job-related or self improvement (i.e. preparation of job applications, job interview, job site interpersonal relations, employer expectations of employees), or combinations of both. (1 Lec., 20 Lab.)

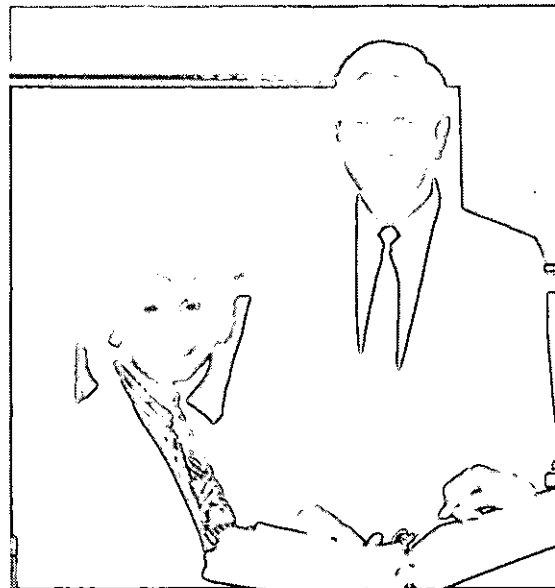
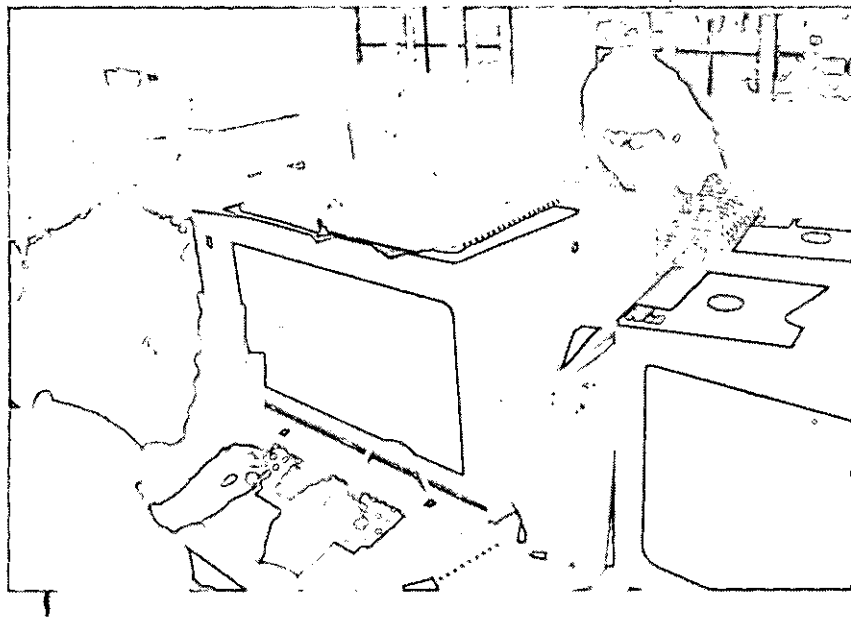
(WE) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in Welding Technology or Instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences related to the welding field. The seminar consists of group or individual meetings with the instructor, individualized plans for job-related or self improvement (i.e. preparation of resumes, changing jobs, supervising subordinates, building self-esteem), or combinations of both. (1 Lec., 20 Lab.)



The Bill J. Priest Institute For Economic Development





Bill J. Priest Institute for Economic Development

565-5700

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Vice President of Business Services.....Mike E. Howard

Edmund J. Kahn Job Training Center

565-5710

Director.....Baltazar Acevedo

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565-5800

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Director.....Norb Dettmann

Center For Government Contracting

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Director.....David Sprague

Business Incubation Center

565-5850

Director.....Bonny Franke-Hill

International Trade Resource Center

565-5839

The Business and Professional Institute

The Business and Professional Institute (B.P.I.) develops and delivers training programs and provides services to businesses, industries, government agencies, and professional associations. The Institute custom designs training or provides college credit programs on request to be taught on any of the college campuses or on-site at an office or plant. The duration of training or services is adjusted to meet special requirements and is based on a per-hour contract cost. A B.P.I. office is located on each campus and is staffed with training experts to assist the business community in identifying needs, developing programs and delivering training requests. Other B.P.I. services include conference planning, fitness/wellness programs, teleconferencing, basic skills assessment, and small business development assistance.



The Edmund J. Kahn Job Training Center

The Edmund J. Kahn Job Training Center provides skill training and basic education instruction to unemployed and underemployed adults as well as youths who have dropped out of high school. Graduates from this program are ideally suited to be placed as employees of the Business Incubation Center tenants or placed in entry level positions with corporations with whom the BPI is contracting.

