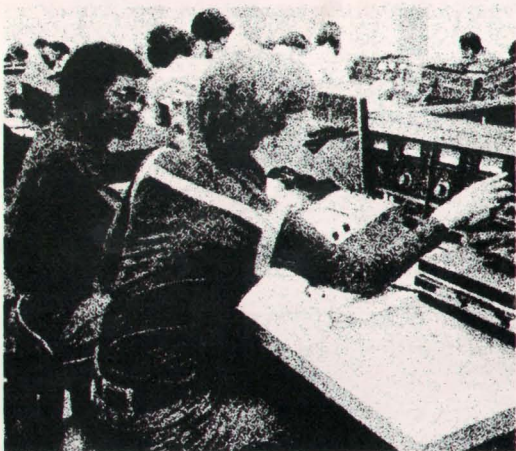
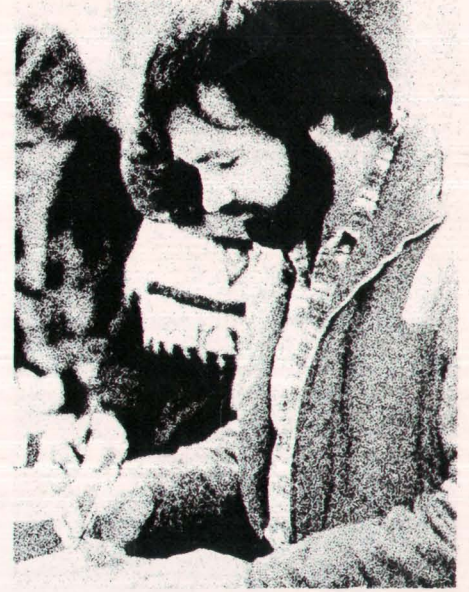
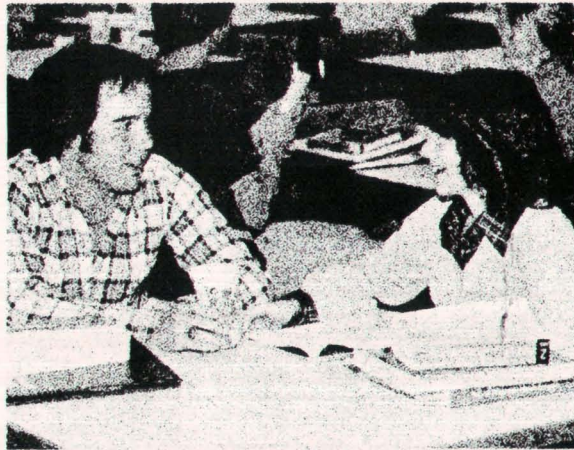


# 1979-80 Eastfield College Bulletin

## Dallas County Community College District



EASTFIELD COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION.



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## SECTION ONE

VICE PRESIDENT  
Business Services  
MAY 10 1979  
EASTFIELD COLLEGE

## THE "HOW, WHAT, WHEN, WHERE, WHO" OF EASTFIELD COLLEGE

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# COLLEGE CALENDAR — 1979-80

## FALL SEMESTER, 1979

August 20 (M)	Faculty reports
August 21-23 (T-R)	Registration
August 24 (F)	Faculty professional development
August 25 (S)	Saturday classes begin
August 27 (M)	Classes begin 7:00 a.m.
August 31 (F)	Last day for tuition refund, 4:00 p.m.
September 3 (M)	Labor Day holiday
September 8 (S)	Official reporting date; 12th class day
November 21 (W)	Thanksgiving Day holidays begin, 10:30 p.m.
November 26 (M)	Classes resume, 7:00 a.m.
December 7 (F)	Last day to withdraw with a grade of "W," 4:00 p.m.
December 14 (F)	Last day of classes
December 15 (S)	Final examinations for Saturday classes
December 17-20 (M-R)	Final examinations
December 20 (R)	Semester closes

## SPRING SEMESTER, 1980

January 7 (M)	Faculty reports
January 8-10 (T-R)	Registration
January 11 (F)	Faculty professional development
January 12 (S)	Saturday classes begin
January 14 (M)	Classes begin, 7:00 a.m.
January 18 (F)	Last day for tuition refund, 4:00 p.m.
January 25 (F)	Official reporting date; 12th class day
February 22 (F)	Faculty professional development (no classes)
*March 8 (S)	Spring Break begins, 12:00 noon
March 17 (M)	Classes resume, 7:00 a.m.
April 3 (R)	Easter holiday begins, 10:30 p.m.
April 7 (M)	Classes resume, 7:00 a.m.
May 1 (R)	Last day to withdraw with a grade of "W," 8:00 p.m.
May 9 (F)	Last day of classes
May 10 (S)	Final examinations for Saturday classes
May 8 and 13 (R & T)	Final examinations for T-R classes
May 12 and 14 (M & W)	Final examinations for M-W classes
May 14 (W)	Graduation, 7:30 p.m.
May 14 (W)	Semester closes

## FIRST SUMMER SESSION, 1980

May 26 (M)	Memorial Day holiday
May 27 (T)	Registration
May 29 (R)	Classes begin, 7:00 a.m.
May 30 (F)	Last day for tuition refund, 4:00 p.m.
June 3 (T)	Official reporting date; 4th class day
June 26 (R)	Last day to withdraw with a grade of "W," 8:00 p.m.
July 2 (W)	Final examinations
July 2 (W)	Semester closes

## SECOND SUMMER SESSION, 1980

July 3 (R)	Registration
July 4 (F)	Independence Day holiday
July 7 (M)	Classes begin, 7:00 a.m.
July 8 (T)	Last day for tuition refund, 8:00 p.m.
July 10 (R)	Official reporting date; 4th class day
August 4 (M)	Last day to withdraw with a grade of "W," 8:00 p.m.
August 8 (F)	Final examinations
August 8 (F)	Semester closes

\*Staff holiday; all offices closed

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Don Buchholz



J. D. Hall



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Assistant Dean of Community Services Programs .....	Kathleen Kurtz
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Vice Chancellor of Academic Affairs .....	R. Jan LeCroy
Vice Chancellor of Business Affairs .....	Walter L. Pike
Assistant Chancellor .....	Stephen K. Mittelstet
Director of Development .....	James L. Richardson, Jr.
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Director of Program Development .....	Linda Coffey
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**District History:** The Dallas County Community College District's seven innovative educational communities are dedicated to a common goal: serving in the best possible way the complex, varied and ever-changing educational requirements of a growing metropolitan community.

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

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

There is, simply stated, a place for everyone.

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

Every student is offered competent, intensive counseling to help discover his goals and special abilities. Continued guidance is available to update a student's educational program if his goals change during his college experience. This emphasis on counseling, rare for some institutions, is routine procedure at all District colleges. The District officially became the Dallas County Community College District in 1972, when its philosophy, function and breadth outgrew the traditional "junior" college label. The new name more closely states the District's mission—to meet the educational needs of the entire metropolitan community.

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, opened for enrollment in August, 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 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 1978, almost 8,000 students were enrolled in day and evening classes, and there were an additional 4,500 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 Goals:** Eastfield College provides an inexpensive quality education in an educational community within a short distance of home 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 goals:

1. Eastfield College will maintain an atmosphere of acceptance and trust in which students and staff have maximum opportunity for personal growth and self-fulfillment.
2. Eastfield College will maintain as a high priority the improvement of those basic skills students need for effective living.
3. Eastfield College will continuously assess the educational and cultural needs of the community and its students for the purpose of providing appropriate programs to address those needs.
4. Eastfield College will provide alternate learning opportunities consistent with student and community diversity.
5. Eastfield College will promote positive and productive relationships with the leadership of our business community and external agencies which will be consistent with its philosophy.
6. Eastfield College will provide a comprehensive and effective system of instructional and non-instructional services to meet the needs of a diverse student population.
7. Eastfield College will make a continuous effort to help the staff understand the implications of an "open-door" philosophy as well as the organizational structure and decision-making process of a multi-college district.
8. Eastfield College staff will maintain a high professional standard through a comprehensive staff improvement program which will support the development of skills, attitudes, and abilities reflecting its philosophy.
9. Eastfield College will provide excellence in educational opportunities while maintaining sound and effective financial accountability.
10. Eastfield College will maintain a long-range comprehensive planning system.

## WHEN TO APPLY TO EASTFIELD COLLEGE

You should complete the admission requirements at the earliest possible date if you expect to receive adequate counseling and schedule planning. Admission material should be completed by the following dates in order to receive a suitable schedule:

1979 Fall Semester — July 3, 1979

1980 Spring Semester — November 1, 1979

1980 Summer Semester — April 2, 1980



## Apply for Admission to Eastfield College

—If you are enrolling in college for the first time and are one of the following:

1. a graduate from an accredited high school.
2. a graduate from an unaccredited high school eighteen years of age or older.
3. a non-high school graduate eighteen years of age and whose high school class has graduated.

—If you are transferring from another college.

1. You will be considered for admission based on your previous college record. Academic standings will be determined by the Admissions Office based on standards established by Eastfield College.
2. 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.

—If you are a former student of any Dallas County Community College.

1. Former Eastfield students who have not attended school for the preceding long semester should apply for re-admission.
2. A readmit student is a former student on any of the Dallas County Community Colleges who has not attended Eastfield during the previous semester.
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.

—If you are currently enrolled in high school.

1. A limited number of high school seniors may be concurrently enrolled upon recommendation of the high school principal.
2. You must have completed your junior year of school.





3. You must submit an application and partial transcript prior to the semester you wish to attend Eastfield.
4. You may register for six (6) credit hours each semester at Eastfield.

—If you are a non-immigrant alien student.

1. Eastfield College is authorized under federal law to enroll non-immigrant alien students. However, international students are not admitted until all admission requirements are complete. A personal interview with the international student counselor and approval from the President of the college are required before admission can be finalized.
2. You must fulfill all admission requirements for international students at least a minimum of thirty (30) days prior to registration.
3. You must present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher.
4. You should be able to show evidence of sufficient financial support for the academic year.
5. You need to be proficient in English and provide a letter in your own handwriting indicating your educational and vocational plans.
6. You will be required to be enrolled as a full-time student (minimum of twelve (12) semester hours).

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).

#### **How to Become a Student at Eastfield College**

1. Obtain the following forms from the Admissions Office; complete each and return to the Admissions Office.
  - a. *Application for admission.*  
You must have a social security number in order to apply to Eastfield College.
  - b. *Shot record*, which is required by state law (Senate Bill 27). Written proof from a medical office of:
    - a negative tuberculin skin test or chest x-ray,
    - a polio immunization, if you are under 19 years of age, AND
    - a diphtheria/tetanus injection within the last ten years.
2. Submit an *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 official transcripts from all previous colleges.
3. Receive notification of admission.  
—The Admissions Office will notify you of acceptance for enrollment as soon as steps one and two are fulfilled. If you do not receive notification of admission, you should contact the Admissions Office.
4. Follow the registration instructions outlined in the class schedule.

#### **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



## **What You Should Do If You Want To AUDIT A COURSE**

Any person 18 years of age or older may, with the consent of the instructor, enroll in a particular class as an "audit student." This means you may attend classes but not take the examinations or receive credit for the course unless you enroll 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. The deadline for auditing is the twelfth class day for a fall or spring semester and the fourth class day for a summer term. 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.

## **WHAT YOU SHOULD KNOW IF YOUR CHECK IS RETURNED TO THE COLLEGE**

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

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

## **What You Need to Know About CLASS ATTENDANCE**

Students are expected to attend regularly all classes in which they are enrolled. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the class instructor when an absence occurs.

Instructors are responsible for appropriate notification of attendance policy and procedures to all students enrolled in their classes. Generally, 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. The student will be notified by a letter from the Admissions Office sent to the student's address of record. The effective drop date will be stated in the warning letter. Student's who desire to remain in class must contact the instructor. With the instructor's approval, a student may be reinstated.

Students dropped for excessive absences prior to the published withdrawal deadline will receive a grade of "W". A student who does not attend class during the first 12 days of a long semester (or the first 4 days of summer semesters) will be dropped.

## **WHAT YOU SHOULD KNOW ABOUT 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.

## **What You Need To Do To Earn 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 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 "Degree Requirements" in Section of this catalog.

## **WHEN YOU WILL RECEIVE YOUR GRADES AND HOW TO GET A TRANSCRIPT OF THOSE GRADES:**

At the end of each semester, grade reports are sent to each student. Be sure that a correct address is on file in the Registrar's Office so that you will receive your grades as soon as possible after the close of the semester.

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

## **What You Need To Know About The 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.

## **What You Should Know About RELEASE OF RECORD INFORMATION**

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.





### **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 registration is computerized, only the following changes are permitted:

- During the first three days of a regular semester a student may add classes which have openings.
- During the last two 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 Vice-Presidents of Instruction and Student Services.

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

### **What You Should Know About SCHOLASTIC STANDARDS — Grade Points, Honors, Probation, Suspension, Repeating Courses, and Waiving Scholastic Deficiency**

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

College work is measured in terms of semester credit hours. The number of semester hours of credit offered for each course is included with each course description. Grade points earned for each course are deter-

mined 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.

Acceptable scholastic performance is the maintenance of a grade point average of 2.0 (on a four point scale) 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.

Incomplete grades are given when an unforeseen emergency prevents a student from completing the work in a course. Division chairpersons 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.

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.

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 average 3.50-4.00 will be awarded Academic Recognition.



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:

1. 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.
2. Students who have been placed on scholastic probation may be removed from probation when they earn a 2.0 cumulative grade point average.
3. Students on scholastic probation who achieve either a cumulative grade point average of 1.5 or the previous semester achieve a grade point average of 2.0 or above will continue on scholastic probation.
4. Students on probation who do not meet the requirements of #3, will be placed on scholastic suspension.

The periods of scholastic suspension are one regular semester for the first time and one calendar year for subsequent suspension.

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

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.

#### **What You Need to Know About 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.

#### **What You Should Know About STUDENT CLASSIFICATION and RECOMMENDED COURSE LOAD**

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. A full-time student is one who carries 12 or more semester hours of work.

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.



## WHAT YOU SHOULD KNOW ABOUT 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. 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.

## WHAT YOU SHOULD KNOW ABOUT 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).

## TECHNICAL/OCCUPATIONAL PROGRAMS

### Eastfield College

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

### Brookhaven College

Accounting Associate  
Accounting Technician  
Auto Body Repair and Painting  
Automotive Machinist  
Automotive Mechanics  
Automotive Parts Counter Assistant  
Automotive Parts Sales & Service  
Child Development Administrative Assistant  
Child Development Assistant  
Child Development Associate  
Mid-Management  
Retail Distribution & Marketing  
Commercial Design & Advertising  
Fashion Merchandising  
Retail Management  
Secretarial Careers

### Cedar Valley College

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

### El Centro College

Accounting Associate  
Accounting Technician  
Apparel Design  
Architecture Technology  
Banking and Finance  
Banking Option  
Credit and Financial Management  
Savings and Loan Option  
Credit Union Option  
Data Processing  
Data Processing Programmer  
Data Processing Operators  
Key Entry/Data Control

Small Computer Systems Information Specialist  
Information Systems  
Drafting and Design  
Educational Paraprofessional  
Fire Protection Technology  
Food Service  
Dietetic Technology  
Dietetic Assistant  
Food Service Operations  
School Food Service  
Hotel-Motel Operations  
Interior Design  
Legal Assistant  
Medical  
Associate Degree Nursing  
Dental Assistant Technology  
Long Term Health Care  
Medical Assistant Technology  
Medical Lab Technology  
Medical Transcriptionist  
Radiologic Technology  
Respiratory Therapy Technology  
Respiratory Therapy Assistant  
Surgical Technician  
Vocational Nursing  
Mid-Management  
Office Careers  
General Office Occupations  
General Secretary  
Professional Secretary  
Pattern Design  
Police Science  
Radio/TV Electronics

### Mountain View College

Accounting Associate  
Accounting Technician  
Aviation Technology  
Air Cargo Transport  
Aircraft Dispatcher  
Airline Marketing  
Career Piloting

Fixed Base Operations/  
 Airport Management  
 Avionics Technology  
 Drafting and Design Technology  
 Educational Paraprofessional  
 Electronics Technology  
 Radio/TV Repair  
 Horology (Clock and Watch Repair)  
 Machine Shop  
 Mid-Management  
 Small Business Management  
 Office Careers  
 General Office Occupations  
 General Secretary  
 Office Skills and Systems  
 Professional Secretary  
 Welding Technology

#### North Lake College

Accounting Associate  
 Accounting Technician  
 Air Conditioning and Refrigeration  
 Commercial Refrigeration  
 and Air Conditioning  
 Residential Air Conditioning  
 Aviation  
 Ground School

Banking and Finance  
 Banking Option  
 Credit and Financial Management  
 Option  
 Credit Union Option  
 Savings and Loan Option  
 Building Trades  
 Carpentry  
 Residential  
 Commercial  
 Electricity  
 Diesel Mechanics  
 Distribution Technology  
 Mid-Management  
 Small Business Management  
 Office Occupations  
 Secretarial Careers  
 General Office Careers  
 Legal Secretary  
 Optical Technology  
 Real Estate  
 Solar Energy Technology

#### Richland College

Accounting Associate  
 Accounting Technician  
 Banking & Finance

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

### Technical-Occupational Programs Offered by Tarrant County Junior Colleges Available to Dallas County Residents

Dallas County residents may enroll in the programs listed below 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 students.

#### Tarrant County, South Campus

Industrial Supervision  
 Mechanical Technology

#### Tarrant County, Northeast Campus

Civil Technology  
 Dental Hygiene  
 Emergency Medical Technician  
 Fashion Merchandising  
 Food Marketing  
 Labor Studies  
 Media Technology  
 Physical Therapy Assistant

#### Tarrant County, Northwest Campus

Agribusiness  
 Postal Service Administration



## WHAT YOU PAY . . .

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

### Tuition and Student Services Fee Schedule Fall, Spring Sessions, 1979-80

Semester Cr. Hours	Dallas County			Out-of-District*			Out-of-State**			Out-of-Country		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	25	1	26	25	1	26	40	1	41	200	1	201
2	25	1	26	40	1	41	80	1	81	200	1	201
3	25	1	26	60	1	61	120	1	121	200	1	201
4	25	5	30	80	5	85	160	5	165	200	5	205
5	30	5	35	100	5	105	200	5	205	200	5	205
6	36	5	41	120	5	125	240	5	245	240	5	245
7	42	8	50	140	8	148	280	8	288	280	8	288
8	48	8	56	160	8	168	320	8	328	320	8	328
9	54	8	62	180	8	188	360	8	368	360	8	368
10	60	10	70	200	10	210	400	10	410	400	10	410
11	64	10	74	204	10	214	440	10	450	440	10	450
12	68	10	78	208	10	218	480	10	490	480	10	490
13	72	10	82	212	10	222	520	10	530	520	10	530
14	76	10	86	216	10	226	560	10	570	560	10	570
15	80	10	90	220	10	230	600	10	610	600	10	610
16	84	10	94	224	10	234	640	10	650	640	10	650
17	88	10	98	228	10	238	680	10	690	680	10	690
18	92	10	102	232	10	242	720	10	730	720	10	730
19	96	10	106	236	10	246	760	10	770	760	10	770
20	100	10	110	240	10	250	800	10	810	800	10	810

### Dallas County Community College District Tuition Schedule Summer Sessions, 1980

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

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

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

#### 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 person

\*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.

#### 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.



## What You Should Do If You Want To WITHDRAW OR DROP A COURSE

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.

## HOW TO BECOME A GRADUATE OF EASTFIELD COLLEGE . . .

1. Request a degree plan from the Registrar's Office at the end of your first semester at Eastfield College.
2. Complete all of the general and specific requirements for graduation; the degrees conferred by Eastfield College are the Associate in Arts and Sciences degree and the Associate in Applied Arts and Sciences degree.
  - A. The degree will be granted by the Dallas County Community College at which the student took the last 15 semester hours or where the majority of hours were accrued.
  - B. 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.
  - C. If you are a candidate for any degree or certificate, you can meet the requirements as set forth in the catalog used during your first year of enrollment, or you may elect to graduate under the requirements of the current catalog.

## WITH THE ASSOCIATE IN ARTS AND SCIENCES DEGREE

3. The requirements for the Associate in Arts and Sciences degree consist of:
  - A. Earning a minimum total of 60 semester hours with an average grade of at least "C" (2.0).
  - B. The minimum of 60 semester hours include:
    - English 101—3 hours
    - English 102—3 hours
    - Additional English (sophomore level)—6 hours
    - \*History 101—3 hours
    - \*History 102—3 hours
    - \*Government 201—3 hours
    - \*Government 202—3 hours
    - \*No substitutions allowed. Only 3 hours of history or 3 hours of government may be earned by credit-by-examination (CLEP credit does not meet this requirement.)
  - C. Humanities (to be selected—3 hours from Art 104, Humanities 101, Music 104, Philosophy 102,

or Theatre 101) Laboratory Science—8 hours (Music majors are required to take Music 101 and Music 102 in lieu of laboratory science.)

Electives

25 hours

TOTAL

60 hours

- C. Art 199, Music 199, Theatre 199 and courses numbered 99 and below may not be counted toward the 60-hour minimum.
- D. A maximum of two physical education activity hours may be counted as credit toward graduation. If you plan to transfer to a four-year institution, you are urged to complete your four-semester requirement during your freshman and sophomore years.



- E. You are urged to consult the catalog of the institution to which you may transfer for the special requirement. This catalog should be used by you and your advisor as the basis for your program plan.
- F. An annual graduation ceremony will be held at the conclusion of the spring semester.
  1. If you have completed requirements at the end of the fall semester or anticipate completion of degree requirements at the end of the spring or summer semester, you are eligible to participate in the spring ceremony.
  2. Applications for graduation must be made in the Registrar's Office prior to the deadline announced by the Registrar.
  3. A graduate is not required to participate in the ceremony in order to receive a diploma.

## **WITH THE ASSOCIATE IN APPLIED ARTS AND SCIENCES DEGREE**

4. The requirements for the Associate in Applied Arts and Sciences consist of:
  - A. Earning a minimum total of 60 semester hours with an average grade of at least "C" (2.0).\*  
\*For some technical-occupational programs, the semester hour total is over 60.
  - B. Fulfill each of the requirements specified in the catalog under which you will graduate. Consult the curriculum pattern of the program which you are pursuing.
  - C. Art 199, Music 199, Theatre 199 and courses numbered 99 and below may not be counted toward the 60-hour minimum.
  - D. A maximum of two physical education activity hours may be counted, providing elective credit is a part of the program.
  - E. An annual graduation ceremony will be held at the conclusion of the spring semester.
    1. If you have completed requirements at the end of the fall semester or anticipate completion of degree requirements at the end of the spring or summer semester, you are eligible to participate in the spring ceremony.

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

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

## **WITH A ONE-YEAR CERTIFICATE**

5. The requirements for a certificate program consist of:
  - A. Earning a "C" (2.0) grade average in all courses required for the one-year program.
  - B. Fulfill each of the requirements specified in the catalog under which you will graduate. Consult the curriculum pattern of the program which you are pursuing.
  - C. An annual graduation ceremony will be held at the conclusion of the spring semester.
    1. If you have completed requirements at the end of the fall semester or anticipate completion of degree requirements at the end of the spring or summer semester, you are eligible to participate in the spring ceremony.
    2. Applications for graduation must be made in Registrar's Office prior to the deadline announced by the Registrar.
    3. A graduate is not required to participate in the ceremony in order to receive a certificate.

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

# **SECTION TWO**

## **COUNSELING**

## **SERVICES FOR HANDICAPPED STUDENTS**

## **FINANCIAL AID AND PLACEMENT**

## **VETERAN AFFAIRS**

## COUNSELING

Eastfield's staff of professional counselors offer a full range of services for the college community. 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. on Friday. Appointments may be scheduled by calling 746-3106 or coming by the Counseling Office (Campus Center, Second Floor). "Drop-in" assistance is available at all times during office hours.

