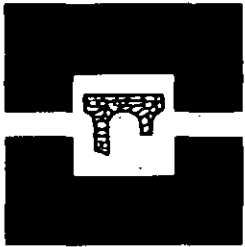




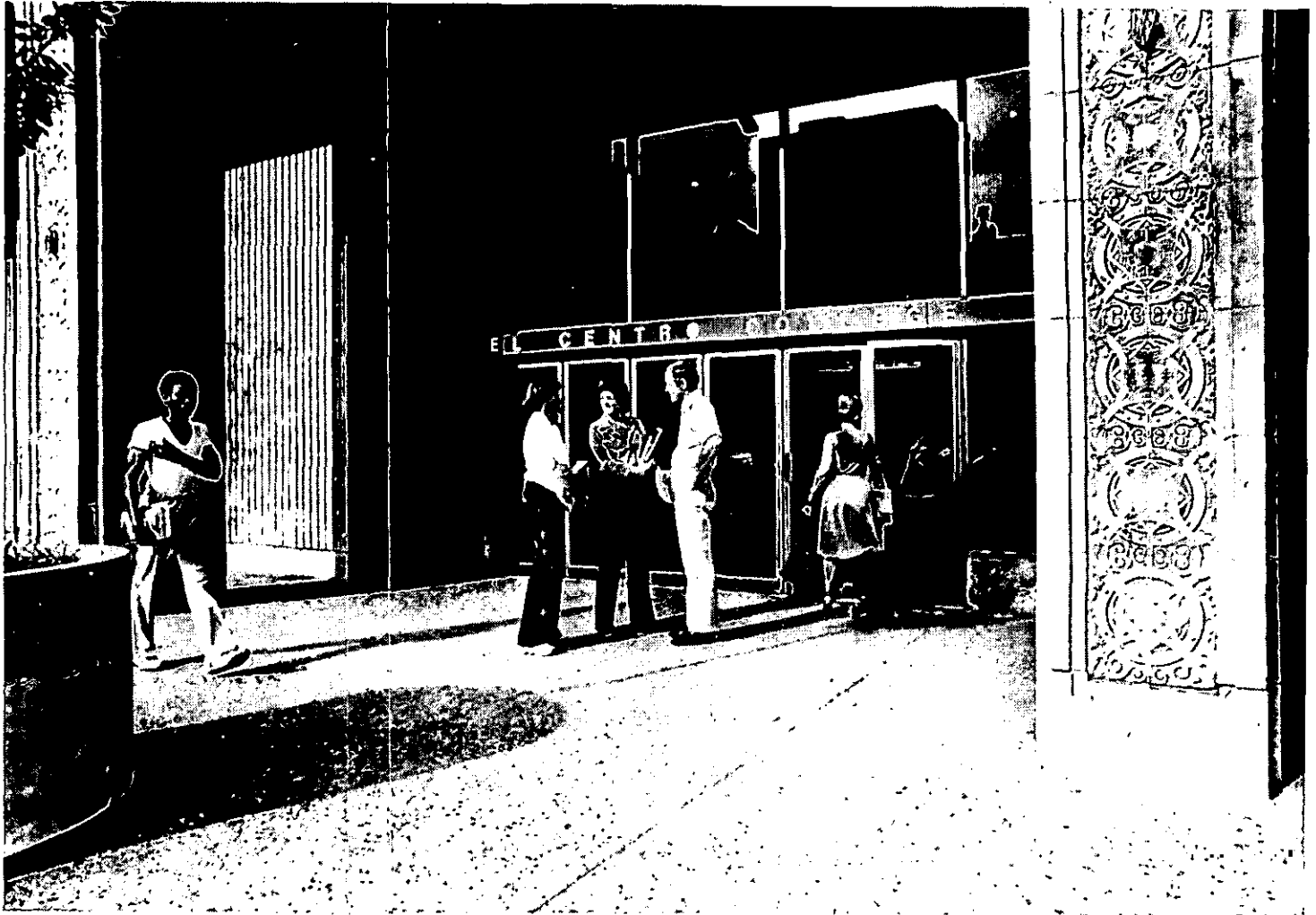
1984-85 El Centro College Catalog



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1984-85 El Centro College Catalog



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

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

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

1984-85 ACADEMIC CALENDAR

Summer Sessions, 1984

First Session

May 25 (F)	Registration
May 28 (M)	Memorial Day holiday
May 29 (T)	Classes begin
May 30 (W)	Last day for tuition refund
June 1 (F)	4th class day
June 25 (M)	Last day to withdraw "W"
June 28 (R)	Final examinations (4-day schedule)
	Semester closes
June 29 (F)	Final examinations (5-day schedule)
	Semester closes

Second Session

July 5 (R)	Registration
July 9 (M)	Classes begin
July 10 (T)	Last day for tuition refund
July 12 (R)	4th class day
Aug. 3 (F)	Last day to withdraw "W"
Aug. 9 (R)	Final examinations (4-day schedule)
	Semester closes
Aug. 10 (F)	Final examinations (5-day schedule)
	Semester closes

Fall Semester, 1984

August 20	Faculty Reports
August 21,22,23	Registration Period (varies by campus)
August 24	Faculty Professional Development
August 24	Friday Only Classes Begin
August 25	Saturday Classes Begin
August 27	Classes Begin
September 3	Labor Day Holiday
September 7	12th Class Day
November 22	Thanksgiving Holidays Begin
November 26	Classes Resume
December 6	Last Day to Withdraw with "W"
December 14	Last Day of Classes
December 14	Final Exams for Friday Only Classes
December 15	Final Exams for Saturday Classes
December 17-20	Final Exams
December 20	Semester Closes

Spring Semester, 1985

January 14	Faculty Reports
January 15-17	Registration Period (varies by campus)
January 18	Faculty Professional Development
January 18	Friday Only Classes Begin**
January 19	Saturday Classes Begin**
January 21	Classes Begin
January 31	12th Class Day
February 21	District Conference Day
February 22	Faculty Professional Development (TJCTA)
March 18	Spring Break Begins
March 22	Spring Holiday for All Employees
March 25	Classes Resume
April 5	Easter Holidays Begin
April 8	Classes Resume
May 9	Last Day to Withdraw with "W"
May 17	Last Day of Classes
May 17	Final Exams for Friday Only Classes
May 18	Final Exams for Saturday Classes
May 20-23	Final Exams
May 23	Graduation
May 23	Semester Closes

**Friday and Saturday only classes should run 160 minutes since they only meet 15 times in Spring, 1985

Summer Sessions, 1985

First Session (Based on four-day class week) week)

May 27	Memorial Day Holiday
May 28	Registration
May 30	Classes Begin
June 4	4th Class Day
June 26	Last Day to Withdraw with "W"
July 3	Final Exams
July 3	Semester Closes

Second Session (Based on four-day class week)

July 8	Registration
July 10	Classes Begin
July 15	4th Class Day
August 6	Last Day to Withdraw with "W"
August 13	Final Exams
August 13	Semster Closes

Dallas County Community College District Board of Trustees



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EL CENTRO COLLEGE

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

El Centro interacts with the downtown environment to make education come alive. In the halls of government, corporate office suites, retail shops and communications and banking centers, students can observe the working world of this growing and prosperous city. Additionally, many downtown workers take advantage of El Centro's convenient location to brush up on job skills, work toward a career change or simply enjoy one of the College's non-credit, continuing education courses, like cooking or conditioning exercise.

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

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

The Campus

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

Accreditation

El Centro College is a member of:
 The Southern Association of College and Schools
 The American Association of Community and Junior Colleges
 The Association of Texas Colleges and Universities
 The League for Innovation in the Community College

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

EL CENTRO COLLEGE ADMINISTRATION

President	Queen F. Randall	746-2010
Vice President of Instruction	Patsy Fulton	746-2019
Vice President of Student Development	Michael A. Rooney	746-2017
Vice President of Business Services	Bill Fishback	746-2015
Associate Dean, Technical Occupational	Ray Witherspoon	746-2023
Associate Dean, Learning Resources	Ruth Watkins	746-2167
Associate Dean, Health Occupations	Kay Eggleston	746-2269
Assistant Dean, Community Service	Judy Pouncey	746-2141
Assistant Dean, Health Occupations	Michael Laman	746-2271
Assistant Dean, Health Occupations	Carol Speyerer	746-2269
Director of Admissions and Registrar	Robert Bennett	746-2116
Director of Counseling	Bettie L. Tully	746-2067
Director of Evening Programs	Shirl Wilson	746-2157
Director of Financial Aid	Elizabeth Disco-Allan	746-2097
Director of Job Training Center	Marshall Holman	746-2152
Director of Public Information	Janet James	746-2037
Director of Physical Plant	Bobby Hunt	746-2057
Director of Safety/Security	Thurman Randle	746-2232
Director of Student Programs & Resources	Howard Finney	746-2137
Director of Student Health Services	Jean Wyckoff	746-2113
Assistant Director of Community Services	Nancy Faris	746-2142
Assistant to the President	Gladys Smallwood	746-2013
Information Systems User Coordinator	Derone Head	746-2032

DIVISION CHAIRPERSONS

Business	Ron Stimson	746-2202
Communications and Mathematics	Mamie McKnight	746-2247
Fine and Applied Arts	John Gunter	746-2337
Health Occupations	Kay Eggleston	746-2269
Physical and Social Sciences	Robert Trotter	746-2392

EL CENTRO COLLEGE FACULTY AND STAFF

Alexander, Laverne E.	A.D. Nursing	Dean, F. Joseph	Data Processing
Tuskegee Institute, B.S.; Texas Woman's Univ., M.S.		UT Arlington, A.S.E.E.; Texas Wesleyan, B.S.; Pepperdine Univ., M.B.A.	
Alfaro, Felicitas	A.D. Nursing	Dedmon, Christene	Clerical Skills
Incarnate Word College, B.S.; Antioch College, M. Ed.		Bishop College, B.S.; East Texas State Univ., M.S.	
Alford, Marshall E.	Counselor	Deen, Gary	Developmental Writing
Baylor Univ., B.A.; East Texas State Univ., M. Ed.		Univ. of Texas at Arlington, B.A.; North Texas State Univ., M. Ed.	
Anderson, Diane	Vocational Nursing	Detwiler, Cheryl	A.D. Nursing
Baylor Univ., B.S.N.		Univ. of Kansas, B.S.N.; R.N.; Texas Woman's Univ., M.S.	
Anderson, Sharon J.	Counselor	deWit, Susan	A.D. Nursing
North Texas State Univ., B.S., M. Ed., Ed.D.		El Centro College, A.A.S.; Southern Methodist Univ. B.A.; Univ. of Texas at Arlington, M.S.N.	
Armstrong, Myrna	A.D. Nursing	Dillon, Linda	A.D. Nursing
Walther Memorial Hospital, R.N.; DePaul Univ., B.S.N., M.S.		Texas Woman's Univ., B.S., M.S.	
Arnold-Roquemore, Brenda J.	A.D. Nursing	Disco-Allan, Elizabeth	Director of Student Financial Aid
Texas Woman's Univ., B.S., M.S.		Univ. of Georgia, B.A.; Univ. of Texas, B.S.	
Babcock, Rosa B.	Library Resources Consultant	Dolance, John D.	Spanish
Smith College, B.A.; North Texas State Univ., M.L.S.		Colorado State Univ., B.A.; Univ. of Colorado, M.A.	
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North Texas State Univ., B.S., M. Ed.		Baylor Univ. School of Nursing, R.N.	
Barnhart, William G.	Accounting	Dyson, Sheila	Developmental Studies
Lamar Univ., B.B.A.; Western State College of Colorado, M.A.		Bishop College, B.S.	
Barrance, Deborah	A.D. Nursing	Easter, Glenda	Clerical Skills
El Centro College A.A.S.; Texas Woman's Univ., B.S., M.S.		Dallas Baptist College, B.S.	
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Univ. of Texas at Austin, B.A.; Southern Methodist Univ., M.L.A.		Mankato State Univ., B.S.; Texas Woman's Univ., M.S.	
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Huston-Tillotson College, B.A.; Texas Southern Univ., M. Ed.; Washington State Univ., Professional Counseling Certificate; Nova Univ., Ed.D.		Univ. of Oklahoma, B.A.	
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Univ. of Colorado, B.A.; Univ. of Toronto, M.A.		Washington Univ. of Nursing, R.N.; East Texas State Univ., B.S.	
Berry, John W.	Mid-Management	Field, Barbara	A.D. Nursing
Prairie View A&M Univ., B.B.A.; East Texas State Univ., M.B.A.		Texas Woman's Univ., B.S., M.S.	
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East Texas State Univ., B.S., M.S.		Wiley College, B.S.; Reed College, M.A.T.	
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Troy State Univ., B.S.; Samford Univ., M.S.; Southern Methodist Univ., M.L.A.		East Texas State Univ., B.S.; M.S.	
Booth, Dorothy J.	Psychology	First, Klar	Vocational Nursing
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Texas Woman's Univ., B.S., M.S.		Texas Tech Univ., B.B.A.	
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Parkland School of Radiographic Technology, R.T., A.R.R.T.		Univ. of Notre Dame, B.A.; North Texas State Univ., M. Ed.	
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Winston Salem State Univ., B.S.N.; Univ. of North Carolina, M.S.N.		Kansas State Univ., B.S.N.; Texas Woman's Univ., M.S.	
Bryant, Jan	Radiography	Fleming, Walter Lee, III	Mid-Management
Univ. of Texas Center for the Health Sciences, B.S.		Univ. of Notre Dame, B.B.A.; Southern Methodist Univ., M.B.A.	
Chambers, Robert W.	English	Flint, Juanita Zapata	A.D. Nursing
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Chapoton, Jean	A.D. Nursing	Fowler, Wilton R.	Counselor
University of Maryland, B.S.N., M.S.N.		Stephen F. Austin State Univ., B.S., M.A.; Baylor Univ., Ed.D.	
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Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.		North Texas State Univ., B.B.A., M.B.E., Ph.D.	
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Southern Methodist Univ., B.A., M.A.		Parkland School of Radiologic Technology, R.T., A.R.R.T.	
Childers, Eva	A.D. Nursing	Galloway, Wende	A.D. Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.		Tuskegee Institute, B.S.N.; Texas Woman's Univ., M.S.N.	
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Univ. of Kentucky, B.S.; Texas Woman's Univ., M.S.		Southern Methodist Univ., B.A., M.L.A.; North Texas State Univ., Ph.D.	
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Odessa Jr. College, A.D.N.; Texas Woman's Univ., B.S.N., M.S.		Univ. of Corpus Christi, B.S.; East Texas State Univ., M.S., Ed.D.	
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Univ. of Texas Medical Branch, B.S.N.		Corpus Christi Junior College; Kansas City Art Institute; Texas A&M Univ., B. of Arch.; East Texas State Univ., M.S.; Registered Architect, State of Texas	
Clifton, John F.	Developmental Math	Gillett, Grover	Accounting Economics
North Texas State Univ., B.S., M. Ed.		Texas Technological Univ., B.B.A.; Univ. of Texas at Austin, M.B.A., C.P.A.	
Collard, Laurie	A.D. Nursing	Gobar, Bernard A., Jr.	Dir. of Media Services
Columbia Univ., B.S.N.; Univ. of Texas at Dallas, M.S.		Texas A&I Univ., B.S.; East Texas State Univ., M. Ed.	
Conine, Randy	English	Goering, James	Food Service and Hospitality Institute
El Centro College, A.A.; Univ. of Texas at Arlington, B.A., M.A.		Culinary Institute of America Certificate; Waldorf Astoria Hotel Apprenticeship Cert.	
Cooper, Douglas	Production Machines	Goff, Larry	Psychology
Cross, Sue	English	North Texas State Univ., B.S., M.S., Ph.D.	
North Texas State Univ., B.A.; Southern Methodist Univ., M.A.		Gordon, Betty	Vocational Nursing
Currier, Glenn	Sociology	Duke Univ., B.S.N., B.S.	
Univ. of St. Thomas, B.A.; Sam Houston State Univ., M.A.		Gordon, Mary	Vocational Nursing
Curtis, Eunice	Counselor	Texas Woman's Univ., B.S., M.S.	
Tuskegee Institute, B.S., M. Ed.		Graham, Janet	Medical Assisting
Dal Cin, Cristina	A.D. Nursing	Lille Jolly School of Nursing, R.N.; Univ. of Texas at Arlington, B.S.N.	
Santo Tomas Univ., B.S.N.; Loyola Univ., M. Ed.		Gray, Linda	Vocational Nursing
Darling, Lynn	Auto Paint & Body	Texas Woman's Univ., R.N., B.S., M.S.	
David, Joe	Library Resources Consultant	Gray, Sylvia S.	Coordinator of Placement & Cooperative Education
Texas A&I Univ., B.A.; Univ. of Texas, M.L.S.		North Texas State Univ., B.S., M.S.	
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Texas Woman's Univ., B.S.N., M.S.		Texas Woman's Univ. B.S.N.; Southern Methodist Univ., M.L.A.	
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Iowa State Univ., B.S.		East Texas State Univ., B.A.; Baylor Univ. Medical Center	
Hamm, Robert D.	Counselor	School of Technology, M.T. (ASCP); Central Michigan Univ., M.A.	
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Hammond, Jay	History	Texas Woman's Univ., B.S., M.S.	
Southwest Missouri State College, B.A.; Univ. of Missouri, M.A.		Litle, Marianne	Radiography Technology
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Univ. of Texas, B.A.; Univ. of Texas Health Science Center, M.S.		Univ. of Texas Health Science Center, B.S.	
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Univ. of Texas, B.A., M.A.		Univ. of North Dakota, B.S.; Univ. of Texas, M.S.	
Hardaway, Sara	A.D. Nursing	London, Karon	A.D. Nursing
Univ. of Texas Health Science Center-Houston, B.S.N.;		Texas Woman's Univ., B.S.N.; Univ. of Texas at Arlington, M.S.	
Univ. of Central Arkansas, M.S.N.		Lucas, Patricia	A.D. Nursing
Hardin, Carol L.	A.D. Nursing	Texas Women's Univ., B.S., M.S.	
Univ. of Texas, B.S.N.; Texas Woman's Univ., M.S.N.		Lunsford, Terry	Interior-Design
Hares, David R.	Developmental Math	Texas Technological Univ., B.A.A.D.; East Texas State Univ., M.S., Ed.D.	
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Harla, Bob	Respiratory Therapy	McCullough, Marion W.	Dental Assistant
El Centro College, A.S.; Univ. of Texas, B.A., C.R.T.T., R.R.T.		Success Business College;	
Harman, Martha	Mathematics	National Board of the American Dental Assistant Association, C.D.A.	
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Washburn Univ. of Topeka, B.A.; Kansas State Univ., M.S.		North Texas State Univ., B.S.; Baylor School of Medical Technology, M.T.;	
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East Texas State Univ., B.S., M.Ed.		Meals, Madeleine	Vocational Nursing
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Auburn Univ., B.S.; Univ. of Alabama, M.S.; Texas Woman's Univ., Ph.D.		Hardin Simmons Univ., B.S.	
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Univ. of Omaha, B.S., B.A.; North Texas State Univ., M.B.A.		North Texas State Univ., B.S., M.Ed.	
Holman, Marshall	Dir. of Job Training Center	Michaels, Barbara	A.D. Nursing
Univ. of Arizona, B.S., M.S.; Oklahoma State Univ., Ed.D.		Ohio State Univ., B.S.N.; Univ. of Texas at San Antonio, M.S.N.	
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Huchingson, John D.	Coordinator of Physical Education Health	Minnett, John	Respiratory Therapy
New Mexico State Univ., B.A., M.A.; Texas Woman's Univ., M.A.		El Centro College, A.A.S.;	
Hucks, Louise	Vocational Nursing	Stephen F. Austin State Univ., B.S., C.R.T.T., R.R.T.	
Columbia Hospital School of Nursing, Diploma in Nursing		Montgomery, Barbara	History
Hughes, James P.	Data Processing	Univ. of Illinois, B.S.; California State Univ., M.A.;	
Marquette Univ., B.S.E.E.; Southern Methodist Univ., M.B.A.		Loyola Univ. of Chicago, Ph.D.	
Hunt, Bobby	Dir. of Physical Plant	Moore, John W., Jr.	Counselor
James, Janet	Director of Public Information	Grambling Univ., B.S.; Prairie View A&M Univ., M.Ed.	
Univ. of Texas, Austin, B.M.		Moore, H. Paxton II	English
James, John P.	Hotel Motel	Univ. of Texas, B.A.; Texas Christian Univ., M.A.	
Ecole Hoteliere, Lausanne Switzerland; Certified Hotel Administrator		Morgan, Charlie R.	Counselor
Jimenez, Hector	Counselor	East Texas State Univ., B.S., M.S.	
East Texas State Univ., B.S., M.Ed.		Mosby, Larry E.	Drafting and Design Technology
Johnson, Barbara	A.D. Nursing	Prairie View A&M College, B.S.; North Texas State Univ., M.S.	
Texas Woman's Univ., B.S., M.S.; Univ. of Texas at Dallas		Murray, Dairiel	Interior Design
Johnson, Rebecca	A.D. Nursing	Univ. of Oklahoma, B.A.; Parsons School of Design, N.Y. City, Certificate	
Univ. of Central Arkansas, B.S., M.S.N.		Myers, H. Wayne	Biology
Johnson, Rosa Lee	Physical Education	Emporia State Univ., B.A., M.S.	
Prairie View A&M Univ., B.S.; North Texas State Univ., M.S.;		Nelson, Elizabeth	A.D. Nursing
Texas Woman's Univ., Ph.D.		St. Olaf College, B.A.; Texas Woman's Univ., M.S.	
Jones, Jerry C.	Music	Norman, Lois	A.D. Nursing
Evansville Univ., B.M.E.; Southern Methodist Univ., M.M.		Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.	
Joy, Marlene	Counselor	O'Neal, Kay	A.D. Nursing
Niagara Univ., B.A.; Canisius College, M.S.; Walden Univ., Ph.D.		Texas Christian Univ., B.S.N.; Univ. of Texas at Arlington, M.S.N.	
Katsigris, Costas	Director of Food Services and Hospitality Institute	Page, Jean	Counselor
Columbia College, A.B.; Columbia Univ. Graduate School of Business, M.S.		North Texas State Univ., B.S., M.Ed., Ed.D.	
Kaye, Randy Lynn	Dance	Patterson, Sandra	A.D. Nursing
Formerly with Eliot Feld American Ballet Dance Company and		Northwestern, La., B.S.N.; Texas Woman's Univ., M.S.	
Ruth Page International Ballet Company		Perdue, Beth	A.D. Nursing
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Univ. of Oklahoma, B.A., M.A.; Nova Univ., Ed.D.		Phillips, Arba M.	Developmental Mathematics
Kiphart, Justine	Nursing	Paul Quinn College, B.S.; East Texas State Univ., M.Ed.	
Univ. of Michigan, B.S.; Texas Woman's Univ., M.S.		Pickett, Marilyn	Vocational Nursing
Koepnick, Frances E.	Biology	St. Lukes Hospital School of Nursing, R.N.	
Univ. of Dayton, Ohio, B.S.; Univ. of Kansas, M.A.		Plog, Claudia E.	Data Processing
Kupper, Nancy	A.D. Nursing	Texas A&I Univ., B.M., M.S.; Certificate of Data Processing, E.C.P.I.;	
Univ. of Texas, B.S.; Univ. of Texas at Arlington, M.S.N.		East Texas State Univ., Ed.D.	
LaChey, Suzanne	Counselor	Potter, Frances M.	Apparel Design
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Indiana Univ., M.S.		Pouncy, Gene E.	English
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		Paris Junior College, A.D.N.; Univ. of Texas at Arlington, B.S.N., M.S.N.	

Pritchett, Kathy A.D. Nursing
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Purnell, Melvin J. Dance
Formerly with the Arthur Hall Afro American Dance Ensemble.
The Dance Theatre of Harlem

Randall, Queen F. President
Lincoln Univ., B.S.; Indiana Univ., M.A.; Nova Univ., Ed.D.

Randle, Thurman Dir. of Safety/Security
Cedar Valley College, A.A.; Basic, Intermediate, Advanced
Certificate in Law Enforcement, State of Texas

Ramsey, George E. Spanish
Southern Methodist Univ., B.A.; Texas Christian Univ., M.A.

Reding, Diana L. A.D. Nursing
Hartwick College, B.S., R.N.; East Texas State Univ., M.S.

Reeves, John Welding

Rippetoe, William L. Mathematics
East Central State College, B.S.; Southeastern State College, M.T.

Robinson, Emily B. Office Careers
Abilene Christian Univ., B.S.E.; North Texas State Univ., M.B.E.

Robinson, Judith Christine Radiography Technology
Physicians & Surgeons, R.T., A.R.R.T.

Rooney, Michael A. Vice President of Student Services
Washburn Univ., B.A.; Univ. of Hawaii, M.Ed.; St. Louis Univ., Ph.D.

Rountree, Rhuwan C. Government
East Texas State Univ., B.A., M.A.

Rouze, Pamela Developmental Writing/Reading
North Texas State Univ., B.A.; Texas Woman's Univ., M.Ed.

Rust, Tommy Respiratory Therapy
El Centro College, A.A.;
Univ. of Texas Health Science Center, C.R.T.T., R.R.T., B.S.

Scardina, Patricia G. Data Processing
Baton Rouge Business School

Schrup, John E. Art
Univ. of Wisconsin, B.S., M.S., M.F.A.

Schuster, Patrick B. Police Science
Univ. of Texas at Arlington, B.A.

Scott, Nancy A.D. Nursing
Univ. of Iowa, B.S.N.; Texas Woman's Univ., M.S.

Seaton, Norman Data Processing
Univ. of Plano, B.A.; Univ. of Dallas, M.B.A.

Silverman, Pincus. English
Denver Univ., B.A.; Southern Methodist Univ., M.Ed.;
North Texas State Univ., Ed.D.

Simonetti-Arnold, Lucille Art
Hunter College, B.A.; Univ. of Dallas, M.A.;
The Cooper Union, Certificate of Art

Slaughter, Margie N. A.D. Nursing
El Centro College, A.D.; Texas Woman's Univ., B.S.N., M.S.

Smith, Laura V. Vocational Nursing
Oak Park Hospital School of Nursing, R.N.;
East Texas State Univ., B.S., M.S.

Sortor, Susan Respiratory Therapy
Washtenaw College, R.R.T.

Speyerer, Carol Asst. Dean of Health Occupations
Incarnate Word College, B.S.; Texas Woman's Univ., M.S., R.N.

Spinola, Jackie S. Biology
Texas A&M, B.S.; Univ. of Hawaii, M.S.

Stahl, Dana A.D. Nursing
Oklahoma Baptist Univ., B.S.; Texas Woman's Univ., M.S.

Steffen, Rosemarie A.D. Nursing
Texas Woman's Univ., B.S.N., M.S.N.

Stimson, Ronald Chairperson, Div. of Business
Kent State Univ., B.S., M.Ed.

Stirman, Nan E. Dental Assistant
Board of the American Dental Asst. Assoc., C.D.A.;
El Centro College, A.A.S.; Dallas Baptist College, B.C.A.

Sudds, Sharon Clerical Skills
North Texas State Univ., B.S.; East Texas State Univ., M.S.

Teter, Cynthia Developmental Studies
Louisiana Tech. Univ., B.A.; Southern Methodist Univ., M.L.A.

Thomas, Charles Edward Theatre and Humanities
West Texas State Univ., B.A., M.A.; Actor's Equity;
Screen Actors Guild; American Guild of Variety Artists

Thomas, Joe P. Chemistry
Texas Wesleyan College, B.S.; Oklahoma State Univ., M.S.

Thorson, Marcelyn M. Apparel Design
Pratt Institute, B.S.

Tolentino, Albert E. Counselor
New Mexico Highlands Univ., B.A., M.A.

Trammell, Deborah A.D. Nursing
Univ. of Virginia, B.S.N., M.S.N.

Trewin, Sylvia Apparel Design
El Centro College, A.A.A.S.; Iowa State Univ., B.S.;
North Texas State Univ., M.F.A.

Trotter, Robert S. Jr. Chairperson Physical and Social Sciences
Univ. of Texas, B.A.; North Texas State Univ., M.Ed., Ed.D.

Tully, Bettie L. Dir. of Counseling
Our Lady of the Lake College, B.A., M.Ed.; East Texas State Univ., Ed.D.

Varnell, Gayle M. A.D. Nursing
Univ. of Texas, B.S.N., M.S.N.

Viveros, Pat Radiography
Orange Memorial School of Radiologic Technology, A.A.R.T.

Watkins, Ruth Assoc. Dean of LRC
California State Univ. at Los Angeles, B.A., M.A.

Watts, Mary Grace Radiography Technology
Spohn Hospital School of Radiologic Technology, R.T., A.R.R.T.;
Univ. of Texas Health Science Center, B.S.

Wesson, Jerry W. Counselor
East Texas State Univ., B.S., M.S., Ed.D.

Wilder, Beatrice V.T. A.D. Nursing
Dillard Univ., B.S.N.; Texas Woman's Univ., M.S.N.

Wilson, Doris P. Office Careers
Prairie View A&M Univ., B.S.; Teachers College, Columbia Univ., M.A.

Wilson, Shiril Dir. of Evening Programs
Eastfield College, A.A.; Abilene Christian Univ., B.S.

Witherspoon, Joseph Ray Assoc. Dean, Tech Occ.
North Texas State Univ., B.B.A.; Southern Methodist Univ., M.L.A.

Wyckoff, Jean B. Director, Health Center
Riverside General, R.N.; Univ. of Pittsburgh, B.S.N.Ed., M.L.;
Royal Institute Public Health & Hygiene M.R.I.P.H.H.;
Texas Woman's Univ., Ph.D.

Wyman, Charles Air Conditioning & Heating

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

Young, Lee Interior Design
Univ. of Oklahoma, B. Arch., M.B.A.

Young, Lois J. Vocational Nursing
Baptist Hospital School, R.N.

Zerwekh, JoAnn A.D. Nursing
Univ. of Arizona, B.S.N.; Univ. of Texas at Arlington, M.S.N.

Zimmerman, George A. Data Processing
Fordham Univ., B.S.; Univ. of Texas at Dallas, M.A.S.

I. GENERAL INFORMATION

History of the Dallas County Community College District

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

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

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

District Philosophy And Goals

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

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

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

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

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

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

District Responsibilities

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

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

League For Innovation

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is composed of 17 outstanding community college districts throughout the nation. Its purpose is to encourage innovative experimentation and the continuing development of the community college movement in America. Membership commits the District to research, evaluation, and cooperation with other community college districts. The goal is to serve the community with the best educational program and the fullest use of resources.

Equal Educational And Employment Opportunity Policy

Dallas County Community College District is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, national origin, or handicap. The District provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission, recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services, and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Appeals to high administrative authority are considered on the merits of the case.

Family Educational Rights And Privacy Act Of 1974

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

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

Student Consumer Information Services

Pursuant to Public Law 178, the College provides all students with information about its academic programs and financial aid available to students.

Standard Of Conduct

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

II. ADMISSIONS AND REGISTRATION

General Admissions Policy

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

Admission Requirements

Beginning Freshman

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

- a. Graduates from an accredited high school or those who have earned a General Education Diploma (G.E.D.), who are 18 years of age or older, and whose high school class has graduated.
- b. Graduates of an unaccredited high school who are 18 years of age or older.
- c. Persons who do not hold a high school diploma or G.E.D. (but who are 18 years of age or older and whose high school class has graduated) may be admitted by giving evidence of an ability to profit from college instruction. Such admission will be on a probationary basis.
- d. High school seniors recommended by their high school principal. The College admits a limited number of students in this category. The students are concurrently enrolled for a maximum of six hours of special study each semester. Students must continue to make normal progress toward high school graduation.

Transfer Students

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

Former Students

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

Non-Credit Students

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

International Students

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

- a. complete a personal interview with the international student counselor and receive approval from the college administration,
- b. present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher and take the DCCCD assessment tests,
- c. be proficient in English and provide a letter in their own handwriting indicating educational and vocational plans,
- d. show evidence of sufficient financial support for the academic year,
- e. complete a health information form,
- f. fulfill all admission requirements for international students at least 30 days prior to registration,
- g. enroll as a full-time student (minimum of 12 credit hours),

- h. supply official transcripts for all previous academic work with a minimum "C" average.

Contact the Admissions Office for information.

Application And Admission Procedures

Applications may be submitted any time prior to registration; but applicants should submit materials at least three weeks before registration to insure effective counseling and schedule planning. Earlier application is desirable because the student's place in registration is determined by the date an applicant's admission file is complete. A late place in registration may mean that the student cannot register for some courses because they are already filled.