The Small Business Development Center (SBDC)

In addition to providing counseling, training, and resources to small businesses throughout Dallas County, the Small Business Development Center provides incubator tenants with free one-on-one counseling in business management concerns, training programs, and referrals to other business professionals and services in the community.

The Center For Government Contracting

The Center for Government Contracting provides assistance to small business owners who are interested in becoming contractors with governmental agencies or subcontractors with large corporations who have government contracts. As a result of this assistance, if a contract is obtained, it usually means that additional employees are required. The Edmund J. Kahn Job Training Center can be a source for these employees. The Center for Government Contracting can serve the SBDC clients and can provide potential subcontracts for BPI clients.

The Business Incubation Center

The Business Incubation Center provides the same services as the Small Business Development Center but will also give new businesses a place to operate in a nurturing environment for one to three years. Services provided to incubator tenants, in addition to those services provided by the SBDC, will include the following:

- Accounting
- Child Care
- Conference Rooms
- Copier
- Financial Planning Assistance
- Mail
- Marketing & Advertising Consultancy
- Notary
- Parking
- Reception
- Secretary/Clerical
- Shipping & Receiving
- Teleconferencing Facilities
- Telephone Answering

Child Care Center

A Child Care Center is provided for the Bill J. Priest Institute for Economic Development and is a support service for students in the Job Training Center and for tenants of the Business Incubation Center.

International Trade Resource Center

The International Trade Resource Center is a small business development center for businesses interested in export. Counseling, seminars, and referrals are all part of the services offered by the Center.



The Edmund J. Kahn Job Training Center

The Edmund J. Kahn Job Training Center We Want You To Succeed !!!

If you've ever regretted not finishing school or wish you had a trade or profession when it comes time to look for jobs, the Edmund J. Kahn Job Training Center is sure to help.

Education is the key to success ... to a good - paying job and a life filled with opportunity.

The following are some questions often asked by people interested in the Job Training Center.



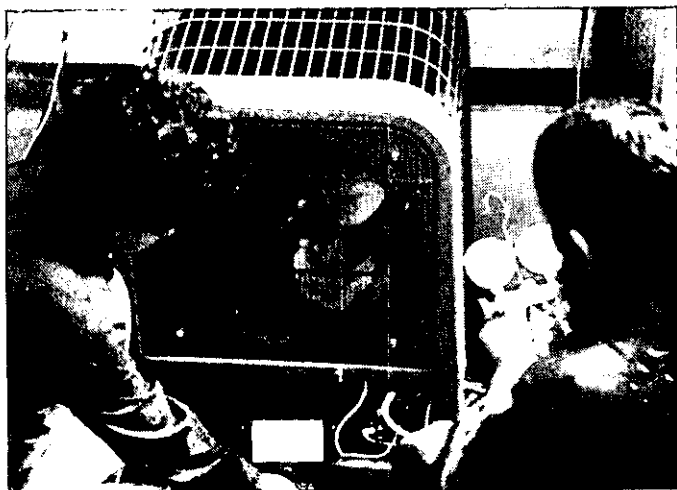
One-on-one student counseling

What Is the Job Training Center?

The Edmund J. Kahn Job Training Center is part of the Dallas Community College District's Institute for Economic Development. Unemployed people or those who are looking for a short term training program leading to a new trade or profession learn skills at the center.

Where Is the Job Training Center?

The Job Training Center is located in the new Bill J. Priest Institute for Economic Development complex south of downtown Dallas at 1402 Corinth.



Air conditioning and refrigeration



Word processing on computers is a big part of a modern office career

What kinds of jobs can I train for there?

Training is offered in the following:

Accounting/Bookkeeping: A six-month program which introduces basic accounting, how to do financial statements, operate the ten-key calculator and some typing and computerized accounting techniques.

Job prospects in this field are excellent since every company and governmental agency uses accounting/bookkeeping clerks.

Job titles include accounts payable/receivable clerk, accounting clerk, payroll clerk, bookkeeper, billing clerk and collections clerk.

Air Conditioning and Refrigeration: A six-month program that teaches basics of maintenance and repair of air conditioning and refrigeration systems. Other areas of study include use of tools and materials, basic gas welding and customer relations.

Job prospects are excellent since all office buildings, stores, schools, apartment complexes and hospitals employ a/c and refrigeration workers.

Job titles include residential air conditioning helper, refrigeration mechanic's helper, maintenance assistant, air conditioning installer, refrigeration installer, duct worker.



