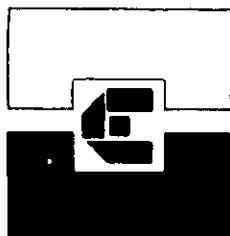


# **Eastfield College Bulletin 1977-78**



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**Eastfield College**  
**3737 Motley Drive**  
**Mesquite, Texas 75150**

**College Bulletin 1977-1978**

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The information in this catalog is based upon present conditions and is subject to change without notice. The College reserves the right to modify any statement in accordance with unforeseen conditions.

# College Calendar-1977-78

## 1977

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

## 1978

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

## FALL SEMESTER, 1977

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

## SPRING SEMESTER, 1978

Jan. 9	Faculty Reports
Jan. 10-12	Registration
Jan. 13	Faculty Professional Development
Jan. 14	Saturday classes begin
Jan. 16	Classes begin, 7 a.m.
Jan. 20	Last day for tuition refund, 4 p.m.
Jan. 31	Twelfth class day
Feb. 17	Faculty Professional Development (no classes)
Mar. 18	Spring break begins, 12 Noon
Mar. 27	Classes resume, 7 a.m.
May 2	Last day to withdraw with a grade of "W," 8:00 p.m.
May 10	Last day of classes
May 11-16	Final examinations
May 13	Final examinations for Saturday classes
May 16	Graduation, 7:30 p.m.
May 16	Semester closes, 8:00 p.m.

## SUMMER SESSION, 1978

### First Session

May 29	Memorial Day Holiday
May 30	Registration
June 1	Classes begin, 7 a.m.
June 2	Last day for tuition refund, 4:00 p.m.
June 28	Last day to withdraw with a grade of "w," 8:00 p.m.
July 4	Independence Day Holiday
July 6	Final examinations
July 6	Semester closes, 8:00 p.m.

### Second Session

July 10	Registration
July 12	Classes begin, 7 a.m.
July 13	Last day for tuition refund, 8:00 p.m.
Aug. 8	Last day to withdraw with a grade of "W," 8:00 p.m.
Aug. 15	Final examinations
Aug. 15	Semester closes, 8:00 p.m.

# The Board of Trustees



Seated, left to right: Mrs. Eugene McDermott, Vice Chairman; R. L. Thornton, Jr., Chairman; Bill J. Priest, Secretary; Mrs. William J. Powell. Standing, l. to r.: Robert H. Power; Durwood A. Sutton; Carie E. Welch; Jerry Gilmore.

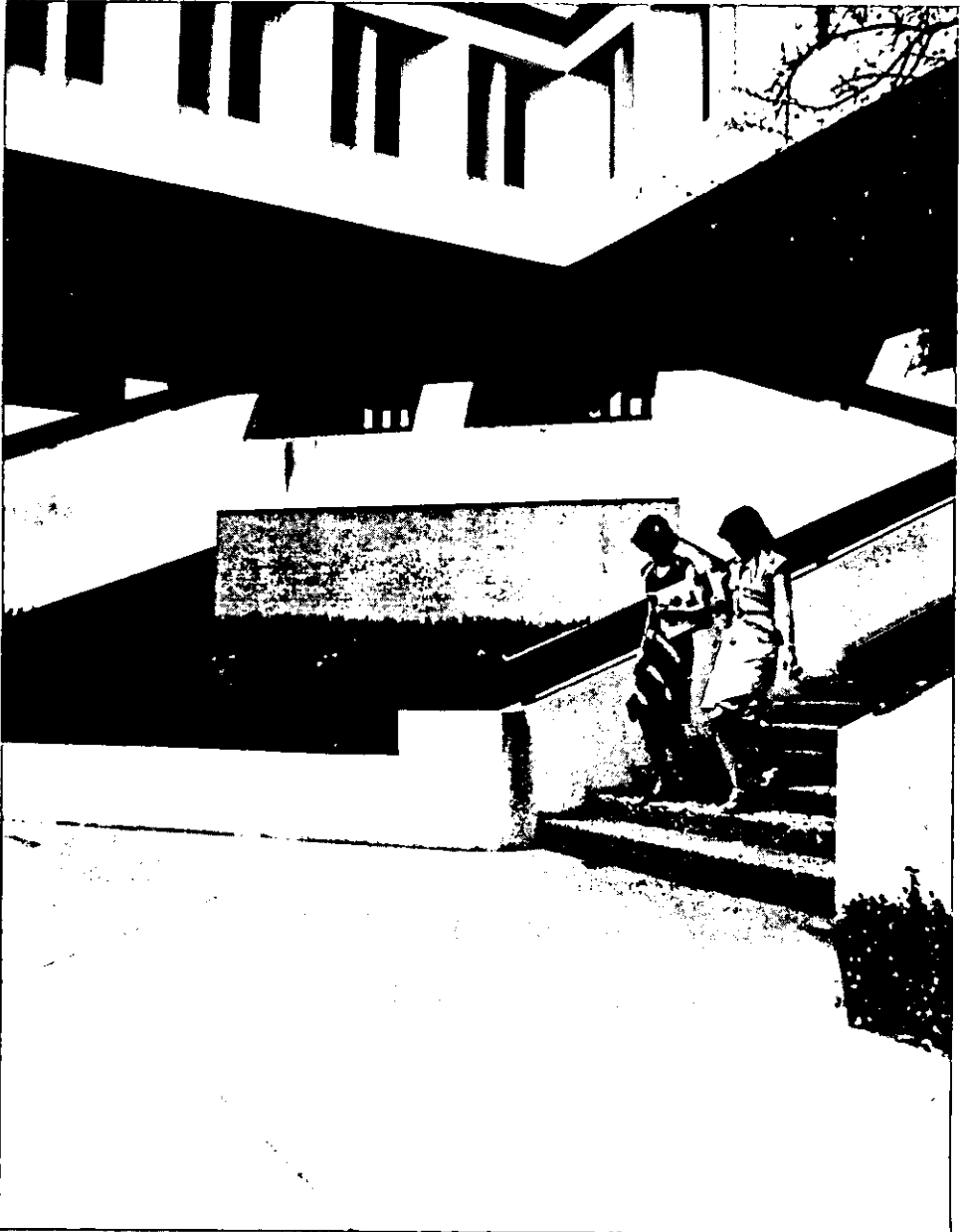
## College Staff

President.....	Byron N. McClenney
Dean of Instructional Administration.....	Eleanor Ott
Dean of Instructional Services.....	Norbert R. Dettmann
Dean of Administrative Services.....	Richard A. Solo
Associate Dean of Continuing Education.....	Donnelle Stiles
Associate Dean of Technical and Occupational Programs.....	Virginia Dobbs
Associate Dean of Instructional Development and Director of Learning Resources.....	Bill F. Tucker
Assistant Dean of Community Services Programs.....	Kathleen Kurtz
Administrative Assistant.....	Don C. Yeager
Public Information Assistant.....	Raymond Campbell III
Director of Student Development.....	Barbara Barnes
Director of Counseling.....	Joe Tinnin
Director of Admissions and Registrar.....	Wilbur Dennis
Director of Financial Aids and Placement.....	Furman Milton
Director of Health Services.....	Marveen Mahon

## District Staff

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

# The College



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

Each of the district's six colleges—Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland—is therefore committed to providing every person in Dallas County a quality educational experience, whether the person is a youth setting forth toward a degree in medicine, or an adult wanting to enrich his leisure hours with an interesting hobby. There is a place for a student who wishes to spend a year or two preparing himself to enter a trade or profession, and a place for an employed person who wants to further his training in his occupational field.

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

There is, simply stated, a place for everyone.

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

Every student is offered competent, intensive counseling to help discover his goals and special abilities. Continued guidance is available to update a student's educational program if his goals change during his college experience. This emphasis on counseling, rare for some institutions, is routine procedure at all District colleges.

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

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

- for the student seeking the first two years of work toward the goal of a bachelor's or higher degree, the colleges offer a wide range of courses which are transferable to senior colleges and universities.
- for the student wishing to enter an occupation at a level above the bottom rung of the ladder, the colleges offer one-year and two-year programs of credit courses covering specific technical/occupational fields.
- for the employed person wishing to improve his knowledge of his field, or train for a move into a new occupational field, the colleges offer a broad range of credit and non-credit adult education courses.



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

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

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

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

In 1977, Dallas County Community College District opened two new campuses, Cedar Valley College in Lancaster, and North Lake College in Irving. Brookhaven College, the final campus in the seven-college master plan, is now under construction in Farmers Branch and is scheduled to open for enrollment in 1978.

**District Philosophy:** The basic objective of the Dallas County Community College District is to help students equip themselves for effective living and responsible citizenship in a rapidly changing local, state, national and world community.

The Colleges have a fundamental responsibility of providing leadership to the community in educational and cultural matters. They must also be sensitive to changing community needs and adapt readily to those needs.

Individuals who are capable of continuing their educational development should be given the opportunity to discover and improve their own special aptitudes and skills.

It is the responsibility of the Colleges to provide guidance services to all students and to help them reach mature and responsible decisions, whatever the nature of the problems they encounter.

High professional standards for the academic staff must be maintained within a framework prescribed by the Board of Trustees.

The Colleges should offer a range of course offerings designed to aid each individual to attain a high level of cultural, intellectual, and social development and a high level of technical competence.

A district composed of several colleges needs to foster creativity and flexibility on each campus. The program and plan or organization of a particular college will be designed to make maximum use of its faculty and facilities.



**College History:** Third of the seven proposed colleges in the Dallas County Community College District, Eastfield serves the eastern part of Dallas County, which includes East Dallas, Garland and Mesquite. The site on which the College was built was the frontier homestead of Zachariah Motley. He left his Bowling Green, Kentucky, home in 1853 to carve a new life for himself and his family in the fertile soil and rich grasslands of the newly declared state of Texas.

Even though the original boundaries of the homestead have long disappeared, the treeshaded, wrought iron enclosed Motley family cemetery stands inside the main entrance of a 244.3 acre site on which Eastfield now stands.

Eastfield College seems to rise ominously from a broad, open field, giving the approaching student time to reflect on his first reaction to the stark white walls and erratically-pitched rooflines.

It seems to have no front entrance; more than that, it refuses to be aimed at any given direction, preferring to wait until its visitor moves inside its tall, narrow openings, into its graceful inner courtyards and terraces.

Once inside, the visitor senses that a protective cover has been thrown up around him, providing him with time and space and calmness in which to study, to think, to grow.

The architects, Harwood K. Smith & Partners and Ernest J. Kump Associates of Palo Alto, California, were successful in taking a wide expanse of nothing and creating an educational village for people who believe

that brick and mortar are compatible with human habitation. The buildings were given closeness and concentration, yet also were opened up at just the right corners to provide expansive looks at sky, skyline, and earth.

Eastfield opened in the fall of 1970 with more than 3,500 day and evening students and an additional 1,300 enrolled in the community service program. By the fall of 1976, over 8,000 students were enrolled in day and evening classes, and there were an additional 4,000 registrations in community services programs.

**College Seal:** The official seal of Eastfield College is a square, representing the shape of Dallas County, with a central symbol incorporating the architectural flavor of Eastfield's distinctive village-type design into the letters "E" and "C." The lower portion of the square is earth brown, depicting the land and fields. The upper portion is golden-orange, as the morning sun might appear on the eastern horizon.

Design of the central symbol evolved by separating the letter "E" into individual components and corresponding each with elements of the Eastfield design—a building with a pitched roof, recessed base and central courtyard. Through gradual alterations, this graphic treatment of the "E" was transformed into a final simplified silhouette of the Eastfield village design.

**College Recognition, Accreditation:** Eastfield College of the Dallas County Community College District was granted full membership by

the Southern Association of Colleges and Schools in 1972. This means that credits from the institution are transferable to all other accredited institutions in the United States. The College has been given recognition and sanction by the Coordinating Board of the Texas College and University System and the Texas Education Agency. Memberships are also held in the American Association of Community and Junior Colleges, Southern Association of Junior Colleges, Association of Texas Colleges and Universities and The League for Innovation in the Community College.

**College Mission:** Eastfield College provides an inexpensive quality education in an educational community within a short distance of homes in east Dallas County. The College attempts to maximize alternative styles of learning, from private, personal contact with instructors to self-paced programs. Students of all ages have equal opportunity to improve their quality of life with the acquisition of skills and knowledge.

Operating within the framework of the District philosophy, the College endeavors to achieve the following ideals:

1. Create an atmosphere of tolerance, acceptance and trust in which all persons have maximum opportunity for personal growth and self-fulfillment.
2. Provide programs to enhance a student's level of cultural, intellectual, psychological, physical and interpersonal development.

3. Serve those persons who seek the first two years of instruction leading to a bachelor's degree.
4. Serve those who are preparing for careers in technical/occupational fields.
5. Serve those adults who need additional training for advancement in their present fields or retraining for employment in new fields.
6. Serve those who desire special classes in cultural and civic subjects.

**College Goals:** Consistent with the District Philosophy and the College mission, the College attempts to achieve the following goals:

1. Promote diversity in the student population by fully implementing an "open door" philosophy.
2. Provide instructional programs for students with divergent aptitudes and educational experiences.
3. Offer alternative opportunities for learning in order to capitalize on the ways different individuals learn.
4. Encourage awareness and understanding of self and others on campus by providing varied growth opportunities.
5. Create an atmosphere in which people from all levels of campus life participate in the overall operation of the college.
6. Develop and maintain variety in program offerings and endeavor to respond to developing community needs.

## **Equal Educational Opportunity Policy\***

Dallas County Community College District is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, or national origin. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract, or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, sex, or national origin. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities,

housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health, and insurance services, and athletics. Dallas County Community College District also is committed to equal opportunities for the physically or mentally handicapped in compliance with federal regulations.

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

\*Title IX

# Admissions and Registration



## **Application Dates and Information**

A student should complete the admissions requirements at the earliest date if he expects to receive adequate counseling and schedule planning. If the admissions data is not complete by the following dates, a student should not expect to receive a suitable class schedule.

### **Semester**

Fall, 1977 - July 15, 1977

Spring, 1978 - November 11, 1977

Summer, 1978 - April 14, 1978

Applications will be accepted prior to registration; however, selection of courses will be limited, and registration for classes cannot be guaranteed.

## **Admission Requirements**

### **1. Beginning Freshmen**

A student enrolling in college for the first time will be considered for admission if he is:

- a. a graduate from an accredited high school.
- b. a graduate eighteen years of age or older, from an unaccredited high school.
- c. a non-high school graduate who is eighteen years of age and whose high school class has graduated.

### **2. Transfer Students**

- a. College transfer applicants will be considered for admission based on their previous college record. Academic standings for transfer applicants will be determined by the Office of Admissions based on standards established by Eastfield College.

- b. Students on scholastic or disciplinary suspension from another institution must apply via the Admissions Office to the Committee on Admissions and Retention at Eastfield College.

### **3. Former Students**

Former students of any Dallas County Community College must submit an application for re-admission to Eastfield College. Former Eastfield students who have not attended school for the preceding long semester should also file an application for re-admission. A re-admit student is a former student of any of the Dallas County Community Colleges who has not attended Eastfield during the previous semester.

A student will not be re-admitted to any college within the district if he or she has unsettled financial debts at any of the district campuses.

### **4. Non-credit Students**

Students seeking enrollment in non-credit courses should contact the Office of Community Service.

## **Admission Procedures**

All applicants must present the following for Admission:

1. **Application for admission.** An application is not acceptable without a Social Security number.

2. **Official transcript** from the last school attended (high school or college)

College transfer students who are seeking a certificate or associate degree are required to submit transcripts of all previous college work.

3. **Written proof from a medical office of**

- a. a negative tuberculin skin test or chest X-ray;
- b. a polio immunization, if the applicant is under 19 years of age;
- c. a diphtheria/tetanus injection within the last ten years.

This medical proof is required by state law (Senate Bill 27).

## **Transfer Credit**

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

Students who are admitted with a grade point deficiency will not be graduated from Eastfield College until deficiency hours are cleared by means of earning additional grade points.

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

## **Foreign Students**

Eastfield College is authorized under Federal Law to enroll non-immigrant alien students. However, under present conditions, foreign students are not admitted until all

admission requirements are complete. A personal interview with the foreign student advisor and special permission from the President of the College is required before admission can be finalized. In addition to admission requirements for all other students, foreign students must demonstrate proficiency in English, provide evidence of financial ability, and meet with the foreign student advisor for general counseling concerning his potential for profiting from the educational programs of Eastfield. Admission procedures for foreign students are regulated by the President of the College and may require his permission for enrollment. Under present conditions, foreign students are not admitted until all admission requirements are complete.

## **Servicemen's Opportunity College**

Eastfield College, along with other Dallas County Community College District colleges, in co-operation with other community colleges in the United States, participates in the Servicemen's Opportunity College. This program enables an institution to plan with a serviceman an educational experience regardless of his mobility pattern. For further information, contact the Office of Veterans' Affairs.

## **Student Diversity**

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



## Concurrent Enrollment

1. A limited number of high school seniors may be concurrently enrolled upon recommendation of the high school principal.

2. The high school student applying for admission must submit an application prior to the semester he wishes to attend Eastfield.

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

## Tuition and Fees

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

*Out-of-District:* The DCCCD Board of Trustees policy defines an out-of-district student as: (1) a student 18 years of age or older who resides in a Texas county other than Dallas County. (2) a student who is less than 18 years of age, whose parents do not live in Dallas County.

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

## Additional Fees

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

## Bad Checks

Checks returned to the Business Office must be paid with cash or a cashier's check within the time limits prescribed by the notification letter, or the student will be automatically dropped from all classes at Eastfield College. An additional fee will be added for returned checks.

## Refund Policy

The Refund Policy is based on the fact that student tuition and fees provide only a fraction of the cost of providing educational opportunities. When a student enrolls in a class, he reserves a place which cannot be made available to another student unless he officially drops the class during the first week of the semester. Also, a student's original enrollment represents a sizeable cost to the District, whether or not he continues in that class. Therefore, a refund will be made only under the following conditions:

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

A student who feels that his refund request is due to an extenuating circumstance beyond the limits of the refund policy should be explicit when completing the Refund form. All requests for refund will be referred to the Refund Petition Committee. The Committee's recommendations are made to the Dean of Instructional Services, who notifies the student of action to be taken. Refund checks normally require a minimum of one month from date of approval.

# **Tuition and Student Services Fee Schedule** **Fall, Spring Sessions, 1977-78**

Semester	In-District			Out-of-District			Out-of-State			Out-of-Country		
Cr. Hrs.	Tuition	Fees	Total	Tuition	Fees	Total	Tuition	Fees	Total	Tuition	Fees	Total
1	25		25	25		25	40		40	200		200
2	25		25	40		40	80		80	200		200
3	25		25	60		60	120		120	200		200
4	25		25	80		80	160		160	200		200
5	30		30	100		100	200		200	200		200
6	36	4	40	120	4	124	240	4	244	240	4	244
7	42	4	46	140	4	144	280	4	284	280	4	284
8	48	4	52	160	4	164	320	4	324	320	4	324
9	54	4	58	180	4	184	360	4	364	360	4	364
10	60	4	64	200	4	204	400	4	404	400	4	404
11	64	4	68	204	4	208	440	4	444	440	4	444
12	68	7	75	208	7	215	480	7	487	480	7	487
13	72	7	79	212	7	219	520	7	527	520	7	527
14	76	7	83	216	7	223	560	7	567	560	7	567
15	80	7	87	220	7	227	600	7	607	600	7	607
16	84	7	91	224	7	231	640	7	647	640	7	647
17	88	7	95	228	7	235	680	7	687	680	7	687
18	92	7	99	232	7	239	720	7	727	720	7	727
19	96	7	103	236	7	243	760	7	767	760	7	767
20	100	7	107	240	7	247	800	7	807	800	7	807

## **Dallas County Community College District** **Tuition Schedule** **Summer Sessions, 1977**

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

## **Special Fees**

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

Laboratory fee (per lab).....\$2.00 to \$8.00 a semester

Music fee (private lessons)\*.....\$20.00 per ½ hour  
(maximum charge for one course) \$35.00 per hour

Physical education activity fee\*\*.....\$5.00 a semester

Credit by Examination.....\$20.00 per exam

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

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

# Academic Information



## Degree Requirements

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

Each degree candidate must earn the last 15 hours as a resident student in the District colleges or accrue 45 hours in residence.

The degree will be granted by the college at which the student took the last 15 hours or where the majority of hours were accrued.

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

## Cooperative Work Experience

Students in certain Technical-Occupational Programs may enrich their education by enrolling in Cooperative Work Experience courses, credit being earned by the students while working on jobs that provide experience in their chosen occupation. The college supervises the program and awards credit based on the number of approved hours worked on the job during the semester. College instructor/coordinators are responsible for approving students for enrollment in Work Experience courses.

## Associate in Arts and Sciences Degree

A student must have a total of 60 hours, exclusive of Music Recital 199 and present an average grade of at least "C" (2.0).

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

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

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

8 Hours

**History 101-102\* and Government 201-202\*** (No substitutions allowed). 12 Hours

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

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

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

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

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

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

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

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

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

## **Technical-Occupational Programs**

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

These programs are established only after studies verify that employment opportunities will exist at the time the student completes his training, matching the community's

manpower requirements with the ambitions and goals of the student. This realistic approach to occupational education is made possible by the excellent cooperation of local industry, business and public agencies who more and more are looking to the district's colleges for skilled personnel.

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

Recommendations for adding new programs to the college offerings will be made periodically, based on community studies which identify additional training needs that can be met by Eastfield College.

Technical-occupational courses carry college credit leading to a certificate of completion (1-year programs) or an Associate in Applied Arts and Sciences degree (2-year programs).

## **Filing Degree Plans**

The student should request a degree plan from the Registrar's Office at the end of his first semester. A student following a one-year certificate program should request an official plan during his first semester.

Candidates for any degree or certificate will meet the requirements as set forth in the catalog for his first year of enrollment, or he may elect to graduate under the requirements of a later catalog.



## **Graduation**

An annual graduation ceremony will be held at the conclusion of the spring semester. Students who have degree plans filed in the Registrar's Office, and who anticipate completion of the degree requirements by the end of the summer session, are eligible to participate in the spring ceremony.

Applications for graduation must be made in the Registrar's Office prior to the deadline announced by the Registrar in the college newspaper.

A graduate is not required to participate in the ceremony in order to receive a diploma.

## **Recommended Academic Load**

No student will be permitted to carry more than 18 semester hours of course work or more than five classes plus physical education without permission of the administration. Employed students are advised to limit their academic loads in accordance with the following recommendations: If a student carries a full college load (12 semester hours or more), he should not work more than 20 hours per week. If he must work more hours, his credit hour load in college should be reduced proportionately.

The recommended load limit for day and evening students who are employed full-time is six semester hours of course work.

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

## **Student Classification**

A student may be classified as a freshman if he has completed fewer than 30 semester hours. A student is classified a sophomore if he has completed 30 semester hours or more. A part-time student is one carrying fewer than 12 semester hours of work. A full-time student is one who carries 12 or more semester hours of work.

## **Acceptable Scholastic Performance**

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

Acceptable scholastic performance is the maintenance of a grade point average of 2.0 (on a four point scale) or better. A student may not be graduated from any degree or certificate program unless he has a cumulative grade point average of 2.0 or better. Grade points and hours earned in courses numbered 99 and below are computed when deriving a student's scholastic standing; however, they are not computed for degree requirements.

## **Repetition of Courses**

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



## Scholastic Standards

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

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

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

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

## Grade Reports

At the end of each semester, grade reports are issued to each student. Transcripts will be withheld if the student does not have all required student information on file in the Registrar's Office or if any financial

obligations to the College have not been paid.

## Name, Address, Social Security Number

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

## Family Educational Rights and Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380, information classified as "directory information" may be released to the general public without the written consent of the student.

Directory information is defined as:

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

A student may request that all or any part of the directory information be withheld from the public by making written request to the Registrar's Office during the first 12 class days of a fall or spring semester, or the first 4 class days of a summer term. If no request is filed, information will be released upon inquiry. No telephone inquiries will be acknowledged; all requests must be made in person.

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

## **Probation and Suspension**

The policies on scholastic probation and scholastic suspension apply to full-time students (12 semester hours or more) and to part-time students when they have attempted a total of 12 semester hours. The following criteria will be used to determine academic standing:

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

The periods of scholastic suspension are: suspension for the first

time—one regular semester, and subsequent suspension—two regular semesters.

An appeal of suspension may be made to the Admissions and Retention Committee. Petitions are available in the Office of the Registrar.

## **Waiving Scholastic Deficiency**

Any student pursuing an academic transfer program who wishes to transfer to a technical/occupational program may have his earned credits evaluated for the possibility of disregarding any grades of his choice below "C," as long as the student follows the technical/occupational program. The logic of this procedure is that many students do poorly while pursuing a course of studies for which they are less suited, but make rapid improvement when faced with tasks more suited to their interests and aptitudes. This procedure is contingent upon the student remaining in a technical/occupational program. A change to an academic transfer program places the student under the original conditions of the academic transfer program, including the calculation of a cumulative grade point average of all college credits earned. This procedure will apply both to Eastfield students and to students transferring from other institutions. The student who wishes to avail himself of this opportunity should state his intentions in writing to the Admissions Director prior to registration and should assume the responsibility of informing his counselor during the pre-registration advisement session.

## Honors

A full time student who has completed at least 12 hours of credit and who earns a grade point average of 3.00-3.49 will be listed on the College Honor Roll. Full time students who complete at least 12 hours of credit and who average 3.50-4.00 will be placed on the Dean's Honor List. Part-time students who complete between 6-11 hours of credit, and who averages 3.50-5.00 will be awarded Academic Recognition.

## Housing

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

## Credit by Examination

A person who believes he is qualified by experience or previous training may take a special examination to establish credit in a particular course. Depending upon the course, the examination may be a section of the College Level Examination Program (CLEP) or a teacher-made test. Not all courses offered at Eastfield are approved for credit by examination. A list of those credits which may be established through this method is available in the counseling center.

Students will be allowed to earn as many credits through the credit by examination procedure as their needs require and ability permits. The last fifteen semester hours required for graduation in any degree or certificate program must be

earned in residency and may not be earned through credit by examination.

Credit by examination may be attempted only one time in any given course, and a grade of "C" or better on the examination is required in order to receive credit. Only currently enrolled students will have the semester hours earned through examination become part of their permanent record. A student can use no more than 3 credit hours earned by credit-by-examination for the degree requirement in history and no more than 3 credit hours earned by credit-by-examination for the degree requirement in government. A student may not apply for credit by examination for a course in which he/she is currently enrolled, and he/she must complete at least one course in that semester in order to earn credit.

Request for examinations should be made to a counselor or division office, who will provide the necessary petition forms and advise the student of the procedure. A student, whether part-time or full-time, will pay an examination fee of \$20.00 per examination. There is no refund of this fee. Though great effort has been made to inter-relate our credit by examination program with transferring four-year institutions, final acceptance of credit by examination achieved by specific degree purposes is determined by those institutions.

For further information concerning graduation requirements, consult the Degree Requirements section of this catalog.

## **Class Attendance**

A student is expected to attend regularly all classes in which he is enrolled. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with his instructors when the student is absent from a class.

Instructors are responsible for appropriate notification of attendance policy and procedures to all students enrolled in their classes. When absences have reached a total equal to the number of class hours as credit for the course, a drop for excessive absences will be filed by the instructor; such notice will be given by the issuance of a letter to the student at the address on file in the Registrar's Office.

When new facts are presented by the student so as to alter the opinion of the instructor, the instructor may then file a "stop-drop" action form. The "stop-drop" form must be filed in the Registrar's Office within ten class days of the date on the instructor's original drop notice. After that time, the reinstatement process must go through the division chairperson and the Dean of Instruction.

A student dropped for excessive absences prior to the last two weeks of the long semester, or the last week of the summer session will receive a grade of "W" in the class from which he/she is dropped. If a student does not attend a class for the first 12 days of a long semester, or the 4th class day of a summer session, he/she will

automatically be withdrawn by the Registrar.

## **Schedule Change**

Extreme care should be exercised in the registration process. A student should schedule only those courses for the days and hours he knowingly is able to attend. Once course cards are computerized, only the following changes are permitted:

- During the first two days of a regular semester a student may add classes which have openings. Decisions regarding requests will be made by the Dean of Instructional Services.
- During the last three days of the first week of classes the division chairman may authorize class changes for students who have been incorrectly placed. Permission for any other changes must be obtained from the Dean of Instructional Services.