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

- a. An official application, available from the Admissions Office.
- b. An official transcript from the last school (high school or college) attended. Students seeking certificates or associate degrees must submit official transcripts of all previous college work. The College's accrediting agency requires transcripts, and the College uses them in program advisement.
- c. Written proof from a medical office of (1) a negative tuberculin skin test or chest X-ray, (2) a polio immunization if the applicant is under 19 years of age, and (3) a diphtheria/tetanus injection within the last 10 years. This medical proof is required by state law (Tex. ED Code 2.09).

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

Tuition

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

Additional Fees

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

Special Fees And Charges

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

Physical Education Activity Fee: \$5 a semester.

Bowling Class Fee: Student pays cost of lane rental.

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

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

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



TUITION AND STUDENT SERVICES FEE Fall and Spring Sessions

Semester Credit Hour	Dallas County			Out-of-District			Out-of-State or Country		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	\$ 32	\$ 1	\$ 33	\$ 32	\$ 1	\$ 33	\$ 59	\$ 1	\$ 60
2	32	2	34	62	2	64	118	2	120
3	32	3	35	93	3	96	177	3	180
4	40	4	44	124	4	128	236	4	240
5	50	5	55	155	5	160	295	5	300
6	60	6	66	186	6	192	354	6	360
7	70	7	77	217	7	224	413	7	420
8	80	8	88	248	8	256	472	8	480
9	90	9	99	279	9	288	531	9	540
10	100	10	110	310	10	320	590	10	600
11	108	10	118	320	10	330	649	10	659
12	116	10	126	330	10	340	708	10	718
13	124	10	134	340	10	350	767	10	777
14	132	10	142	350	10	360	826	10	836
15	140	10	150	360	10	370	885	10	895
16	148	10	158	370	10	380	944	10	954
17	156	10	166	380	10	390	1003	10	1013
18	164	10	174	390	10	400	1062	10	1072
19	172	10	182	400	10	410	1121	10	1131
20	180	10	190	410	10	420	1180	10	1190

TUITION Summer Sessions

Semester Credit Hour	Dallas County		Out-of-District		Out-of-State or Country	
	Tuition		Tuition		Tuition	
1	\$ 32		\$ 44		\$ 65	
2	32		88		130	
3	36		132		195	
4	48		176		260	
5	60		220		325	
6	72		264		390	
7	78		272		448	
8	84		280		506	
9	90		288		564	

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

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

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

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

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

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

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



Refund Policy

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

(1) Official withdrawal:

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

Fall and Spring Semesters

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

Summer Semesters

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

(2) Official drop of a course or courses:

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

Regular Session

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

Summer Session

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

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

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

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

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

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

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

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

(6) Flexible entry courses are to be handled as regular semester length courses. The refund schedule will be followed during the semester in which the courses are reported.

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

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

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

Returned Checks

Checks returned to the Business Office must be paid with cash or a cashier's check within the time limits prescribed by the notification letter. An additional fee is added for returned checks. If a check for tuition is returned by the bank for any reason, including stop payment, the College Business Office may submit the check to the Justice of the Peace for appropriate legal action and collection. The Vice President of Student Development may also implement disciplinary procedures.

Advisement Procedures

Individual assessment of skill levels is an important part of student success in college. Therefore, the District has provided an assessment process available through the counseling centers at each of the District colleges. Information gained from assessment is used to advise students in the selection of courses which can provide the best possible opportunity for academic success. All students are required to go through an assessment process and should schedule it prior to initial registration. Developmental studies are available for students who need skill development in reading, writing, or math. Test data, transcripts, previous work, and counseling may be used to determine placement in this program.

Course Prerequisites

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

Change Of Schedule

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

Non-Credit Student (Audit)

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

Transfer Of Credits

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

Dropping A Course Or Withdrawing From College

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

Address Changes And Social Security Number

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

III. ACADEMIC INFORMATION

Degree Requirements

The College confers the Associate in Arts and Sciences Degree upon students who have completed all general specific requirements for graduation. Each degree candidate must earn the last 15 hours as a resident student in the District colleges or accrue 45 hours in residence.

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

Associate In Arts And Sciences Degree

Students must have a minimum of 60 credit hours and a grade point average of at least "C" (2.0) to receive the Associate in Arts and Sciences Degree. These 60 hours may be earned at any District college. They must include:

English 101-102 plus an additional six hours of English for a total of 12 credit hours in English.

Eight credit hours in laboratory science (Music majors will substitute Music 101-102 for this requirement.)

12 credit hours of History 101-102 and Government 201-202. No substitutions are allowed. Only three credit hours of history and three credit hours of government may be earned through credit by examination. CLEP credit may not be used to meet this requirement.

Three credit hours in humanities, selected from Theatre 101, Art 104, Music 104, Humanities 101 or Philosophy 102.

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. Courses numbered 99 and below cannot be included to meet degree or certificate requirements. Music 199, Art 199, and Theatre 199 may not be counted toward the 60 hour minimum.

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

Associate In Applied Arts And Sciences Degree And Certificate Career Programs

Students must have a minimum of 60 credit hours and a grade point average of at least "C" (2.0) to receive the Associate in Applied Arts and Sciences Degree. For some programs, more than 60 credit hours are required. All prescribed requirements for the specific technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements.

See the Technical/Occupational Programs section of this catalog for a more detailed explanation. The require-

ments for certificates are detailed under specific programs listed in the Technical/Occupational Programs section of this catalog. A "C" (2.0) grade point average is required. A maximum of four physical education activity hours may be counted as credit toward graduation. Courses numbered 99 and below may not be included to meet degree or certificate requirements. Music 199, Art 199, and Theatre 199 may not be counted toward the 60-hour minimum.

Procedure For Filing Degree And Certificate Plans And For Graduation

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

An annual graduation ceremony is held at the conclusion of the spring semester. Participation is ceremonial only and confers on a student no rights to a degree. January and August graduates may participate in the next commencement if they desire, but they are not required to do so. The Registrar's Office should be notified if the student wishes to participate. Instructions for graduation are mailed to all candidates thirty days prior to commencement.

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

Recommended Academic Load

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. Students must receive permission of the Registrar or the appropriate college official to carry a heavier load. Employed students carrying a full load (12 credit hours or more) should not work more than 20 hours per week. Students working more hours should reduce their academic load proportionately. The recommended load limit for day or evening students who are employed full-time is six credit hours. The recommended load limit in a six-week summer session is six credit hours. A total of 14 credit hours is the maximum that may be earned in any 12-week summer period.

Class Attendance

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

Instructors are responsible for describing attendance policy and procedures to all students enrolled in their classes. Students who do not attend class during the first

12 days of a long semester or the first four days of a summer session are dropped by the instructor. After this time, it is the responsibility of the student to withdraw from the course. A student, however, may be dropped from the class roll prior to the published withdrawal deadline notice for lack of attendance at the discretion of the instructor.

If an instructor drops a student, the student is notified by a letter from the Registrar's Office sent to the student's address of record. The effective drop date is stated in the letter. A student who desires to remain in class must contact the instructor within the time specified in the instructor's letter. With the instructor's approval, a student may be reinstated. Students dropped for excessive absences prior to the published withdrawal deadline receive a grade of "W."

Scholastic Standards: Grades And Grade Point Average

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

Grade	Interpretation	Grade Point Value
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
F	Failing	0 points
I	Incomplete	Not Computed
WX	Progress; re-enrollment required	Not Computed
W	Withdrawn	Not Computed
CR	Credit	Not Computed

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, a student who takes a three hour course and earns an "A" accumulates 12 grade points for that course. A student's grade point average is computed by adding the total grade point values for all courses and dividing by the number of credit hours attempted during the same period. For example, a student who takes the following courses and earns the following grades has a grade point average 2.93:



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

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

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

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

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

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

Acceptable Scholastic Performance

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

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

Honors

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

Scholastic Probation And Scholastic Suspension

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

Grade Reports

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

Waiving Of Scholastic Deficiency

Any student in an academic transfer program may transfer to a career program. In such a case, the student may choose to have any grades below "C" disregarded. However, the procedure for disregarding low grades may only be exercised while the student is in a career program. If the student changes to an academic transfer program, the original conditions of the academic transfer program must be followed, including the calculation of a cumulative grade point average of all college credits earned. The procedure for waiving scholastic deficiency applies both to students of this college and to students transferring from other institutions. The student who wishes to use the procedure for waiving scholastic deficiency should so state in writing to the Registrar prior to registration and should inform a counselor of such intentions during the pre-registration advisement session.

Transcripts Of Credit

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

Classification Of Students

Freshman:

A student who has completed fewer than 30 credit hours.

Sophomore:

A student who has completed 30 or more credit hours.

Part-time:

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

Full-time:

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

Learning Resources Center And Library Obligations

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

Classroom Resource Services is a part of the LRC and supports the instructional program. It is responsible for all campus audio-visual equipment and non-print materials used in the classroom or by individual students and for the production of instructional materials.

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

IV. EDUCATIONAL AND SPECIAL OPPORTUNITIES

Academic Transfer Studies

Students who desire to earn a bachelor's degree may complete the first two years at this college before transferring to a four-year institution. The academic transfer curriculum is coordinated with senior colleges and universities to facilitate the transfer of credits to these schools.

Technical/Occupational Programs

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

Technical/occupational courses carry college credit leading to a Certificate of Completion or an Associate in Applied Arts and Sciences Degree. These programs are established only after studies verify that employment opportunities will exist at the time the student completes training.

The College attempts to match the community's labor requirements with the ambitions and goals of its students. This realistic approach to occupational education is made possible by the excellent cooperation of local industry, business, and public agencies. They increasingly depend on District colleges to supply skilled personnel. A continuous liaison is maintained with prospective employers to help place graduates and to keep the training programs current with job requirements. Recommendations for adding new programs to the College offerings are made periodically and are based on community studies which identify additional training needs.

Credit By Examination

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

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

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

Credit by examination may be attempted only one time in any given course, and a grade of "C" or better must be earned in order for credit to be recorded. A student may use credit by examination for only three (3) credit hours to apply toward the degree requirements in history and only three (3) credit hours to apply toward the degree requirements in government.

(CLEP exam does not meet this requirement.)

Non-Traditional Learning

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

1. student must be currently enrolled in the College to receive equivalent credit for non-traditional learning.
2. Credit may be granted for non-traditional learning as it relates to specific courses offered by the college assessing the learning experiences. Credit will be awarded on a

course by course basis only. The student must be enrolled in the college which is assessing the learning experience.

3. A student is required to complete at least 12 semester hours of course work with the District, six of which are in the student's major occupational area, prior to awarding of equivalent credits for non-traditional activities. The "CR" grade is awarded for non-traditional course work accepted for credit.
4. Credit may be granted for occupational courses approved by the Texas Education Agency.
5. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree objective. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by this policy.



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

Flexible Entry Courses

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

Telecourses

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

Telecourses include the viewing of television programs on KERA/Channel 13 and on cable, plus reading, study guide and writing assignments. Students come to the campus for an orientation session at the beginning of the semester, for one to four discussion meetings, for three or four tests, and for laboratory sessions in science courses having laboratories. These campus visits are normally scheduled for a time convenient to the students. Field trips are required in some courses. Telecourses may be taken in conjunction with on-campus courses or by persons who are not enrolled in any on-campus courses. Students may register for telecourses by mail or through the regular on-campus registration process.

Cooperative Work Experience

Students may enrich their education by enrolling in cooperative education courses. Cooperative education is a method of instruction that offers the student the opportunity to earn college credit for the development and achievement of learning objectives which are accomplished through current on-the-job experience. Work experience must be related to a field of study and occupational goal. This work experience takes place at work training stations approved by the College. The employers must be willing to enter into training agreements with the College and the student employee.

Credit for cooperative education during the semester is based on the completion of a minimum of 80 hours of work per semester for each credit to be earned to a maximum of four (4) credits. Attendance at sixteen (16) hours of campus seminars is also required.

To enroll in a cooperative education course, students must have completed at least six semester hours in an occupational major or secured instructor approval, be concurrently enrolled in a course related to a major subject area, and have approval of the instructor.

To participate in a cooperative education course, a student must be employed at a college-approved training station. The college will assist a student in seeking approvable employment.

Additional information regarding cooperative education may be secured from the Cooperative Education Office at each college. The technical/occupational programs having cooperative education are indicated in this catalog.

International Studies

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



Human Development

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

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

Evening And Weekend College

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

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

Servicemen's Opportunity College

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

Continuing Education Programs

Continuing education programs are an important element in the concept of the community college. They greatly expand the available opportunities for persons of all ages to participate in college programs and activities. And courses are offered throughout the year to meet a variety of community needs.

Continuing education programs are offered in the following categories:

Continuing education opportunities for individuals who want to broaden their knowledge or learn new skills for different occupational fields.

Cultural and community enrichment studies for groups and individuals seeking to enhance their quality of life.

Personal entertainment and recreation for individuals wishing to explore new activities for personal growth and enjoyment.

Resources for industry, government and professional groups needing to supplement their own training and development programs.

Continuing education programs offer short courses, seminars, workshops, and institutes. The type of course offering is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations. Generally there are no entrance requirements or examinations. Some courses may have age restrictions or may require a certain amount of experience for enrollment. Admission is on a first-come, first-served basis. All one need do to register is fill out the form and pay the fee. Classes and activities are held on campus and in a variety of locations throughout the community. Most classes and activities are conducted on weekday evenings, but many are also held on weekdays and weekends.

Continuing education program instructors are professional men and women from the community who have proven experience in their fields. Their objective is to share their knowledge, insight, and experience, and to insure that students acquire a greater perspective of the subject and have a meaningful experience. Although most continuing education courses do not require textbooks, the nature of some special offerings do require the purchase of books or supplies. Students are notified of the need for texts and other materials at the first meeting.

Library privileges are available for continuing education students during the term they are registered. Contact the Continuing Education Office for further information.

Continuing Education Units (CEU'S)

Although no college credit is awarded for continuing education class participation, Continuing Education Units

are transcribed for successful completion of most courses. The CEU, by nationwide definition, is "ten contact hours of participation in an organized continuing adult education or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is a means of recording and accounting for the various continuing education activities one accumulates over a period of years.

V. STUDENT SERVICES

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

Student Programs and Resources

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

Counseling Services

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

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

Tutoring Services

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

Testing And Evaluation Center

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

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

Health Center

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

Services for Disabled Students

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

Student Organizations

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

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

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

Service organizations to promote student involvement in the community.

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

Intercollegiate Athletics

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

Intramural Sports

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

Housing

The College does not operate dormitories of any kind or maintain listings of available housing for students. Students who do not reside in the area must make their own arrangements for housing.

Campus Security

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

VI. FINANCIAL AID

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

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

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

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

Selective Service

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

Guaranteed Student Loans

The Higher Education Act of 1965 provided for student loans from private commercial lending agencies such as banks, savings and loan associations, credit unions and insurance companies. These loans are administered under the title of the Guaranteed Student Loan Program (GSLP). Under this program, the educational institution provides a statement of tuition and fees, room and board charges, books and personal expenses and certifies that the student is enrolled in good standing or accepted for enrollment. The student must find a lending institution and arrange for the loan.

Students from families with adjusted gross family incomes of less than \$30,000 can borrow without demonstrating financial need. Students with family earnings of \$40,000 or more must undergo a financial need test to determine if they are eligible to borrow. If need of \$500 to \$1000 is demonstrated, a student may borrow up to \$1000. If need is over \$1000, the student may borrow up to the amount of need not to exceed the program limit (\$2500 for undergraduates, \$5000 for graduate or professional students). The financial need analysis shall be performed by the school in which the student will be enrolled for the period covered by this loan application in accordance with rules and regulations required by the U.S. Department of Education.

Provisions of the Guaranteed Student Loan Program are subject to actions of the U.S. Congress. The Director of Financial Aid will be able to supply information on changes in this program.

Pell Grant

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

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

credit hours each semester. Students must apply each year.

Supplemental Educational Opportunity Grant (SEOG)

The SEOG is a federal program to help pre-baccalaureate students with eligibility based solely on need. The amount of a SEOG award depends on the individual student's needs, the total number of applicants, and funds available. To be eligible, students must enroll for at least six credit hours, make satisfactory progress toward their educational goal and have financial need. Students must apply each year for the SEOG.

Texas Public Educational Grant (TPEG)

The TPEG is a state program to assist students attending state supported colleges. To be eligible, students must make satisfactory progress toward their educational goal and have financial needs according to an approved needs analysis system. Grants are awarded by eligibility on a first-come, first-served basis for credit and some non-credit courses. Students must apply each year for the TPEG.

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

The TPE-SSIG is a state program. To qualify, students must enroll for at least six credit hours per semester, make satisfactory progress toward their educational goal, be a Texas resident, and have financial need. Grants are awarded by eligibility on a first-come, first-served basis. Student must apply each year for the TPE-SSIG.

Hinson-Hazlewood College Student Loan Program

The Hinson-Hazlewood College Student Loan Program is a state operated, federally insured student loan program. To qualify, students must enroll on at least a half-time basis (six credit hours in the fall or spring semester), be a Texas resident, and demonstrate financial need. Students must apply for all other types of aid before applying for this loan, and they must apply each year to renew the loan. New students must have applied for and been denied a Texas Guaranteed Student Loan before applying for this loan.

Repayment begins six months after the student ceases to be enrolled for at least one-half the normal course load.

Repayment may extend up to 10 years, but a minimum payment of \$50 a month is required.

Student Employment

The College Work/Study Program is a federal program to assist students through jobs both on and off campus. To be eligible, students must demonstrate financial need, be enrolled in six or more credit hours, and make satisfactory progress toward their educational goal. Students will generally work 20 hours per week. The Student Employment Program provides some jobs on campus for students who do not meet the financial need requirement of the College Work/Study Program. Students must be enrolled in six or more credit hours and make satisfactory progress toward their educational goal. Students will generally work 20 hours per week.

Social Security Administration

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

Bureau Of Indian Affairs

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

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

Vocational Rehabilitation

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

Veterans' Benefits Program

The Veterans' Benefits Program is coordinated by the Veterans' Affairs Office of the College. Services of this office include counseling the veteran concerning benefits, Veterans Administration loans, Veterans Administration work study programs, financial problems, career counseling, and other areas related to the veteran's general welfare. When testing indicates that a veteran should enroll in developmental courses such as reading, writing, or math, the student may pursue these courses with no charge to his or her benefits. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of some of the Veterans Administration guidelines. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

1. Class attendance is mandatory. Failure to attend class results in suspension from class.
2. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.
3. A veteran student enrolled in television courses must be pursuing more on-campus credit hours than hours taken by television.
4. A veteran student who has successfully completed credit hours at another college or university must submit a transcript from that college or university before applying for V.A. benefits. The transcript is evaluated and credit granted when applicable.
5. A veteran student must enroll in courses required for a degree program. Information on degree requirements may be obtained from the Registrar's Office.
6. A veteran student who withdraws or who is dropped

from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose future benefits. A veteran student must also maintain a satisfactory grade point average as outlined in the catalog.

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

Hazlewood Act

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

Academic Progress Requirement

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

The 2.0 Grade Point average (GPA) Requirement

- a. Students funded for full-time course loads must complete a full-time course load with a minimum 2.0 GPA or course load requirement each semester an award is made.
- b. Students funded for part-time course loads are expected to achieve a minimum 2.0 GPA or course load requirement on all courses funded each semester. No drops or withdrawals are allowed.

Academic Compliance

- a. If the 2.0 GPA or course load requirement is not met once, a warning notice is mailed to the student. Transfer students entering the District on probation are considered to be in this category.
- b. If the 2.0 GPA or course load requirement is not met twice, no award is made for six months.
- c. A third chance may be approved at the discretion of the Financial Aid Director after the six-month suspension period. The student must sign acknowledgement of conditional approval before the award is made. If the 2.0 GPA or course load requirement is not met three times, no award is made for two years.
- d. A fourth chance may be approved at the discretion of the Financial Aid Director after the two-year suspension period. If approved, the student must sign a warning notice before the award is made.

Students may appeal the Financial Aid Director's decisions to the Vice President of Student Development. The

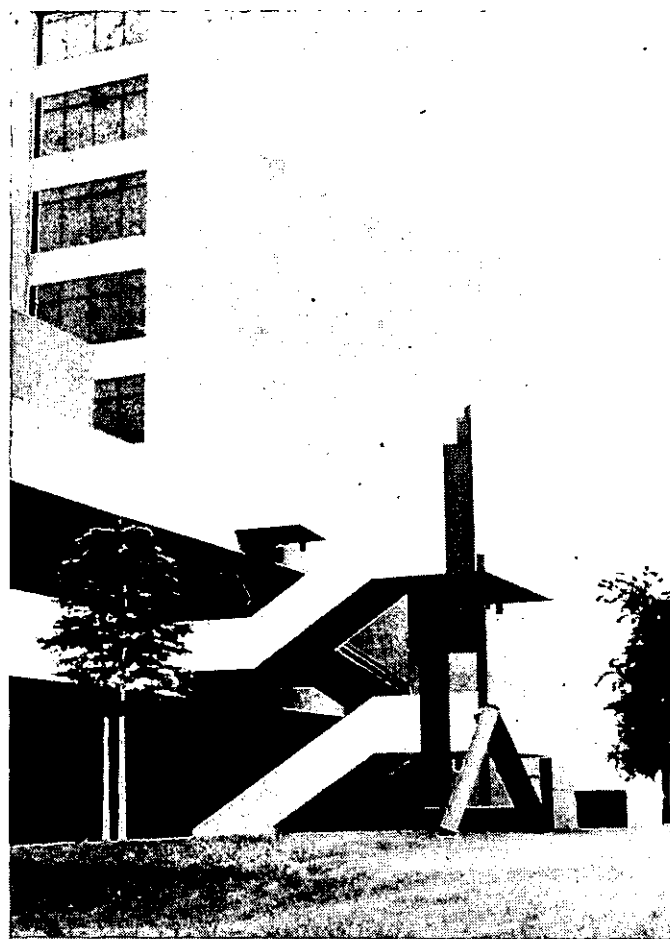
appeal must be in writing. The Financial Aid Office reserves the right to review and cancel awards at any time because of (1) failure to maintain an acceptable academic record, (2) failure to meet the minimum course load requirements, (3) changes in the financial status of the student or the student's family, or (4) failure by the student to meet any regulations governing the program from which the student is receiving aid. It is understood that the student is aware of the conditions under which aid is offered and agrees to meet all requirements.

Short-Term Loans

The College offers students short-term loans. Normally, a loan would not exceed tuition, fees, and books, but check with the Financial Aid Office for further details. The loan must be repaid within 60 to 90 days or before the end of the semester in which the money is borrowed.

Job Placement Services

The Placement Office is available to assist any student in job placement, either on or off-campus. Job openings are listed in the Placement Office. The Placement Office also works directly with students and community employers to locate jobs and students qualified to fill them. Career placement assistance is available for students nearing the end of their course of study. In addition to listing full-time career opportunities, the Placement Office also assists students in developing resumes, preparing for interviews, and developing successful job search strategies.



VII. DALLAS COUNTY COMMUNITY COLLEGE DISTRICT STUDENT RIGHTS AND RESPONSIBILITIES

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1. General Provisions

a. Preamble

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

b. Scope

- (1) This code applies to individual students and states the function of student, faculty, and administrative staff members to the College in disciplinary proceedings.
- (2) The College has jurisdiction for disciplinary purposes over a person who was a student at the time he allegedly violated a board policy, college regulation, or administrative rule.

c. Definitions: In this code, unless the context requires a different meaning:

- (1) "Class day" means a day on which classes before semester or summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given;
- (2) "Vice President of Student Development" means the Vice President of Student Development, his delegate(s) or his representative(s);
- (3) "Director of Student Programs" means the Director of Student Programs, his delegate(s) or his representative(s);
- (4) "Director of Campus Security" means the Director of Campus Security, his delegate(s) or his representative(s);

- (5) "President" means the president of a college of the Dallas County Community college District;
- (6) "Student" means a person enrolled in a college of the Dallas County Community College District, or a person accepted for admission to the College;
- (7) All vice presidents, deans, associate deans, assistant deans, directors, and division chairman of the College for the purposes of this code shall be called "administrators";
- (8) "Complaint" is a written summary of the essential facts constituting a violation of a board policy, college regulation or administrative rule;
- (9) "Board" means the Board of Trustees, Dallas County Community College District;
- (10) "Chancellor" means the Chancellor of the Dallas County Community College District;
- (11) "Major violation" means one which can result in suspension or expulsion from the college or denial of degree;
- (12) "Minor violation" means one which can result in any disciplinary action other than suspension or expulsion from the College or denial of degree.

2. Acquaintance with Policies, Rules, Regulations

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

3. Campus Regulations

a. Basic Standard: The basic standard of behavior requires a student:

- (1) Not to violate any municipal, state, or federal laws, and
- (2) Not to interfere with or disrupt the orderly educational processes of any college of the Dallas County Community College District.

A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

b. Enumerated Standards: The succeeding regulations describe offenses for which disciplinary proceedings may be initiated, but the College expects from its students a higher standard of conduct than the minimum required to avoid discipline. The College expects all students to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain absolute integrity and a high standard of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars. In short, a student enrolled in the College assumes an obligation to conduct himself in a manner compatible with the College's function as an educational institution.

(1) Student Identification:

- a. **Issuance and Use:** I.D. cards will be distributed during the first week of school and will be required for the following events and services; library usage, concerts, lectures, campus movies, use of student center facilities, voting in campus elections, and tickets for campus and community events. All I.D. cards are the property of the College and must be shown on request of a representative of the College. Students are required to be in possession of their I.D. cards at all times and are prohibited from loaning their I.D. cards to any other person for any reason. Likewise, it is prohibited to use any other card except the one issued by the College.
- b. **Replacement Cards:** If lost, duplicate I.D. cards may be obtained in the Business Office by payment of a \$4.00 charge.

- (2) **Use of District Facilities:** Each college of the Dallas County Community College District is a public facility entrusted to the Board of Trustees and college officials for the purpose of conducting the process of education. Activities which appear to be compatible with this purpose are approved through a procedure maintained in the Student Programs Office. Activities which appear to be incompatible or in opposition to the purposes of education are normally disapproved. It is imperative that a decision be made prior to an event in order to fulfill the trust of the public. No public facility could be turned over to the indiscriminate use of anyone for a platform or forum to promote random causes. These reasonable controls are exercised by college officials for the use of facilities to ensure the maximum use of the College for the purpose for which it was intended. Therefore, anyone planning an activity at one of the colleges of the Dallas County Community College District which requires space to handle two or more persons to conduct an activity must have prior approval. Application forms to reserve space must be acquired through the Student Programs Office. This office also maintains a statement on procedures for reserving space.

- (3) **Speech and Advocacy:** Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such a manner to ensure an orderly conduct, non-interference with college functions or activities, and identification of sponsoring groups or individuals. Meetings must be registered with the Student Programs Office. An activity may be called a meeting when the following conditions prevail at the activity:
 - (a) When two or more persons are sitting, standing, or lounging so as to hear or see a presentation or discussion of a person or a group of persons.

- (b) When any special effort to recruit an audience has preceded the beginning of discussions or presentations.
- (c) When a person or group of persons appears to be conducting a systematic discussion or presentation on a definable topic.
- (4) **Disruptive Activities:** Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone who initiates in any way any gathering leading to disruptive activity will be violating college regulations and/or state law. The following conditions shall normally be sufficient to classify behavior as disruptive:
 - (a) Blocking or in any other way interfering with access to any facility of the College.
 - (b) Inciting others to violence and/or participating in violent behavior, e.g., assault; loud or vulgar language spoken publicly; or any form of behavior acted out for the purpose of inciting and influencing others.
 - (c) Holding rallies, demonstrations, or any other form of public gathering without prior approval of the College.
 - (d) Conducting any activity which causes college officials to be drawn off their scheduled duties to intervene, supervise or observe the activity in the interest of maintaining order at the College.

Furthermore, the Vice President of Student Development shall enforce the provisions of the Texas education Code, Section 4.30 (following)

Education Code Section 4.30 provides:

- (a) No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocation and technical school or institute.
- (b) For the purposes of this section, disruptive activity means
 - (1) Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
 - (2) Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
 - (3) Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration;
 - (4) Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
 - (5) Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property of campus without the authorization of the administration of the school.
- (c) For the purpose of this section, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.
- (d) A person who violates any provision of this section is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed \$200 or by confinement in jail for not less than 10 days nor more than six months, or both.
- (e) Any person who is convicted the third time of violating this section shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.
- (f) Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas.
- (5) **Drinking of Alcoholic Beverages:** Each college of the Dallas County Community College District specifically forbids the drinking of or possession of alcoholic beverages on its campus.
- (6) **Drugs:** Each college of the Dallas County Community College District specifically forbids the illegal possession, use, sale or purchase of drugs, narcotics, or hallucinogens on or off campus.
- (7) **Gambling:** State law expressly forbids gambling of any kind on state property.
- (8) **Hazing:** Each college of the Dallas County Community College District, as a matter of principle and because it is a violation of state law, is opposed to and will endeavor to prevent hazing activities which involve any of the following factors singly or in conjunction:
 - (a) Any actions which seriously imperil the physical well-being of any student (all walks and all calisthenics are held to be actions which seriously imperil the physical well-being of students and are, therefore, accordingly specifically prohibited).
 - (b) Activities which are by nature indecent, degrading, or morally offensive.
 - (c) Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental or moral attitude of the persons participating therein.

The institutional policy is one discouraging all activities incompatible with the dignity of the college student and exercising disciplinary correction over such activities as escape from reasonable control, regulation, and decency. From the institution's point of view, the reasonableness for the control of hazing activities, if engaged in by an organization, rests in the elected and responsible officials of the group, as individuals, and in the group as a whole, since it sets and approves the policy to be followed in these matters. It is accordingly recommended that all groups be informed that both their officers and the group as a whole, will be held singularly and collectively responsible for any actions considered to be unreasonable, immoral, and irresponsible within the policy limits detailed above. Individual activity falling in this category shall be disciplinary action.

(9) Academic Dishonesty

- (a) The Vice President of Student Development may initiate disciplinary proceedings against a student accused of academic dishonesty.
- (b) "Academic dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion.
- (c) "Cheating on a test" includes:
 - (i) Copying from another student's test paper;
 - (ii) Using, during a test, materials not authorized by the person giving the test;
 - (iii) Collaborating with another student during a test without authority;
 - (iv) Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test;
 - (v) Substituting for another student, or permitting another student to substitute for one's self, to take a test; and
 - (vi) Bribing another person to obtain an unadministered test or information about an unadministered test.
- (d) "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work on one's written work offered for credit.
- (e) "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.

(10) Financial Transactions with the College

- (a) No student may refuse to pay or fail to pay debt he owes to the College.
- (b) No student may give the College a check, draft or order with intent to defraud the College.
- (c) A student's failure to pay the College the amount due on a check, draft, or order, on or before the fifth class after the day the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft or order, is prima facie evidence that the student intended to defraud the College.
- (d) The Vice President of Student Development may initiate disciplinary proceedings against a student who has allegedly violated the provisions of this section.

(11) Other Offenses

- (a) The Vice President of Student Development may initiate disciplinary proceedings against a student who:
 - (i) Conducts himself in a manner that significantly interferes with college teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions, or with other authorized activities on college premises;
 - (ii) Damages, defaces or destroys college property or property of a member of the college community or campus visitor;
 - (iii) Knowingly gives false information in response to requests from the College;
 - (iv) Engages in hazing, as defined by state law and college regulations;
 - (v) Forges, alters or misuses college documents, records or I.D. cards;
 - (vi) Violates college policies or regulations concerning parking, registration of student organizations, use of college facilities, or the time, place and manner of public expression;
 - (vii) Fails to comply with directions of college officials acting in the performance of their duties;
 - (viii) Conducts himself in a manner which adversely affects his suitability as a member of the academic community or endangers his own safety or the safety of others;
 - (ix) Illegally possesses, uses, sells, or purchases drugs, narcotics, hallucinogens, or alcoholic beverages on or off campus;
 - (x) Commits any act which is classified as an indictable offense under either state or federal law.

4. Disciplinary Proceedings

a. Administrative Disposition

(1) Investigation, Conference and Complaint

- (a) When the Vice President of Student Development Office receives information that a student has allegedly violated a board policy, college regulation, or administrative rule, the Vice President or a subordinate delegated by him shall investigate the alleged violation. After completing the preliminary investigation, the Vice President may:
 - (i) Dismiss the allegations as unfounded, either before or after conferring with the student; or
 - (ii) Proceed administratively and impose disciplinary action; or
 - (iii) Prepare a complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.
- (b) The President may take immediate interim disciplinary action, suspend the right of a student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of a board policy, college regulation, or administrative rule, when in the opinion of such official the interest of the College would best be served by such action.
- (c) No person shall search a student's personal possessions for the purpose of enforcing this code unless the individual's prior permission has been obtained. Searches by law enforcement officers of such possessions shall be only as authorized by law.

(2) Summons

- (a) A student may be summoned to appear in connection with an alleged violation by sending him a letter by certified mail, return receipt

requested, addressed to the student at his address appearing in the Registrar's Office records. It is the student's responsibility to immediately notify the Registrar's Office of any change of address.