Individuals may find the counseling services helpful as they make plans and decisions in such areas as vocational choice, selection of courses or field of study, and exploration of personal goals or concerns. Confidential assistance may be provided by the staff in any of the following areas:

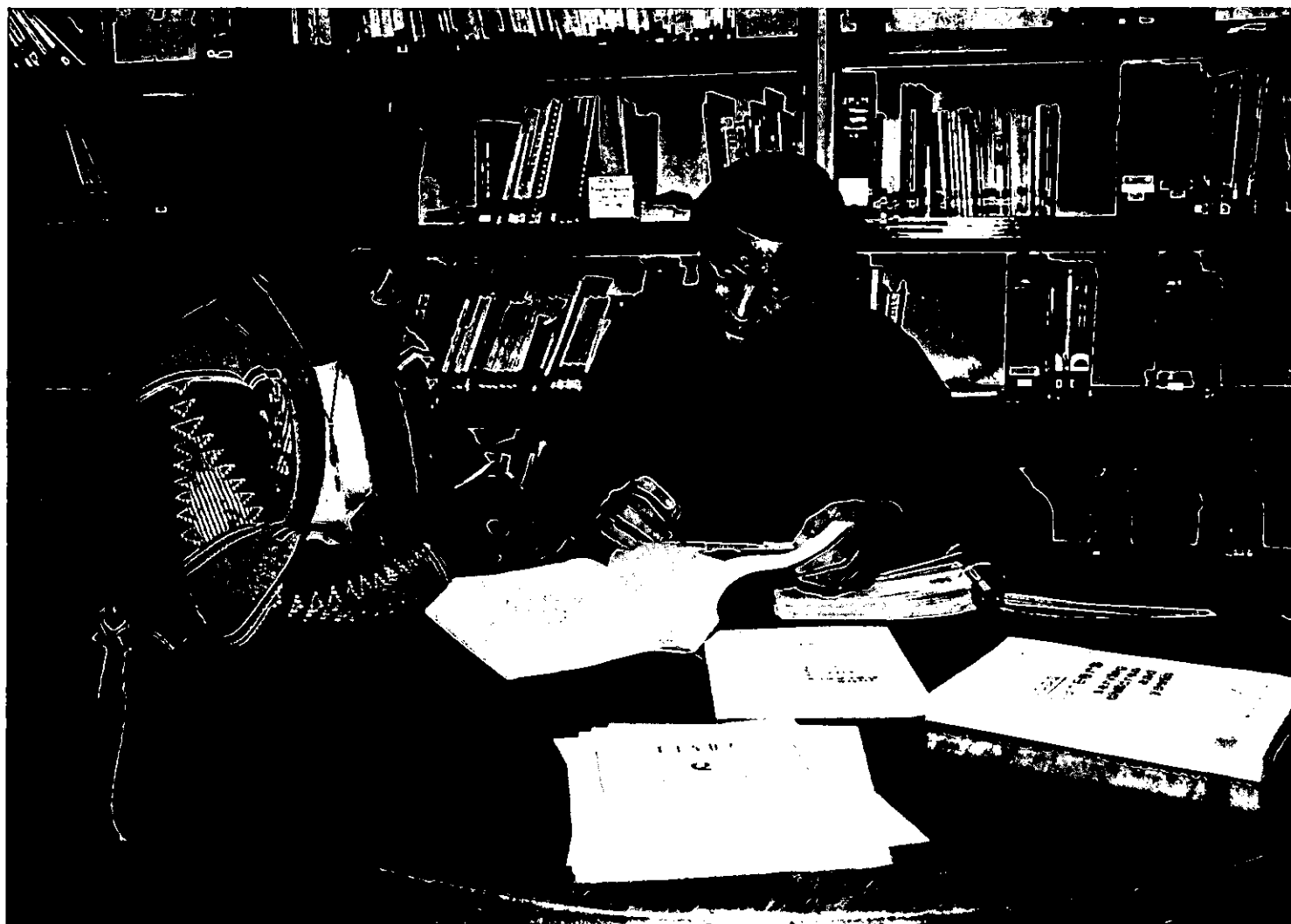
- Career counseling to help students evaluate and clarify their goals, interests, and values; explore possible vocational alternatives; and obtain occupational information.
- Educational planning regarding appropriate course choice, study skills, and transferability of courses to other colleges. Trained paraprofessionals also assist the counselors in this function.

—Personal-social counseling regarding adjustment within the college community, interpersonal relations, or other personal concerns which interfere with personal growth.

—Small group discussions led by counselors and focusing on matters of concern in areas where group feedback can be helpful. Counselors will consider forming any type of group for which there is demand.

—Standardized testing to provide additional information about interests, abilities, and personality when needed for planning and making decisions.

—Referral sources to provide in-depth assistance, if necessary, for such matters as financial aid, tutoring, job placement, and medical or psychological 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:

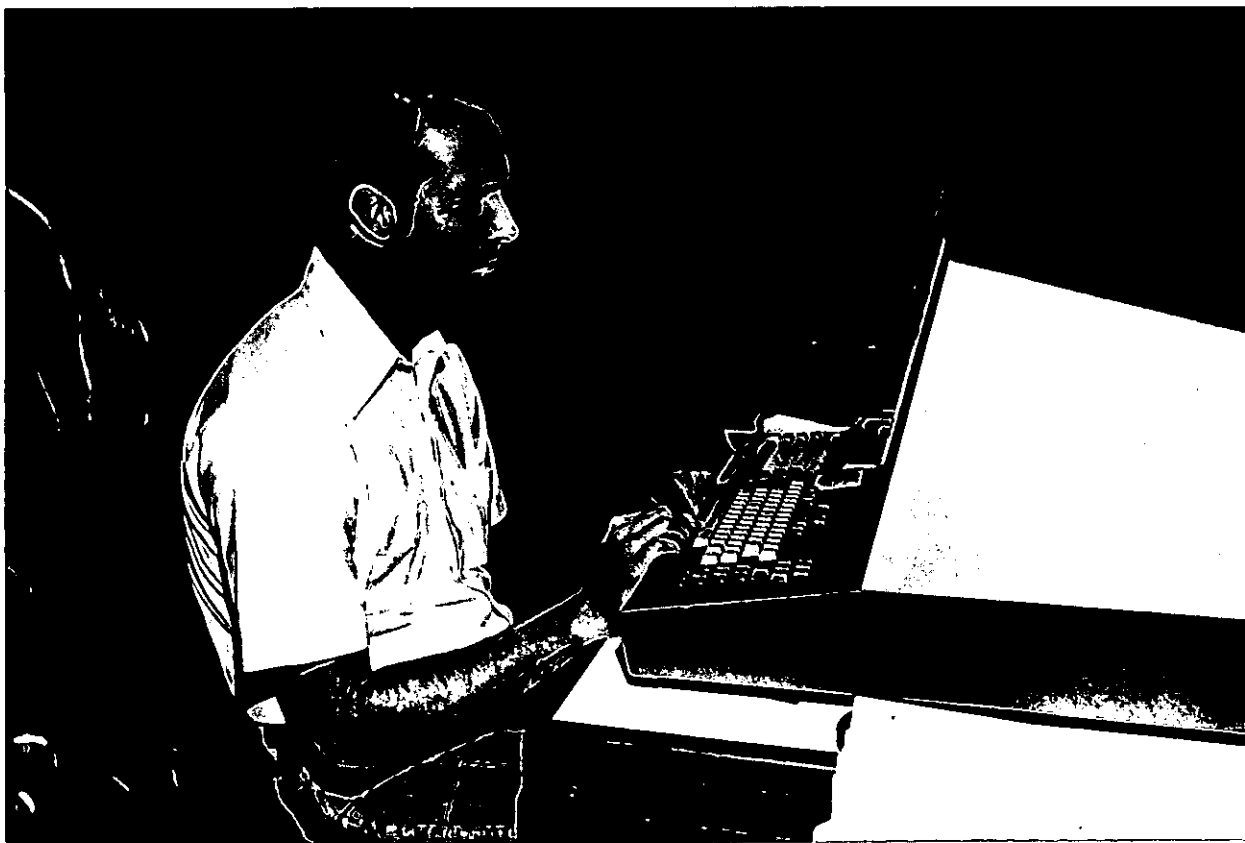
- Consultation regarding the decision of whether or not to enter college.
- Consultation regarding possible course selection for vocational advancement or for personal enrichment.
- Consultation with area high schools regarding their students enrolling at Eastfield.

The Life Awareness Center has been established to provide resources and information for persons seeking help with career exploration and life planning. It houses a library of current materials on career planning, job hunting, education, and personal development. These are available in books, pamphlets, periodicals, and video tapes. Located in the Counseling Office, the Life Awareness Center may be used with or without counselor contact.



#### **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 Office.





## SERVICES FOR HANDICAPPED STUDENTS

Services for Handicapped Students (SHS) offers a variety of support services for handicapped students. SHS's goal is to make it possible for handicapped students to fully benefit from the college's courses and activities. Some of the services provided by SHS are: interpreters, tutors, notetakers, mobility assistants, readers for the blind, tape recorders, and loan of electric or manual wheelchairs.

The SHS staff works with the counseling staff to provide individual and group counseling. Students may seek counseling in the areas of personal and social adjustment, academic advisement, and career guidance.

The staff also coordinates matters between students and Texas Rehabilitation Counselors, faculty, and other agencies.

At least one month before registration students should contact the SHS office. SHS will provide students with an orientation session and registration information.

Office hours are 8:00 A.M. to 8:00 P.M., Monday through Thursday, and 8:00 A.M. to 4:30 P.M., Friday. The information and service desk for SHS is located within the Counseling/Financial Aids area on the second floor of the Campus Center Building. Phone: 746-3297 (Voice and TTY)





## FINANCIAL AID AND PLACEMENT

The financial aid 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 1979-80 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 the greatest financial need among all applications at each deadline.

### LOANS

#### Hinson-Hazelwood 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 the amount of tuition, not to exceed \$100, with no interest to cover tuition and fees, if funds are available. The loan must be repaid within 60 days of the date of registration. Failure to repay the loan will result in the student's being dropped from his classes and all records being blocked.

### GRANTS

#### Basic Educational Opportunity Grant

The Basic Educational Opportunity 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, therefore, all students applying for state or federal financial aid are required to have results from a Basic Grant application on file in the Financial Aid Office. The maximum grant eligibility for each student is \$1,600, 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 be enrolled in six or more credit hours as an undergraduate student in an eligible program in an institution of higher education, make satisfactory progress toward his educational goal in his chosen field and demonstrate financial need. The student must apply each academic year for the Basic Educational Opportunity Grant.

### **Texas Public Education Grant**

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 Texas Public Education Grants. To be eligible, a student must be a county resident, demonstrate a financial need, be enrolled in six or more credit hours, and be progressing satisfactorily toward his educational goal. Grants are awarded by eligibility on a first-come first-served basis. The amount of the grant will range up to \$500. Students must apply each academic year for the Texas Public Education Grant.

### **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.

### **Texas Public Educational—State Student Incentive Grant**

The TPE-SSIG program was provided for by an amendment of State Rule 251.05.07.007 proposed under the authority of Section 56.031038, Vernon's Texas Codes Annotated. To be eligible, a student must demonstrate financial need, be enrolled in twelve or more credit hours, and must be making satisfactory progress toward the completion of his educational goal. TPE-SSIGs are awarded by eligibility on a first-come first-served basis. The student must apply each academic year for the Texas Public Education — State Student Incentive Grant.

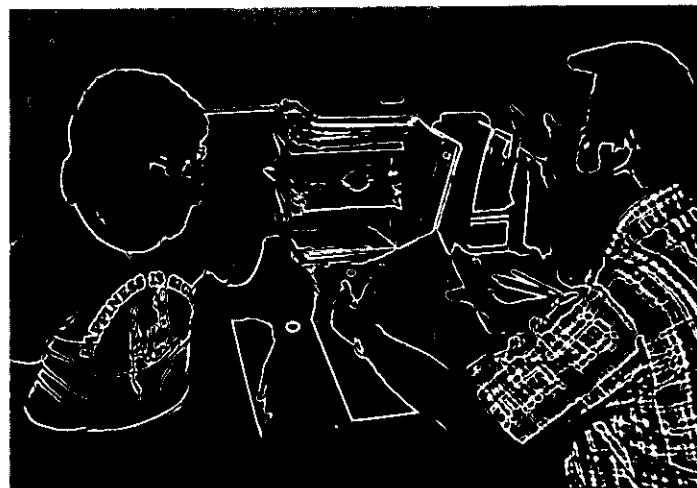


### **STUDENT EMPLOYMENT College Work/Study Program**

The College Work/Study Program was established by the Economic Act of 1964. To be eligible, a student must demonstrate financial need, be enrolled in six or more credit hours, and 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. Students may work a maximum of 20 hours per week.

### **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 enrolled in six or more credit hours and making satisfactory progress toward their educational goal. Students may work a maximum of 20 hours per week.



### **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 office. For more information, contact the Eastfield Veteran Affairs Office at 746-3292. During the fall and spring semesters, the VA considers 12 or more semester hours a full-time load; 9 to 11, 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 Aid and Placement Office acts as liaison between Eastfield College students and the Vocational Rehabilitation Office of the local Veterans Administration Benefit Office.

### **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 Texas Rehabilitation Commission.

### **Hazlewood Act**

Veterans who have no remaining G.I. educational benefits, do not qualify for any other federal financial aid, and are now residents of Texas and were residents of Texas at the time of induction into the armed forces, are eligible for a waiver of tuition as provided for under the Hazlewood Act. The student must apply for a Basic Educational Opportunity Grant each academic year.

### **Social Security Administration**

Benefits under the Social Security Administration are available to students who meet the criteria set up by the Social Security Administration. Students requiring more information should contact the Social Security Administration.

### **PLACEMENT**

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

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



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

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# SECTION THREE

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## **LEARNING RESOURCES CENTER**

**How To Use The Center**

**Distribution Services**

**Production Services**

**Instructional Development**

**THE CRASH LAB**

# THE LEARNING RESOURCES CENTER

## INTRODUCTION

The faculty and staff of Eastfield's Learning Resources Center welcome you and invite you to make the fullest possible use of its facilities. The mission of the Learning Resources Center is to provide resources and services for the educational and informational needs of the total population served. The facility is planned, also, to create an attractive and well-equipped learning environment.

Organizationally, the LRC is divided into four service components:

Independent Study Services: Student-oriented resources/services for independent study;

Special Resources Services: Student-oriented programs for classroom presentations;

Classroom Resources Services: Faculty-oriented resources/services for classroom use; and

Instructional Development Services: Faculty-oriented services associated with the design of instruction.

The Center is more than a place for learning; it is an information center. However, intelligent and efficient use of the resources for independent study requires practice and experience.

If you resemble most community college students, you cannot afford to waste your valuable time stumbling around in useless searching through the LRC. The typical student carries a full-course load in addition to working an average of twenty hours per week. We recommend that you take the time to study thoughtfully the procedures described in this section and suggest that you file it in your binder for future reference.

Enrollment at Eastfield College carries with it an expectation that each student will behave as a mature, responsible member of the community. Inside the LRC, the student has a continuing responsibility to consider the needs of other students by quiet study, careful treatment of materials, and compliance with the loan period. (There are few other restrictions.)



## INDEPENDENT STUDY SERVICES

Most of Eastfield's collection will be in support of course work, but you can also find materials to satisfy your recreational interests. The resources are available to support your needs, therefore the staff welcomes your suggestions, comments, and questions.

When coming to the LRC, students are asked to follow the marked Entrance and Exit gates. As part of a continuous program to improve the level of service, and make library materials available to students when they are needed, we have installed an electronic security system. The purpose of this system is to: 1) remind the user if they have materials which they may have forgotten to charge out properly, and 2) remind the users if they have materials which do not normally circulate such as reference tools. Normally, you can enter and exit freely through the gates. If the system is activated when a user walks through the exit, an alarm will sound, and the gate will lock. When this occurs, the user should return to the circulation control desk to determine why the system was activated.

Any serious student is welcome to use the resources on the premises. Only students currently enrolled within the Dallas County Community College District may take the resources off campus. Your student ID card, issued during registration, is used to record each off-campus circulation. Therefore, it is extremely important that you have your ID card in your possession at all times. Eastfield students may borrow circulating resources from other DCCCD colleges and return them to Eastfield's LRC. Special arrangements to use resources from colleges outside DCCCD may be made at the Reference Desk if approved in writing by a faculty member. The loan request is made by using the faculty member's name, who assumes total responsibility for the borrowed material. You are responsible for returning all borrowed materials on time.

Overdue notices for circulating resources are sent about one week after the materials become due. Fines are not charged for overdue resources. However, this fact does not remove your responsibility to fellow students for returning materials on time. **ALL RESOURCES MUST BE RETURNED AT THE END OF EACH SEMESTER.** If not, a block is placed



in the student's record. Having a block on your records means that you cannot re-enroll or transfer your credits to another institution until you have arranged to return or replace the lost items. Lost resources are subject to a replacement cost plus a charge for the preparation necessary to make them ready for the shelf again.

If you need an item that has been borrowed by someone else, you may complete a "Hold" card at the circulation control desk. This card is a signal that will save the item for you when it is returned. Print material that may be needed for a longer period than the designated loan time should be renewed. This can be handled at the circulation control desk if no "Hold" exists for the resources you wish to renew. All resources except phonodiscs should be returned through the return drop cart just inside the entrance vestibule. You may not be correctly credited for returning resources if left on the control desk, so be sure to return your resources correctly.

The center provides a variety of learning resources to students for independent use. Traditional resources such as books, periodicals, and microforms are part of the general collection. Audiovisual resources are easily used in the study carrels equipped with audio cassette players, filmstrip and slide projectors. Video cassette tapes to support TV courses are available in the study carrels equipped with the video cassette player/monitors. To meet the needs of the user who prefers to study away from the center, there are print copier machines for hardcopy duplication as well as high speed cassette duplicators for audio copying. Audio cassette player/recorders, 35mm single-lens reflex cameras, motion picture and still cameras, filmstrip projectors, and phonodiscs may also be charged out from the center through the same procedures used for other circulating resources.



To use the LRC's collection, the experienced users locate and borrow resources by following three simple steps:

1. By using the microfiche catalog to learn the call number for the item wanted.
2. By using the call number as a guide to a location in the shelves.
3. By presenting the item and their ID card at the circulation control desk.

The user microfiche catalogs located throughout the LRC are the index to the resources within the collection. These catalogs are divided into three large alphabetical sections:

Author, Title, and Subject. To search for a particular resource when you know the author or the exact title, you may choose either the author alphabet or the title alphabet of the microfiche cards. If you have no specific book in mind but have a specific topic, use the subject catalog as you would the yellow pages of the telephone directory. The words or phrases describing the contents of a book are called subject headings. Resources in the LRC are identified according to the Library of Congress Classification System. The Library of Congress scheme divides all knowledge into 22 major classes designated by letters of the alphabet. Additional letters indicate sub-divisions of the major classes. The major classes are:

- A = General Works (e.g., encyclopedias)
- B = Philosophies
- BF = Psychology
- BL = Religion
- C = History
- D = World History (excluding American)
- E = America (general)
- F = United States; British America; Latin America
- G = Geography; Anthropology; Sports
- H = Social Science (e.g., economics, finance, sociology)
- J = Political Science (e.g., local government, international law)
- K = Law
- L = Education
- M = Music
- N = Fine Arts
- P = Language and Literature
- Q = Sciences
  - QA = Mathematics
  - QC = Physics
  - QM = Human Anatomy
- R = Medicine
- S = Agriculture
- T = Technology
  - TA = Engineering
  - TR = Photography
- U = Military Science
- V = Naval Science
- Z = Bibliography and Library Science



A combination of letters and numbers is known as a "Call Number" and it identifies each book in the same way that your social security number identifies you. The call number appears on the first of each entry in the catalog like this:

BF698.J63

The symbol REF which may appear before the call number, is used for non-circulating books shelved in the Reference Collection. Such books include encyclopedias, unabridged dictionaries, almanacs, atlases, and biographical dictionaries used frequently within the LRC.

The magazine collection ranges from the scholarly, such as *The Journal of Applied Psychology*, to the popular, as *Time*. The newspaper collection includes national, state, local, and specialized subscriptions. Current issues of popular newspapers and magazines are on open display shelves for your reading enjoyment and must be used within the center. Earlier issues of newspapers and periodicals are kept in a closed area and should be requested at the Reference Desk.

The Reference Specialists can introduce you to the use of indexes and abstracts for locating information published in magazines and newspapers. The most popular index is *The Readers Guide to Periodical Literature*. In addition, there are many specialized indexes for students of Art, Science, Psychology, Business, Literature, Education, Social Sciences, and History. A file at the Reference Desk indicates the magazines to which Eastfield subscribes. This file also tells you which publications are available on microfilm. Microfilm reels are kept in self-service cabinets. The Reference Specialists will assist you in using the microfilm readers. A paper copy of any microfilm article may be made on the reader/printer at a cost of ten cents per sheet.

Often instructors place certain books or other items "On Reserve" to make certain the items are available to all members of the class. This means that these items may be used in the Learning Resources Center only. When items are placed on reserve and you need the material for use off-campus, you must get a written approval from the instructor for this request. When your instructor indicates that some resource is "On Reserve" be sure you know the instructor's name and also the author and/or title of the item. Some instructors may have many items on reserve, and you do not want to waste time by reading the wrong title.



Your guide in the LRC is the person at the Reference Desk. No matter how trivial you might think your question sounds, it should be asked there. They will make every attempt to help you. If the Reference Specialists are working with other students, you may be asked to wait a few moments, but please be aware that it is the job of this staff to help you.

Eastfield's LRC offers an inviting, comfortable area in which to study, read, lounge, and meet fellow students. It is also a place to listen and view audiovisual materials. You are always welcome, so come often and stay as long as you like. We are open during the following hours:

MON - THURS	7:30 a.m. - 10:00 p.m.
FRIDAY	7:30 a.m. - 4:30 p.m.
SATURDAY	10:00 a.m. - 2:00 p.m.

Please remember to finish your drinks, food, and cigarettes outside the Center. All these are potentially destructive as they invite insects, rodents, or fire.





## SPECIAL RESOURCES SERVICES

The Student-Faculty Production Room is an active area of the center. If you have ever wanted to make an overhead transparency of your favorite cartoon, record your favorite album onto cassette tape, or make 35mm slides from pictures, this production room is the place to go. Within this facility are 35mm copy camera with stand, tape recorders, turntables, dry mount press, Thermofax transparency maker, and lettering equipment. In short, everything you need to produce media resources for a class project. It can be as simple as a hand-lettered poster or as complicated as a two-projector slide tape presentation.

The student/faculty LRC contract approach to media production is a recent addition to the LRC services. It is geared to the media-oriented student, offering an alternative to the traditional term paper. To participate in the program a student writes a proposal for producing a media project. The instructor considers the value of the project for the course being taught. Upon approval from the instructor, the student agrees to attend a series of production workshops taught by the LRC staff. Through these workshops the students learn to operate various types of audiovisual equipment, develop media-oriented research skills, and work with others toward a common goal.



## FACULTY SUPPORT SERVICES

Support services to faculty and staff from the LRC are about as broad as the imagination of the requestor. They include the delivery and set-up of audiovisual equipment and resources in classrooms, equipment repair, production of instructional materials, and instructional development support. Classroom Resources Services is responsible for the distribution and production of audiovisual materials and for the distribution and maintenance of audiovisual equipment and equipment systems.



## CLASSROOM RESOURCES SERVICES

The Distribution Services staff fulfills requests for equipment and commercially available materials to be used in classrooms. For each request received, resources are delivered to the classroom at the designated time. When the instructor has used the requested items, Distribution personnel returns the equipment to Classroom Resources. In addition, all orders for audiovisual materials for purchase, rental, and preview are processed in this area. The closed-circuit television system is also a part of this program. Television monitors and telephones are installed in classrooms and other areas throughout the campus. To access video programs the instructor turns on the monitor, picks up the telephone, and gives the request to the Distribution staff. Within seconds the program is on the monitor. The telephone is also used to request emergency services such as replacing burned out projector lamps, repair of films, correct equipment malfunctions, and to remedy similar situations that interfere with the effective use of instructional media. Classroom Resources Services remains open for service during the following hours:

MON - THURS	7:30 a.m. - 10:00 p.m.
FRIDAY	7:30 a.m. - 4:30 p.m.
SATURDAY	7:30 a.m. - 12:30 p.m.



Production Services staff members are responsible for producing instructional materials that are not available commercially. Normal requests include signs, charts, transparency masters, transparencies, cartoons, camera ready art for brochures and other publications, photography for slides, public relations instruments, brochures, catalogs, and filmstrips. Requests are also completed for production of audio tapes, slides and filmstrips, cassette duplication and tape editing/mixing for other projects. The Electronics area is responsible for maintaining all instructional equipment. Equipment systems services include repair of audio-visual equipment and assistance in the design, development, and installation of educational equipment systems.

### **INSTRUCTIONAL DEVELOPMENT SERVICES**

Instructional Development Services indicates, possibly more than any other, the LRC's commitment to innovation

and total service to instruction. The Instructional Developers work as a team with faculty to develop and design effective instructional programs. They do such things as analyze learning tasks and learner characteristics; specify goals and learning objectives; select and design learning strategies, experiences, and environments; manage the selection, design, and evaluation of instructional media; develop assessments of student achievement; and, conduct evaluations and revisions of development processes. As an integral part of the Eastfield College Staff Development Program, the Instructional Developers also plan, coordinate, and offer to faculty short courses, workshops, and seminars related to instructional development.

The Eastfield College Learning Resources Center has a philosophy which believes that good management and outstanding service are its most important functions. The entire staff is dedicated toward achieving these two goals for your benefit.