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

## **Withdrawing or Dropping Courses**

A student must drop a class or withdraw from college by completing a form in the Registrar's or Counseling Office.

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

A student who withdraws from college will receive a "W" in each class from which he has withdrawn. The deadline for receiving a "W" is two weeks prior to the end of the semester. After that time, a student will receive a performance grade in the course.

If a student leaves without officially withdrawing, he will receive an "F" in all subjects.

### **Auditing a Course**

Any person 18 years of age or older may, with the consent of the instructor, enroll in the status of audit. This student may attend classes but not take the examinations or receive credit for the course unless he enrolls in the course again as a regular student.

The same fee is charged for auditing as for credit.

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

In the case of a student enrolled in collegiate level courses, the combined number of semester hours in credit courses and audit shall not exceed 18.

### **Transcripts of Credit**

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

## **Evening and Saturday Programs**

In a vigorous, growing community such as that in which Eastfield College is located, people are involved in things and in events which bring forth the need for gaining and developing knowledge and skills in a wide range of subject areas. The things and events with which Eastfield's neighbors are connected often occupy much of their time in the day.

In an effort to serve this busy community, the College offers a broad spectrum of educational programs in the evenings and on Saturdays. Therefore, students who work or who have other obligations during the day may enroll in one or more courses in the evening and Saturday programs.

It may be that the student desires to renew old skills or to acquire new ones. In the evening there are courses to aid in building occupational, avocational, aesthetic, economic, civic, social and domestic skills.

There are courses from all disciplines, both credit and non-credit, and college transfer and technical-occupational programs of two years or less. The direction the student takes will be determined by his goals. As a comprehensive community college, however, Eastfield offers the student the option of electing the program best suited for him and of changing the direction of his studies if his goals change.

In this manner, he, with the help of qualified counselors, can draw a personalized blueprint for himself in higher education. The course load which is attempted should be realistically determined by the amount of time available for doing quality work.

The evening program offers high quality instruction, excellence of facilities, and a variety of student services as provided in the areas of counseling, health, bookstore, food and recreation. Instructors in the Evening College are selected from Eastfield's full-time staff and from among outstanding Dallas area educators and other professional specialists who are interested in teaching people enrolled in the rewarding enterprise of continuing education.

### **Telecourses**

Eastfield College offers a variety of college credit courses via television. The schedule of telecourses, which varies each semester, may include courses in anthropology, astronomy, business, earth science, ecology, biology, English, economics, government, history, humanities, and psychology.

College offers a variety of college credit courses via television. The schedule of telecourses, which varies each semester, may include courses in anthropology, astronomy, business, earth science, ecology, biology, English, economics, government, history, humanities, and psychology. Content and credit for these courses is the same as for similar courses taken on campus.

Telecourses include the viewing of television programs on KERA Channel 13 each week, plus reading

study guide, and writing assignments. Students come to the Eastfield College campus for an orientation session at the beginning of the semester, for one to four discussion meetings, for three or four tests, and for laboratory sessions as appropriate for lab science courses during the semester.

These visits to the campus are normally scheduled so that they may be attended at a time convenient to the student.

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

### **Community Services Programs**

Community Services programs are an important element in the Eastfield College concept of the "Community College." These programs provide opportunities for individuals in the community to participate in programs and activities of the College and are offered throughout the year to meet community needs as they arise.

Basically, Community Service programs are designed to provide:

*Continuing Education Opportunities* for individuals who want to upgrade their skills or learn new skills to enable them to explore new occupational fields.

*Cultural and Community Enrichment Studies* for groups and individuals seeking to enhance the quality of living in the community.

*Personal Entertainment and Recreation* for individuals wishing to explore new activities for personal growth and enjoyment.

*Resource for Industry, Government, and Professional Groups* needing to supplement their own training and development programs. Community Service programs are offered as short courses, seminars, workshops, and institutes. The type of program is determined by the nature of the material, instructional approach and needs of the requesting individuals or organizations.

Community Service programs are offered on a non-credit basis. There are no entrance requirements or examinations.

Instructors for Community Services courses are professional men and women from the community who have business or government experience. Many are Eastfield College faculty or other educators with outstanding backgrounds and experiences in their fields. Their objective will be to share their knowledge, insight and experience to insure that students will come away with a greater perspective of the subject and have had a meaningful experience.

Community Service programs are offered at various locations for student convenience. They are conducted on the Eastfield College Campus and in cooperation with the Mesquite and Garland Independent School Districts. The College welcomes participation of the local school districts in helping to extend services to a greater number of people. Courses are also conducted at community centers, industrial and governmental facilities, and other off-campus sites as circumstances require.

While most Community Service programs will not require textbooks, the nature of some special programs call for textbooks. Students will be notified of the need for texts and other materials at the first meeting.

Library privileges are available for Community Service students during the term they are registered. Students should contact the Community Service Office for further information.

Registration for Community Services programs may be made in two ways. Students may appear in person at the Community Services Office Monday through Thursday, 9:00 a.m. to 7:30 p.m. and Friday 9:00 a.m. to 4:30 p.m. Or students may complete the form included in the semester brochure and return it by mail with a check for the full amount of course fee. Mail registration will be accepted until one week prior to the starting date of the course. After that, only in-person registration will be accepted. Social Security numbers are required for adults. Without a Social Security number, no permanent record of course work will be maintained.

Classes are offered in the following interest areas: business and industry (including office skills, management development and specialist training), real estate, vocational/occupational, languages, music and dance, visual arts and crafts; cooking, sewing and interior decoration; sports, health and recreation; special interest programs for children and youth.

Some of the representative courses (with description) that are offered in the community services program include:

### **BACKPACKING**

Learn the fundamentals of how equipment is made and proper selection for personal use based on quality of material and design. Basic in-the-field techniques including survival skills will be covered. Course will culminate in a two-day backpacking trip.

### **BALLET I**

Designed for the person with no previous ballet experience, the course will stress exercise to add grace and poise as well as condition to the body. Fundamental movements of the ballet will be covered.

### **CALLIGRAPHY (LETTERING)**

Learn free hand lettering including the basic alphabets, Gothic, Roman and Text. Create an alphabet or original design. Emphasis placed on visual spacing and layout design.

### **ANTIQUES AND COLLECTIBLES**

A basic course for those interested in how to buy in today's market with an eye on the future. Learn how to identify periods and styles, as well as ways to determine age of antiques and collectibles. Class participation will be encouraged with a show and tell time for you to help identify your treasures.

### **KNIT SPORTSWEAR**

All the newest techniques for sewing the newest fabrics—jerseys, sweater-knits and double knits. You will make a variety of tops for the whole family, women's slacks and simple lingerie.

### **LADY, KNOW YOUR CAR**

For working women and housewives who drive regularly and have little or no knowledge of how an automobile functions. What to do if your car stalls, proper maintenance and operation of your car, braking and electrical systems, fuel and exhaust and operation of the engine will be covered.

### **OUTBOARD MOTOR REPAIR**

Designed for the boat owner who wants to keep his outboard motor in good repair and maintenance. Students will learn by doing actual work on outboard engines.

### **FUNDAMENTAL RETAIL DISPLAY TECHNIQUES**

This course is designed for the beginner as well as the small shop owner. Emphasizing the accessorizing of garments, low budget display methods including European suspension will be covered.

### **T.V. REPAIR**

A course designed for those interested in correcting their own basic television malfunctions. Also will educate you as a customer to speak and act more effectively when a service repairman is required.

### **TAXIDERM: SQUIRRELS**

An introductory course designed to present the basic concepts, materials, and practical methods in mounting mammals in a life-like manner. The modern use of commercially manufactured forms will be stressed. Students must supply own specimens (fresh or frozen) and some simple household tools and supplies to be announced at first class meeting. Mounting deer heads is offered in the spring. It is recommended "Taxidermy: Squirrels" be taken as a pre-requisite.



## TRAVEL AGENCY AND TRAINING

Behind the scenes of today's most exciting vacations and tours are experienced and imaginative travel experts. This course is designed to train persons who are new in the travel agency, as well as persons interested in travel agency careers. Taught by a professional travel agent, this course will include using airline guides, reservation making, tariffs, tickets, fares, evaluating

tour companies, currencies and a host of other essential areas so important to successful travel.

## WOODWORKING

Includes a variety of design, construction, maintenance, finishing, testing, and experiences with wood and wood products. Students advance from elementary to complex projects.





## COLLEGE COUNCIL

Months before the doors opened to the initial class of freshmen, the goals of Eastfield College were discussed by the President and Deans. The overriding hope of the college leaders was that a feeling of unity and cooperativeness would pervade the total college operation.

A review of the traditional structures for college operations showed a divided approach. The faculty, the student body, the classified staff and the administrators traditionally operated as separate blocs of campus thought and purpose. The blocs many times widened the gaps of unity, thereby slowing or halting the growth of the college.

In an attempt to join the voices of the campus, the Eastfield leaders proposed the formation of a College Council.

**Goals:** The main thrust of the College Council is to involve as many voices as possible in the unified "recommending" level of campus operation.

The hope is that small commissions and committees of the College Council will function efficiently, involve at least one student, one faculty member, one administrator, and one classified staff member. In this way, the various voices of the campus will be heard. Additionally, the many college administrators welcome the input, advice and feedback of the faculty, student, and classified voices. It is important to note that the College Council establishes a two-track system. Administrators continue to

function in their areas of responsibility day by day, and the Council parallels and enhances the forward movement of each campus interest area.

Interchange is a vital part of the growth pattern at all levels of the two-track system.

A basic assumption of the communal council idea is that virtually every concern of the college campus is a concern that touches the student body, the classified staff, the faculty, and the administration. Rarely would a program or concern affect only one of the blocs.

**Composition:** The College Council is composed of four commissions. The members of the four commissions, CAMPUS OPERATIONS, CAMPUS ADMINISTRATION, INSTRUCTION, and STUDENT SERVICES, constitute the membership of the College Council.

The student, faculty, and classified council members would be elected, selected, or appointed by their peers.

**Operating Procedures:** The college Council meets on a monthly basis, with the president of the college chairing the meeting. Each commission gives a status report and presents recommendations which have been received and refined from their standing and ad hoc committees.

The monthly council meeting is open to visitors, but it is hoped that the feelings and opinions of every interested person could be

heard and evaluated at the committee level so that the council would be free to discuss all concerns at its level.

An agenda normally is sent to each council member in advance of the meeting. Agenda items are submitted from the concerns of the four commissions, as well as those of the President.

**Associations:** The various campus associations have two primary functions:

- to discuss items of highest concern to the particular association and of little or no interest to the other association (i.e., salaries, social gatherings)
- elect "voices" for the College Council

The composition of the associations is determined by the status of the individual; i.e., everyone on the faculty salary schedule automatically becomes a member of the Faculty Association; every student automatically is a member of the Student Association; etc.

Additionally, the officers of each association have the flexibility to meet individually with officers of another association or any administrator. The officers also might be invited to serve as a sounding board for their particular bloc or as representatives at official college functions.

**Commission Operating Procedures:** The three or four members of each commission:

- meet often, perhaps weekly
- elect a chairman and a secretary
- form standing and ad hoc committees
- assign one member to be the liaison with each committee
- hear reports of the committee
- refine recommendations
- present recommendations to the College Council
- contact the college paper for publicity

**Committee Procedures:** Committees are normally formed by one of the four commissions. A committee addresses itself to a particular campus program or concern. The committees are formed at the suggestion of an individual or a group (i.e., College Council, student organization, administrators, faculty association, etc.). Requests for the consideration of an idea, a problem, or a topic should be directed to one of the commission members. Students should filter their requests through the Student Association office (C-140). Faculty concerns should be expressed through their association chairmen. Classified people should make their ideas known to their Council or Area Representatives.

A committee represents each of the campus voices to the degree of its importance to the particular bloc; i.e., if the concern is of greater importance to classified staff, more classified people should be represented.

A committee usually remains small in number to allow flexible scheduling of meeting times. Greater involvement of campus feeling comes from the procedures undertaken by the committee as it moves toward its recommendation.

A committee normally considers the following factors:

- elect a chairman and secretary
- research the item or area as thoroughly as possible (hearings, surveys, information from other colleges, etc.)
- make a positive and well-founded recommendation to the commission to which it is responsible
- move as quickly as possible

## Counseling

Eastfield's professional counselors are available to devote personal attention to everyone at the College. Office hours are 8:30 a.m. to 8:30 p.m. Monday through Thursday, and 8:30 a.m. to 4:30 p.m. Friday. Appointments may be scheduled by calling 746-3106 or by stopping at the Counseling Office (Campus Center, second floor).

A student may find the counseling services helpful, especially as he makes his plans and decisions in various phases of life, such as

choosing or changing vocations; gaining more independence; dating and marriage; or choosing areas of study. Confidential assistance is provided by the staff in any of the following areas:

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

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

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

## **Financial Aids and Placement**

The financial aids program is designed to function as a multi-purpose financial assistance service for students. One objective is to provide assistance to students who without such aid would be unable to attend college. Basic to the College philosophy is the belief that

the educational opportunities of able students should not be controlled by their financial resources.

Three deadlines have been established for consideration of applications for aid during the 1977-1978 academic year: June 16, July 15, August 16. Applications received after the August deadline will be considered on a first come - first served basis, provided funds are still available. Special consideration will be given to students with greatest financial need among all applications at each deadline.

## **LOANS**

### **Hinson-Hazlewood College Student Loan**

The Hinson-Hazlewood College Student Loan is a federally insured student loan which was formerly entitled and in many cases still called, the "T.O.P. Loan." This loan program was established by the Coordinating Board of Texas in 1966. A maximum loan of \$1,500 each academic year for five years may be granted, with repayment beginning nine months after termination or completion of course work. Minimum repayment of a loan is \$30 per month (depending on the amount borrowed) at 7% interest. The student borrower has a maximum of ten years to repay the loan. The student must apply each academic year for renewal of the loan.

### **Short-Term Loans**

A student may borrow up to \$100 with no interest to cover tuition and

fees, if funds are available. The loan must be repaid within 90 days. Failure to repay the loan could result in the student's being dropped from his classes.

## **GRANTS**

### **Eastfield College Institutional Scholarships**

The 1970 Texas Legislature passed a bill providing financial assistance for eligible county residents attending state supported colleges. There is a limited amount of funds available for Eastfield College Institutional Scholarships. To be eligible, a student must be a county resident, demonstrate a financial need, be a full-time student, and be progressing satisfactorily toward his educational goal. Scholarships are awarded by eligibility on a first come - first served basis. The amount of the scholarship will vary from \$50 to \$500. Students must apply each academic year for the Institutional Scholarship.

### **Basic Educational Grant Program**

The Basic Educational Grant Program was authorized by the Education Amendments of 1972 which was passed by Congress and signed into law in June, 1972. The program provides for the payment of Basic Grant awards to students attending eligible institutions of higher education and is intended to be the "floor" of a student's financial aid package. The maximum grant eligibility for each student is \$1,400, less the amount the student and his family can be expected to contribute toward the

student's education. In order for a student to be eligible to receive a Basic Grant, he must have begun his post-secondary education after April 1, 1973, and be enrolled, on a full-time basis, as an undergraduate student in an eligible program in an institution of higher education.

### **Supplemental Educational Opportunity Grant Program**

The Supplemental Educational Opportunity Grant was authorized under the Higher Education Act of 1965 and is designed to assist students with exceptional financial need. To be eligible, a student must demonstrate financial need, be a full-time student and must be making satisfactory progress toward the completion of his educational goal. The amount of the grants varies from a minimum of \$200 to a maximum of \$1,000 per academic year. The student must apply each academic year for the Supplemental Educational Opportunity Grant.

## **STUDENT EMPLOYMENT**

### **College Work/Study Program**

The College Work/Study Program was established by the Economic Act of 1964. To be eligible, a student must demonstrate financial need, be at least a half-time student, and be making satisfactory progress toward his educational goal. Jobs are available for eligible students to work both on and off campus under the College Work/Study Program.

### **Eastfield College Student Employment Program**

A limited number of jobs are available on campus to students who are not eligible for the College Work/Study Program. Students employed in the Eastfield College Student Employment Program must be full-time and making satisfactory progress toward their educational goal. Students may work a maximum of 15 hours per week. The rate of pay for all student employees working on campus is \$2.30 per hour.

### **Off-Campus Work Program**

Eastfield College will have a limited number of jobs available for students who qualify both on and off campus. Applications will be accepted for summer employment beginning April 14, 1977. Students must be planning to attend Eastfield College on a full-time basis during the academic year of 1977-1978.

## **FEDERAL AND STATE PROGRAMS**

### **Veterans' Benefit Program**

Eastfield maintains a full-time Veteran Affairs Office which is located in Room C300. The office is open from 8:00 a.m. to 8:30 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. Friday. In addition, representatives of the Veterans Administration (Vet Reps) are located in Room C300. A veteran or dependent can have all questions about veterans' benefits answered by the two offices. For

more information, contact either the Eastfield Veteran Affairs Office at 746-3285 or the VA Vet Reps at 746-3292. During the fall and spring semesters, the VA considers 12 or more semester hours a full-time load; 9 to 11 hours, three-quarters time; and 6 to 8 hours, one-half time. For summer semesters, 4 semester hours is considered fulltime; 3 hours, three-quarters time; and 2 hours, one-half time.

In addition to the regular benefits, there are special programs for veterans in need of remedial, deficiency, or refresher course work, and veterans in need of tutoring assistance in courses in which they are enrolled. Inquiries about these programs should be made to the Eastfield Veteran Affairs Office.

All veterans planning to enroll in Eastfield should contact the Veteran Affairs Office as soon as their decision is made to receive more detailed instructions.

### **Veterans' Vocational Rehabilitation Program**

Veterans' Vocational Rehabilitation benefits are available to veterans who meet the criteria set up by the Veterans Administration. The Financial Aids and Placement Office acts as liaison between Eastfield College students and the Vocational Rehabilitation Office of the local Veterans Administration Benefit Office.



### **Social Security Administration**

Benefits under the Social Security Administration are available to students who meet the criteria set up by the Social Security Administration. The Financial Aids and Placement Office acts as liaison between Eastfield students and the Social Security Administration.

### **Vocational Rehabilitation Program**

The Texas Educational Agency, through its Vocational Rehabilitation Division, offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physical disability. For further information, contact Vocational Rehabilitation, 3115 Swiss Avenue, Dallas, Texas. Telephone: 528-8550.

### **Hazlewood Act**

Veterans of World War I, World War II, Korean War and Spanish-American War who have no remaining G.I. educational benefits, who are now residents of Texas and were residents of Texas at the time they entered the armed forces, are eligible for a waiver of tuition as provided for in the Hazlewood Act.

### **State-Sponsored Scholarships**

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

## **PLACEMENT**

The Eastfield College Placement Office will assist any student desiring job placement, either on or off campus.

Career assistance is available for students nearing completion of

their course of study. All students should register with the Placement Office at least one full semester prior to their graduation.

Requests for financial aid information should be made directly to the Office of Financial Aids and Placement, Eastfield College, 3737 Motley Drive, Mesquite, Texas 75150. Telephone: 746-3188.

## **HEALTH SERVICES**

The Health Center is located between the Fine Arts Building and the Campus Center, on the lower level in front of the Learning Resources Center. It is open from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Fridays. A full-time nurse is available to provide professional medical services for emergency and routine ailments. A doctor is available for referral cases, and financial arrangements can be made through Marveen Mahon in the Health Center.

Health Services is an integral part of the student services program. There is no charge for the care in the Health Center.

Some of our areas of services are as follows:

Emergency medical care; non-prescription medicines; rest facilities; screening tests for tuberculosis, pregnancy, mononucleosis, and vision; blood pressure checks; counseling in reference to health related problems; services of the advisory physician; active referral system for any community agency in Dallas; free health education materials; students with a handicap or illness which limits physical movement can obtain a permit for

the handicap parking area and are also entitled to elevator keys; the opportunity to become a member of the Eastfield Blood Bank by donating to Wadley Blood Center; an annual Health Fair in which many health related agencies will be displaying materials providing films and pamphlets, and doing health testing.

## **HUMANITIES**

The Humanities Division offers a full curriculum of freshman and sophomore level courses leading toward a bachelor's degree with majors in art, philosophy, music, drama and humanities. Students may participate in various groups affiliated with the Humanities Division. Students may also view art works on display throughout the year in the Eastfield Art Gallery. The Music Department of Eastfield College sponsors an annual Festival of Twentieth Century Music featuring musicians of local, regional, national, and international importance. The Festival includes concerts, lectures, demonstrations and master classes.

**College Choir:** The Eastfield College Choir is a vocal music ensemble geared for the preparation and presentation of the finest choral music from all periods. Experiences that a choir member can count on are guest appearances with local area churches, high schools, colleges and service organizations. Membership is open by audition only. There is also a Chamber Choir, open by audition only. The chamber choir deals with music ranging from 14th and 15th century folk/madrigal songs to contemporary folk songs.

**Stage Band:** The Eastfield Stage Band specializes in the jazz/rock oriented styles of the '60's and '70's. Anyone who plays sax, trumpet, trombone, piano, bass, guitar or drums may become a member. The Stage Band plays numerous concerts on the campus as well as at area educational institutions. Other music ensembles include the woodwind, brass, percussion and string ensembles.

**Concert Band:** All instrumental music majors are required to participate in the Concert Band. The Band is open to all students by audition. The concept of the Band is that of a performance organization involved in presenting traditional, contemporary and commissioned works for band. The Band performs in formal concert situations both at Eastfield and area educational institutions. A short area tour is taken by the Band each spring.

**Weekly Recitals:** Recitals and concerts are presented every Wednesday at 12:30 p.m. in the Performance Hall. These performances range from recitals by students, faculty and guest artists to full concerts by music organizations and visiting groups. All students and staff are invited to attend free of charge.

**Drama:** Extensive curriculum in acting, stagecraft (design, construction, management and lighting), introductory and appreciation of theatre and rehearsal and performance which includes participation in major productions are offered to students. The drama schedule includes two major productions presented in the Performance Hall.



## Learning Resources Program

The Eastfield Learning Resources Program has been planned to meet the curricular needs of the College population. The primary function of the program is to improve student learning by providing resources and services, including instructional development assistance to faculty, for implementation of the instructional program. A secondary function is to provide resources and services for the general informational needs, the intellectual and the professional growth, the cultural development and the recreational activities of the College community.

To facilitate the above functions, the Learning Resources Program is divided into three areas:

- Independent Study Services provides resources and equipment selected for individual study and classroom presentations. It circulates resources and equipment for independent study both on and off campus.
- Classroom Resource Services supports instructors by providing and/or producing resources and equipment for classroom instruction. It also provides resources, equipment and work space for professional growth and development.
- Instructional Development Services works with students and faculty in solving problems associated with the design of instruction. It provides assistance in planning learning strategies, developing learning activities, and providing evaluation of achievement.

## Parking Regulations

College parking lots are regulated by state, municipal and campus statutes. Campus officers are commissioned police officers, and, as such, all traffic and criminal violations are within their jurisdiction.

The College has authority for the issuance and use of suitable vehicle identification insignia as permits to park and drive on campus. Permits may be suspended for the violation of campus parking and driving regulations.

Each Eastfield citizen is requested to obtain a parking decal. The decal helps to notify students and staff of any mishap concerning their cars, such as lights being left on or damage to an unattended car.

The College campus officers have the authority to issue and use traffic tickets and summons of the type now used by the Texas Highway Patrol. It is the general policy to issue these tickets for violations by visitors and persons holding no college permit (Senate Bill 162, Section 6). Under the direction of the President, the Safety Division shall post proper traffic and parking signs.

All motor vehicles must be parked in the parking lots between white parking lines. Parking in all other areas such as campus drives, curb areas, courtyards, loading zones and visitor parking areas will be cited.

Citations may be issued for speeding (the campus speed limit is 20 mph, except where otherwise posted), reckless driving, double parking, driving the wrong way in one-

way lanes, parking in "No Parking" lanes, improper parking (parts of car outside the limits of a parking space), parking in wrong area (for example, visitor parking or "No Parking" areas), parking trailers or boats on campus, parking or driving on campus in areas other than those designated for vehicular traffic, violations of all state statutes regulating vehicular traffic and failure to display parking permit.

A citation is notice that a student's parking and driving permit has been suspended. The service charge to reinstate the parking and driving permit must be paid at the College business office. Failure to pay the service charge will result in impoundment of the vehicle.

Appeals of citations must be made within ten days to the Safety Committee. The Safety Committee will be composed of at least three members appointed by the President. Contact the College business office about the committee's meeting times and dates.

If it becomes necessary to remove an improperly parked vehicle, an independent wrecker operator may be called. The owner of the vehicle will be charged the wrecker fee in addition to the service charge.

Visitors to the campus are also obligated to follow College regulations. The service charge for reinstatement of the parking and driving permit will be \$2.00 per citation.

Four citations per car during an academic year will result in permanent suspension of the parking and driving permit for the balance

of that academic year. A new total commences on August 1 of each year.

The College is not responsible for the theft of vehicles on campus or other contents.

The Safety Office is responsible for other services such as special parking permits and lost and found. All items misplaced on campus should be reported to the Safety Office. The office maintains a lost and found section. If lost items are not located in the lost and found, a student may leave his name and phone number with the office in case the lost article turns up in the future.

Students with a handicap or illness which limits physical movement are entitled to the use of special parking facilities. Handicapped parking is reserved through the Safety Office.

Any police type incident should be reported to Campus Safety, 270-6777.

## **Sports Program**

**Intramurals:** The intramural sports program provides an opportunity for every student, male and female, to make the football team, basketball team, volleyball team, softball team, soccer team, track team and even the gym hockey team.

"Everyone in a sport . . . a sport for everyone" is the motto at Eastfield. Students are encouraged to get involved and participate in intramural sports activities of their choice.

To participate in intramural team sports, come to the Intramural Office, P-204, and pick up a roster and a set of rules for that particular sport. Then form a team with high school friends, current classmates, organization or club members, or just a "get-together" group who want to participate. There is also the opportunity to join an established team.

Intramural sports offer an opportunity for each person to participate in his own favorite recreational sport during his leisure time or in a scheduled competitive tournament. Included are tennis, golf, badminton, bowling, table tennis, archery, horseshoes, miniature golf, handball, wrestling, gymnastics and cross-country.

There are also many non-scheduled play opportunities for which the student may check out equipment and participate at his own leisure time. Included are bicycling, frisbee, camping and recreational games.

Another area of involvement is student leadership. This includes intramural supervisors, athletic officials, team managers and coaches. Students with a special interest in a sport are encouraged to form a club to compete with other clubs in the area. There is currently a soccer club formed for interested students. Forms, rules, and further information are available in the Intramural Office.

**Varsity Athletics:** Eastfield College is a member of the Metro Athletic Conference, which consists of those schools in the Dallas County Community District and any other institutions accepted by the governing body of the conference.

The purpose of the program is to provide an opportunity for those students with unique and highly advanced skills to improve and exhibit these skills. Recruitment regulations will insure that no students are recruited because of their athletic ability, and no financial aid grants will be based on athletic ability. Eligibility requirements reflect the policy of providing an opportunity for students to compete without over emphasis on athletics. Rules concerning eligibility are the following:

1. Participants must be paying "in district" tuition.
2. Participants must be registered as full-time students (12 hours or more).
3. Participants must not be on disciplinary probation.
4. Participants must have passed a minimum of ten credit hours and/or be eligible to remain in school according to policies set forth in the college catalog.
5. Transfer students shall be eligible the first semester, providing other eligibility rules are met.

Other eligibility standards and further information on the varsity athletic program can be obtained by calling the Physical Education Division, 746-3140.

## **Student Development Services**

Student Development is that coordinating division dealing with student co-curriculum needs and involvement, especially cultural and experimental development. The main purpose of Student Development is to encourage unity of the student in his relationship with himself, his relationship with his fellow students, his society, and a better understanding of the concept of the total impact of his college career. Programs that fulfill this purpose are the Creative Curriculum College, social programs, clubs and organizations, artist-in-residence programs, special services and the student leadership development program.