- (b) The letter shall direct the student to appear at a specified time and place not less than three class days after the date of the letter. The letter shall also describe briefly the alleged violation and shall state the Vice President of Student Development's intention to handle the allegation as a minor or major violation.
- (c) The Vice President of Student Development may place on disciplinary probation a student who fails without good cause to comply with a letter of summons, or the Vice President may proceed against the student as stated below in the sections of **Disposition** and **Penalties**.

(3) Disposition

- (a) At a conference with a student in connection with an alleged minor or major violation, the Vice President shall advise the student of his rights.
- (b) A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to a hearing. If a student accepts administrative disposition, he shall sign a statement that he understands the nature of the charges, his right to a hearing. If a student accepts administrative disposition, he shall sign a statement that he understands the nature of the charges, his right to a hearing or to waive the same, the penalty imposed, and his waiver of the right of appeal.
- (c) The Vice President of Student Development shall prepare an accurate, written summary of each administrative disposition and forward a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of Student Programs and to the Director of Campus Security.
- (d) The Vice President of Student Development may impose disciplinary action as follows:
 - (i) For minor violations, any action authorized by this code in the section on **Penalties** (from 1-8, i.e. Admonition through Suspension of eligibility).
 - (ii) For major violations, any action authorized by this code in the section on **Penalties** (from 1-11, i.e. Admonition through Expulsion).

b. Student Discipline Committee

(1) Composition; Organization

- (a) When a student refuses administrative disposition of either a major or a minor violation, he is entitled to a hearing before the Student Discipline Committee. This request must be made in writing on or before the sixth working day following administrative disposition. The committee shall be composed of equal numbers of students, administrators and faculty of the College. The committee shall be appointed by the president for each hearing on a rotating basis or on a basis of availability.
- (b) The Student Discipline Committee shall elect a chairman from the appointed members. The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chairman's ruling. All members of the committee are eligible to vote in the hearing.
- (c) The chairman shall set the date, time, and place for the hearing and may summon witnesses, and require the production of documentary and other evidence.
- (d) The Vice President of Student Development shall represent the College before the Student Discipline Committee and present evidence to support any allegations of violations of Board policy, college regulation, or administrative rules. The Vice President of Student Development may be assisted by legal counsel when in the opinion of the Vice President of Student Development the best interests of the student or the College would be served by such assistance.

(2) Notice

- (a) The committee chairman shall by letter notify the student concerned of the date, time and place for the hearing. The letter shall specify a hearing date not less than three (3) nor more than ten (10) class days after the date of the letter. If the student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian.
- (b) The chairman may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time and place.
- (c) The Student Discipline Committee may hold a hearing at any time if the student has actual notice of the date, time, and place of the hearing, and consents in writing thereto, and the President, or his designated representative in his absence, states in writing to the committee that, because of extra-ordinary circumstances the requirements are inappropriate.
- (d) The notice shall specify whether the charge or charges are considered minor violations or major violations, shall direct the student to appear before the committee on the date and at the time and place specified, and shall advise the student of the following rights:
 - (i) To a private hearing;
 - (ii) To appear alone or with legal counsel (if charges have been evaluated as a major violation or if the College is represented by legal counsel);
 - (iii) To have his parents or legal guardian present at the hearing;
 - (iv) To know the identity of each witness who will testify against him;
 - (v) To cause the committee to summon witnesses, require the production of documentary and other evidence possessed by the

College, and to offer evidence and argue in his own behalf;

- (vi) To cross-examine each witness who testifies against him; /
 - (vii) To have a stenographer present at the hearing to make a stenographic transcript of the hearing, at the student's expense, but the student is not permitted to record the hearing by electronic means;
 - (viii) To appeal to the Faculty-Student Board of Review, subject to the limitations established by the **Faculty-Student Board of Review** section.
- (e) The Vice President of Student Development may suspend a student who fails without good cause to comply with a letter sent under this section, or, at his discretion, the Vice President of Student Development may proceed with the hearing in the student's absence.

(3) Preliminary Matters

- (a) Charges arising out of a single transaction or occurrence, against one or more students, may be heard together or, either at the option of the committee or upon request by one of the students-in-interest, separate hearings may be held.
- (b) At least three (3) class days before the hearing date, the student concerned shall furnish the committee chairman with:
 - (i) The name of each witness he wants summoned and a description of all documentary and other evidence possessed by the College which he wants produced;
 - (ii) An objection that, if sustained by the chairman of the Student Discipline Committee, would prevent the hearing;
 - (iii) The name of the legal counsel, if any, who appear with him;
 - (iv) A request for a separate hearing, if any, and the grounds for such a request.
- (c) When the hearing is set under waiver of notice or for other good cause, determined by the committee chairman, the student concerned is entitled to furnish the information described in paragraph (b) hereof at any time before the hearing begins.

(4) Procedure

- (a) The hearing shall be informal and the chairman shall provide reasonable opportunities for witnesses to be heard. The College may be represented by staff members of the Vice President of Student Development's Office, legal counsel and other persons designated by the President. The hearing shall be open to the public so long as space is available, but may include the following persons on the invitation of the student:
 - (i) Representatives of the College Council;
 - (ii) A staff member of the college newspaper;
 - (iii) Representatives of the Faculty Association;
 - (iv) Student's legal counsel, and
 - (v) Members of the student's immediate family.
- (b) The committee shall proceed generally as follows during the hearing:
 - (i) The Vice President of Student Development shall read the complaint;
 - (ii) The Vice President of Student Development shall inform the student of his rights, as stated in the notice of hearing;
 - (iii) The Vice President of Student Development shall present the College's case;
 - (iv) The student may present his defense;
 - (v) The Vice President of Student Development and the student may present rebuttal evidence and argument;
 - (vi) The committee will vote the issue of whether or not there has been a violation of board policy, college regulation or administrative rule; if the committee finds the student has violated a board policy, college regulation or administrative rule, the committee will determine an appropriate penalty.
 - (vii) The committee shall inform the student of the decision and penalty, if any;
 - (viii) The committee shall state in writing each finding of a violation of board policy, college regulation or administrative rule, and the penalty determined. Each committee member concurring in the finding and penalty shall sign the statement. The committee may include in the statement its reasons for the finding and penalty.

(5) Evidence

- (a) Legal rules of evidence shall not apply to hearings before the Student Discipline Committee, and the committee may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable men in the conduct of their affairs. The committee shall exclude irrelevant, immaterial and unduly repetitious evidence. The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling and Guidance Center, or the Office of the Vice President of Student Development where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.
- (b) The committee shall presume a student innocent of the alleged violation until it is convinced by clear and convincing evidence that the student violated a Board policy, college regulation or administrative rule.
- (c) All evidence shall be offered to the committee during the hearing and made a part of the hearing record. Documentary evidence may be

admitted in the form of copies of extracts, or by incorporation by reference. Real evidence may be photographed or described.

(d) A student defendant may not be compelled to testify against himself.

(6) Record

(a) The hearing record shall include: a copy of the notice of hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas, and any other materials considered by the committee; and the committee's decisions.

(b) If notice of appeal is timely given as hereinafter provided, the Vice President of Student Development, at the direction of the committee chairman, shall send the record to the Board of Review, with a copy to the student appellant on or before the tenth class day after the notice of appeal is given.

b. Faculty-Student Board of Review

(1) Right to Appeal

(a) In those cases in which the disciplinary penalty imposed was as prescribed in the section on **Penalties**, (6) Restitution through (11) Expulsion, the student may appeal the decision of the Student Discipline Committee, or the decision of the President in an interim action to the Faculty-Student Board of Review. Disciplinary actions taken under the section on **Penalties**, (1) Admonition through (5) Bar against readmission, cannot be appealed beyond the Student Discipline Committee. A student appeals by giving written notice to the Vice President of Student Development on or before the third class day after the day the decision or action is announced. This notice may be informal, but shall contain the student's name, the date of the decision or action, the name of his legal counsel, if any, and a simple request for appeal.

(b) Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under the section on **Disciplinary Disposition** which authorizes the President to take immediate interim disciplinary action.

(2) Board Composition

(a) The President shall appoint Boards of Review to hear appeals under this code. Each such board shall have three faculty representatives and two students appointed by the President in alphabetical rotation from available members of the review panel.

(b) The review panel shall have twenty-five (25) members, selected as follows:

(i) Fifteen (15) representatives from the faculty, recommended by the President of the Faculty Association and appointed by the President of the College for three-year staggered terms.

(ii) Ten (10) students shall be appointed by the President of the College for one-year terms. Student members must have an overall 2.0 average on all college work attempted at the time of the nomination and must not have a discipline case pending.

(c) The President shall instruct the Board of Review members on student disciplinary policies, rules, and hearing procedures as soon as practicable after the members are appointed.

(3) Consideration of Appeal

(a) The Board of Review shall consider each appeal on the record of the Student Discipline Committee and for the good cause shown, original evidence and newly discovered evidence may be presented.

(b) Upon timely appeal, the President shall select a Board of Review as aforesaid and shall notify the student appellant and the Vice President of Student Development in writing of the time, date, and place of the hearing as determined by the President.

(c) The President will designate one of the members of the Board of Review to serve as chairman.

(d) Appellate hearings will follow the procedure prescribed in this code.

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

(f) The Board of Review, after considering the appeal, may affirm the Student Discipline Committee's decision, reduce the penalty determined or otherwise modify the decision of the Student Discipline Committee, or dismiss the complaint.

(g) The Board of Review shall modify or set aside the findings of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee's finding of facts, conclusions or decisions were:

(i) In violation of a federal or state law, board policy, college regulation, administrative rule, or authorized procedure.

(ii) Clearly erroneous in view of the reliable probative and substantial evidence on the complete hearing; or

(iii) Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

(h) The Board of Review may not increase a penalty assessed by the Student Discipline Committee.

(4) Petition for Administrative Review

(a) A student is entitled to appeal in writing to the Board of Trustees through the President, the Chancellor, and the Chairman of the Board. The President shall automatically review every penalty of expulsion.

(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, notice of appeal, the date of the Board of Review's action on the student's appeal and his reasons for disagree-

ing with the board's action. A student shall file his petition with the President on or before the third class day after the day the Board of Review announces its action on the appeal. If the President rejects the petition, and the student appellant wishes to petition the Chancellor, he shall file the petition with the Chancellor on or before the third class day after the President rejects the petition in writing.

(c) The President, the Chancellor, and the Board of Trustees in their review may take any action that the Student Discipline Committee is authorized to take. They may receive written briefs and hear oral argument during their review.

5. Penalties

a. Authorized Disciplinary Penalties:

The Vice President of Student Development, the Student Discipline Committee, or the Faculty-Student Board of Review may impose one or more of the following penalties for violation of a board policy, college regulation, or administrative rule:

(1) Admonition

(2) Warning probation

(3) Disciplinary probation

(4) Withholding of transcript or degree

(5) Bar against readmission

(6) Restitution

(7) Suspension of rights or privileges

(8) Suspension of eligibility for official athletic and non-athletic extracurricular activities

(9) Denial of degree

(10) Suspension from the College

(11) Expulsion from the College

b. Definitions:

The following definitions apply to the penalties provided above:

(1) An "Admonition" is a written reprimand from the Vice President of Student Development to the student on whom it is imposed.

(2) "Warning probation" indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.

(3) "Disciplinary probation" indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students will be placed on disciplinary probation for engaging in activities such as the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on campus facilities, and gambling.

(4) "Withholding of transcript or degree" is imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.

(5) "Bar against readmission" is imposed on a student who has left the College on enforced withdrawal for disciplinary reasons.

(6) "Restitution" is reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

(7) "Disciplinary suspension" may be either or both of the following:

(a) "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.

(b) Suspension of eligibility for official athletic and non-athletic extracurricular activities: prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities such as the following: having intoxicating beverages in any college facility; destroying state property or student's personal property; giving false information in response to requests from the College; instigating a disturbance or riot; stealing; possession, use, sale or purchase of illegal drugs on or off campus; any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.

(8) "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.

(9) "Suspension from the College" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for non-credit, for scholastic work at or through the College.

(10) "Expulsion" is permanent severance from the College. This policy shall apply uniformly to all of the colleges of the Dallas County Community College District.

In the event any portion of this policy conflicts with the state law of Texas, the state law shall be followed.

6. Parking and Traffic

a. Reserved Parking Areas

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

and are non-reserved.

(1) Handicapped persons, college visitors

(2) Motorcycles

b. Tow Away Areas

(1) Handicapped persons area

(2) Fire lanes

(3) Parking or driving on campus in areas other than those designated for vehicular traffic

(4) Parking in "No Parking" zone

(5) Parking on courtyards

c. General Information

(1) College parking areas are regulated by state, municipal and campus statutes. College campus officers are commissioned to cite violators.

(2) All vehicles which park on the campus of the College must bear a parking decal emblem. The parking decal may be secured from the College Security Division or during fall and spring registration periods. No fee is charged for the decal.

(3) Placement of decal emblem:

(a) Cars: lower left corner of rear bumper.

(b) Motorcycles, motor bikes, etc.: gas tank

(4) Campus Speed Limits*

(a) 10 M.P.H. in parking areas

(b) 20 M.P.M. elsewhere on campus.

*Unless otherwise posted.

(5) All handicapped parking must be authorized and handicapped decal displayed on vehicle prior to parking in handicapped reserved areas.

d. Campus Parking and Driving Regulations

(1) The colleges, acting by and through their Board of Trustees are authorized by state law to promulgate, adopt and enforce campus parking and driving regulations. Campus officers are commissioned police officers, and as such, all traffic and criminal violations are within their jurisdiction.

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

(3) The College campus officers have the authority to issue the traffic tickets and summons of type now used by the Texas Highway Patrol. It is the general policy to issue these tickets for violations by visitors and persons holding no college permit. These tickets are returnable to the Justice of Peace Court in which the college is located. Furthermore, the campus officers are authorized to issue campus citations which are returnable to the Department of Safety and Security at the Business Office.

(4) Under the direction of the College President, the Department of Safety and Security shall post proper traffic and parking signs.

(5) Each student shall file an application for a parking permit with the Security Office upon forms prescribed by the College.

(6) These traffic regulations apply not only to automobiles but to motor bikes, motorcycles and ordinary bicycles.

e. Procedures

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

(2) Citations may be issued for:

(a) Speeding (the campus speed limit is 20 M.P.H. except where posted)

(b) Reckless driving

(c) Double parking

(d) Driving wrong way in one-way lane

(e) Parking in "No Parking" lane

(f) Improper parking (parts of car outside the limits of a parking space)

(g) Parking in wrong area (for example, handicapped or "No Parking" areas)

(h) Parking trailers or boats on campus

(i) Parking or driving on campus in areas other than those designated for vehicular traffic

(j) Violations of all state statutes regulating vehicular traffic

(k) Failure to display parking permit

(l) Collision with another vehicle or any sign or immovable object

(3) A citation is notice that a student's parking permit has been suspended. The service charge to reinstate the parking and driving permit must be paid at the Business Office. Failure to pay the service charge will result in the impoundment of a vehicle that is parked on campus and whose decal has been suspended.

(4) A person who receives a campus citation shall have the right within ten days to appeal in writing to the Vice President of Business, accompanied by whatever reason the person feels that the citation should not have been issued.

(5) If it becomes necessary to remove an improperly parked vehicle, an independent wrecker operator may be called. The owner of the vehicle will be charged the wrecker fee in addition to the service charge for reinstatement of driving and parking privileges.

(6) Visitors to campus are also required to follow college regulations.

(7) The service charge for reinstatement of the parking and driving permit will be \$5.00 per citation.

(8) Four citations per car during an academic year will result in permanent suspension of parking and driving permit for the balance of that academic year. A new total commences on August 1, of each year. A fee may be assessed for unauthorized parking in an area designated for handicapped persons. (Not to exceed \$200).

(9) The College is not responsible for the theft of vehicles on campus or their contents.

JOB TRAINING CENTER

The Job Training Center, an integral part of the diverse educational program of El Centro College, is located in a separate facility at 1403 Corinth Street in Dallas. The center provides skills training for the unemployed, underemployed and disadvantaged adults of Dallas County. The vocational and technical training offered in the non-credit courses at the center provides entry-level skills to those interested in seeking employment in the Dallas area. Financial aid is available to students who qualify, and job placement assistance is provided to all graduates of the center.

Programs are currently offered in air conditioning and refrigeration; auto paint and body; auto service and repair; cable TV installation; office careers; and paint and wall covering. The individualized instruction available in all of the programs allows students to progress at their own pace in order to fully comprehend theory and develop necessary skills. There are various options offered in each of the programs.

AIR CONDITIONING AND REFRIGERATION

Service Technician Assistant
Installer Assistant

AUTO PAINT AND BODY

Painter's Helper
Bodyman's Helper
Paint and Body Helper

AUTO SERVICE AND REPAIR

Service Station Attendant
Brakes Helper
Tune-up and Emissions Helper
Transmission Helper
Auto Air Conditioning and Heating Helper
Auto Electrical Systems Helper
Front End Helper
Mechanic's Helper

CABLE TV INSTALLATION

OFFICE CAREERS

Accounting/Bookkeeping Clerk
Clerk Typist
Data Entry Clerk
Retail Sales Clerk
Cashier-Checker
Retail Sales Clerk and Cashier-Checker

PAINT AND WALL COVERING

Painter
Paper Hanger
Painter and Paper Hanger

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Technical/Occupational Programs Offered on Our Campuses, 1984

Career Education Programs

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Accounting Associate							
Advertising Art							
Air Conditioning & Refrigeration							
Animal Medical Technology							
Apparel Design							
Architectural Technology							
Architectural Drafting							
Auto Body Technology							
Automotive Parts, Sales & Service							
Automotive Technology Apprenticeship							
Automotive Technology							
Aviation Maintenance Technology							
Aviation Technology							
Air Cargo Transport							
Aircraft Dispatcher							
Airline Marketing							
Air Traffic Control							
Career Pilot							
Fixed Base Operations/Airport Management							
Building Trades							
Carpentry — Residential & Commercial							
Child Development Associate							
CDA Training Certificate							
Special Child							
Administrative							
Infant-Toddler							
Commercial Music							
Arranger/Composer/Copyist							
Music Retailing							
Performing Musician							
Recording Technology							
Construction Management & Technology							
Data Processing							
Computer Information Systems							
Computer Operations Technician							
Key Entry/Data Control Operator							
Programmer							
Small Computer Systems Specialist							
Diesel Mechanics							
Distribution Technology							
Drafting & Design Technology							
Electronics Design Option							
Educational Paraprofessional/Assistant							
Electrical Technology							
Electronics Technology							
Avionics							
Digital Electronics							
Engineering Technology							
Electric Power							
Electro-Mechanical							
Fluid Power							
Quality Control							
Manufacturing Engineering							
Mechanical Option							
Financial Management							
Fire Protection Technology							
Food Service							
Food Service Operations							
School Food Service							
Graphic Arts/Communications							
Horology							

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Hotel-Motel Operations							
Interior Design							
Legal Assistant							
Machine Parts Inspection							
Machine Shop							
Major Appliance Repair							
Management Careers							
Administrative Management							
Mid-Management							
Purchasing Management							
Sales, Marketing & Retail Management							
Small Business Management							
Medical							
Associate Degree Nursing							
Dental Assisting Technology							
Medical Assisting Technology							
Medical Laboratory Technology							
Medical Transcription							
Respiratory Therapy Technology							
Surgical Technology							
Vocational Nursing							
Motorcycle Mechanics							
Office Careers							
Accounting Certificate							
Administrative Assistant							
General Office Certificate							
Insurance Certificate							
Legal Secretary							
Office Clerical							
Professional Secretary							
Records Management							
Optical Technology							
Ornamental Horticulture Technology							
Florist Option							
Greenhouse Florist Option							
Landscape Gardener							
Landscape Management Option							
Landscape Nursery Option							
Outboard Marine Engine Mechanics							
Pattern Design							
Precision Optics Technology							
Police Science Technology							
Postal Service Administration							
Radiologic Sciences							
Diagnostic Medical Sonography							
Nuclear Medicine Technology							
Radiography Technology							
Radiation Therapy Technology							
Real Estate							
Retail Distribution and Marketing							
Commercial Design & Advertising							
Fashion Marketing							
Small Engine Mechanics							
Social Work Associate							
Human Services Certificate							
Solar Energy Technology							
Training Paraprofessionals for the Deaf							
Sign Language Certificate							
Transportation Technology							
Welding Technology							
Welding Engineering Technology							

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

ACCOUNTING ASSOCIATE

(Associate Degree)

The Accounting Associate two-year program is designed to prepare a student for a career as a junior accountant in business, industry and government. Emphasis will be placed on internal accounting procedures and generally accepted accounting principles.

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

	CREDIT HOURS
SEMESTER I	
ACC 201 Principles of Accounting I	3
BUS 105 Introduction to Business	3
COM 131 Applied Composition and Speech* or	3
ENG 101 Composition and Expository Reading	3
MTH 130 Business Mathematics or	3
MTH 111 Mathematics for Business and Economics	3
OFC 160 Office Calculating Machines	3
	<u>15</u>
SEMESTER II	
ACC 202 Principles of Accounting II	3
COM 132 Applied Composition and Speech* or	3
ENG 102 Composition and Literature	3
CS 175 Introduction to Computer Science	3
MGT 136 Principles of Management	3
OFC 172 Beginning Typing	3
	<u>15</u>

SEMESTER III

ACC 203 Intermediate Accounting I	3
ACC 204 Managerial Accounting	3
ACC 250 Microcomputer-Based Accounting Applications	3
ECO-201 Principles of Economics I	3
GVT 201 American Government	3
†Elective	3
	<u>18</u>

SEMESTER IV

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

Minimum Hours Required: 63

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

†ACC 205 Business Finance	3
ACC 207 Intermediate Accounting II	3
ACC 238 Cost Accounting	3
ACC 239 Income Tax Accounting	3
ACC 703-713 Cooperative Work Experience	3
803-813	
ACC 704-714 Cooperative Work Experience	4
804-814	
BUS 143 Personal Finance	3
BUS 237 Organizational Behavior	3
CS 250 Contemporary Topics in Computer Science and Data Processing	3
CS 251 Special Topics in Computer Science and Data Processing	4
MGT 206 Principles of Marketing	3
PSY 105 Introduction to Psychology or	3
PSY 131 Human Relations	
SPE 105 Fundamentals of Public Speaking	

Any CS or DP Programming course

ENG 101 and ENG 102 may be substituted for COM 131 and COM 132 provided that SPE 105 is also taken.

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

APPAREL DESIGN

(Associate Degree)

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

ADMISSION TO THE PROGRAM

1. Contact the counseling division to schedule a time to take the Design Indicator Test. Priority of entry is by date of application.
2. Fulfill all requirements for admission to El Centro College.

CREDIT HOURS

SEMESTER I

DES 128	Introduction to Mass Production and Apparel	2
DES 129	Industrial Garment Construction (1st 8 weeks)	1
DES 234	History of Costume	3
DES 110	Basic Color Theory and Application (1st 8 weeks)	3
PDD 151	Pattern Drafting (2nd 8 weeks)	3
COM 131	Applied Composition and Speech or	3
ENG 101	Composition and Expository Reading	
		15

SEMESTER II

DES 135	Textiles	3
DES 136	Fashion Sketching	3
DES 235	History of Costume	3
PDD 152	Pattern Drafting II (1st 8 weeks)	3
PDD 153	Pattern Drafting III (2nd 8 weeks)	3
COM 132	Applied Composition and Speech or	3
ENG 102	Composition and Literature	
		18

SEMESTER III

DES 229	Advanced Garment Construction ..	3
PDD 254	Pattern Drafting IV (1st 8 weeks) ..	3
PDD 255	Pattern Drafting V (2nd 8 weeks) ..	3
APP 232	Design Development I	3
APP 237	Style Trends and Research I	2
PSY 105	Introduction to Psychology or	3
HD 105	Basic Processes of Interpersonal Relationships	
		17

SEMESTER IV

PDD 256	Pattern Drafting VI (1st 8 weeks) ..	3
PDD 257	Pattern Drafting VII (2nd 8 weeks) ..	3
APP 233	Design Development I	3
APP 238	Style Trends and Research II	2
DES 140	Draping or	1
PDD 812	Cooperative Work Experience or ..	2
PDD 813	Cooperative Work Experience or ..	3
PDD 814	Cooperative Work Experience	4
BUS 105	Introduction to Business	3
HUM 101	Introduction to Humanities	3
		18-21

Minimum Hours Required: 68

ARCHITECTURAL TECHNOLOGY

(Associate Degree)

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

	CREDIT HOURS
SEMESTER I	
ARC 130 Architectural Graphics I	3
ARC 134 Freehand Drawing I	3
ARC 146 Architectural Design, Grade I	3
ARC 150 Building Technology I - Methods and Materials	3
ARC 128 History of Architecture I	3
	15
SEMESTER II	
ARC 133 Architectural Graphics II	3
ARC 135 Freehand Drawing II	3
ARC 147 Architectural Design, Grade I	3
ARC 153 Construction Drawings I - Wood Frame	3
ARC 129 History of Architecture II	3
	15

SEMESTER III

ARC 230 History of Modern Architecture	3
†Architectural Electives	6
†ENG 101 Composition and Expository Reading or	3
COM 131 Applied Composition and Speech	3
MTH 101 College Algebra or	3
MTH 195 Technical Math	15

SEMESTER IV

†Architectural Electives	12
†ENG 101 Composition and Literature or	3
COM 132 Applied Composition and Speech	15

Minimum Hours Required: 60

†Architectural electives:

ARC 220	Personalities in Art and Architecture	3
ARC 226	History of Interior Architecture I	3
ARC 227	History of Interior Architecture II	3
ARC 232	Basic Architectural Photography	3
ARC 240	Media Skills I	3
ARC 241	Media Skills II	3
ARC 242	Presentation I	3
ARC 243	Presentation II	3
ARC 245	Design Sketching	3
ARC 246	Architectural Design-Grade II	3
ARC 247	Architectural Design-Grade II	3
ARC 251	Building Technology II-Heavy Construction	3
ARC 252	Building Technology III-Specifications	3
ARC 254	Construction Drawings II-Steel Frame	3
ARC 255	Construction Drawings III-Concrete and Masonry	3
ARC 256	Construction Drawings IV-Detailing	3

ARCHITECTURAL DRAFTING

(Certificate)

Upon completion of the architectural courses listed below, the student will be issued a certificate in architectural drafting from El Centro College.

	CREDIT HOURS
SEMESTER I	
ARC 130 Architectural Graphics I	3
ARC 134 Freehand Drawing I	3
ARC 146 Architectural Design, Grade I	3
ARC 150 Building Technology I — Methods and Materials	3
ARC 128 History of Architecture I	3
	15
SESSION II	
ARC 133 Architectural Graphics II	3
ARC 135 Freehand Drawing II	3
ARC 147 Architectural Design, Grade I	3
ARC 153 Construction Drawings I — Wood Frame	3
ARC 129 History of Architecture II	3
	15
Minimum Hours Required:	30

COMPUTER INFORMATION SYSTEMS

(Associate Degree)

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

Students who plan to obtain baccalaureate degrees should determine what school they wish to transfer to and then seek assistance of a counselor in planning their program to meet the requirements of the particular college to which they plan to transfer.

	CREDIT HOURS
SEMESTER I	
CS 175 Introduction to Computer Science	3
BUS 105 Introduction to Business	3
MGT 136 Principles of Management	3
MTH 111 Mathematics for Business and Economics I	3
ENG 101 Composition and Expository Reading	3
	<u>15</u>

SEMESTER II	
DP 133 COBOL Programming I	4
DP 138 Computer Program Logic and Design	3
ACC 201 Principles of Accounting I	3
ENG 102 Composition and Literature	3
MTH 112 Mathematics for Business and Economics II	3
	<u>16</u>

SEMESTER III	
DP 136 COBOL Programming II	4
DP 142 RPG Programming or DP 144 BASIC Programming or	3
CS 185 PASCAL Programming	
ACC 202 Principles of Accounting II	3
ECO 201 Principles of Economics I	3
†Elective	3
	<u>16</u>

SEMESTER IV	
DP 231 Assembly Language I	4
BUS 234 Business Law	3
ECO 202 Principles of Economics II	3
Any DP/CS or Accounting course	3
†Elective	3
	<u>16</u>

Minimum Hours Required: 63

†Suggested Electives:

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

PSY 105 Introduction to Psychology	3
PSY 131 Human Relations	3

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

DP 133 or CS 184
DP 231 or CS 186
DP 144 or CS 182
CS 175 or CS 174

COMPUTER OPERATIONS TECHNICIAN

(Certificate)

This one-year certificate program is designed to develop skills and knowledge to meet the demands of computer operations in any business data processing environment. The graduate will be qualified to be an operator-trainee in any of a number of categories: RJE terminal operator, microcomputer operator, mini computer operator, I/O or peripheral device operator, junior computer operator or console computer operator.

	CREDIT HOURS
SEMESTER I	
CS 175 Introduction to Computer Science	3
DP 139 Operations Technician	3
DP 137 Data Processing Math or any Business Math*	3
COM 131 Applied Composition and Speech or	3
ENG 101 Composition and Expository Reading	3
ACC 131 Bookkeeping I or	3
ACC 201 Principles of Accounting I	3
	<hr/> 15
SEMESTER II	
DP 140 Operations-Console	4
DP 243 Computer Center Management	3
COM 132 Applied Composition and Speech or	3
ENG 102 Composition and Literature	3
DP 120 Data Communications	3
Elective	3-4
	<hr/> 16-17

Minimum Hours Required: 31

*MTH 111, MTH 112, MTH 130 or an equivalent business mathematics course.

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

DP 133 or CS 184
DP 231 or CS 185
DP 144 or CS 182
CS 175 or CS 174

KEY ENTRY/DATA CONTROL OPERATOR

(Certificate)

The primary objective of this curriculum is to produce well-prepared data entry device operators for entry level positions in local area industries. A secondary objective of this curriculum is to provide data entry operators with sufficient background to enable them, with further on-the-job training, to progress into other positions such as data entry supervisor, data control clerk, data control supervisor, tape/disk librarian, computer operator, documentation specialist or possibly programmer.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

	CREDIT HOURS
SEMESTER I	
CS 175 Introduction to Computer Science	3
DP 129 Data Entry Concepts	4
BUS 105 Introduction to Business	3
ACC 131 Bookkeeping I or	3
ACC 201 Principles of Accounting I	3
COM 131 Applied Composition and Speech or	3
ENG 101 Composition and Expository Reading	3
	<hr/> 16
SEMESTER II	
DP 137 Data Processing Math or any Business Math*	3
DP 139 Operations Technician	3
DP or CS Elective	3-4
OFC 160 Office Calculating Machines	3
OFC 162 Office Procedures	3
	<hr/> 15-16

Minimum Hours Required: 31

*MTH 111, MTH 112, MTH 130 or an equivalent business math course.

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

DP 133 or CS 184
DP 231 or CS 186
DP 144 or CS 182
CS 175 or CS 174

DATA PROCESSING PROGRAMMER

(Associate Degree)

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

	CREDIT HOURS
SEMESTER I	
CS 175 Introduction to Computer Science	3
DP 137 Data Processing Mathematics or any Business Math*	3
BUS 105 Introduction to Business or	3
MGT 136 Principles of Management	
COM 131 Applied Composition and Speech or	3
ENG 101 Composition and Expository Reading	
PSY 131 Human Relations or	3
HD 105 Interpersonal Relationships or	
HD 107 Developing Leadership-Behavior	
	15

SEMESTER II	
DP 120 Data Communications	3
DP 133 COBOL Programming I	4
DP 138 Computer Program Logic and Design	3
ACC 201 Principles of Accounting I†	3
COM 132 Applied Composition and Speech or	3
ENG 102 Composition and Literature	
	16

SEMESTER III	
DP 136 COBOL Programming II	4
DP 142 RPG Programming or DP 144 BASIC Programming or	3
CS 185 PASCAL Programming	
DP 233 Operating Systems and Communications	4
ACC 202 Principles of Accounting II	3
Any approved DP or CS course	3-4
	17-18

SEMESTER IV	
DP 231 Assembly Language I	4
DP 232 Applied Systems	4
DP 236 Advanced COBOL Techniques or	4
DP 246 Data Base Systems	
†Elective	3-4
	15-16

Minimum Hours Required: 63

†Electives--must be selected from the following:

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

Any DP or CS course (including DP 700-800 Cooperative Work Experience.
Any 200 level Accounting course.