## THE C.R.A.S.H. LAB

### Advice About Individualized Study

The Lab setting encourages individual responsibility and depends on a student's own motivation and willingness to work independently. Some students may find the structured setting of a classroom provides a better learning environment for them than an open lab. In such event, the student is advised to register for the three hour courses offered in developmental writing, developmental reading, and college reading. Descriptions of these courses are in the college catalog.

### Drop-in Assistance

Students can come by the Lab for immediate help on a theme, research paper or other written assignment. Staff can aid in organizational techniques in the development of such papers or may recommend materials that assist the student who works independently. For the exam that is coming up, tips are available on cramming. The more long-range planner can receive general study skills suggestions.

### Tutoring Office

Located in the C.R.A.S.H. Lab, the Tutoring Office certifies anyone interested in tutoring by checking his or her references then filing the name by subject area. Interested capable students are encouraged to apply. Students experiencing difficulty in a subject can request the names of available tutors. Payment is negotiated between the student and the tutor.

## POPULAR TOPICS

### Reading Comprehension and Speed

Skills materials in the Lab create efficient readers and versatile readers, those who can adjust their rate of reading according to their purpose and to the nature and difficulty of the material. Some students may wish to spend full time accomplishing better understanding of what they read while others may devote time to breaking word-by-word reading habits.

### Writing Skills

Basic rules in grammar, punctuation and spelling, as well as the principles of organization, are applied to student writing. Instruction may cover the forms of the sentence, paragraph, theme, book report, research paper, business letter, application and resume. A student combines self instructional materials and his or her own writing assignments, using the Lab instructor as a resource person, to improve writing skills.

### Study Skills

Recognizing the demands of a college schedule, the C.R.A.S.H. Lab staff offers assistance in time management, concentration, listening and note-taking skills, study systems and test taking. Students are encouraged to apply these techniques to their own class lecture notes and texts for daily study and test preparation.



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

# **SECTION FOUR**

## **COMMUNITY SERVICE DIVISION**

## **STUDENT DEVELOPMENT SERVICES**

## Community Service Programs

Community Service 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 Service 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 experience 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 Service programs may be made in two ways: (1) 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 (2) 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 special training), real estate, vocational/occupational, language, music and dance, visual arts and crafts; cooking, sewing and interior decoration; sports, health and recreation; special interest programs for children and youth.



The courses described below are a partial listing of opportunities available through the Community Service Program.

### **Creative Writing (The Short Story)**

This course will provide the beginning writer with an understanding of the basic concepts of the elements and structure of the short story. Content will include: characterization, establishing a mood, perspective, plot and use of symbolism. The course will also help the writer find a market for his materials.

### **Landscaping and Lawns**

A course designed to familiarize the homeowner with plant materials, landscape design, and planting techniques best suited to the Dallas county area. Information relating to lawns including the different types of grass and tips on planting, and maintenance will also be covered.

### **Financial and Tax Planning**

A course in financial planning for the professional, the business owner and property owner in a changing economy. Designed for the person who wants an overview to the orderly and successful formulation of planning objectives, investment alternatives and strategies for the holding, increasing and disposing of one's estate. The course will survey the need for an establishment of goals, investment alternatives, tax shelters, the use and abuse of insurance, various business organization forms, estate building through employee benefit programs including pensions, profit sharing, ESOT, methods of transferring property during life and at death, interwoven with the practical and tax impact of the moves.

### **Wills: Why You Need One**

Who needs a will? Maybe you do. Find out what wills do and do not cover and what Texas probate is. Learn what information a lawyer needs to draw a will. See what you need to do to help yourself get your legal house in order.

### **People Who Get in Trouble With the Law**

Three major types of scripting children receive from their parents may cause difficulty. Focus of this course is on how character disorder personalities develop, how persons with character disorders view the world, and suggestions for working with them effectively. Based on research done in Federal Bureau of Prisons.

### **Solar Energy Seminar**

For people who want to know about solar energy heating systems. Includes an overview of basic types of systems, principles of operations, and the components of the system. Discussion will focus on how to determine if your present house can use a solar energy system, where to buy one, and the cost of installation.

### **Workshop for Job Hunters and Career Changers**

For people who are considering changing careers or starting to look for a new job and don't know where to begin. This course provides a realistic evaluation of the world of work and tips on how to get into a new field or move up in their present one. Vocational testing and interpretation, skills analysis, goal setting, resume writing and interviewing are included. The goal of the workshop is to encourage each person to look positively at their skills, potential and career opportunities.

### **Personal Effectiveness Through Assertiveness**

When you begin effectively expressing your true self to others, things happen. For example, your boss listens to you, your mate becomes closer to you, and your children obey you without crying or complaining. People no longer push you around and you get what you want without pushing them around. This course goes beyond theory and lets you practice assertive skills in exercises based on your real life situations.

### **Widow**

Designed for widows only, as they come to their singleness via a different route than divorced women. A special environment for sharing information and feelings related to grief and its seasons, anger, the future (yours and your children's) role changes, coping with "aloneness", and redesigning your life.

### **Rational Self-Counseling**

Increase your personal happiness and satisfaction by learning a rational self-help technique you can use at home to increase control over your feelings. Recognize and deal with faulty habits and self-defeating beliefs. There is a rational method for feeling better, and you can learn it and practice it.

### **Parenting Can Be Fun**

"Clean up your room." "Because I said so!" "Stop that fighting!" "Dinner is ready!" "Sound familiar? Learn to manage routine family situations peacefully and have energy left for the joyful family times. Emphasis on methods for developing and sharing family traditions and personal celebrations such as family councils, birthdays and holidays. For couples and single parents who want to make the landmark events in life fun and meaningful.

### **Blended Families: Helping Children Deal With Divorce**

The focus of this course will be on the effects of divorce on children, the problems involved with visiting privileges, parental dating, remarriage and step parenting. Included will be practical discussion on how parents can ease these situations.

### **Stages of Adjustment for Parents of Handicapped Children**

An indepth examination of the emotional periods of adjustment that parents of handicapped children experience throughout their child's life. Upon completion of the course, participants should have a full understanding of their prior and future adjustment stages to be experienced. Participants completing the course may volunteer to be resource parents to other parents of recently diagnosed handicapped children.

### **What You Should Know and Do to Insure an Education for Your Handicapped Child**

This course has been designed to analyze the federal education for all handicapped. (Act. C.P.L. 94-142). It will explain individual programming, due process, how parents and educators should and can work together in program planning, plus techniques to help you evaluate a classroom in terms of your child's specific needs.

## **MANAGEMENT ACHIEVEMENT PROGRAM**

### **A Non-credit Continuing Education Series in Supervisory and Management Skills**

The Management Achievement Program is designed and offered to assist present and prospective supervisors and managers in handling their current job responsibilities and in preparing for promotions to more demanding managerial positions. Utilizing the flexibility of non-credit continuing education, the three core courses and three elective management development courses offered by Eastland College Community Service are designed to: Broaden the supervisor's management skills; Provide the supervisor with an opportunity to experience creative and innovative supervisory techniques; and improve the supervisor's understanding and practice of successful communications. Each participant in the Achievement Program is required to complete the three core courses and 36 classroom hours of Eastland Community Service management courses, seminars, or workshops. Upon successful completion of the three core courses and elective courses, each program participant is awarded an achievement certificate recognizing their participation and successful completion of the Management Achievement Program. Additionally, each year all MAP participants and former students will be invited to take part in a special Management Update Program featuring a noteworthy guest speaker discussing a timely topic of interest to active managers and supervisors.

#### **Core Courses - Management Achievement Program**

##### **Developing Supervisory Skills Effective Human Relations Functions of Management**

The Community Service Staff is eager to aid business and professional organizations in developing management programs to fit the needs of their specific field. A few of the existing management programs include the professions of Credit Union, Construction Industry, and Purchasing.

##### **Stress Management: Analysis and Control of Stress in Organizations**

Stress in the work setting and its relationship to physical and emotional problems can have serious effects on job performance and productivity. This workshop for managers and supervisors will explain the causes and effects of stress as encountered in organizational settings. Participants will experience techniques for use in coping with stress build-up and for combating the unpleasant physical effects of stress.

##### **Real Estate Principles and Practice**

A basic survey course meeting the educational requirements for persons preparing for the state Real Estate license examination and for those interested in renewing their license.

##### **Real Estate Law**

A course designed to acquaint the real estate salesperson and real estate investor in the fundamentals of real estate law and procedure.

##### **Residential Appraisals**

This course is designed to develop an understanding of principles and methods of appraisals used in neighborhood, site and improvement analysis. Cost approach to market value will also be included.

##### **Real Estate Marketing**

This course will highlight basic marketing and sales techniques as applied by today's real estate professional. Techniques to be discussed will include: listing procedures; selecting and showing properties; negotiating and closing sales; real estate codes and ethics; and human factors in selling.

##### **Real Estate Finance**

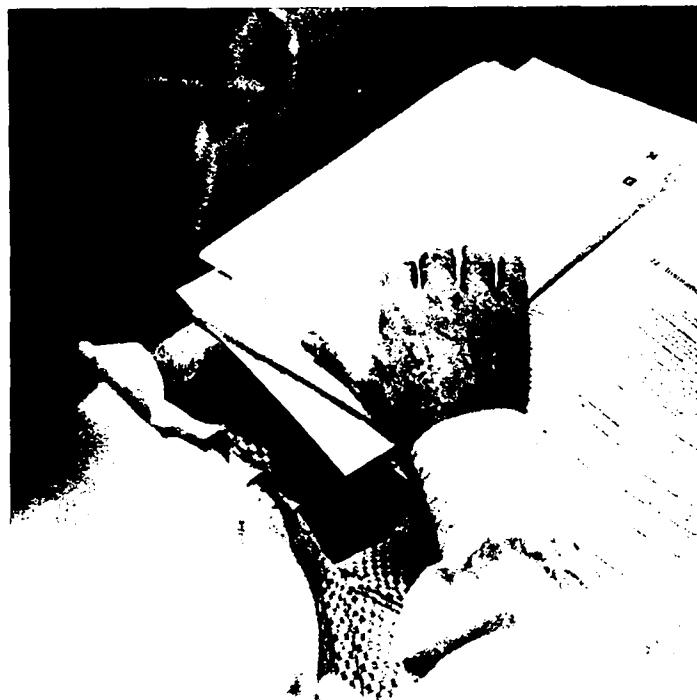
A course that analyzes the sources of funds, legal concepts, governmental influence, and other factors relating to real estate finance.

##### **Real Estate Property Management**

This course is designed to give an individual in the real estate industry a basic understanding of principles and procedures in management of income producing property. Emphasis will be on maximizing land use and financial control.

##### **Medical Receptionist Training**

Designed for those interested in the medical profession. This course will be invaluable in getting you off to the right start. Emphasis will be placed on effective medical office procedures and practices including public and customer relations, patient histories, billing and collection procedures, office bookkeeping and records, insurance medical programs, correspondence and files.



### **Security Officers Training School**

A one week concentrated course taught only by in-service professional instructors. It covers the full-spectrum of training necessary to become a professional security officer and to meet the training requirements for the permanent commission from the Texas Board of Private Investigators and Private Security Agencies.

### **Woodworking**

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

### **Small Engine Trouble Shooting and Minor Repair**

An overview giving proper trouble shooting and minor tune-up procedure on various small engines with emphasis on problem solving. You will tune-up an engine at the last class meeting. Students are encouraged to bring a lawn mower or edger to each class meeting.

### **Canning and Food Preservation**

How to make your summer and fall gardens or trips to the market last all winter and cut the cost of grocery bills. For the beginner, learning how to can and freeze vegetables and fruits.

### **Silk and Dried Flower Arranging**

Four week course in using dried materials, silk and cloth flowers. How to preserve leaves and foliage you can obtain in your yards and fields. Dried arrangements in basket, shells, wood slabs, apothecary jars and ceramic containers. Great idea for centerpieces.

### **Microwave Cooking**

This microwave cooking class is designed to help you get the maximum benefit from your oven. Use and functions will be covered. Breakfast, lunch, and dinner will be prepared.

### **Contemporary Tailoring**

Only skilled seamstresses should register for this lecture demonstration class. Work on projects will be done at home. Students will study the art of tailoring and the many ways in which it differs from dress making. New fabrics for garments and for shaping will be introduced and used in easier and faster techniques.

### **Popular Piano Stylings**

This course will cover the different piano styles used in playing the familiar melodies. The popular music of yesterday and the popular songs of today. A knowledge of the basic triads and seventh chords will be required.

### **Modern Jazz Dance**

This course is for students with little or no formal dance or jazz training. Basic warm-up exercises and jazz combinations to develop and strengthen the body will be taught. Lyrical and percussive styles will be covered.

### **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.

### **Fencing**

For fun and exercise, anyone can learn the olympic sport of fencing. You will sharpen your coordination, reflexes, self assurance and poise, as well as, learning the rules and techniques of fencing. Equipment will be furnished.

### **Judo**

This course is designed to teach and increase physical mobility, self-defense measures and mind-body coordination. Exercises to extend motor coordination, mastery of falling technique, as well as, the basics of sport (competitive) and self defense judo will be emphasized.



## STUDENT DEVELOPMENT PROGRAMS AND SERVICES

Student Development serves the students' needs and interests in the following ways: (1) provides for learning experiences and self-expression outside the classroom experience; (2) complements the classroom experience through programs and resources; (3) provides a sense of community for the campus through a variety of social and cultural programs; (4) provides the ways and means for the college community to interact informally and socially; and (5) provides needed services, support and promotion to the college community, individually and collectively as the needs arise.



Services and resources of Student Development include:

- speakers, both local and national
- performing arts (drama, music, entertainment)
- visiting artists programs
- art exhibits
- emphasis weeks
- special events
- mini-courses
- lectures and workshops
- clubs and organizations
- film series
- pop concerts
- outdoor adventure
- students projects program for credit
- travel and ride information
- student "classified ad" service
- assistance with campus events and projects planning
- publicity for campus events
- campus events calendar
- information about off-campus events
- information center
- special programs

The staff is always available to help you in any way, and we welcome your ideas or suggestions for improving Eastfield's goal of creating a sense of community and individual opportunity for you, the student. Location: C-143, next to the College Store. Hours: 8:00 a.m. to 4:30 p.m. Phone: 746-3185. Students should consult the Information Center after 4:30 p.m.

## INFORMATION CENTER

Center is located in the Fireside Lounge, 2nd level of the Campus Center. A special information phone is available for quick information access, and an attendant is on duty in the evenings. The Center also contains a weekly calendar of events, maps, calendars, brochures, and special information about the College, its programs and services. Phone: 746-3183.

## 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 notetaking, readers for the blind, and tape recorders.

The Services For Handicapped Students Office is located in the Counseling area of the Campus Center. See the Counseling Section of this catalog for more information regarding these services.

## HEALTH SERVICES

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

Some of the areas of service are as follows:

- Emergency medical care for injuries and illnesses
- Non-prescription medications for minor illness
- Rest facilities
- Screening tests for tuberculosis, pregnancy, mononucleosis, and vision
- Blood pressure monitoring
- The nurse is available to discuss Health related problems as needed by staff and students
- Health history and immunization records are kept on file for two years
- An active referral system if you have a problem which requires a medical specialist
- An active referral system for any community agency in Dallas
- Special parking privileges for the disabled
- Free health education materials such as pamphlets, books, display kits, etc., available in the Health Center or from the mobile pegboards in the student center.
- The annual "Bleed In" is in the Spring of each year (The Eastfield Blood Bank provides all donors and their immediate families with free blood replacement. You may join at Wadley Blood Center any time of the year. (State that your blood donation is for Eastfield.)
- An annual Health Fair, in which many health related agencies will be displaying materials, providing films and pamphlets, and doing health testing, is held in the Fall.

The Health Center is located between the Campus Center building and the Fine Arts building, south end of the lower patio.

## STUDENT COMMISSIONERS

Composed of four students elected by the student body, "Student Commissioners" aid students in the areas of campus operations, campus administration, instruction, and student services. Office hours for the Student Commissioners are 11:00 a.m. to 3:00 p.m. daily in C-140. The Commissioners are available to handle complaints, ideas or needs of the students at Eastfield. For help or more information come by or call 746-3172 or use one of the "action" boxes located in the Campus Center.

## 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 feeling 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.

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.

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



# **SECTION FIVE**

## **BUSINESS DIVISION**

**Accounting**

**Bookkeeping**

**Economics**

**General Business**

**Secretarial Careers**

**Mid-Management**

**Transportation Technology**

## THE BUSINESS DIVISION

The Business Division of Eastfield College strives to make available course offerings and degree programs which will aid students in becoming more valuable and productive members of the local economy.

To achieve the Division's objective, courses offered are designed to allow students to:

- \*Pursue areas of individual interest.
- \*Brush up or update existing skills without being committed to a degree program.
- \*Complete the first two years work towards a bachelor's degree.
- \*Complete one-year certificate and two-year degree programs in accounting, mid-management, secretarial careers, and transportation technology.

Students wishing to pursue areas of special interest, update existing skills, or satisfy bachelor degree requirements are encouraged to examine the course description given for each Business Division course.



### 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.
<b>Fall Semester</b>				<b>Fall Semester</b>			
Bus 201—Principles of Accounting I	3	0	3	Bus 203—Intermediate Accounting I	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				Gvt 201—American Government	3	0	3
Speech or	3	0	3	Eco 201—Principles of Economics I	3	0	3
Eng 101—Composition and				*Elective or	3	0	3
Expository Reading				Bus 803—Work Experience			
Mth 130—Business Mathematics or	3	0	3		15	0	15
Mth 111—Mathematics for Business							
and Economics I							
	15	0	15				
<b>Spring Semester</b>				<b>Spring Semester</b>			
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				Bus 231—Business Correspondence	3	0	3
Computer Sciences	3	0	3	Eco 202—Principles of Economics II	3	0	3
Com 132—Applied Composition and				*Elective or	3	0	3
Speech or	3	0	3	Bus 813—Work Experience			
Eng 102—Composition and Literature					15	0	15
**Bus 172—Beginning Typing or	2	3	3				
Bus 713—Work Experience							
	14	3	15				

\*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.

## 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.
<i>Fall Semester</i>			
Bus 105—Introduction to Business	3	0	3
Bus 201—Principles of Accounting I	3	0	3
Com 131—Applied Composition and Speech	3	0	3
Mth 130—Business Mathematics	3	0	3
*Elective	1	2	2
	<hr/> 13	<hr/> 2	<hr/> 14
<i>Spring Semester</i>			
Bus 202—Principles of Accounting II	3	0	3
Bus 160—Office Machines	3	0	3
CS 175—Introduction to Computer Sciences	3	0	3
Com 132—Applied Composition and Speech	3	0	3
*Elective	3	0	3
	<hr/> 15	<hr/> 2	<hr/> 15

\*Suggested Electives: Bus 162, Bus 172, Bus 174, Bus 231, Bus 234, Bus 702, Bus 713, Psy 105, Psy 131.

## 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.

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 Hst 101—History of the United States	3	0	3
Eng 101—Composition and Expository Reading				*Elective	3	0	3
Hum 101—Introduction to the Humanities	3	0	3		<hr/> 11	<hr/> 20	<hr/> 15
	<hr/> 11	<hr/> 20	<hr/> 15	<i>Spring Semester</i>			
<i>Spring Semester</i>				Bus 251—Management Training	0	20	4
Bus 105—Introduction to Business	3	0	3	Bus 255—Business Strategy, the Decision Process and Problem Solving	2	0	2
Bus 151—Management Training	0	20	4	Eco 201—Principles of Economics I	3	0	3
Bus 155—Personnel Management	2	0	2	*Elective	3	0	3
Com 132—Applied Composition and Speech or	3	0	3	**Elective	3	0	3
Eng 102—Composition and Literature					<hr/> 11	<hr/> 20	<hr/> 15
*Elective	3	0	3				
	<hr/> 11	<hr/> 20	<hr/> 15				

\*Suggested Electives: Bus 137, Bus 160, Bus 204, Bus 206, Bus 231, Bus 233, Bus 234, Bus 237, Bus 280, 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.

## Mid-Management — Small Business Management Option

Students desiring to take the Small Business Management Option may take the following curriculum:

	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 157—Small Business Bookkeeping and Accounting Practices	3	0	3
Bus 150—Management Training	0	20	4	Bus 250—Management Training	0	20	4
Bus 154—The 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 Hst 101—History of the United States	3	0	3
Eng 101—Composition and Expository Reading				Bus 210—Small Business Organization, Acquisition and Finance	3	0	3
Hum 101—Introduction to the Humanities	3	0	3		11	20	15
	11	20	15				
<i>Spring Semester</i>				<i>Spring Semester</i>			
Bus 153—Small Business Management	3	0	3	Bus 251—Management Training	0	20	4
Bus 151—Management Training	0	20	4	Bus 255—Business Strategy, the 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	Bus 211—Small Business Operations	3	0	3
Eng 102—Composition and Literature				**Elective	3	0	3
*Elective	3	0	3		11	20	15
	11	20	15				

\*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 specialties in secretarial areas such as law, selling, advertising and accounting.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
Bus 105—Introduction to Business	3	0	3
Mth 130—Business Mathematics	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 Eng 101—Composition and Expository Reading	3	0	3
	<hr/>	<hr/>	<hr/>
	14	5	16

<i>Spring Semester</i>			
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 160—Office Machines	3	0	3
	<hr/>	<hr/>	<hr/>
	13	4	15

<i>Fall Semester</i>			
*Bus 266—Advanced Shorthand	3	2	4
*Bus 273—Advanced Typing	1	2	2
Bus 165—Introduction to Word Processing	3	0	3
CS 175—Introduction to Computer Sciences	3	0	3
Com 132—Applied Composition and Speech or Eng 102—Composition and Literature Humanities: To be selected from Art 104, Mus 104, The 104, Hum 101	3	0	3
	<hr/>	<hr/>	<hr/>
	16	4	18

<i>Spring Semester</i>			
Bus 265—Word Processing Practices and Procedures	3	0	3
Bus 275—Secretarial Procedures	3	0	3
Bus 231—Business Correspondence	3	0	3
Psy 131—Human Relations	3	0	3
*Elective or Work Experience	3	0	3
	<hr/>	<hr/>	<hr/>
	15	0	15

\*Student must achieve competency as required in Advanced Shorthand and Advanced Typing. If student has qualified for advanced placement in shorthand and/or typing, 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.
<i>Fall Semester</i>			
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 Eng 101—Composition and Expository Reading	3	0	3
Mth 130—Business Mathematics	3	0	3
	<hr/>	<hr/>	<hr/>
	17	5	19

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Spring Semester</i>			
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
	<hr/>	<hr/>	<hr/>
	16	4	18

+ 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>

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<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.
<b>Fall Semester</b>			
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
	<u>14</u>	<u>3</u>	<u>15</u>

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Spring Semester</b>			
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
	<u>16</u>	<u>2</u>	<u>17</u>



+ A student is required to have the last semester of typing at Eastfield.

## Credit Given for CPS Rating

Credit toward an Associate Degree may be granted upon successful completion of all parts of the Certified Professional Secretary (CPS) Exam. The courses for which credit may be granted are:

BUS 131	Bookkeeping I	3
BUS 159	Beginning Shorthand	4
BUS 162	Office Procedures	3
BUS 166	Intermediate Shorthand	4
BUS 172	Beginning Typewriting	3
BUS 174	Intermediate Typewriting	2
BUS 231	Business Correspondence	3
BUS 234	Business Law	3
BUS 275	Secretarial Procedures	3
PSY 131	Human Relations	3
		31

In order to receive credit, the applicant must:

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

## 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.
<i>Fall Semester</i>			
Bus 105—Introduction to Business	3	0	3
Bus 146—Transportation and Traffic Management	3	0	3
Bus 144—Introduction to Transportation	3	0	3
Com 131—Applied Composition and Speech or	3	0	3
Eng 101—Composition and Expository Reading			
Mth 130—Business Mathematics or	3	0	3
Mth 111—Mathematics for Business and Economics I			
	15	0	15

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
Bus 201—Principles of Accounting I or	3	0	3
Bus 131—Bookkeeping I			
Bus 240—Interstate Commerce Law I	3	0	3
Bus 287—Physical Distribution Management I	3	0	3
Eco 201—Principles of Economics I	3	0	3
*Elective or	3	0	3
TT 803—Work Experience			
	15	0	15

<i>Spring Semester</i>			
Bus 136—Principles of Management	3	0	3
Bus 147—Economics of Transportation	3	0	3
Bus 145—Transportation Rates and Tariffs	3	0	3
Com 132—Applied Composition and Speech or	3	0	3
Eng 102—Composition and Literature			
*Elective or	3	0	3
TT 713—Work Experience			
	15	0	15

<i>Spring Semester</i>			
Bus 202—Principles of Accounting II or	3	0	3
Bus 132—Bookkeeping II			
Bus 241—Interstate Commerce Law II	3	0	3
Bus 288—Physical Distribution Management II	3	0	3
Bus 206—Principles of Marketing	3	0	3
*Elective or	3	0	3
TT 813—Work Experience			
	15	0	15

\*Suggested Electives: Bus 160, Bus 172, Bus 205, Bus 234, Bus 237, CS 175, Eco 202, Hst 101, Hst 102, HD 107, Spe 105, Gvt 201, Gvt 202, Mth 112.