Student Development arranges for a broad program of national and local speakers to come on campus throughout the school year. All speakers must be approved at least two weeks prior to the time a speaker is requested. The office of student development is also responsible for other student-oriented facilities, activities and services on campus.

**Creative Curriculum College:** Begun in 1971, Eastfield's Creative Curriculum College (CCC) provides an open, non-graded, non-credit program that is designed to provide courses, seminars and workshops of special interest in any area. The structure is open and flexible with freedom on the part of the leader and the student to develop the content and direction of the course. It facilitates the creative needs of the student and encourages informal communication among students, faculty, staff and community.

The courses or programs are initiated by students, faculty and the Student Development Coordinator based on interest. Generally, registration is not required unless a certain number of participants are needed. These courses can be one meeting, a week-end or several weeks in length, depending on the content, interest and structure. Fees are not charged, except in the case of a specialized course.

An important aspect of the CCC is its use of course-related programs that allow instructors and classes to develop the class program through speakers, seminars, workshops and videotape programs. Within this program, new courses could later potentially be incorporated into the regular curriculum. Also within the CCC umbrella are special interest groups formed to explore a particular area or subject or interest, with the CCC acting as a resource and assistance medium. To initiate a program that you want to see at Eastfield, contact the Creative Curriculum College Coordinator in C-143 or call 746-3185.

**Clubs and Organizations:** Designed to complement the routine of the community college student and provide a means for several students to unite in a common interest or goal, Eastfield encourages the formation of and membership in clubs and organizations. Membership in these organizations is open to any student despite race, creed or color. To apply for membership, contact the Student Development Office or the appropriate sponsor. To develop your own organization, see the Coordinator of Student Development.

**Social Programs:** Social programming is a special area of campus programming meant to provide out-of-the-classroom experiences in a broad range of both traditional and new aspects of our society and culture. This includes major national entertainment, music groups, comedy, and drama.

Some of the activities include a film series of experimental classics and popular greats, concert-dances providing noon-time concerts and Friday night dances, a Christmas Flea Market, a spring Arts and Crafts Fair, local and national art exhibits, artists-in-residence, videotape programs, a Minorities in American series, and a student talent competition.

Special programs for the night students include short seminars on areas of concern such as law, income tax, home management, videotapes of major day programs, and a film series.

Social programs also include information on study abroad, volunteer action and community involvement. Wherever possible, students and faculty, through a class or independently, are involved in the planning and action of social programs.

**Services:** The Game Room, which is located in the Campus Center, provides the more leisurely element of Student Development. Pool tables and foosball tables are available for student use at a quarter per game.

The individual study lounge, located in the Campus Center above the dining area, provides carrels for studying as well as tables and

chairs for playing cards and games. Holidays sometimes mean travel, so the Student Development Office maintains a list of available trips and ski packages which are offered at group rates through various travel and service agencies.

As a service to student organizations and college divisions, Student Development is equipped to print posters for publicizing special events, meetings and regular school functions. A variety of board and ink colors with two styles and six sizes of type is available. The maximum size of poster that can be printed is 14" x 22" at a charge of 30¢ a board. Poster order forms are available in the Division Office, and orders must be submitted one week prior to the date needed.

To schedule overhead transparencies, banners or announcements, contact the Student Development Office at least 48 hours prior to time of use. This includes other forms of publicizing or posting information which may develop in the future.

**Distribution of Publications and Information:** To post or distribute material of any kind within the premises of the campus, approval must be obtained from the Office of Student Services. Approval is based upon the following policies:

Priority of posted materials shall be given to campus events and information.

Information can be posted on bulletin boards only; items posted in other areas without consent will be removed immediately.



Limitations on content are covered by public law and Dallas County Community College District policies (these policies are available in the Administrative Policies and Procedures Manual and Conduct Code).

Soliciting of any kind (non-college distribution of materials on campus is prohibited . . . newspapers, free passes, notices, handbills, etc.) involving the student body or staff is prohibited without the approval of the President; application for sale of commodities on campus will be submitted to the College business officer, who will submit a recommendation to the President.

Distribution of off-campus publications on campus is covered by a college policy. Copies of the policy are available in the Office of the Dean of Administrative Services.

Distribution of newsletters, etc., by official college student organizations should be designed for members of the organization. Distribution beyond the membership should follow the procedures of off-campus publications.

Distribution of a publication (newsletter, newspaper, or facsimile) by a student or group of students must follow the procedures listed in the "Policy on Distribution of Off-Campus Publications." A copy of the policy is available in the Office of the Dean of Administrative Services.

Special permission is needed to post publicity or information in classrooms, departmental bulletin boards or office areas; this approval is obtained from the Dean of Instructional Administration or

through the division responsible for the area.

To post information about roommates, rooms for rent, objects for sale, rides and other classified announcements, a student should bring the information to the Student Development secretary, who will post the information on the Classified Ad Board outside the College Store or the Ride and Carpool Board outside the cafeteria. For ads involving employment, see the Financial Aids Director.

## **Services for Handicapped Students**

Services for Handicapped Students offers a variety of support services with the goal of enabling the handicapped student to participate in the full range of college experiences. Services are arranged to fit the individual needs of the student. Services available include: interpreters, notetakers, tutors, mobility assistants, loan of electric or manual wheelchair, carbon paper for note-taking, readers for the blind, and tape recorders.

The Coordinator of the Services for Handicapped Students is a professional counselor and supplements and works with the regular counseling staff to provide individual and group attention to students seeking assistance in the areas of personal, social adjustment, academic advisement, and career guidance. The coordinator may act as a liaison between the student and his or her Texas Rehabilitation Commission counselor, faculty

members or other agency persons. Referrals can be made to appropriate campus and off-campus organizations and offices.

Students should contact the Services for Handicapped Students office at least one month prior to registration, so they can take advantage of the special orientation and registration assistance provided for them.

Office hours are normally 8:00 a.m. to 4:30 p.m., Monday through Friday, but arrangements can be made for night students. The Services for Handicapped Students office is in C-246, in the Counseling Center area. Phone 746-3247 (voice) or 746-3297 (TTY for the Deaf).

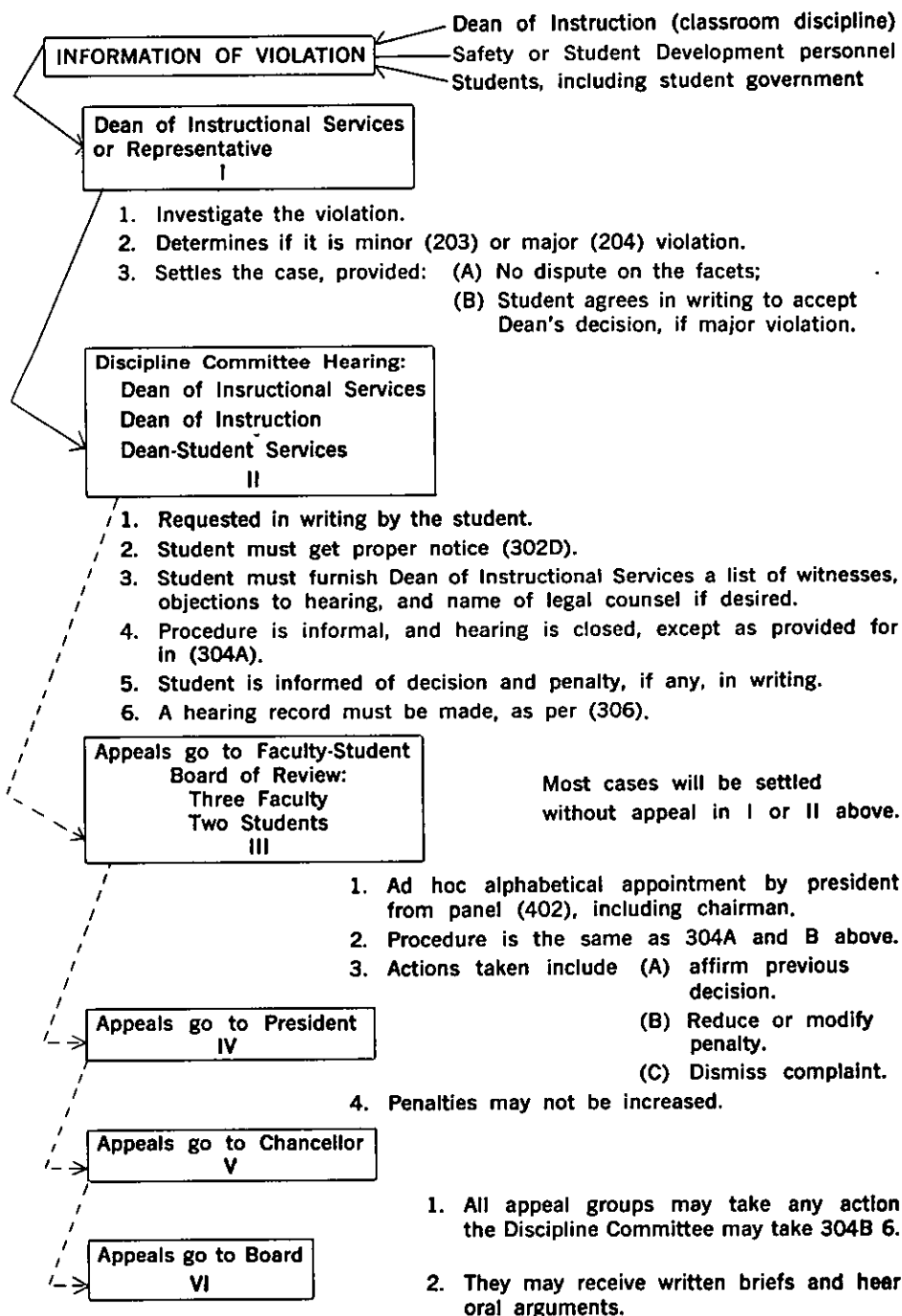
## **Student Body Organization**

Students at Eastfield College are represented by four Student Commissioners whose main purpose is to serve as a voice for the student concerns on the College Council, to facilitate these concerns on a regular basis through the Commissioner's office, and to involve as many students as possible on the Committee of the College Council.

The four positions held by students are Commissioner for Campus Operations, Commissioner for Instruction, Commissioner for Administration and Commissioner for Student Services. The election for these positions occurs in the spring semester of each college year.

Students are also welcomed and encouraged to sign up for commission posts and committees of the College Council. To do so, leave your name and address with the secretary in the Student Commissioner's office, C-140.

# STUDENT DISCIPLINE FLOW CHART



# Curriculum



## **Courses by Division**

### **Business Division**

Accounting  
Bookkeeping  
Economics  
General Business  
Mid-Management  
Secretarial  
Transportation

### **Mathematics and Engineering Division**

Air Conditioning and Refrigeration  
Digital Electronics Technology  
Drafting and Design Technology  
Engineering  
Graphic Arts  
Mathematics

### **Communications Division**

Communications  
English  
French  
German  
Journalism  
Photography  
Spanish  
Speech

### **Physical Education Division**

Physical Education Activity  
Physical Education

### **Counseling**

Human Development

### **Science Division**

Astronomy  
Auto Body  
Automotive Technology  
Biology  
Chemistry  
Earth Science  
Geography  
Geology  
Physics  
Welding Technology

### **Developmental Studies Division**

Child Development  
Developmental Mathematics  
Developmental Reading  
Developmental Writing  
Reading  
Training Paraprofessionals for  
the Deaf

### **Social Science Division**

Anthropology  
Government  
History  
Psychology  
Religion  
Social Science  
Social Work Associate  
Sociology

### **Humanities Division**

Art  
Humanities  
Music  
Philosophy  
Theatre

## Alphabetical Listing

### Accounting

(See Business 201, 202, 203, 204, 238, 239, 702, 713, 803, 813)

### Advertising and Sales Promotion

(See Business 233)

### Air Conditioning and

#### Refrigeration 135 **5 Cr.**

Principles of (4 Lec., 7 Lab.)

Refrigeration and Domestic

Refrigeration Systems

Basic refrigeration cycles, their components, and theories of operation are covered during the first portion of this course, with the remainder consisting of a thorough study of domestic refrigeration systems, such as refrigerators, freezers and window air conditioners. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 136 **4 Cr.**

Fundamentals of (3 Lec., 6 Lab.)

Electricity

Starting with electron theory, this course includes DC and AC circuits, motors, generators, and power distribution systems. All of the material covered will be as it relates to the refrigeration and air conditioning industry. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 147 **5 Cr.**

Air Conditioning (4 Lec., 7 Lab.)

Systems (Cooling)

Prerequisites: Air Conditioning and Refrigeration 135 and 136. Residential, central and small commercial air conditioning systems are the areas of study for this course. Psychrometrics, heat transfer, air distribution, methods of control and a familiarization with specific equipment of various manufacturers will be included. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 148 **4 Cr.**

Air Conditioning (3 Lec., 6 Lab.)

Systems (Heating)

Prerequisites: Air Conditioning and Refrigeration 135 and 136. This course will give the student the necessary knowledge and skills for installing and servicing gas fired, electric and reverse cycle air conditioning heating systems on residential and small commercial applications. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 225 **5 Cr.**

Electrical Circuits (4 Lec., 7 Lab.)

and Controls

Prerequisites: Air Conditioning and Refrigeration 147 and 148. A study of electrical power circuits, control circuits, wiring devices and schematic wiring diagrams. Also a very large emphasis upon trouble shooting electrical problems within electrical systems. Laboratory fee required.

**Air Conditioning and Refrigeration 226 4 Cr.**

Commercial (3 Lec., 6 Lab.)

Refrigeration Systems

Prerequisites: Air Conditioning and Refrigeration 147 and 148. Refrigeration equipment used at any level of marketing or merchandising products. Restaurants and supermarket equipment are examples in the commercial refrigeration field. The primary objective of this course will be for the student to gain the knowledge and skills necessary to install and service commercial refrigeration systems. Laboratory fee required.

**Air Conditioning and Refrigeration 237 5 Cr.**

Advanced Air (4 Lec., 7 Lab.)

Conditioning Systems  
(Heating and Cooling)

Prerequisites: Air Conditioning and Refrigeration 225 and 226. Large commercial air conditioning, cooling and heating systems such as those used in high rise office buildings are studied in this course, the objective being to acquaint the student with large tonnage equipment in order that he can understand the operation, proper maintenance and service of these systems. Laboratory fee required.

**Air Conditioning and Refrigeration 238 4 Cr.**

Air Conditioning (3 Lec., 6 Lab.)  
Systems Design

Prerequisites: Air Conditioning and Refrigeration 225 and 226. Methods

of heat loss and heat gain calculation, equipment selection, duct sizing and layout will be taught in this course. Also the student will be given a residential structural blueprint and required to design an air conditioning system for the home and make an estimate of the total cost including equipment of such an installation. Laboratory fee required.

**Air Conditioning and Refrigeration 802 and 812 2 Cr.**  
(See Cooperative Work Experience)

**Anthropology 100 3 Cr.**

Introduction to (3 Lec.)

Anthropology

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

**Anthropology 101 3 Cr.**

Cultural Anthropology (3 Lec.)

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

**Anthropology 110                      3 Cr.**

The Heritage of Mexico            (3 Lec.)

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

**Art 104                                      3 Cr.**

Art Appreciation                      (3 Lec.)

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

**Art 105                                      3 Cr.**

Survey of Art                              (3 Lec.)

History

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

**Art 106                                      3 Cr.**

Survey of Art History                  (3 Lec.)

This course covers the chronological sequence of art from the Baroque through the present. Explores the

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

**Art 110                                      3 Cr.**

Design I                                      (2 Lec., 4 Lab.)

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

**Art 111                                      3 Cr.**

Design II                                      (2 Lec., 4 Lab.)

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

**Art 114                                      3 Cr.**

Drawing I                                      (2 Lec., 4 Lab.)

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

**Art 115                                      3 Cr.**

Drawing II                                      (2 Lec., 4 Lab.)

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



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

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

**Art 117** **3 Cr.**  
Introduction to (2 Lec., 4 Lab.)  
Jewelry II

Prerequisite: Art 116. A continuation of Jewelry I. The study of advanced fabrication and casting techniques, with emphasis on original design. Laboratory fee required.

**Art 118** **3 Cr.**  
Creative (2 Lec., 4 Lab.)  
Photography for the Artist-I

Prerequisites: Art 110, Art 114 or consent of the instructor. Creative use of the camera and photosensitive materials as a means of making expressive graphic images. Emphasis will be upon black and white processing and printing techniques. Laboratory fee required.

**Art 119** **3 Cr.**  
Creative (2 Lec., 4 Lab.)  
Photography for the Artist-II

Prerequisite: Art 118 or consent of instructor. A continuation of Art 118 with emphasis upon color processing and printing techniques. Laboratory fee required.

**Art 199** **1 Cr.**  
Art Seminar (1 Lec.)  
A one hour weekly lecture and seminar where area artists, critics and art educators speak with students about the work exhibited in the gallery and discuss current art

styles, movements, as well as the specifics of being artists in our contemporary society.

**Art 201** **3 Cr.**  
Drawing III (2 Lec., 4 Lab.)  
Prerequisites: Art 110, Art 111, Art 114, Art 115, sophomore standing and/or permission of the division chairman. Analytic and expressive drawing of the human figure, stressing study of movement and volume. Laboratory fee required.

**Art 202** **3 Cr.**  
Drawing IV (2 Lec., 4 Lab.)  
Prerequisites: Art 201, sophomore standing and/or permission of the division chairman. A continuation of Art 201 with emphasis on individual expression. Laboratory fee required.

**Art 205** **3 Cr.**  
Painting I (2 Lec., 4 Lab.)  
Prerequisites: Art 110, Art 111, Art 114, Art 115 or permission of the instructor. A studio course stressing fundamental concepts of painting with acrylics and/or oils. Emphasis on painting from still life, models and the imagination.

**Art 206** **3 Cr.**  
Painting II (2 Lec., 4 Lab.)  
Prerequisite: Art 205. Continuation of Art 205 with emphasis on individual expression.

**Art 208** **3 Cr.**  
Sculpture I (2 Lec., 4 Lab.)  
Prerequisites: Art 110, Art 111, Art 115 or permission of instructor. An exploration of various sculptural approaches in a variety of media and using different techniques. Laboratory fee required.

**Art 209** **3 Cr.**  
Sculpture II (2 Lec., 4 Lab.)  
Prerequisite: Art 208. A continuation of Sculpture I with emphasis on individual expression. Laboratory fee required.

**Art 210** **3 Cr.**  
Commercial Art I (2 Lec., 4 Lab.)  
Prerequisites: Art 110, Art 111, Art 115 or consent of instructor. An introduction to the working world of commercial art with emphasis on the acquisition of professional attitudes and basic studio skills through the working out of typical commercial assignments. Laboratory fee required.

**Art 211** **3 Cr.**  
Commercial Art II (2 Lec., 4 Lab.)  
Prerequisite: Art 210. A continuation of Art 210 with added emphasis on layout and design concepts through increased individual assignments, work with simple art for reproduction techniques and the development of a professional portfolio. Laboratory fee required.

**Art 215** **3 Cr.**  
Ceramics I (2 Lec., 4 Lab.)  
Prerequisites: Art 110, Art 111, Art 115 or permission of instructor. Building of pottery forms by coil, slab and use of wheel; glazing and firing. Laboratory fee required.

**Art 216** **3 Cr.**  
Ceramics II (2 Lec., 4 Lab.)  
Prerequisite: Art 215 or permission of instructor. A study of glaze technology and advanced problems in the creation of sculptural and utilitarian ceramic ware. Laboratory fee required.

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

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

**Auto Body**  
An important objective of the Auto Body Program is to train entry level technicians. The student will be required to purchase a basic set of tools for use in class. Tool lists will be given out by the instructor during the first week of classes.

**Auto Body 141** **5 Cr.**  
Basic Metal (3 Lec., 6 Lab.)  
Principles  
Students will develop skills in the use of hand tools, air tools and filling of plastic. Metal preparation, sanding, masking and priming surfaces on minor damaged areas of automobiles are emphasized. Laboratory fee required.

**Auto Body 142** **5 Cr.**  
Basic Paint (3 Lec., 6 Lab.)  
Principles  
Skills will be developed in the use of sanders and other equipment.

Sanding and applications of primer and paint will be stressed. The spray gun operation, usage and materials will be thoroughly covered. Laboratory fee required.

**Auto Body 143 5 Cr.**

Minor Metal Repair (3 Lec., 6 Lab.)  
A study of body construction along with sheet metal alignment are emphasized. A continued emphasis is placed on plastic application to minor damage and the various techniques. Laboratory fee required.

**Auto Body 144 5 Cr.**

Minor Paint Repair (3 Lec., 6 Lab.)  
The study of paint materials and development of application skills are continued. Laboratory fee required.

**Auto Body 231 5 Cr.**

Major Paint Repair (3 Lec., 6 Lab.)  
The student will develop painting skills with emphasis on mixing of colors, color matching and texture application. Laboratory fee required.

**Auto Body 232 5 Cr.**

Major Panel Replacement (3 Lec., 6 Lab.)  
Students learn to use power tools and cutting tools to repair and replace panels of the automobile. The student will continue to develop metal working skills. Laboratory fee required.

**Auto Body 233 5 Cr.**

Major Collision and Frame Repair or Painting Technique (3 Lec., 6 Lab.)  
Students learn to use power frame alignment equipment through lecture, demonstration and actual job

repairs, or students will study through experimentation all materials used in the painting field. A continued development of skills of painting will be emphasized. Laboratory fee required.

**Auto Body 234 3 Cr.**

Auto Body Practicum (1 Lec., 7 Lab.)

Prerequisites: Auto Body 141, 142, 143, 144, 231, 232, 233 and Welding 150. This course is designed to allow students to gain actual on-the-job experience if possible. If on-the-job training is not prescribed by the instructor, then an accelerated course representing industry conditions, in which the student will improve speed and skill in one or all facets of the auto body programs, will be available. Laboratory fee required.

**Auto Body 235 3 Cr.**

Estimating (3 Lec.)  
A detailed study of the procedures of estimating damage on automobiles.

**Auto Body 813 3 Cr.**  
(See Cooperative Work Experience)

**Automotive Technology**

An important objective of the Auto Technology Program is to train entry level technicians. The student will be required to purchase a basic set of tools for use in class. Tool lists will be given out by the instructor during the first week of classes.

**Automotive Technology 130 5 Cr.**

Automotive Systems (3 Lec., 7 Lab.)  
The fundamentals and design of

emission control systems, related pneumatic and fuel supply systems, exhaust systems, cooling systems and welding for exhaust systems, chassis frames and brackets will be studied. The student will have hands-on experience of disassembly, repair and installation of these systems. Laboratory fee required.

**Automotive Technology 131 5 Cr.**  
Automotive (3 Lec., 7 Lab.)  
Principles

The basics of automotive technology will be introduced in this course. Introductory lecture and laboratory experiences will be given on repair and maintenance of automotive ignition, fuel and emission control systems. The basic repair and test equipment will be the training instruments for this course. Laboratory fee required.

**Automotive Technology 136 5 Cr.**  
Power Plant (3 Lec., 7 Lab.)

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

**Automotive Technology 137 5 Cr.**  
Brakes and Front (3 Lec., 7 Lab.)  
Suspensions

This unit of instruction includes brake service as applied to power brakes, drums, wheel cylinders, installation and adjustment. Front end alignment, suspension, steering

mechanisms and wheel balancing are also included. Laboratory fee required.

**Automotive Technology 233 5 Cr.**  
Power Train (3 Lec., 7 Lab.)

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

**Automotive Technology 234 5 Cr.**  
Automatic (3 Lec., 7 Lab.)  
Transmissions

In this unit of study, the operating principles, service and rebuilding of the automotive automatic transmission are taught. Included are torque converters, servos, control valve assemblies and the use of special service tools. All American made automatic transmissions are covered in this course. Laboratory fee required.

**Automotive Technology 235 5 Cr.**  
Auto Air (3 Lec., 7 Lab.)  
Conditioning and Heating  
Systems

The principles and fundamentals of air conditioning and heating are treated as they relate to the automotive air conditioning system. Installation, maintenance and service of compressors, condensers, evaporators and related components are covered. Laboratory fee required.

**Automotive Technology 236 5 Cr.**  
Electrical Systems (3 Lec., 7 Lab.)

This course is designed to give the

student the theory and practical application of basic electricity, chassis circuits and basic wiring. Included will be starting systems, lights, batteries, generators, alternators, regulators and installation. Laboratory fee required.

**Automotive Technology 252 3 Cr.**  
Automotive (1 Lec., 7 Lab.)  
Practicum

Prerequisites: Automotive Technology 130, 131, 136, 137 and the consent of the instructor. This course includes theory and shop work. The major purpose of this course is to provide the student with an opportunity to complete the competencies not achieved in the first year or for competencies missed due to transferring from the secondary school competency based programs. Laboratory fee required.

**Automotive Technology 253 3 Cr.**  
Automotive (1 Lec., 7 Lab.)  
Practicum

Prerequisites: Automotive Technology 130, 131, 136, 137, 233 and the consent of the instructor. The student will work in the Eastfield College laboratory under conditions that closely duplicate those of industry. Specific competencies will be stressed for each student on an individual basis to complete his training. Laboratory fee required.

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

**Biology 101 4 Cr.**  
General Biology (3 Lec., 3 Lab.)  
This course is a prerequisite for all

higher level biology courses and should be taken in sequence. Recommended for science majors. Emphasis is structure and function at the cell, tissue and organ system levels of organization in both plant and animal. Laboratory fee required.

**Biology 102 4 Cr.**  
General Biology (3 Lec., 3 Lab.)

This course is a continuation of Biology 101. Emphasis is Mendelian and molecular genetics, evolutionary mechanisms, plant and animal development and the energetics and regulation of ecological communities. Laboratory fee required.

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

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

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

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

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

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

**Biology 211** **4 Cr.**  
Invertebrate (3 Lec., 3 Lab.)  
Zoology

Prerequisite: Eight hours of biological science. An intermediate level course surveying the major groups of animals below the level of chordates. Consideration is given to the phylogeny, taxonomy, morphology, physiology and biology of groups involved. Relationships and importance to higher animals and man are stressed. Recommended for science majors. Laboratory fee required.

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

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

**Biology 217** **4 Cr.**  
Field Biology (3 Lec., 4 Lab.)

Prerequisite: Eight hours of biological science. Survey of local plant and animal life in relationship to their environment. Aquatic and ter-

restrial communities will be studied with reference to basic ecological principles and techniques. Emphasis will be placed upon classification, identification and collection of specimens in the field. Laboratory fee required.

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

Prerequisite: Biology 102 or approval of instructor. Recommended for science majors. First course of a two-course sequence. Structure and function as related to the human skeletal, muscular and circulatory system. Emphasis is placed on the inter-relationships of these systems. Laboratory fee required.

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

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

**Body Shop Operations**

(See Business 138)

**Bookkeeping**

(See Business 131, 132)

**Business Mathematics**

(See Mathematics 130)

**Business 105** **3 Cr.**

Introduction to Business (3 Lec.) Provides overall picture of business operation; includes analysis of specialized fields within business organizations; identifies role of business in modern society. (This course is offered on campus and may be offered via television.)

**Business 131** **3 Cr.**  
**Bookkeeping I** (3 Lec.)

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

**Business 132** **3 Cr.**

**Bookkeeping II** (3 Lec.)

Prerequisite: Business 131. Attention will be given to accruals, bad debts, taxes, depreciation, controlling accounts and business vouchers. Bookkeeping for partnerships and corporations will be introduced.

**Business 136** **3 Cr.**

**Principles of Management** (3 Lec.)

A study of the process of management including the functions of planning, organizing, leading and controlling. Particular emphasis on policy formulation, decision making processes, operating problems, communications theory and motivation techniques.

**Business 137** **3 Cr.**

**Principles of Retailing** (3 Lec.)

The operation of the retail system of distribution. The inter-relationship of consumer demand, inventory control, the buying sequence, personnel requirements, use of computer in retailing, store location and layout and credit policies.

**Business 138** **4 Cr.**

**Body Shop Operations** (3 Lec., 2 Lab.)

The student acquires knowledge of repair order, analysis and auditing, ratio of parts cost to labor cost and basic bookkeeping procedures.