*MTH 111, MTH 112, MTH 130 or an equivalent business math course

†ACC 131 and ACC 132 may be substituted for ACC 201

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

DP 133 or CS 184
DP 231 or CS 186
DP 144 or CS 182
CS 175 or CS 174

SMALL COMPUTER SYSTEMS SPECIALIST

(Associate Degree)

With the tremendous growth of small computers, an increased need for one who can function in a programmer/analyst/operator position within a small shop exists. This curriculum is intended to prepare students for such employment. It may also serve as a career path for those completing the operations certificate program, as all courses within that curriculum can be applied to the first year of this curriculum.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

	CREDIT HOURS
SEMESTER I	
CS 175 Introduction to Computer Science	3
DP 139 Operations Technician	3
DP 137 Data Processing Math or any Business Math*	3
COM 131 Applied Composition and Speech or	3
ENG 101 Applied Composition and Expository Reading	
ACC 131 Bookkeeping I or	3
ACC 201 Principles of Accounting I	
	<u>15</u>

SEMESTER II	
DP 140 Operations-Console	4
DP 243 Computer Center Management	3
COM 132 Applied Composition and Speech or	3
ENG 102 Composition and Literature	
DP 120 Data Communications	3
Elective	<u>3-4</u>
	<u>16-17</u>

SEMESTER III	
DP 133 COBAL Programming I	4
BUS 105 Introduction to Business	3
DP 233 Operating Systems and Communications	4
DP 138 Computer Program Logic and Design	<u>3</u>
	<u>14</u>

SEMESTER IV	
DP 232 Applied Systems	4
DP 136 COBOL Programming II or Elective	3-4
MGT 136 Principles of Management	3
DP 246 Data Base Systems	4
DP 142 RPG Programming or	3
DP 144 BASIC Programming or	
CS 185 PASCAL Programming	
	<u>17-18</u>

Minimum Hours Required: 62

*MTH 111, MTH 112, MTH 130 or an equivalent business mathematics course.
NOTE: Students may obtain credit toward a degree for only one of each of the
pairs of courses listed below
DP 133 or CS 184
DP 231 or CS 186
DP 144 or CS 182
CS 175 or CS 174

DENTAL ASSISTANT TECHNOLOGY

(Certificate Program-August Admission Only)

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

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

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

	CREDIT HOURS
SEMESTER I	
DA 138 General and Dental Anatomy and Physiology	3
DA 142 Dental Assisting I	3
DA 147 Dental Microbiology, Sterilization and Pathology	3
DA 148 Dental Materials	3
DA 149 Dental Roentgenology I	4
COM 131 Applied Composition and Speech or	3
ENG 101 Composition and Expository Reading	
	<hr/> 19

SEMESTER II	
DA 152 Dental Assisting II	3
DA 150 Dental Roentgenology II	3
DA 158 Preventive Dentistry	3
DA 161 Dental Internship I	3
DA 171 Dental Seminar I	2
HD 105 Interpersonal Relations	3
	<hr/> 17

SUMMER SESSION I	
DA 175 Office Administration	4
DA 162 Dental Internship II	2
DA 172 Dental Seminar II	1
	<hr/> 7

SUMMER SESSION II	
DA 163 Dental Internship III	4
DA 173 Dental Seminar III	1
	<hr/> 5

Minimum Hours Required: 48



DRAFTING AND DESIGN TECHNOLOGY

(Associate Degree)

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

	CREDIT HOURS
SEMESTER I	
DFT 183 Basic Drafting	4
DFT 135 Reproduction Processes	2
COM 131 Applied Composition and Speech or	3
ENG 101 Composition and Expository Reading	3
MTH 195 Technical Mathematics or	3
MTH 101 College Algebra	3
‡Technical Elective	3
	15
SEMESTER II	
DFT 160 Manufacturing Fundamentals	2
Drafting Course*	3
Drafting Course* or Co-op†	3-4
COM 132 Applied Composition and Speech or	3
ENG 102 Composition and Literature	3
MTH 196 Technical Mathematics or	3
MTH 102 Plane Trigonometry	3
	14-15

SEMESTER III	
Drafting Course*	3
EGR 106 Descriptive Geometry	3
‡Technical Elective or Co-op	3
GOV 201 American Government or	3
HST 101 History of the United States	3
HD 105 Basic Processes of Interpersonal Relationships or	3
PSY 131 Human Relations	3
	15

SEMESTER IV	
Drafting Course*	3
Drafting Course* or Co-op†	3-4
*Technical Elective	3
PHY 131 Applied Physics	4
GOV 202 American Government or	3
HST 102 History of the United States	3
	16-17

Minimum Hours Required: 60

*Drafting courses to be selected from the following:

DFT 136 Geological and Land Drafting	3
DFT 184 Intermediate Drafting	3
DFT 185 Architectural Drafting	4
DFT 230 Structural Drafting	3
DFT 231 Electronic Drafting	3
DFT 232 Technical Illustration	3
DFT 234 Advanced Technical Illustration	4
DFT 235 Building Equipment (Mechanical and Electrical)	3
DFT 236 Piping and Pressure Vessel Design	3
DFT 245 Computer Aided Design	3
DFT 246 Advanced CAD-Electronic	3
DFT 248 Advanced CAD-Mechanical	3
DFT 250 Sheet Metal Design	3
DFT 251 Industrial Design	3

†Drafting Co-op courses to be selected from the following:

DFT 703 Cooperative Work Experience	3
DFT 713 Cooperative Work Experience	3
DFT 803 Cooperative Work Experience	3
DFT 813 Cooperative Work Experience	3
DFT 704 Cooperative Work Experience	4
DFT 714 Cooperative Work Experience	4
DFT 804 Cooperative Work Experience	4
DFT 814 Cooperative Work Experience	4

‡Technical electives may be selected from drafting, applied science or engineering technologies as approved by the Drafting Department.

FIRE PROTECTION TECHNOLOGY

(Associate Degree)

The curriculum is primarily designed to provide professional training for firemen. Students who do not work for a fire department may be admitted to the program after a review of their backgrounds by the FPT consultant, the FPT counselor or the counselor or the Physical and Social Science Division Chairperson. Three courses are offered each long semester at night on a "flip-flop" basis to accomodate work shift changes. The following curriculum guide is designed for full-time students; those attending part-time will find the program takes considerably longer. The sequence of FPT courses through 1988 may be obtained by contacting the Physical and Social Science Division. Students may enter the sequence at the beginning of any long semester. The sequence is designed to cycle the student through the entire program.

ADMISSION TO THE PROGRAM

Fullfill all requirements for admission to El Centro College.

	CREDIT HOURS
SEMESTER I	
FPT 131 Fundamentals of Fire Protection ...	3
FPT 132 Fire Prevention	3
†FPT 241 Advanced Fire Loss Statistical Systems	3
ENG 101 Composition and Expository Reading	3
MTH 130 Business Mathematics	3
	15

SEMESTER II

FPT 135 Fire Administration I	3
FPT 136 Fire and Arson Investigation	3
†FPT 240 Fire Insurance Fundamentals	3
SPE 105 Fundamentals of Public Speaking ..	3
GVT 201 American Government	3
	15

SEMESTER III

FPT 140 Fire Fighting Tactics and Strategy ..	3
†FPT 239 Fire Service Communications	3
FPT 231 Building Codes and Construction ..	3
CHM 115 Chemical Sciences	4
	13

SEMESTER IV

FPT 232 Industrial Fire Protection I	3
FPT 137 Hazardous Materials I	3
†FPT 238 Fire Safety Education	3
CHM 116 Chemical Sciences	4
	13

SEMESTER V

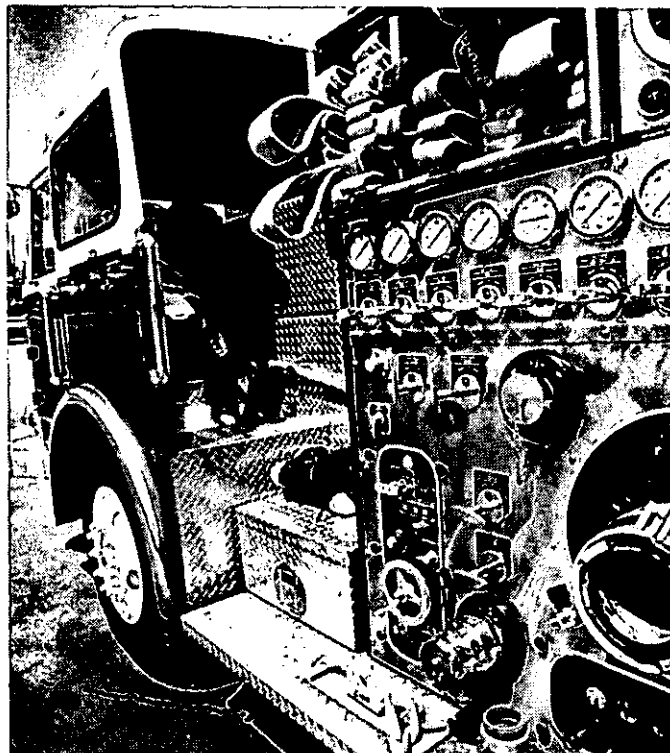
FPT 233 Fire Protection Systems	3
FPT 234 Industrial Fire Protection II	3
†FPT 237 Hazardous Materials	3
‡PSY 105 Introduction to Psychology	3
	12

SEMESTER VI

FPT 235 Fire Administration II	3
FPT 243 Technical Writing for Firefighters ...	3
†FPT 236 Legal Aspects of Fire Protection ...	3
†SOC 101 Introduction to Sociology or	3
‡HD 105 Basic Processes of Interpersonal Relationships	3
	12

Minimum Hours Required: 80

†FPT electives (any two may be chosen)
‡Recommended electives



FOOD SERVICE OPERATIONS

(Associate Degree)

The Food Service Operations Program trains students to assume responsible positions in the commercial sector of the food service industry. Courses are geared to cover the various operational functions of restaurants, hotel food service, cafeterias, coffee shops and other types of fast food service.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro.

	CREDIT HOURS
SEMESTER I	
FS 110 Principles of Food and Beverage Administration or	3
FS 112 Organization and Management	3
FS 119 Food Service Equipment	3
FS 120 Basic Food Preparation	3
FS 124 Food Service Sanitation and Safety	3
COM 131 Applied Composition and Speech* or	3
ENG 101 Composition and Expository Reading	3
	15
SEMESTER II	
FS 116 Supervision for Hospitality Services	3
FS 122 Advanced Food Preparation	3
FS 132 Food Purchasing, Handling and Storage	3
FS 135 Nutrition and Menu Planning	3
COM 132 Applied Composition and Speech* or	3
ENG 102 Composition and Expository Reading	3
HD 105 Basic Processes of Interpersonal Relationships†	3
	18

SEMESTER III

FS 233 Food Service Marketing or	3
FS 248 Advanced Nutrition and Dietetics	3
FS 220 Quantity Food Preparation and Service	4
HST 101 History of the United States† or	3
GVT 201 American Government	3
FS 804 Cooperative Work Experience††	4
10x137.6† Elective	3
	17

SEMESTER IV

FS 222 Advanced Quantity Food Preparation and Service	4
FS 138 Food Service Cost Control†† or	3
MTH 130 Business Math† or	3
ACC 131 Bookkeeping or	3
ACC 201 Principles of Accounting I	4
FS 814 Cooperative Work Experience†	4
HST 102 History of the United States† or	3
GVT 202 American Government	3
† Elective	3
	17

Minimum Hours Required: 67

†Electives: Six (6) credit hours must be selected from the following:

FS 112 Organization and Management	3
FS 140 Elementary Bakery Training	3
FS 201 Special Topics in Food Service	1
FS 202 Special Topics in Food Service	2
FS 203 Special Topics in Food Service	3
FS 238 Garde Manger Training	3
FS 239 Saucier Training	3
FS 245 Advanced Pastry Shop Training	3
FS 247 Beverage Operations and Service	3
ACC 201 Principles of Accounting I	3
BUS 234 Business Law	3
BUS 237 Organizational Behavior	3
PEH 257 Advanced First Aid and Emergency Care	3
ECO 201 Principles of Economics I	3

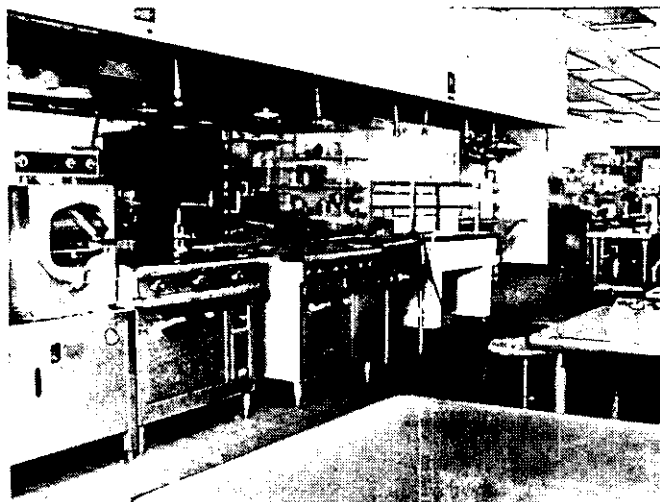
*ENG 101 and ENG 102 may be substituted for COM 131 and Com 132.

†HD 107, PSY 105 or SOC 101 may be substituted for HD 105.

‡GVT 201 and GVT 202 may be substituted for HST 101 and HST 102.

††MTH 130, ACC 131, ACC 201 may be substituted for FS 138.

‡‡Before completing this program, the student will be required to work in a minimum of 640 hours in an approved work station - equal time to be spent in food preparation and supervision. A weekly seminar enables the student to discuss his or her work experience in a classroom setting. This requirement is fulfilled by enrolling in FS 804 and FS 814.



SCHOOL FOOD SERVICE

(Associate Degree)

The School Food Service Program trains students to assume responsible positions in the management of school service facilities in the public or private sector. Courses in food management, nutrition, basic and quantity food preparation are the core of the curriculum.

To receive an Associate Degree in Applied Arts and Sciences a student needs to satisfactorily complete a minimum of 60 credit hours as outlined below. A "C" (2.0) average is required in all food service courses.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

	CREDIT HOURS
SEMESTER I	
FS 112 Organization and Management	3
FS 119 Food Service Equipment	3
FS 120 Basic Food Preparation	3
FS 124 Food Service Sanitation and Safety	3
COM 131 Applied Composition and Speech or	3
ENG 101 Composition and Expository Reading	
	<hr/> 15

SEMESTER II	
HST 101 History of the United States or	3
GVT 201 American Government*	
†Electives	12
	<hr/> 15

SEMESTER III	
FS 804 Cooperative Work Experience†	4
†Electives	10
	<hr/> 14

SEMESTER IV	
FS 814 Cooperative Work Experience†	4
HD 105 Basic Processes of Interpersonal Relationships or	3
PSY 105 Introduction to Psychology*	
†Electives	9
	<hr/> 16

Minimum Hours Required: 60

A student must complete a minimum of 31 credit hours from the courses listed in the two groups below.

†Required electives: Students must complete a minimum of 25 credit hours from the following courses:

FS 116	Supervision for Hospitality Service
FS 122	Advanced Food Preparation
FS 132	Food Purchasing, Handling and Storage
FS 135	Nutrition and Menu Planning
FS 138	Food Service Cost Control
FS 140	Elementary Baking Training

FS 220	Quantity Food Preparation and Service
FS 222	Advanced Quantity Food Preparation and Service
FS 242	Community Nutrition
FS 244	Child Nutrition
FS 248	Advanced Nutrition and Dietetics

†Required support courses: Students must complete a minimum of six (6) credit hours from the following:

COM 131 and Com 132 or
ENG 101 and ENG 102
HST 101 and HST 102 or
GVT 201 and GVT 202
HD 105 or PSY 105
MTH 130

*The program consists of 29 hours in specified courses and 31 hours distributed as follows: a minimum of six hours will be taken from the designated list of required support courses and a minimum of 25 hours from the list of additional food service courses.

†Before completing the program the student will be required to work a minimum of 640 hours in an approved work station and to discuss his work experience in a classroom setting. This requirement is fulfilled by enrolling in FS 804 and FS 814.

SCHOOL FOOD SERVICE

(Certificate)

This certificate program prepares the student to function as a school food service worker and advance to school cafeteria manager. All credits earned in this program may be applied toward the Associate Degree in School Food Service.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

CERTIFICATION

Upon completion of this program the student will be awarded a certificate of completion by Texas School Food Service Association and a certificate of completion by El Centro College.

	CREDIT HOURS
SEMESTER I	
FS 112 Organization and Management	3
FS 119 Food Service Equipment	3
FS 120 Basic Food Preparation	3
FS 124 Food Service Sanitation and Safety	3
FS 135 Nutrition and Menu Planning	3
	<hr/> 15

SEMESTER II	
FS 122 Advanced Food Preparation	3
FS 116 Supervision for Hospitality Services	3
FS 138 Food Service Cost Control	3
FS 244 Child Nutrition	4
HD 105 Basic Processes of Interpersonal Relationships	3
	<hr/> 16

Minimum Hours Required: 31

HOTEL-MOTEL OPERATIONS

(Associate Degree)

The Hotel-Motel Operations Program trains students to assume responsible positions in hotels and motels of various sizes and types.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

	CREDIT HOURS
SEMESTER I	
HMO 110 Principles of Hotel Administration ..	3
HMO 112 Hotel-Motel Housekeeping	3
COM 131 Applied Composition and Speech* or	3
ENG 101 Composition and Expository Reading	3
HD 105 Basic Processes of Interpersonal Relationships†	3
CS 175 Introduction to Computer Science ..	3
MTH 138 Business Math	3
	18
SEMESTER II	
HMO 114 Front Office Procedures	3
HMO 116 Hotel-Motel Engineering	3
COM 132 Applied Composition and Speech* or	3
ENG 132 Composition and Expository Reading	3
FS 110 Principles of Food and Beverage Administration	3
FS 116 Supervision for Hospitality Services	3
BUS 234 Business Law	3
	18

SEMESTER III

HMO 210 Hotel-Motel Sales Development ...	3
HMO 804 Cooperative Work Experience† ...	4
FS 124 Food Service Sanitation and Safety ...	3
ACC 201 Principles of Accounting I†	3
HST 101 History of the United States† or ...	3
GVT 201 American Government	
	16

SEMESTER IV

HMO 814 Cooperative Work Experience† ...	4
FS 247 Beverage Operations and Service ..	3
HST 102 History of the United States† or ...	3
GVT 202 American Government	
†Electives	6
	16

Minimum Hours Required: 68

†Electives: Six (6) hours must be selected from the following:

HMO 214 Hotel-Motel Law	3
FS 119 Food Service Equipment	3
FS 132 Food Service Purchasing	3
FS 135 Nutrition and Menu Planning	3
FS 138 Food Service Cost Control	3
FS 233 Food Marketing	3
ACC 132 Bookkeeping II	3
ACC 201 Principles of Accounting I	3
BUS 105 Introduction to Business	3
BUS 237 Organizational Behavior	3
MGT 136 Principles of Management	3
OFC 172 Beginning Typing	3
PEH 257 Advanced First Aid and Emergency Care	3
OFC 231 Business Communications	3
SPE 105 Fundamentals of Public Speaking	3
HMO 201 Special Topics in Hotel-Motel Administration	1
HMO 202 Special Topics in Hotel-Motel Administration	2
HMO 203 Special Topics in Hotel-Motel Administration	3

*COM 131 and COM 132 must be taken but ENG 101 and ENG 102 may be substituted.

†PSY 105, SOC 101 or SOC 102 may be substituted for HD 105.

‡Before completing this program the student will be required to work a minimum of 640 hours in an approved work station, equal time to be spent in food preparation and in supervision. A weekly seminar enables the student to discuss work experiences in a classroom setting. This requirement is fulfilled by enrolling in HMO 804 and HMO 814.

‡ACC 131 or MGT 157 may be substituted for ACC 201.

*HST 101 and HST 102 must be taken but GVT 201 and GVT 202 may be substituted.

INTERIOR DESIGN

(Professional Certificate in Interior Design)

(Associate Degree)

Dallas has become a major design and market center. Increased commercial and residential construction and remodeling have created the demand for interior designs for new public buildings, offices and homes. There are many opportunities for qualified interior designers.

The interior designer provides design solutions for environmental spaces of public structures and private residences. In the designer's presentation, the needs of the client are met by shaping the physical environment. The organization of art, space, furniture, fabric, equipment and lighting demands coordination by the designer. New materials for buildings and furnishings require new, creative approaches. Opportunities are challenging and rewarding.

A knowledge of construction and materials, both structural and decorative, is essential for the planning of aesthetic yet functional spaces. The interior designer joins forces with the architect and landscape designer in achieving the total design concept for the environment.

The program consists of six semesters of study in interior design and related courses. However, a student may file for an Applied Arts and Sciences Degree after successful completion of the first two years of the program. A professional certificate is awarded upon successful completion of all courses identified in the six-semester curriculum. The certificate qualifies the graduate to enter the profession of interior design as a beginning professional.

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

ADMISSION TO THE PROGRAM

1. Contact the Counseling Division to schedule a time to take the Design Indicator Test.
2. Fulfill all requirements for admission to El Centro College.

	CREDIT HOURS
SEMESTER I	
INT 120 Basic Planning	3
INT 121 Basic Color Theory for Interior Design	3
INT 144 Philosophy of Design	1
ART 105 Survey of Art History	3
ART 110 Design I	3
DES 135 Textiles*	3
	16

SEMESTER II

INT 123 Advanced Planning and Perspective	3
INT 124 Color and Lighting	3
INT 225 Architectural Drawing I	3
ART 106 Survey of Art History	3
HD 105 Basic Processes of Interpersonal Relationships*	3
	15

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

SEMESTER III

INT 250 History of Interior Arts I	4
INT 226 Architectural Drawing II	3
INT 233 Fabrications†	3
INT 235 Inner Space Composition and Presentation	3
SOC 102 Social Problems	3
	16

SEMESTER IV

INT 251 History of Interior Arts II	4
INT 224 Interior Graphics and Illustration ...	3
INT 240 Design Sources	1
ARC 245 Design Sketching†	3
COM 132 Applied Composition and Speech ..	3
MGT 230 Salesmanship or	3
ACC 131 Bookkeeping I or	
ACC 201 Accounting I	
	17

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

SEMESTER V

INT 237 Advanced Principles of Interior Design	4
INT 345 History of Modern Design	5
INT 811 (812, 813)-Cooperative Work Experience‡ or	1-2-3
INT 341 Special Project (Alternate to INT 801/811) (INT-801 offered in summer sessions)	(1)
	10-12

SEMESTER VI

INT 238 Client Psychology Survey and Business Procedures	4
INT 239 Principles of Commercial Interior Design	4
INT 343 Research and Presentation	2
	10

Minimum Hours Required: **84**

*DES 135 and HD 105 may be taken alternately in either the fall or spring semester.

†ARC 245 and INT 233 may be taken alternately in either the fall or spring semester.

‡INT 341 and INT 801 (811) are alternates to each other, only one is required. For Cooperative Work Experience (INT 801 or 811), the student will be assigned to a local design studio for the semester in order to acquire on-the-job training experience. (INT 341 by special permission only).

LEGAL ASSISTANT

(Associate Degree)

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

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

	CREDIT HOURS
SEMESTER I	
LA 131 Introduction to Legal Technology ..	3
LA 135 Texas Legal Systems	3
GVT 201 American Government	3
ENG 101 Composition and Expository Reading	3
ACC 201 Principles of Accounting I	3
	<u>15</u>
SEMESTER II	
LA 133 Law of Real Property and Real Estate Transactions	3
LA 134 Principles of Family Law	3
OFC 231 Business Communications	3
ACC 202 Principles of Accounting II	3
LA 139 Legal Research and Drafting	2
Support Course*	3
	<u>17</u>
SEMESTER III	
LA 225 Business Organizations	3
LA 227 Civil Litigation	3
LA 231 Wills, Trusts and Probate Administration Support Course* ...	3
†Elective	<u>2,3,4</u>
	<u>14-16</u>

SEMESTER IV

LA 233 Income Taxation and Legal Accounting	3
LA 234 Personal Property, Sales and Credit Transactions	3
LA 235 Techniques of Legal Practice and Procedure	4
Support Course*	3
†Elective	3-4
Minimum Hours Required:	<u>62</u>

Required support courses

The student will be required to take three courses from the support courses listed below:

BUS 234 Business Law	3
GVT 202 American Government	3
BUS 237 Organizational Behavior	3
SOC 101 Introduction to Sociology	3
CS 175 Introduction to Computer Science	3
HD 105 Basic Processes of Interpersonal Relationships	3
ECO 201 Principles of Economics	3
PHI 105 Logic	3
POL 134 Criminal Evidence and Procedure	3

†LA elective courses:

The student will be required to take two courses from the LA electives courses listed below:

LA 803 - 813 Cooperative Work Experience	3
LA 804 - 814 Cooperative Work Experience	4
LA 232 Torts and Insurance Law and Claims Investigation ..	3
LA 236 Legal Office Management	2
LA 248 Constitutional and Criminal Law	3
LA 251 Complex Litigation and the Anti-Trust and Securities Laws	3
LA 255 Oil and Gas Law	3

MANAGEMENT CAREERS-- ADMINISTRATIVE MANAGEMENT OPTION

(Associate Degree)

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

	CREDIT HOURS
SEMESTER I	
MGT 136 Principles of Management	3
BUS 105 Introduction to Business	3
COM 131 Applied Composition and Speech* ..	3
HUM 101 Introduction to the Humanities	3
†Elective	3
	<u>15</u>

SEMESTER II	
MGT 206 Principles of Marketing	3
ACC 201 Principles of Accounting I†	3
COM 132 Applied Composition and Speech* ..	3
CS 175 Introduction to Computer Science ..	3
MTH 111 Mathematics for Business & Economics I or	3
MTH 112 Mathematics for Business & Economics II or	
MTH 130 Business Mathematics	
	<u>15</u>

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

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

Minimum Hours Required: 63

†Electives--may be selected from the following:

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

*Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the division chair. Students must take Speech 105 as an elective when substituting ENG 101 and 102.

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

MANAGEMENT CAREERS-- MID-MANAGEMENT OPTION

(Associate Degree)

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

	CREDIT HOURS
SEMESTER I	
MGT 136 Principles of Management	3
MGT 150 Management Training	4
MGT 154 Management Seminar: Role of Supervision	2
BUS 105 Introduction to Business	3
COM 131 Applied Composition and Speech*	3
	<hr/> 15
SEMESTER II	
MGT 151 Management Training	4
MGT 155 Management Seminar: Personnel Management	2
COM 132 Applied Composition and Speech*	3
CS 175 Introduction to Computer Science	3
HUM 101 Introduction to the Humanities	3
MTH 111 Mathematics for Business and Economics I or	3
MTH 112 Mathematics for Business and Economics II or	
MTH 130 Business Mathematics	
	<hr/> 18

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

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

Minimum Hours Required: 63

†Elective--may be selected from the following:

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

*Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the Division Chair. Students must take Speech 105 as an elective when substituting ENG 101 and 102.

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

MANAGEMENT CAREERS--SMALL BUSINESS MANAGEMENT OPTION

(Associate Degree)

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

	CREDIT HOURS
SEMESTER I	
MGT 136 Principles of Management	3
MGT 153 Small Business Management	3
COM 131 Applied Composition and Speech*	3
HUM 101 Introduction to the Humanities	3
†Elective	3
	<u>15</u>

SEMESTER II	
MGT 157 Small Business Bookkeeping and Accounting Practices†	3
COM 132 Applied Composition and Speech*	3
CS 175 Introduction to Computer Science	3
MTH 111 Mathematics for Business and Economics I or	3
MTH 112 Mathematics for Business and Economics II or	3
MTH 130 Business Mathematics	3
BUS 105 Introduction to Business	3
	<u>15</u>

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

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

Minimum Hours Required: 60

†Elective--may be selected from the following:

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

*Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the division chair. Students must take Speech 105 as an elective when substituting ENG 101 and 102.

†Students may substitute ACC 201 for MGT 157.

MEDICAL ASSISTING TECHNOLOGY

(Associate Degree)

This program provides specialized training in which the student develops basic skills and knowledge necessary to function as an administrative and clinical medical office assistant. Employment is available in medical offices, clinics, hospitals and other organizations requiring a background in medical office procedures.

The program is designed so that the student may receive a certificate in one year. A student must, in addition to satisfying certificate requirements for the College, comply with the minimum standards for testing prescribed by the Certifying Board of the American Association of Medical Assistants before being able to sit for the National Board Examination.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
2. Conference with counselor and/or program coordinator.
3. The students may enter in fall or spring semester. Students are required to be covered by professional liability insurance.

ACCREDITATION

The educational program for medical assistants has been accredited by the Committee on Allied Health Education and Accreditation in collaboration with the American Association of Medical Assistants, Inc.

	CREDIT HOURS
SEMESTER I	
BIO 123 Applied Anatomy and Physiology ..	4
OFC 173 Intermediate Typing†	3
MA 154 Introduction to Medical Transcription	2
MA 151 Medical Terminology	4
MA 152 Medical Law and Ethics	2
MA 153 Medical Office Microbiology and Sterilization	3
ENG 101 Composition and Literature or	3
COM 131 Applied Composition and Speech ..	

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SEMESTER II	
MA 160 Medical Transcription	4
MA 161 Medical Office Administrative and Management Procedures	3
MA 162 Medical Office Bookkeeping and Insurance Procedures	3
MA 163 Medical Office Clinical Medical Assisting Procedures	3
MA 164 Medical Office Pharmacology and Drug Administration	3
	16

SUMMER SEMESTER I

MA 170 Medical Office X-Ray Orientation and Electromedical Instrumentation	3
MA 171 Medical Office Laboratory Procedures (summer only)	3
	6

SUMMER SESSION II

MA 172 Medical Assisting Externship (A minimum of 180 hours of supervised externship may be offered fall, spring, or summer)	6
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SEMESTER III

ENG 102 Composition and Literature or	3
COM 132 Applied Composition and Speech ..	
HUM 101 Introduction to the Humanities or ..	3
HD 105 Basic Processes of Interpersonal Relationships	
	6

SEMESTER IV

PSY 105 Introduction to Psychology	3
†Elective	3
	6

Minimum Hours Required: 61

*If typing skills can be demonstrated with a minimum of 50 correct wpm, OFC 173 will not be required.

†OFC 173 and MA 151 must be completed in the first semester in order for the student to progress according to the outlined schedule.

†Elective may be any three-credit hour course.

MEDICAL ASSISTING TECHNOLOGY

(Certificate)

This program provides specialized training in which the student develops basic skills and knowledge necessary to function as an administrative and clinical medical office assistant. Employment is available in medical offices, clinics, hospitals, and other organizations requiring a background in medical office procedures.

The program is designed so that the student may receive a certificate in one year. A student must, in addition to satisfying certificate requirements for the College, comply with the minimum standards for testing prescribed by the Certifying Board of the American Association of Medical Assistants before being able to sit for the National Board Examination.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
 2. Conference with counselor and/or program coordinator.
 3. New students may enter in fall or spring semester.
- Students are required to be covered by professional liability insurance.

ACCREDITATION

The educational program for medical assistants has been accredited by the Committee on Allied Health Education and Accreditation in collaboration with the American Association of Medical Assistants, Inc.

		CREDIT HOURS
SEMESTER I		
BIO 123	Applied Anatomy and Physiology ..	4
OFC 173	Intermediate Typing†	3
MA 154	Introduction to Medical Transcription	2
MA 151	Medical Terminology	4
MA 152	Medical Law and Ethics	2
MA 153	Medical Office Microbiology and Sterilization Procedures	3
ENG 101	Composition and Expository Reading or	3
COM.131	Applied Composition and Speech ..	

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SEMESTER II

MA 160	Medical Transcription	4
MA 161	Medical Office Administrative and Management Procedures	3
MA 162	Medical Office Bookkeeping and Insurance Procedures	3
MA 163	Medical Office Clinical Medical Assisting	3
MA 164	Medical Office Pharmacology and Drug Administration	3
		16

SUMMER I

MA 170	Medical Office X-Ray Orientation and Electromedical Instrumentation	3
MA 171	Medical Office Laboratory Procedures	3
		6

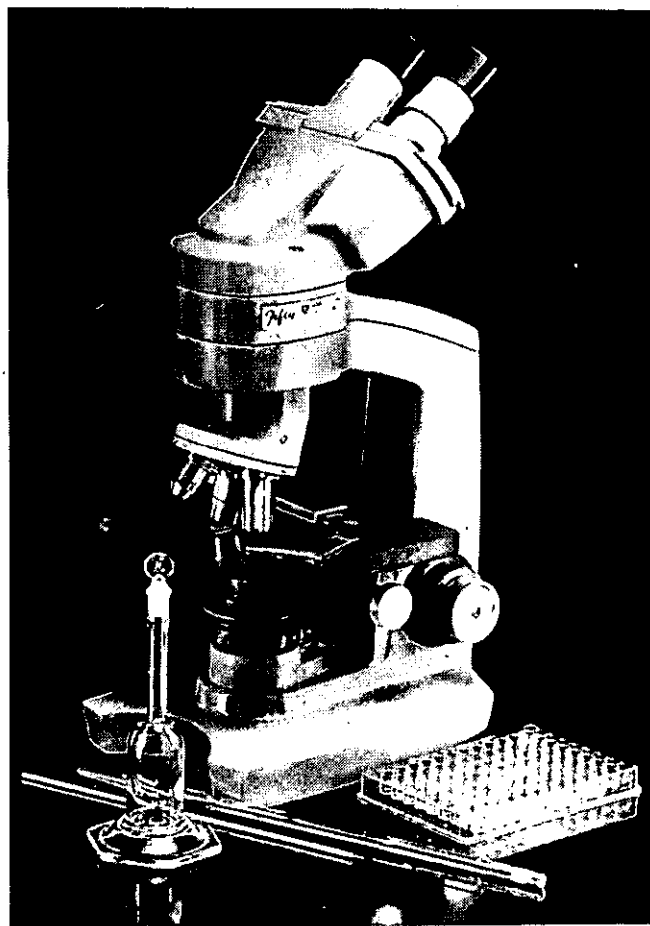
SUMMER II

MA 172	Medical Assisting Externship (A minimum of 180 hours of supervised externship may be offered fall, spring of summer)	6
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Minimum Hours Required: 49

*If typing skills can be demonstrated with a minimum of 50 correct wpm, OFC 173 will not be required.