Accounting classes use up-to-date computer equipment for training

Automotive Service and Repair: A six-month course designed to introduce basic automobile service, including chassis and brakes, tune-ups and emissions, transmissions and differentials, air conditioning and heating and electrical systems.

Job prospects are good. Mechanic helpers work in automotive service centers, tune-up shops, brake and alignment shops, auto dealerships and gas stations.

Job titles include make ready mechanic, tune-up specialists, mechanic's helper, parts/service person, front end specialist.

Data Entry: A six-month program introducing basic data input functions including key punch, typing, and the creation, modification and loading of programs.

Job prospects are good and improving all the time as computers become more and more a part of the world.



JTC instructors work individually with students to help them succeed

Job titles include data entry operator, keypunch operator, CRT operator, data prep/entry clerk, data clerk.

General Office: A six-month program that introduces basic office functions, with special emphasis on typing a variety of business formats and performing various telephone and public contact activities.

Job prospects are excellent in all types of offices, businesses and organizations.

Job titles include receptionist, file clerk, mail clerk, clerk-typist, general office clerk, personnel assistant, administrative office clerk, assistant secretary.

How will I know which job I would like best?

The counselors at the Job Training Center are good at helping people decide which types of jobs would suit them best. They can tell you after talking with you and giving you a few simple tests.

What are the training classes like?

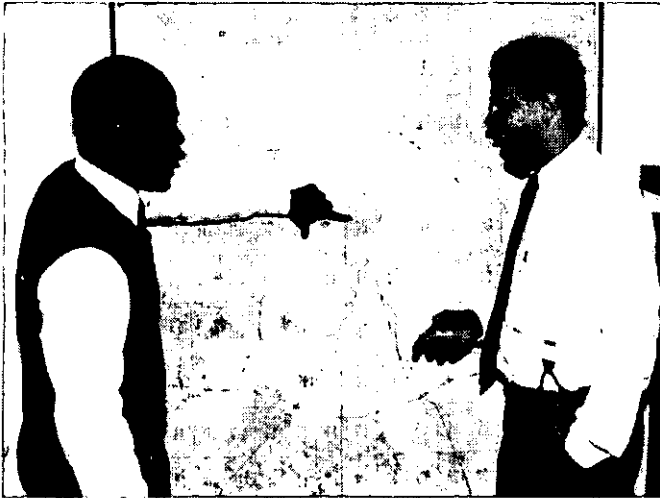
The classes meet 8:15 a.m. - 3:20 p.m. Monday through Friday. It's not just lectures and books, though. You get real experience in your selected job area and you may even actually work for a small business housed in the same complex. The courses are geared differently for different people, based on their abilities and where they are in the program.

Who will care for my child?

The Cornith Street complex also includes a child care center where up to 40 children of students in training can be cared for.

This child care center is one of the most exciting aspects of the Job Training Center and helps the students stick with the program.





Job Training Center staff members keep up with job opportunities county-wide

I never finished high school. Can I participate in this program?

Yes! Basic education classes, literacy classes and preparation for the GED are offered at the Job Training Center and at two other locations in Dallas County. Once you complete the basic courses, you can enroll in one of the training programs. The Jobs Training Center counselors will be able to tell you if you need the basic education courses before beginning the job training program.

How will I pay for this training?

The cost of the training program is very reasonable and many people qualify for financial aid.

How long will it be before I start working for pay?

That depends on which training courses you take, which vary from four to six months. But when you do complete the course of training, you will receive a certificate of completion. If you wish to continue your studies at one of the Dallas County Community Colleges, some of your course work will count toward the associate degree you can earn in college.

In addition, the counselors at Edmund J. Kahn Job Training Center will help you find a job. While you are looking, they will help you get ready for job interviews so you make a positive impression.

How do I apply?

You can fill out an application any time during the year, from 9 a.m. to 4 p.m. Monday through Friday. You will get more information about the program then and set up an interview with one of our counselors. The counselor will help you make arrangements for interest and skills tests.

The training courses start monthly throughout the year so once you are accepted, you will not have to wait long before your training for a new career begins.



JTC staff members and students work together to train for and find the right job



Students are taught how to approach employers for jobs

Who was Edmund J. Kahn?

The Job Training Center is named for Edmund J. Kahn, a Dallas businessman and civic leader who believed strongly in the importance of the Dallas County Community College District. Through a generous donation, Mrs. Louise Kahn provided funds to build the Job Training Center in memory of her husband, who believed every one has abilities and talents and deserves a chance to succeed.

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Air Conditioning and Refrigeration

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