**Business 143** **3 Cr.**

**Personal Finance** (3 Lec.)

A study of everyday financial problems encountered in managing personal affairs. Includes financial planning, insurance, budgeting, use of credit, home ownership, savings, investment and tax problems.

**Business 144** **3 Cr.**

**Introduction to Transportation** (3 Lec.)

Provides over-all picture of transportation; includes analysis of specialized fields within the transportation industry; identifies role of transportation in modern society. Included also is transportation and minority groups, determining community needs, philosophy of transportation and the future of transportation.

**Business 145** **3 Cr.**

**Transportation Rates and Tariffs** (3 Lec.)

The student acquires knowledge of the rates and tariffs peculiar to the many facets of the transportation industry. Studied in this course are such items as tariff schedules, phases of tariff and classification and technical tariffs and rates.

**Business 146** **3 Cr.**

**Transportation and Traffic Management** (3 Lec.)

Problem analysis and project development for students majoring in Transportation Technology. Special emphasis is placed upon present day transportation modes, carrier services, carrier pricing systems, documentation, carrier liability, claims, import/export procedures and federal and state regulation policies. This course is designed to

develop skills leading toward certification examinations of the American Society of Traffic and Transportation.

**Business 147** **3 Cr.**  
Economics of (3 Lec.)  
Transportation

Prerequisite: Business 146. A study of the economic significance of transportation, the rationale of transportation pricing, the economics of transportation regulation, subsidies and transportation coordination and interagency control. This course is further designed to develop skills leading toward certification examinations of the American Society of Transportation and Traffic Management.

**Business 148** **3 Cr.**  
Government Policies in (3 Lec.)  
Transportation

Provides students knowledge in the development of federal policy, states role, municipalities role, subsidy, taxation and controls of transportation in the United States.

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

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

**Business 153** **3 Cr.**  
Small Business (3 Lec.)  
Management

The student will be studying the fundamental approaches to planning, establishing and operating a small business. The day-to-day operation of the business and reporting procedures will be studied as well as exploring the concepts of general management.

**Business 154** **2 Cr.**  
Management Seminar: (2 Lec.)  
Role of Supervision

Prerequisites: Concurrent enrollment in Business 150 and preliminary interview by Mid-Management faculty. Problem analysis and project development for students majoring in mid-management. Special emphasis is placed upon the development of management, goal setting and planning, leadership, communication and motivation as applied to the student's work experiences.

**Business 155** **2 Cr.**  
Management Seminar: (2 Lec.)  
Personnel Management

Prerequisites: Business 150, Business 154 and concurrent enrollment in Business 151. A study of the principles, policies and practices relating to the personnel functions of business as applied to the student's work experiences.

**Business 159** **4 Cr.**  
Beginning (3 Lec., 2 Lab.)  
Shorthand

Prerequisite: Credit in or concurrent enrollment in Business 172 or one year of typing in high school. Introduction of fundamental principles of Gregg Shorthand, Diamond Jubilee Series. Includes development of ability to read, write and



transcribe shorthand outlines. Development of knowledge of mechanics of English.

**Business 160** **3 Cr.**  
Office Machines (3 Lec.)  
(Formerly Business 161)

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

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

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

**Business 165** **3 Cr.**  
Introduction to Word (3 Lec.)  
Processing

Prerequisite: Business 172 or one year of high school typing. Provides an overall picture of word processing and its effect on traditional office operations. A study of word processing terminology and word processing centers which combine up-to-date equipment with streamlined paper handling procedures. Training in the transcription and

distribution of business communications. Reinforcement of English skills and English mechanics.

**Business 166** **4 Cr.**  
Intermediate (3 Lec., 2 Lab.)  
Shorthand  
(Formerly Business 164)

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

**Business 172** **3 Cr.**  
Beginning Typing (2 Lec., 3 Lab.)  
(Formerly Business 173)

Fundamental techniques in typewriting are developed. The skills involved in typing manuscripts, business letters and tabulation are introduced. This course is for students with no previous training in typewriting.

**Business 174** **2 Cr.**  
Intermediate Typing (1 Lec., 2 Lab.)

Prerequisite: Credit in Business 172 or one year of typing in high school. Further development of techniques. Emphasis will be placed on problem solving, increasing speed and accuracy in typing business forms, correspondence and manuscripts.

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

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

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

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

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

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

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

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

**Business 233** **3 Cr.**  
Advertising and Sales (3 Lec.)  
Promotion

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

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

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

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

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

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

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

**Business 240** **3 Cr.**  
Interstate Commerce Law I (3 Lec.)

Prerequisite: Business 147. A study of the principles of transportation regulation, the framework of regulation, regulatory acts, administrative agencies, regulatory policies of the Interstate Commerce Commission, the Civil Aeronautics Board and the Federal Maritime Commission. This course is designed to develop skills toward certifying examinations of the American Society of Traffic and Transportation and the Interstate Commerce Commission.

**Business 241** **3 Cr.**  
Interstate Commerce Law II (3 Lec.)

Prerequisite: Business 240. A study of rules and regulations covering practice and procedure before the Interstate Commerce Commission, the Civil Aeronautics Board and the Federal Maritime Administration, pleadings, rules of evidence, rules of ethics and judicial review. This course is designed to develop skills toward certifying examinations of the American Society of Traffic and Transportation and the Interstate Commerce Commission.

**Business 242 3 Cr.**

Personnel Administration (3 Lec.)

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

**Business 250 4 Cr.**

Management Training (20 Lab.)

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

**Business 251 4 Cr.**

Management Training (20 Lab.)

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

**Business 254 2 Cr.**

Management Seminar: (2 Lec.)

Organizational Development

Prerequisites: Business 151, 155 and concurrent enrollment in Busi-

ness 250. A study of the organizational objectives and management of human resources, including the various approaches to organizational theory as applied to the student's work experiences.

**Business 255 2 Cr.**

Management Seminar: (2 Lec.)

Business Strategy, the Decision Process and Problem Solving

Prerequisites: Business 250, Business 254 and concurrent enrollment in Business 251. Business strategy and the decision making process applied to the first line supervisor and middle-management positions. Specific emphasis will be placed upon the application of the student's course knowledge and work experiences.

**Business 265 3 Cr.**

Word Processing Practices (3 Lec.) and Procedures

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

**Business 266** **4 Cr.**  
Advanced Shorthand (3 Lec., 2 Lab.)  
(Formerly Business 263)

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

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

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

**Business 287** **3 Cr.**  
Physical Distribution Management I (3 Lec.)

A study of the management and organization of physical distribution. Course emphasis is placed upon decision making in inventory control, warehousing, packaging, material handling, locational analysis, international distribution and transport systems.

**Business 288** **3 Cr.**  
Physical Distribution Management II (3 Lec.)

A study of relationships in the management of physical distribution and the market. Advanced study in market environment, distribution channels and systems, cost planning and analysis, financial control and system model design.

**Business 702** **2 Cr.**  
(See Cooperative Work Experience)

**Business 713, 803, 813** **3 Cr.**  
(See Cooperative Work Experience)

**Business 804, 814** **4 Cr.**  
(See Cooperative Work Experience)

**Chemistry 101** **4 Cr.**  
General Chemistry (3 Lec., 3 Lab.)  
Prerequisite: Developmental Mathematics 093 or equivalent. Designed for science and science-related majors. The course includes the fundamental laws and theories dealing with the structure and interactions of matter and the use of these principles in understanding the properties of matter, chemical bonding, chemical reactions, the physical states of matter and changes of state. The fundamental principles are applied to the solution of quantitative problems relating to chemistry. Laboratory fee required.

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

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

**Chemistry 116** **4 Cr.**  
General Chemistry (3 Lec., 3 Lab.)  
Prerequisite: Chemistry 115. Designed for non-science majors, this course covers organic chemistry and bio-chemistry. The important classes of organic compounds are surveyed with the concept of structure providing the central theme. The biochemistry section includes carbohydrates, proteins, lipids, chemistry of heredity, disease and therapy and plant biochemistry. Laboratory fee required.

**Chemistry 201** **4 Cr.**  
Organic Chemistry I (3 Lec., 4 Lab.)  
Prerequisite: Chemistry 102. Designed for science and science-related majors. An integrated introductory course in organic chemistry dealing with the fundamental types of organic compounds, their nomenclature, classification, reactions and applications. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory with emphasis on reaction mechanisms, stereochemistry, transition state theory and techniques of organic synthesis. Laboratory fee required.

**Chemistry 202** **4 Cr.**  
Organic Chemistry II (3 Lec., 4 Lab.)  
Prerequisite: Chemistry 201. Designed for science and science-related majors, this course is a continuation of Chemistry 201. Emphasis will be given to the further development of aliphatic and aromatic systems, polyfunctional compounds including amino acids, proteins, carbohydrates, sugars, heterocyclic and related compounds. Instrumental techniques will be used to identify compounds. Laboratory fee required.

**Chemistry 203** **4 Cr.**  
Quantitative Analysis (2 Lec., 6 Lab.)  
Prerequisites: Chemistry 102, Mathematics 101 or Mathematics 104, or equivalent. This course includes the principles of chemistry as applied by the analytical chemist to quantitative determinations. Topics include gravimetry, oxidation-reduction, indicators and acid-base theory. Laboratory experience focuses on the fundamentals of gravimetric and volumetric analysis with an introduction to colorimetry. Laboratory fee required.

**Chemistry 205**                      **2 Cr.**  
Chemical Calculations      (2 Lec.)  
Prerequisite: Chemistry 102. Advanced review of chemical calculations of general chemistry with special emphasis on stoichiometry and chemical equilibrium.

**Child Development 135**            **4 Cr.**  
Survey of Child      (3 Lec., 2 Lab.)  
Service Programs  
A study of the historical background of the child care movement and the laws and standards governing these facilities. This course will cover what constitutes a good environment for children in group facilities. The laboratory experience consists of observations in agencies and schools for young children in the community.

**Child Development 137**            **4 Cr.**  
Learning Programs (3 Lec., 2 Lab.)  
for Young Children  
Emphasis is placed on the methods of working with young children and the materials used to provide the greatest scope of experience and learning from them. The laboratory will be participation in child care facilities in the community.

**Child Development 140**            **3 Cr.**  
Child Growth and      (3 Lec.)  
Behavior, 0-4  
Fundamental principles which guide the normal growth and development of the child from zero through four years of age are studied. Emphasis is on the child's physical, intellectual, emotional and social growth during these years. (This course is offered on campus and may be offered via television.)

**Child Development 141**            **3 Cr.**  
Child Growth and      (3 Lec.)  
Behavior, 5-9  
General principles concerning the normal growth and development of the child from five through nine years of age are studied. Physical, intellectual, emotional and social aspects of the child's development are emphasized.

**Child Development 150**            **3 Cr.**  
Nutrition, Health (2 Lec., 2 Lab.)  
and Safety of the Young Child  
The major emphases will be to provide information and practical experience regarding the nutritional, health and safety needs of the young child. Course content will include a survey of community services available to parents and teachers. Students will be expected to earn a first aid certificate during this course.

**Child Development 201**            **3 Cr.**  
Adolescent Development (3 Lec.)  
and Society  
Prerequisite: Child Development 140 and Human Development 106 or Psychology 105. A comprehensive study of the physical emotional and social development of the individual in pre-adolescence and adolescence is made. The impact of these major physical and psychological changes on family and social relationships is investigated, as well as the long-term effects of adolescent development on the individual's vocational and academic interests, values and competence in interpersonal and social relationships.

**Child Development 233      4 Cr.**  
A Survey of      (2 Lec., 5 Lab.)  
Model Programs

Learning methods and the practical application of these to the child care facility are studied. Emphasis is placed on developing programs to meet the needs of young children. The laboratory experience will consist of participating in a designated child care facility. There will be a minimum of two hours per session. The five hours of practicum will be spent with the same group of children during the regular week day hours.

**Child Development 235      5 Cr.**  
Application of      (3 Lec., 5 Lab.)  
Learning Theories

Emphasis will be on instructional programs for child care facilities which include the scope and sequence of learning experiences, readiness for learning skills and experience in social living. The laboratory experience will consist of participating in a designated child care facility. There will be a minimum of two hours per session. The five hours of practicum will be spent with the same group of children during the regular week day hours.

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

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

**Child Development 237      3 Cr.**  
Studies in      (3 Lec.)  
Child Guidance

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

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

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

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

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

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

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

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



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

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

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

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

**Computing Sciences**  
(Also see Mathematics 209)

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

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

**Cooperative Work Experience**

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

Prerequisite: Completion of two courses in the student's major and/

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

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

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

**Developmental Mathematics**

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

**Developmental Mathematics 091**  
satisfies prerequisites for mathematics 130, 139 and 195.

**Developmental Mathematics 090 3 Cr.**  
Pre-Algebra Mathematics (3 Lec.)  
This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. It is the first step in the mathematics sequence and includes an introduction to algebra.

**Developmental Mathematics 091 3 Cr.**  
Elementary Algebra (3 Lec.)  
Prerequisite: Developmental Mathematics 090 or equivalent. This course is designed to develop an understanding of first year algebra. It includes special products and factoring, fractions, equations, graphs, functions and an introduction to geometry.

**Developmental Mathematics 093 3 Cr.**  
Intermediate Algebra (3 Lec.)  
Prerequisite: One year of high school algebra or Developmental Mathematics 091. Includes the terminology of sets, properties of real numbers, fundamental operations on polynomials and fractions, products, factoring, radicals and rational exponents. Also covered are solutions of linear, fractional, quadratic and systems of linear equations, coordinate systems and graphing.

**Developmental Reading**  
Students can improve and refine their performance in the English sequence by enrolling in Developmental Reading courses. Developmental Reading 090, 091, 092 are valuable skill development courses for English 101. Reading 101 is especially helpful in English 102 and the sophomore level literature courses. See catalogue description in reading for full course content.

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

**Developmental Reading 091 3 Cr.**  
Techniques of (3 Lec.)  
Reading/Learning  
Developmental Reading 091 is designed to meet individual needs for proficiency in reading comprehension, vocabulary development, study skills and reading for success in academic areas and career advancement. It emphasizes learning how to learn and includes reading/learning experiences developed to strengthen the total educational background of each student. De-

Developmental Reading 091 is offered in a laboratory setting employing varied instructional methods.

### **Developmental Writing**

Students can improve their level of success in all courses requiring writing assignments by registering for Developmental Writing. The course, offered for one hour or three hours, considers organization skills and research paper styles as well as individual writing weaknesses.

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

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

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

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

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

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

### **Directed Studies 901 1 Cr.**

### **Directed Studies 902 2 Cr.**

### **Directed Studies 903 3 Cr.**

Prerequisite: Completion of twelve semester hours in residence and the approval of a division chairman and the Dean of Instructional Administration. Recommended for honor students in a major area offered by a division or for students requesting study in depth in a particular area. The course may include special projects, honors seminars, field study, or independent study. Upon approval may be repeated for credit.

### **Drafting, Basic** **(See Drafting 183)**

### **Drafting 135 2 Cr.** **Reproduction (1 Lec., 3 Lab.)** **Processes**

A study of equipment and processes used to reproduce technical art: graphic arts process camera, lithographic offset printing, diazo reproduction, blueprinting, photodrafting, microfilming, photocopying, silk screen printing, printed circuit board etching, thermography, typographics, xerography, en-

gravings, and others. A special section of the course is a study of the rapidly expanding field of computergraphics. Laboratory work includes the preparation of flats for the printing of a brochure. Laboratory fee required.

**Drafting 136** **3 Cr.**  
Geological and (2 Lec., 4 Lab.)  
Land Drafting

Prerequisites: Drafting 183 or equivalent and Mathematics 196. This is a specialty course to prepare one for work in the area of civil drafting. Drawings completed are relief maps, plan and profile drawings, roadways, pipelines, petroleum and geophysical maps. Calculations are made from surveyor's notes to plot a traverse and to determine area. A set of drawings is prepared for a residential subdivision, a shopping center or some other type of land development.

**Drafting 139** **2 Cr.**  
Drafting Seminar (2 Lec.)

Prerequisite: Concurrent enrollment in Drafting 704. This course provides problem analysis and project development in a conference course for students working in the Drafting and the Design Technology Cooperative Training Program.

**Drafting 182** **2 Cr.**  
Technician Drafting (1 Lec., 3 Lab.)

A beginning drafting course to enable students to read and interpret engineering drawings. Topics covered include multiview drawings, pictorial drawings, dimensioning, measurement with scales, schematic diagrams and printed circuit boards.

**Drafting 183** **4 Cr.**  
Basic Drafting (2 Lec., 6 Lab.)

A beginning course for students who have had little or no previous experience in drafting. The principle objectives are basic understanding of orthographic projection; skill in orthographic, axonometric and oblique sketching and drawing; lettering fundamentals; applied geometry; fasteners; sectioning; tolerancing; auxiliaries; experience in using handbooks and other resource materials; and development of design skills. U.S.A.S.I., government and industrial standards are used. Emphasis is placed on both mechanical skills and graphic theory.

**Drafting 184** **3 Cr.**  
Intermediate (2 Lec., 4 Lab.)  
Drafting

Prerequisite: Drafting 183 or equivalent. The instructional units provide additional understanding of drafting problems, place emphasis on the design function and introduce several specialized drafting areas that are valuable for the designer. This course includes the detailing and assembling of machine parts, gears and cams, jigs and fixtures, a study of metals and metal forming processes, drawing room standards and reproduction of drawings. The student is assigned to work that requires him to make complete and accurate detail and assembly drawings. Laboratory fee required.

**Drafting 185** **4 Cr.**  
Architectural (2 Lec., 6 Lab.)  
Drafting

A course in basic architectural drafting beginning with the development of techniques in arch-

itectural lettering, drafting of construction details, using appropriate material symbols and conventions. Working drawings including plans, elevations, sections and details as prepared for building construction including steel, concrete and timber structural components will be emphasized. Reference materials will be used to provide the draftsman with skills in locating data and in using handbooks.

**Drafting 230** **3 Cr.**  
 Structural Drafting (2 Lec., 4 Lab.)  
 Prerequisite: Drafting 184 and Mathematics 196. A study of stresses, thermal and elastic qualities of materials such as beams and columns, etc.; requires the student to develop structural plans, details and shop drawings of components of buildings to include steel, reinforced concrete and timber structures. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of structural components.

**Drafting 231** **3 Cr.**  
 Electronic Drafting (2 Lec., 4 Lab.)  
 Prerequisite: Drafting 183. Develops skills in drawing and understanding of drawings used in the electronics industry. Topics include logic diagrams, schematic diagrams, interconnecting wiring diagrams, printed circuit boards, integrated circuits, component packaging, chassis design and current practices.

**Drafting 232** **3 Cr.**  
 Technical (2 Lec., 4 Lab.)  
 Illustration  
 Prerequisite: Drafting 183. Instruction and experience in the render-

ing of three-dimensional drawings. Orthographic views and engineer's sketches are developed into isometric, dimetric, perspective and diagrammatic drawings of equipments and their environments. Mechanical lettering, air brush retouching of photographs, use of commercially prepared pressure sensitive materials and layout of electronics schematics are included in the course. Laboratory fee required.

**Drafting 234** **4 Cr.**  
 Advanced Technical (2 Lec., 6 Lab.)  
 Illustration  
 Prerequisite: Drafting 232. An area of specialization is chosen and pursued in depth. Examples are pictorials for color separation printing, air brush renderings, letterforms for logos and hand lettering, complex exploded views in isometric, perspective renderings, designs of commercial displays and art for slide presentations. Laboratory fee required.

**Drafting 235** **3 Cr.**  
 Building Equipment (2 Lec., 4 Lab.)  
 (Mechanical and Electrical)  
 Prerequisite: Drafting 183 or Drafting 185. Involves the drawing of plans and details as prepared for mechanical equipment such as air conditioning, plumbing and electrical systems by using appropriate symbols and conventions. Consideration is given to coordination of mechanical and electrical features with structural and architectural components. Laboratory fee required.

**Drafting 236** **3 Cr.**  
 Piping and Pressure (2 Lec., 4 Lab.)  
 Vessel Design  
 Prerequisites: Drafting 183 and

Mathematics 195 or equivalent. Presents the methods of piping of fluids for refineries, petrochemical plants, and industrial facilities. Consists of the application of ASME codes to the design pressure vessels, pipe fitting, welded and seamless piping, pumps and heat exchangers. Drawing techniques are emphasized in orthographic and isometric projections. Laboratory fee required.

**Drafting 239** **2 Cr.**  
Drafting Seminar (2 Lec.)  
Prerequisites: Drafting 139 and concurrent enrollment in Drafting 804. This course provides problem analysis and project development in a conference course for students working in the Drafting and Design Technology Cooperative Training Program.

**Drafting 704** **4 Cr.**  
(See Cooperative Work Experience)  
Prerequisites: Drafting 183 and concurrent enrollment in Drafting 139.

**Drafting 804** **4 Cr.**  
(See Cooperative Work Experience)  
Prerequisites: Drafting 704 and concurrent enrollment in Drafting 239.

**Drafting 814** **4 Cr.**  
(See Cooperative Work Experience)

**Earth Science 117** **4 Cr.**  
Earth Science (3 Lec., 3 Lab.)  
The course encompasses the interaction of the earth sciences and man's physical world. Geology, astronomy, meteorology and space science are emphasized through the application of selected principles and concepts of the applied sciences. The course is directed to-

ward the non-science major. Laboratory fee required.

(This course is offered on campus and may be offered via television.)

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

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

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

**Electronic Technology 190 4 Cr.**  
D.C. Circuits and (3 Lec., 3 Lab.)  
Electrical Measurements  
Combines mathematics, theory and laboratory fundamentals in direct current circuits. Elementary principles of magnetism, electric concepts and units, diagrams, resistance, electromagnetism, series and parallel circuits, simple meter circuits, conductors and insulators will be emphasized. Laboratory fee required.

**Electronic Technology 191 4 Cr.**  
A.C. Circuits (3 Lec., 3 Lab.)  
Prerequisite: Electronic Technology 190. This course is directed to the study of fundamental theories of alternating current and their application in various circuits. Laboratory experiments will include power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, magnetism and resistance. Laboratory fee required.

**Electronics Technology 192 3 Cr.**  
Digital Computer (2 Lec., 2 Lab.)  
Principles  
(Formerly Electronics Technology 262)  
Prerequisite: Electronic Technology 190. A study of number systems and arithmetic in various bases. Also included are truth tables; relay and diode logic analysis; logic symbols; 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. Also Venn diagrams, Veitch and Karnaugh reduction techniques and circuit synthesis are covered with example designs. Laboratory fee required.

**Electronic Technology 193 4 Cr.**  
Active Devices (3 Lec., 3 Lab.)  
Prerequisites: Electronic Technology 190 and 191. This is a course in semiconductors (active devices). This course will cover topics such as physical make-up, parameters, linear and nonlinear characteristics, in circuit action, amplifiers, rectifiers and switching. Laboratory fee required.

**Electronic Technology 194 3 Cr.**  
Instrumentation (2 Lec., 3 Lab.)  
Prerequisite: Electronic Technology 190 and concurrent enrollment in Electronic Technology 191 and 193. A study of electrical measurement and instrumentation devices and how they apply to work situations. A study of specific devices and measuring instruments in classes of measuring devices including basic AC and DC measurements meters, impedance bridge, oscilloscopes, signal generators, signal tracers, tube and transistor testers, concluding with a study of audio frequency test methods and equipment. Laboratory fee required.

**Electronics Technology 235 4 Cr.**  
Fundamentals of (3 Lec., 3 Lab.)  
Electricity  
An introductory course for students requiring or desiring a background knowledge of electricity for related curriculums or occupations. Topics covered include basic A.C. and D.C. theory, voltage, current and resistance; electrical wiring principles and schematics, transformers, relays, timers, electrical measuring devices, and basic electrical calculations. Laboratory fee required.

**Electronic Technology 260 4 Cr.**  
Sinusoidal Circuits (3 Lec., 3 Lab.)  
Prerequisites: Electronic Technology 191 and 193. Power supply circuits, including full-wave rectification, filtering and regulation. Amplifier circuits involving large and small signal analysis, coupling, classes of operation and feedback techniques. Semiconductor devices considered include the Zener diode, SCR, triac, MOSFET, JFET, CMOS and unijunction. Laboratory fee required.

**Electronic Technology 261 4 Cr.**  
Pulse and Switching (3 Lec., 3 Lab.)  
Circuits  
Prerequisites: Electronic Technology 191 and 193. Thevenin's theorem and superposition as applied to AC and DC sources. Waveform analysis including pulse characteristics; pulsetrain measurements of hermonic content. RC and RL circuit response to step inputs; exponential forms. Diode clipper and clamp circuits. Transistor action in digital circuits involving saturation and cutoff. Gate types which include RTL, DTL, TTL, ECL and MOS technolgyys. Multivibrator circuits studied are the mistable, monostable and astable types. Laboratory fee required.

**Electronic Technology 263 4 Cr.**  
Digital Computer (3 Lec., 3 Lab.)  
Theory  
Prerequisite: Electronic Technology 192. Basic computer circuits, including flip-flops, shift registers, counters (sequential and non-sequential), operational amplifiers and A to D converters. Analysis of specific current integrated circuits. Laboratory fee required.

**Electronic Technology 264 4 Cr.**  
Digital Systems (3 Lec., 3 Lab.)  
Prerequisite: Electronic Technology 192. A study of the three major component systems of a digital computer. The arithmetic-logic section covers arithmetic in binary and hexadecimal as well as 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, distributor and ROM type of control circuits. Laboratory fee required.

**Electronic Technology 265 3 Cr.**  
Digital Research (1 Lec., 5 Lab.)  
Prerequisites: Electronic Technology 192 and concurrent enrollment in Electronic Technology 263 and 264. A supervised research project consisting of design, layout, construction and calibrating. A major electronic project using digital circuits. The student will be required to prepare a term paper which incorporates such material as functions of components, operating specifications and schematics. The students will develop a project independently through conferences and activities directed by the instructor.

**Electronic Technology 266 4 Cr.**  
Computer (3 Lec., 3 Lab.)  
Applications  
Prerequisite: Electronic Technology 192. Machine language and assembly language programming for problem solving using in-house computers. Hardware troubleshooting techniques with applications to both computer mainframe and input and output devices. Laboratory fee required.



**Electronic Technology 267 4 Cr.**  
Microprocessors (3 Lec., 3 Lab.)  
Prerequisite: Electronics 192. Recent advances in digital electronics have opened new opportunities for the widespread use of microcomputers. This course is an up-to-date study of microcomputer architecture, software, interfacing, microprocessors and microcomputer systems with practical applications using in-house microcomputers. Laboratory fee required.

**Electronics Technology 704 4 Cr.**  
(See Cooperative Work Experience)

**Electronic Technology 713 3 Cr.**  
(See Cooperative Work Experience)

**Electronic Technology 802 2 Cr.**  
(See Cooperative Work Experience)

**Engineering 101 2 Cr.**  
Engineering Analysis (2 Lec.)  
Prerequisite: Two years of high school algebra or Developmental Mathematics 093 or consent of instructor. The role of the engineer in society; branches and specialties in engineering; introduction to engineering analysis affording practice in analyzing and solving engineering problems; computational methods and devices with an introduction to computer programming.

**Engineering 105 3 Cr.**  
Engineering Design (2 Lec., 4 Lab.)  
Graphics  
Provides the basic graphic fundamentals necessary for engineering communications and engineering design. Teaches standard engineering graphical techniques, auxiliaries, sections, graphical analysis, pictorial and working drawings in a framework which introduces the student to rational processes of creative engineering. Laboratory fee required.

**Engineering 106 3 Cr.**  
Descriptive (2 Lec., 4 Lab.)  
Geometry  
Prerequisite: Drafting 183 or Engineering 105. Provides training in the visualization of three-dimensional structures and in accurately representing these structures in drawings by analyzing the true relationship between points, lines and planes. Attention is given to the generation and classification of lines and surface, as well as intersections, developments, auxiliaries and revolutions. Laboratory fee required.