†OFC 173 and MA 151 must be completed the first semester in order for students to progress according to outlined schedule.



MEDICAL LABORATORY TECHNOLOGY

(Associate Degree)

This two-year program prepares the student to perform tests and related duties in a medical laboratory under the supervision of a medical technologist. The program is a balanced curriculum of science, liberal arts, and technical courses including appropriate assignments in medical laboratories in the area.

Upon successful completion of the program, the student is awarded an Associate Degree in Applied Arts and Sciences. In order to be eligible to take the National Certifying Examination for Medical Laboratory Technician Associate Degree, a student must, in addition to satisfying degree requirements, comply with the minimum standards prescribed by the American Society of Clinical Pathologists. Students are required to be covered by professional liability insurance.

	CREDIT HOURS
SEMESTER I	
BIO 101 General Biology	4
CHM 101 General Chemistry	4
MLT 133 Hematology	4
MLT 135 Urinalysis	3
MTH 101 College Algebra	3
	<u>18</u>
SEMESTER II	
BIO 102 General Biology	4
CHM 102 General Chemistry	4
MLT 138 Immunology	4
PSY 105 Introduction to Psychology or	
HD 105 Basic Processes of Interpersonal Relationships	3
	<u>15</u>
SUMMER SESSION I (12 weeks)	
MLT 139 Clinical Practice I	8
SEMESTER III	
BIO 221 Anatomy and Physiology	4
CHM 203 Quantitative Analysis	4
ENG 101 Composition and Expository Reading	3
MLT 229 Medical Microbiology I	4
	<u>15</u>

SEMESTER IV	
BIO 222 Anatomy and Physiology	4
ENG 102 Composition and Literature	3
MLT 231 Clinical Chemistry	4
MLT 236 Medical Microbiology II	4
	<u>15</u>

SUMMER SESSION II (12 weeks)	
MLT 238 Clinical Practice II	8
Minimum Hours Required:	71

MEDICAL TRANSCRIPTION

(Certificate)

The nine month certificate program prepares the student to function as a medical typist or medical transcriptionist with a thorough knowledge of medical terminology, advanced typing and word processing skills with on-the-job experience. Proper form, editing abilities and legal implications are stressed. Entry requirement to this program is a typing skill of 50 words per minute. Job opportunities are available in medical records, pathology and radiology departments of hospitals and clinics; physicians' offices; the health insurance industry; public and private health foundations and institutions; medical schools; and research centers. Cooperative work experience is a part of this program.

	CREDIT HOURS
SEMESTER I	
BIO 123 Applied Anatomy and Physiology ..	4
OFC 273 Advanced Typing Applications	2
MA 151 Medical Terminology	4
MA 152 Medical Law and Ethics	2
ENG 101 Composition and Expository Reading	
MA 154 Introduction to Medical Transcription	2
	<u>17</u>
SEMESTER II	
MA 160 Medical Transcription	4
MA 161 Medical Office Administrative and Management Procedures	3
MA 704 Cooperative Work Experience	4
ENG 102 Composition and Literature	3
MA 166 Introduction to Medical Word Processing	2
	<u>16</u>
Minimum Hours Required:	33

ASSOCIATE DEGREE NURSING

(Associate Degree)

The Associate Degree Nursing Program is a two-year program of study which requires 66 credit hours for an Associate in Applied Arts and Sciences Degree. Upon completion of the program and complying with minimum standards for testing prescribed by the Board of Nursing Examiners for the State of Texas, the student is eligible to write the State Board Test Pool Examination for qualifications as a registered nurse. Students are required to be covered by professional liability insurance.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Central College. 2. Contact Counseling Office for admission packet. 3. Admission to the first nursing course occurs twice a year, August and January. The curriculum plan must be followed in sequence under the plan entered. 4. Biology courses must be completed in the semester as indicated below or prior to the semester indicated. A "C" grade is required to enroll in the next nursing course.

(January Admission)

	CREDIT HOURS
Prerequisites to Program Admission	
BIO 120 Introduction to Human Anatomy and Physiology* or	
BIO 221 Anatomy and Physiology I	4
ENG 101 Composition and Expository Reading	3
	<u>7</u>

SEMESTER I		
NUR 144	Nursing I	8
BIO 121	Introduction to Human Anatomy and Physiology or	
BIO 222	Anatomy and Physiology II	4
PSY 105	Introduction to Psychology	3
ENG 102	Composition and Literature	3
		<u>18</u>

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

SEMESTER III		
NUR 250	Nursing IV	9
SOC 101	Introduction to Sociology	3
		<u>12</u>

SUMMER SESSION		
NUR 240	Nursing III	4

SEMESTER IV		
NUR 257	Nursing V	10
‡Elective		3
		<u>13</u>

Minimum Hours Required: 70

*Biology 115 recommended prior to Biology 120 if no previous high school biology.
 ‡Electives — three (3) hours of electives must be selected from the following:
 NUR 101 Basic Pharmacology
 NUR 102 Introduction to Pathophysiology

Any other course above the 100 level.

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

ASSOCIATE DEGREE NURSING

(August Admission)

	CREDIT HOURS
Prerequisites to Program Admission	
BIO 120 Introduction to Human Anatomy and Physiology* or	
BIO 221 Anatomy and Physiology I	4
ENG 101 Composition and Expository Reading	3
	<u>7</u>
SEMESTER I	
NUR 144 Nursing I	8
BIO 121 Introduction to Human Anatomy and Physiology or	
BIO 222 Anatomy and Physiology II	4
ENG 102 Composition and Literature	3
PSY 105 Introduction to Psychology	3
	<u>18</u>
SEMESTER II	
NUR 146 Nursing II	9
BIO 216 General Microbiology	4
PSY 201 Developmental Psychology	3
	<u>16</u>
SUMMER SESSION	
NUR 240 Nursing III	4
SEMESTER III	
NUR 250 Nursing IV	9
SOC 101 Introduction to Sociology	3
	<u>12</u>
SEMESTER IV	
NUR 257 Nursing V	10
†Elective	3
	<u>13</u>
Minimum Hours Required:	70

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

†Electives — three (3) hours of electives must be selected from the following:

NUR 101 Basic Pharmacology

NUR 102 Introduction to Pathophysiology

Any other course above the 100 level.

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



OFFICE CAREERS--ADMINISTRATIVE ASSISTANT OPTION

(Associate Degree)

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

	CREDIT HOURS
SEMESTER I	
OFC 160 Office Calculating Machines*	3
†OFC 172 Beginning Typing or	3
OFC 173 Intermediate Typing	
‡COM 131 Applied Composition and Speech ..	3
MTH 130 Business Mathematics	3
BUS 105 Introduction to Business	3
†Elective	3
	18

SEMSTER II	
*OFC 173 Intermediate Typing or	3
OFC 273 Advanced Typing Applications	(2)
OFC 162 Office Procedures	3
OFC 180 Principles of Word Processing‡ ..	3
CS 175 Introduction to Computer Science ..	3
MGT 136 Principles of Management	3
*COM 132 Applied Composition and Speech ..	3
	17-18

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

SEMESTER IV	
OFC 256 Office Management or	3
BUS 237 Organizational Behavior	
HUM 101 Introduction to the Humanities	3
†Electives	9
	15

Minimum Hours Required: **67**

†Electives-must be taken from the following:

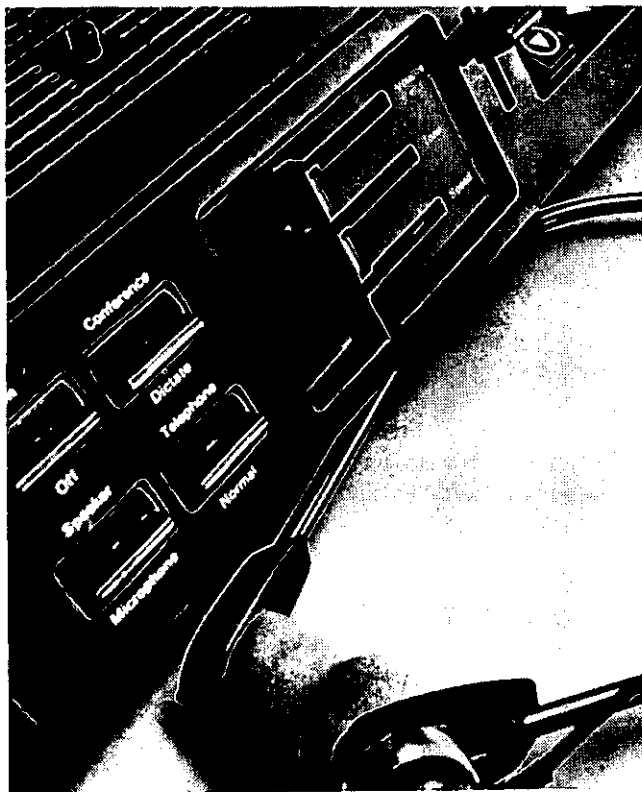
OFC	Any OFC course may be selected	3-4
OFC 803/804	Cooperative Work Experience	3
ACC 132	Bookkeeping II	3
ACC 202	Principles of Accounting II	3
BUS 143	Personal Finance	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
MGT 136	Principles of Management	3
MGT 242	Personnel Administration	3
CS 250	Contemporary Topics in Computer Science	3
CS 251	Special Topics in Computer Science	4
ECO 201	Principles of Economics I	3
SPE 105	Fundamentals of Public Speaking	3

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

‡Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the division chair. However, students must take SPE 105 as an elective when substituting ENG 101 and ENG 102.

*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

†OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172. ‡OFC 181, OFC 182 and OFC 185 taken cumulatively will be equivalent to OFC 180.



OFFICE CAREERS — LEGAL SECRETARY OPTION

(Associate Degree)

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

	CREDIT HOURS
SEMESTER I	
OFC 159 Beginning Shorthand or	
OFC 103 Speedwriting	4
OFC 160 Office Calculating Machines*	3
‡OFC 172 Beginning Typing or	3
OFC 173 Intermediate Typing	
‡COM 131 Applied Composition and Speech	3
MTH 130 Business Mathematics	3
	<u>16</u>

SEMESTER II	
OFC 166 Intermediate Shorthand or	4
OFC 104 Speedwriting Dictation	(3)
*OFC 173 Intermediate Typing or	3
OFC 273 Advanced Typing Applications	(2)
OFC 162 Office Procedures	3
ACC 131 Bookkeeping I or	3
ACC 201 Principles of Accounting I	
BUS 105 Introduction to Business	3
‡COM 132 Applied Composition and Speech	3
	<u>17-19</u>

SEMESTER III	
OFC 180 Principles of Word Processing‡*	3
OFC 167 Legal Terminology and	
Transcription	3
OFC 231 Business Communications	3
OFC 273 Advanced Typing Applications or	2
‡Elective	(3)
‡CS 175 Introduction to Computer Science	3
	<u>14-15</u>

SEMESTER IV

OFC 282 Word Processing Applications	1
OFC 274 Legal Office Procedures	3
OFC 275 Secretarial Procedures or	3
OFC 803 Cooperative Work Experience or	
OFC 804 Cooperative Work Experience	(4)
OFC 285 Applied Machine Transcription	1
HUM 101 Introduction to the Humanities	3
PSY 131 Human Relations or	3
PSY 105 Introduction to Psychology	
	<u>14-15</u>

Minimum Hours Required: 61

‡Electives — must be taken from the following:

‡OFC Any OFC Course may be selected	
OFC 803/804 Cooperative Work Experience	3-4
ACC 132 Bookkeeping II	3
ACC 202 Principles of Accounting II	3
BUS 143 Personal Finance	3
BUS 234 Business Law	3
BUS 237 Organizational Behavior	3
MGT 136 Principles of Management	3
MGT 242 Personnel Administration	3
CS 250 Contemporary Topics in Computer Science	3
CS 251 Special Topics in Computer Science and Data	
Processing	4
ECO 201 Principles of Economics I	3
‡SPE 105 Fundamentals of Public Speaking	3

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

‡Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the division chair. However, students must take SPE 105 as an elective when substituting ENG 101 and/or ENG 102.

*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

‡OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.

‡OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.

‡*OFC 181, OFC 182 and OFC 185 taken cumulatively will be equivalent to OFC 180.

OFFICE CAREERS — PROFESSIONAL SECRETARY OPTION

(Associate Degree)

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

	CREDIT HOURS
SEMESTER I	
OFC 160 Office Calculating Machines *	3
OFC 159 Beginning Shorthand or	4
OFC 103 Speedwriting	
‡OFC 172 Beginning Typing or	3
OFC 173 Intermediate Typing	
‡COM 131 Applied Composition and Speech	3
MTH 130 Business Mathematics	3
	<u>16</u>

SEMESTER II	
OFC 166 Intermediate Shorthand‡ or	4
OFC 104 Speedwriting Dictation	(3)
*OFC 173 Intermediate Typing or	3
OFC 273 Advanced Typing Applications	(2)
OFC 162 Office Procedures	3
ACC 131 Bookkeeping I or	3
ACC 201 Principles of Accounting I	
BUS 105 Introduction to Business	3
‡COM 132 Applied Composition and Speech	3
	<u>17-19</u>

SEMESTER III	
OFC 180 Principles of Word Processing‡*	3
OFC 231 Business Communications	3
CS 175 Introduction to Computer Science	3
PSY 131 Human Relations or	3
PSY 105 Introduction to Psychology	
OFC 273 Advanced Typing Applications or	2
†Elective	(3)
	<u>14-15</u>

SEMESTER IV	
OFC 282 Word Processing Applications	1
OFC 275 Secretarial Procedures or	3
OFC 803 Cooperative Work Experience or	
OFC 804 Cooperative Work Experience	(4)
OFC 285 Applied Machine Transcription	1
HUM 101 Introduction to the Humanities	3
†Electives	6-7
	<u>14-16</u>

Minimum Hours Required: 61

†Electives — must be taken from the following:

†OFC Any OFC Course may be selected	
OFC 803/804 Cooperative Work Experience	3-4
ACC 132 Bookkeeping II	3
ACC 202 Principles of Accounting II	3
BUS 143 Personal Finance	3
BUS 234 Business Law	3
BUS 237 Organizational Behavior	3
MGT 136 Principles of Management	3
MGT 242 Personnel Administration	3
CS 250 Contemporary Topics in Computer Science	3
CS 251 Special Topics in Computer Science and Data Processing	4
ECO 201 Principles of Economics I	3
‡SPE 105 Fundamentals of Public Speaking	3

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

Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the division chair. However, students must take SPE 105 as an elective when substituting ENG 101 and‡‡ ENG 102.

*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

†OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.

‡OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.

‡*OFC 181, OFC 182 and OFC 185 taken cumulatively will be equivalent to OFC 180.

OFFICE CAREERS — RECORDS MANAGEMENT OPTION

(Associate Degree)

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

	CREDIT HOURS
SEMESTER I	
OFC 150 Filing Practices	3
OFC 160 Office Calculating Machines*	3
†OFC 172 Beginning Typing or	3
OFC 173 Intermediate Typing	
†COM 131 Applied Composition and Speech	3
MTH 130 Business Mathematics	3
	15
SEMESTER II	
OFC 152 Introduction to Records Management	3
OFC 162 Office Procedures	3
†OFC 173 Intermediate Typing or	3
OFC 273 Advanced Typing Applications	(2)
ACC 131 Bookkeeping I or	3
ACC 201 Principles of Accounting I	
BUS 105 Introduction to Business	3
†COM 132 Applied Composition and Speech	3
	17-18

SEMESTER III	
OFC 180 Principles of Word Processing†	3
OFC 231 Business Communications	3
OFC 250 Records Control	3
OFC 273 Advanced Typing Applications or	2
†Elective	(3)
†CS 175 Introduction to Computer Science	3
PSY 131 Human Relations or	3
PSY 105 Introduction to Psychology	
	17-18

SEMESTER IV	
OFC 252 Micrographics	3
OFC 282 Word Processing Applications	1
OFC 285 Applied Machine Transcription	1
HUM 101 Introduction to the Humanities	3
†Electives	6-7
	14-15

Minimum Hours Required: 63

†Electives — must be taken from the following:

†OFC Any OFC Course may be selected	
OFC 803/804 Cooperative Work Experience	3-4
ACC 132 Bookkeeping II	3
ACC 202 Principles of Accounting II	3
BUS 143 Personal Finance	3
BUS 234 Business Law	3
BUS 237 Organizational Behavior	3
MGT 136 Principles of Management	3
MGT 242 Personnel Administration	3
CS 250 Contemporary Topics in Computer Science	3
CS 251 Special Topics in Computer Science and Data Processing	4
ECO 201 Principles of Economics I	3
†SPE 105 Fundamentals of Public Speaking	3

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

†Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the division chair. However, students must take SPE 105 as an elective when substituting ENG 101 and††† ENG 102.

*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

†OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.

†OFC 181, OFC 182 and OFC 185 taken cumulatively will be equivalent to OFC 180.

OFFICE CAREERS — GENERAL OFFICE

(Certificate)

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

	CREDIT HOURS
SEMESTER I	
OFC 160 Office Calculating Machines*	3
†OFC 172, †Beginning Typing	3
COM 131 Applied Composition and Speech	3
MTH 130 Business Mathematics	3
†Electives	7
	19
SEMESTER II	
ACC 131 Bookkeeping I	3
BUS 105 Introduction to Business	3
CS 175 Introduction to Computer Science	3
†Electives	7
	16
Minimum Hours Required:	35

†Electives — must be taken from the following:

OFC 103	Speedwriting Theory	4
OFC 104	Speedwriting Dictation	3
OFC 159	Beginning Shorthand	4
OFC 162	Office Procedures	3
OFC 180	Principles of Word Processing†	3
OFC 166	Intermediate Shorthand†	4
OFC 173	Intermediate Typing	3
OFC 231	Business Communications	3
ACC 132	Bookkeeping II	3
ACC 201	Principles of Accounting I	3
COM 132	Applied Composition and Speech	3
PSY 105	Introduction to Psychology or	3
PSY 131	Human Relations	
MGT 136	Principles of Management	3
BUS 234	Business Law	3
CS 250	Contemporary Topics in Computer Science	3
OFC 273	Advanced Typing Applications	2
OFC 275	Secretarial Procedures	3
OFC 803	Cooperative Work Experience or	3
OFC 804	Cooperative Work Experience	(4)

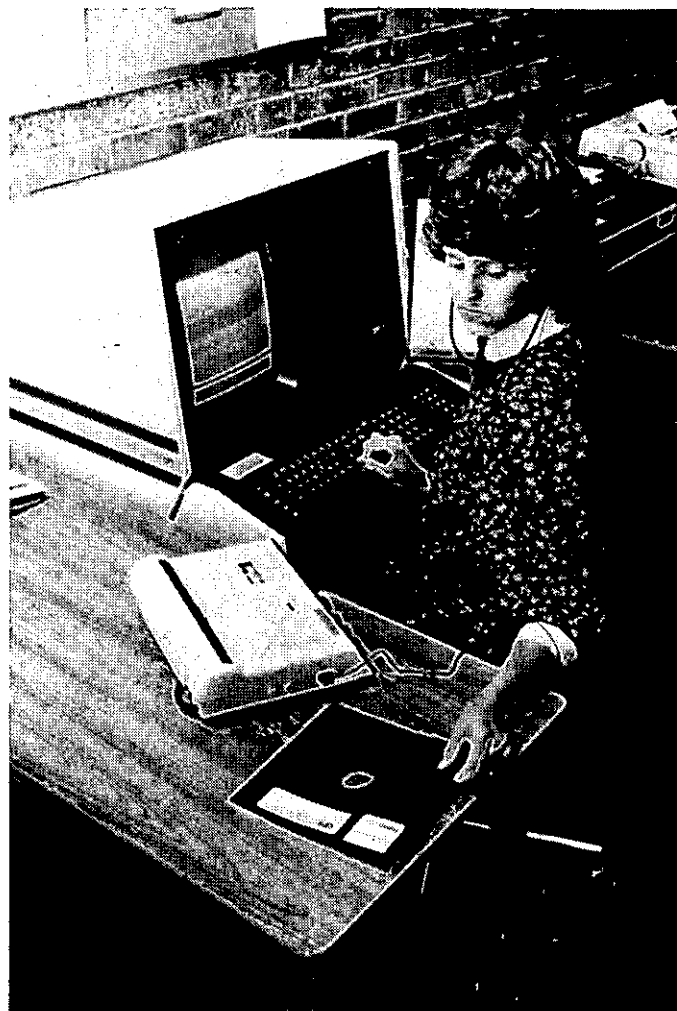
†Students who can demonstrate proficiency by previous training, experience or placement tests may substitute a course from the electives listed for the program.

*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

†OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.

†OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.

†OFC 181, OFC 182 and OFC 185 taken cumulatively will be equivalent to OFC 180.



OFFICE CAREERS — GENERAL OFFICE

(Certificate — Accounting Emphasis)

	CREDIT HOURS
SEMESTER	
OFC 160 Office Calculating Machines*	3
†OFC 172 Beginning Typing†	3
ACC 131 Bookkeeping I or	3
ACC 201 Principles of Accounting I	3
COM 131 Applied Composition and Speech	3
MTH 130 Business Mathematics	3
†Elective	3
	<u>18</u>

SEMESTER II

‡*ACC 132 Bookkeeping II or	3
†Elective	
BUS 105 Introduction to Business	3
CS 175 Introduction to Computer Science	3
†Electives	8
	<u>17</u>

Minimum Hours Required: 35

†Electives — Must be taken from the following:

OFC 103	Speedwriting Theory	4
OFC 104	Speedwriting Dictation	3
OFC 159	Beginning Shorthand	4
OFC 162	Office Procedures	3
OFC 180	Principles of Word Processing††	3
OFC 166	Intermediate Shorthand†	4
OFC 173	Intermediate Typing	3
OFC 231	Business Communications	3
ACC 132	Bookkeeping II	3
ACC 201	Principles of Accounting I	3
COM 132	Applied Composition and Speech	3
PSY 105	Introduction to Psychology or	3
PSY 131	Human Relations	3
MGT 136	Principles of Management	3
BUS 234	Business Law	3
CS 250	Contemporary Topics in Computer Science	3
OFC 273	Advanced Typing Applications	2
OFC 275	Secretarial Procedures	3
OFC 803	Cooperative Work Experience or	3
OFC 804	Cooperative Work Experience	(4)

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

‡*Required if ACC 131 was taken previously.

*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

†OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.

‡OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.

††OFC 181, OFC 182 and OFC 185 taken cumulatively will be equivalent to OFC 180.

OFFICE CAREERS — GENERAL OFFICE

(Certificate — Office Clerical Emphasis)

	CREDIT HOURS
SEMESTER I	
OFC 160 Office Calculating Machines*	3
OFC 162 Office Procedures	3
†OFC 172 Beginning Typing	3
COM 131 Applied Composition and Speech	3
MTH 130 Business Mathematics	3
†Elective	3
	<u>18</u>

SEMESTER II

OFC 180 Principles of Word Processing††	3
OFC 173 Intermediate Typing	3
OFC 231 Business Communications	3
ACC 131 Bookkeeping I	3
BUS 105 Introduction to Business	3
CS 175 Introduction to Computer Science	3
	<u>18</u>

Minimum Hours Required: 36

†Electives — Must be taken from the following:

OFC 103	Speedwriting Theory	4
OFC 104	Speedwriting Dictation	3
OFC 159	Beginning Shorthand	4
OFC 166	Intermediate Shorthand†	4
OFC 231	Business Communications	3
ACC 132	Bookkeeping II	3
ACC 201	Principles of Accounting I	3
COM 132	Applied Composition and Speech	3
PSY 105	Introduction to Psychology or	3
PSY 131	Human Relations	3
MGT 136	Principles of Management	3
BUS 234	Business Law	3
CS 250	Contemporary Topics in Computer Science	3
OFC 273	Advanced Typing Applications	2
OFC 275	Secretarial Procedures	3
OFC 803	Cooperative Work Experience or	3
OFC 804	Cooperative Work Experience	(4)

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

*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

†OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.

‡OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.

††OFC 181, OFC 182 and OFC 185 taken cumulatively will be equivalent to OFC 180.

PATTERN DESIGN

(Associate Degree)

The pattern designer converts the fashion sketch or original garment into an industrial paper pattern used in the mass production of clothing. Drafting is the skill of developing a flat pattern with measurements. Draping is the skill of developing a pattern by placing cloth over a dress form. Upon completion of the program, the student enters a women's wear or children's wear manufacturing company as an assistant in the pattern department.

ADMISSION TO THE PROGRAM

- 1. Contact the Counseling Division to schedule a time to take the Design Indicator Test. Priority of entry is by date of application.
- 2. Fulfill all requirements for admission to El Centro College.

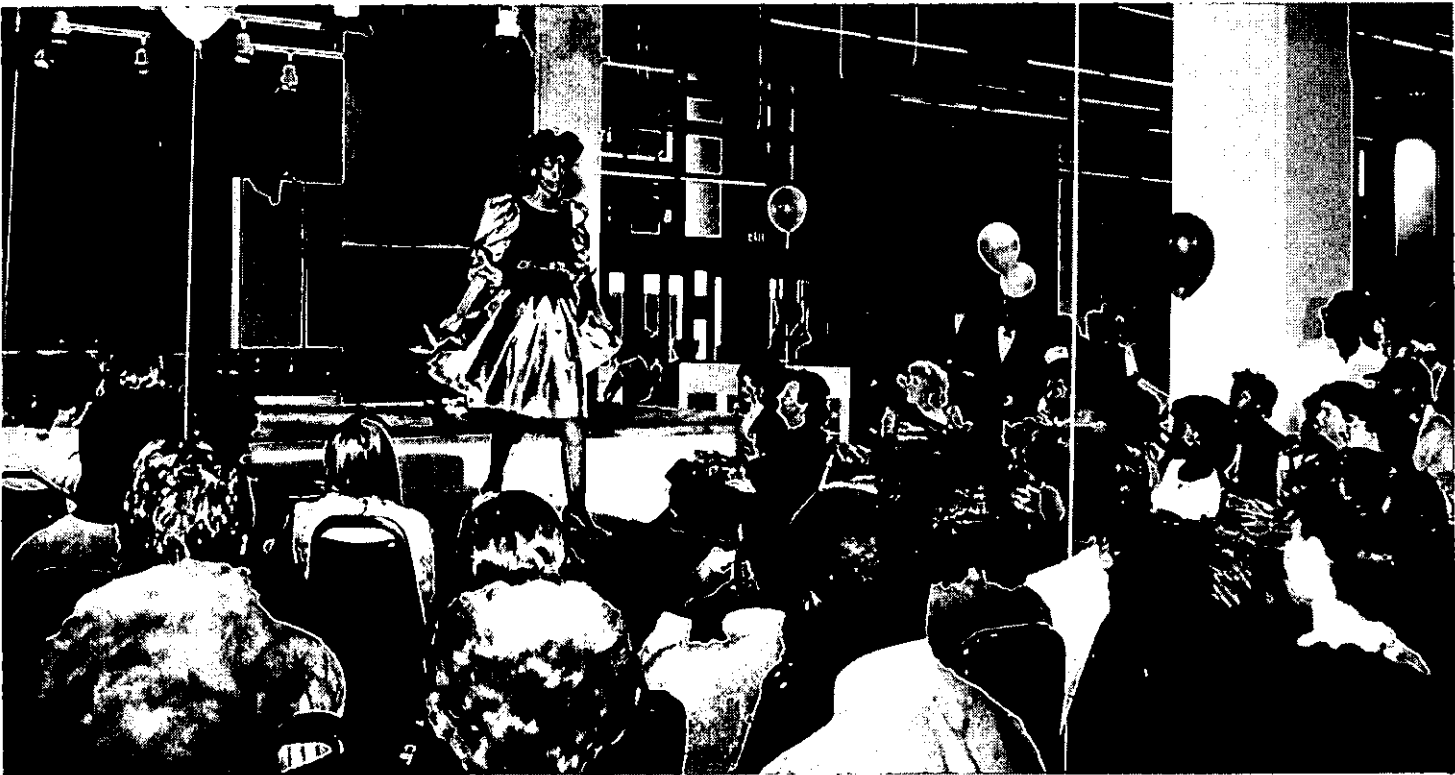
	CREDIT HOURS
SEMESTER I	
DES 128 Introduction to Mass Production ... and Apparel (1st 8 weeks)	2
DES 129 Industrial Garment Construction (1st 8 weeks)	1
DES 234 History of Costume	3
DES 110 Basic Color Theory and Application	3
PDD 151 Pattern Drafting I (2nd 8 weeks) ...	3
COM 131 Applied Composition and Speech or	3
ENG 101 Composition and Expository Reading	
	15

SEMESTER II	
DES 135 Textiles	3
DES 136 Fashion Sketching	3
DES 235 History of Costume	3
PDD 152 Pattern Drafting II (1st 8 weeks) ...	3
PDD 153 Pattern Drafting III (2nd 8 weeks) ...	3
COM 132 Applied Composition and Speech or	3
ENG 102 Composition and Literature	
	18

SEMESTER III	
DES 229 Advanced Garment Construction ..	3
PDD 254 Pattern Drafting IV (1st 8 weeks) ..	3
PDD 255 Pattern Drafting V (2nd 8 weeks) ...	3
PSY 105 Introduction to Psychology or	3
HD 105 Basic Processes of Interpersonal Relationships	
HST 101 History of the United States or	3
HST 102 History of the United States	
	15

SEMESTER IV	
PDD 256 Pattern Drafting VI (1st 8 weeks) ..	3
PDD 257 Pattern Drafting VII (2nd 8 weeks) ..	3
DES 141 Grading or	1
PDD 812 Cooperative Work Experience or ..	2
PDD 813 Cooperative Work Experience or ..	3
PDD 814 Cooperative Work Experience	4
GVT 201 American Government	3
HUM 101 Introduction to Humanities	3
	13-16

Minimum Hours Required: 61



POLICE SCIENCE

(Associate Degree)

The curriculum is designed for those with law enforcement backgrounds as well as for recent high school graduates interested in preparing for an essential field of employment.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

	CREDIT HOURS
SEMESTER I	
POL 140 Introduction to Law Enforcement ..	3
POL 134 Criminal Evidence and Procedures	3
POL 137 Police Community Relations	3
ENG 101 Composition and Expository Reading* or	3
COM 131 Applied Composition and Speech	3
HST 101 History of the United States	3
	15

SEMESTER II

POL 141 Police Organization and Administration	3
POL 142 Legal Aspects of Law Enforcement	3
ENG 102 Composition and Literature or	3
COM 132 Applied Composition and Speech	3
HST 102 History of the United States	3
†Elective	3
	15

SUMMER

†Elective	6
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SEMESTER III

POL 240 Criminal Investigation	3
POL 241 Police Role in Crime and Dependency	3
POL 245 Traffic Law	3
GVT 201 American Government	3
PSY 105 Introduction to Psychology	3
	15

SEMESTER IV

SOC 101 Introduction to Sociology or	3
SOC 102 Social Problems	3
†Elective	3
†Elective	3
	9

Minimum Hours Required:
60

†Electives-must be selected from the following:

POL 146	†Patrol Administration	3
POL 233	Introduction to Criminalistics	3
POL 242	Juvenile Procedures	3
POL 243	Probation and Parole	3
POL 244	Traffic Planning and Administration	3
POL 245	Traffic Law	3
POL 246	Penology	3
POL 143	Practical Spanish for Public Service Personnel	3
POL 144	Practical Spanish for Public Service Personnel	3

†Electives-must be selected from the following:

PSY 205	†Psychology of Personality	3
HD 105	Basic Processes of Interpersonal Relationships	3
SOC 102	Social Problems	3

*Recommended for students transferring into a BS or BA degree plan.

†If you plan to transfer to a bachelor of science degree program in criminal justice, you should check a four-year college or university catalog to determine elective courses you should take.