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

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# **SECTION SIX**

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## **COMMUNICATIONS DIVISION**

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### **Communications**

**English**

**French**

**German**

**Spanish**

**Speech**

**Journalism**

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## **DEVELOPMENTAL STUDIES DIVISION**

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### **Child Development**

**Developmental  
Mathematics**

**Developmental  
Writing**

**Developmental  
Reading**

**Reading**

**Training Paraprofessionals  
For the Deaf**

## THE COMMUNICATIONS DIVISION

The basic purpose of the Eastfield Communications Division is to provide the means by which students may improve their communications skills: skills in listening, speaking, reading, and writing. The Communications Division includes courses in the following subjects: Communications, English, French, German, Spanish, Journalism, Photography, and Speech.

### COMMUNICATIONS

As everyone is aware, the worlds of business and industry succeed because communication occurs. Buying and selling, designing and advertising, shipping and receiving — these and many other facets of commerce depend upon clear, concise, and correct business communications. The two Communications courses offered at Eastfield enable students interested in business and industry to acquire and practice the language necessary to reach their vocational goals.

### ENGLISH

Freshman English courses are designed to develop student skills in writing and analyzing prose and to increase student comprehension and appreciation of good literature.

After completing English 101 and 102, students may take any sophomore English course in any combination and in any sequence. However, students planning to transfer to a four-year institution should consult the catalog of the college he or she expects to attend for requirements in a chosen major before selecting sophomore English courses.

Standard sophomore English courses offered include:

English 201 and 207—British Literature;

English 203 and 204—World Literature;

English 205 and 206—American Literature.

As an alternative to these courses, students may take any English 215 and/or 216 course for sophomore credit.

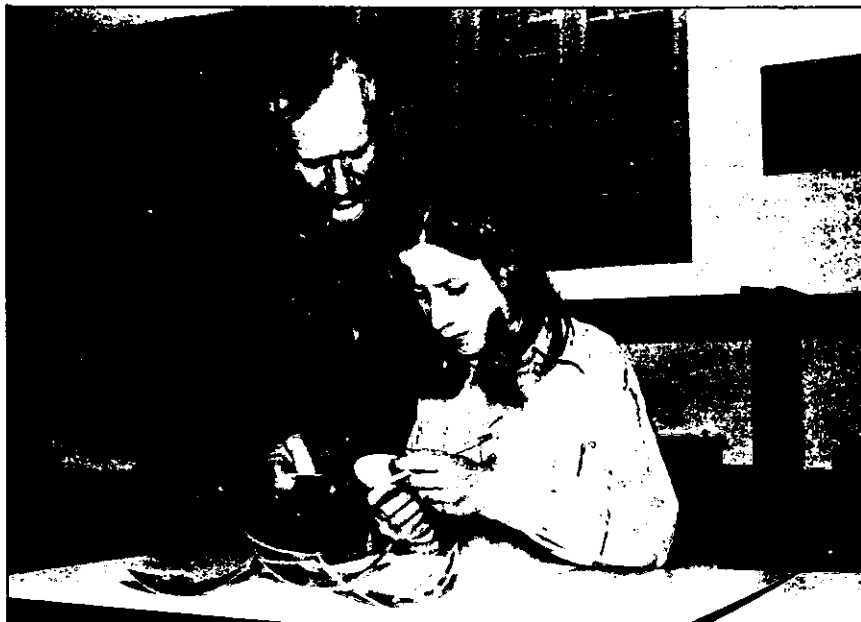


The special-interest courses vary from semester to semester. Course titles and descriptions are available each semester prior to registration. Some of the courses frequently offered at Eastfield are:

English 215—The Modern Novel; Literature of the South; Masterpieces of the Orient; Images of Modern Women In Literature.

English 216—Drama As Literature; Ghosties, Ghoulies, and Long-Legged Beasties.





## JOURNALISM

Journalism and photography instruction in the Communications Division focuses on the basic topics and is guided toward a publishing experience. Freshmen journalism students study the field of mass communications. First year studies are designed to assist students who wish to transfer into advanced courses in journalism in order to assume publishing responsibilities with the *Eastfield Era* student newspaper. Journalism 101 has become a popular elective.

Photography instruction is planned to meet the needs of the student who wants to study beginning techniques in order to master camera and darkroom processes. Eastfield is able to furnish camera and darkroom equipment. Students must furnish film, enlarging paper, and mounting boards.

During the past several years, Eastfield staff members of *The Era* and *Goatleg*, the school's annual literary magazine, have won numerous First and Second Place awards in competition with students of other Texas colleges and universities.

## FRENCH, GERMAN, AND SPANISH

French, German, and Spanish are taught at Eastfield on the premise that we learn to speak by speaking; therefore, the approach is conversational with constant audio-visual aids. In addition to learning situational dialogues, students will apply the learned structures and vocabulary in practical conversation. Although priority is given to speaking, reading and writing are developed as a reinforcement.

## SPEECH

The ability to communicate is a necessary function in today's society. It is useful in school, in business, government, in community affairs. When relating ideas to one person or a large group, the acquired talent of public speaking is invaluable.

Students in Eastfield speech classes present formal speeches, discuss issues in conversation and informal discussion groups, and conduct interviews. In this way, students learn by studying speaking methods and through practical experience.



## THE DEVELOPMENTAL STUDIES DIVISION

Developmental Mathematics, Reading, and Writing courses are available to help students raise their levels of competency in these areas. Reading courses include Effective College Reading and Speed Reading/Learning. Courses offered in the C.R.A.S.H. Lab, located in the Learning Resources Center, are Developmental Learning and College Learning Skills. This Lab offers individualized study, drop-in assistance, and lists of available tutors in a variety of subject areas. (A more detailed description of C.R.A.S.H. Lab services can be found in the Learning Resources Center section of this catalog.) The technical/occupational programs under Developmental Studies Division are Child Development and Training Paraprofessionals for the Deaf. Each of these fields offer a one-year Certificate or two-year Associate of Arts Degree upon successful completion of prescribed coursework.



### DEVELOPMENTAL MATHEMATICS

Developmental Mathematics courses are offered on a self-paced, individualized basis. These courses may be taken for review of mathematics skills. Courses meet in the same room at the same time. Any student who has registered for one of the courses has the option of changing to one of the other levels without a schedule change. It is possible to complete more than one Developmental Math course in one semester.

Developmental Mathematics courses are designed to allow students to progress at the speed necessary to learn the material.

### DEVELOPMENTAL READING

Students can improve and refine their performance in the English sequence by enrolling in Developmental Reading courses. Techniques of Reading/Learning, DR 090 and DR 091, are valuable skill development courses for English 101.

### DEVELOPMENTAL WRITING

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

## READING IMPROVEMENT AND STUDY SKILLS COURSES

OF COURSE YOU CAN READ . . . WE KNOW THAT BUT . . .

Can you read 400-800 words per minute? The average Eastfield College student reads less than 250 words per minute.

Can you understand (comprehend) after reading material one time? Or do you have to re-read several times in order to understand your text?

Have you had special training in study skills such as taking lecture notes, underlining textbooks, and tests taking techniques? Or did you just "pick it up" on your own?

### CAN YOU AFFORD TO WAIT ANY LONGER?

Reading Improvement and Study Skills courses are offered on a first come, first served basis. They fill rapidly with the lucky few who have planned their schedule around them.

### WHY IS BETTER READING AND STUDY SO IMPORTANT?

Reading is the basis of all education. Anything an individual can do to improve his/her reading and study abilities, capacities, and efficiencies is of the utmost importance for success. Improving reading and study proficiency is working at the grass roots of individual advancement. The cause must be treated or remedied, not just the effect.

### WHO BENEFITS MOST?

Students. If you're a student, at whatever level of study, you're doing the groundwork of your education and your future.

And, you have tons of reading to do. It is required. So you owe it to yourself to do any and everything you possibly can to become a more efficient reader. You need to be able to read fast and comprehend what you read. You must know how to study properly, and how to make good scores on tests.

### EXPECTATIONS?

Reading is basically a skill, and like every skill, it can be developed to higher and higher levels of proficiency. Success will follow, provided you observe these minimum requirements:

1. Attend all classes promptly and regularly.
2. Maintain an open mind and a positive attitude.
3. Cooperate fully with your instructor.
4. Honestly desire to improve yourself.
5. Practice as you are requested to do.

## EASTFIELD PARENT/CHILD STUDY CENTER

The Eastfield Parent/Child Study Center provides a practicum for Eastfield students in the study of young children ages three through five. The Center includes children from families of Eastfield students, staff and community. The philosophy of the Center incorporates a family-oriented program that promotes the child's physical, social, emotional and intellectual development within multi-age groups.

## Child Development Assistant (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>Spring Semester</i>			
CD 135—Survey of Child Service Programs	3	2	4	CD 137—Learning Programs for Young Children	3	2	4
CD 140—Child Growth and Behavior, Prenatal—3	3	0	3	CD 141—Child Growth and Behavior, 4-9	3	0	3
HD 106—Personal and Social Growth or	3	0	3	CD 150—Nutrition, Health and Safety of the Young Child	2	2	3
Psy 105—Introduction to Psychology				HD 107—Developing Leadership Behavior	3	0	3
Com 131—Applied Composition and Speech or	3	0	3	SS 132—American Civilization or	3	0	3
Eng 101—Composition and Expository Writing				Hst 102—History of the United States			
SS 131—American Civilization or	3	0	3		14	4	16
Hst 101—History of the United States							
	15	2	16				

## Child Development Assistant (Alternate Certificate Program)

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Spring Semester</i>			
CD 135—Survey of Child Service Programs	3	2	4	CD 137—Learning Programs for Young Children	3	2	4
CD 140—Child Growth and Behavior, Prenatal-3	3	0	3	CD 141—Child Growth and Behavior, 4-9	3	0	3
CD 150—Nutrition, Health and Safety of the Young Child	2	2	3	CD 201—Adolescent Development and Society or	3	0	3
CD 239—Studies in Child Guidance	2	2	3	CD 238—Management Systems of Preschool Centers			
HD 106—Personal and Social Growth	3	0	3	CD 236—Childhood Problem Situations	3	0	3
	13	6	16	CD 240—Internship or	0	10	2
				CD 812—Work Experience			
				Com 131—Applied Composition and Speech or	3	0	3
				Eng 101—Composition and Expository Reading			
	15	12	18				



## 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.
<i>Fall Semester</i>			
CD 135—Survey of Child Service Programs	3	2	4
CD 140—Child Growth and Behavior, Prenatal—3	3	0	3
HD 106—Personal and Social Growth or Psy 105—Introduction to Psychology	3	0	3
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Reading	3	0	3
SS 131—American Civilization or Hst 101—History of the United States	3	0	3
	<hr/> 15	<hr/> 2	<hr/> 16

<i>Spring Semester</i>			
CD 137—Learning Programs for Young Children	3	2	4
CD 141—Child Growth and Behavior, 4-9	3	0	3
CD 150—Nutrition, Health and Safety of the Young Child	2	2	3
HD 107—Developing Leadership Behavior	3	0	3
SS 132—American Civilization or Hst 102—History of United States	3	0	3
	<hr/> 14	<hr/> 4	<hr/> 16

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
*CD 233—A Survey of Model Programs	2	5	4
CD 239—Studies in Child Guidance	2	2	3
Com 132—Applied Composition and Speech or Eng 102—Composition and Literature	3	0	3
Soc 101—Introduction to Sociology	3	0	3
*Elective	3	0	3
	<hr/> 13	<hr/> 7	<hr/> 16

<i>Spring Semester</i>			
CD 235—Application of Learning Theories	3	5	5
CD 240—Internship or CD 812—Work Experience	0	10	2
Soc 203—Marriage and the Family	3	0	3
Hum 101—Introduction to the Humanities	3	0	3
*Elective	3	0	3
	<hr/> 12	<hr/> 15	<hr/> 16

\*Elective to be selected from the following: CD 201, CD 236, CD 238. Students interested in credentialing should consult Child Development staff prior to registration.



## 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. Lab. Cr.  
Hrs. Hrs. Hrs.

### Fall Semester

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
	<u>14</u>	<u>4</u>	<u>16</u>

Lec. Lab. Cr.  
Hrs. Hrs. Hrs.

### Spring Semester

TPD 143—Intermediate Sign Language	3	2	4
TPD 146—The Deaf Adult	2	0	2
TPD 243—Rehabilitation of the Multiply Handicapped Deaf	3	0	3
Eng 102—Composition and Literature	3	0	3
*Specified Elective	3	0	3
	<u>14</u>	<u>2</u>	<u>15</u>



\*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.

## 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 multiply-handicapped, or house parent in residential schools.

Lec. Lab. Cr.  
Hrs. Hrs. Hrs.

### Fall Semester

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
	<u>14</u>	<u>4</u>	<u>16</u>

### Spring Semester

TPD 143—Intermediate Sign Language	3	2	4
TPD 145—Classroom Management	2	2	3
TPD 146—The Deaf Adult	2	0	2
TPD 242—Media for the Deaf or	2	2	3
*Specified Elective			
Eng 102—Composition and Literature	3	0	3
	<u>12</u>	<u>6</u>	<u>15</u>

Lec. Lab. Cr.  
Hrs. Hrs. Hrs.

### Fall Semester

TPD 240—Advanced Sign Language	3	2	4
TPD 241—Practicum I—Audiometry	3	2	4
TPD 245—Ethics of Interpreting or	3-4	0	3-4
*Specified Elective			
Elective	3	0	3
	<u>12-13</u>	<u>4</u>	<u>14-15</u>

### Spring Semester

TPD 243—Rehabilitation of the Multiply Handicapped Deaf	3	0	3
TPD 244—Practicum II	1	8	4
TPD 246—Specifics of Interpreting or	2	2	3
*Specified Elective			
Elective	6	0	6
	<u>12</u>	<u>10</u>	<u>16</u>

\*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. TPD 803 may be taken with the consent of the instructor.

NOTE: Course electives should be carefully chosen with faculty advisement each semester.



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

# **SECTION SEVEN**

## **SOCIAL SCIENCE DIVISION**

**Anthropology**

**Religion**

**Government**

**Social Science**

**History**

**Social Work**

**Psychology**

**Sociology**

## **HUMANITIES DIVISION**

**Art**

**Music**

**Humanities**

**Philosophy**

**Theatre**



## THE SOCIAL SCIENCE DIVISION

The Social Science Division at Eastfield College offers courses in Anthropology, Religion, History, Government, Psychology, and Sociology. Courses in all of these areas are the same as courses offered at the freshman and sophomore levels at universities. They can be transferred to universities by students who want to pursue a bachelor's degree.

In addition to these transfer courses, the Social Science Division offers an occupational program in Social Work. This program requires two years of study and includes on-the-job training.

### ANTHROPOLOGY

The Social Science Division offers a selection of five anthropology courses covering the major subdivisions of the field: Archaeology of Mexico, American Indian Cultures, Human Evolution, Introduction to Cultural Anthropology, and Survey of World Archaeology are taught, and a variety of excursions and field experiences are scheduled throughout the semester.

Special directed studies courses (individual study) are available, on a competitive basis, to students who wish to pursue a particular subject in depth.

Emphasis is placed upon preparing the student for more advanced work including theory and research. Eastfield anthropology transfers enjoy excellent ratings in colleges and universities throughout the southwestern U.S.

## HISTORY

History courses at Eastfield offer each student the opportunity to approach history from an interpretive direction. Such a method examines the traditional, political, economic, social, and presentist views; all of which allow each individual to utilize history as a "tool" to focus the present. This flexible approach to history has proven popular and beneficial to students in whatever profession they have chosen.



## GOVERNMENT

One focus of the government classes is active involvement in the different areas of government. Aside from class lecture, discussion, etc., generally found in the classroom, the students are urged and sometimes required to take an active part. This includes campaigning for their choice of candidates and various field trips to local county agencies and to Austin during the legislative session. Accent is on learning through doing.

## PSYCHOLOGY

The primary focus of psychology courses is on the study of individual behavior. How human beings behave, feel, think, adjust, and how they relate to each other are topics considered in the various courses.

## RELIGION

The Social Science Division also offers courses in the academic study of religion. One course concentrates on religion in America, another on world religions such as Hinduism, Buddhism, and Judaism, and a third course on contemporary religious issues. Religious studies at Eastfield are non-sectarian in nature. They involve field trips and guest speakers. These courses will transfer to all accredited universities in the state, fulfilling requirements at many.



## SOCIOLOGY

A variety of courses exist in sociology that give students the opportunity to study beyond basic introductory matters. Such courses include study in marriage and the family, research methods, social work, American minorities, social problems, and social psychology.

The Social Work Associate Program develops 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.

### 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.
<i>Fall Semester</i>			
Eng 101—Composition and Expository Reading	3	0	3
Psy 105—Introduction to Psychology	3	0	3
Soc 101—Introduction to Sociology	3	0	3
HS 131—Orientation to Human Services	3	0	3
*Elective	3	0	3
	<hr/> 15	<hr/> 0	<hr/> 15

<i>Spring Semester</i>			
Eng 102—Composition and Literature	3	0	3
Psy 201—Developmental Psychology	3	0	3
Soc 102—Social Problems	3	0	3
Soc 206—Introduction to Social Work	3	0	3
*Elective	3	0	3
	<hr/> 15	<hr/> 0	<hr/> 15

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
Soc 203—Marriage and Family	3	0	3
Psy 205—Psychology of Personality	3	0	3
HS 233—Counseling for the Paraprofessional	3	0	3
HS 803—Work Experience	1	15	3
HS 244—Work Experience Seminar	3	0	3
	<hr/> 13	<hr/> 15	<hr/> 15

<i>Spring Semester</i>			
Soc 204—American Minorities	3	0	3
HS 235—Introduction to Mental Health	3	0	3
HS 813—Work Experience	1	15	3
HS 245—Work Experience Seminar	3	0	3
*Elective	3	0	3
	<hr/> 13	<hr/> 15	<hr/> 15

\*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.

## THE HUMANITIES DIVISION AT EASTFIELD COLLEGE

The Humanities Division at Eastfield College offers courses in Art, Humanities, Music, Philosophy and Theatre. All courses are designed to parallel comparable courses at the Freshman and Sophomore levels at area universities in order to facilitate the smoothest possible transfer from Eastfield to upper division level study. These courses are available not only to people who wish to pursue a bachelors degree but to those who wish to become involved in the Arts for their own personal enjoyment and fulfillment.

Due to Eastfield's belief that education occurs in many different settings, the Humanities Division also sponsors numerous art shows, concerts, recitals, theatre productions and guest speakers or performers.

The excellent facilities at Eastfield College include four large art studios, an Art Gallery, rehearsal rooms, an electronic piano lab, a music listening lab, music practice rooms and a 500 seat Performance Hall where approximately 100 plays, concerts and recitals are staged each year.

Recitals and concerts are presented every Wednesday at 12:30 p.m. in the Performance Hall. Visiting artists, faculty, and students present free-of-charge performances open to the public as well as Eastfield students and staff.

Non-majors in the disciplines of music and theatre can participate in several extra-curricular programs under the Humanities Division. Participation is determined by audition and acceptance by the program director.

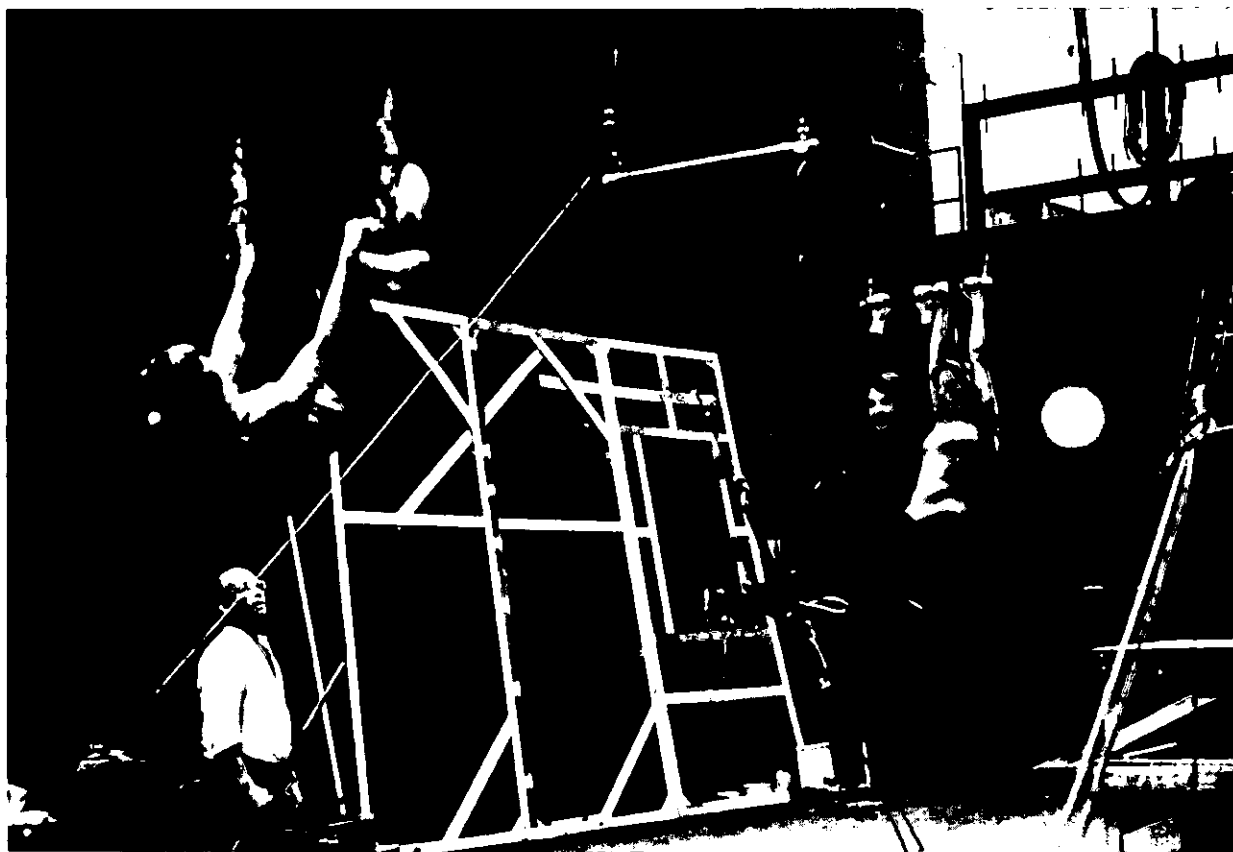
*The Eastfield College Choir* is a vocal music ensemble geared for the preparation and presentation of the finest choral music from all periods. The group appears before area high schools, colleges, service organizations and churches.

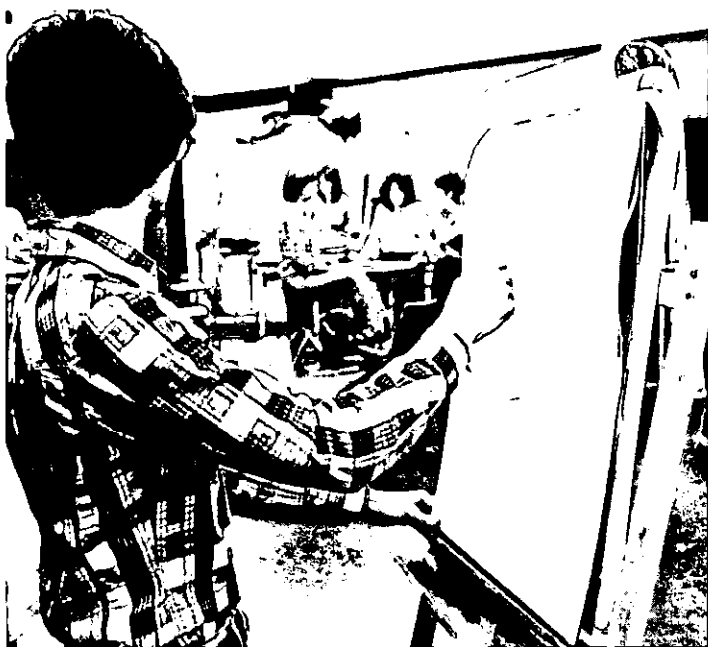
*The Eastfield Chamber Ensemble* studies and performs music ranging from 14th and 15th Century folk songs and madrigals to contemporary folk songs.