**Engineering 107 3 Cr.**  
Engineering Mechanics I (3 Lec.)  
Prerequisite: Mathematics 126 or registration therein. A study of the statics of particles and rigid bodies with vector mathematics in three-dimensional space. Principles of the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids, and moments of inertia, virtual work and potential energy are used. Distributed forces, centers of gravity, analysis of structures, beams and cables are treated

**Engineering 108 3 Cr.**  
Computer Methods (3 Lec.)  
in Engineering  
Prerequisite: Mathematics 126 or registration therein. A study of fundamental methods of numerical analysis with applications by computer programming. Topics taught are computer programming, recursion formulas, successive approximations, error analysis, non-linear equations, systems of linear equations and matrix methods, probabilistic models, interpolation, determination of parameters, numerical integration and solution of ordinary differential equations.

**Engineering 186**                      **2 Cr.**  
**Manufacturing Processes**      (1 Lec., 2 Lab.)

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

**Engineering 188**                      **3 Cr.**  
**Statics**                                      (3 Lec.)

Prerequisite: Mathematics 196 or registration therein. A study of force and force systems, resultants, friction, centroids, conditions of equilibrium, analysis of trusses and frame structures applying both numerical and graphical methods for the solution of problems.

**Engineering 189**                      **3 Cr.**  
**Characteristics and Strengths of Materials**      (3 Lec.)

Prerequisite: Engineering 188. A study of the characteristics and strengths of materials as they relate to loads, stresses and deformations within the elastic range.

**Engineering 201**                      **3 Cr.**  
**Engineering Mechanics II**      (3 Lec.)  
Prerequisites: Engineering 107, Mathematics 227 or registration therein. Dynamics—the study of constrained and general motions of particles and rigid bodies interacting with applied forces; space, time, mass, velocity, acceleration, work and energy, impulse and momentum.

**Engineering 202**                      **3 Cr.**  
**Engineering Mechanics of Materials**      (3 Lec.)

Prerequisite: Engineering 107, Mathematics 227 or registration therein. A study of forces, deformation and material properties of simple structural elements. Concepts of stress, strain and elastic properties are presented. Analyses 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.

**Engineering 203**                      **3 Cr.**  
**Engineering Production Techniques**      (1 Lec., 5 Lab.)

Prerequisite: Engineering 105 or consent of instructor. Standard machining of metals, layout, turning, boring, shaping, drilling, threading, milling and grinding. Manufacturing of interchangeable parts, fixtures and jigs with theoretical applications. Laboratory fee required.

**Engineering 204**                      **3 Cr.**  
**Electrical Systems Analysis**      (3 Lec.)

Prerequisite: Mathematics 227 or registration therein. Introduction to electrical science; fundamental electrical systems and signals; basic concepts of electricity and magnetism with mathematical representation and computation.

**English**  
(Also see Developmental Reading and Developmental Writing)

**English 101** **3 Cr.**  
Composition and Expository (3 Lec.)  
Reading

A course designed to develop the student's skills in writing and in the critical analysis of prose. (This course is offered on campus and may be offered via television.)

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

**English in the Sophomore Year**  
English 201, 202, 203, 204, 205, 106, 215 and 216 are independent units of three credit hours each, from which any combination of two will be selected to satisfy degree requirements in sophomore English. Student should consult catalog of the senior college he expects to attend for requirements in his major before choosing English courses.

**English 201** **3 Cr.**  
British Literature (3 Lec.)  
Prerequisite: English 102. A study of significant works of British literature from the Old English period through the eighteenth century.

**English 202** **3 Cr.**  
British Literature (3 Lec.)  
Prerequisite: English 102. Study of important works from the Romantic period to the present.

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

**English 204** **3 Cr.**  
World Literature (3 Lec.)  
Prerequisite: English 102. Study of ten to twelve important post-Renaissance works of Continental Europe, England and America.

**English 205** **3 Cr.**  
American Literature (3 Lec.)  
Prerequisite: English 102. Study of the works of the important writers before Whitman in the context of their times.

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

**English 215** **3 Cr.**  
Studies in Literature (3 Lec.)  
Prerequisite: English 102. The student will read, analyze and discuss selections in literature organized by genre, period or geographical region. Course titles and descriptions will be available each semester prior to registration.

**English 216** **3 Cr.**  
Studies in Literature (3 Lec.)  
Prerequisite: English 102. The student will read, analyze and discuss selections in literature organized by theme, interdisciplinary content, or major author. Course titles and descriptions will be available each semester prior to registration.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Government 205** **3 Cr.**  
Studies in Government (3 Lec.)  
Prerequisites: Sophomore standing and six hours of history or government. A treatment of selected topics in government.

**Graphic Arts 131** **3 Cr.**  
Graphic Processes (2 Lec., 4 Lab.)  
This course provides the students with an understanding of what industry requires of its employees in the way of habits, abilities, etc. It provides an overview of all equipment and its interrelation. All equipment will be used for demonstration. Laboratory fee required.

**Graphic Arts 134** **3 Cr.**  
Basic Camera (2 Lec., 4 Lab.)  
Operations  
Prerequisite: Graphic Arts 131. A study of the mechanics of Photolithographic camera operations, fundamentals of halftone photography, lithographic negative stripping and plate making. Laboratory fee required.

**Graphic Arts 135** **5 Cr.**  
Offset Printing (2 Lec., 8 Lab.)  
Prerequisite: Concurrent enrollment in Graphic Arts 131. This is a course in basic offset lithographic printing methods and applications. The student operates offset duplicating machines to produce multiple copies from typed, transfer image and presensitized masters. Laboratory fee required.

**Graphic Arts 136** **3 Cr.**  
Copy Preparation (2 Lec., 4 Lab.)  
Prerequisite: Concurrent enrollment in Graphic Arts 131. The basic operations of the varityper and headliner are studied, letters, memos, manuals, tables, graphs, charts, reports and booklets are produced. The student uses the drafting table and modern drafting tools to obtain desired results. The student operates the headliner to set bold

heading, finishes rough copy and makes ready for photographic master. Laboratory fee required.

**Graphic Arts 139                      2 Cr.**

Graphic Arts Seminar            (2 Lec.)

Prerequisite: Concurrent enrollment in Graphic Arts 714. This course provides problem analysis and project development in a conference course for students employed and enrolled in a graphic arts work experience activity.

**Graphic Arts 201                      3 Cr.**

Production                      (2 Lec., 4 Lab.)  
Techniques

Prerequisites: Graphic Arts 134, 135 and 136. This course advances the student's skill and techniques in camera operations, printing and copy preparation. It teaches the student the flow of material from stock to finished product, including instruction on bindery procedures. The student learns how to integrate the operational steps of production into an efficient total process with quality control. Laboratory fee required.

**Graphic Arts 202                      3 Cr.**

Production                      (2 Lec., 4 Lab.)  
Management

Prerequisite: Graphic Arts 201. This course introduces the student to knowledge and offers some skill development needed in the management of a graphic arts production group. It guides the student in consideration of organizational objectives, organizational structure and task planning, personnel requirements, resource requirements in terms of equipment, space, information, budget and communica-

tions capability, organizational accountability and personnel morale and motivation. Laboratory fee required.

**Graphic Arts 239                      2 Cr.**

Graphic Arts Seminar            (2 Lec.)

Prerequisites: Graphic Arts 139 and concurrent enrollment in Graphic Arts 814. This course provides problem analysis and project development in a conference course for students employed and enrolled in a graphic arts work experience activity.

**Graphic Arts 714 and 814      4 Cr.**

(See Cooperative Work Experience)

**History 101                              3 Cr.**

History of the                      (3 Lec.)  
United States

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

**History 102                              3 Cr.**

History of the                      (3 Lec.)  
United States

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

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

A survey of the background for development of civilization in the West from ancient time through the Enlightenment; the Mediterranean world including Greece and Rome; the Middle Ages and the beginnings of modern history. Particular attention is paid to Renaissance, Reformation, the rise of the national state, the development of parliamentary government and the influences of European colonization.

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

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

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

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

**History 204** **3 Cr.**  
**American Minorities** (3 Lec.)

Prerequisites: Sociology 101 and/or six hours of U. S. History recommended. The principal minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of intergroup relations, social movements and related social changes occurring on the contemporary American scene. The student may register for either History 204 or Sociology 204.

**History 205** **3 Cr.**  
**Studies in United States** (3 Lec.)  
**History**

Prerequisites: Sophomore standing and six hours of American history. A treatment of selected topics in the history of the United States.

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

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

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

A course in human development designed to explore interpersonal re-

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

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

A course which deals with human development from the standpoint of the interaction between a person and his society. Understanding of self, the influences of society contributing to the development of self and the success of the individual within a society are investigated. Adjustment to family, school and society is developed.

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

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

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

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

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

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

**Human Services 131     3 Cr.**  
 Orientation to (3 Lec.)  
 Human Services

A brief survey of historical development of social services in our society. Emphasis is on current needs, practices and projected changes. Will involve contact with community agencies and give the student the opportunity to test his interest in people-to-people occupations.



**Human Services 233**                      **3 Cr.**  
Counseling for the                      (3 Lec.)  
Paraprofessional

Prerequisite: Permission of the coordinator. Introduction to the principles and practices of interviewing and counseling. Exploration of the effectiveness of these techniques as applied to paraprofessional experiences of counselor and group counselor aides, mental health or social worker associates, and other "new careers" in people-to-people services.

**Human Services 235**                      **3 Cr.**  
Introduction to                              (3 Lec.)  
Mental Health

Prerequisites: Psychology 105 or consent of coordinator. Orientation to mental health, history, terminology, current concepts, ethical considerations. Analysis of behavior and environmental factors promoting mental health. Development of skills for identifying symptoms of maladjustment. Consideration of methods providing for emotional outlets and emotional control.

**Human Services 244**                      **3 Cr.**

Work Experience Seminar (3 Lec.)  
Prerequisite: Concurrent enrollment in Human Services 803. Problem analysis and discussion of on-job experiences in a seminar with other students working in Human Services program, meeting two hours per week with program coordinator on campus. Human Services 244 will be offered first semester; Human Services 245 will be offered second semester.

**Human Services 245**                      **3 Cr.**  
Work Experience Seminar (3 Lec.)

Prerequisite: Concurrent enrollment in Human Services 813. Problem analysis and discussion of on-job experiences in a seminar with other students working in Human Services program, meeting two hours per week with program coordinator on campus. Human Services 244 will be offered first semester; Human Services 245 will be offered second semester.

**Human Services**                              **3 Cr.**  
703 and 713

(See Cooperative Work Experience)

**Human Services**                              **4 Cr.**  
704 and 714

(See Cooperative Work Experience)

**Human Services**                              **2 Cr.**  
802 and 812

(See Cooperative Work Experience)

**Human Services 803**                              **3 Cr.**

(See Cooperative Work Experience)  
Prerequisite: Concurrent enrollment in Human Services 244

**Human Services 813**                              **3 Cr.**

(See Cooperative Work Experience)  
Prerequisite: Concurrent enrollment in Human Services 245

**Human Services**                              **4 Cr.**  
804 and 814

(See Cooperative Work Experience)

**Journalism**  
(Also see Photography 110)

**Journalism 101**                              **3 Cr.**  
Introduction                                      (3 Lec.)

**Mass Communications**

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

**Journalism 102** **3 Cr.**  
 News Gathering (2 Lec., 3 Lab.)  
 and Writing  
 Prerequisite: Typing ability. Beginning reporting, study of types of news, leads, body treatment of story, feature in lead, facts, background and practice in writing straight news story. Required for all journalism majors.

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

**Journalism 204** **3 Cr.**  
 News Editing and (3 Lec.)  
 Copy Reading  
 Prerequisite: Journalism 102. A detailed course in editing news for presentation in the newspaper and on radio and television. Special emphasis on writing headlines and laying out pages.

**Machine Transcription**  
 (See Business 165, 265)

**Management**  
 (See Business)

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

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

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

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

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

**Mathematics 107** **3 Cr.**  
 Fundamentals of (3 Lec.)  
 Computing  
 Prerequisite: Two years of high school algebra or Developmental Mathematics 093. An introductory course designed primarily for students desiring credit toward a minor or major in computer science. The content of this course includes a study of algorithms and an introduction to a procedure-oriented language with general applications.

**Mathematics 111** **3 Cr.**  
 Mathematics for Business (3 Lec.)  
 and Economics I  
 Prerequisite: Two years of high school algebra or Developmental Mathematics 093. A study of equations, inequalities, matrices, linear programming and linear, quadra-

tic, polynomial, rational, exponential and logarithmic functions. Applications to business and economic problems are emphasized.

**Mathematics 112** **3 Cr.**  
 Mathematics for Business (3 Lec.)  
 and Economics II  
 Prerequisite: Mathematics 111. Study of sequences and limits, differential calculus, integral calculus, optimization and appropriate applications.

**Mathematics 115** **3 Cr.**  
 College Mathematics I (3 Lec.)  
 Prerequisites: One year of high school algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. A course designed for liberal arts students which includes the study of logic, mathematical patterns, mathematical recreations, systems of numeration, mathematical systems, sets and statements and sets of numbers. Historical aspects of the above topics will also be emphasized.

**Mathematics 116** **3 Cr.**  
 College Mathematics II (3 Lec.)  
 Prerequisite: Mathematics 115. A course designed for liberal arts students which includes the study of algebra, linear programming, permutations, combinations, probability and geometry. Historical aspects of the above topics will also be emphasized.

**Mathematics 117** **3 Cr.**  
 Fundamental Concepts of Mathematics for Elementary Teachers (3 Lec.)  
 A study of the structure of the real number system, geometry and

mathematical analysis with emphasis on the development of basic concepts in mathematical thinking needed for elementary teachers.

**Mathematics 121                      3 Cr.**

Analytic Geometry                      (3 Lec.)

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

**Mathematics 126                      5 Cr.**

Introductory Calculus                      (5 Lec.)

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

**Mathematics 130                      3 Cr.**

Business Mathematics                      (3 Lec.)

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

**Mathematics 139                      3 Cr.**

Applied Mathematics                      (3 Lec.)

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or equivalent. A study of commercial, technical and

other applied uses of mathematics. An effort will be made to tailor the course to fit the needs of the students enrolled in each section.

**Mathematics 195                      3 Cr.**

Technical Mathematics                      (3 Lec.)

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

**Mathematics 196                      3 Cr.**

Technical Mathematics                      (3 Lec.)

Prerequisite: Mathematics 195. A course for technical students which includes a study of the following: the trigonometric functions of angles, trigonometric identities, inverse trigonometric functions, trigonometric equations, complex numbers, logarithms, vectors and the solution of triangles.

**Mathematics 202                      3 Cr.**

Introductory Statistics                      (3 Lec.)

Prerequisite: Two years of high school algebra or consent of instructor. A study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability and applications to various fields.

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

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

**Mathematics 209**                      **3 Cr.**  
Introductory APL (3 Lec.)  
Programming

(Formerly Computing Sciences 208)  
Prerequisites: Mathematics 101 or Mathematics 104 or Mathematics 111 and Mathematics 107 or consent of instructor. A study of APL language with emphasis on applications. This course is designed for partial fulfillment of degree requirements in computer science.

**Mathematics 221**                      **3 Cr.**  
Linear Algebra (3 Lec.)

Prerequisite: Mathematics 126 or equivalent. Study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space and linear transformation.

**Mathematics 227**                      **4 Cr.**  
Mathematical Analysis I (4 Lec.)

Prerequisite: Mathematics 126 or equivalent. A continued study of techniques of differentiation and integration. This will include logarithmic and exponential functions, parametric equations, polar coordinates, hyperbolic functions and vectors.

**Mathematics 228**                      **3 Cr.**  
Mathematical Analysis II (3 Lec.)

Prerequisite: Mathematics 227 or equivalent. A continued study of vectors, functions of several variables, partial derivatives, multiple integrals, indeterminate forms and infinite series.

**Mathematics 230**                      **3 Cr.**  
Differential Equations (3 Lec.)

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

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

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

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

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

**Music 104**                              **3 Cr.**  
Music Appreciation (3 Lec.)

A concise survey of the basic elements of music and their application in the music literature of Western civilization, particularly from the Baroque to the present. Relevant cultural influences upon the music of each era are observed.

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

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

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

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

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

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

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

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

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

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

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

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

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

Music II  
Prerequisite: Music 113. Designed to help prepare students with limited music training for Music 101 or to further their general music understanding. Course emphasis will include rhythmic and melodic training, understanding of basic chord functions, melody, textures and basic analysis of music.

**Music 117** **1 Cr.**  
Piano Class 1 (2 Lab.)

Class instruction in the areas of basic musicianship and piano skills designed primarily for those with no knowledge in piano skills. Open to all students.

**Music 118** **1 Cr.**  
Piano Class II (2 Lab.)

Includes techniques, skills, harmonization, transposition, improvisation, accompanying, sightreading and performing various styles of repertoire. Open to all students.

**Music 119** **1 Cr.**  
Guitar Class I (2 Lab.)

Class instruction covering the basics of guitar skill, designed primarily for those with limited knowledge in the reading of music or playing the guitar. Open to all students.

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

### **Applied Music**

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

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

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

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

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

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

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

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

**Music 160** **1 Cr.**  
Band (3 Lab.)  
Prerequisite: Non-wind instrument majors—consent of the instructor. The band studies and performs a wide variety of music in all areas of band literature. Required of all wind instrument majors.

**Music 170** **1 Cr.**  
Orchestra (3 Lab.)  
A course affording experience in performing and reading orchestral literature and participation in the college orchestra.

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

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

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

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

**Music 175** **1 Cr.**  
String Ensemble (3 Lab.)  
Select group of instrumentalists offering experience in the reading and

performing of literature for small ensembles. Membership through audition with the appropriate director.

**Music 177** **1 Cr.**  
Chamber Ensemble (3 Lab.)  
Select group of instrumentalists or vocalists offering experience in the reading and performing of literature for small ensembles. Membership through addition with the appropriate director.

**Music 185** **1 Cr.**  
Stage Band (3 Lab.)  
Prerequisite: Consent of instructor.  
The stage band studies and performs a wide variety of music with emphasis on the jazz oriented big-band styles of the 1960's.

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

**Music 201** **4 Cr.**  
Sophomore Theory (3 Lec., 3 Lab.)  
Prerequisite: Music 101-102 or by consent of instructor. A continuation of freshman theory, including a study of larger forms, thematic development, chromatic chords including the neopolitan sixth and augmented sixth chords, diatonic seventh chords with advanced sight-singing, keyboard harmony and ear training.



**Music 202** **4 Cr.**  
 Sophomore Theory (3 Lec., 3 Lab.)  
 Prerequisite: Music 201 or equivalent or by consent of instructor. A continuation of Music 201, including a study of sonata-allegro form, ninth, eleventh and thirteenth chords, exploration of new key schemes, impressionism, melody, harmony, tonality and formal processes as they apply to twentieth century music with a comparable advance in sight-singing, keyboard harmony and ear training.

**Music 203** **3 Cr.**  
 Composition (3 Lec.)  
 Prerequisites: Music 101, Music 102. Composing in small forms for simple media in both traditional styles and styles of the student's choice. May be repeated for credit.

**Office Machines**  
 (See Business 160)

**Office Procedures**  
 (See Business 162)

**Organizational Behavior**  
 (See Business 237)

**Philosophy 102** **3 Cr.**  
 Introduction to (3 Lec.)  
 Philosophy  
 A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with methods used to deal with them. Some principal views, both ancient and modern, are examined as possible solutions.

**Philosophy 105** **3 Cr.**  
 Logic (3 Lec.)  
 An analysis of the principles of logical thinking. An effort is made to apply logic's methods and tools to real life situations. Fallacies, definitions, analogies, syllogisms, Venn Diagrams and other topics are discussed.

**Philosophy 202** **3 Cr.**  
 Introduction to Social and (3 Lec.)  
 Political Philosophy  
 Prerequisite: Three hours of philosophy or consent of the instructor. An examination of the relationship of philosophical ideas to the community with emphasis on concepts of natural rights, justice, education, freedom and responsibility.

**Philosophy 203** **3 Cr.**  
 Ethics (3 Lec.)  
 Prerequisite: Three hours of philosophy or consent of instructor. A survey of the classical and modern theories of the moral nature of man, posing alternative views of his responsibilities to self and society. The course is designed to verify the ethical issues and their metaphysical and epistemological bases so as to assist the student toward sound application of ethical principles in his own life.

**Philosophy 207** **3 Cr.**  
 History of Ancient (3 Lec.)  
 Philosophy  
 Prerequisite: Three hours of philosophy or consent of instructor. This course is a historical examination of philosophy from presocratic times to the Renaissance. Connections between the Presocratics, Plato, and Aristotle will be drawn. Stoicism, Epicureanism and Scholasticism will be considered.

**Philosophy 208** **3 Cr.**  
History of Modern (3 Lec.)

**Philosophy**

Prerequisite: Three hours of philosophy or consent of instructor. A continuation of Philosophy 207. Starting with the Renaissance, it examines western philosophic thought through the 19th century. Special emphasis will be given Continental Rationalism, British Empiricism, Kantian metaphysics and epistemology and the Hegelian system as it is related to 20th century philosophies. Emphasis will be placed on the historical relationship existing between these schools of thought.

**Philosophy 210** **3 Cr.**  
Studies in Philosophy (3 Lec.)

Prerequisite: Three hours of philosophy and consent of the instructor. Students will study a philosophical problem, movement or special topic. Course topic will change each semester and may be repeated for credit.

**Photography 110** **3 Cr.**  
Introduction to (2 Lec., 4 Lab)

**Photography and  
Photo-Journalism**

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

**Physical Education Activity  
Courses**

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

**Physical Education 100** **1 Cr.**  
Lifetime Sports (3 Lab.)  
**Activities**

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

**Physical Education 111** **1 Cr.**  
Beginning Wrestling (2 Lab.)

Basic wrestling fundamentals, techniques, rules and strategy will be taught. Emphasis will also be placed upon spectator appreciation. Uniform required. Laboratory fee required.

**Physical Education 112** **1 Cr.**  
Softball and Soccer (2 Lab.)

Designed to provide the student an opportunity for instruction and participation in softball and soccer. Uniform required. Laboratory fee required.

**Physical Education 113      1 Cr.**  
Handball and                      (2 Lab.)  
Racquetball

Designed to provide the student an opportunity for basic skills development in handball and racquetball. Uniform required. Laboratory fee required.

**Physical Education 114      1 Cr.**  
Beginning Badminton              (2 Lab.)

This course is designed to teach the history, rules and beginning skills involved in the playing of badminton. Uniform required. Laboratory fee required.

**Physical Education 115      1 Cr.**  
Physical Performance              (3 Lab.)  
Lab

This course is designed to diagnose and measure the student's physical condition and prescribe a program of exercise to carry with him through life. Much of the course work will be carried on in the Physical Performance Laboratory. Coeducational. Uniform required. Laboratory fee required.

**Physical Education 116      1 Cr.**  
Intramural Athletics              (2 Lab.)

A co-educational activity class designed to offer intramural competition in a variety of co-educational activities. Uniform required. Laboratory fee required.

**Physical Education 117      1 Cr.**  
Beginning Archery                  (2 Lab.)

A co-educational class in beginning archery. Equipment furnished. No uniform required. Laboratory fee required.

**Physical Education 118      1 Cr.**  
Beginning Golf                      (2 Lab.)

A co-educational class in beginning golf. Equipment furnished. No uniform required. Laboratory fee required.

**Physical Education 119      1 Cr.**  
Beginning Tennis                  (2 Lab.)

A co-educational course designed for the beginner. Basic tennis fundamentals will be stressed. Uniform required. Laboratory fee required.

**Physical Education 120      1 Cr.**  
Beginning Bowling                  (2 Lab.)

A co-educational class in beginning bowling. Held off campus. Equipment furnished. No uniform required. Laboratory fee required.

**Physical Education 122      1 Cr.**  
Beginning Gymnastics              (2 Lab.)

A co-educational course in beginning gymnastics, emphasizing basic skills in tumbling and in the various apparatus events. Uniform required. Laboratory fee required.

**Physical Education 123      1 Cr.**  
Beginning Swimming              (2 Lab.)

A co-educational course designed to teach a non-swimmer to survive in the water. Uniform required. Laboratory fee required.

**Physical Education 125      1 Cr.**  
Conditioning Exercise              (3 Lab.)

Enables the student to develop an understanding of exercise and its effect on the body and improve physical fitness through a variety of conditioning activities. Uniform required. Laboratory fee required.

**Physical Education 127      1 Cr.**  
Basketball and                      (2 Lab.)  
Volleyball

Techniques, rules and strategy of the game will be taught, and the emphasis will be on playing the game. Uniform required. Laboratory fee required.

**Physical Education 128**      **1 Cr.**  
Social and Folk      (2 Lab.)  
Dance

A co-educational, beginning class in social and folk dance. No uniform required. Laboratory fee required.

**Physical Education 129**      **1 Cr.**  
Modern Dance      (2 Lab.)

A co-educational, beginning class in Modern Dance. Uniform required. Laboratory fee required.

**Physical Education 217**      **1 Cr.**  
Intermediate      (2 Lab.)  
Archery

This course is designed for the student who has had previous experience in archery and who would like to engage in target shooting and field archery. The student furnishes equipment, and no uniform is required. Laboratory fee required.

**Physical Education 218**      **1 Cr.**  
Intermediate Golf      (2 Lab.)

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

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

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

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

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

**Physical Education 223**      **1 Cr.**  
Intermediate Swimming      (2 Lab.)

Prerequisite: Beginning swim certificate or deep water swimmer Co-educational course designed to advance the swimmer's skills. Stroke analysis, refinement and endurance to be emphasized. Uniform required. Laboratory fee required

**Physical Education 225**      **2 Cr.**  
Skin and Scuba      (1 Lec., 2 Lab.)  
Diving

(Formerly Physical Education 224)  
Prerequisite: Intermediate swimming or permission of instructor. A co-educational course designed to give students knowledge and experience in the proper use of equipment, safety, physiology and open water diving. Students successfully completing all course requirements will receive certification as Basic Scuba Divers from the Professional Association of Diving Instructors (PADI) or the National Association of Underwater Instructors (NAUI). All equipment will be supplied except mask, fins and snorkel. The student will rent equipment as specified at the time of registration. Laboratory fee required.

**Physical Education 226**      **1 Cr.**  
Advanced Life Saving      (2 Lab.)

Prerequisite: Intermediate swimming or deep water swim ability. Co-educational course of instruction designed to qualify students for the Red Cross Advanced Life-saving Certificate. Uniform required. Laboratory fee required.

**Physical Education 234      2 Cr.**  
**Water Safety      (1 Lec., 2 Lab.)**  
**Instructor**

(Formerly Physical Education 233)  
Prerequisite: Current advanced life-saving card. Principles and techniques for instructors in water safety and life saving classes. Satisfactory completion of course qualifies the student to test for certification by the Red Cross as Water Safety Instructor. Uniform and laboratory fee required.

**Physical Education**  
**Non-Activity Courses**

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

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

**Physical Education 108      3 Cr.**  
**Social Recreation      (3 Lec.)**  
**(Formerly Recreation 132)**

Introduces the methods and materials for planning, organizing and conducting social activities for different age groups.

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

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

**Physical Education 110      3 Cr.**  
**Community Recreation      (3 Lec.)**

Principles, organization and the function of recreation in American society. Designed for students planning a major or minor in Health Physical Education or Recreation.

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

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

**Physical Education 147      3 Cr.**  
**Sports      (2 Lec., 2 Officiating)**  
**Officiating I**

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

**Physical Education 148      3 Cr.**  
**Sports      (2 Lec., 2 Officiating)**  
**Officiating II**

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

**Physical Education 238      2 Cr.**  
**Aquatics      (1 Lec., 2 Lab.)**  
**(Formerly Recreation 238)**

Technique and procedures of selected water-related activities and their use in recreation programs. Included will be pool management, staff training, safety and supervision of aquatics.

**Physical Education 257**      **3 Cr.**  
Standard and Advanced      (3 Lec.)  
First Aid

The theory and practice in the standard and advanced courses of the American National Red Cross in first aid and safety.

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

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

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

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

**Physics 111**      **4 Cr.**  
Introductory      (3 Lec., 3 Lab.)  
General Physics

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

**Physics 112**      **4 Cr.**  
Introductory      (3 Lec., 3 Lab.)  
General Physics

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

**Physics 115**      **4 Cr.**  
Physics for      (3 Lec., 3 Lab.)  
Liberal Arts

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

**Physics 116**      **4 Cr.**  
Physics for      (3 Lec., 3 Lab.)  
Liberal Arts

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

**Physics 131**      **4 Cr.**  
Applied Physics      (3 Lec., 3 Lab.)

Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. The first half of a one year course designed to explain the basic concepts of a property of matter, mechanics and heat. Emphasis will be placed on applications and problem solving. Designed primarily for students enrolled in technical programs. Laboratory includes a one hour problem session. Laboratory fee required.