RADIOLOGIC SCIENCES

General Studies

All students must complete a number of general education courses to meet the requirements for admission into special program tracks and to be eligible for the Associate in Applied Arts and Sciences Degree. For more information, contact Marshal Alford at 746-2086.

Radiologic Sciences

The Radiology Sciences freshman student is provided a core of study related to the delivery of health care. The basic health core, along with the general education courses, enables the student to enter a specialized track in the sophomore year.

After completing the basic academic, math and science requirements, the sophomore student will begin the specialized track of didactic and clinical study. There are four specific program tracks. Each program track will have class and clinical studies designed to meet the essentials for certification as specified by each accrediting agency.

Core Curriculum — For all first year students in Radiologic Sciences.

	CREDIT HOURS
SEMESTER I	
RAD 101 Introduction to Radiologic Sciences I	3
BIO 120 Introduction to Human Anatomy and Physiology	4
MTH 139 Applied Mathematics	3
ENG 101 Composition and Expository Reading	3
HD 105 Basic Processes of Interpersonal Relationships	3
	<u>16</u>
SEMESTER II	
RAD 102 Introduction to Radiologic Sciences II	3
BIO 121 Introduction to Human Anatomy and Physiology	4
PHY 118 Concepts in Physics	4
ENG 102 Composition and Literature	3
CS 175 Introduction to Computer Science	3
	<u>17</u>
Minimum Hours Required:	33

DIAGNOSTIC MEDICAL SONOGRAPHY

(Associate Degree)

The medical sonographer performs diagnostic examinations using high frequency sound waves to visualize soft tissue structures, including the gall bladder, kidneys, pregnant uterus and other organs as requested by the physician. The sonographer must be familiar with cross-sectional anatomy and various sonographic equipment.

	CREDIT HOURS
SEMESTERS I and II	
Core Curriculum	33
SUMMER SESSION I	
DMS 200 Ultrasound Orientation I	2
DMS 202 Film Evaluation Seminar I	1
	<u>3</u>
SUMMER SESSION II	
DMS 203 Ultrasound Orientation II	2
DMS 204 Film Evaluation Seminar II	1
	<u>3</u>
FALL SEMESTER III	
DMS 210 Accoustical Physics	3
DMS 212 Cross Sectional Anatomy	4
DMS 213 Ultrasound Science I	3
DMS 214 Clinical Medicine I	4
	<u>14</u>
SPRING SEMESTER IV	
DMS 221 Instrumentation/Standardization	4
DMS 222 Pathophysiology	3
DMS 223 Clinical Medicine II	4
DMS 224 Clinical Education I	6
	<u>17</u>
SUMMER SESSION III	
DMS 231 Clinical Education II	4
DMS 236 Clinical Medicine III	2
	<u>6</u>
SUMMER SESSION IV	
DMS 238 Clinical Education III	1
DMS 239 Clinical Medicine IV	2
	<u>3</u>

NUCLEAR MEDICINE TECHNOLOGY

(Associate Degree)

The nuclear medicine technologist is concerned with diagnostic, therapeutic (exclusive of sealed radiation sources) and investigative use of radionuclides. The technologist has skills in mathematical computation to make dose calculations for in vivo studies and assists the physician in the operation of scanning devices using radionuclides.

CREDIT
HOURS

SEMESTERS I and II

Core Curriculum 33

SUMMER SESSION I

PHY 131 Applied Physics 4

RAD 109 Radiation Protection 1

CHM 101 General Chemistry 4

9

SUMMER SESSION II

PHY 132 Applied Physics 4

RAD 117 Radiation Biology 1

CHM 102 General Chemistry 4

9

SEMESTER III

NMT 220 Nuclear Medicine Physics 5

NMT 224 Clinical Nuclear Medicine 4

NMT 226 Radiochemistry-Pharmacy I 3

NMT 229 Nuclear Medicine Practicum I 2

14

SEMESTER IV

NMT 232 Radiochemistry-Pharmacy II 3

NMT 234 Radiation Therapy 1

NMT 235 Nuclear Medicine Practicum II 4

8

SUMMER III

NMT 237 Nuclear Medicine Seminar 1

NMT 241 Nuclear Medicine Internship 4

5

Minimum Hours Required: 78

RADIOGRAPHY TECHNOLOGY

(Associate Degree)

The medical radiographer assists the radiologist and other physicians in the use of radiographs to examine patients for broken bones, ulcers, tumors, disease or malfunctioning of various body organs. The radiographer positions the patient and operates radiographic equipment.

CREDIT
HOURS

SEMESTERS I AND II

Core Curriculum 33

SUMMER I

RAD 103 Radiographic Positioning and Osteology I 2

RAD 105 Principles of Radiographic Exposure I 1

RAD 107 Applied Physics I 1

RAD 109 Radiation Protection 1

5

SUMMER II

RAD 111 Radiographic Positioning and Osteology II 2

RAD 113 Principles of Radiographic Exposure II 1

RAD 115 Applied Physics II 1

RAD 117 Radiation Biology 1

5

SEMESTER III

RAD 201 Clinical Education I 6

RAD 206 Radiographic Positioning and Osteology III 3

RAD 205 Principles of Radiographic Exposure III 4

13

SEMESTER IV

RAD 207 Clinical Education II 8

RAD 209 Radiographic Pathology 2

RAD 211 Special Procedures 2

12

SUMMER III

RAD 215 Clinical Education III (Externship) .. 5

SUMMER IV

RAD 217 Clinical Education IV (Externship) . 5

Minimum Hours Required: 78

RADIATION THERAPY TECHNOLOGY

(Associate Degree)

The radiation therapy technologist assists the radiologist in treatment of disease by exposing specific areas of the patient's body to prescribed doses of x-ray or other forms of ionizing radiation. The technologist assists in maintaining proper operation of controlling devices and equipment used in treatment, observes radiation safety measures, observes patients for unusual reactions and reports to the radiation therapist and assists in tumor localization and dosimetric procedures.

CREDIT HOURS

SEMESTERS I and II

Core Curriculum 33

SUMMER SESSION I

PHY 131	Applied Physics	4
RAD 109	Radiation Protection	1
		<u>5</u>

SUMMER SESSION II

PHY 132	Applied Physics	4
RAD 117	Radiation Biology	1
		<u>5</u>

SEMESTER III

RTT 240	Technical Radiation Therapy	2
RTT 242	Radiation Oncology I	2
RTT 248	Radiation Therapy Practicum I	8
		<u>12</u>

SEMESTER IV

RTT 253	Radiation Physics	4
RTT 247	Brachy Therapy	1
RTT 249	Radiation Therapy Practicum II	8
RTT 244	Radiation Oncology II	2
		<u>15</u>

SUMMER SESSION III (10 Weeks)

RTT 251	Radiation Oncology III	1
RTT 255	Radiation Therapy Practicum III	4
		<u>5</u>

Minimum Hours Required: 75

RESPIRATORY THERAPY TECHNOLOGY

(Associate Degree)

The associate degree program seeks to qualify the individual upon graduation to perform at a high level of competence in the areas of specialized patient care, diagnostic laboratory, department supervisor and education.

The program is accredited by the American Medical Association Council on Medical Education through the Joint Review Committee for Respiratory Therapy Education. Upon completion of the program, the student is awarded an Associate in Applied Arts and Sciences Degree. In order to be certified by the College as eligible to write the American Registry Exam, a student must, in addition to satisfying degree requirements, comply with the minimum standards for testing prescribed by the above mentioned committee.

ADMISSION TO THE PROGRAM

1. High school diploma or GED.
2. Completion of testing including basic math and reading level.
3. Completion of interviews with liaison counselor and program instructors.
4. Completion of "Requirements for Admission" to El Centro College.
5. Completion of math prerequisite for CHM 101 or 115.
6. Students are required to be covered by professional liability insurance.

Equivalency testing for advanced standing is available. Written requests should be submitted well in advance of enrollment date.

(Fall Admission)

	CREDIT HOURS
SEMESTER I	
CHM 101 General Chemistry or	4
CHM 115 Chemical Sciences	4
BIO 120 Human Anatomy Physiology or	4
BIO 221 Anatomy and Physiology I	4
RES 137 Basic Respiratory Skills and Procedures	4
RES 151 Pathology and Treatment Rationale	3
	15
SEMESTER II	
CHM 102 General Chemistry or	4
CHM 116 Chemical Sciences	4
BIO 121 Human Anatomy and Physiology or	4
BIO 222 Anatomy and Physiology II	4
RES 153 Basic Respiratory Skills and Procedures II	6
RES 154 Pharmacology	3
ENG 101 Composition and Expository Reading	3
	20

SUMMER I (6 weeks)

RES 156 Basic Respiratory Therapy Skills and Procedures III	4
RES 102 Composition and Literature	3
	7

SUMMER II (6 weeks)

RES 158 Respiratory Therapy Skills and Procedures IV	5
HD 105 Basic Processes of Interpersonal Relationships	3
	8

SEMESTER III

BIO 216 General Microbiology	4
RES 243 Pulmonary Function	3
RES 263 Advanced Pharmacology	2
RES 257 Advanced Physiology and Pathology	3
RES 261 Critical Care Clinical Procedures	4
	16

SEMESTER IV

RES 264 Special Clinical Procedures	4
RES 271 Pediatric Respiratory Therapy	3
RES 265 Pulmonary Rehabilitation	5
	12

Minimum Hours Required: 78

RESPIRATORY THERAPY TECHNICIAN

(Certificate)

The Respiratory Therapy Technician Program seeks to provide the training necessary to qualify individuals for entrance into the field of skilled in-patient care and technical and therapeutic procedures. For individuals already working in the field, the program serves to broaden and deepen technical knowledge and upgrade therapeutic skills.

The program has been designed to conform to the "Essentials for an Approved Education Program for the Respiratory Therapy Technician" approved by the American Medical Association Council on Medical Education and has been fully accredited by the Joint Review Committee for Respiratory Therapy Education. Upon completion of the program, the student is awarded a certificate. In order to be certified by the College as eligible to write the National Technician Certifying Exam administered by the NBRT, a student must, in addition to satisfying certificates of completion requirements, comply with the minimum standards for testing as required by the accrediting agency.

ADMISSION TO THE PROGRAM

1. High school diploma or GED.
2. Completion of testing including basic math and reading level.
3. Completion of interviews with liaison counselor and program instructors.
4. Completion of "Requirements for Admission" to El Centro College.
5. Students are required to be covered by professional liability insurance.

Equivalency testing for advanced standing is available. Written requests should be submitted well in advance of enrollment date.

(Fall Admission)

	CREDIT HOURS
SPRING SEMESTER I	
PSC 118 Physical Science	4
BIO 123 Applied Anatomy and Physiology or	4
BIO 120 and BIO 121 Introduction to Human Anatomy and Physiology	
RES 137 Basic Respiratory Skills and Procedures I	4
RES 151 Pathology and Treatment Rationale I	3
COM 131 Applied Composition and Speech	3
	<u>18</u>
SEMESTER II	
RES 138 Clinical Practice II	4
RES 135 Applied Pharmacology	3
RES 145 Basic Technology I	4
RES 149 Pathology and Treatment Rationale II	2
	<u>13</u>
SUMMER I (6 weeks)	
RES 160 Clinical Practice III	3
RES 164 Basic Technology II	3
	<u>6</u>
SUMMER II (6 weeks)	
RES 162 Clinical Practice IV	4
Minimum Hours Required:	41

RESPIRATORY THERAPY TECHNICIAN

(Spring Admission)

	CREDIT HOURS
SPRING SEMESTER I	
PSC 118 Physical Science	4
BIO 123 Applied Anatomy and Physiology or	
BIO 120 and BIO 121 Introduction to Human Anatomy and Physiology	4
RES 137 Basic Respiratory Therapy Skills and Procedures I	4
RES 151 Pathology and Treatment Rationale I	3
COM 131 Applied Composition and Speech	3
	<u>18</u>
SUMMER SESSION I (16 weeks)	
RES 138 Clinical Practice II	4
RES 135 Applied Pharmacology	3
RES 145 Basic Technology I	4
RES 149 Pathology and Treatment Rationale II	2
	<u>13</u>
FALL SESSION I (6 weeks)	
RES 160 Clinical Practice III	3
RES 164 Basic Technology II	3
	<u>6</u>
FALL SESSION II (6 weeks)	
RES 162 Clinical Practice IV	4
Minimum Hours Required:	41

SURGICAL TECHNOLOGY

(Certificate)

The Surgical Technology Program trains students to provide services in the operating room under the supervision and responsibility of the operating room supervisor. The technologist, as part of the operating team, aids in providing for the safety, cleanliness, and efficiency necessary for good patient care in the operating room. The surgical technologist prepares the materials for use at the operating room table and assists in the use of these materials in a variety of operative procedures. Summer session is ten weeks in length. Students are required to be covered by professional liability insurance.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
2. Conference with liaison counselor for the Surgical Technology Program.

	CREDIT HOURS
SEMESTER I	
ENG 101 Composition and Expository Reading or	3
COM 131 Applied Composition and Speech	
BIO 123 Applied Anatomy and Physiology or	
BIO 120 Introduction to Human Anatomy and Physiology	4
SGT 140 Medical Terminology	2
SGT 141 Surgical Techniques	8
	<u>17</u>

SEMESTER II

BIO 121 Introduction to Human Anatomy and Physiology*	4
HD 105 Basic Processes of Interpersonal Relationships or HD 106 Personal and Social Growth	3
SGT 152 Operating Room Procedures	8
SGT 155 Operating Room Pharmacology	2
	<u>17</u>

SUMMER I (10 weeks)

SGT 153 Clinical Practice	7
SGT 154 Seminar	2
	<u>9</u>

Minimum Hours Required: 43

*BIO 120 is taken in the fall. BIO 121 must be taken in the spring semester.

SURGICAL TECHNOLOGY OPTION FOR GRADUATE REGISTERED NURSES

(Certificate)

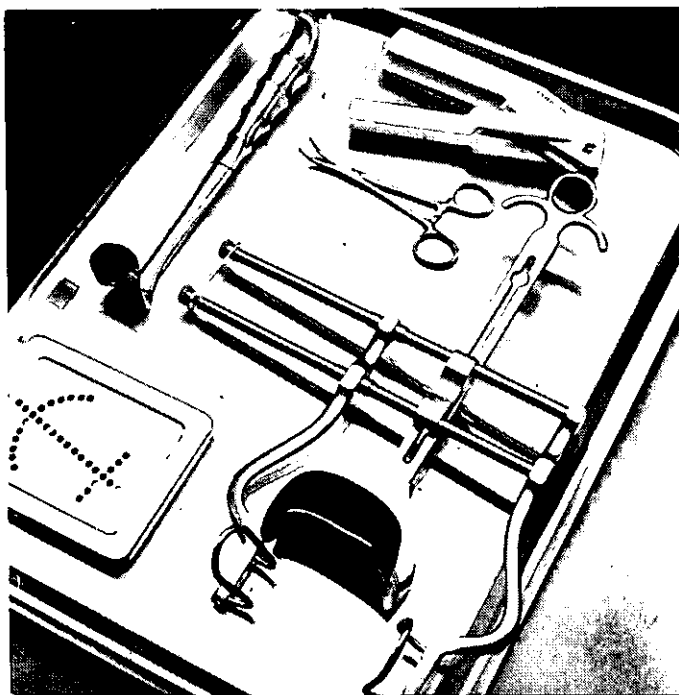
This option teaches the registered nurse to provide safety, cleanliness and efficiency necessary for good patient care in the operating room. Basic principles of asepsis, preparation and care of surgical supplies and ethical legal aspects are taught, as well as perioperative role responsibilities of the registered nurse.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College and the Surgical Technology Program.
2. Conference with liaison counselor for the Surgical Technology Program.
3. Current licensure by the Texas State Board of Nursing Examiners, or a graduate of an R.N. program.

	CREDIT HOURS
SEMESTER I	
SGT 140 Medical Terminology	2
SGT 141 Operating Room Technique	8
	<u>10</u>
SEMESTER II	
HD 105 Basic Processes of Interpersonal Relationships	3
SGT 160 Operating Room Procedures for Registered Nurses	8
	<u>11</u>

Minimum Hours Required: 21



VOCATIONAL NURSING

SPRING ADMISSION

(Certificate)

This is a one-year program which meets the accreditation requirements of the State Board of License Vocational Nursing Examiners. In addition to classroom and laboratory work at the College, clinical experience at various hospitals is part of the program. This course is offered only during the day.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
2. Complete an application sheet to the Vocational Nursing Program in addition to the application to El Centro.
3. Contact liaison counselor to the Vocational Nursing Program for additional information.

FALL ADMISSION

	CREDIT HOURS
SEMESTER I	
BIO 123 Applied Anatomy and Physiology*	4
DM 064 Math for Nurses*	1
HD 100 Study Skills*	1
VN 144 Health Maintenance through the Life Cycle	3
VN 145 Nursing Process I	3
VN 152 Nursing Practice I	6
	<u>18</u>

SEMESTER II	
VN 155 Nursing Process II	10
VN 150 Nursing Practice II	8
	<u>18</u>

SEMESTER III (Summer)	
VN 153 Maternal Child Health	8
VN 154 Maternal Child Health Clinical	7
	<u>15</u>

Minimum Hours Required: 51

*Academic support courses may be completed prior to entering the program.
A grade of "C" or better is required in all courses.

	CREDIT HOURS
SEMESTER I	
BIO 123 Applied Anatomy and Physiology*	4
DM 064 Math for Nurses*	1
HD 100 Study Skills*	1
VN 144 Health Maintenance through the Life Cycle	3
VN 145 Nursing Process I	3
VN 152 Nursing Practice I	6
	<u>18</u>

SEMESTER II (Summer)	
VN 153 Maternal Child Health	8
VN 154 Maternal Child Health Clinical	7
	<u>15</u>

SEMESTER III	
VN 155 Nursing Process II	10
VN 150 Nursing Practice II	8
	<u>18</u>

Minimum Hours Required: 51

*Academic courses may be completed prior to the entering the program.
A grade of "C" or better is required in all courses.

RECIPROCAL TUITION AGREEMENT

DCCCD PROGRAMS

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

Program	Campus
Advertising Art	BHC
Animal Medical Technology	CVC
Apparel Design	ECC
Aviation Technology	MVC
Air Cargo	
Air Traffic Control	
Aircraft Dispatcher	
Airline Marketing	
Career Pilot	
Fixed Base Operations	
Avionics	MVC
Automotive Parts	BHC
Automotive Machinist	BHC
Building Trades	NLC
Carpentry	
Electrical	
Commerical Design & Advertising	CVC
Commercial Music	CVC
Construction Management	RLC
Diesel Mechanics	NLC
Distribution Technology	NLC
Engineering Technology	RLC
Food Service Operations	ECC
Graphic Communications	EFC
Horology	MVC
Hotel/Motel Operations	ECC
Human Services	EFC
Interior Design	ECC
Motorcycle Mechanics	CVC
Optical Technology	NLC
Outboard Marine	
Engine Mechanics	CVC
Pattern Design	ECC
Purchasing Management	EFC, NLC
Retail Management	BHC, CVC
Solar Energy Technology	NLC
Vocational Nursing	ECC

TCJC PROGRAMS

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

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

*NE — Northeast Campus, NW — Northwest Campus, S — South Campus.

STUDENTS CONSIDERING TRANSFER TO A FOUR-YEAR INSTITUTION

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

Course Descriptions

Including General Education & Career Program Courses



- **All courses listed in this catalog are not available at every college.** This catalog contains descriptions of both General Education courses and Technical/Occupational courses offered collectively by the seven colleges of the Dallas County Community College District. The listing is alphabetical by course subject title.



- **All courses listed in this catalog may not be offered during the current year.** It is suggested that students plan their schedules with the help of a college counselor well in advance of registration.

DEFINITION OF TERMS

The following terms are used throughout the catalog and particularly in this section of Course Descriptions. A brief explanation follows each term.

1. **Concurrent Enrollment**
(a) Enrollment by the same student in two different colleges of the District at the same time, or (b) enrollment by a high school senior in a high school and one of the District colleges at the same time, or (c) enrollment by a student in two related courses in the same semester.
2. **Contact Hours** – The number of clock hours a student spends in a given course during the semester.
3. **Credit Hours (CR.)** – College work is measured in units called credit hours. A credit hour value is assigned to each course and is normally equal to the number of hours the course meets each week. Credit hours are sometimes referred to as semester hours.
4. **Elective** – A course chosen by the student that is not required for a certificate or degree.
5. **Flexible Entry Course** – A course that permits beginning or ending dates other than the beginning or ending of the semester. Consult the class schedule for further information.

6. **Laboratory Hours (Lab.)** – The number of clock hours in the fall or spring semester the student spends each week in the laboratory or other learning environment.
7. **Lecture Hours (Lec.)** – The number of clock hours in the fall or spring semester the student spends each week in the classroom.
8. **Major** – The student's main emphasis of study (for example, Automotive Technology, Psychology, etc.)
9. **Performance Grades** – Grades assigned point values, including A, B, C, D, and F.
10. **Prerequisite** – A course that must be successfully completed or a requirement such as related life experiences that must be met before enrolling in another course.

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

ACCOUNTING

(ACC) 201 Principles Of Accounting I (3)

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

(ACC) 202 Principles Of Accounting II (3)

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

(ACC) 203 Intermediate Accounting I (3)

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

(ACC) 204 Managerial Accounting (3)

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

(ACC) 207 Intermediate Accounting II (3)

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

(ACC) 238 Cost Accounting (3)

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

(ACC) 239 Income Tax Accounting (3)

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

ANTHROPOLOGY

(ANT) 100 Introduction To Anthropology (3)

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

(ANT) 101 Cultural Anthropology (3)

Cultures of the world are surveyed and emphasis given to

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

(ANT) 104 American Indian Culture (3)

Native Americans are studied from three perspectives: Native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, The Bureau of Indian Affairs, self-determination, health care, etc. (3 Lec.)

(ANT) 110 The Heritage Of Mexico (3)

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

(ANT) 208 Multicultural Studies (3)

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

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

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

(ANT) 231 Introduction To Archeology (3)

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

APPAREL DESIGN

(APP) 232 Design Development I (3)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 237 or demonstrated competence approved by the instructor. The principles of good design for mass-produced apparel are studied, especially as they apply to structural and decorative design. Careful attention is given to fabric selection and trimming that are appropriate for current styles. Laboratory fee. (2 Lec., 4 Lab.)

(APP) 233 Design Development II (3)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 238 or demonstrated competence approved by the instructor. This is a continuation of developing design principles. The garment cost and construction techniques are emphasized along with selection of fabric and trimming. Laboratory fee. (2 Lec., 4 Lab.)

(APP) 237 Style Trends And Research I (2)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 232 or demonstrated competence approved by the instructor. This course is a study of current trends in the apparel industry. The student develops workroom sketches of designs for children, junior petite, junior, active sportswear, misses, and suits. (2 Lec.)

(APP) 238 Style Trends And Research II (2)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 233 or demonstrated competence approved by the instructor. This course is a continuation of the current trends in the apparel industry. The student develops sketches of designs for half sizes, dressy dresses, and lingerie. The student selects one size range for a complete research report. (2 Lec.)

ARCHITECTURE

(ARC) 128 History Of Architecture I (3)

This course includes the development of influences on architecture from ancient man through the Byzantine period. (3 Lec.)

(ARC) 129 History Of Architecture II (3)

This course includes the development of influences on architecture from the Romanesque period to the Industrial Revolution. (3 Lec.)

(ARC) 130 Architectural Graphics I (3)

Orthographic projection, isometric and oblique drawing, shade and shadow are studied. Linework and lettering in pencil and ink are emphasized. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 133 Architectural Graphics II (3)

Perspective drawing, shade and shadow are presented. Emphasis is on the theory of drawing; linework and lettering in pencil and ink. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 134 Freehand Drawing I (3)

This course covers pencil drawing with emphasis on eye to hand coordination. Principles of light, shade, scale, proportion, line and tonal quality using both pencil and conte crayon are included. Exercises use book references, human models and indoor-outdoor sketching. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 135 Freehand Drawing II (3)

Drawing with pen and ink is the main focus. Also included is the use of brush with ink and ink washes for tonal effects. Exercises use book references, human models and indoor-outdoor sketching. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 146 Architectural Design-Grade I (3)

Basic design principles and their application to architectural design are studied. Human awareness and reaction to

the environment and its effect on architectural problem-solving are emphasized. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 147 Architectural Design-Grade I (3)

Prerequisite: Architecture 146. The application of design principles to architectural experiences is investigated. Analysis, schematic study, and the development of spatial problems related to human occupancy and needs are studied. Emphasis is placed on the development and integration of skills needed to formulate and communicate design concepts. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 150 Building Technology I-Materials And Methods (3)

Architectural materials and their uses are analyzed. Specifications and codes are introduced, and structural systems are investigated. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 153 Construction Drawings-Wood Frame (3)

Prerequisite: Architecture 130 or demonstrated competence approved by the instructor. Construction drawing are introduced. Wood frame construction is studied. The relationship with design and specifications is included. Emphasis is on the total concept of construction documents and detailing. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 220 Personalities In Art And Architecture (3)

This course includes an in-depth study of the influential people throughout history who were the motivating human factors behind the evolutionary development of art and architecture. (3 Lec.)

(ARC) 226 History Of Interior Architecture I (3)

This course includes a survey of historical interior architecture development beginning with the ancient civilizations. (3 Lec.)

(ARC) 227 History Of Interior Architecture II (3)

This course is a continuation of Architecture 226. This course includes the historical development of interior architecture to the present. (3 Lec.)

(ARC) 230 History Of Modern Architecture (3)

Prerequisite: Sophomore standing. The influences and architectural expressions of man are examined. The time period spaces the Industrial Revolution to the present day. (3 Lec.)

(ARC) 232 Basic Architectural Photography (3)

Prerequisites: Architecture 147, Photography 110, and sophomore standing. Emphasis is on successful presentation of interior, exterior, and detailed architectural areas and using photography as the visual medium. Equipment and techniques necessary to become proficient in these areas are studied. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 233 History Of Architecture Survey To 1850 (3)

This course surveys architecture and influences upon its development to the time of the Industrial Revolution. (3 Lec.)

(ARC) 240 Media Skills I (3)

This course introduces various media used in presentations. Pencil, water color, pen and ink, colored pencil and felt tip markers are used on assorted materials in a variety

of techniques. (2 Lec., 4 Lab.)

(ARC) 241 Media Skills II (3)

Additional media techniques are presented. Pastel, carbon pencil, tempera, and transparent and opaque water color are included. (2 Lec., 4 Lab.)

(ARC) 242 Presentation I (3)

Prerequisites: Architecture 133 or Interior Design 123 or Art 115 or demonstrated competence approved by the instructor. This is a course in professional delineation wherein the student produces from a given set of architectural drawings finished interior and exterior renderings utilizing the principles of design, perspective, composition, freehand, and mechanical drawing capabilities and rendering techniques. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 243 Presentation II (3)

Prerequisites: Architecture 133 or Interior Design 123 or Art 115 or demonstrated competence approved by the instructor. This course is a continuation of Presentation I. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 245 Design Sketching (3)

Prerequisites: Architecture 133 or Interior Design 123 or Art 115 or demonstrated competence approved by the instructor. This course includes an introduction to and the development of graphic skills needed to formulate and communicate design concepts. Study and practice of visualization and freehand perspective drawing of the students' own design. Concepts in various media are the main activities. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 246 Architectural Design-Grade II (3)

Prerequisites: Architecture 130 and 147. Research into design theory is conducted to solve architectural problems. Emphasis is on functional and aesthetic values through three-dimensional problem solving studies. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 247 Architectural Design-Grade II (3)

Prerequisite: Architecture 246. This course is a continuation of Architecture 246. Emphasis is on functional and aesthetic solutions based upon individual programming and research. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 251 Building Technology II-Heavy Construction (3)

Prerequisite: Architecture 150. This course includes the study of construction materials, systems, and techniques used in heavy construction, with emphasis on steel and concrete. A general overview of mechanical and electrical systems and their requirements is provided. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 252 Building Technology III-Specifications And Office Practice (3)

Prerequisites: Architecture 150 and Architecture 153 or demonstrated competence approved by the instructor. Introduction and practice is provided in specification writing and construction estimating. Exploration is made of the organization of the construction process including the organization of an architect's office, administration of construction contracts, and governmental requirements. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 254 Construction Drawings II-Steel Frame (3)

Prerequisites: Architecture 150 and Architecture 153 or demonstrated competence approved by the instructor. Steel frame construction is studied. Introduction to commercial construction drawings is provided, including plans, elevations, sections, structural drawings, details, and schedules for steel frame buildings. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 255 Construction Drawings III-Concrete And Masonry (3)

Prerequisite: Architecture 153. This course involves the study of concrete and masonry construction techniques and their construction drawings. Included are structural drawings, details, schedules, plans, sections, and elevations. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 256 Construction Drawings IV-Detailing (3)

Prerequisite: Architecture 153. Study is made of the concept of detailing, viewed as a means of controlling the total building process. Detailing subjects include structural, stairs, door and window, interior finish, roof-to-wall, and cabinets. Emphasis is placed upon technique, accuracy, and the ability to solve architectural detail problems. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 802, 812 (2)

(See Cooperative Work Experience)

(ARC) 803, 813 (3)

(See Cooperative Work Experience)

(ARC) 804, 814 (4)

(See Cooperative Work Experience)

ART

(ART) 103 Introduction To Art (1)

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

(ART) 104 Art Appreciation (3)

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

(ART) 105 Survey Of Art History (3)

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

(ART) 106 Survey Of Art History (3)

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

(ART) 110 Design I (3)

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

(ART) 111 Design II (3)

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

(ART) 114 Drawing I (3)

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

(ART) 115 Drawing II (3)

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

(ART) 116 Introduction To Jewelry I (3)

Prerequisites: Art 110, Art 111, or demonstrated competence approved by the instructor. The basic techniques of fabrication and casting of metals are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 117 Introduction to Jewelry II (3)

Prerequisite: Art 116. This course continues Art 116. Advanced fabrication and casting techniques are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 118 Creative Photography For The Artist I (3)

Prerequisites: Art 110, Art 114, or demonstrated competence approved by the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 119 Creative Photography For The Artist II (3)

Prerequisite: Art 118 or demonstrated competence approved by the instructor. This course is a continuation of Art 118. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 199 Art Seminar (1)

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

(ART) 201 Drawing III (3)

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

(ART) 202 Drawing IV (3)

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

(ART) 203 Art History (3)

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

(ART) 204 Art History (3)

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

(ART) 205 Painting I (3)

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models and the imagination. (2 Lec., 4 Lab.)

(ART) 206 Painting II (3)

Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(ART) 208 Sculpture I (3)

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 209 Sculpture II (3)

Prerequisite: Art 208. This course continues Art 208. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 210 Commercial Art I (3)

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 211 Commercial Art II (3)

Prerequisite: Art 210. This course continues Art 210. Added emphasis is on layout and design concepts. Work with simple art form reproduction techniques and the development of a professional portfolio are also included. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 212 Advertising Illustration (3)

Prerequisite: Art 210. Problems of the illustrator are investigated. Elements used by the illustrator are explored. Problem-solving projects are conducted. (2 Lec., 4 Lab.)

(ART) 213 Commercial Design Group (3)

Prerequisite: Art 210. Students operate a design studio and work directly with clients to solve their particular visual communication needs. They create graphic art products, such as brochures, identity programs and posters. Printed samples for portfolios may be acquired. (2 Lec., 4 Lab.)

(ART) 215 Ceramics I (3)

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. This course focuses on the building of pottery forms by coil, slab and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 216 Ceramics II (3)

Prerequisite: Art 215 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 217 Watercolor I (3)

Prerequisites: Art 110, Art 111 and Art 115 or demonstrated competence approved by the instructor. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. (2 Lec., 4 Lab.)

(ART) 218 Watercolor II (3)

Prerequisite: Art 217. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

(ART) 220 Printmaking I (3)

Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 222 Printmaking II (3)

Prerequisite: Art 220. This course is a continuation of Printmaking I. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 227 Design III (3)

Prerequisites: Art 110, 111, 114 and 115. This course is a development of two and three dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 228 Three-Dimensional Design (3)

Prerequisite: Art majors: Art 110, 111, 114. Drafting technology majors: Drafting 183, 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 esthetic form. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 229 Design IV (3)

Prerequisite: Art 227. This course is a continued investigation into the problems of two and three dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 232 Fibers I (3)

Prerequisites: Art 110, 111, 114 and 115. This course explores the problems of design, construction and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)

(ART) 233 Fibers II (3)

Prerequisite: Art 232. This course is a continuation of Art 232. It further explores fiber techniques and processes. (2 Lec., 4 Lab.)

ASTRONOMY**(AST) 101 Descriptive Astronomy (3)**

This course surveys the fundamentals of astronomy. Emphasis is on the solar system. Included is the study of the celestial sphere, the earth's motions, the moon, plan-

ets, asteroids, comets, meteors and meteorites. (This course is offered on campus and may be offered via television.) (3 Lec.)