*The Eastfield Jazz Ensemble* specializes in the jazz/rock oriented styles of the 1960's and 1970's. Instruments in the Jazz Ensemble include sax, clarinet, trumpet, trombone, piano, bass, guitar, and drums. The Jazz Ensemble performs on-campus as well as at local events and before area organizations and schools.

*The Eastfield Concert Band* presents traditional, contemporary, and commissioned works in a formal concert setting. Performances are on-campus and before area educational institutions. All instrumental music majors are required to participate in the Concert Band.

*Theatre* at Eastfield College means active participation in acting and stagecraft, including design, lighting, set construction, and management. Major productions are presented each semester. The Performance Hall is well-equipped to provide entertainment for the audience and a learning situation for students interested in theatre arts.





## ART

Eastfield College offers a full range of courses to give the student a diverse and in-depth study of art in its many manifestations.

In the freshman courses, the student begins with a basic introduction to art with Art Appreciation. This course attempts to develop aesthetic awareness through coverage of the theoretical, cultural, and historical aspects of the visual arts. Following this, the college offers two courses in art history, giving the student an overall look at the sequence of art from the pre-historic period through the modern day.

Design courses are also offered, outlining the basic concepts of design in both two-dimensional and three-dimensional materials.

As a part of the art curriculum, Eastfield also provides two courses in creative photography, the first dealing with black and white processing and the second with color.

Four drawing courses give the creative individual a basic background in drawing and its place as a part of the media.

Painting and sculpture and jewelry also hold an important place in Eastfield's humanities emphasis, with courses offered in each field. For those interested in ceramics, whether as an outlet for self-fulfillment or a serious career endeavor, the humanities program provides two courses, beginning with an elementary look at the building of pottery forms and progressing through advanced problems in creation of ceramic ware.

Throughout the program and curriculum, the Eastfield art department offers a comprehensive study of art and its many avenues of expression.

The Eastfield College Gallery offers 12 to 14 exhibitions each year of area professional and graduate artists' work. Since these artists have little opportunity to exhibit in the area and the community has not been able to see a wide variety of contemporary styles and media, the gallery tries to fulfill both of these needs. The student is given the opportunity to see ceramics, photography, painting, sculpture, prints, weaving, and jewelry as well as group shows environments, and installations.

We feel that this, combined with area museum shows and commercial galleries, will expose the student to a wide range of historical and modern art with emphasis on art produced in the community.

A seminar course is offered in conjunction with the gallery. Monday noon hour is set aside for exhibiting artists to meet and discuss their work with the students in an informal atmosphere. The students also meet critics, historians, and collectors, and help choose artists work for upcoming exhibitions.



## APPLIED MUSIC

Applied music at Eastfield College is taught by a well qualified staff of musicians, all of whom are professional performers. Included are several members of the Dallas Symphony Orchestra.

Applied music is offered in the following areas:

All Band and orchestral instruments	Classical Guitar
Piano	Jazz Guitar
Organ	Electric Bass
Voice	Jazz Drum Set

## Required Music Courses For Music Majors

### Freshman Year

#### 1st Semester

Theory (Mus 101)  
Applied Music-Major  
Major Ensemble (Concert Band, Choir or Orchestra)  
Piano Class I (Mus. 117)  
Recital (Mus. 199)  
\*Ensemble

#### 2nd Semester

Theory (Mus 102)  
Applied Music-Major  
Major Ensemble  
Piano Class II (Mus 118)  
Recital (Mus 199)

\*Ensemble

### Sophomore Year

#### 1st Semester

Theory (Mus 201)  
Applied Music-Major  
Major Ensemble  
Piano (private lessons)  
Music Literature (Mus. 110)  
Recital (Mus 199)  
\*Ensemble

#### 2nd Semester

Theory (Mus 202)  
Applied Music-Major  
Major Ensemble  
Piano (private lessons)  
Music Literature (Mus 111)  
Recital (Mus 199)  
\*Ensemble

\*Other ensembles at Eastfield College include:

Jazz Vocal Ensemble	(Mus 156)
Woodwind Ensemble	(Mus 171)
Brass Ensemble	(Mus 172)
Percussion Ensemble	(Mus 173)
Stage Band	(Mus 185)
String Ensemble	(Mus 175)

Other courses available to Music Students include:

Composition	(Mus 203)
Diction for Singers	(Mus 105, 106, 107)
Foundations in Music	(Mus 113, 114.) (May be required before taking Theory courses, depending on the level of prior training.)
Guitar Class	(Mus 119, 120)
Voice Class	(Mus 151, 152)
Guitar Pedagogy	(Mus 204)
Guitar Literature & Materials	(Mus 112)
Guitar Ensemble	(Mus 103)
Jazz Improvisation	(Mus 115)

## Suggested Music Courses for Guitar Emphasis

Lec. Hrs. Lab. Hrs. Cr. Hrs.

### Fall Semester

Mus 101—Freshman Theory	3	3	4
Mus 240—Applied Music (Guitar)	1	0	2
Mus 117—Piano Class I	0	2	1
Mus 199—Recital	0	2	1
Mus 103—Guitar Ensemble	0	3	1

### Spring Semester

Mus 102—Freshman Theory	3	3	4
Mus 240—Applied Music (Guitar)	1	0	2
Mus 118—Piano Class II	0	2	1
Mus 199—Recital	0	2	1

### Fall Semester

Mus 201—Sophomore Theory	3	3	4
Mus 240—Applied Music (Guitar)	1	0	2
Mus 110—Music Literature	3	0	3
Mus 199—Recital	0	2	1
Mus 112—Guitar Literature and Materials	3	0	3
Mus 103—Guitar Ensemble	0	3	1

### Spring Semester

Mus 202—Sophomore Theory	3	3	4
Mus 240—Applied Music (Guitar)	1	0	2
Mus 204—Guitar Pedagogy	2	0	2
Mus 121—Applied Music (Piano)	1	0	1
Mus 111—Music Literature	3	0	3
Mus 199—Recital	0	2	1

The Music Department at Eastfield sponsors a Festival of Twentieth Century Music in the Spring each year. The Festival includes Eastfield music students, local professional musicians plus composers and performers of national or international acclaim.

Among the people who have been a part of the Festival are:

David Ward-Steinman—Composer  
Lorin Hollander — Pianist  
John Cage — Composer  
Luciano Berio — Composer  
Gunther Schuller — Composer  
Merrill Ellis — Composer  
Natalie Hinderas — Pianist  
Vincent Persichetti — Composer  
Robert X. Rodriguez — Composer  
Thad Jones/Mel Lewis Band  
Adolfo Odnoposoff — Cellist  
Don Ellis — Jazz Trumpet  
Bill Watrous — Jazz Trombone  
Frank Rosolino — Jazz Trombone  
Morton Subotnick — Composer  
Buddy Rich — Drummer  
Robert Guthrie — Guitarist  
James Mathis — Pianist



## HUMANITIES

Integrated into Eastfield College's humanities emphasis is a basic course in the study of humanities. The purpose of this course, in essence, is to enlarge awareness and increase understanding of not only the nature of man but the values of human life. This is accomplished through a thorough examination of man's creative achievements. The course studies interrelated examples of achievements in differing fields and their importance to each other.

The humanities course offers a rudimentary groundwork for study in depth of many fields of creative endeavor. The student may choose from three instructional modes — self-paced, telecourse, and traditional classroom.

## PHILOSOPHY

Philosophy courses seek to respond to students' need (1) to integrate their several learning pursuits, or (2) to put order among their basic questions and insights on life, or (3) at least to reflect critically on and evaluate their primary endeavor in or out of school.

Philosophy courses at Eastfield transfer to the university level towards a major or a minor in philosophy, or as supportive of majors in psychology, sociology, literature, English, history, art, etc., or as an elective.

## THEATRE

The theatre community at Eastfield College is exciting. The hustle in the shop, back stage, and on stage is distinctive, definitely theatrical, and is unique among programs on campus. The theatre program is designed to offer students:

- A place to create theatre.

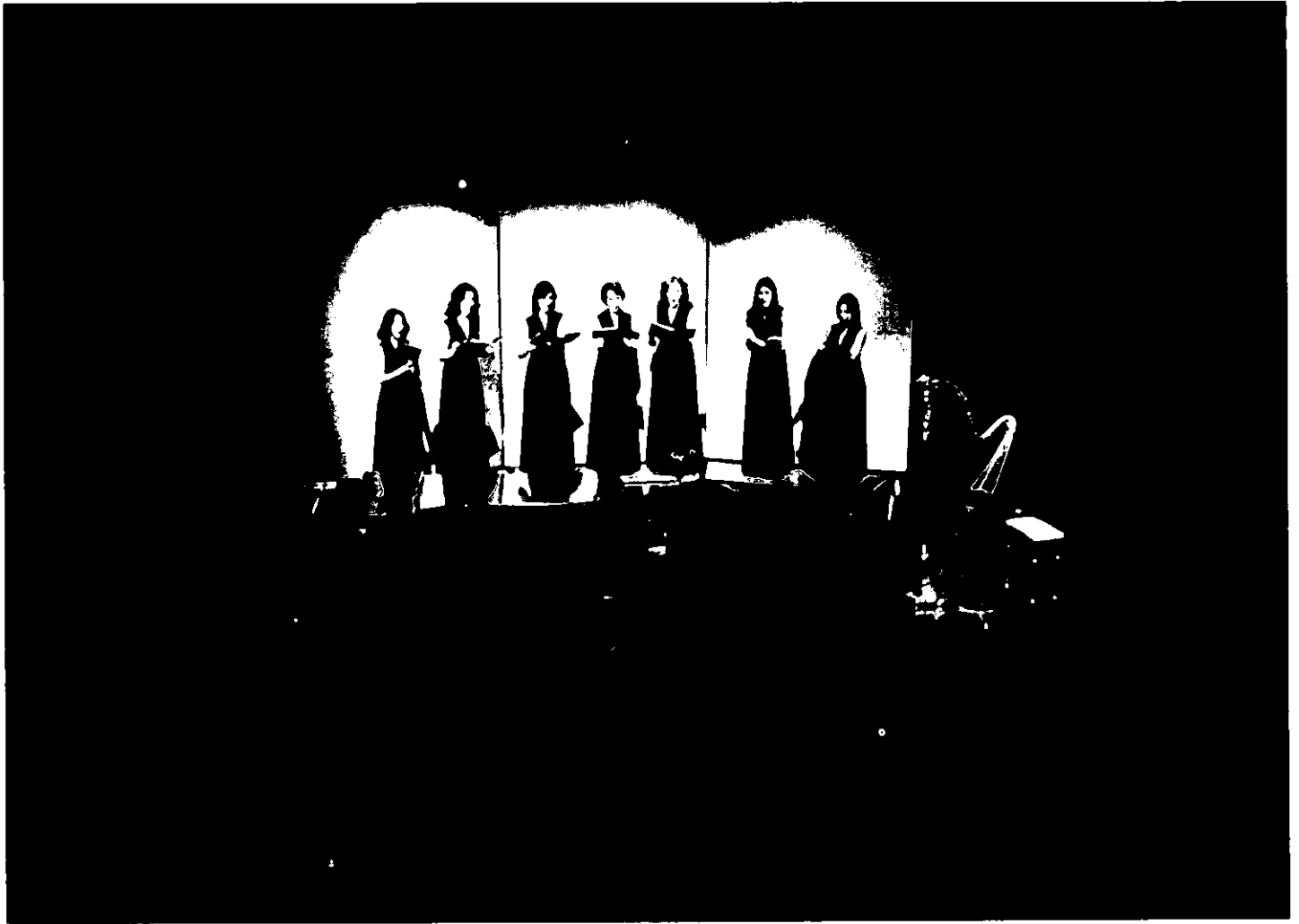
- An opportunity for self-expression through the theatre arts.

- A chance to work under varying degrees of guidance and control.

- A production program which seeks to promote theatre as a significant element in the lives of persons in the community.







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

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# **SECTION EIGHT**

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## **MATHEMATICS AND ENGINEERING DIVISION**

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**Air Conditioning &  
Refrigeration**

**Engineering**

**Digital Electronics**

**Graphic Arts**

**Drafting**

**Mathematics**

**EASTFIELD COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION.**

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

## THE MATHEMATICS AND ENGINEERING DIVISION

This division conducts instructional activities needed by students of both university-parallel and technical-occupational programs. We are proud of the achievements of our students and faculty, of our facilities and laboratory equipment, of our learning environment and our relations with the business, civic and educational community. Excellent opportunities for students to select and to advance toward complementary personal and academic goals are provided.

### DEGREES and CERTIFICATES OFFERED

Eastfield College offers two degrees each in recognition of completion of specific requirements which amount to about two years of full-time academic work. Students should refer both to the general statement of degree requirements in Section One of the Eastfield College Bulletin and to the descriptions of particular programs of interest which follow. The Associate in Arts and Sciences Degree is offered with university-parallel programs. The Associate in Applied Arts and Sciences is offered with technical-occupational programs. Certificates are offered with certain technical-occupational programs which amount to about one year of academic work.

### UNIVERSITY-PARALLEL PROGRAMS

With a reasonable core of required courses and a large segment of elective courses, the Associate in Arts and Sciences Degree provides recognition to community College graduates majoring over a wide range of subjects. Students who do plan to continue studies for bachelor and higher degrees should look ahead to the degree requirements of those degree granting institutions. Careful selection of elective courses of the associate degree may allow credits earned to satisfy degree requirements for a selected bachelor degree.



## ENGINEERING

This program is designed to offer two years of college education in engineering. It is recommended that students earn an Associate in Arts and Sciences Degree with this program. Branches of engineering such as aerospace, chemical, civil, electrical and mechanical engineering share a common trunk of education at the freshman and sophomore levels. Following this program, most of our students continue their studies for their bachelor degree which would be their first degree in engineering at a university of their choice. Many of our students combine work with their studies finding jobs with engineering activities in the Dallas area. State law provides for registration of professional engineers who apply and who meet the standards. Good character and interest in the community are essential for those entrusted to engineer systems of materials and energy for public use.

### Preparation To Study Engineering

Engineering curriculum is designed for students who have acquired skills and knowledge in English, mathematics and science. Either advanced placement or courses of extra preparation are available for those who desire it. Students should refer to the sequences of mathematics courses shown below. Those students who have not completed courses in both trigonometry and physics are advised to take EGR 101, Engineering Analysis.

### Typical Engineering Curriculum

	Cr Hrs
Fall Semester	
ELECTIVE — EGR 105 Engineering Design	
Graphics .....	3
ELECTIVE — MTH 121 Analytic Geometry .....	3
CHM 101 General Chemistry .....	4
HST 101 History of the United States .....	3
ENG 101 Composition and Expository Reading .....	3
	16
Spring Semester	Cr Hrs
ELECTIVE — MTH 207 FORTRAN Programming	
with Applications .....	3
ELECTIVE — MTH 126 Introductory Calculus .....	5
CHM 102 General Chemistry .....	4
HST 102 History of the United States .....	3
ENG 102 Composition and Literature .....	3
	18
Fall Semester	Cr Hrs
ELECTIVE — EGR 107 Engineering	
Mechanics I (Statics) .....	3
ELECTIVE — MTH 227 Mathematical	
Analysis I .....	4
ELECTIVE — PHY 201 General Physics .....	4
GVT 201 American Government .....	3
ENG 20X Sophomore English .....	3
ELECTIVE — PE 119 Beginning Tennis .....	1
	18

	Cr Hrs
Spring Semester	
ELECTIVE — EGR 201 Engineering Mechanic II (Dynamics) .....	3
ELECTIVE — MTH 228 Mathematical Analysis II .....	3
ELECTIVE — PHY 202 General Physics .....	4
GVT 202 American Government .....	3
HUM 101 Introduction to Humanities .....	3
ELECTIVE — PE 123 Beginning Swimming .....	1
	17

Each student should consult with the counseling office or with engineering faculty advisors in selecting courses of study.



## MATHEMATICS

Serious study of mathematics can lead to many professions in science, technology and industry of which pure and applied mathematics, computing science, statistics, economics, operations research, and teaching are only a few. To work as a professional mathematician, a Bachelor's Degree is the minimum requirement. Proper course selection will enable one to simultaneously satisfy requirements for the Associate in Arts and Sciences Degree and for two years of academic progress toward a Bachelor's Degree. Opportunities for continuing studies and for employment are excellent in the Dallas area.

### Preparation to Study Mathematics

A desire to study mathematics is most important. Skills and knowledge in English, mathematics and science facilitate the learning of more mathematics. Each student may be placed at the level of his or her advancement. Then the student studies a sequence of mathematical courses to include accomplishment of sophomore mathematical analysis.

## Typical Mathematics Curriculum

	Cr Hrs
Fall Semester	
ELECTIVE — MTH 106 Elementary Functions and Coordinate Geometry .....	5
CHM 101 General Chemistry .....	4
ENG 101 Composition and Expository Reading .....	3
HST 101 History of the United States .....	3
	15

	Cr Hrs
Spring Semester	
ELECTIVE — MTH 126 Introductory Calculus .....	5
CHM 102 General Chemistry .....	4
ENG 102 Composition and Literature .....	3
HST 102 History of the United States .....	3
ELECTIVE — PE 100 Lifetime Sports Activities .....	1
	16

	Cr Hrs
Fall Semester	
ELECTIVE — MTH 227 Mathematical Analysis I .....	4
ELECTIVE — MTH 221 Linear Algebra .....	3
ELECTIVE — MTH 202 Introductory Statistics .....	3
ENG 20X Sophomore English .....	3
GVT 201 American Government .....	3
	16

	Cr Hrs
Spring Semester	
ELECTIVE — MTH 228 Mathematical Analysis II .....	3
ELECTIVE — MTH 230 Differential Equations .....	3
ENG 20X Sophomore English .....	3
GVT 202 American Government .....	3
HUM 101 Introduction to Humanities .....	3
ELECTIVE — PE 119 Beginning Tennis .....	1
	16

Each student should consult with counseling office or with mathematics faculty advisors in selecting courses of study.

## Typical Computing Sciences Curriculum

	Cr Hrs
Fall Semester	
ELECTIVE — MTH 106 Elementary Functions and Coordinate Geometry .....	5
ELECTIVE — MTH 107 Fundamentals of Computing .....	3
ENG 101 Composition and Expository Reading .....	3
HST 101 History of the United States .....	3
ELECTIVE — PE 113 Handball and Raquet ball .....	1
	15

	Cr Hrs
Spring Semester	
ELECTIVE — MTH 126 Introductory Calculus .....	5
ELECTIVE MTH 207 FORTRAN Programming with Applications .....	3
ENG 102 Composition and Literature .....	3
HST 102 History of the United States .....	3
ELECTIVE — PE 118 Beginning Golf .....	1

	15
Fall Semester	Cr Hrs
ELECTIVE — MTH 227 Mathematical Analysis I .....	4
ELECTIVE — MTH 209 Introductory APL Programming .....	3
PHY 201 General Physics .....	4
ENG 20X Sophomore English .....	3
GVT 201 American Government .....	3

	17
Spring Semester	Cr Hrs
ELECTIVE — MTH 228 Mathematical Analysis II .....	3
ELECTIVE — MTH 221 Linear Algebra .....	3
PHY 202 General Physics .....	4
ENG 20X Sophomore English .....	3
GVT 202 American Government .....	3

Each student should consult with counseling office or with mathematics faculty advisors in selecting courses of study.

## TECHNICAL-OCCUPATIONAL PROGRAMS

The Associate in Applied Arts and Sciences Degree or a Certificate is awarded according to the specification of each of the following programs. Designed to prepare students with needed skill and knowledge for entry into industry, these courses are enabling our graduates to enter technical fields with interesting jobs and excellent opportunity for advancement and leadership. Most students are employed before graduation and complete their study programs while working. Many of our students have working experience and are changing to technology. Some are studying to enrich their qualifications for the occupation in which they are employed. Our programs offer extensive laboratory instruction, a schedule of evening offerings of all courses and a faculty experienced and involved with industry. As technology improves, it becomes a greater part of our lives and more important for study.



## 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.
<i>Fall Semester</i>				<i>Spring Semester</i>			
* ACR 101—Principles of Refrigeration	1	4	2	ACR 102—Properties of Air	1	2	2
* ACR 103—Fundamentals of Electricity	2	4	3	ACR 104—Heat Load Analysis	2	2	3
* ACR 105—Unit Air Conditioning Systems	2	4	3	* ACR 106—Summer Air Conditioning Systems	2	4	3
* ACR 107—Domestic Refrigeration	1	2	2	* ACR 108—Winter Air Conditioning Systems	2	4	3
Mth 195—Technical Mathematics	3	0	3				
	<u>9</u>	<u>14</u>	<u>13</u>		<u>7</u>	<u>12</u>	<u>11</u>

<i>Fall Semester</i>			
ACR 201—Refrigeration Loads	2	2	3
ACR 203—Medium Temperature Refrigeration Systems	2	4	3
ACR 205—Low Temperature Refrigeration Systems	1	4	2
ACR 207—Refrigeration Equipment Selection	2	2	3
** Technical Elective	3	0	3
	<u>10</u>	<u>12</u>	<u>14</u>

\*These six courses must be taken as three concurrent pairs of courses.

\*\*Technical electives may be selected from applied science or engineering technologies. Student may enroll in Co-operative Work Experience courses as technical electives on approval by the air conditioning and refrigeration instructor.

## 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. Lab. Cr.  
Hrs. Hrs. Hrs.

### Fall Semester

*ACR 101—Principles of Refrigeration	1	4	2
*ACR 103—Fundamentals of Electricity	2	4	3
*ACR 105—Unit Air Conditioning Systems	2	4	3
*ACR 107—Domestic Refrigeration	1	2	2
Com 131—Applied Composition and Speech or	3	0	3
Eng 101—Composition and Expository Reading			
Dft 182—Technician Drafting	1	3	3
Mth 195—Technical Mathematics	3	0	3
	<u>13</u>	<u>17</u>	<u>18</u>

### Spring Semester

ACR 102—Properties of Air	1	2	2
ACR 104—Heat Load Analysis	2	2	3
*ACR 106—Summer Air Conditioning Systems	2	4	3
*ACR 108—Winter Air Conditioning Systems	2	4	3
Egr 186—Manufacturing Processes	1	2	2
SS 131—American Civilization or	3	0	3
Hst 101—History of the United States			
*These six courses must be taken as three concurrent pairs of courses.	<u>11</u>	<u>12</u>	<u>16</u>

\*\*Technical electives may be selected from applied sciences or engineering technologies. Student may enroll in Co-operative Work Experience courses as technical electives on approval by the air conditioning and refrigeration instructor.

## 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. Lab. Cr.  
Hrs. Hrs. Hrs.

### Fall Semester

Com 131—Applied Composition and Speech or	3	0	3
Eng 101—Composition and Expository Reading			
*Mth 195—Technical Mathematics	3	0	3
**Dft 182—Technician Drafting	1	3	2
ET 190—D. C. Circuits and Electrical Measurements	3	3	4
***Technical Elective			<u>4</u>
			16

### Spring Semester

Com 132—Applied Composition and Speech or	3	0	3
Eng 102—Composition and Literature			
*Mth 196—Technical Mathematics	3	0	3
ET 191—A.C. Circuits	3	3	4
ET 192—Digital Computer Principles	2	2	3
ET 193—Active Devices	3	3	4
	<u>17</u>		

Lec. Lab. Cr.  
Hrs. Hrs. Hrs.

### Fall Semester

ACR 201—Refrigeration Loads	2	2	3
ACR 203—Medium Temperature Refrigeration Systems	2	4	3
ACR 205—Low Temperature Refrigeration Systems	1	4	2
ACR 207—Refrigeration Equipment Selection	2	2	3
Com 132—Applied Composition and Speech or	3	0	3
Eng 102—Composition and Literature			
Bus 131—Bookkeeping I	3	0	3
	<u>13</u>	<u>12</u>	<u>17</u>

### Spring Semester

ACR 202—Advanced Systems	2	4	3
ACR 204—System Testing and Balancing	1	2	2
ACR 206—Air Conditioning System Equipment Selection	2	4	3
ACR 208—Energy Conservation	2	2	3
Psy 131—Human Relations	3	0	3
**Technical Elective	3	0	3
	<u>13</u>	<u>12</u>	<u>17</u>



	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>			
ET 260—Sinusoidal Circuits	3	3	4
ET 261—Pulse and Switching Circuits	3	3	4
ET 263—Digital Computer Theory	3	3	4
***Technical Elective			4
			<hr/> 16

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Spring Semester</b>			
ET 264—Digital Systems	3	3	4
ET 265—Digital Research	1	5	3
ET 266—Computer Applications	3	3	4
ET 267—Microprocessors	3	3	4
			<hr/> 15

\*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 238, ET 268 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.
<b>Fall Semester</b>			
Dft 183—Basic Drafting	2	6	4
Egr 186—Manufacturing Processes	1	2	2
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Reading	3	0	3
Mth 195—Technical Mathematics or Mth 101—College Algebra	3	0	3
SS 131—American Civilization or Hst 101—History of the United States	3	0	3
	<hr/> 12	<hr/> 8	<hr/> 15
<b>Spring Semester</b>			
* Drafting Concentration	2	4-6	3-4
Com 132—Applied Composition and Speech or Eng 102—Composition and Literature	3	0	3
Mth 196—Technical Mathematics or Mth 102—Plane Trigonometry	3	0	3
SS 132—American Civilization or Hst 102—History of the United States	3	0	3
Phy 131—Applied Physics	3	3	4
	<hr/> 14	<hr/> 7-9	<hr/> 16-17

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>			
Dft 135—Reproduction Processes	1	3	2
* Drafting Concentration	2	4-6	3-4
* Drafting Concentration	2	4-6	3-4
Egr 106—Descriptive Geometry	2	4	3
*Technical Elective	3	0	3
	<hr/> 10	<hr/> 15-19	<hr/> 14-16
<b>Spring Semester</b>			
Psy 131—Human Relations	3	0	3
*Drafting Concentration	2	4-6	3-4
**Technical Elective	3	0	3
**Technical Elective	4	0	4
Dft or Art Elective	2	4	3
	<hr/> 14	<hr/> 8-10	<hr/> 16-17



\*To be selected from Dft 136, Dft 184, Dft 185, Dft 230, Dft 231, Dft 232, Dft 234, Dft 235, Dft 236.