**Physics 132** **4 Cr.**  
Applied Physics (3 Lec., 3 Lab.)  
Prerequisite: Physics 131. A continuation of Physics 131 designed to explain basic concepts in the areas of sound, light, electricity, magnetism and atomic theory. Laboratory includes a one-hour problem session. Laboratory fee required.

**Physics 201** **4 Cr.**  
General Physics (3 Lec., 3 Lab.)  
Prerequisite: Credit or concurrent registration in Mathematics 126. Principles and applications of mechanics, wave motion and sound-emphasizing fundamental concepts, problem solving, notation and units. Designed primarily for physics, chemistry, mathematics and engineering majors. Laboratory includes a one-hour problem session. Laboratory fee required.

**Physics 202** **4 Cr.**  
General Physics (3 Lec., 3 Lab.)  
Prerequisites: Physics 201 and credit or concurrent registration in Mathematics 227. Principles and applications of heat, electricity, magnetism and optics emphasizing fundamentals, concepts, problem solving, notation and units. Laboratory includes a one-hour problem session. Laboratory fee required.

**Physics 203** **4 Cr.**  
Introduction to (3 Lec., 3 Lab.)  
Modern Physics  
Prerequisite: Physics 202. Principles of relativity, atomic and nuclear physics with emphasis on fundamental concepts, problem solving, notation and units. Laboratory includes a one-hour problem session. Laboratory fee required.

**Psychology (Also see Human Development)**

**Psychology 103** **3 Cr.**  
Sex Roles in American Society (3 Lec.)

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

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

A study of basic problems and principles of human experience and behavior; heredity and environment, the nervous system, motivation, learning, emotions, thinking and intelligence.

(This course is offered on campus and may be offered via television.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

**Religion 103** **3 Cr.****Introduction to Philosophy of Religion (3 Lec.)**

Investigation of basic problems in philosophy of religion: faith and reason, the existence of God, the nature of religious language and literature, evil and human destiny. Analysis of the effect of religious belief and practice upon social and moral life in both Eastern and Western traditions.

**Religion 201** **3 Cr.****Major World Religions (3 Lec.)**

Prerequisite: Sophomore standing or consent of instructor recommended. A survey of major world faiths, the course will concentrate on the basic texts of Eastern and Western religions and on the creative personalities of their founders. There will be some consideration of the problems of "objective" study

of religions, of primitive religions and of alternatives to major world religions such as astrology and atheism.

**Salesmanship****(See Business 230)****Shorthand****(See Business 159, 166, 266)****Social Science 131** **3 Cr.****American Civilization (3 Lec.)**

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

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

A continuation of Social Science 131.

**Sociology 101** **3 Cr.****Introduction to (3 Lec.)****Sociology**

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

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

Prerequisite: Sociology 101. A study of the background, emergency and scope of current group relationships in our society, emphasizing topics as they apply to social adjustment in the family and the total community environment.

- Sociology 103** **3 Cr.**  
Sex Roles in (3 Lec.)  
American Society  
Same as Psychology 103. A study of the physiological, psychological and sociological aspects of human sexuality. The student may register for either Sociology 103 or Psychology 103, but may receive credit for only one of the two.
- Sociology 203** **3 Cr.**  
Marriage and Family (3 Lec.)  
Prerequisite: Sociology 101 recommended. An analysis of courtship patterns, marriage and family forms, relationships and functions and sociocultural differences in family behavior.
- Sociology 204** **3 Cr.**  
American Minorities (3 Lec.)  
Prerequisites: Sociology 101 and/or six hours of U.S. History recommended. The principal minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of inter-group relations, social movements and related social changes occurring on the contemporary American scene. The student may register for either History 204 or Sociology 204.
- Sociology 205** **3 Cr.**  
Introduction to Social (3 Lec.)  
Research  
Prerequisites: Sociology 101, Developmental Mathematics 093 or equivalent. Principles and procedures in social research; sources of data and techniques of collection and analysis, including statistical description. Commonly required of sociology majors. Useful to students of all behavioral sciences.
- Sociology 206** **3 Cr.**  
Introduction to Social (3 Lec.)  
Work  
Prerequisite: Consent of instructor required. Development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work; attention given to requirements for training in social work.
- Sociology 207** **3 Cr.**  
Social Psychology (3 Lec.)  
Prerequisites: Psychology 105 and/or Sociology 101. Same as Psychology 207. The student may elect the subject area heading appropriate to his major. The student may not receive credit for both Psychology 207 and Sociology 207.
- Spanish 101** **4 Cr.**  
Beginning Spanish (3 Lec., 2 Lab.)  
Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension and oral expression. Laboratory fee required.
- Spanish 102** **4 Cr.**  
Beginning Spanish (3 Lec., 2 Lab.)  
Prerequisite: Spanish 101 or equivalent. Continuation of Spanish 101 with emphasis on idiomatic language and complicated syntax. Laboratory fee required.
- Spanish 201** **3 Cr.**  
Intermediate Spanish (3 Lec.)  
Prerequisite: Spanish 102 or equivalent or consent of the instructor. Reading, composition, grammar review and intense oral practice.
- Spanish 202** **3 Cr.**  
Intermediate Spanish (3 Lec.)  
Prerequisite: Spanish 201 or equivalent. Continuation of Spanish 201 with reading selections drawn more directly from contemporary literary sources. Composition.

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

**Speech 105** **3 Cr.**  
Fundamentals of Public Speaking (3 Lec.)  
An introductory course in public speaking. Principles of reasoning. Emphasis upon the delivery of carefully prepared speeches. Special attention to audience analysis, collection of materials and outlining.

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

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

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

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

**Theatre 100** **1 Cr.**  
Rehearsal and Performance (4 Lab.)  
Prerequisite: Acceptance as a member of the cast or crew of a major production. Participation in the class includes the rehearsal and performance of the current theatrical presentation of the Division. Students will be enrolled by the director upon being accepted for participation in a major production. Credit limited to one hour per semester.

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

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

**Theatre 102** **3 Cr.**  
Contemporary Theatre (3 Lec.)  
A study of the modern theatre and cinema as art forms, with attention to the historical background and traditions of each. Emphasis is placed on a better understanding of the social, cultural and aesthetic significance of these media in today's life. Includes the reading of a number of modern plays and the viewing of specially selected films.

- Theatre 103** **3 Cr.**  
 Stagecraft I (2 Lec., 3 Lab.)  
 A study of the technical aspects of play production including set design and construction, stage lighting, make-up, costuming and related areas.
- Theatre 104** **3 Cr.**  
 Stagecraft II (2 Lec., 3 Lab.)  
 Prerequisite: Theatre 103 or consent of instructor. A continuation of Theatre 103 with emphasis on individual projects in set and lighting design and construction, including further exploration of the technical aspects of play production.
- Theatre 105** **3 Cr.**  
 Make-Up for the Stage (3 Lec.)  
 Theory and practice of the craft of make-up. Laboratory fee required.
- Theatre 106** **3 Cr.**  
 Acting I (2 Lec., 3 Lab.)  
 Individual and group activity with theory and exercises in bodily control, voice, pantomime, interpretation, characterization and stage movement. Analysis and study of specific roles for stage presentation.
- Theatre 107** **3 Cr.**  
 Acting II (2 Lec., 3 Lab.)  
 Prerequisite: Theatre 106 or consent of instructor. Continuation of Theatre 106 with emphasis on problems of complex characterization, ensemble acting, stylized acting and acting in period plays.
- Theatre 109** **3 Cr.**  
 Voice and Articulation (3 Lec.)  
 Same as Speech 109. The student may not receive credit for both Theatre 109 and Speech 109.
- Theatre 110** **3 Cr.**  
 History of Theatre I (3 Lec.)  
 Survey of theatre from its beginning through the sixteenth century. Study of the theatre in each period as a part of the total culture of the period.
- Theatre 111** **3 Cr.**  
 History of Theatre II (3 Lec.)  
 Development of the theatre from the seventeenth century through the twentieth century.
- Theatre 199** **1 Cr.**  
 Demonstration Lab (1 Lab.)  
 One hour a week course designed to allow the theatre student an opportunity to practice the theory learned in specific theatre classes before an audience. Scenes studied in various drama classes will show contrast and the different perspectives. Required of all drama students — open to all students.
- Theatre 205** **3 Cr.**  
 Scene Study (2 Lec., 3 Lab.)  
 (Theatre)  
 Prerequisites: Theatre 106, 107.  
 Continuation of Acting II with emphasis on developing character through detailed study of the play-script. Students will deal with the stylistic problems presented by the staging of period plays and the development of early realism.
- Theatre 207** **3 Cr.**  
 Scene Study II (2 Lec., 3 Lab.)  
 Prerequisite: Theatre 205. Continuation and intensification of Theatre 205 with concentration upon individual needs of the performer. Conference and scheduled rehearsals in preparation for scene work.

**Training Paraprofessionals  
for the Deaf 140 3 Cr.**  
Introduction to (2 Lec., 2 Lab.)

**Deafness**

An introduction to the study of the psychology of and the history of the education of the deaf. Emphasis on the psychological, social, emotional and occupational aspects of deafness.

**Training Paraprofessionals  
for the Deaf 141 4 Cr.**  
Beginning Sign (3 Lec., 2 Lab.)  
Language

Prerequisite: For TPD majors, TPD 142 should be taken concurrently with this course. An introduction to the language of signs and finger-spelling and practice and experience in developing expressive and receptive skills. Concentration on the mastery of expressive skills.

**Training Paraprofessionals  
for the Deaf 142 3 Cr.**  
Communication Theory (3 Lec.)

Basic communication methods used by the deaf with emphasis on interrelationship of all language methods and the concept of total communication — theories, ideas, methods of language, communication and English. This is not sign language.

**Training Paraprofessionals  
for the Deaf 143 4 Cr.**  
Intermediate Sign (3 Lec., 2 Lab.)  
Language

Prerequisite: TPD 141. For TPD majors, TPD 142 is also a prerequisite. To increase receptive and expressive fingerspelling skills, increase basic vocabulary, plus give an introduction to idioms. Concentration on the mastery of receptive skills.

**Training Paraprofessionals  
for the Deaf 145 3 Cr.**  
Classroom (2 Lec., 2 Lab.)  
Management

Prerequisite: TPD 140. A study of the techniques of effective classroom management on three levels; nursery, elementary and secondary. Emphasis on interpersonal relationships with teachers using the team approach and behavior management techniques. Purpose will also include defining the role of the teacher aide and the teacher aide/interpreter in the school setting.

**Training Paraprofessionals  
for the Deaf 147 3 Cr.**  
Language Development (3 Lec.)  
of the Deaf

A study of language development of deaf individuals from infancy to adulthood. The importance of family, community and school relationships is stressed, and attention is given to various methods and materials used in developing language. A general overview of learning theory and normal language acquisition is included.

**Training Paraprofessionals  
for the Deaf 240 4 Cr.**  
Advanced Sign (3 Lec., 2 Lab.)  
Language

Prerequisites: TPD 141, TPD 142, TPD 143. A continuation of training in sign language usage. Practicum experiences included. Emphasis on increased ability in both receptive and expressive areas as well as the ability to move from one modality of sign language to another modality. Concentration on the mastery of Ameslan.

**Training Paraprofessionals  
for the Deaf 241 4 Cr.**

Practicum I — (2 Lec., 3 Lab.)

**Audiometry**

Prerequisites: Fifteen to twenty hours of TPD courses, consent of instructor. A study of the uses of auditory equipment with the deaf in all situations. Includes instruction combined with practicum experiences in utilization of various types of group and individual auditory equipment. Training in techniques of utilization of equipment and materials to enable the deaf to respond meaningfully to their environments via the auditory channel.

**Training Paraprofessionals  
for the Deaf 242 3 Cr.**

Media for the Deaf (2 Lec., 2 Lab.)

An overview of all types of media with emphasis on specialized uses in a classroom for the deaf. Practice in the use and maintenance of all media through lab experiences. Emphasis on media production.

**Training Paraprofessionals  
for the Deaf 243 3 Cr.**

Rehabilitation of the (3 Lec.)

**Multiple Handicapped Deaf**

Prerequisite: TPD 140. An overview of other handicapping conditions accompanying deafness. Emphasis on problems of development and education and on severity of vocational problems when deafness is one of the handicaps. Techniques of management and instruction included. Instructional personnel will include guest professionals from areas of all handicaps.

**Training Paraprofessionals  
for the Deaf 244 4 Cr.**

Practicum II (1 Lec., 8 Lab.)

Prerequisites: Fifteen to twenty hours of TPD courses, consent of instructor. An extended practicum in carefully selected areas of service to the deaf upon demonstration of interest and aptitude. Course content primarily applied practicum experiences in specific areas of interest.

**Training Paraprofessionals  
for the Deaf 245 4 Cr.**

Ethics of Interpreting (4 Lec.)

Prerequisites: TPD 141, TPD 143, TPD 240. (Prerequisites can be concurrent.) Selection, preparation and training of interpreters for the deaf in different settings, e.g., legal, religious, vocational, medical, rehabilitation, educational, etc. Emphasis on interpreter protocol.

**Training Paraprofessionals  
for the Deaf 246 3 Cr.**

Specifics of (2 Lec., 2 Lab.)

**Interpreting**

Prerequisites: TPD 141, 143, 240, 245 or may be taken concurrently with TPD 245. Continuing in-depth training of interpreters for the deaf in each of the settings, e.g., educational and rehabilitation, medical, vocational, religious, counseling and psychotherapeutic situations.

**Training Paraprofessionals  
for the Deaf 247 3 Cr.**

Special Problems (3 Lec.)

**in Deafness**

Prerequisite: Permission of instructor. Topics on demand including Residential Care, Introduction to Rehabilitation, and The Deaf/Blind. May be repeated for credit as topics vary.

**TPD 803** **3 Cr.**  
(See Cooperative Work Experience)

**Transportation**  
(See Business 144, 145, 148, 287, 288)

**Typing**  
(See Business 172, 174, 273)

**Welding 120** **3 Cr.**  
Oxyacetylene (1 Lec., 5 Lab.)  
Welding

This is a basic manipulative skills training course which meets general industrial requirements and is designed to teach students to set up and use the equipment for all positions for welding and cutting sheet, thin plate and small diameter pipe and braze welding carbon steels and cast-irons. Laboratory fee required.

**Welding 121** **4 Cr.**  
Introduction to (1 Lec., 7 Lab.)  
Shielded Metal-Arc  
Plate Welding

This is a basic manipulative skills training course designed to develop general maintenance and production welding abilities using manual alternating and direct current shielded metal-arc on ferrous metal in flat position and performing groove and fillet welds. Laboratory fee required.

**Welding 122** **3 Cr.**  
Semiautomatic (1 Lec., 5 Lab.)  
Welding I

This is a basic manipulative skills training course designed to enable the student to meet general industrial requirements while using the semiautomatic and micro-wire arc welding process in the flat position. This course is open to both the beginning students and experienced welders. Laboratory fee required.

**Welding 123** **4 Cr.**  
Combination Arc (1 Lec., 7 Lab.)  
Welding I

Prerequisites: Welding 120 and 121 or equivalent. This is a combination of basic and advanced manipulative skills level course designed to enable the student to qualify for weld quality testing in accordance with the standards established by the American Welding Society for Electric Arc Welding. Laboratory fee required.

**Welding 124** **4 Cr.**  
Combination Pipe (1 Lec., 7 Lab.)  
Welding I

Prerequisites: Welding 121 and 123 or equivalent. The student will receive instruction to the basic manual shielded metal-arc pipe welding techniques and will lead to advanced manipulative skills level training designed to enable the student to qualify on the various qualification tests, as required by industry, in all positions with the semiautomatic micro-wire and flux cored arc welding process. Laboratory fee required.

**Welding 125** **4 Cr.**  
Combination Gas (1 Lec., 7 Lab.)  
Shielded Arc Welding

Prerequisites: Welding 122, 123 and 124 or equivalent. This is an advanced skills level training course designed to enable the student to qualify on the various qualification tests in accordance with the industrial requirements. This course also enables the student to weld pipe in the horizontal and vertical fixed positions with sufficient skill to pass the API and ASME qualification test using the micro-wire arc welding process. Laboratory fee required.

**Welding 130****3 Cr.**

Pattern Layout (2 Lec., 3 Lab.)

This course is devoted to the preparation of patterns, pattern development and the shop economics involved. Job applications, general layout work with structural material. Laboratory fee required.

**Welding 150****3 Cr.**

Basic Welding Metallurgy (3 Lec.)

This is a theory type course designed to assist those students in welding or who are employed 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.

**Welding 703****3 Cr.**

(See Cooperative Work Experience)

**Word Processing**

(See Business 165, 265)

**Work Experience**

(See Cooperative Work Experience)



# Career Programs



## **Technical-Occupational Programs**

Available Programs Requiring Two Years or Less of College:

### **Cedar Valley College**

Accounting  
Air Conditioning and Refrigeration  
Appliance Repair  
Automobile Mechanics  
Mid-Management  
Retail Merchandising  
Secretarial Careers  
    General Office Occupations  
    General Secretary  
    Office Skills and Systems  
    Professional Secretary  
Power Mechanics  
    Outboard Marine Engine Repair  
    Motorcycle Repair  
    Small Engine Repair

### **Eastfield College**

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

### **El Centro College**

Accounting Associate  
Accounting Technician  
Apparel Design  
Architectural Drafting  
Architectural Technology  
Associate Degree Nursing  
Data Processing Operator  
Data Processing Programmer  
Dental Assisting Technology  
Dietetic Assistant  
Drafting and Design Technology  
Fire Protection Technology  
Food Service-Dietetic Technician  
Food Service Operations  
General Office Occupations

Interior Design  
Legal Assistant  
Long Term Health Care Management  
Medical Assisting Technology  
Medical Laboratory Technician  
Medical Transcription  
Mid-Management  
Operating Room Technician  
Pattern Design  
Police Science  
Radiologic Technology  
Respiratory Therapy  
School Food Service  
Secretarial Careers  
    General Secretary  
    Professional Secretary  
Teacher Aide  
Television and Radio Electronics  
Vocational Nursing

### **North Lake College**

Accounting  
Air Conditioning and Refrigeration  
Building Trades  
    Carpentry  
    Electricity  
Diesel Mechanics  
Mid-Management  
Real Estate  
Secretarial Careers  
    General Office Occupations  
    General Secretary  
    Legal Secretary  
    Office Skills and Systems  
    Professional Secretary

### **Mountain View College**

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

## **Richland College**

Accounting Associate  
Accounting Technician  
Construction Management and Technology  
Engineering Technology  
Electro-Mechanical  
Electric Power  
Fluid Power  
Quality Control  
Human Services  
Mental Health Assistant  
Social Worker Assistant  
Mid-Management  
Ornamental Horticulture  
Real Estate  
Secretarial Careers  
Administrative  
Educational  
General  
Office Skills and Systems  
Professional  
Teacher Aide

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

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## **Tarrant County, South Campus**

Industrial Supervision  
Medical Secretarial  
Power Transmission

Dental Hygiene  
Emergency Medical Technician  
Fashion Merchandising

## **Tarrant County, Northeast Campus**

Banking and Finance  
Civil Technology

## **Tarrant County, Northwest Campus**

Agribusiness  
Aviation Maintenance Technician  
Small Business Management

## Accounting Assistant (Certificate Program)

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

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Spring Semester</i>			
Bus 105—Introduction to Business	3	0	3	Bus 202—Principles of Accounting II	3	0	3
Bus 201—Principles of Accounting I	3	0	3	Bus 160—Office Machines	3	0	3
Com 131—Applied Composition and Speech	3	0	3	CS 175—Introduction to Computer Sciences	3	0	3
Mth 130—Business Mathematics	3	0	3	Com 132—Applied Composition and Speech	3	0	3
*Elective	1	2	2	*Elective	3	0	3
	<u>13</u>	<u>2</u>	<u>14</u>		<u>13</u>	<u>2</u>	<u>15</u>

\*Suggested Electives: Bus 162, Bus 172, Bus 174, Bus 231, Bus 234, Bus 702, Bus 713, Psy 105, Psy 131.



## Accounting Associate (2-year Program)

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

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Fall Semester</i>			
Bus 201—Principles of Accounting I	3	0	3	Bus 203—Intermediate Accounting	3	0	3
Bus 105—Introduction to Business	3	0	3	Bus 238—Cost Accounting or	3	0	3
Bus 160—Office Machines	3	0	3	Bus 239—Income Tax Accounting			
Com 131—Applied Composition and Speech or	3	0	3	Gvt 201—American Government	3	0	3
Eng 101—Composition and Expository Reading				Eco 201—Principles of Economics I	3	0	3
Mth 130—Business Mathematics or	3	0	3	*Elective or	3	0	3
Mth 111—Mathematics for Business and Economics I				Bus 803—Work Experience			
	<u>15</u>	<u>0</u>	<u>15</u>		<u>15</u>	<u>0</u>	<u>15</u>
<i>Spring Semester</i>				<i>Spring Semester</i>			
Bus 202—Principles of Accounting II	3	0	3	Bus 204—Managerial Accounting	3	0	3
Bus 136—Principles of Management	3	0	3	Bus 234—Business Law	3	0	3
CS 175—Introduction to Computer Sciences	3	0	3	Bus 231—Business Correspondence	3	0	3
Com 132—Applied Composition and Speech or	3	0	3	Eco 202—Principles of Economics II	3	0	3
Eng 102—Composition and Literature				*Elective or	3	0	3
**Bus 172—Beginning Typing or	2	3	3	Bus 813—Work Experience			
Bus 713—Work Experience					<u>15</u>	<u>0</u>	<u>15</u>
	<u>14</u>	<u>3</u>	<u>15</u>				

\*Suggested Electives: Bus 143, Bus 205, Bus 206, Bus 238, Bus 239, Psy 105, Psy 131.

\*\*Must have typing skills of 30 words per minute to be waived.

## Air Conditioning and Refrigeration (Certificate Program)

This program will qualify the student to install, repair, and maintain equipment in the fields of domestic refrigeration, commercial refrigeration, and air conditioning, cooling or heating systems.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>				<b>Spring Semester</b>			
ACR 135—Principles of Refrigeration and Domestic Refrigeration Systems	4	7	5	ACR 147—Air Conditioning Systems (Cooling)	4	7	5
ACR 136—Fundamentals of Electricity	3	6	4	ACR 148—Air Conditioning Systems (Heating)	3	6	4
	7	13	9		7	13	9
				<b>Fall Semester</b>			
				ACR 225—Electrical Circuits and Controls	4	7	5
				ACR 226—Commercial Refrigeration Systems	3	6	4
				*Elective	1	3	2
					8	16	11

\*Suggested Electives: One course to be selected from the following: Dft 182, Egr 186, Mth 195, Com 131, Phy 131, ACR 802.

## Air Conditioning and Refrigeration Technology (2-year Program)

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

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>				<b>Fall Semester</b>			
ACR 135—Principles of Refrigeration and Domestic Refrigeration Systems	4	7	5	ACR 225—Electrical Circuits and Controls	4	7	5
ACR 136—Fundamentals of Electricity	3	6	4	ACR 226—Commercial Refrigeration Systems	3	6	4
Mth 195—Technical Mathematics	3	0	3	Com 132—Applied Composition and Speech	3	0	3
Com 131—Applied Composition and Speech	3	0	3	SS 131—American Civilization	3	0	3
Egr 186—Manufacturing Processes	1	2	2	Bus 131—Bookkeeping I	3	0	3
	14	15	17		16	13	18
<b>Spring Semester</b>				<b>Spring Semester</b>			
ACR 147—Air Conditioning Systems (Cooling)	4	7	5	ACR 237—Advanced Air Conditioning Systems (Heating and Cooling)	4	7	5
ACR 148—Air Conditioning Systems (Heating)	3	6	4	ACR 238—Air Conditioning Systems Design	3	6	4
Dft 182—Technician Drafting	1	3	2	Humanities: To be selected from Art 104, Music 104, Theatre 101, Humanities 101	3	0	3
Mth 196—Technical Mathematics	3	0	3	SS 132—American Civilization	3	0	3
Phy 131—Applied Physics	3	3	4	Elective	3	0	3
	14	19	18		16	13	18

## Auto Body

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.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Fall Semester</i>			
AB 141—Basic Metal Principles	3	6	5	AB 231—Major Paint Repair	3	6	5
AB 142—Basic Paint Principles	3	6	5	AB 232—Major Panel Replacement	3	6	5
WE 150—Basic Welding Metallurgy	3	0	3	Hst 101—History of the United States	3	0	3
Com 131—Applied Composition and Speech	3	0	3	Phy 131—Applied Physics	3	3	4
	<u>12</u>	<u>12</u>	<u>16</u>		<u>12</u>	<u>15</u>	<u>17</u>
 <i>Spring Semester</i>				 <i>Spring Semester</i>			
AB 143—Minor Metal Repair	3	6	5	AB 233—Major Collision and Frame Repair or Painting Technique	3	6	5
AB 144—Minor Paint Repair	3	6	5	AB 234—Auto Body Practicum or AB 813—Work Experience	1	7	3
Mth 139—Applied Mathematics	3	0	3	AB 235—Estimating	3	0	3
Psy 131—Human Relations	3	0	3	Bus 138—Body Shop Operations	3	2	4
	<u>12</u>	<u>12</u>	<u>16</u>		<u>10</u>	<u>15</u>	<u>15</u>

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.

## Automotive Technology

This curriculum prepares the student for employment in the automotive industry as an automotive technician. The program of study emphasizes both the theory and practical skills of mechanics. The Associate in Applied Arts and Sciences Degree is awarded upon successful completion of the program.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Fall Semester</i>			
AT 130—Automotive Systems	3	7	5	AT 233—Power Train	3	7	5
AT 131—Automotive Principles	3	7	5	AT 234—Automatic Transmissions	3	7	5
Egr 186—Manufacturing Processes	1	2	2	Phy 131—Applied Physics	3	3	4
*Elective			3	AT 252—Automotive Practicum or	1	7	3
			<hr/> 15	*Approved Elective			<hr/> 17

				<i>Spring Semester</i>			
<i>Spring Semester</i>				AT 135—Auto Air Conditioning and Heating Systems	3	7	5
AT 136—Power Plant	3	7	5	AT 236—Electrical Systems	3	7	5
AT 137—Brakes and Front Suspensions	3	7	5	Com 131—Applied Composition and Speech	3	0	3
Mth 195—Technical Mathematics	3	0	3	SS 131—American Civilization	3	0	3
*Elective			3	AT 253—Automotive Practicum or	1	7	3
			<hr/> 16	*Approved Elective			<hr/> 19

\*Electives to be chosen from the following courses or other courses approved by the division chairman include Psy 131, Phy 132, Mth 115, Bus 131, Bus 132, Gvt 201, Dft 193, ET 190, Spe 105, AT 803, AT 813.

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.