(AST) 102 General Astronomy (3)

Stellar astronomy is emphasized. Topics include a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way Galaxy and external galaxies. (3 Lec.)

(AST) 103 Astronomy Laboratory I (1)

Prerequisite: Credit or concurrent enrollment in Astronomy 101. The student uses simple equipment to make elementary astronomical observations of the motions of celestial objects. Also covered are elementary navigational techniques, graphical techniques of calculating the position of a planet or comet, and construction of simple observing equipment. This course includes night observations. Laboratory fee. (3 Lab.)

(AST) 104 Astronomy Laboratory II (1)

Prerequisite: Credit or concurrent enrollment in Astronomy 102. The student makes and uses elementary astronomical observations. Topics include timekeeping, the various uses of spectra, and the motions of stars and galaxies. This laboratory includes night observations. Laboratory fee. (3 Lab.)

(AST) 111 Fundamentals Of Astronomy (4)

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee. (3 Lec., 3 Lab.)

(AST) 112 General Introductory Astronomy (4)

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. Laboratory fee. (3 Lec., 3 Lab.)

BIOLOGY**(BIO) 101 General Biology (4)**

This course is a prerequisite for all higher level biology courses and should be taken in sequence. Topics include the cell, tissue, and structure and function in plants and animals. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 102 General Biology (4)

This course is a continuation of Biology 101. Topics include Mendelian and molecular genetics, evolutionary mechanisms, and plant and animal development. The energetics and regulation of ecological communities are also studied. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 110 Introductory Botany (4)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 115 Biological Science (4)

Selected topics in biological science are presented for the non-science major. Topics include the cell concept and basic chemistry as it relates to biology. An introduction to genetics, evolution, cellular processes, such as mitosis, meiosis, respiration, and photosynthesis, and plant and animal reproduction is also covered. Laboratory fee. (This course is offered on campus and may be offered via television.) (3 Lec., 3 Lab.)

(BIO) 116 Biological Science (4)

Selected topics in biological science are presented for the non-science major. Topics include the systems of the human body, disease, drug abuse, aging, evolution, ecology, and people in relation to their environment. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 120 Introduction To Human Anatomy And Physiology (4)

Prerequisite: Prior enrollment in Biology 115 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 121 Introduction To Human Anatomy And Physiology (4)

Prerequisite: Biology 120. This course is a continuation of Biology 120. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 123 Applied Anatomy And Physiology (4)

This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

(BIO) 203 Intermediate Botany (4)

Prerequisites: Biology 101 and 102. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 211 Invertebrate Zoology (4)

Prerequisite: Eight hours of biological science. This course surveys the major groups of animals below the level of

chordates. Consideration is given to phylogeny, taxonomy, morphology, physiology, and biology of the various groups. Relationships and importance to higher animals and humans are stressed. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 216 General Microbiology (4)

Prerequisites: Biology 102 or Biology 121 or demonstrated competence approved by the instructor. Microbes are studied. Topics include growth, reproduction, nutrition, genetics and ecology of micro-organisms. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

(BIO) 217 Field Biology (4)

Prerequisite: Eight hours of biological science or demonstrated competence approved by the instructor. Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 4 Lab.)

(BIO) 221 Anatomy And Physiology I (4)

Prerequisite: Biology 102 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 222 Anatomy And Physiology II (4)

Prerequisite: Biology 221 or demonstrated competence approved by the instructor. Second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 224 Environmental Biology (4)

Prerequisite: Six hours of biology. The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 226 Genetics (4)

This course focuses on genetics. Topics include Mendelian inheritance, recombination genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 230 Mammalian Physiology (4)

Prerequisite: Twelve hours of biology, eight hours of inorganic chemistry or concurrent registration in organic chemistry and demonstrated competence approved by the instructor. This course is a study of the function of various mammalian systems. Emphasis is on interrelationships. Instruments are used to measure various physiological features. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 235 Comparative Anatomy Of The Vertebrates (4)

Prerequisites: Biology 101 and 102. For science majors and pre-medical and pre-dental students. Major groups of vertebrate class is studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)

BUSINESS

(BUS) 105 Introduction To Business (3)

This course provides an overall picture of business operations. Specialized fields within business organizations are analyzed. The role of business in modern society is identified. (This course is offered on campus and may be offered via television.) (3 Lec.)

(BUS) 136 Principles Of Management (3)

The process of management is studied. The functions of planning, organizing, leading, and controlling are included. Particular emphasis is on policy formulation, decision-making processes, operating problems, communications theory, and motivation techniques. (This course is offered on campus and may be offered via television.) (3 Lec.)

(BUS) 143 Personal Finance (3)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

(BUS) 157 Small Business, Bookkeeping And Accounting Practices (3)

The essentials of business accounting followed by how to prepare and analyze basic financial statements pertinent to all business operators. (3 Lec.)

(BUS) 234 Business Law (3)

This course presents the historical and ethical background of the law and current legal principles. Emphasis is on contracts, property, and torts. (3 Lec.)

(BUS) 237 Organizational Behavior (3)

The persisting human problems of administration in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)

(BUS) 701, 711, 801, 811 (1)

(See Cooperative Work Experience)

(BUS) 702, 712, 802, 822 (2)

(See Cooperative Work Experience)

(BUS) 703, 713, 803, 813 (3)

(See Cooperative Work Experience)

(BUS) 704, 714, 804, 814 (4)

(See Cooperative Work Experience)

CHEMISTRY

(CHM) 101 General Chemistry (4)

Prerequisites: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry,

Chemistry 115, or equivalent. This course is for science and science-related majors. It covers the laws and theories of matter. The laws and theories are used to understand the properties of matter, chemical bonding, chemical reactions, the physical states of matter, and changes of state. The fundamental principles are applied to the solution of quantitative problems relating to chemistry. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 102 General Chemistry (4)

Prerequisite: Chemistry 101. This course is for science and science-related majors. It is a continuation of Chemistry 101. Previously learned and new concepts are applied. Topics include solutions and colloids, chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is also included. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 115 Chemical Sciences (4)

Prerequisite: Developmental Mathematics 091 or the equivalent. This course is for non-science majors. It traces the development of theoretical concepts. These concepts are used to explain various observations and laws relating to chemical bonding reactions, states of matter, solutions, electrochemistry, and nuclear chemistry. Also included is the descriptive chemistry of some common elements and inorganic compounds. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 116 Chemical Sciences (4)

Prerequisite: Chemistry 115 or demonstrated competence approved by the instructor. This course is for non-science majors. It covers organic chemistry and biochemistry. The important classes of organic compounds are surveyed. The concept of structure is the central theme. Biochemistry topics include carbohydrates, proteins, lipids, chemistry of heredity, disease and therapy, and plant biochemistry. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 170 Chemistry Of Flammable Materials (3)

Prerequisite: Chemistry 116. Characteristics and behavior of various materials that burn or react violently are studied. Flammable liquids, combustible solids, and gasses are included. Storage, transportation, and handling are covered. Emphasis is on emergency situations and methods of control. (3 Lec.)

(CHM) 201 Organic Chemistry I (4)

Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces organic chemistry. The fundamental types of organic compounds are presented. Their nomenclature, classification, reactions, and applications are included. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory. Emphasis is on reaction mechanisms, stereo-chemistry, transition state theory, and organic synthesis. Laboratory fee. (3 Lec., 4 Lab.)

(CHM) 202 Organic Chemistry II (4)

Prerequisite: Chemistry 201. This course is for science and science-related majors. It is a continuation of Chemistry 201. Topics include aliphatic and aromatic systems, poly-functional compounds, amino acids, proteins, carbohydrates, sugars, and heterocyclic and related compounds. Instrumental techniques are used to identify compounds. Laboratory fee. (3 Lec., 4 Lab.)

(CHM) 203 Quantitative Analysis (4)

Prerequisite: Chemistry 102, Mathematics 101 or Mathematics 104 or the equivalent. Principles for quantitative determinations are presented. Topics include gravimetry, oxidation-reduction, indicators, and acid-base theory. Gravimetric and volumetric analysis is emphasized. Colorimetry is introduced. Laboratory fee. (2 Lec., 6 Lab.)

(CHM) 205 Chemical Calculations (2)

Prerequisite: Chemistry 102. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)

(CHM) 234 Instrumental Analysis (4)

Prerequisite: Chemistry 203 or demonstrated competence approved by the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee. (2 Lec., 6 Lab.)

COLLEGE LEARNING SKILLS**(CLS) 100 College Learning Skills (1)**

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills and composition. This course may be repeated for a maximum of three credits. (1 Lec.)

COMMUNICATIONS**(COM) 131 Applied Composition And Speech (3)**

Communication skills are studied as a means of preparing for one's vocation. Practice in writing letters, applications, resumes, and short reports is included. (3 Lec.)

(COM) 132 Applied Composition And Speech (3)

Prerequisite: Communications 131 or demonstrated competence approved by the instructor. The study of communication processes is continued. Emphasis is on written persuasion directly related to work. Expository techniques in business letters and documented reports are covered. Practice in oral communication is provided. (3 Lec.)

COMPUTER SCIENCE**(CS) 174 Fundamentals Of Computing (3)**

Prerequisite: Two years of high school algebra or Developmental Mathematics 093. This course is an introductory course designed primarily for students desiring credit towards a minor or major in computer science or other scientific field. It includes a study of algorithms and an introduction to a procedure-oriented language with general applications. (3 Lec.)

(CS) 175 Introduction To Computer Science (3)

This course is an introduction to the fundamentals of information processing machines. Topics include history of

computers, vocabulary, cultural impact, development of basic algorithms, number systems, and applications of elementary programming logic made through the use of the BASIC programming language. Laboratory fee. (3 Lec.)

(CS) 181 Introduction To FORTRAN Programming (3)

Prerequisites: Computer Science 174 or 175 and Math 101 or demonstrated competence approved by the instructor. This course is an introduction to computer techniques using the FORTRAN language. Emphasis is on applications used to solve numeric problems in engineering, physical science, and mathematics. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 182 Introduction To BASIC Programming (3)

Prerequisites: Computer Science 174 or 175 or demonstrated competence approved by the instructor. This course is an introduction to the BASIC programming language. Proficiency will be developed as the student codes and executes several BASIC programs using interactive computer equipment. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 183 Introduction To PL/1 Programming (3)

Prerequisites: Computer Science 174 or 175 or demonstrated competence approved by the instructor. This course covers the numeric and non-numeric applications of PL/1 programming. Computing techniques will be developed in such areas as program design, basic aspects of string processing, recursion, internal search/sort methods, and simple data structures. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 184 Introduction To COBOL Programming (3)

Prerequisites: Computer Science 174 or 175 or demonstrated competence approved by the instructor. This course is an introduction to the COBOL programming language. Topics will include algorithmic processes, problem solving methods, programming style, flow charts, and various files processing techniques. Emphasis is on the language, its flexibility and power rather than on applications. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 185 INTRODUCTION TO PASCAL PROGRAMMING

Prerequisites: Computer Science 174 or Computer Science 175 and Math 101 or the consent of the instructor based on equivalent experience. This course is an introduction to PASCAL. Topics will include problem solving and structured programming techniques introduced through examples from applications such as text processing, numerical computing, and simulation, together with programming assignments. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 186 Introduction To Assembly Language (3)

Prerequisites: Computer Science 174 or 175 and three additional semester hours of computer programming or demonstrated competence approved by the instructor based on equivalent experience. This course is an introduction to ASSEMBLY language programming. Topics will include machine representation of data and instructions, logical input/output control systems, subroutine and addressing concepts, and presentation of selected macro instructions. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 250 Contemporary Topics In Computer Science (3)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. Topics may include introduction to micro/mini computer systems, programming languages, or other advanced data processing concepts such as CICS. May be repeated as topics vary. (3 Lec.)

(CS) 251 Special Topics In Computer Science (4)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer science and data processing are studied. Such topics may include advanced programming language concepts in BASIC, RPG II and RPG III, and PASCAL, or advanced data entry concepts. May be repeated as topics vary. Laboratory fee. (3 Lec., 3 Lab.)

COOPERATIVE WORK EXPERIENCE

701, 711, 801, 811 (1)

702, 712, 802, 812 (2)

703, 713, 803, 813 (3)

704, 714, 804, 814 (4)

Prerequisite: Completion of two courses in the student's major or instructor or coordinator approval. These courses consist of seminars and on-the-job experience. Theory and instruction received in the courses of the students' major curricula are applied to the job. Students are placed in work-study positions in their technical occupational fields. Their skills and abilities to function successfully in their respective occupations are tested. These work internship courses are guided by learning objectives composed at the beginning of each semester by the students, their instructors or coordinators, and their supervisors at work. The instructors determine if the learning objectives are valid and give approval for credit.

DANCE

(DAN) 116 Rehearsal And Performance (1)

This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage - stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)

(DAN) 150 Beginning Ballet I (3)

This course explores basic ballet techniques. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Theory, terminology, ballet history, and current attitudes and events in ballet are also studied. Barre exercises and centre floor combinations are given. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 151 Beginning Ballet II (3)

Prerequisite: Dance 150. This course is a continuation of Dance 150. Emphasis is on expansion of combinations at

the barre. Connecting steps learned at centre are added. Jumps and pirouettes are introduced. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 155 Jazz I (1)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee. (3 Lab.)

(DAN) 156 Jazz II (1)

Prerequisite: Dance 155 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (3 Lab.)

(DAN) 160 Introduction To Dance History (3)

A history of dance forms is presented. Primitive, classical, and contemporary forms are included. (3 Lec.)

(DAN) 200 Rehearsal And Performance (1)

Prerequisite: Dance 116 or demonstrated competence approved by the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 116 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit. (4 Lab.)

(DAN) 250 Intermediate Ballet I (3)

Prerequisite: Dance 151. The development of ballet technique is continued. More complicated exercises at the barre and centre floor are included. Emphasis is on long series of movements, adagio and jumps. Precision of movement is stressed. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 251 Intermediate Ballet II (3)

Prerequisite: Dance 250. This course begins pointe work for women. Specialized beats and tours are begun for men. Individual proficiency and technical virtuosity are developed. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 252 Coaching And Repertoire (1)

Prerequisite: Dance 251 and demonstrated competence approved by the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(DAN) 253 Improvisation (1)

Prerequisites: Dance 151 or Dance 156. This course consists of creative problem solving utilizing basic elements of design. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(DAN) 255 Jazz III (1)

Prerequisite: Dance 156. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps and intricate elements of choreography are introduced. Laboratory fee. (3 Lec.)

(DAN) 256 Jazz IV (1)

Prerequisite: Dance 255. This course is a further exploration of Dance 255. Laboratory fee. (3 Lec.)

DATA PROCESSING

(DP) 120 Data Communications (3)

Prerequisite: Computer Science 175. Topics include vocabulary, configuration of data communications networks, including terminals, multiplexors, modems and communications facilities. Network protocols and teleprocessing monitors are overviewed. (3 Lec.)

(DP) 129 Data Entry Concepts (4)

Prerequisite: Office Careers 172 or one year of typing in high school or equivalent. This course provides skills using buffered display equipment. Emphasis is on speed and accuracy. Topics include performing the basic functions record formatting with protected and variable fields, and using a variety of source documents. Program control, multiple programs, and program chaining are also covered. Laboratory fee. (2 Lec., 5 Lab.)

(DP) 133 COBOL Programming I (4)

Prerequisite: Computer Science 175 or demonstrated competence approved by the instructor. Concurrent or prior enrollment in Data Processing 138 is advised. Knowledge of typewriter keyboard recommended. This course introduces programming skills using the COBOL language. Skills in problem analysis, design tools, coding, testing, and documentation are developed. Laboratory fee. (3 Lec., 4 Lab.)

(DP) 136 COBOL Programming II (4)

Prerequisites: Data Processing 133 and Data Processing 138 or demonstrated competence approved by the instructor. The study of COBOL language continues. Included are levels of totals, group printing concepts, table build and search techniques, elementary sort techniques, disk file organization concepts, matching records, and file maintenance concepts using disk. Laboratory fee. (3 Lec., 4 Lab.)

(DP) 137 Data Processing Mathematics (3)

Prerequisites: One year of high school algebra or Developmental Math 091 or demonstrated competence approved by the instructor. This course introduces the principles of computer computation. Topics include the number system, fundamental processes, number bases, and the application of mathematics to typical business problems and procedures. (3 Lec.)

(DP) 138 Computer Program Logic And Design (3)

Prerequisite: Computer Science 175 or the demonstrated competence approved by the instructor. This course presents basic logic needed for problem solving with the computer. Topics include design tools, techniques for basic logic operations, structured charting, table search and build techniques, types of report printing, conditional tests, multiple record types, and sequential file maintenance. (3 Lec.)

(DP) 139 Operations Technician (3)

Prerequisite: Credit or concurrent enrollment in Computer Science 175 or the demonstrated competence approved by the instructor. The interrelationships among computer systems, hardware, software, and personnel are covered. The role of personnel in computer operations, data entry, scheduling, data control, and librarian functions is

included. Other topics include the importance of job documentation, standards manuals, and error logs. The relationship between operating procedures and the operating system is described. Job control language and system commands are also stressed. The flow of data between the user and the data processing department, and the relationship between operations and the other functional areas within the data processing department are covered. An introduction to word processing is presented. Laboratory fee. (2 Lec., 4 Lab.)

(DP) 140 Operations-Console (4)

Prerequisites: Data Processing 137 or any business math, and Data Processing 139, or demonstrated competence approved by the instructor. Operating systems are presented. Emphasis is on operation in a multiprocessing environment. Data communications, data base management systems, and query languages are also introduced as used on mainframes, as well as microcomputer systems. Laboratory fee. (3 Lec., 3 Lab.)

(DP) 142 RPG Programming (3)

Prerequisite: Previous programming experience or demonstrated competence approved by the instructor. This course introduces programming skills using the RPG II language. Programming problems emphasize card images and disk processing. Basic listings with levels of totals, multi-card records, exception reporting, look ahead feature, and multi-file processing are included. Laboratory fee. (2 Lec., 3 Lab.)

(DP) 144 BASIC Programming (3)

Prerequisite: Computer Science 175 or demonstrated competence approved by the instructor. This course covers the fundamentals of the basic programming language. Students gain proficiency by writing and debugging programs using interactive microcomputers. Laboratory fee. (2 Lec., 2 Lab.)

(DP) 231 Assembly Language I (4)

Prerequisite: Data Processing 136 or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current assembler language. Decimal features and fixed point operations using registers are emphasized. Selected macro instructions, table handling, editing printed output, and reading memory dumps are included. Laboratory fee. (3 Lec., 4 Lab.)

(DP) 232 Applied Systems (4)

Prerequisite: Data Processing 136 or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing systems and to design new systems. Emphasis is on a case study involving all facets of system design from the original source of data to final reports. Design tools and documentation are included. Laboratory fee. (3 Lec., 4 Lab.)

(DP) 233 Operating Systems And Communications (4)

Prerequisite: Data Processing 133 or demonstrated competence approved by the instructor. Concepts and technical knowledge of an operating system, JCL, and utilities are presented. The internal functions of an operat-

ing system are analyzed. Training is given in the use of JCL and utilities. The emphasis of the operating system depends on the computer system used. Laboratory fee. (3 Lec., 4 Lab.)

(DP) 236 Advanced COBOL Techniques (4)

Prerequisites: Data Processing 136 or demonstrated competence approved by the instructor. This course provides advanced contemporary programming techniques using the COBOL language. Random and sequential updating of disk files, table handling, report writer, memory dump analysis, and the use of the internal sort verb, and call and copy techniques are presented. Laboratory fee. (3 Lec., 4 Lab.)

(DP) 241 Teleprocessing (4)

Prerequisites: Data Processing 120 and Data Processing 136 or demonstrated competence approved by the instructor. This course covers teleprocessing monitors and introduces the concepts required to program in an on-line/real-time environment. Topics include the nature of on-line/real-time applications, the functions of a teleprocessing monitor, program coding techniques, testing methods and file handling. The CICS Command Level interface to the COBOL language will be used. Laboratory fee. (3 Lec., 3 Lab.)

(DP) 243 Computer Center Management (3)

Prerequisites: Computer Science 175 or Data Processing 139 or demonstrated competence approved by the instructor. The management of a computer center is examined. Topics include analyzing, planning, organizing and controlling installations. The organization, production orientation, control, and personnel of the data processing department are covered. The effects of these functions on information, and on-line systems are explored. Methods for computer selection and evaluation are described. (3 Lec.)

(DP) 245 Assembly Language II (4)

Prerequisite: Data Processing 231 or demonstrated competence approved by the instructor. Advanced programming skills will be developed using a current assembler language. Topics include indexing, indexed and sequential file organization, table search methods, data and bit manipulation techniques, macro writing, sub-program linkages, advanced problem analysis, and debugging techniques. Floating point operations are introduced. Laboratory fee. (3 Lec., 4 Lab.)

(DP) 246 Data Base Systems (4)

Prerequisites: Data Processing 136 or demonstrated competence approved by the instructor. This course is an introduction to applications program development in database environment with emphasis on loading, modifying, and querying a database using a higher-level language. Discussion and application of data structures; indexed and direct file organizations; storage devices, data analysis, design, and implementation; and data administration are included. Laboratory fee. (3 Lec., 4 Lab.)

(DP) 701, 711, 801, 811 (1)

(See Cooperative Work Experience)

(DP) 702, 712, 802, 812 (2)

(See Cooperative Work Experience)

(DP) 703, 713, 803, 813 (3)

(See Cooperative Work Experience)

(DP) 704, 714, 804, 814 (4)

(See Cooperative Work Experience)

DENTAL ASSISTING

(DA) 138 General And Dental Anatomy And Physiology (3)

Prerequisite: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses, or the demonstrated competence approved by the Program Coordinator. This course is designed to give an overview of the human body and its related structures. Study will focus on the head, mouth, and neck. Laboratory fee. (2 Lec., 2 Lab.)

(DA) 141 Dental Anatomy And Physiology (4)

This course covers the study of embryology and the development of the face and oral cavity. Oral histology, eruption and exfoliation of the primary dentition, and eruption of the secondary dentition are included. The morphology of the teeth and the anatomy and physiology of the head and neck are also covered. Terminology relating to this is included. Laboratory fee. (3 Lec., 3 Lab.)

(DA) 142 Dental Assisting I (3)

The function of the dental assistant in chairside assisting is studied. Topics include terminology, safety rules and regulations, care and preparation of equipment and operatories, and seating the patient. The identification and use of dental instruments are covered, including use of high-velocity suction apparatus. Four-handed sit-down dentistry is also covered, including different methods of passing instruments. The application and removal of rubber dam, application of topical anesthetics, preparation of local anesthetics, and different methods of charting the oral cavity findings are also covered. Laboratory fee. (2 Lec., 4 Lab.)

(DA) 147 Dental Microbiology, Sterilization And Pathology (3)

Prerequisite: Admission to the Dental Assisting Program and concurrent enrollment in all first semester courses, or the demonstrated competence approved by the Program Coordinator. This course focuses on microbiology, relating to methods of sterilization and disinfectants used in caring for dental instruments, equipment, and operatories. Oral pathology is studied, including signs and symptoms of diseases of the hard and soft dental tissues and of the oral cavity. Terminology relating to this course is covered. Laboratory fee. (2 Lec., 2 Lab.)

(DA) 148 Dental Materials (3)

Prerequisite: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses, or the demonstrated competence approved by the Program Coordinator. The student will study the history, terminology, structure, and properties of dental materials. A wide variety of dental materials currently used in a dental operatory are discussed. Laboratory fee. (3 Lec., 2 Lab.)

(DA) 149 Dental Roentgenology I (4)

Prerequisite: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. The student will study the history, terminology, and theory of roentgenology. Application and care of equipment, safety measures, and mounting of various x-rays will be discussed. The students will develop skills in how to expose an x-ray using the open cone bisecting angle technique. Laboratory fee. (3 Lec., 3 Lab.)

(DA) 150 Dental Roentgenology II (3)

Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. The student will continue to study dental x-ray procedures, with an introduction to long cone, parallel techniques, occlusal films, extraoral films, and panoramic procedures. Laboratory fee. (2 Lec., 3 Lab.)

(DA) 152 Dental Assisting II (3)

Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. The student will study all eight dental specialties, along with the required instrumentation for each specialty. Vital signs and related patient care skills will be demonstrated and practiced. Laboratory fee. (3 Lec., 2 Lab.)

(DA) 158 Preventive Dentistry (3)

Prerequisite: Minimum grade of "C" in first semester Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. This course focuses on a variety of topics related to preventive dentistry, including oral hygiene, diet and nutrition, and use of a phase microscope to prepare dental plaque smears. Pharmacology and drug and prescription laws applying to the dental office are also presented. (3 Lec.)

(DA) 161 Dental Internship I (3)

Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (10 Lab.)

(DA) 162 Dental Internship II (2)

Prerequisite: Minimum grade of "C" or above in all previous Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. This course is a continuation of Dental Internship I. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (16 Lab.)

(DA) 163 Dental Internship III (4)

Prerequisite: Minimum grade of "C" in all previous Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum

will be to increase skills in chairside assisting and front desk procedures. (28 Lab.)

(DA) 171 Dental Seminar I (2)

Prerequisite: Minimum grade of "C" or above in all first semester Dental Assisting courses, concurrent enrollment in Dental Internship I, or demonstrated competence approved by the Program Coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 172 Dental Seminar II (1)

Prerequisite: Minimum grade of "C" or above in all previous Dental Assisting courses, concurrent enrollment in Dental Internship II, or demonstrated competence approved by the Program Coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 173 Dental Seminar III (1)

Prerequisite: Minimum grade of "C" in all previous Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 175 Office Administration (4)

Prerequisite: Admission to the Dental Assisting Program, or demonstrated competence approved by the Program Coordinator. This course provides a detailed study of office management procedures commonly associated with a modern day dental practice. Topics include dental team responsibilities, telephone procedures, appointment control, and financial management procedures. (10 Lec.)

DESIGN

(DES) 110 Basic Color Theory And Application (3)

The principles of color theory are studied using a selected color system. The effect of light on color and the psychological impact of color are explored. Color pigment is mixed in opaque media. The content of the course is applied to the student's discipline. Laboratory fee. (2 Lec., 4 Lab.)

(DES) 128 Introduction To Mass Produced Apparel (2)

Mass production in the fashion industry is analyzed. (2 Lec.)

(DES) 129 Industrial Garment Construction (1)

The equipment, techniques and skills used in making mass produced apparel are studied. Laboratory fee. (3 Lab.)

(DES) 135 Textiles (3)

This course focuses on fibers, yarns, fabrics, and finishing processes. Included are the identification and analysis of all types of construction methods and their application in industry. The history of traditional textiles is described. Comparisons are made with contemporary developments. A guided design systems approach is used. (2 Lec., 2 Lab.)

(DES) 136 Fashion Sketching (3)

The structure of the fashion figure is explored. Simple methods for making quick sketches which communicate style information are emphasized. (2 Lec., 4 Lab.)

(DES) 140 Draping (1)

Prerequisite: Pattern Design 153. Dress designs are creatively interpreted on individual dress forms. Sketches or abstract designs are translated to muslin. Laboratory fee. (2 Lab.)

(DES) 141 Grading (1)

Prerequisite: Pattern Design 153. The standard production pattern is emphasized. Both large and small sizing is included. Laboratory fee. (2 Lab.)

(DES) 229 Advanced Clothing Construction (3)

Prerequisite: Design 129. Advanced techniques of garment construction are studied. Total garments are completed. Laboratory fee. (2 Lec., 3 Lab.)

(DES) 234 History Of Costume (3)

Prerequisite: Design 135. This course traces the development of garments from the earliest times through the 18th Century. Emphasis is on the customs which affect styles. (3 Lec.)

(DES) 235 History Of Costume (3)

Prerequisite: Design 234 or demonstrated competence approved by the instructor. This course traces the development of garments from the 18th century to the present day. Emphasis is on the customs which affect styles. (3 Lec.)

DEVELOPMENTAL COMMUNICATIONS

(DC) 095 Communication Skills (3)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. (3 Lec.)

(DC) 120 Communication Skills (3)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)

DEVELOPMENTAL LEARNING

(DL) 094 Learning Skills Improvement (1)

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

DEVELOPMENTAL MATHEMATICS

(DM) Developmental Mathematics

Developmental Mathematics Courses offer a review of mathematics skills. Developmental Mathematics 093 satisfies

prerequisites for Mathematics 101, 104, 111, and 115. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130, 139, and 195.

(DM) 060 Basic Mathematics I (1)

This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)

(DM) 061 Basic Mathematics II (1)

This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percent, and basic operations with fractions. (1 Lec.)

(DM) 062 Pre Business (1)

This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, area and volume. (1 Lec.)

(DM) 063 Pre Algebra (1)

This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers. (1 Lec.)

(DM) 064 Nursing (1)

This course is designed to develop an understanding of the measurements and terminology in medicine and calculations used in problems dealing with solutions and dosages. It is designed primarily for students in the nursing program. (1 Lec.)

(DM) 070 Elementary Algebra I (1)

Prerequisites: Developmental Mathematics 090; 063 or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers and integers. (1 Lec.)

(DM) 071 Elementary Algebra II (1)

Prerequisite: Developmental Mathematics 070 or equivalent. This course includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions. (1 Lec.)

(DM) 072 Elementary Algebra III (1)

Prerequisite: Developmental Mathematics 071 or equivalent. This course includes selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables. (1 Lec.)

(DM) 073 Introduction To Geometry (1)

This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed. (1 Lec.)

(DM) 080 Intermediate Algebra I (1)

Prerequisites: Developmental Mathematics 071, 091 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers. (1 Lec.)

(DM) 081 Intermediate Algebra II (1)

Prerequisite: Developmental Mathematics 080 or equivalent. This course includes selected topics such as sets,

relations, functions, inequalities, and absolute values. (1 Lec.)

(DM) 082 Intermediate Algebra III (1)

Prerequisite: Developmental Mathematics 081 or equivalent. This course includes selected topics such as graphing, exponents, and factoring. (1 Lec.)

(DM) 090 Pre Algebra Mathematics (3)

This course is designed to develop an understanding of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals and percentages and to strengthen basic skills in mathematics. It is the most basic mathematics course and includes an introduction to algebra. (3 Lec.)

(DM) 091 Elementary Algebra (3)

Prerequisite: Developmental Mathematics 090. This course is comparable to the first-year algebra course in high school. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry. (3 Lec.)

(DM) 093 Intermediate Algebra (3)

Prerequisite: One year of high school algebra or Developmental Mathematics 091. This course is comparable to the second-year algebra course in high school. It includes terminology of sets, properties of real numbers, fundamental operations of polynomials and fractions, products, factoring, radicals, and rational exponents. Also covered are solutions of linear, fractional, quadratic and systems of linear equations, and graphing. (3 Lec.)

DEVELOPMENTAL READING

Students can improve their performance in English courses by enrolling in Developmental Reading Courses. Developmental Reading 090 and 091 are valuable skill development courses for English 101. Reading 101 is especially helpful in English 102 and the sophomore-level literature courses. See the catalog descriptions in reading for full course content.

(DR) 090 Techniques Of Reading/Learning (3)

Comprehension, vocabulary development, and study skills are the focus of this course. Emphasis is on learning how to learn. Included are reading and learning experiences to strengthen the total educational background of each student. Meeting individual needs is stressed. (3 Lec.)

(DR) 091 Techniques Of Reading And Learning (3)

This course is a continuation of developmental reading 090. Meeting individual needs is stressed. (3 Lec.)

DEVELOPMENTAL WRITING

(DW) Developmental Writing

Students can improve their writing skills by taking Developmental Writing. These courses are offered for one to three hours of credit. Emphasis is on organization skills and research paper styles, and individual writing weaknesses.

(DW) 090 Writing (3)

Basic writing skills are developed. Topics include spelling,

grammar, and vocabulary improvement. Principles of sentence and paragraph structure are also included. Organization and composition are covered. Emphasis is on individual needs and strengthening the student's skills. (3 Lec.)

(DW) 091 Writing (3)

This course is a sequel to Writing 090. It focuses on composition. Included are skills of organization, transition, and revision. Emphasis is on individual needs and personalized assignments. Brief, simple forms as well as more complex critical and research writing may be included. (3 Lec.)

(DW) 092 Writing Lab (1)

This course is a writing workshop. Students are given instruction and supervision in written assignments. The research paper and editing are both included. (3 Lab.)

DRAFTING

(DFT) 135 Reproduction Processes (2)

Equipment and processes used to reproduce technical art are studied. Included are the graphic arts process: camera, lithographic offset printing, diazo reproduction, blueprinting, photodrafting, microfilming, photocopying, silk screen printing, printed circuit board etching, thermography, typographics, xerography, engravings, and others. The rapidly expanding field of computergraphics is also covered. Lab work includes the preparation of flats for offset printing of brochures. Laboratory fee. (1 Lec., 3 Lab.)