\*\*Technical electives may be selected from applied science or engineering technologies. Student may elect to enroll in Cooperative Work Experience courses on approval by instructor.

## Drafting and Design Technology (Co-op Training Program)

This program prepares the student from 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. Successful completion of this program leads to the Associate in Applied Arts and Sciences Degree.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
Egr 186—Manufacturing Processes	1	2	2
Dft 183—Basic Drafting	2	6	4
Egr 106—Descriptive Geometry	2	4	3
Com 131—Applied Composition and Speech	3	0	3
Mth 195—Technical Mathematics	3	0	3
	<hr/>	<hr/>	<hr/>
	11	12	15

<i>Spring Semester</i>			
Dft 704—Work Experience	1	20	4
	<hr/>	<hr/>	<hr/>
	1	20	4

<i>Summer Semester</i>			
Phy 131—Applied Physics	3	3	4
Mth 196—Technical Mathematics	3	0	3
	<hr/>	<hr/>	<hr/>
	6	3	7

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
* Drafting Concentration	2	4-6	3-4
Com 132—Applied Composition and Speech	3	0	3
SS 131—American Civilization	3	0	3
** Technical Elective	4	0	4
	<hr/>	<hr/>	<hr/>
	12	4-6	13-14

<i>Spring Semester</i>			
Dft 804—Work Experience	1	20	4
	<hr/>	<hr/>	<hr/>
	1	20	4

<i>Summer Semester</i>			
* Drafting Concentration	2	4-6	3-4
SS 132—American Civilization	3	0	3
	<hr/>	<hr/>	<hr/>
	5	4-6	6-7

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
Dft 135—Reproduction Processes	1	3	2
* Drafting Concentration	2	4-6	3-4
***Elective	3	3	4
	<hr/>	<hr/>	<hr/>
	6	10-12	9-10

\*To be selected from Dft 136, Dft 184, Dft 185, Dft 230, Dft 231, Dft 232, Dft 234, Dft 235, Dft 236.

\*\*Technical Electives may be selected from applied science or engineering technologies.

\*\*\*Dft 814 may be taken with the consent of the instructor.

## Graphic Arts (Certificate Program)

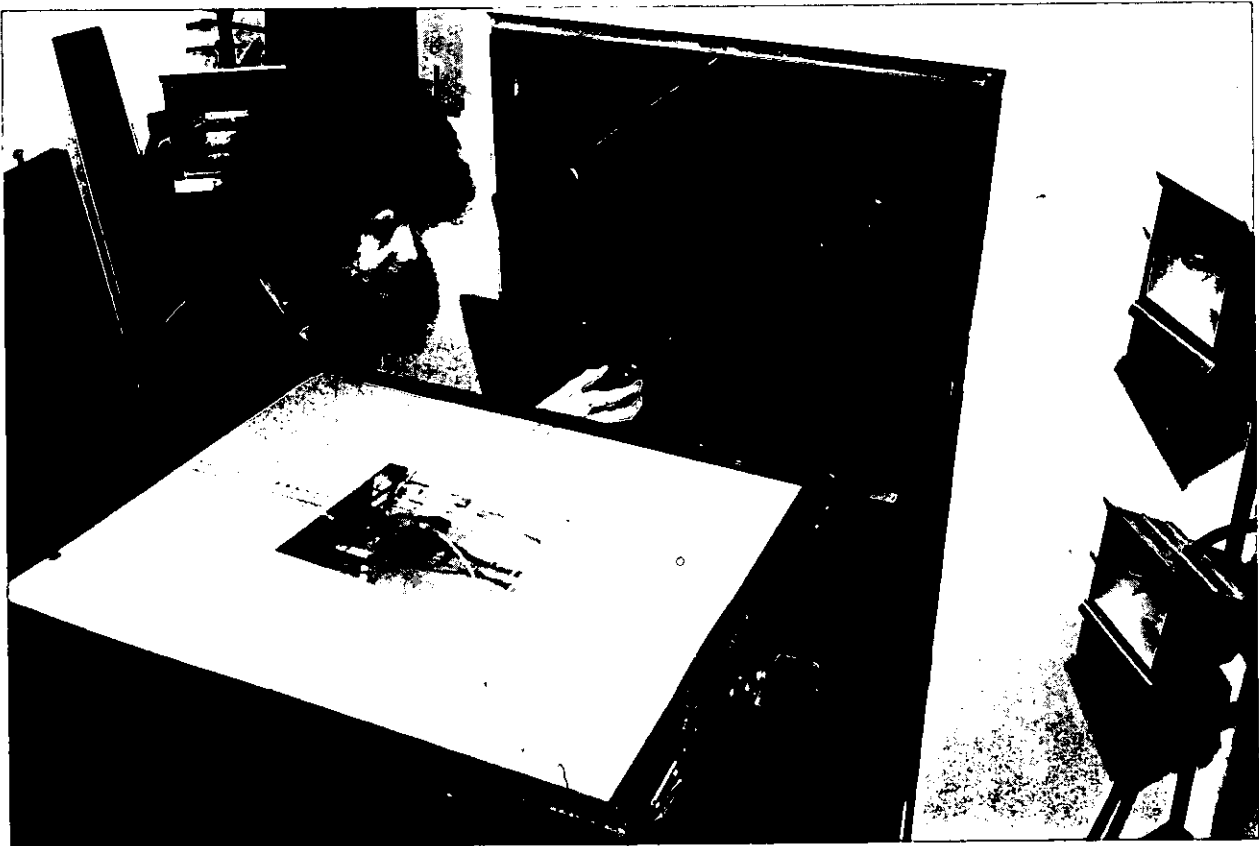
A one-year program providing the student with skill development opportunities in the field of Graphic Arts. Successful completion of this one-year program would prepare a person for employment in a commercial printing firm or in a printing division of a large company.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
GA 131—Graphic Processes	2	4	3
GA 140—Offset Printing I	2	4	3
Com 131—Applied Composition and Speech or	3	0	3
Eng 101—Composition and Expository Reading	3	0	3
Mth 139—Applied Mathematics	3	0	3
Bus 172—Beginning Typing	2	3	3
	<hr/>	<hr/>	<hr/>
	12	11	15

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Spring Semester</i>			
GA 134—Basic Camera Operations	2	4	3
GA 136—Copy Preparation	2	4	3
Com 132—Applied Composition and Speech or	3	0	3
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
	<hr/>	<hr/>	<hr/>
	12	12	15

\*GA 714 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.
<i>Fall Semester</i>			
GA 131—Graphic Processes	2	4	3
GA 140—Offset Printing I	2	4	3
Com 131—Applied Composition and Speech or	3	0	3
Eng 101—Composition and Expository Reading			
Mth 139—Applied Mathematics	3	0	3
Bus 172—Beginning Typing	2	3	3
			15
<i>Spring Semester</i>			
GA 134—Basic Camera Operations	2	4	3
GA 136—Copy Preparation	2	4	3
Com 132—Applied Composition and Speech or	3	0	3
Spe 105—Fundamentals of Public Speaking			
*Psy 131—Human Relations	3	0	3
*Elective—Dft 232 or Pho 110	2	4	3
			15

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
GA 201—Production Techniques	2	4	3
Eco 201—Principles of Economics I	3	0	3
Bus 105—Introduction to Business	3	0	3
Mth 130—Business Mathematics	3	0	3
JN 101—Introduction to Mass Communications	3	0	3
			15
<i>Spring Semester</i>			
GA 202—Production Management	2	4	3
GA 240—Offset Printing II	2	4	3
Bus 131—Bookkeeping I or	3	0	3
Bus 201—Principles of Accounting II			
CS 175—Introduction to Computer Sciences	3	0	3
**Elective			3
			15

\*GA 714 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 814 may be taken with the consent of the instructor.

# **SECTION NINE**

## **PHYSICAL EDUCATION DIVISION**

### **SCIENCE DIVISION**

**Astronomy**

**Ecology**

**Auto Body**

**Geography**

**Automotive Technology**

**Geology**

**Biology**

**Physical Science**

**Chemistry**

**Physics**

**Earth Science**

**Welding**

## THE PHYSICAL EDUCATION DIVISION

The Physical Education Division at Eastfield offers a total program of physical activities and physical education for both P. E. majors and students in all other areas of study. A wide variety of varsity, intramural, and recreational activities are available. Lifetime sports and physical education classes include:

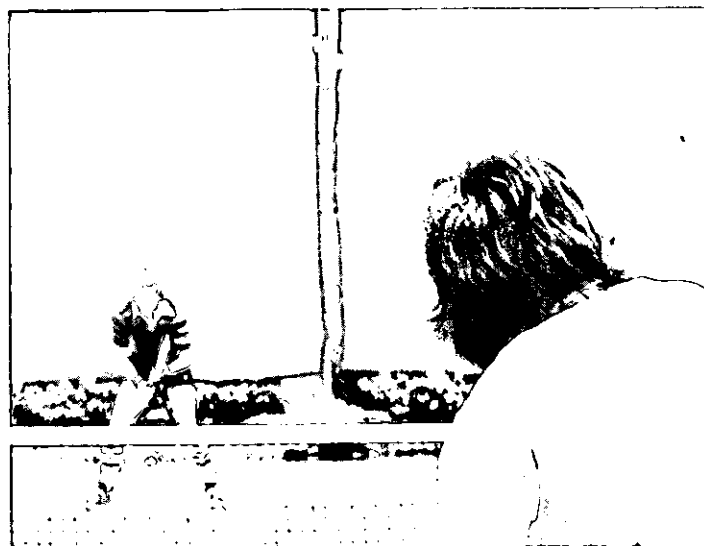
Badminton	Basketball
Bowling	Dance
First Aid	Golf
Handball-Racquetball	Health
Scuba Diving	Tennis
Water Safety Instruction	Physical Fitness Lab
Aquatics	Backpacking
Baseball	Bicycling
Canoeing & Kayaking	Figure Training
Social Recreation	Gymnastics
Archery	Officiating

### INTERCOLLEGIATE VARSITY ATHLETICS — BASEBALL, GOLF, TENNIS, SOCCER, MEN'S BASKETBALL, WOMEN'S BASKETBALL

Eastfield is a member of the Metro Athletic Conference which consists of schools in the Dallas County Community College District and any other institutions accepted by the governing body of the Conference. It is the desire of the department that physical education activities be provided for all students with varsity athletics being offered for those students who are capable of higher competition.

Recruitment regulations 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 an over-emphasis on athletics. Eastfield's aim is to provide the best education possible, with athletics as a part of that total education.



## RULES CONCERNING ELIGIBILITY FOR VARSITY SPORTS

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.

More information regarding rules and standards of the Varsity Athletic Programs may be obtained from the Physical Education Office in the Physical Education Building, telephone 746-3140.

## INTRAMURAL SPORTS

Eastfield's Intramural Sports Program offers every student an opportunity to participate in his or her own favorite recreational sport during leisure time or in a scheduled competitive tournament. Individual sports include archery, cross country, gymnastics, and handball. Team sports include flag football, three on three basketball, co-ed volleyball, five on five basketball, softball, and soccer.

Students who wish to participate in an intramural sport should go to the Intramural Office, P-204, receive a set of rules and a roster, and form a team.



## THE SCIENCE DIVISION

The science division offers courses in the natural sciences. Basically, these are:

Biology

Chemistry

Geology (including Earth Science and Geography)

Physics (including Astronomy)

(A course, Physical Science, is also offered which covers Chemistry, Physics, and Earth Science.)

The science division offers courses for non-science majors and programs for science majors. To receive an Associate's Degree in Arts and Sciences from Eastfield College, eight credits hours of laboratory science are required. Ordinarily, non-science majors will choose from the following laboratory sciences:

Astronomy 101-102 (including the Astronomy lab)

Biology 115-116

Chemistry 115-116

Geology 101-102

Physical Science 118-119 (Earth Science 117, a television course, is essentially the same as Physical Science 119)

Physics 115-116

(Geography 101-102 is required by many institutions but has no laboratory)

Science majors will take courses as follows:

**Medicine, Veterinary Medicine, Dentistry**

Chemistry 101, 102, 201, 202, 203\*

Biology 101, 102, 211\*, 216, 221, 222

Physics 111, 112

### Science, Engineering, Mathematics

Chemistry 101, 102, 203\*

\*\*Physics 201, 202, 203\*

Biology 101, 102

Geology 101\*, 102\*

In addition, for:

Biology — Biology 203, 211, 216, 217\*, 221, 222,

Chemistry 201, 202

Chemistry, Chemical Engineering — Chemistry 201, 202, 205

Geology — Geology 101, 102, (202 optional, but highly recommended)

Technical-Occupational programs require:

Physics 131

\*Indicates that course selection is optional

\*\*Some Geology and Biology substitute Physics 111, 112



## Auto Body Technology (2-year Program)

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.
<b>Fall Semester</b>			
AB 101—Basic Metal Principles	2	4	3
AB 102—Basic Paint Principles	2	4	3
AB 103—Practical Application of Basic Metal and Paint Principles	2	5	4
WE 101—Basic Welding and Cutting Practices	1	5	3
Com 131—Applied Composition and Speech	3	0	3
	<u>10</u>	<u>18</u>	<u>16</u>

<b>Spring Semester</b>			
AB 104—Minor Metal Repair	2	4	3
AB 105—Minor Paint Repair	2	4	3
AB 106—Practical Application of Minor Metal and Paint Repair	2	5	4
Mth 139—Applied Mathematics	3	0	3
Psy 131—Human Relations	3	0	3
	<u>12</u>	<u>13</u>	<u>16</u>

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<b>Fall Semester</b>			
AB 241—Major Paint Repair	2	4	3
AB 242—Major Panel Replacement	2	4	3
AB 243—Advanced Application of Auto Body Repair Methods	2	5	4
SS 131—American Civilization or Hst 101—History of the United States	3	0	3
Phy 131—Applied Physics	3	3	4
	<u>12</u>	<u>16</u>	<u>17</u>

<b>Spring Semester</b>			
AB 244—Major Collision and Frame Repair	2	4	3
AB 236—Auto Body Practicum	2	5	4
AB 235—Estimating	3	0	3
AB 139—Automobile Service Business Operations	3	0	3
	<u>10</u>	<u>9</u>	<u>13</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.

## Auto Body Technology (Certificate Program)

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

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
AB 101—Basic Metal Principles	2	4	3
AB 102—Basic Paint Principles	2	4	3
AB 103—Practical Application of Basic Metal and Paint Principles	2	5	4
AB 104—Minor Metal Repair	2	4	3
AB 105—Minor Paint Repair	2	4	3
AB 106—Practical Application of Minor Metal and Paint Repair	2	5	4
AB 241—Major Paint Repair	2	4	3
AB 242—Major Panel Replacement	2	4	3
AB 243—Advanced Application of Auto Body Repair Methods	2	5	4
AB 244—Major Collision and Frame Repair	2	4	3
AB 236—Auto Body Practicum	2	5	4
AB 235—Estimating	3	0	3
	<u>25</u>	<u>48</u>	<u>40</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 (2-year Program)

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.
<i>Fall Semester</i>			
AT 101—Auto Shop Practice	2	4	3
AT 102—Engine and Ignition System Operation	2	4	3
AT 103—Fuel and Emission Control Systems	2	5	4
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Writing	3	0	3
WE 101—Basic Welding and Cutting Practices	1	5	3
			<hr/> 16

<i>Spring Semester</i>			
AT 104—Auto Electrical Systems	2	4	3
AT 105—Auto Engines I	2	4	3
AT 106—Auto Engines II	2	5	4
SS 131—American Civilization or Hst 101—History of the United States	3	0	3
Mth 195—Technical Mathematics	3	0	3
			<hr/> 16

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
AT 290—Auto Power Train	2	4	3
AT 291—Automatic Transmissions I	2	4	3
AT 292—Automatic Transmissions II	2	5	4
Phy 131—Applied Physics	3	3	4
*Approved Elective			3
			<hr/> 17

<i>Spring Semester</i>			
AT 293—Auto Suspension	2	4	3
AT 294—Auto Brakes	2	5	4
AT 295—Auto Air Conditioning	2	4	3
AT 813—Cooperative Work Experience or *Approved Elective			3
			<hr/> 13

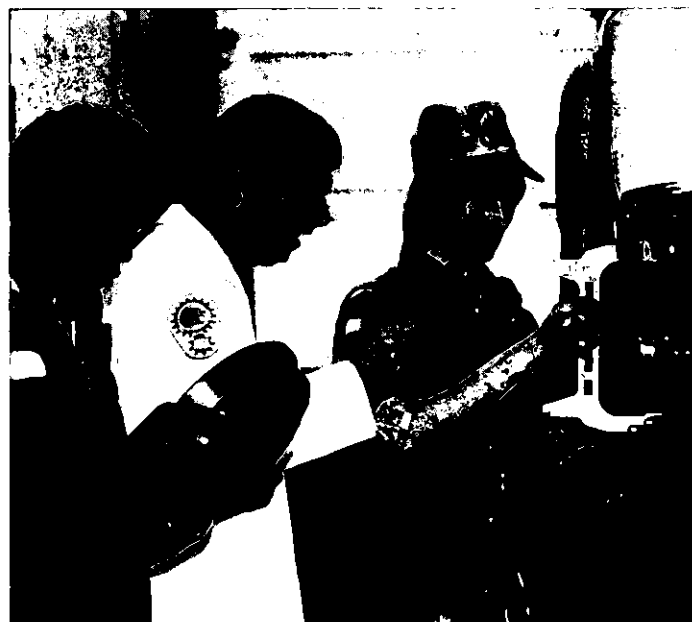
\*Suggested electives: Psy 131, Mth 115, Bus 131, Bus 132, Gvt 201, Gvt 202, Hst 102, Eng 102, Spe 105, AT 803, Egr 186, ET 190.

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 (Certificate Program)

The purpose of this program is to train students for entry-level positions as automotive mechanics. A certificate is issued upon successful completion of the program.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
AT 102—Engine and Ignition System Operation	2	4	3
AT 103—Fuel and Emission Control System	2	5	4
AT 290—Auto Power Train	2	4	3
AT 291—Automatic Transmissions I	2	4	3
AT 292—Automatic Transmissions II	2	5	4
AT 105—Auto Engines I	2	4	3
AT 106—Auto Engines II	2	5	4
AT 293—Auto Suspension	2	4	3
AT 294—Auto Brakes	2	5	4
AT 104—Auto Electrical Systems	2	4	3
AT 295—Auto Air Conditioning	2	4	3
AT 101—Auto Shop Practice	2	4	3
	<hr/> 24	<hr/> 52	<hr/> 40



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.

## Welding Technology (2-year Program)

The Welding Technology Program is designed to give the student experience in the skills and technical areas as well as academic background to broaden his employability in the welding field. Emphasis is placed on oxyfuel and arc welding plus many other specialized welding applications.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
WE 102—Oxyfuel Welding and Cutting	1	5	3
WE 103—Introduction to Shielded Metal Arc Welding—Plate	1	5	3
WE 104—Introduction to Shielded Metal Arc Welding—Pipe	1	5	3
Mth 195—Technical Mathematics	3	0	3
Dft 182—Technician Drafting	1	3	2
			<hr/> 14

<i>Spring Semester</i>			
WE 105—Advanced Shielded Metal Arc Welding—Plate and Pipe	2	4	3
WE 130—Pattern Layout	2	3	3
Com 131—Applied Composition and Speech	3	0	3
SS 131—American Civilization	3	0	3
*Approved Elective or WE 703—Cooperative Work Experience	3	0	3
			<hr/> 15

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>			
WE 201—Gas Metal Arc Welding— Plate and Pipe	2	4	3
WE 202—Gas Tungsten Arc Welding— Plate and Pipe	2	4	3
Phy 131—Applied Physics	3	3	4
Psy 131—Human Relations	3	0	3
*Elective			3
			<hr/> 16

<i>Spring Semester</i>			
WE 203—Advanced Gas Tungsten Arc Welding—Plate and Pipe	2	4	3
WE 204—Advanced Gas Metal Arc Welding—Plate and Pipe	2	4	3
WE 150—Basic Welding Metallurgy	3	0	3
Egr 186—Manufacturing Processes	1	2	2
ET 235—Fundamentals of Electricity	3	3	4
			<hr/> 15

\*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.

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 first week of classes.





## Welding Technician (Certificate Program)

The Welding Technician Program is designed so that the student can develop the necessary manual skills and technical knowledge required to enter the welding profession. Emphasis is placed on oxyfuel and arc welding plus many other specialized welding applications.

	Lec. Hrs.	Lab. Hrs.	Cr. Hrs.		Lec. Hrs.	Lab. Hrs.	Cr. Hrs.
<i>Fall Semester</i>				<i>Spring Semester</i>			
WE 102—Oxyfuel Welding and Cutting	1	5	3	WE 105—Advanced Shielded Metal Arc Welding— Plate and Pipe	2	4	3
WE 103—Introduction to Shielded Metal Arc Welding—Plate	1	5	3	WE 130—Pattern Layout	2	3	3
WE 104—Introduction to Shielded Metal Arc Welding—Pipe	1	5	3	WE 203—Advanced Gas Tungsten Arc Welding—Plate and Pipe	2	4	3
WE 201—Gas Metal Arc Welding— Plate and Pipe	2	4	3	WE 204—Advanced Gas Metal Arc Welding—Plate and Pipe	2	4	3
WE 202—Gas Tungsten Arc Welding— Plate and Pipe	2	4	3	WE 150—Basic Welding Metallurgy	3	0	3
	<hr/>	<hr/>	<hr/>		<hr/>	<hr/>	<hr/>
	7	23	15		11	15	15

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.

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

# **SECTION TEN**

## **COURSE DESCRIPTIONS**

**Air Conditioning &  
Refrigeration**

**Anthropology**

**Art**

**Astronomy**

**Auto Body**

**Automotive Technology**

**Biology**

**Business**

**Chemistry**

**Child Development**

**Communications**

**Computing Sciences**

**Cooperative Work  
Experience**

**Developmental  
Mathematics**

**Developmental Reading**

**Developmental Writing**

**Directed Studies**

**Drafting**

**Earth Science**

**Ecology**

**Economics**

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

## 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 101 2 Cr.

Principles of (1 Lec., 4 Lab.)  
Refrigeration

This introductory course presents air conditioning and refrigeration terminology, heat and energy concepts, basic system components and operating characteristics, and installation procedures. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 102 2 Cr.

Properties of Air (1 Lec., 2 Lab.)

Prerequisites: Air Conditioning and Refrigeration 101 and Mathematics 195. A study of the thermodynamic properties of air is followed by applications to evaporative cooling, ventilation, humidity control, environmental conditions affecting human comfort, health and industrial processes. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 103 3 Cr.

Fundamentals of (2 lec., 4 Lab.)  
Electricity

Starting with basic wiring, wiring diagrams and symbols, this course includes electrical concepts of electron flow, resistance, voltage, current, power, construction and use of meters. Relation of electrical components to diagrams with applications to control circuits are emphasized. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 104 3 Cr.

Heat Load (2 Lec., 2 Lab.)  
Analysis

Prerequisites: Air Conditioning and Refrigeration 101 and Mathematics 195. This course is designed to give the student understanding of methods and proce-

dures for conducting residential and small commercial load heating and cooling surveys, to include reductions in equipment load for energy conservation and operating cost efficiency. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 105 3 Cr.