**Child Development Assistant  
(Certificate Program)**

**Child Development Assistant (Al-  
ternate Certificate Program)**

An introduction to the various areas of child care work, including the history, philosophy and practices of specialized care, with emphasis on the educational, recreational and health needs of the child.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Fall Semester</i>			
CD 135—Survey of Child Service Programs	3	2	4	CD 135—Survey of Child Service Programs	3	2	4
CD 140—Child Growth and Behavior, 0-4	3	0	3	CD 140—Child Growth and Behavior, 0-4	3	0	3
HD 106—Personal and Social Growth or	3	0	3	CD 201—Adolescent Development and Society	3	0	3
Psy 105—Introduction to Psychology				CD 237—Studies in Child Guidance	3	0	3
Com 131—Applied Composition and Speech or	3	0	3	HD 106—Personal and Social Growth	3	0	3
Eng 101—Composition and Expository Writing					<u>15</u>	<u>2</u>	<u>16</u>
SS 131—American Civilization or	3	0	3				
Hst 101—History of the United States							
	<u>15</u>	<u>2</u>	<u>16</u>				
<i>Spring Semester</i>				<i>Spring Semester</i>			
CD 137—Learning Programs for Young Children	3	2	4	CD 137—Learning Programs for Young Children	3	2	4
CD 141—Child Growth and Behavior, 5-9	3	0	3	CD 141—Child Growth and Behavior, 5-9	3	0	3
CD 150—Nutrition, Health and Safety of the Young Child	2	2	3	CD 236—Childhood Problem Situations	3	0	3
HD 107—Developing Leadership Behavior	3	0	3	CD 238—Management Systems of Preschool Centers	3	0	3
SS 132—American Civilization or	3	0	3	Com 131—Applied Com- position and Speech or	3	0	3
Hst 102—History of the United States				Eng 101—Composition and Expository Reading			
	<u>14</u>	<u>4</u>	<u>16</u>		<u>15</u>	<u>2</u>	<u>16</u>

## Child Development Associate (2-year Program)

The program will provide an opportunity for the student to study in depth the whole development of the child. The certificate program will be extended to a special chosen area of interest. Internship will complete the preparation in child development.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>				<b>Fall Semester</b>			
CD 135—Survey of Child Service Programs	3	2	4	*CD 233—A Survey of Model Programs	2	5	4
CD 140—Child Growth and Behavior, 0-4	3	0	3	CD 237—Studies in Child Guidance	3	0	3
HD 106—Personal and Social Growth or Psy 105—Introduction to Psychology	3	0	3	Com 132—Applied Composition and Speech or Eng 102—Composition and Literature	3	0	3
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Reading	3	0	3	Soc 101—Introduction to Sociology	3	0	3
SS 131—American Civilization or Hst 101—History of the United States	3	0	3	**Elective	3	0	3
	—	—	—		—	—	—
	15	2	16		14	5	16

<b>Spring Semester</b>				<b>Spring Semester</b>			
CD 137—Learning Programs for Young Children	3	2	4	*CD 235—Application of Learning Theories	3	5	5
CD 141—Child Growth and Behavior, 5-9	3	0	3	Soc 203—Marriage and the Family	3	0	3
CD 150—Nutrition, Health and Safety of the Young Child	2	2	3	Hum 101—Introduction to the Humanities	3	0	3
HD 107—Developing Leadership Behavior	3	0	3	**Elective	3	0-10	3-5
SS 132—American Civilization or Hst 102—History of the United States	3	0	3		—	—	—
	—	—	—		12	5-15	14-16
	14	4	16				

\*Registration is to be preceded by an interview with a Child Development instructor.

\*\*Elective to be selected from the following: CD 201, CD 236, CD 238. Additionally CD 240 or CD 812 may be taken with consent of the instructor. Students interested in credentialing should consult Child Development staff prior to registration.

## Digital Electronics Technology

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

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>				<b>Fall Semester</b>			
Com 131—Applied Com- position and Speech or 3		0	3	ET 260—Sinusoidal Circuits	3	3	4
Eng 101—Composition and Expository Reading				ET 261—Pulse and Switching Circuits	3	3	4
*Mth 195—Technical Mathematics	3	0	3	ET 263—Digital Computer Theory	3	3	4
**Dft 182—Technical Drafting		1	2	***Technical Elective			4
ET 190—D. C. Circuits and Electrical Measurements	3	3	4				16
***Technical Elective							
			—				
			16				

<b>Spring Semester</b>				<b>Spring Semester</b>			
Com 132—Applied Com- position and Speech or 3		0	3	ET 264—Digital Systems	3	3	4
Eng 102—Composition and Literature				ET 265—Digital Research	1	5	3
*Mth 196—Technical Mathematics	3	0	3	ET 266—Computer Applications	3	3	4
ET 191—A.C. Circuits	3	3	4	ET 267—Microprocessors	3	3	4
ET 192—Digital Computer Principles	2	2	3				—
ET 193—Active Devices	3	3	4				15
			—				
			17				

\*Mth 101 and Mth 104 may be substituted for Mth 195. Mth 102, Mth 105, Mth 121, Mth 126, Mth 227, Mth 228 may be substituted for either Mth 195 or Mth 196.

\*\*Dft 184, Dft 231 or Egr 105 may be substituted.

\*\*\*Technical electives: Chm 101, CS 175, Egr 101, Egr 108, Egr 186, Egr 204, ET 194, ET 704, ET 713, ET 802, Mth 207, Mth 209, Phy 111, Phy 131.

## Drafting and Design Technology

This program prepares the student for employment in a wide range of industries as a draftsman or engineering aide. Information in related fields is provided to enable the student to work effectively with the engineer and professional staff. Successful completion of this program leads to the Associate in Applied Arts and Sciences Degree.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Fall Semester</i>			
Dft 183—Basic Drafting	2	6	4	Dft 135—Reproduction Processes	1	3	2
Egr 186—Manufacturing Processes	1	2	2	Dft 231—Electronic Drafting	2	4	3
Com 131—Applied Composition and Speech or	3	0	3	Dft 232—Technical Illustration	2	4	3
Eng 101—Composition and Expository Reading				Egr 106—Descriptive Geometry	2	4	3
Mth 195—Technical Mathematics or	3	0	3	*Technical Elective	3	0	3
Mth 101—College Algebra					<hr/>	<hr/>	<hr/>
SS 131—American Civilization or	3	0	3		10	15	14
Hst 101—History of the United States							
	<hr/>	<hr/>	<hr/>				
	12	8	15				
<i>Spring Semester</i>				<i>Spring Semester</i>			
Dft 184—Intermediate Drafting	2	4	3	Psy 131—Human Relations	3	0	3
Com 132—Applied Composition and Speech or	3	0	3	Dft 230—Structural Drafting	2	4	3
Eng 102—Composition and Literature				*Technical Elective	3	0	3
Mth 196—Technical Mathematics or	3	0	3	*Technical Elective	4	0	4
Mth 102—Plane Trigonometry				Dft or Art Elective	2	4	3
SS 132—American Civilization or	3	0	3		<hr/>	<hr/>	<hr/>
Hst 102—History of the United States					14	8	16
Phy 131—Applied Physics	3	3	4				
	<hr/>	<hr/>	<hr/>				
	14	7	16				

\*Technical electives may be selected from applied science or engineering technologies. Student may elect to enroll in Cooperative Work Experience courses on approval by the instructor.

The following courses may be offered if there is sufficient demand for them: Dft 136, Dft 185, Dft 235, Dft 234, Dft 236.

## Drafting and Design Technology (Co-op Training Program)

This program prepares the student for employment as a draftsman by supplementing classroom training with on-the-job experience. Students enrolled in this program work as draftsmen a minimum of 20 hours per week while they are enrolled in cooperative work experience.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>				<b>Fall Semester</b>			
Egr 186—Manufacturing Processes	1	2	2	Dft 231—Electronic Drafting	2	4	3
Dft 183—Basic Drafting	2	6	4	Com 132—Applied Composition and Speech	3	0	3
Egr 106—Descriptive Geometry	2	4	3	SS 131—American Civilization	3	0	3
Com 131—Applied Composition and Speech	3	0	3	*Technical Elective	4	0	4
Mth 195—Technical Mathematics	3	0	3		12	4	13
	11	12	15	<b>Spring Semester</b>			
				Dft 804—Work Experience	0	20	4
				Dft 239—Drafting Seminar	2	0	2
					2	20	6
<b>Spring Semester</b>				<b>Summer Semester</b>			
Dft 704—Work Experience	0	20	4	Dft 230—Structural Drafting	2	4	3
Dft 139—Drafting Seminar	2	0	2	SS 132—American Civilization	3	0	3
	2	20	6		5	4	6
<b>Summer Semester</b>				<b>Fall Semester</b>			
Phy 131—Applied Physics	3	3	4	Dft 135—Reproduction Processes	1	3	2
Mth 196—Technical Mathematics	3	0	3	Dft 232—Technical Illustration	2	4	3
	6	3	7	**Elective	3	3	4
					6	10	9

\*Technical Electives may be selected from applied science or engineering technologies.

\*\*Dft 814 may be taken with the consent of the instructor.

The following courses may be offered if there is sufficient demand for them. Dft 136, Dft 185, Dft 235, Dft 234, Dft 236.

## Graphic Arts (Certificate Program)

A one-year program providing the student with skill development opportunities in the field of Graphic Arts. Successful completion of this one-year program would prepare a person for employment in a commercial printing firm or in a printing division of a large company.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>			
GA 131—Graphic Processes	2	4	3
GA 135—Offset Printing	2	8	5
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Reading	3	0	3
Mth 139—Applied Mathematics	3	0	3
Bus 172—Beginning Typing	2	3	3
	<u>12</u>	<u>15</u>	<u>17</u>

<b>Spring Semester</b>			
GA 134—Basic Camera Operations	2	4	3
GA 136—Copy Preparation	2	4	3
Com 132—Applied Composition and Speech or Spe 105—Fundamentals of Public Speaking	3	0	3
*Psy 131—Human Relations	3	0	3
*Elective—Dft 232 or Pho 110	2	4	3
	<u>12</u>	<u>12</u>	<u>15</u>

\*GA 139 and GA 714 (concurrent enrollment required) may be taken with the consent of the instructor.



## Graphic Communications (2-year Program)

This program provides skill development and understanding of graphic processes needed for employment in a commercial printing firm or in a printing division of a large company. It also prepares the student with production and management concepts and techniques useful for professional growth in the business of graphic communications. Successful completion of this curriculum leads to the Associate in Applied Arts and Sciences Degree.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>				<b>Fall Semester</b>			
GA 131—Graphic Processes	2	4	3	GA 201—Production Techniques	2	4	3
GA 135—Offset Printing	2	8	5	Eco 201—Principles of Economics I	3	0	3
Com 131—Applied Composition and Speech or	3	0	3	Bus 105—Introduction to Business	3	0	3
Eng 101—Composition and Expository Reading				Mth 130—Business Mathematics	3	0	3
Mth 139—Applied Mathematics	3	0	3	JN 101—Introduction to Mass Communications	3	0	3
Bus 172—Beginning Typing	2	3	3				15
			17				

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Spring Semester</b>				<b>Spring Semester</b>			
GA 134—Basic Camera Operations	2	4	3	GA 202—Production Management	2	4	3
GA 136—Copy Preparation	2	4	3	Bus 131—Bookkeeping I or 3		0	3
Com 132—Applied Composition and Speech or	3	0	3	Bus 201—Principles of Accounting II			
Spe 105—Fundamentals of Public Speaking				CS 175—Introduction to Computer Sciences	3	0	3
*Psy 131—Human Relations	3	0	3	**Elective			6
*Elective—Dft 232 or Pho 110	2	4	3				15
			15				

\*GA 139 and GA 714 (concurrent enrollment required) may be taken with the consent of the instructor.

\*\*Electives may be selected from the areas of Art, Drafting, Business or Communications with consent of instructor. GA 239 and GA 814 (concurrent enrollment required) may be taken with the consent of the instructor.

## Mid-Management

This program in business management is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in decision-making positions as supervisors or junior executives.

Prior to August, students must make formal application for the program and be interviewed by a member of the Mid-Management faculty before final acceptance will be granted.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Fall Semester</i>			
Bus 136—Principles of Management	3	0	3	Bus 201—Principles of Accounting I or Bus 131—Bookkeeping I	3	0	3
Bus 150—Management Training	0	20	4	Bus 250—Management Training	0	20	4
Bus 154—Role of Supervision	2	0	2	Bus 254—Organizational Development	2	0	2
Com 131—Applied Composition and Speech or	3	0	3	SS 131—American Civilization or	3	0	3
Eng 101—Composition and Expository Reading				Hst 101—History of the United States			
Hum 101—Introduction to the Humanities	3	0	3	*Elective	3	0	3
	<u>11</u>	<u>20</u>	<u>15</u>		<u>11</u>	<u>20</u>	<u>15</u>
<i>Spring Semester</i>				<i>Spring Semester</i>			
Bus 105—Introduction to Business	3	0	3	Bus 251—Management Training	0	20	4
Bus 151—Management Training	0	20	4	Bus 255—Business Strategy, the Decision Process and Problem Solving	2	0	2
Bus 155—Personnel Management	2	0	2	Eco 201—Principles of Economics I	3	0	3
Com 132—Applied Composition and Speech or	3	0	3	*Elective	3	0	3
Eng 102—Composition and Literature				**Elective	3	0	3
*Elective	3	0	3		<u>11</u>	<u>20</u>	<u>15</u>
	<u>11</u>	<u>20</u>	<u>15</u>				

\*Suggested Electives: Bus 137, Bus 160, Bus 204, Bus 206, Bus 231, Bus 233, Bus 234, Bus 237, CS 175, Bio 115, Bio 116, Mth 130, Psy 105, Psy 131, Spe 105.

\*\*This elective must be chosen from Eco 202 or from courses in the social and behavioral sciences.



## Secretarial Careers

### Professional Secretary (2-year Program) +

The purpose of this program is to prepare students to become alert and responsive secretaries capable of performing the tasks required of them in the modern business office. Suggested electives are such that students may take courses which will allow specialities in secretarial areas such as law, selling, advertising and accounting.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>				<b>Fall Semester</b>			
Bus 105—Introduction to Business	3	0	3	*Bus 266—Advanced Shorthand	3	2	4
Mth 130—Business Mathematics	3	0	3	*Bus 273—Advanced Typing	1	2	2
Bus 172—Beginning Typing or	2	3	3	Bus 165—Introduction to Word Processing	3	0	3
Bus 174—Intermediate Typing				CS 175—Introduction to Computer Sciences	3	0	3
Bus 159—Beginning Shorthand or	3	2	4	Com 132—Applied Composition and Speech or	3	0	3
Bus 166—Intermediate Shorthand				Eng 102—Composition and Literature			
Com 131—Applied Composition and Speech or	3	0	3	Humanities: To be selected from Art 104, Mus 104, The 104, Hum 101	3	0	3
Eng 101—Composition and Expository Reading	3	0	3	*Elective or Work Experience			
	<u>14</u>	<u>5</u>	<u>16</u>		<u>16</u>	<u>4</u>	<u>18</u>
<b>Spring Semester</b>				<b>Spring Semester</b>			
Bus 174—Intermediate Typing or	1	2	2	Bus 265—Word Processing Practices and Procedures	3	0	3
Bus 273—Advanced Typing				Bus 275—Secretarial Procedures	3	0	3
Bus 166—Intermediate Shorthand or	3	2	4	Bus 231—Business Correspondence	3	0	3
Bus 266—Advanced Shorthand				Psy 131—Human Relations	3	0	3
Bus 162—Office Procedures	3	0	3	**Elective or Work Experience	3	0	3
Bus 131—Bookkeeping I or	3	0	3		<u>15</u>	<u>0</u>	<u>15</u>
Bus 201—Principles of Accounting I							
Bus 160—Office Machines	3	0	3				
	<u>13</u>	<u>4</u>	<u>15</u>				

\*Student must achieve competency as required in Advanced Shorthand and Advanced Typing. If student has qualified for advanced placement in shorthand and/or typing prior to the third semester, the elective hours are available to fulfill degree plan.

\*\*Suggested electives: Bus 128, Bus 136, Bus 143, Bus 234, Bus 167, Bus 274, Bus 803, Bus 804, Bus 813, Bus 814, Psy 105, Spe 105, Bus 237, Bus 128, Bus 167, and Bus 274 are available at El Centro College only.

+ A student is required to have the last semester of typing and shorthand at Eastfield.

## Secretarial Careers

### General Secretary (Certificate Program) +

The purpose of this program is to prepare students with the basic skills necessary to enter the secretarial field. A certificate is issued upon completion of the program.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>			
Bus 105—Introduction to Business	3	0	3
Bus 160—Office Machines	3	0	3
Bus 172—Beginning Typing or Bus 174—Intermediate Typing	2	3	3
Bus 159—Beginning Shorthand or Bus 166—Intermediate Shorthand	3	2	4
Com 131—Applied Composition and Speech or 3 Eng 101—Composition and Expository Reading	3	0	3
Mth 130—Business Mathematics	3	0	3
	<u>17</u>	<u>5</u>	<u>19</u>
<b>Spring Semester</b>			
Bus 174—Intermediate Typing or Bus 273—Advanced Typing	1	2	2
Bus 166—Intermediate Shorthand or Bus 266—Advanced Shorthand	3	2	4
Bus 162—Office Procedures	3	0	3
Bus 131—Bookkeeping I or Bus 201—Principles of Accounting I	3	0	3
Bus 165—Introduction to Word Processing	3	0	3
Bus 231—Business Correspondence	3	0	3
	<u>16</u>	<u>4</u>	<u>18</u>

+ A student is required to have the last semester of typing and shorthand at Eastfield.

## Secretarial Careers

### Administrative Secretary (Certificate Program) +

This program is designed for the person interested in being an assistant to the office administrator. Emphasis will be placed on developing the ability to make decisions and solve complex problems. Students who do not have the necessary skills to enter this program may precede the suggested curriculum by enrolling in Bus 172 (Beginning Typing) or Bus 174 (Intermediate Typing) and Bus 159 (Beginning Shorthand) or Bus 166 (Intermediate Shorthand). These preliminary courses will not count toward the credit hours required for the certificate.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>			
Bus 273—Advanced Typing	1	2	2
Bus 266—Advanced Shorthand	3	2	4
Bus 162—Office Procedures	3	0	3
Bus 131—Bookkeeping I or Bus 201—Principles of Accounting I	3	0	3
Bus 136—Principles of Management	3	0	3
	<u>13</u>	<u>4</u>	<u>15</u>
<b>Spring Semester</b>			
Bus 275—Secretarial Procedures	3	0	3
Bus 231—Business Correspondence	3	0	3
Mth 130—Business Mathematics	3	0	3
Bus 165—Introduction to Word Processing	3	0	3
Spe 105—Public Speaking	3	0	3
*Elective	3	0	3
	<u>18</u>	<u>0</u>	<u>18</u>

\*Suggested Electives: Bus 160, Bus 234, Bus 237.

+ A student is required to have the last semester of typing and shorthand at Eastfield.

## Secretarial Careers

### Office Skills and Systems (Certificate Program) +

This program is designed to meet the needs of those students who desire to enter a business career in a minimum of time. Intensive training in the basic office skills and systems is provided — including office machines, communications systems and other related business subjects. A general orientation to business is given.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
Bus 105—Introduction to Business	3	0	3
Bus 131—Bookkeeping I or Bus 201—Principles of Accounting I	3	0	3
Bus 172—Beginning Typing or Bus 174—Intermediate Typing	2	3	3
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Reading	3	0	3
Bus 160—Office Machines	3	0	3
	<hr/> 14	<hr/> 3	<hr/> 15
<i>Spring Semester</i>			
Bus 174—Intermediate Typing or Bus 273—Advanced Typing	1	2	2
Bus 162—Office Procedures	3	0	3
Bus 165—Introduction to Word Processing	3	0	3
Com 132—Applied Composition and Speech or Eng 102—Composition and Literature	3	0	3
Bus 231—Business Correspondence	3	0	3
Mth 130—Business Mathematics	3	0	3
	<hr/> 16	<hr/> 2	<hr/> 17

+ A student is required to have the last semester of typing at Eastfield.



## Social Work Associate

This program will develop competencies for students to enter employment in paraprofessional positions as social work associates in various social service agencies. The program combines human services courses and other courses with special emphasis given to actual social service agency involvement and work.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Fall Semester</i>			
Eng 101—Composition and Expository Reading	3	0	3	Soc 203—Marriage and Family	3	0	3
Psy 105—Introduction to Psychology	3	0	3	Psy 205—Psychology of Personality	3	0	3
Soc 101—Introduction to Sociology	3	0	3	HS 233—Counseling for the Paraprofessional	3	0	3
HS 131—Orientation to Human Services	3	0	3	HS 803—Work Experience	0	15	3
*Elective	3	0	3	HS 244—Work Experience Seminar	3	0	3
	<u>15</u>	<u>0</u>	<u>15</u>		<u>12</u>	<u>15</u>	<u>15</u>
<i>Spring Semester</i>				<i>Spring Semester</i>			
Eng 102—Composition and Literature	3	0	3	Soc 204—American Minorities	3	0	3
Psy 201—Developmental Psychology	3	0	3	HS 235—Introduction to Mental Health	3	0	3
Soc 102—Social Problems	3	0	3	HS 813—Work Experience	0	15	3
Soc 206—Introduction to Social Work	3	0	3	HS 245—Work Experience Seminar	3	0	3
*Elective	3	0	3	*Elective	3	0	3
	<u>15</u>	<u>0</u>	<u>15</u>		<u>12</u>	<u>15</u>	<u>15</u>

\*Suggested Electives: Bio 116, Hum 101, Peh 101, Peh 108, Peh 110, Peh 257, RD 101, Spa 101, Psy 207, Soc 205, Soc 231, CD 140, Gvt 201, Gvt 202, Hst 101, Hst 102, Ant 101.

HS 703, HS 704, HS 713, HS 714, HS 802, HS 804, HS 812, HS 814 may be taken with consent of instructor.

## Training Paraprofessionals for the Deaf (Certificate Program)

This one-year program will offer training for working with the deaf in a range of occupational settings, with primary emphasis on those students in vocational training, educational environments and community agencies.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
TPD 140—Introduction to Deafness	2	2	3
TPD 141—Beginning Sign Language	3	2	4
TPD 142—Communication Theory	3	0	3
TPD 147—Language Development of the Deaf	3	0	3
Eng 101—Composition and Expository Reading	3	0	3
	<hr/> 14	<hr/> 4	<hr/> 16
<i>Spring Semester</i>			
TPD 143—Intermediate Sign Language	3	2	4
TPD 243—Rehabilitation of the Multiple Handicapped Deaf	3	0	3
Eng 102—Composition and Literature	3	0	3
*Specified Elective	3	0	3
	<hr/> 15	<hr/> 2	<hr/> 16

\*Specified Electives: CD 140, CD 141, CD 201, CD 236, HD 105, HD 106, HD 107, Psy 105, Psy 201, Psy 205, Psy 207, Peh 110, TPD 247.

NOTE: Course electives should be carefully chosen with faculty advisement, as TPD courses shall normally total 75% of the curriculum pattern.



## Training Paraprofessionals for the Deaf (2-year Program)

This program is designed to train individuals at a paraprofessional level to work with the deaf. The curriculum pattern is planned for a two-year associate degree program. Course work will provide skills to work as an interpreter for the deaf, educational assistant, media specialist, aide with the multiple-handicapped, or house parent in residential schools.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Fall Semester</i>			
TPD 140—Introduction to Deafness	2	2	3	TPD 240—Advanced Sign Language	3	2	4
TPD 141—Beginning Sign Language	3	2	4	TPD 241—Practicum I — Audiometry	3	2	4
TPD 142—Communication Theory	3	0	3	TPD 245—Ethics of Interpreting or *Specified Elective	3-4	0	3-4
TPD 147—Language Development of the Deaf	3	0	3		3	0	3
Eng 101—Composition and Expository Reading	3	0	3		12-13	4	14-15
	<u>14</u>	<u>4</u>	<u>16</u>				

<i>Spring Semester</i>				<i>Spring Semester</i>			
TPD 143—Intermediate Sign Language	3	2	4	TPD 243—Rehabilitation of the Multiple Handicapped Deaf	3	0	3
TPD 145—Classroom Management or *Specified Elective	2	2	3	TPD 244—Practicum II	1	8	4
TPD 242—Media for the Deaf or *Specified Elective	2	2	3	TPD 246—Specifics of Interpreting or *Specified Elective	2	2	3
Eng 102—Composition and Literature	3	0	3		6	0	6
Elective	3	0	3		<u>12</u>	<u>10</u>	<u>16</u>
	<u>13</u>	<u>6</u>	<u>16</u>				

\*Specified Electives: CD 140, CD 141, CD 201, CD 236, HD 105, HD 106, HD107, Psy 105, Psy 201, Psy 205, Psy 207, Peh 110, TPD 247. TPD 803 may be taken with the consent of the instructor.

NOTE: Course electives should be carefully chosen with faculty advisement each semester, as TPD courses shall normally total 75% of the degree pattern.

## Transportation Technology

The objectives of the Transportation Technology Program are to prepare trained entry-level manpower for the transportation industry of North Texas with the ability to advance into management positions such as traffic managers, terminal managers, safety specialists, ICC practitioners and other related areas.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Fall Semester</i>			
Bus 105—Introduction to Business	3	0	3	Bus 201—Principles of Accounting I or Bus 131—Bookkeeping I	3	0	3
Bus 146—Transportation and Traffic Management	3	0	3	Bus 240—Interstate Commerce Law I	3	0	3
Bus 144—Introduction to Transportation	3	0	3	Bus 287—Physical Distribution Management I	3	0	3
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Reading	3	0	3	Eco 201—Principles of Economics I	3	0	3
Mth 130—Business Mathematics	3	0	3	*Elective	3	0	3
	<u>15</u>	<u>0</u>	<u>15</u>		<u>15</u>	<u>0</u>	<u>15</u>
<i>Spring Semester</i>				<i>Spring Semester</i>			
Bus 136—Principles of Management	3	0	3	Bus 202—Principles of Accounting II or Bus 132—Bookkeeping II	3	0	3
Bus 147—Economics of Transportation	3	0	3	Bus 241—Interstate Commerce Law II	3	0	3
Bus 145—Transportation Rates and Tariffs	3	0	3	Bus 288—Physical Distribution Management II	3	0	3
Com 132—Applied Composition and Speech or Eng 102—Composition and Literature	3	0	3	Psy 105—Introduction to Psychology	3	0	3
*Elective	3	0	3	*Elective	3	0	3
	<u>15</u>	<u>0</u>	<u>15</u>		<u>15</u>	<u>0</u>	<u>15</u>

\*Suggested Electives: Bus 160, Bus 206, Bus 231, Bus 234, Bus 237, CS 175, Eco 202, Hst 101, Hst 102, Psy 131, Spe 105, SS 131, SS 132.

## Welding Technology

The Welding Technology program is designed to prepare the student in the basic processes of oxyacetylene and arc welding, plus many specialized welding applications to fit the specific needs of students.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Fall Semester</i>			
WE 120—Oxyacetylene Welding	1	5	3	WE 124—Combination Pipe Welding I	1	7	4
WE 121—Introduction to Shielded Metal-Arc Plate Welding	1	7	4	WE 130—Pattern Layout	2	3	3
WE 150—Basic Welding Metallurgy	3	0	3	Phy 131—Applied Physics	3	3	4
Mth 195—Technical Mathematics	3	0	3	*Electives			6
Dft 182—Technician Drafting	1	3	2				17
			15				
<i>Spring Semester</i>				<i>Spring Semester</i>			
WE 122—Semiautomatic Welding I	1	5	3	WE 125—Combination Gas Shielded Arc Welding	1	7	4
WE 123—Combination Arc Welding	1	7	4	Egr 186—Manufacturing Processes	1	2	2
Com 131—Applied Com- position and Speech	3	0	3	Psy 131—Human Relations	3	0	3
SS 131—American Civilization	3	0	3	ET 235—Fundamentals of Electricity	3	3	4
*Approved Elective or WE 703—Work Experience	3	0	3	*Elective			3
			16				16

\*Electives to be chosen from the following courses or other courses approved by the division chairman include Bus 131, Bus 132, Gvt 201, Mth 111, Psc 118, Dft 183.



# Faculty and Staff



## 1976-77 Faculty and Staff

Joe F. Allison, Mathematics. B.S., Stephen F. Austin State College. M.Ed., Ph.D., Texas A & M University.

David C. Amidon, Jr., Student Development Assistant Director. B.A., M.Ed., University of Houston. Further study, East Texas State University.

Eileen Lynch, Government. B.A., M.A., North Texas State University. Further study, University of Texas at Austin, North Texas State University.

Raymond F. Attner, Business Division Chairman. B.S., California State College at Long Beach. M.B.S., Northeast Louisiana University. Further study, Southern Methodist University, East Texas State University.

Kenneth Bailey, Graphic Arts.

Barbara K. Barnes, Director of Student Services. B.A., M.A., Michigan State University. Further study, Ph.D. program, University of Illinois.

James D. Baynham, Manager of College Store. A.A.S., Eastfield. B.B.A., Abilene Christian University.

R. James Bennett, Developmental Mathematics. B.A., University of Texas at Austin. M.S., University of Houston. Further study, East Texas State University.