Unit Air Condi- (2 Lec., 4 Lab.)  
tioning Systems

Prerequisites: Completion or enrollment in Air Conditioning and Refrigeration 101 and 103. This course offers the student fundamental knowledge and skill development required for servicing domestic unit air conditioning systems. Refrigerant charging and evacuation procedures, electric motors and controls, and functional operations of major components are studied. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 106 3 Cr.

Summer Air Con- (2 Lec., 4 Lab.)  
ditioning Systems

Prerequisites: Completion or enrollment in Air Conditioning and Refrigeration 102, 104, and 105. This course develops knowledge and skills necessary for installation, operation, and trouble shooting of central residential and small commercial systems. A familiarization of specific equipment, electric power distribution, and controls are emphasized. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 107 2 Cr.

Domestic (1 Lec., 2 Lab.)  
Refrigeration

Prerequisites: Completion of enrollment in Air Conditioning and Refrigeration 101 and 103. Mechanical and electrical elements of refrigeration with applications to domestic refrigerators, freezers and automatic ice cube makers are studied. Emphasis is on operation, troubleshooting and repair. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 108 3 Cr.

Winter Air (2 Lec., 4 Lab.)

Conditioning Systems

Prerequisites: Completion or enrollment in Air Conditioning and Refrigeration 102, 104, and 105. Knowledge and skills for installing and servicing direct gas fired and electric warm air heating systems are developed. Humidification devices, specific equipment, wiring and controls are studied. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 201 3 Cr.

Refrigeration (2 Lec., 2 Lab.)  
Loads

Prerequisite: Air Conditioning and Refrigeration 106. This course is designed to prepare the student to analyze and to estimate refrigeration loads for medium and low temperature systems. Product storage data and procedures for calculating loads with a variety of products and refrigeration equipment are included. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 202 3 Cr.

Advanced (2 Lec., 4 Lab.)  
Systems

An introduction to large commercial and industrial air conditioning systems, including various basic system designs, equipment used and control systems. Instruction on air handling units, air volume boxes, centrifugal chillers, absorption systems, cooling towers, water treatment, and chilled water systems is included. Laboratory fee required.

### Air Conditioning and

#### Refrigeration 203 3 Cr.

Medium Tem- (2 Lec., 4 Lab.)  
perature Refrigeration Systems

Prerequisite: Completion or enrollment in Air Conditioning and Refrigeration 201. Service and installation procedures for medium temperature equipment as found in food stores, warehouses, distribution centers and processing plants are presented with particular attention to electrical and mechanical features and to defrost sub-systems. Laboratory fee required.

**Air Conditioning and Refrigeration 204** 2 Cr.  
System Testing (1 Lec., 2 Lab.)  
and Balancing

Prerequisite: Completion or enrollment in Air Conditioning and Refrigeration 202. Concepts and procedures for determining the effectiveness and the efficiency of an air conditioning system are studied. System balance, capacity, load requirements and energy consumption are considered. Instruction includes use of test instruments for measurement of air flow, water flow, energy consumption, and recording of temperature; and use of performance data for components of the system. Laboratory fee required.

**Air Conditioning and Refrigeration 205** 2 Cr.  
Low Temperature (1 Lec., 4 Lab.)  
Refrigeration Systems

Prerequisite: Completion or enrollment in Air Conditioning and Refrigeration 201. Service and installation procedures for low temperature equipment as found in food stores, warehouses, distribution centers, and industrial plants are presented with particular attention to electrical and mechanical characteristics and to defrost system requirements. Laboratory fee required.

**Air Conditioning and Refrigeration 206** 3 Cr.  
Air Conditioning (2 Lec., 4 Lab.)  
System Equipment Selection

Prerequisite: Completion or enrollment in Air Conditioning and Refrigeration 202. This course offers methods of choosing by selected criteria the best available equipment to satisfy air conditioning, heating and cooling, load requirements. Consideration is given to system layout, utility service, control schemes, duct sizing and installation of the system. Laboratory fee required.

**Air Conditioning and Refrigeration 207** 3 Cr.  
Refrigeration (2 Lec., 2 Lab.)  
Equipment Selection

Prerequisite: Completion or enrollment in Air Conditioning and Refrigeration 203 or 205. This course offers the student a rational pro-

cedure for selecting equipment or for estimating the capacity of commercial refrigeration systems. Consideration is given to component compatibility and to system continuity, control, balancing, and efficiency. Laboratory fee required.

**Air Conditioning and Refrigeration 208** 3 Cr.  
Energy (2 Lec., 2 Lab.)  
Conservation

Prerequisite: Air Conditioning and Refrigeration 106. The flows of energy in an air conditioning or refrigeration system are studied with an emphasis on the comparison of cost effectiveness and energy savings for the customer over the long term. Using fundamental concepts, practical situations are examined where industry offers a range of equipment or construction designs which use various sources of energy with differing degrees of efficiency. 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 104** 3 Cr.  
American Indian Culture (3 Lec.)

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

**Anthropology 110** 3 Cr.

The Heritage of Mexico (3 Lec.)  
This course (cross-listed as History 110) is taught in two parts each semester. The first segment of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent, and culminating with the arrival of the Spanish in 1519 A.D. Emphasis will be upon Archaic cultures, the Maya, the Toltec, and Aztec empires. The student may register for either History 110 or Anthropology 110, but may receive credit for only one of the two.

**Anthropology 208** 3 Cr.  
Multicultural Studies (3 Lec.)

Prerequisite: Anthropology 101 or consent of instructor. A multicultural approach to the study of modern Texas, with emphasis on African, Anglo and Hispanic cultures. Field experiences and interviews will be interspersed with lecture to provide opportunities for personal contact with various cultural behaviors.

**Anthropology 210** 3 Cr.  
Language, Culture and (3 Lec.)  
Personality

Prerequisite: Anthropology 101 or consent of instructor. A study of interrelated aspects of language, culture and personality. Special consideration is given to intellectual, social and behavioral problems characteristic of multi-lingual, multicultural societies.

**Anthropology 231** 3 Cr.  
Introduction to (3 Lec.)  
Archeology

The anthropological approach to archeology. An introduction to the study of humanity's past. How archeologists retrieve, process, analyze and interpret surviving prehistoric materials. A survey of world prehistory through neolithic times.

**Art 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, illusion of space or mass, texture, value, shape and size in composition. Required of all art and interior design majors. Open to all interested students.

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

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

**Art 114** **3 Cr.**  
Drawing I (2 Lec., 4 Lab.)

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

**Art 115** **3 Cr.**  
Drawing II (2 Lec., 4 Lab.)

Prerequisite: Art 114. Expansion of Drawing I stressing the expressive and conceptual aspects of drawing including the human figure within

a spatial environment. Required of all art majors. Open to others who are interested.

**Art 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 115, sophomore standing and/or permission of the division chairperson. Analytic and expressive drawing of the human figure, stressing study of movement and volume. Laboratory fee required.

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

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

**Art 205** **3 Cr.**  
Painting I (2 Lec., 4 Lab.)

Prerequisites: Art 110, Art 111, Art 115 or permission of the instructor. A studio course stressing fundamental concepts of painting with acrylics and/or oils. Emphasis on painting from still life, models and the imagination.

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

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

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

Prerequisites: Art 110, Art 111, Art 115 or permission of 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.

**Art 228** **3 Cr.**  
 Three (2 Lec., 4 Lab.)  
 Dimensional Design  
 Prerequisites: Art Majors — Art 110, Art 111 and Art 114. Drafting Technology majors — Drafting 183 and Engineering 186. Development of three-dimensional projects in metal, plastic, and wood through the stages of design: idea, sketches, research, working drawing, model and finished product. Emphasis is on function material and aesthetic form. Laboratory fee required.

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

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

**Astronomy 103** **1 Cr.**  
 Astronomy Laboratory I (3 Lab.)  
 Prerequisite: Successful completion of or concurrent enrollment in Astronomy 101. Astronomy Laboratory I gives the student an opportunity to make elementary astronomical observations, using simple equipment, of the motions of celestial objects. Also covered will be elementary navigational techniques, magnitudes of stars, and graphical techniques of

calculating the position of a planet or comet. Laboratory fee required.

**Astronomy 104** **1 Cr.**  
 Astronomy Laboratory II (3 Lab.)  
 Prerequisite: Successful completion of or concurrent enrollment in Astronomy 102. Astronomy Laboratory II gives the student an opportunity to make and use elementary astronomical observations. Topics covered include timekeeping, the various uses of spectra, and the motions of stars and galaxies. This laboratory includes night observations. Laboratory fee required.

**Astronomy 111** **4 Cr.**  
 Fundamentals (3 Lec., 3 Lab.) of Astronomy  
 A descriptive course concerning fundamental aspects of the solar system and the historical development of astronomical ideas. The course includes a study of the celestial sphere, motions on the earth, the moon, planets, and other minor bodies, and with the origin and evolution of the solar system. The laboratory will include outdoor viewing sessions as well as topics on celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee required.

**Astronomy 112** **4 Cr.**  
 General (3 Lec., 3 Lab.)  
 Introductory Astronomy  
 An essentially descriptive course emphasizing fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. The course includes a study of the sun, Milky Way galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions as well as topics on time-keeping, use of spectra, and motions of stars and galaxies. Laboratory fee required.

**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 101** **3 Cr.**  
 Basic Metal (2 Lec., 4 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 102** **3 Cr.**  
 Basic Paint (2 Lec., 4 Lab.)  
 Principles  
 Skills will be developed in the use of sanders and other equipment. minor damage and the various techniques. Laboratory fee required.

**Auto Body 105** **3 Cr.**  
 Practical Application (2 Lec., 5 Lab.) of Basic Metal and Paint Principles  
 Prerequisites: Auto Body 101 and Auto Body 102 or concurrent enrollment in Auto Body 101 and Auto Body 102. The student will consolidate the previously learned skills in auto body repair with emphasis on very minor repairs on in-service automobiles. Laboratory fee required.

**Auto Body 106** **Cr.**  
 Minor Metal Repair (2 Lec., 4 Lab.)  
 A study of body construction along with sheet metal alignment are emphasized. A continued emphasis is placed on plastic application to Auto Body 105. The student will consolidate previously learned or concurrently learned skills in auto body repair with the emphasis on minor repairs on in-service automobiles. Laboratory fee required.

**Auto Body 105** **3 Cr.**  
 Minor Paint Repair (2 Lec., 4 Lab.)  
 The study of paint materials and development of application skills are continued. Laboratory fee required.

**Auto Body 106** **4 Cr.**  
 Practical Application (2 Lec., 5 Lab.) of Minor Metal and Paint Repair  
 Prerequisites: Auto Body 104 and Auto Body 105 or concurrent enrollment in Auto Body 104 and 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 139 3 Cr.**  
 Automobile Service (3 Lec.)  
 Business Operations  
 (Formerly Business 138)  
 A study of basic business principles applicable to managing an automobile service shop. Emphasis is placed on proper management functions, financial planning and analysis and governmental requirements and regulations.

**Auto Body 235 3 Cr.**  
 Estimating (3 Lec.)  
 A detailed study of the procedures of estimating damage on automobiles.

**Auto Body 236 4 Cr.**  
 Auto Body (2 Lec., 5 Lab.)  
 Practicum  
 Prerequisites: Auto Body 101, Auto Body 102, Auto Body 103, Auto Body 104, Auto Body 105, Auto Body 106, Auto Body 241, Auto Body 242, and Auto Body 243. This course is an accelerated course representing industry conditions in which the student will improve speed and skills in one or all facets of the auto body program. Laboratory fee required.

**Auto Body 241 3 Cr.**  
 Major Paint Repair (2 Lec., 4 Lab.)  
 The student will develop painting skills with emphasis on mixing of colors, color matching and texture application. Laboratory fee required.

**Auto Body 242 3 Cr.**  
 Major Panel (2 Lec., 4 Lab.)  
 Replacement  
 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 243 4 Cr.**  
 Advanced Application of Auto Body Repair Methods (2 Lec., 5 Lab.)  
 Prerequisites: Auto Body 241 and Auto Body 242 or concurrent enrollment in Auto Body 241 and Auto Body 242. The student will consolidate previously learned or concurrently learned skills in auto body repair with the emphasis on major repairs of in-service automobiles. Laboratory fee required.

**Auto Body 244 3 Cr.**  
 Major Collision (2 Lec., 4 Lab.)  
 and Frame Repair  
 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 813 3 Cr.**  
 (See Cooperative Work Experience)

**Automotive Technology**  
 An important objective of the Automotive 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 101 3 Cr.**  
 Auto Shop Practice (2 Lec., 4 Lab.)  
 Lecture and/or laboratory experience will be offered on the following topics — shop personnel and pay structures; general shop safety; specifications and manuals; fasteners, types and tools; metric system; batteries; and welding. Laboratory fee required.

**Automotive Technology 102 3 Cr.**  
 Engine and (2 Lec., 4 Lab.)  
 Ignition System Operation  
 Lecture and/or laboratory experiences will be offered on the basic theory and operating principles of the four-cycle automobile engine and ignition system. Testing and repair of these systems are emphasized. Related tools and special equipment are covered. Laboratory fee required.

**Automotive Technology 103 4 Cr.**  
 Fuel and Emission (2 Lec., 5 Lab.)  
 Control Systems  
 Operation and maintenance of the automobile fuel and emission control systems will be covered during the laboratory and lecture periods. Tools and related equipment will also be covered. Laboratory fee required.

**Automotive Technology 104 3 Cr.**  
 Auto Electrical (2 Lec., 4 Lab.)  
 System  
 This course is designed to offer the student the theory and practical application of basic electricity, chassis circuits and basic wiring. Included will be starting systems, lights, alternators and regulators. Tools and equipment will be covered. Laboratory fee required.

**Automotive Technology 105 3 Cr.**  
 Auto Engines I (2 Lec., 4 Lab.)  
 The theory and operation of the automobile internal combustion engine is offered in this course. Engine rebuilding is accomplished with emphasis on proper use of hand tools and equipment. Laboratory fee required.

**Automotive Technology 106 4 Cr.**  
 Auto Engines II (2 Lec., 5 Lab.)  
 Prerequisite: Automotive Technology 105 or concurrent enrollment in Automotive Technology 105. This course is a continuation of Auto Engines I. Engine rebuilding will continue with emphasis on in-service automobile repair. Laboratory fee required.

**Automotive Technology 290 3 Cr.**  
 Auto Power Train (2 Lec., 4 Lab.)  
 The automobile drive train, exclusive of the automotive transmission, is offered through theory and related laboratory experiences. Clutches, standard transmissions, drive lines and differentials are covered. Servicing, overhaul, adjustment, and use of special tools are taught. Laboratory fee required.

**Automotive Technology 291 3 Cr.**  
 Automatic (2 Lec., 4 Lab.)  
 Transmissions I  
 The theory and operation of automatic transmissions will be offered in this course. The rebuilding of automatic transmissions will be accomplished using hand and special tools as required. Laboratory fee required.

**Automotive Technology 292 4 Cr.**  
 Automatic (2 Lec., 5 Lab.)  
 Transmissions II  
 Prerequisite: Automotive Technology 291 or concurrent enrollment in Automotive Technology 291. This course is a continuation of Automatic Transmissions I. Transmission rebuilding will continue with emphasis on in-service automobile repair. Laboratory fee required.

**Automotive Technology 293 3 Cr.**  
 Auto Suspension (2 Lec., 4 Lab.)  
 This unit of instruction includes lecture and laboratory experience in front end alignment, suspension, steering mechanisms and wheel balancing. Use of hand tools and related special equipment are included. Laboratory fee required.

**Automotive Technology 294 4 Cr.**  
Auto Brakes (2 Lec., 5 Lab.)  
Brake theory and operation is offered in this unit. Included are drum and disc type brakes, power boosters and other related brake components. Service, repair and the use of tools and special equipment are covered. Laboratory fee required.

**Automotive Technology 295 3 Cr.**  
Auto Air (2 Lec., 4 Lab.)  
Conditioning  
The principles of operation and servicing of automobile air conditioners are offered including installation and maintenance of compressors, condensers, evaporators and related components. 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 120 4 Cr.**  
Introduction to (3 Lec., 2 Lab.)  
Human Anatomy & Physiology  
The first of a two semester course in human anatomy and physiology serving as a foundation course for present and future specialization for students of A.D. Nursing and Allied Health disciplines; other students interested in the study of structure and function of the human body should consult a counselor. No science background is presupposed. Major topics dealt with include cell structure and function, introductory physiological principles, organization of the body, its tissues, organs, and systems, blood and cardiovascular system, and the respiratory system. Homeostasis is emphasized throughout. Laboratory fee required.

**Biology 121 4 Cr.**  
Introduction to (3 Lec., 2 Lab.)  
Human Anatomy and Physiology  
Prerequisite: Biology 120. The second of a two semester course sequence in human anatomy and physiology. An understanding of the content of Biology 120 or its equivalent is presupposed. Major topics dealt with include the neuromuscular systems, digestive systems, excretory system, and endocrine system. Emphasis toward students of A.D. Nursing and other Allied Health disciplines is continued. 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 terrestrial communities will be studied with reference to basic ecological principles and techniques. Emphasis will be placed upon classification, identification and collection of specimens in the field. Laboratory fee required.

**Biology 221 4 Cr.**  
Anatomy and (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 hu-



man digestive, nervous, respiratory, reproductive and endocrine systems. Emphasis placed on the inter-relationships of these systems. Laboratory fee required.

**Biology 224** **4 Cr.**  
Environmental (3 Lec., 3 Lab.)  
Biology

Prerequisite: 6 hrs. biology. A one semester course dealing with the basic principles and techniques of aquatic and terrestrial communities and how these relate to the problems facing man in a modern technological society. Laboratory fee required.

**Biology 226** **4 Cr.**  
Genetics (3 Lec., 3 Lab.)

Fundamental concepts in genetics to include Mendelian inheritance, recombination genetics, the biochemical theory of genetic material and mutation theory. Plant and animal materials will be used to study population genetics, linkage, gene structure and function and other concepts of heredity. Laboratory fee required.

**Biology 230** **4 Cr.**  
Mammalian (3 Lec., 3 Lab.)  
Physiology

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

**Biology 235** **4 Cr.**  
Comparative (3 Lec., 4 Lab.)

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

**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 (3 Lec.)  
Management

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

**Business 137** **3 Cr.**  
Principles of Retailing (3 Lec.)

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

**Business 143** **3 Cr.**  
Personal Finance (3 Lec.)

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

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

**Business 144** **3 Cr.**  
Introduction to (3 Lec.)  
Transportation

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 (3 Lec.)  
Tariffs

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 (3 Lec.)  
Management

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 Traffic and Transportation.

**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 func-

tions of business as applied to the student's work experiences.

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

**Business 159** 4 Cr.  
Beginning (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.)  
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 174 or concurrent enrollment in Bus 174. Provides an overall picture of word processing and its effect on tradi-

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

**Business 174** 2 Cr.  
Intermediate Typing (1 Lec., 2 Lab.)  
Prerequisite: Credit in Business 172 or one year of typing in high school. Further development of techniques. Emphasis will be placed on problem solving, increasing speed and accuracy in typing business forms, correspondence and manuscripts.

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

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

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

**Business 204** **3 Cr.**  
Managerial Accounting (3 Lec.)  
Prerequisite: Business 202. A study of accounting practices and procedures in providing information for business management. Emphasis is placed on the preparation and internal use of financial statements and budgets, types of accounting 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 202 and Business 201. 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 210** **3 Cr.**  
Small Business (3 Lec.)  
Organization, Acquisition and Finance  
The student will study alternative strategies and procedures for organizing a business, the planning

necessary for establishing a business, evaluation of a business for acquisition purposes, and how to prepare and present a loan proposal.

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

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

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

**Business 233** **3 Cr.**  
Advertising and Sales (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 Business 250. A study of the organizational objectives and management of human resources, including the various approaches to organizational theory as applied to the student's work experiences.

**Business 255** **2 Cr.**  
**Management Seminar:** (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** (3 Lec., 2 Lab.)  
**Shorthand**  
 Prerequisites: Credit in Business 166 or two years of shorthand in high school; credit in Business 174 or two years of typing in high school. Emphasis is on specialized speed building dictation, timed typewritten mailable transcription, additional vocabulary building and extensive production work capabilities. Continued development of this high level skill enables the student to meet the challenges presented in any office situation.

**Business 273** **2 Cr.**  
**Advanced Typing** (1 Lec., 2 Lab.)  
 Prerequisite: Credit in Business 174 or two years of typing in high school. Decision making and timed production of all types of business

material are emphasized. A continuation of skill development and a review of typing techniques are also stressed. This course will demand accuracy at advanced speeds.

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

**Business 280** **3 Cr.**  
**Industrial Management** (3 Lec.)  
 Prerequisite: Business 136. Student should gain an overview of the relationship of industrial functions, including the philosophy and practices of management in general. Attention will be given to the functions of: plant location and layout, process design, equipment selection, methods analysis, work measurement, materials control, production planning and control, quality control, cost control, and industrial relations.

**Business 287** **3 Cr.**  
**Physical Distribution** (3 Lec.)  
**Management I**  
 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** (3 Lec.)  
**Management II**  
 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 (2 Lec., 6 Lab.)  
Analysis  
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 the-

ory. 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, Prenatal through Three  
Fundamental principles which guide the normal growth and development of the child from prenatal through three 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, Four through Nine  
General principles concerning the normal growth and development of the child from four 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  
 Prerequisites: 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  
 Prerequisites: Child Development 135, 137, 140 and 141. 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  
 Prerequisite: Child Development 233. 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 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 239 3 Cr.**  
 Studies in (2 Lec., 2 Lab.)  
 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 240 2 Cr.**  
 Internship (10 Lab.)  
 During this semester internship, the child development student works as a paid or unpaid 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 a 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 or instructor/coordinator approval. These courses consist of a combination of seminars and on-the-job applications of theory and laboratory instruction received in the formal courses of the student's major curricula. The students will

be placed in work-study positions in their technical-occupational fields that will test their skills and abilities to function successfully in their respective occupations. The students' learning in these work internship courses will be guided by sets of learning objectives formulated at the beginning of each semester by the students, their instructors/coordinators and their supervisors at work. The instructors will determine if the learning objectives are valid and will give final approval for credit.

**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, and 091 are valuable skill development courses for English 101. Reading 101 is especially helpful in English 102 and the sophomore level literature courses. See catalogue description in reading for full course content.

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

**Developmental Writing**

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

**Developmental Writing 090 3 Cr.**  
Writing (3 Lec.)  
Developmental Writing 090 emphasizes the diagnosis and correction of deficiencies in basic writing skills. Spelling, grammar, vocabulary improvement and principles of sentence and paragraph structure (as well as experience in organization for composition) are taught in a laboratory utilizing individualized instruction techniques.

**Developmental Writing 091 3 Cr.**  
Writing (3 Lec.)  
Developmental Writing 091 is a sequel to Developmental 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 chairperson and the appropriate vice president. 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, engravings, and others. A special section of the course is a study of the rapidly expanding field of computer graphics. Laboratory work in-

cludes 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 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 architectural 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.)  
Prerequisites: 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 rendering 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 exchanges. Drawing techniques are emphasized in orthographic and isometric projections. Laboratory fee required.

**Drafting 704** **4 Cr.**  
(See Cooperative Work Experience)  
Prerequisite: Drafting 183.

**Drafting 804** **4 Cr.**  
(See Cooperative Work Experience)  
Prerequisite: Drafting 704.

**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 toward the non-science major. Laboratory fee required. (This course is offered on campus and may be offered via television.)

**Ecology 291** **3 Cr.**  
Man and His Environment II (3 Lec.)  
A course designed to increase environmental awareness and knowledge. Areas of study include pollution, erosion, land use, energy resource depletion, overpopulation and 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 on campus and/or 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.

# **SECTION ELEVEN**

## **COURSE DESCRIPTIONS**

**Electronics Technology**

**Engineering**

**English**

**French**

**Geography**

**Geology**

**German**

**Government**

**Graphic Arts**

**History**

**Human Development**

**Humanities**

**Human Services**

**Journalism**

**Mathematics**

**Music**

**Philosophy**

**Physical Education**

**Physical Science**

**Physics**

**Psychology**

**Reading**

**Religion**

**Social Science**

**Sociology**

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

**Electronics 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.

**Electronics 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  
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.

**Electronics 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.

**Electronics Technology 194 3 Cr.**  
Instrumentation (2 Lec., 3 Lab.)  
Prerequisites: 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.

**Electronics Technology 238 4 Cr.**  
Linear Integrated (3 Lec., 3 Lab.)  
Circuits  
Prerequisites: Electronics Technology 190, 191 and 193. Theory and applications of differential amplifiers, operational amplifiers, and integrated circuit timers will be investigated. Comparators, detectors, inverting and non-inverting amplifiers, op amp adders, differentiating and integrating amplifiers, instrumentation amplifiers, digital to analog converters, analog to digital converters, special op amp applications and integrated circuits timers will be discussed. Limitations and specifications of integrated circuits discussed will also be included. Laboratory fee required.

**Electronics 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.

**Electronics 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 harmonic 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 technologies. Multi-vibrator circuits studied are the bistable, monostable and astable types. Laboratory fee required.

**Electronics 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.

**Electronics 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.

**Electronics 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 elec-

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.

**Electronics 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.

**Electronics Technology 267 4 Cr.**  
Microprocessors (3 Lec., 3 Lab.)  
Prerequisite: Electronics Technology 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 268 4 Cr.**  
Advanced (3 Lec., 3 Lab.)  
Microprocessors  
Prerequisite: Electronics Technology 267. Emphasis is on hardware troubleshooting, diagnostic programming, and peripheral interface and control concepts of microprocessors. Laboratory fee required.

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

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

**Electronics 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, nonlinear 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 (1 Lec., 2 Lab.)  
Processes

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 (3 Lec.)  
Strengths of Materials

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 (3 Lec.)  
of Materials

Prerequisites: 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 in-

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

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.

**Engineering 205** **3 Cr.**  
Plane Surveying (2 Lec., 4 Lab.)

Prerequisites: Mathematics 102 or 196 and Engineering 105 or Drafting 183. Principles of surveying instruments, basic measuring procedures, vertical and horizontal control, error analysis, computations, traverse, triangulation, route alignments, centerlines, profiles, introductions to mapping, route surveying and land surveying. Laboratory fee required.

**Engineering 206** **1 Cr.**  
Electrical (3 Lab.)

Engineering Laboratory  
Prerequisite: Engineering 204 or registration therein. The study and use of the cathode ray oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators and bridges. Experiments are per-

formed which demonstrate basic network laws, steady state and transient responses, diode characteristics and applications. Computer simulation is introduced. Laboratory fee required.

**English**

(Also see Developmental Reading and Developmental Writing) Supplementary instruction in writing and reading skills is available through the Crash Lab.

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

**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 Contin-

ental 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 210** **3 Cr.**  
Technical Writing (3 Lec.)

Prerequisite: English 101 and 102; or Communications 131 and 132. Elective course. Introduction to the technical style of writing with emphasis on the writing of technical papers, reports, proposals, progress reports and descriptions.

**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. May be repeated for credit.

**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. May be repeated for credit.

**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, magne-

tism, setting in space, minerals, rocks, structure and geologic processes. Laboratory fee required.

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

**Geology 202** **3 Cr.**  
Introduction to (1 Lec., 3 Lab.)  
Rock and Mineral Identification  
Prerequisites: Geology 101 and Geology 102. This is an introductory course in crystallography, geochemistry, descriptive mineralogy, petrology and phase equilibria. The student will study crystal models and hand specimens in the laboratory as an aid to rock and mineral identification. Laboratory fee required.

**Geology 205** **4 Cr.**  
Field Geology (3 Lec., 3 Lab.)  
Survey of geological features, landforms, rocks, minerals, and fossils in areas of geological interest. Map reading and interpretation will also be included. Emphasis will be placed on identification, classification and collection of specimens in the field. 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. (This course is offered on campus and may be offered via television.)

**Government 205** **3 Cr.**  
Studies in Government (3 Lec.)  
Prerequisites: Sophomore standing and six hours of history or government. A treatment of selected topics in government. As topics change, course may be repeated once for credit.

**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 Photo-Lithographic camera operations, fundamentals of halftone photography, lithographic negative stripping and plate making. 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 140** 3 Cr.  
Offset Printing I (2 Lec., 4 Lab.)  
Prerequisite: Completion of or concurrent enrollment in Graphic Arts 131. This course familiarizes the student with the fundamental principles of offset lithography. The laboratory portion involves learning to operate the small offset lithography press. Laboratory fee required.

**Graphic Arts 201** 3 Cr.  
Production (2 Lec., 4 Lab.)  
Techniques  
Prerequisites: Graphic Arts 134, 136 and 140. 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 communications capability, organizational accountability and personnel morale and motivation. Laboratory fee required.

**Graphic Arts 240** 3 Cr.  
Offset Printing II (2 Lec., 4 Lab.)  
Prerequisite: Graphic Arts 140. This course continues the development of the student in offset lithography. It extends the study to include capabilities and limitations of presses commonly found in industry. Laboratory activity includes planning and production of printed products with attention to standard production requirements and to maintenance equipment. Laboratory fee required.

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

**History 105** 3 Cr.  
Western Civilization (3 Lec.)  
A survey of the background for development of civilization in the West from 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 (cross-listed as Anthropology 110) is taught in two parts each semester. The first segment of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent, and culminating with the arrival of the Spanish in 1519 A.D. Emphasis will be upon Archaic cultures, the Maya, the Toltec, and Aztec empires. The student may register for either History 110 or Anthropology 110 but may receive credit for only one of the two.

**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 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, but may receive credit for only one of the two.

**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. As topics change, course may be repeated once for credit.

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

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

**Human Development 104 3 Cr.**  
Educational and Career (3 Lec.)  
Planning

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

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

A course in human development designed to explore interpersonal relations through a study of theory and concepts of small group processes and actual participation in the human experience. Students will be given an opportunity to participate in experiences planned to increase one's sensitivity to self and to others. A variety of activi-

ties 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

This course is intended to introduce the student to the field of human services. The student will explore her/his interest and potential for working in a social service agency within the community. The course will involve contact with community social service agencies.

**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 three 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 three 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 703 and 713** **3 Cr.**  
(See Cooperative Work Experience)

**Human Services 704 and 714** **4 Cr.**  
(See Cooperative Work Experience)

**Human Services 802 and 812** **2 Cr.**  
(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 804 and 814** **4 Cr.**  
(See Cooperative Work Experience)

**Journalism**  
(Also see Photography 110)

**Journalism 101** **3 Cr.**  
Introduction to (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 of 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**  
(Also see: Developmental Mathematics: Supplementary instruction in mathematics is available through the Crash Lab.)

**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 mea-

sure, 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 analytic 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, quadratic, 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 (3 Lec.) Mathematics for Elementary Teachers  
 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 markdown, 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, and stated problems.

**Mathematics 196 3 Cr.**  
 Technical Mathematics (3 Lec.)  
 Prerequisite: Mathematics 195. A course for technical students which includes a study of the following: the trigonometric functions of angles, trigonometric identities, inverse trigonometric functions, trigonometric equations, complex numbers, logarithms, vectors and the solution of triangles.

**Mathematics 202 3 Cr.**  
 Introductory Statistics (3 Lec.)  
 Prerequisite: Two years of high school algebra or consent of instructor. A study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability and applications to various fields.

**Mathematics 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  
 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, infinite series and an introduction to differential equations.

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

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

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

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

**Music 104** **3 Cr.**  
 Music Appreciation (3 Lec.)  
 A concise survey of the basic elements of music and their application in the music literature of Western civilization, particularly from the Baroque to the present. Relevant cultural influences upon the music of each era are observed.

**Music 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 of recognized composers in the major periods of music history. Special emphasis is given to the music of the late Gothic, Renaissance and Baroque eras.

**Music 111** **3 Cr.**  
 Music Literature (3 Lec.)  
 Prerequisite: Music 110. A continuation of the studies introduced in Music 110. A study of the compositional procedures and forms employed by the creators of music. Attention is focused upon the music of the Classical Romantic and Modern periods.

**Music 112** **3 Cr.**  
 Guitar Literature and Materials (3 Lec.)  
 A survey of the body of music that exists for the guitar. Special emphasis will also be placed on the repertoire of instruments in the guitar family such as the lute.

Transcription and arranging will be studied as well as how to select a program for public performance.

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

**Music 114** **3 Cr.**  
 Foundations in Music II (3 Lec.)  
 Prerequisite: Music 113. Designed to help prepare students with limited music training for Music 101 or to further their general music understanding. Course emphasis will include rhythmic and melodic training, understanding of basic chord functions, melody, textures and basic analysis of music.

**Music 115** **2 Cr.**  
 Jazz Improvisation (1 Lec., 2 Lab.)  
 An introduction to the art of improvisation. A presentation of basic materials, aural training, analysis, and a study of common practices stylistically so as to provide a foundation for the beginning improviser.

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

**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 221-243** **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 deportment, 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 audition 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 sightsinging, 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.

**Music 204** **2 Cr.**  
 Guitar Pedagogy (2 Lec.)  
 A survey of guitar method books, with emphasis on understanding the strengths and weaknesses of each method. How to structure lesson and how to bring out the best in each individual teacher-student relationship will be discussed.

**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

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.)  
 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 vivify 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  
 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  
 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 Eastfield 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 Racquetball (2 Lab.)  
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 Fitness (3 Lab.)  
This course is designed to diagnose and measure the student's physical condition and prescribe a program of exercise to carry with him through life. Much of the course work will be carried on in the Physical Performance Laboratory. Coeducational. May be repeated for credit. 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. May be repeated for credit. 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.
- 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 124** 1 Cr.  
Conditioning Exercise (3 Lab.)  
Enables the student to develop an understanding of exercise and its effect on the body and improve physical fitness through a variety of conditioning activities. Uniform required. Laboratory fee required.
- Physical Education 127** 1 Cr.  
Basketball and Volleyball (2 Lab.)  
Techniques, rules and strategy of the game will be taught, and the emphasis will be on playing the game. Uniform required. Laboratory fee required.
- Physical Education 128** 1 Cr.  
Social and Folk Dance (2 Lab.)  
A co-educational, beginning class in Modern Dance. 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 132** 1 Cr.  
Self-Defense (3 Lab.)  
To introduce the student to various forms of self-defense in which the history and philosophy of the martial arts will be explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. The mental, as well as the physical aspects of the arts will be stressed.
- Physical Education 134** 1 Cr.  
Outdoor Education (3 Lab.)  
A co-educational course designed to provide students with the opportunity to gain knowledge and skills in outdoor education and camping activities through planned and incidental experiences. Including a week end camp-out. No uniform required. Laboratory fee required.
- Physical Education 217** 1 Cr.  
Intermediate Archery (2 Lab.)  
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  
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  
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.)  
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.)  
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 Education (3 Lec.)

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

**Physical Education 147 3 Cr.**  
Sports (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.)  
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.**  
Advanced First Aid and (3 Lec.)  
Emergency Care

The theory and practice in the advanced first aid and emergency care course of the American Red Cross. The course will also include various aspects of safety education.

**Physical 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. This course includes a study of mechanics and heat. 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 117 4 Cr.**  
Concepts in (3 Lec., 3 Lab.)  
Physics

An essentially non-mathematical introduction to the principles of physics intended to satisfy laboratory science requirements for the non-science major. Emphasis is placed on the historical developments of classical mechanics and thermodynamics, and the effects discoveries in these areas have on

day to day experiences. Especially emphasized is the principle of conservation of energy, and the current difficulties encountered in solving the pressing problems of world-wide energy production. Laboratory fee required.

**Physics 118** **4 Cr.**  
Concepts in (3 Lec., 3 Lab.)  
Physics

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

**Physics 131** **4 Cr.**  
Applied Physics (3 Lec., 3 Lab.)  
Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. The first half of a one year course designed to explain the basic concepts of the properties of matter, mechanics, and heat. Emphasis will be placed on applications and problem solving. Designed primarily for students enrolled in technical programs. 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 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 (3 Lec.)  
Society  
A study of the physiological, psychological and sociological aspects of human sexuality. The student may register for either Psychology 103 or Sociology 103, but may receive credit for only one of the two.

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

**Psychology 131** **3 Cr.**  
Human Relations (3 Lec.)  
A study involving the direct application of psychological principles to human relations problems in business and industry. Consideration is given to group dynamics and adjustment factors related to employment and advancement. The presentation will be tailored to fit the needs of the 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. (This course is offered on campus and may be offered via television.)

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

**Psychology 205** **3 Cr.**  
Psychology of (3 Lec.)  
Personality  
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 psychotherapeutic 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 210** **3 Cr.**  
Selected Topics in (3 Lec.)  
Psychology  
Prerequisite: Psychology 105. An elective course designed to deal with specific topics in psychology. Examples of topics might include "Adult Development," "Adolescent Psychology," "Behavioral Re-



search." Course may be repeated once for credit.

**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.

**Real Estate 130** **3 Cr.**  
Real Estate Principles (3 Lec.)  
Fundamental principles covering the broad subject of real estate together with real estate law and operating procedures applicable to the state of Texas. This course of study shall include but not be limited to the following: arithmetical calculations as used in real estate transactions; rudimentary principles of conveyancing; the general purposes and effect of deeds, deeds of trust, mortgages, land contracts of sales, leases, liens, and listing contracts; elementary principles of land economics and appraisals; fundamentals of obligations between principal and agent; principles of real estate practice and canons of ethics pertaining thereto; and the provisions of this act and rules and regulations of the commission.

**Real Estate 131** **3 Cr.**  
Real Estate Finance (3 Lec.)  
Prerequisites: Credit in or concurrent enrollment in Real Estate 130. Procedures in financing real estate sales, obtaining funds, legal aspects of mortgages and related instruments. Also problems and

cases in real estate finance.

**Religion 101** **3 Cr.**  
Religion in American Culture (3 Lec.)

This course deals with the nature of religion as it is practiced in America. It covers some of the important influences from the past and the characteristics of current religious groups and movements. Students in this course attempt to understand the role of religion in American life.

**Religion 102** **3 Cr.**  
Contemporary Religious Problems (3 Lec.)

Deals with both classic and recent issues such as the nature of religion itself, the existence of God, the encounter of world religions, mysticism, sexuality and religion and the interpretation of death. Sometimes offered with emphasis on a limited topic such as death and dying.

**Religion 201** **3 Cr.**  
Major World Religions (3 Lec.)

This course surveys the major world religions such as Hinduism, Buddhism, Judaism, Islam, and Christianity. It includes a study of historical background, but the major emphasis is on present day beliefs. Some time may be devoted to topics such as the nature of religion, tribal religion, and alternatives to religion.

**Salesmanship**  
(See Business 230)

**Shorthand**  
(See Business 159, 166, 266)

**Social Science 131** **3 Cr.**  
American Civilization (3 Lec.)

A course designed to provide an introductory survey of the psychological, historical/sociocultural, and political/economic theories and institutions of modern society. Both the nature of man and the relationships of the individual within the cultural framework are examined. Emphasis is placed on the national, state and local experiences which affect daily life.

**Social Science 132** **3 Cr.**  
American Civilization (3 Lec.)

Prerequisite: Social Science 131. A course designed to provide topical studies of the psychological,

historical/sociocultural, and political/economic theories and institutions of modern society. Emphasis is placed on analysis and application of theory to life experiences.

**Sociology 101** **3 Cr.**  
Introduction to Sociology (3 Lec.)

An inquiry into the nature of society and the foundations of group life, including institutions, with a broad presentation of the basis of social change, processes and problems.

**Sociology 102** **3 Cr.**  
Social Problems (3 Lec.)

Prerequisite: Sociology 101 or consent of instructor. A study of the background, emergence and scope of current group relationships in our society, emphasizing topics as they apply to social adjustment in the family and the total community environment.

**Sociology 103** **3 Cr.**  
Sex Roles in American Society (3 Lec.)

A study of the physiological, psychological and sociological aspects of human sexuality. The student may register for either 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, but may receive credit for only one of the two.

# SECTION TWELVE

## COURSE DESCRIPTIONS

Sociology

Spanish

Speech

Theatre

Training Paraprofessionals  
For the Deaf

Welding

## FACULTY & STAFF

### Sociology 205 3 Cr.

Introduction to Social (3 Lec.)  
Research

Prerequisites: Sociology 101, Developmental Mathematics 091 or equivalent. Principles and procedures in social research; sources of data and techniques of collection and analysis, including statistical description. Commonly required of sociology and nursing majors. Useful to students of all behavioral sciences.

### Sociology 206 3 Cr.

Introduction to Social (3 Lec.)  
Work

In this course the student will examine the development of the field of social work. The student will be introduced to the techniques of social work and special attention will be 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 (3 Lec.)

Speaking

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 (3 Lec.)

Interpretation

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 (3 Lec.)

Theatre

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 body 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 (3 Lec.)  
Articulation  
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 I (2 Lec., 3 Lab.)  
Prerequisites: Theatre 106, 107.  
Continuation of Acting II with emphasis on developing dramatic action through detailed study of the playscript. Students will deal with the stylistic problems presented by the staging of period plays and the development of realism. Conference and scheduled rehearsals in preparation for scene work.

**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 fingerspelling 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 146 2 Cr.**  
The Deaf Adult (2 Lec.)  
Prerequisite: TPD 140. Techniques to aid in the development of social and employment behaviors for the deaf. Experiences in working with adult deaf in group interaction and in development of business and social skills.

**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 Language (3 Lec., 2 Lab.)  
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 — Audiometry (2 Lec., 3 Lab.)  
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 Multiply Handicapped Deaf (3 Lec.)  
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 Interpreting (2 Lec., 2 Lab.)  
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 in Deafness (3 Lec.)  
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)**

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

**Typing**

(See Business 172, 174, 273)

**Welding 101 3 Cr.**

Basic Welding and Cutting Practices (1 Lec., 5 Lab.)

This basic combination course is designed for the student that may need welding in his job, as in auto body, auto mechanics, or air conditioning. Emphasis will be on setting up and using oxyfuel equipment to cut up to and including  $\frac{3}{8}$ " mild steel, welding up to and including  $\frac{1}{8}$ " mild steel, and brazing up to and including 16 ga. mild steel. Setting up and using Arc welding equipment in welding  $\frac{1}{4}$ " through  $\frac{3}{8}$ " mild steel in the flat and vertical position using E60's series electrodes. Laboratory fee required.

**Welding 102 3 Cr.**

Oxyfuel Welding and Cutting (1 Lec., 5 Lab.)

This is a basic course in the use of oxyfuel welding and cutting equipment. Emphasis will be on welding up to and including  $\frac{1}{8}$ " mild steel sheet in the flat and vertical positions, brazing mild steel and cast iron, and using a variety of fuel gases for heating and cutting thin and thick metal. Laboratory fee required.

**Welding 103 3 Cr.**

Introduction to Shielded Metal Arc Welding - Plate (1 Lec., 5 Lab.)

This is a basic course in the use of shielded metal Arc welding (stick) of plate. Emphasis will be on making prepared and unprepared welds in mild steel plate in the flat and vertical positions using E60's through E70's series electrodes. Laboratory fee required.

**Welding 104 3 Cr.**

Introduction to Shielded Metal Arc Welding - Pipe (1 Lec., 5 Lab.)

This is a basic course in the use of shielded metal Arc welding (stick) of pipe. Emphasis will be on welding 3" through 10" schedule 40 mild steel pipe in the vertical, horizontal rolled and horizontal fixed position using E60's through E70's series electrodes. Laboratory fee required.

**Welding 105** **3 Cr.**  
Advanced Shielded (2 Lec., 4 Lab.)  
Metal Arc Welding -  
Plate and Pipe

Prerequisites: Welding 103 and 104 or equivalent. This is an advanced theory and skill course in the use of shielded metal Arc welding on plate and pipe. Emphasis will be on passing the guided bend test in plate and pipe in accordance to A.S.M.E. qualification for 3/16" through 3/4" thickness range in all positions. Laboratory fee required.

**Welding 130** **3 Cr.**  
Pattern Layout (2 Lec., 3 Lab.)  
Prerequisites: Blueprint Reading 177, or equivalent, or instructor's approval. This course is devoted to the preparation of patterns, pattern development and the use of templates for general fabrication of sheet metal and structural materials. 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 201** **3 Cr.**  
Gas Metal Arc (2 Lec., 4 Lab.)  
Welding - Plate and Pipe  
This is a basic course in the set-up and use of gas metal Arc welding (MIG) of plate and pipe. Emphasis will be on setting up and using GMAW welding equipment in welding 16 ga. through 1/2" mild steel, stainless steel and aluminum, plate in the flat and vertical position; and setting up and using GMAW welding equipment to weld 3" through 10" schedule 40 mild steel pipe in the vertical, horizontal rolled and horizontal fixed positions. Laboratory fee required.

**Welding 202** **3 Cr.**  
Gas Tungsten Arc (2 Lec., 4 Lab.)  
Welding - Plate and Pipe  
This is a basic course in the set-up and use of gas tungsten Arc welding (TIG) of plate and pipe. Emphasis will be on setting up and using GTAW equipment in welding 18 ga. through 3/8" mild steel, stainless steel, aluminum and other exotic metals in the flat and vertical positions; welding 1" thin wall tubing through 3" schedule 40 mild steel and stainless steel pipe in the vertical, horizontal rolled and

horizontal fixed positions. Laboratory fee required.

**Welding 203** **3 Cr.**  
Advanced Gas (2 Lec., 4 Lab.)  
Tungsten Arc Welding -  
Plate and Pipe  
Prerequisite: Welding 202 or equivalent. This is an advanced theory and skill course in the use of gas tungsten Arc welding of plate and pipe. Emphasis will be on passing the qualification test in plate and pipe in any metal and any size and thickness range in all positions. Laboratory fee required.

**Welding 204** **3 Cr.**  
Advanced Gas (2 Lec., 4 Lab.)  
Metal Arc Welding -  
Plate and Pipe  
Prerequisite: Welding 201 or equivalent. This is an advanced theory and skill course in the use of gas metal Arc welding of plate and pipe. Emphasis will be on passing the qualification test in plate and pipe in any metal, size and thickness range in all positions. Laboratory fee required.

**Welding 703** **3 Cr.**  
(See Cooperative Work Experience)

**Word Processing**  
(See Business 165, 265)

**Work Experience**  
(See Cooperative Work Experience)

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

## 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 by 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; this, 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 Vice President of Student 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.

2.a. 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 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 assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to reasonable fear that force or violence is likely to occur.

3. A person who violates any provision of this Act is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed \$200 or by confinement in jail for not less than 10 days nor more than 6 months, or both.

4. Any person who is convicted the third time of violating 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 Constitution of the United States or the State of Texas.

#### **Drinking 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 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 Vice President of Student 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.

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.

The Vice President may initiate disciplinary proceedings against a student who has allegedly violated subsection 1 or 2 of this section.

## Certain Other Offenses

The Vice President of Student Services may initiate disciplinary proceedings against a student who:

1. conducts himself in a manner that significantly 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 "EXPULSION," 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. "Vice President" means the Vice President of Student Services, his delegate(s) or his representative(s);

3. "Director of Student Development" means the Director of Student Development, his delegate(s) or his representative(s);

4. "Director of Campus 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 vice presidents, 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 college or denial of degree.

## **Chapter 2-200**

### **Initiation of Disciplinary Proceeding and Administrative Disposition**

#### **Sec. 201. Investigation**

A. When the Vice President of Student Services office receives information that a student has allegedly violated a Board rule, college regulation, or administrative rule, the V.P. or a subordinate delegated by him shall investigate the alleged violation. After completing the preliminary investigation, the Vice President 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 allegations 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 Vice President's intention to handle the allegation as a minor or as a major violation.

C. The Vice President of Student Services may place on disciplinary probation a student who fails without good cause to comply with a letter of summons, or the Vice President may proceed against the student under Sections 203 and 204.

#### **Sec. 203. Administrative Disposition of a Minor Violation**

A. When the facts are not in dispute, the Vice President may administratively dispose of any violation that he determines is a minor violation.

B. In administratively disposing of a minor violation the Vice President 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 Vice President shall advise the student of his rights.

D. The Vice President 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 Development, 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 Vice President 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 Vice President 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 Vice President may impose any disciplinary action authorized under Section 501(A).

E. The Vice President 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 Development, and 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 Vice President 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 Vice President 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 Vice President may be assisted by legal counsel when in the opinion of the Vice President the best interests of the student or the college would be served by such assistance.

#### Sec. 302. Notice

A. The Vice President 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 Vice President 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 Vice President 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 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 Vice President 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 Vice President or Student Services Office, legal counsel and other persons designated by the President. The hearing shall be open to the public so long as space is available, but may include the following persons on the invitation of the student.

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 Vice President reads the complaint; -

2. the Vice President informs the student of his rights under Section 302;

3. the Vice President presents the college's case;

4. the student presents his defense;

5. the Vice President and the student present rebuttal evidence and argument;

6. the committee will vote the issue 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 Vice President 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, of 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 that possesses probative value and is commonly accepted by reasonable men in the conduct of their affairs. The committee shall exclude irrelevant, immaterial and unduly repetitious evidence. The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling and Guidance Center or the Office of the Vice President of Student Services where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

B. The committee shall presume a student innocent of the alleged violation until it is convinced by clear and convincing evidence that the student violated a Board 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 Vice President, 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.

#### 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 Vice President 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 the 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 Vice President 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 Vice President 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 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 Vice President, 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 penalties provided in Section 501(A).

1. An admonition is a written reprimand from the Vice President 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'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."

## **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 areas (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.

**Eastfield College  
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