M. Diane Biggerstaff, English. B.A., North Texas State University. M.A., California State College at Fullerton. Further study, East Texas State University, University of Texas at Austin.

Oscar T. Blair, Physical Education. B.S., M.S., North Texas State University. Further study, North Texas State University, Texas Woman's University.

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Patti J. Bradshaw, Developmental Studies. B.S., M.Ed., North Texas State University.

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- Virginia W. Brumbach, English. A.A., Cumberland College. B.A., Western Kentucky State University. M.A., Baylor University. Ed.D., North Texas State University. Post-doctoral, Texas Technological and North Texas State University.
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- Jacqueline Burden, History. B.A., State University of New York College at Buffalo. M.A., University of Michigan. Further study, University of Pittsburgh.
- Sharon L. Burton, Secretarial Science. B.B.A., Lamar University. M.B.E., North Texas State University. Further study, North Texas State University.
- Robert W. Carpenter, Accounting. B.B.A., M.B.A., North Texas State University. C.P.A., State of Texas. Further study, North Texas State University, Western State College of Colorado.
- Laura Carr, T.P.D. B.S., Illinois State University. M.A., New York University.
- Franklin M. Cate, History. B.A., East Texas State University. M.A., University of Virginia. Further study, University of Texas, Vanderbilt University.
- Charles T. Choate, Journalism. B.A., Southeastern Oklahoma State. M.S., East Texas State University. Further study, San Francisco State University, East Texas State University.
- Allen L. Christian, Mathematics. B.S., Arlington State College. M.S., East Texas State University. Further study, North Texas State University.
- Stephen H. Clark, Director of Safety. B.A., St. Mary's University. M.A., University of Notre Dame. Further study, Abilene Christian College.
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- Delryn R. Cookston, Developmental Writing. B.A., Southwestern University. M.A., East Texas State University. Further study, East Texas State University.
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- Wilbur L. Dennis, Director of Admissions and Registrar. B.S., M.S., North Texas State University.
- Norbert R. Dettmann, Dean of Instructional Services. B.A., Concorida College. M.Th., S.T.M., Concordia Seminary. Ph.D. University of Texas at Austin. Further study, California State University at Los Angeles, Washington University, University of Wisconsin.
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- Robert H. Dobbins, Auto Body Technology. B.S., Prairie View A & M.
- Virginia Dobbs, Associate Dean of Technical-Occupational Education. B.S., University of Kentucky.
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- Alice B. Dyer, Broadcast Communications. B.S., North Texas State University. M.A., Stephen F. Austin State College.
- Steve E. Ellis. B.A., M.A., North Texas State University. Further study, North Texas State University.
- Tommy N. Elms, Jr., Diesel Mechanics.
- Robert J. Erwin, Theatre. B.A. University of South Florida, M.F.A. University of Alberta.
- John W. Etheredge, Counseling. B.A. Baylor University, M.S.Ed. Further study University of Houston, Baylor University, Texas A. and M. University.
- George E. Ewing, Drafting. B.S., M.S., North Texas State University. Ed.D., University of Arkansas.
- Finis L. Faulkner, Diesel Technology. Eastfield, East Texas State University, Prairie View A. and M.
- Robert H. Felder, General Business. B.B.A., M.A., Sam Houston State University.

- Elizabeth A. Fetter, Coordinator, Services for Handicapped Students. B.A., Eastern Baptist College. M.Ed., University of Illinois. M.A., California State University, Northridge.
- Robert E. Flickner, Physical Education. B.S., Bethel College, M.S., Kansas University.
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- Oliver J. Fountaine, Mathematics. B.S., Tillotson College. M.A., University of Denver.
- Allene Goldman, Child Development. B.S., Colorado State University, M.S. Oregon State University.
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- James W. Hall, English. B.A., M.A., Southern Methodist University.
- Hance H. Hamilton, Chemistry. B.S., Ph.D., Texas A & M University.
- John Harwood, Counseling, B.S., M.S.Ed., North Texas State University.
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- Sandra G. Henke, Child Development. B.A., University of Northern Colorado. M.Ed., Stephen F. Austin State University. Further study, Stephen F. Austin State University.
- Robert M. Henry, Physical Education. B.A., Southern Methodist University. M.S., University of Illinois. Further study, University of Texas, North Texas State University, East Texas State University, Texas A & M University, Texas Technological University.
- Jerry C. Henson, Religion, Philosophy. B.A., Hardin-Simmons University. B.D., Southwestern Baptist Theological Seminary. Ph.D., Baylor University.
- Clarence W. Herd, Automotive Technology. B.A., East Texas State University.
- H. Rayburn Hill, Government. A.A., Paris Junior College. B.S., M.S., East Texas State University. Further study, University of Oklahoma and East Texas State University.

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- Ralph Holloway, Director, Instructional Development. A.A., Amarillo College. B.A., Hardin-Simmons University. M.L.S., North Texas State University. Further study University of Texas at Austin, East Texas State University.
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- Maurice Lynch, Director of Physical Plant.
- Enric F. Madriguera, Music. Royal Conservatory of Music, Madrid, Spain, Oscar Espla Conservatory of Music, Alicante, Spain, East Carolina University.
- Marveen Mahon, Director of Health Center, B.S., University of Texas, B.S., Texas Woman's University.
- Ivan D. Martinez, Government. B.A., M.S., Florida State University.
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University, North Texas State  
University.

Mary C. Wilson, English. B.A.,  
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Christian University, Southern  
Methodist University, East Texas  
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Jerry M. Winn, Developmental  
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University. M.S., Southern  
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Hardy M. Wisdom, Auto Body  
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Don C. Yeager, Administrative  
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Arizona State University.

# Student Code



## **PRESCRIBED STANDARDS OF CONDUCT FOR STUDENTS**

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

### **The Basic Standard**

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

### **Identification Cards**

I.D. cards are issued to all enrolled credit students. They will be needed for the following events and services: Library usage, concerts, lectures, campus movies, use of campus center facilities, voting in campus elections, and tickets for campus and community events.

All I.D. cards are the property of Eastfield College and must be shown on request of a representative of the college.

Students are required to be in possession of their I.D. cards at all times.

### **The Authorized Use of Facilities**

Eastfield College is a public facility entrusted to the Board of Trustees and college officials for the purpose of conducting the process of education. Activities which appear to be compatible with this purpose are approved by the college through a procedure maintained in the Student Development Office. Activities which appear to be incompatible or in opposition to the purposes of education are normally disapproved. It is imperative that a decision be made prior to an event in order to fulfill the trust of the public. No public facility can be turned over to the indiscriminate use of anyone for a platform or forum to promote random causes. Thus reasonable controls are exercised by college officials of the use of facilities to ensure the maximum use of the college for the purpose for which it was intended.

Thus, anyone planning an activity at Eastfield College which requires space to handle two or more persons to conduct an activity must have prior approval.

Application forms to reserve space must be acquired through the Student Development Office. This office also maintains a statement on procedures for reserving space.

### **Speech and Advocacy**

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

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

a. When two or more persons are sitting, standing, or lounging so as to hear or see a presentation or discussion of a person or a group of persons.

b. When any special effort to recruit an audience has preceded the beginning of discussions or presentations.

c. When a person or group of persons appear to be conducting a systematic discussion or presentation of a definable topic.

### **Disruptive Activities**

Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone who initiates in any way any gathering leading to disruptive activity will be violating college regulations and/or state law.

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

a. Blocking or in any other way interfering with access to any facility of the college.

b. Inciting others to violence and/or participating in violent behavior, i.e., assault; loud or vulgar language spoken publicly or any form of behavior acted out for the purpose of inciting and influencing others.

c. Holding rallies, demonstrations, or any other form of public gathering without prior approval of the college.

d. Conducting any activity which causes college officials to be drawn off their scheduled duties to intervene, supervise, or observe the activities in the interest of maintaining order at the college.

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

1. No person or groups of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.

2a. For the purposes of this Act, "disruptive activity" means:

(i) obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;

(ii) seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;

(iii) preventing or attempting to prevent by force or violence any lawful assembly authorized by the school administration.

(iv) disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or

(v) obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

b. For the purpose of this Act, a lawful as-

sembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to reasonable fear that force or violence is likely to occur.

3. A person who violates any provision of this Act is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed \$200 or by confinement in jail for not less than 10 days nor more than 6 months, or both.

4. Any person who is convicted the third time of violating that Act shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

5. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas.

### **Drinking of Alcoholic Beverages**

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

### **Gambling**

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

### **Hazing**

As a matter of principle, and because hazing is a violation of state laws, Eastfield will endeavor to prevent hazing activities which involve any of the following factors singly or in conjunction:

a. Any actions which seriously imperil the physical well-being of any student (all walks and all calisthenics are held to be actions which seriously imperil the physical well-being of students and are, therefore, specifically prohibited).

b. Activities which are by nature indecent, degrading, or morally offensive.

c. Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental or moral attitude of the persons participating therein.

Accordingly, any group or individual participating in hazing activities characterized by any or all of the above stated actions may expect disciplinary action to be taken against them.

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

irresponsible with the policy limits detailed above. Individual activity falling in this category shall be handled on an individual basis and result in disciplinary action.

### **Conduct Expected of Students**

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

### **Scholastic Dishonesty**

1. The Dean of Instructional Services may initiate disciplinary proceedings against a student accused of scholastic dishonesty.

2. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion.

3. "Cheating on a test" includes:

- a. copying from another student's test paper;
- b. using during a test materials not authorized by the person giving the test;
- c. collaborating with another student during a test;

d. knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test;

e. substituting for another student, or permitting another student to substitute for one's self, to take a test; and

f. bribing another person to obtain an unadministered test or information about an unadministered test.

4. "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

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

### **Financial Transactions with the College**

1. No student may refuse to pay or fail to pay a debt he owes to the College.

2. No student may give the College a check, draft or order with intent to defraud the College.

3. A student's failure to pay the College the amount due on a check, draft, or order on or before the fifth class day after the day the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft, or order is prima facie evidence that the student intended to defraud the College.

4. The Dean may initiate disciplinary proceedings against a student who has allegedly violated subsection 1 or 2 of this section

### **Certain Other Offenses**

The Dean of Instructional Services may initiate disciplinary proceedings against a student who:

1. conducts himself in a manner that signifi-

cantly interferes with College teaching, research, administration, disciplinary procedures or other College activities, including its public service functions, or of other authorized activities on College premises;

2. damages, defaces or destroys College property or of a member of the College community or campus visitor;

3. knowingly gives false information in response to requests from the College;

4. engages in hazing, as defined by state law and College regulations;

5. forges, alters or misuses College documents, records, or I.D. cards.

6. violates College policies by regulations concerning parking, registration of student organizations, use of College facilities, or the time, place and manner of public expressions;

7. fails to comply with directions of College officials acting in the performance of their duties;

8. conducts himself in a manner which adversely affects his suitability as a member of the academic community or endangers his own safety or the safety of others;

9. illegally possesses, uses, sells, purchases drugs, narcotics, hallucinogens, or alcoholic beverages on or off campus;

10. commits any act which is classified as an indictable offense under either state or federal law.

Students may be placed on disciplinary probation for engaging in activities such as the following:

1. Being intoxicated.

2. Misuse of I.D. card.

3. Creating a disturbance in or on campus facilities.

4. Gambling.

5. Hazing.

6. Unauthorized use of college facilities.

Students may be placed on disciplinary suspension for engaging in activities such as the following:

1. Possessing intoxicating beverages anywhere on campus.

2. Destroying state property or student's personal property.

3. Giving false information in response to requests from the College.

4. Instigating a disturbance or riot.

5. Stealing.

6. Possession, use, sale, or purchase of illegal drugs on or off campus.

7. Any attempt at bodily harm. This includes taking an overdose of pills or any other act where emergency medical attention is required.

8. Failure to settle financial transactions with the college.

9. Scholastic dishonesty.

10. Failure to comply with parking and traffic regulations.

11. Possession of firearms on campus.

12. Other activities specifically prohibited in the sections of the "Student Disciplinary and Conduct Code."

Any act which is classified as a misdemeanor or felony under state or federal law will be subject to disciplinary action.

The extreme form of disciplinary action is "EX-PULSION," or permanent severance from the College. Because of the serious nature of discipline and conduct standards at Eastfield College, all students are strongly advised to read the following "Student Discipline and Conduct Code."

## **Student Discipline and Conduct Code**

### **Chapter 1-100**

#### **General Provisions**

##### **Sec. 101. Purpose**

A. A student at Eastfield College neither loses the rights nor escapes the responsibilities of citizenship. He is expected to obey both the penal and civil statutes of the State of Texas and the federal government and the Board of Trustees rules, college regulations and administrative rules. He may be penalized by the college for violating its standards of conduct, even though he is also punished by state or federal authorities for the same act.

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

##### **Sec. 102. Application**

A. This code applies to individual students and states the function of student, faculty, and administrative staff members of the college in disciplinary proceedings.

B. The college has jurisdiction for disciplinary purposes over a person who was a student at the time he allegedly violated a Board rule, college regulation, or administrative rule.

##### **Sec. 103. Definitions**

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

1. "class day" means a day on which classes before semester or summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given;

2. "Dean" means the Dean of Instructional Services, his delegate(s) or his representative(s);

3. "Director of Student Services" means the Director of Student Services, his delegate(s) or his representative(s);

4. "Director of Campus Safety" means the Director of Campus Safety, his delegate(s) or his representative(s);

5. "President" means the President of Eastfield College;

6. "Student" means a person enrolled at the college or a person accepted for admission to the college;

7. All deans, associate deans, assistant deans, directors, and division chairman of the college for the purposes of this handbook shall be called "Administrators";

8. "Complaint" is a written summary of the essential facts constituting a violation of a Board rule, college regulation, or administrative rule;

9. "Board" means the Board of Trustees, Dallas County Community College District.

10. "Chancellor" means the Chancellor of the



Dallas County Community College District.

11. "major violation" means one which can result in suspension or expulsion from the college or denial of degree;

12. "minor violation" means one which can result in any disciplinary action other than suspension or expulsion from the college or denial of degree.

### **Chapter 2-200**

#### **Initiation of Disciplinary Proceeding and Administrative Disposition**

##### **Sec. 201. Investigation**

A. When the Dean of Instructional Services' Office receives information that a student has allegedly violated a Board rule, college regulation, or administrative rule, the Dean or a subordinate delegated by him shall investigate the alleged violation. After completing the preliminary investigation, the Dean may 1. dismiss the allegation as unfounded or 2. summon the student for a conference for an evaluation of the severity of the allegations and after conferring with the student, either dismiss the allegation or a. proceed administratively under Section 203 if it is determined that the alleged violation is a minor violation and if the facts are not in dispute; b. proceed administratively under Section 204 if it is determined that the alleged violation is a major violation; or c. prepare a complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

B. The President may take immediate interim disciplinary action, suspend the right of a student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of a Board rule, college regulation, or administrative rule, when in the opinion of such official the interest of the college would best be served by such action.

C. No person shall search a student's personal possessions for the purpose of enforcing this code unless the individual's prior permission has been obtained. Searches by law enforcement officers of such possessions shall be only as authorized by law.

##### **Sec. 202. Summoning Student**

A. A student may be summoned to appear in connection with an alleged violation by sending him a letter by certified mail, return receipt requested, addressed to the student at his address appearing in the Registrar's Office records. (It is the student's responsibility to immediately notify the Registrar's Office of any change of address.)

B. The letter shall direct the student to appear at a specified time and place not less than three class days after the date of the letter. The letter shall also describe briefly the alleged violation and shall state the Dean's intention to handle the allegation as a minor or as a major violation.

C. The Dean of Instructional Services may place on disciplinary probation a student who fails without good cause to comply with a letter of summons, or the Dean may proceed against the student under Sections 203 and 204.

##### **Sec. 203. Administrative Disposition of a Minor Violation**

A. When the facts are not in dispute, the Dean

may administratively dispose of any violation that he determines is a minor violation.

B. In administratively disposing of a minor violation the Dean may impose any disciplinary action authorized by Section 501(A), 1, 2, 3, 4, 5, 6, 7, or 8.

C. At a conference with a student in connection with an alleged minor violation the Dean shall advise the student of his rights.

D. The Dean shall prepare an accurate, written summary of each administrative disposition of a minor violation and forward a copy to the student, to the parents or guardian of an unmarried student or one who is under 18 years of age, to the Director of Student Services, and to the Director of Campus Safety.

E. A student may refuse administrative disposition of his alleged minor violation and on refusal is entitled to a hearing under Chapter 300. If a student accepts administrative disposition, he shall sign a statement that he understands the nature of the charges, his right to a hearing or to waive the same, the penalty imposed, and his waiver of the right to appeal.

##### **Sec. 204. Administrative Disposition of a Major Violation**

A. The Dean may administratively dispose of any violation that he determines is a major violation, if:

1. It is the best interest of the college and the student concerned; and
2. The student concerned consents in writing to administrative disposition.

B. At a conference with a student in connection with an alleged major violation the Dean shall advise the student of his rights.

C. A student may refuse administrative disposition of his alleged major violation and on refusal is entitled to a hearing under Chapter 300. If a student accepts administrative disposition, he shall sign a statement that he understands the violation charges, his right to a hearing, the penalty imposed, and his waiver of the right to appeal.

D. In administratively disposing of a major violation the Dean may impose any disciplinary action authorized under Section 501(A).

E. The Dean shall prepare an accurate, written summary of each administrative disposition of a major violation and forward a copy to the student, to the parents or guardian of an unmarried student or one who is under 18 years of age, to the Director of Student Services, and to the Director of Campus Safety.

### **Chapter 3-300**

#### **Hearing**

##### **Sec. 301. Student Discipline Committee**

A. When a student refuses administrative disposition of either a major or a minor violation, he is entitled to a hearing before the Student Discipline Committee. This request must be made in writing on or before the third day following the administrative disposition authorized under Sec. 203 and Sec. 204. The committee shall be composed of any three administrative officers of the college. The committee shall be appointed by the President for each hearing on a rotating basis or on a basis of availability.

B. The Student Discipline Committee shall elect

a chairman from the three appointed members. The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chairman's ruling. All members of the committee are eligible to vote in the hearing.

C. The Dean shall set the date, time, and place for the hearing and notify the student defendant of the date, time, and place. He shall also summon witnesses, and require the production of documentary and other evidence.

D. The Dean shall represent the college before the Student Discipline Committee and present evidence to support any allegations of violations of Board rules, college regulation, administrative rules. The Dean may be assisted by legal counsel when in the opinion of the Dean the best interests of the student or the college would be served by such assistance.

#### *Sec. 302. Notice*

A. The Dean shall notify the student concerned by letter of the date, time, and place for the hearing. The letter shall specify a hearing date not less than three (3) nor more than ten (10) class days after the date of the letter. If the student is unmarried, or under 18 years of age, a copy of the letter shall be sent to the parents or guardian.

B. The Dean may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time, and place.

C. The Student Discipline Committee may hold a hearing at any time if: 1. the student has actual notice of the date, time, and place of the hearing, and 2. the President, or his designated representative in his absence, states in writing to the Dean that, because of extraordinary circumstances the requirements of subsection (A) above are inappropriate.

D. The notice under A. above shall:

1. specify whether the charge or charges are considered minor violations or major violations;

2. contain a copy of the complaint;

3. direct the student to appear before the committee on the date and at the time and place specified;

4. advise the student of his rights:

a. to a private hearing.

b. to appear alone or with legal counsel (if charges have been evaluated as a major violation).

c. to have his parents or legal guardian present at the hearing.

d. to know the identity of each witness who will testify against himself,

e. to summon witnesses, require the production of documentary and other evidence possessed by the college, and offer evidence and argue in his own behalf,

f. to cross-examine each witness who testifies against him,

g. to have a stenographer present at the hearing to make a stenographic transcript of the hearing, at the student's expense, but the student is not permitted to record the hearing by electronic means,

h. to appeal to the Faculty-Student Board

of Review subject to the limitations established by Sec. 401(A).

E. The Dean may suspend a student who fails without good cause to comply with a letter sent under this section, or, in his discretion, the Dean may proceed with the hearing in the student's absence.

#### *Sec. 303. Preliminary Matters*

A. Charges arising out of a single transaction or occurrence, against one or more students, may be heard together or, either at the option of the committee or upon request by one of the students-in-interest, a separate hearing may be held.

B. Previous to the hearing date, the student concerned shall furnish the committee chairman with:

1. The name of each witness he wants summoned and a description of all documentary and other evidence possessed by the college which he wants produced;

2. An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing;

3. The name of legal counsel, if any, who will appear with him;

4. A request for a separate hearing, if any, and the grounds for such request.

C. When the hearing is set under Section 302(C), or for other good cause determined by the committee chairman, the student concerned is entitled to furnish the information described in Section 303(B) at any time before the hearing begins.

#### *Sec. 304. Procedure*

A. The hearing is informal and the chairman shall provide reasonable opportunities for witnesses to be heard. The college may be represented by staff members of the Dean of Instructional Service's Office, legal counsel and other persons designated by the President. The hearing shall be open to the public so long as space is available, but may include the following persons on the invitation of the student.

1. representatives of the College Council;

2. a staff member of the college publications staff;

3. representatives of the Faculty Association;

4. student's legal counsel; and

5. members of the student's immediate family.

B. The committee shall proceed generally as follows during the hearing:

1. the Dean reads the complaint;

2. the Dean informs the student of his rights under Section 302

3. the Dean presents the college's case;

4. the student presents his defense;

5. the Dean and the student present rebuttal evidence and argument;

6. the committee will vote the issue of whether or not there has been a violation of Board rule, college regulation, or administrative rule; if the committee finds the student has violated a Board rule, college regulation or administrative rule, the committee will determine an appropriate penalty;

7. the committee or the Dean acting on behalf of the committee informs the student of

the decision and penalty, if any;

8. the committee shall state in writing each finding of a violation of Board rule, college regulation, or administrative rule, and the penalty determined. Each committee member concurring in the finding and penalty shall sign the statement. The committee may include in the statement its reasons for the finding and penalty.

#### **Sec. 305. Evidence**

A. Legal rules of evidence do not apply to hearings before the Student Discipline Committee and the committee may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable men in the conduct of their affairs. The committee shall exclude irrelevant, immaterial and unduly repetitious evidence. The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling and Guidance Center, or the Office of the Dean of Instructional Services where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

B. The committee shall presume a student innocent of the alleged violation until it is convinced by clear and convincing evidence that the student violated a Board rule, college regulation, or administrative rule.

C. All evidence shall be offered to the committee during the hearing and made a part of the hearing record. Documentary evidence may be admitted in the form of copies or extracts, or by incorporation by reference. Real evidence may be photographed or described.

D. A student defendant may not be compelled to testify against himself.

#### **Sec. 306. Record**

A. The hearing record shall include:

1. a copy of the notice required under Section 302;
2. all documentary and other evidence offered or admitted in evidence;
3. written motions, pleas, and any other materials considered by the committee; and
4. the committee's decisions.

B. If notice of appeal is timely given as provided in Section 401(A), the Dean, at the direction of the appeal committee's chairman, shall send the record to the appeal committee, with a copy to the student's appellant, on or before the tenth class day after the notice of appeal is given.

### **Chapter 4-400**

#### **Appeal**

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

A. In those cases in which the disciplinary penalty imposed was authorized under Section 501(A) 6, 7, 8, 9, 10, or 11, the student may appeal the decision of the Student Discipline Committee, or the decision of the President in an interim action under Section 201(B) to the Faculty-Student Board of Review. Disciplinary actions taken under Section 501(A) 1, 2, 3, 4, or 5 cannot

be appealed beyond the Student Discipline Committee. A student appeals by giving written notice to the Dean on or before the third class day after the day the decision or action is announced. The notice is informal, but shall contain the student's name, the date of the decision or action, the name of his legal counsel, if any, and a simple request for appeal.

B. Notice of appeal timely given under Section 401(A) suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under Section 201 (B).

#### **Sec. 402. Faculty-Student Board of Review**

A. The President shall appoint boards of review to hear appeals under this chapter. Each such board shall have three faculty representatives and two students appointed by the President in alphabetical rotation from available members of the review panel.

B. The review panel has twenty-five members

1. Fifteen representatives from the Faculty recommended by a representative of the Faculty Association and appointed by the President of the College for three-year staggered terms.

2. Ten students recommended by the Student Association Commissioner appointed by the President of the College for one-year terms. Students nominated must have an overall C average on all college work attempted at the time of the nomination and must not have a discipline case pending.

C. The President shall instruct the Faculty-Student Board of Review members on student disciplinary policies, rules, and hearing procedures as soon as practicable after the members are appointed.

#### **Sec. 403. Consideration of Appeal**

A. The Faculty-Student Board of Review shall consider each appeal made under Section 401 on the record of the Student Discipline Committee and for good cause shown, original evidence and newly discovered evidence may be presented.

B. At the student appellant's timely request, the President shall appoint an ad hoc Board of Review under the provisions of Section 402(A); and notify the student appellant and Dean in writing of the time, date, and place of the hearing as determined by the President.

C. The President will designate one of the members of the ad hoc Board of Review to serve as Chairman.

D. Appellate hearings will follow the same procedure as described in Section 304(A) and (B).

E. The ad hoc Board of Review will hear oral argument and receive written briefs from the student appellant and Dean or other representatives.

F. The Board of Review after considering the appeal may:

1. affirm the Student Discipline Committee's decision;
2. reduce the penalty determined or otherwise modify the decision of the Student Discipline Committee;
3. dismiss the complaint.

G. The ad hoc Board of Review shall modify or set the finding of violation or penalty or both if the substantial rights of the student appellant

were prejudiced because the Student Discipline Committee's finding of facts, inferences, conclusions or decisions were:-

1. in violation of a federal or state law, Board policy, college regulation or administrative rule;
  2. made in violation of authorized procedure;
  3. clearly erroneous in view of the reliable probative and substantial evidence on the complete hearing; or
  4. capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.
- H. The ad hoc Board of Review may not increase a penalty assessed by the Student Discipline Committee.

#### *Sec. 404. Petition for Administrative Review.*

A. A student is entitled to appeal in writing to the Board of Trustees through the President, the Chancellor, and the Chairman of the Board. The President shall automatically review every penalty of expulsion.

B. A petition for review is informal but shall contain, in addition to the information required by Section 401(A), notice of appeal, the date of the ad hoc Board of Review's action on the student's appeal and his reasons for disagreeing with the Board's action. A student shall file his petition with the President on or before the third class day after the day the ad hoc Board of Review announces its action on the appeal. If the President rejects the petition, and the student appellant wishes to petition the Chancellor, he shall file the petition with the Chancellor on or before the third class day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he shall file the petition with the Chairman of the Board on or before the third class day after the day the Chancellor rejects the petition in writing.

C. The President, the Chancellor, and Board of Trustees in their review may take any action that the Student Discipline Committee is authorized to take by Section 304(B) 6. They may receive written briefs and hear oral argument during their review.

### **Chapter 5-500 Penalties**

#### **Sec. 501. Authorized Disciplinary Penalties**

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

1. Admonition
  2. Warning Probation
  3. Disciplinary Probation
  4. Withholding of transcript or degree
  5. Bar against readmission
  6. Restitution
  7. Suspension of rights or privileges
  8. Suspension of eligibility for official athletic and non-athletic extracurricular activities
  9. Denial of degree
  10. Suspension from the College
  11. Expulsion from the College
- B. The following definitions apply to the pen-

alties provided in Section 501(A).

1. An admonition is a written reprimand from the Dean to the Student on whom it is imposed.

2. Warning probation indicates that further violation of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires.

3. Disciplinary Probation indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.

4. Withholding of transcript or degree is imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.

5. Bar against readmission is imposed on a student who has left the college or enforced withdrawal for disciplinary reasons.

6. Restitution is reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

7. Suspension of rights and privileges is an elastic penalty which may impose limitations or restrictions to fit the particular case.

8. Suspension of eligibility for official athletic and non-athletic extracurricular activities prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization, taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year.

9. Denial of degree may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.

10. Suspension from the college prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for non-credit, for scholastic work at or through the college.

11. Expulsion is permanent severance from the college.

The **Prescribed Standards of Conduct for Students and Student Discipline and Conduct Code** were approved and directed to be published by the Board of Trustees on July 6, 1971.

"This policy applies 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."

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