(DFT) 136 Geological And Land Drafting (3)

Prerequisite: Drafting 183 or the equivalent and Mathematics 196. Equivalent is based on high school drafting courses or on student's work experience. Sample of drawings and/or high school transcript must be presented. This is a specialty course to prepare one to work in civil drafting. Various drawings are completed, such as relief maps, plan and profile drawings, roadways, pipelines, and petroleum and geophysical maps. Calculations are made from surveyor's notes to plot a traverse and contour lines and to determine area and volumes. A set of drawings is prepared for residential subdivision, a shopping center, or some other type of land development. (2 Lec., 4 Lab.)

(DFT) 160 Manufacturing Fundamentals (2)

Manufacturing fundamentals and production methods are studied. Modern fabrication techniques and equipment used in industry are presented. The functions and role of drafting are described. (2 Lec.)

(DFT) 182 Technician Drafting (2)

This course focuses on the reading and interpretation of engineering drawings. Topics include multiview drawings, pictorial drawings, dimensioning, measurement with scales, schematic diagrams, and printed circuit boards. Laboratory fee. (1 Lec., 3 Lab.)

(DFT) 183 Basic Drafting (4)

This course is for students who have had little or no previous experience in drafting. Skill in orthographic, axonometric, and oblique sketching and drawing is developed. Topics include lettering, applied geometry, fas-

teners, sectioning, tolerancing, and auxiliaries. Experience is provided in using handbooks and other resource materials and in developing design skills. U.S.A.S.I., government, and industrial standards are used. Emphasis is on both mechanical skills and graphic theory. Laboratory fee. (2 Lec., 6 Lab.)

(DFT) 184 Intermediate Drafting (3)

Prerequisite: Drafting 183 or the equivalent. Equivalent is based on high school drafting courses or on student's work experience. Sample of drawings and/or high school transcript must be presented. Drafting problems, design function, and specialized drafting areas are examined. Included are the detailing and assembling of machine parts, gears, cams, jigs, fixtures, metals, and metal forming processes. Drawing room standards and reproducing drawings are studied. Detail and assembly drawings are made. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 185 Architectural Drafting (4)

This course begins with architectural lettering, and drafting of construction details. Emphasis is on technique and use of appropriate material symbols and conventions. Working drawings are prepared, including plans, elevations, sections, and details. Drawings for buildings using steel, concrete, and timber structural components are covered. Reference materials are used to provide skills in locating data and in using handbooks. (2 Lec., 6 Lab.)

(DFT) 230 Structural Drafting (3)

Prerequisites: Drafting 184 and Mathematics 196. Stresses and thermal and elastic qualities of various materials are studied. Beams, columns, and other materials are included. Structural plans, details, and shop drawings of components are developed for buildings using steel, reinforced concrete, and timber structures. Emphasis is on drafting appropriate drawings for fabrication and erection of structural components. (2 Lec., 4 Lab.)

(DFT) 231 Electronic Drafting (3)

Prerequisite: Drafting 183. This course focuses on drawings used in the electronics industry. Topics include block and logic diagrams, schematic diagrams, interconnecting wiring diagrams, printed circuit boards, integrated circuits, component packaging, chassis design and current practices. (2 Lec., 4 Lab.)

(DFT) 232 Technical Illustration (3)

Prerequisite: Drafting 183. The rendering of three-dimensional drawings is covered. Orthographic views and engineer's sketches are developed into isometric, dimetric, perspective, and diagrammatic drawings of equipment and their environments. Technical sketching, and hand

(DFT) 234 Advanced Technical Illustration (4)

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

(DFT) 235 Building Equipment (Mechanical And Electrical) (3)

Prerequisite: Drafting 183 or Drafting 185. Plans and details for mechanical equipment are drawn. Equipment includes air conditioning, plumbing, and electrical systems. Emphasis is on the use of appropriate symbols and conventions. Mechanical and electrical features are coordinated with structural and architectural components. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 236 Piping And Pressure Vessel Design (3)

Prerequisites: Drafting 183 and Mathematics 195 or the equivalent. This course presents the methods of piping of fluids for refineries, petrochemical plants, and industrial facilities. ASME codes are applied to the design of pressure vessels, pipe fitting, welded and seamless piping, pumps, and heat exchanges. Drawing techniques are emphasized in orthographic and isometric projections. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 245 Computer Aided Design (3)

Prerequisites: Drafting 183 or Engineering 105. Capabilities and limitations of the electronic computer as an aid to the designer are studied. Drafting procedures using an interactive system with computer graphics are practiced. Forms and uses of computer aided products are viewed in perspective with the overall design process. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 250 Sheet Metal Design (3)

Prerequisite: Drafting 183. This course includes the preparation of drawings for sheet metal developments. Topics include bend allowance, relief, standard bends for specific applications, cost factors to consider in manufacturing, metal specifications, finishing, coating, fasteners, and weldments. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 251 Industrial Design (3)

Prerequisite: Drafting 250. This course includes the design of metal and plastic packages for electronic, optical, and mechanical components. Topics include standard boxes, panels, mounts, brackets, fasteners, grommets, and other standard parts used in the design of packages. Standard catalogs and manuals are used to design packages for specific situations. Laboratory fee. (2 Lec., 4 Lab.)

EARTH SCIENCE

(ES) 117 Earth Science (4)

This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. Laboratory fee. (This course is offered on campus and may be offered via television.) (3 Lec., 3 Lab.)

ECOLOGY

(ECY) 291 People And Their Environment II (3)

Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural

environment is stressed. (This course may be offered via television.) (3 Lec.)

ECONOMICS

(ECO) 105 Economics Of Contemporary Social Issues (3)

This course is a study of the economics of current social issues and public policy, including such matters as anti-trust policy, business deregulation, social security, wage and price controls, budget deficits, economic growth, medical care, nuclear power, farm policy, labor unions, foreign trade, and economic stabilization. This course is not intended for economics or business administration majors. (3 Lec.)

(ECO) 201 Principles Of Economics I (3)

Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations, and growth. (This course is offered on campus and may be offered via television.) (3 Lec.)

(ECO) 202 Principles Of Economics II (3)

Prerequisite: Economics 201 or demonstrated competence approved by the instructor. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is on international economics and contemporary economic problems. (3 Lec.)

ENGLISH

English.

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

English In The Sophomore Year

English 201, 202, 203, 204, 205, 206, 215 and 216 are independent units of three credit hours each, from which any combination of two will be selected to satisfy degree requirements in sophomore English. Student should consult catalog of the senior college he expects to attend for requirements in his major before choosing English courses.

(ENG) 101 Composition And Expository Reading (3)

The development of skills is the focus of this course. Skills in writing and in the critical analysis of prose are included. (This course is offered on campus and may be offered via television.) (3 Lec.)

(ENG) 102 Composition And Literature (3)

Prerequisite: English 101. This course continues the development of skills in writing. Emphasis is on analysis of literary readings, expository writing, and investigative methods of research. (This course is offered on campus and may be offered via television.) (3 Lec.)

(ENG) 201 British Literature (3)

Prerequisite: English 102. Significant works of British literature are studied. The Old English Period through the 18th century is covered. (3 Lec.)

(ENG) 202 British Literature (3)

Prerequisite: English 102. Significant works of British literature are studied. The Romantic Period to the present is covered. (3 Lec.)

(ENG) 203 World Literature (3)

Prerequisite: English 102. Significant works of continental Europe are studied. The Greek Classical Period through the Renaissance is covered. (3 Lec.)

(ENG) 204 World Literature (3)

Prerequisite: English 102. Significant works of continental Europe, England, and America are studied. The time period since the Renaissance is covered. (3 Lec.)

(ENG) 205 American Literature (3)

Prerequisite: English 102. Significant works of American writers before Walt Whitman are studied. Emphasis is on the context of the writers' times. (3 Lec.)

(ENG) 206 American Literature (3)

Prerequisite: English 102. Significant works of American writers from Walt Whitman to the present are studied. (3 Lec.)

(ENG) 209 Creative Writing (3)

Prerequisite: English 102. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

(ENG) 210 Technical Writing (3)

Prerequisite: English 101 and 102 or Communications 131 and 132. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

(ENG) 215 Studies In Literature (3)

Prerequisite: English 102. Selections in literature are read, analyzed, and discussed. Selections are organized by genre, period, or geographical region. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(ENG) 216 Studies In Literature (3)

Prerequisite: English 102. Selections in literature are read, analyzed, and discussed. Selections are organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

FIRE PROTECTION

(FPT) 131 Fundamentals Of Fire Protection (3)

The history and philosophy of fire protection are studied. Statistics on fire losses are reviewed and agencies involved in fire protection are introduced. Other topics include legislative developments, career orientation, recruitment and training for fire departments, position classification and pay plans, and employee organizations. Current and future problems are also reviewed. (3 Lec.)

(FPT) 132 Fire Prevention (3)

Fire prevention administration is studied. Both principles and procedures are covered. Other topics include inspections, organization, public cooperation and image, recognition of the fire hazards, insurance problems, and legal aspects. Local, state, and national codes on fire prevention are reviewed. Relationships between building inspection agencies and fire prevention organizations are described. Engineering is presented as a solution to fire hazards. (3 Lec.)

(FPT) 135 Fire Administration I (3)

This course focuses on the organization and management of a fire department. Topics include budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration, distribution of equipment and personnel, and relations with various government agencies are also included. Fire service leadership is viewed from the company officer's position. (3 Lec.)

(FPT) 136 Fire And Arson Investigation (3)

The detection and investigation of arson are studied. Topics include investigation techniques, case histories, gathering and preserving evidence, and preparing for a court case. Also included is a selected discussion of laws, decisions, and opinions. Kinds of arsonists, interrogation procedures, and cooperation between fire fighters and arson investigators are also covered. (3 Lec.)

(FPT) 137 Hazardous Materials I (3)

Prerequisite: Chemistry 116. Characteristics and behavior of various materials that burn or react violently are studied. Flammable liquids, combustible solids, and gases are included. Storage, transportation, and handling are covered. Emphasis is on emergency situations and methods of control. (3 Lec.)

(FPT) 140 Fire Fighting Tactics And Strategy (3)

This course examines the nature of fire and the process of determining requirements to fight a fire. The effective use of personnel and equipment are covered. Emphasis is on pre-planning, study of conflagration problems, problem-solving, decision-making, and attack tactics and strategy. The use of mutual aid and large scale command problems are also included. (3 Lec.)

(FPT) 231 Building Codes And Construction (3)

The fire resistance of building construction is considered. Included are building materials, assemblies and exposures. Both local and national laws and guidelines are reviewed. Model building codes and the life safety code are also studied. (3 Lec.)

(FPT) 232 Industrial Fire Protection I (3)

Safeguards for business and industrial organizations are presented. Topics include plant lay-out, fire prevention programs, extinguishing factors and techniques, hazards, and prevention methods. The organization and development of an industrial fire brigade are described. Gaining cooperation between the public and private fire department organization is also covered. (3 Lec.)

(FPT) 233 Fire Protection Systems (3)

This course examines fire protection systems. Topics

include standards for water supply, special hazards protection systems, automatic sprinklers and special extinguishing systems, and automatic signaling and detection systems. Rating organizations and underwriting agencies are also described. (3 Lec.)

(FPT) 234 Industrial Fire Protection II (3)

Prerequisite: Fire Protection 232. The study of industrial fire protection is continued. Fire and safety organizations in industry are described, and relations between private and public fire protection organizations are examined. Current trends, deficiencies, and possible solutions for industrial fire problems are discussed. The role of insurance and other special organizations is covered. Other topics cover industrial processes, equipment, facilities, and work practices. Both hazards and techniques to control hazards are included. Field trips to selected plants and demonstrations of new techniques, equipment, and innovations are also included. (3 Lec.)

(FPT) 235 Fire Administration II (3)

Prerequisite: Fire Protection 135. Various aspects of the operations of a fire department are covered. Topics include insurance rates and ratings, budgets, training, city water requirements, and fire alarm and communication systems. The importance of public relations, report writing, and record keeping are stressed. Measurement of results, use of records to improve procedures, legal aspects of fire prevention and fire protection, and the design and construction of fire department buildings are also covered. (3 Lec.)

(FPT) 236 Legal Aspects Of Fire Protection (3)

This course focuses on legal rights and duties. Liability of the fire department is included. Other topics include civil and criminal law, the Texas and federal judicial structure, and cities' liability for acts of the fire department and fire prevention bureaus. (3 Lec.)

(FPT) 237 Hazardous Materials II (3)

Prerequisite: Chemistry 170. Hazardous materials are studied. Included are the storage, handling, laws, standards, and fire fighting techniques associated with hazardous materials. The materials include chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, and radioactive substances. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids are covered. Special attention is given to radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials, and operational procedures. (3 Lec.)

(FPT) 238 Fire Safety Education (3)

Physical, chemical, and electrical hazards are surveyed and related to loss of property and life. Codes, laws, problems, and cases are studied. The physical and psychological aspects of casualties are examined. Safe storage, transportation, and handling techniques are stressed to eliminate or control potential risks. (3 Lec.)

(FPT) 239 Fire Service Communications (3)

This course presents various communication and fire alarm systems. The installation, operation, and testing of the most common systems are included. Receiving, dis-

patching, and radio communication procedures are also included. Other topics cover regulations, the fire alarm operations office, mutual aid systems, fire station communications and facilities, response and fire ground procedures, emergency operations, code and numbering systems, required records and reports, and technological advances. (3 Lec.)

(FPT) 240 Fire Insurance Fundamentals (3)

The relationships among fire defenses, fire losses, and insurance rates are studied. Basic insurance principles, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, the I.S.O. grading schedule, and other topics are stressed. Also covered are the relationship of insurance to modern business, principles of property and casualty insurance contracts, and the corporate structure of insurance companies. (3 Lec.)

(FPT) 241 Advanced Fire Loss Statistical Systems (3)

This course is a study of computerized systems used for storing and retrieving fire loss statistics. Techniques for programming records and reports are covered. New systems of microfilming, including the modern technology of COM (computer output microfilm) and microfiche, are presented. Standards for uniform coding for fire protection are reviewed. (3 Lec.)

(FPT) 242 Urban Fire Problem Analysis (3)

The urban fire problem is explored. Problems from lack of zoning and other land use laws are described. Research techniques and systems engineering are used to analyze water supply and fire alarm methods. Socio-economic and management factors are related to city planning. Environment problems are studied. (3 Lec.)

(FPT) 243 Technical Writing For Firefighters (3)

Prerequisite: English. This course focuses on advanced writing in technical, scientific, and business fields. Included are reports, proposals, papers, and correspondence. Emphasis is on collecting, organizing, and presenting materials. (3 Lec.)

FOOD SERVICE

(FS) 110 Principles Of Food And Beverage Administration (3)

This course is an introduction to the management of food and beverage facilities. Subjects to be covered are the serving of food and beverages, classification of foods and spirits and their presentation. The marketing of food and beverage is stressed. (3 Lec.)

(FS) 112 Organization And Management (3)

The organizational structure of various types of group care institutions is studied. Administration, tools of management, budget, and cost analysis are emphasized. (3 Lec.)

(FS) 116 Supervision For Hospitality Services (3)

Recruiting, selecting, training and supervising personnel for food and lodging service are studied. Personnel policies, job descriptions, training methods, scheduling and work improvement are included. (3 Lec.)

(FS) 119 Food Service Equipment (3)

This course covers food service equipment. Specifications, uses, cleaning, and preventive maintenance are emphasized. Equipment for preparation, cooking, refrigeration, storage, and clean-up is included. The relation of air conditioning, electricity, gas, and plumbing to food service facilities is examined. Layout analysis, design, and effective use of equipment and space are also covered. (3 Lec.)

(FS) 120 Basic Food Preparation (3)

Quality food preparation and cookery are studied. Emphasis is on the importance of the person to be served, and the provision of nutritionally adequate meals. Food preparation techniques, selection of equipment, and the effective use of time are included. Laboratory fee. (2 Lec., 4 Lab.)

(FS) 122 Advanced Food Preparation (3)

Prerequisite: Food Service 120. This course is a continuation of Food Service 120. Procedures for large quantities and management for food preparation are introduced. Topics include basic cookery, safety and sanitation factors, and selection of equipment. Emphasis on high preparation techniques for high quality. Laboratory fee. (2 Lec., 4 Lab.)

(FS) 124 Food Service Sanitation And Safety (3)

The principles of microbiology are studied and applied to the need for personal cleanliness. The cause, control, and investigation of illness caused by food contamination are explored. Other topics include sanitary practices, dishwashing procedures, the use of cleaning materials, garbage and refuse disposal, general safety precautions, and elementary first aid. (3 Lec.)

(FS) 132 Food Purchasing, Handling And Storage (3)

This course focuses on policies and procedures for purchasing food in quantity. Storage requirements, procedures, and controls are included. The availability of food supplies, analysis of food quality, and specification writing are also covered. (3 Lec.)

(FS) 135 Nutrition And Menu Planning (3)

Food nutrients and their importance in maintaining health are surveyed. The digestive and absorptive characteristics of nutrients are included. The nutritional needs of all age groups are studied and applied to the planning of meals for business and institutions. Psychological needs, type of operation, and available equipment and personnel are all considered. (3 Lec.)

(FS) 138 Food Service Cost Control (3)

Prerequisites: Food Service 132 and Math 130. The principles and procedures of the control of food cost are presented. Emphasis is on applying the principles and procedures to any food service operation. (3 Lec.)

(FS) 140 Elementary Bakery Training (3)

This course covers the work of the baker. Doughs, breads, pies, and cookies are analyzed and produced in quantity. Also covered are all types of fillings, butter creams, puddings, cakes, cake decorations and frostings. The use of proper flours and the handling of the pastry bag are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(FS) 201 Special Topics In Food Service (1)

Prerequisite: The demonstrated competence approved by the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food service. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food service processes. This course may be repeated for credit. (1 Lec.)

(FS) 202 Special Topics In Food Service (2)

Prerequisite: The demonstrated competence approved by the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food service. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food service processes. This course may be repeated for credit. (2 Lec.)

(FS) 203 Special Topics In Food Service (3)

Prerequisite: The demonstrated competence approved by the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food service. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food service processes. This course may be repeated for credit. (3 Lec.)

(FS) 220 Quantity Food Preparation And Service (4)

Prerequisite: Food Service 122. A lecture-laboratory course offering field training study of quantity food procedures and techniques with emphasis on retention of nutritive value of foods. Kitchen organization and planning of quantity production, use of large and small institutional equipment, food control and the associated supervisory problems as related to institutional and commercial food service. Includes study and use of convenience foods. Laboratory fee required. (3 Lec., 5 Lab.)

(FS) 222 Advanced Quantity Food Preparation And Service (4)

Prerequisite: Food Service 220. This course emphasizes the planning and management of quantity food production. Training in the field is provided. Practice is given in producing entire meals, including evaluation and controls. Quality food standards of various cost levels are studied. The planning, layout, and maintenance of equipment are also covered. Laboratory fee. (3 Lec., 5 Lab.)

(FS) 233 Food Marketing (3)

The distribution of the finished product is introduced. Emphasis is on the consumer. Included are the activities involved in developing markets, customers, and distribution services. (3 Lec.)

(FS) 238 Garde-Manger Training (3)

Prerequisite: Food Service 122. This course covers the preparation of the cold buffet. Included are salads, sandwiches, ice carvings, lard sculptures, chaud froids hors d'oeuvres, pates, cold fish, poultry, meats, and game. Also included is the proper set-up of the garde-manger station. Laboratory fee. (2 Lec., 4 Lab.)

(FS) 239 Saucier Training (3)

Prerequisite: Food Service 122. This course covers the preparation of basic soups, sauces, vegetables, and garni-

tures. All meats, fish, poultry, and game are also covered. The proper set-up of the saucier station is also included. Laboratory fee. (2 Lec., 4 Lab.)

(FS) 242 Community Nutrition (4)

Prerequisite: Food Service 135. Nutrition knowledge is applied to the care for people. How people eat and why they eat are studied. Other topics include the racial and cultural aspects of food and nutrition, the socio-economic and psychological aspects of providing nutrition throughout the life cycle, and techniques of evaluating nutrition care. Laboratory fee. (3 Lec., 3 Lab.)

(FS) 243 Clinical Nutrition (4)

Prerequisite: Food Service 135. This course focuses on changes in nutrition necessary in illness and for special problems. Included are changes for individuals with cardiovascular disease, diabetes, weight control, malnutrition, and other health problems. Laboratory fee. (3 Lec., 3 Lab.)

(FS) 244 Child Nutrition (4)

Prerequisite: Food Service 135. The nutrition of children is studied. The time period begins with birth and extends through childhood and adolescence. Emphasis is on the contribution of feeding programs in child care centers and schools. Laboratory fee. (3 Lec., 3 Lab.)

(FS) 245 Advanced Pastry Shop Training (3)

Prerequisite: Food Service 140. This course covers the operation of the pastry shop. Topics include French pastry, hot and cold desserts, pastillage, ice creams, and ices, sugar fantasies, chocolate work, and decorations with cornet. Emphasis is on advance techniques in continental pastries. Laboratory fee. (2 Lec., 4 Lab.)

(FS) 247 Beverage Operations And Service (3)

This course deals with beverage service in the commercial sector. Topics include basic bar operations, sales control, beverage service, and profits. A detailed analysis is made of the organization of a beverage bar, wine cellar, or catered beverage service. (3 Lec.)

(FS) 248 Advanced Nutrition And Dietetics (3)

Nutrition knowledge is applied to the care of people. How people eat and what they eat is studied. The role of community health agencies, food and nutrition assistance programs and nutrition service agencies are studied. Techniques for evaluation of nutritional status and dietary intakes are included. Special emphasis is placed on meeting the needs of persons requiring modifications of food intake. The role of nutrition services extended through schools and supplementary food assistance programs is included. (3 Lec.)

(FS) 804, 814 (4)

(See Cooperative Work Experience)

FRENCH**(FR) 101 Beginning French (4)**

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(FR 102) BEGINNING FRENCH

Prerequisite: French 101 or the equivalent. This course is a continuation of French 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(FR) 201 Intermediate French (3)

Prerequisite: French 102 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)

(FR) 202 Intermediate French (3)

Prerequisite: French 201 or the equivalent. This course is a continuation of French 201. Contemporary literature and composition are studied. (3 Lec.)

(FR) 203 Introduction To French Literature (3)

Prerequisite: French 202 or demonstrated competence approved by the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(FR) 204 Introduction To French Literature (3)

Prerequisite: French 202 or demonstrated competence approved by the instructor. This course is a continuation of French 203. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

GEOGRAPHY

(GPY) 101 Physical Geography (3)

The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography. (3 Lec.)

(GPY) 102 Economic Geography (3)

The relation of humans to their environment is studied. Included is the use of natural resources. Problems of production, manufacturing, and distributing goods are explored. Primitive subsistence and commercialism are considered. (3 Lec.)

(GPY) 103 Cultural Geography (3)

This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion. (3 Lec.)

GEOLOGY

(GEO) 101 Physical Geology (4)

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec., 3 Lab.)

(GEO) 102 Historical Geology (4)

This course is for science and non-science majors. It is a study of earth materials and processes within a develop-

mental time-perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee. (3 Lec., 3 Lab.)

(GEO) 103 Introduction To Oceanography (3)

The physical and chemical characteristics of ocean water, its circulation, relationship with the atmosphere, and the effect on the adjacent land is investigated. The geological development of the ocean basins and the sediment in them is also considered. Laboratory fee. (2 Lec., 2 Lab.)

(GEO) 201 Introduction To Rocks And Mineral Identification (4)

Prerequisites: Geology 101 and 102. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. This course is not intended for geology majors. Laboratory fee. (3 Lec., 3 Lab.)

(GEO) 202 Introduction To Rock And Mineral Identification (3)

Prerequisites: Geology 101 and Geology 102. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. Laboratory fee. (1 Lec., 3 Lab.)

(GEO) 205 Field Geology (4)

Prerequisites: Eight credit hours of geology or demonstrated competence approved by the instructor. Geological features, landforms, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 3 Lab.)

(GEO) 207 Geologic Field Methods (4)

Prerequisites: Geology 101 and 102. This course covers basic geologic and topographic mapping, observation of geologic structures and examination of petrologic systems in an actual field setting. Students will spend a major portion of the course collecting data for and constructing topographic and geologic maps and geologic cross sections and columns. (3 Lec., 3 Lab.)

(GEO) 209 Mineralogy (4)

Prerequisites: Geology 101 and 102 and Chemistry 102. This course covers basic geochemistry; crystal chemistry; crystallography including symmetry elements, stereographic and gnomonic projections, Miller indices, crystal systems and forms; X-ray diffraction; optical properties of minerals; descriptive mineralogy including identification of hand specimens; phase equilibria. Laboratory fee. (3 Lec., 3 Lab.)

GERMAN

(GER) 101 Beginning German (4)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(GER) 102 Beginning German (4)

Prerequisite: German 101 or the equivalent. This course is a continuation of German 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(GER) 201 Intermediate German (3)

Prerequisite: German 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(GER) 202 Intermediate German (3)

Prerequisite: German 201 or the equivalent. This course is a continuation of German 201. Contemporary literature and composition are studied. (3 Lec.)

GOVERNMENT**(GVT) 201 American Government (3)**

Prerequisite: Sophomore standing recommended. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. The course satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.) (3 Lec.)

(GVT) 202 American Government (3)

Prerequisite: Sophomore standing recommended. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. This course satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.) (3 Lec.)

(GVT) 205 Studies In Government (3)

Prerequisite: Sophomore standing and 6 hours of history or government. Selected topics in government are presented. The course may be repeated once for credit when different topics are presented. (3 Lec.)

(GVT) 231 Municipal And County Government (3)

The structure of municipal and county government is examined. Topics include organs of government, administration, court systems, taxation, utilities and public works, education, welfare, and other public services. Presentations are given by local officials. Surveys of area problems are stressed. (3 Lec.)

HISTORY**(HST) 101 History Of The United States (3)**

The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (This course is

offered on campus and may be offered via television.) (3 Lec.)

(HST) 102 History Of The United States (3)

The history of the United States is surveyed from the reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (This course is offered on campus and may be offered via television.) (3 Lec.)

(HST) 105 Western Civilization (3)

The civilization in the West from ancient time through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)

(HST) 106 Western Civilization (3)

This course is a continuation of History 105. It follows the development of civilization from the enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

(HST) 110 The Heritage Of Mexico (3)

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

(HST) 112 Latin American History (3)

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)

(HST) 120 Afro-American History (3)

The role of the Black in American history is studied. The slave trade and slavery in the United States are reviewed. Contributions of black Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of the 20th century. (3 Lec.)

(HST) 204 American Minorities (3)

Prerequisites: Sociology 101 or 6 hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one of the two. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

(HST) 205 Studies In U.S. History (3)

Prerequisite: Sophomore standing and 6 hours of American history. Selected topics in the history of the United States are presented. The course may be repeated once for credit when different topics are presented. (3 Lec.)

HOTEL-MOTEL OPERATIONS**(HMO) 110 Principles Of Hotel Administration (3)**

The physical aspects of hotel-motel operations are analyzed. Included are procedures for emergencies, check cashing, use of credit cards, and collection of accounts receivable. Emphasis is also given to guest relations, guest room facilities, protection of the property, and the development of the properties' growth. (3 Lec.)

(HMO) 112 Hotel-Motel Housekeeping (3)

This course focuses on the methods, procedures, and policies of housekeeping in a hotel or motel. Topics include departmental organization, employee supervision, work organization and assignments, materials and equipment, and room design and layout. (3 Lec.)

(HMO) 114 Front Office Procedures (3)

The everyday procedures of the front desk are covered. The use of the guest registration card and other forms are included. Also included are the operation of the room rack, selling of rooms, reservations and inquiries, and general problems. Methods of handling accounts in hotels of various sizes are presented. The operation of NCR 4200 is covered, and its uses are thoroughly analyzed. (2 Lec., 4 Lab.)

(HMO) 116 Hotel-Motel Maintenance And Engineering (3)

This course examines the maintenance and engineering departments. Preventive programs and maintenance procedures are covered. (3 Lec.)

(HMO) 201 Special Topics In Hotel-Motel Operations (1)

Prerequisite: The demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in the operation of a lodging property. The course emphasizes present industry needs and problems and students are guided to other realistic and workable solutions which include the total knowledge of food service processes. This course may be repeated for credit. (1 Lec.)

(HMO) 202 Special Topics In Hotel-Motel Operations (2)

Prerequisite: The demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in the operation of a lodging property. The course emphasizes present industry needs and problems and students are guided to other realistic and workable solutions which include the total knowledge of food service processes. This course may be repeated for credit. (2 Lec.)

(HMO) 203 Special Topics In Hotel-Motel Operations (3)

Prerequisite: The demonstrated competence approved by the instructor. Students participating in identifying, defining and analyzing current topics of interest in the operation of lodging property. The course emphasizes present industry needs and problems and students are guided to other realistic and workable solutions which include the total knowledge of food service processes. This course may be repeated for credit. (3 Lec.)

(HMO) 210 Hotel-Motel Sales Development (3)

The techniques of developing a marketing plan for any size operation are studied. Included is the development of the departments of the hotel into a coordinated team. Emphasis is on the organization and functioning of a sales department, sales tools, techniques, advertising, and types of markets. (3 Lec.)

(HMO) 214 Hotel-Motel Law (3)

This course covers the legal responsibilities and rights of the innkeeper. The consequences caused by failure in those responsibilities are illustrated. Topics include court attitudes toward an innkeeper where negligence and liability are involved. (3 Lec.)

(HMO) 804, 814 (4)

(See Cooperative Work Experience)

HUMAN DEVELOPMENT**(HD) 100 Educational Alternatives (1)**

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. (1 Lec.)

(HD) 102 Special Topics In Human Development (1)

This is a course intended to help the student succeed in college. Topics such as stress management, communications training for the handicapped, career exploration techniques, or educational concerns of adult students may be included. This course may be repeated for credit. (1 Lec.)

(HD) 104 Educational And Career Planning (3)

This course is designed to teach students the on-going process of decision making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

(HD) 105 Basic Processes Of Interpersonal Relationships (3)

This course is designed to help the student increase self-awareness and learn to relate more effectively to others. Students are made aware of their feelings, values, attitudes and behaviors. The course content focuses on developing communication skills such as assertiveness, verbal and non-verbal behavior, listening, and conflict resolution. (3 Lec.)

(HD) 106 Personal And Social Growth (3)

This course focuses on the interaction between the individual and society. Societal influences, adjustment to social change, personal roles, and problem-solving are stressed. Components of a healthy personality, alternative behaviors, and lifestyles that demonstrate a responsibility to self and society are studied. (3 Lec.)

(HD) 107 Developing Leadership Behavior (3)

The basic purpose of this course is to help the student develop leadership and human relation skills. Topics include individual and group productivity, value systems, appropriate communication skills, and positive attitudes in a group environment. The concepts of leadership are explored through both theory and practice. These leadership activities can be applied to the student's personal, business, and professional interactions. (3 Lec.)

(HD) 110 Assessment Of Prior Learning (1)

Prerequisite: Limited to students in Technical/Occupational programs. The demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

HUMANITIES

(HUM) 101 Introduction To The Humanities (3)

Related examples of humans' creative achievements are examined. Emphasis is on understanding the nature of humans and the values of human life. (This course is offered on campus and may be offered via television. Laboratory fee required for television course.) (3 Lec.)

(HUM) 102 Advanced Humanities (3)

Prerequisite: Humanities 101 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, filmmakers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)

INTERIOR DESIGN

(INT) 120 Basic Planning (3)

Prerequisites: Interior Design major and concurrent enrollment in Interior Design 121. This course focuses on basic drawing and the use of drafting instruments. Included are the drawing of two and three-dimensional forms, floor plans, interior elevations, sections, and furniture. The reading of architectural drawings, producing good quality lettering and line work, use of architectural symbols, and printing are emphasized. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 121 Basic Color Theory For Interior Design (3)

Prerequisites: Interior Design major and concurrent enrollment in Interior Design 120. Color theory and systems are studied. Mixing techniques for transparent and opaque pigments are covered. The use of values, tints, and intensities is practiced. Basic color schemes and color psychology are studied and applied to interior design projects. (2 Lec., 4 Lab.)

(INT) 123 Advanced Planning And Perspective (3)

Prerequisites: Interior Design 120 and Interior Design 121 and concurrent enrollment in Interior Design 124 and 225. The student studies methods and principles of one and two point perspective. Basic interior design principles are investigated and applied to furniture layouts and space distribution. Advanced plans and elevations are incorporated into portfolio presentations. (2 Lec., 4 Lab.)

(INT) 124 Color And Lighting (3)

Prerequisites: Interior Design 120 and 121 and concurrent enrollment in Interior Design 123 and 225. The interrelationship of color and lighting is applied to total space concepts. Qualitative and quantitative aspects of lighting are assessed in relation to color schemes. A study is made of lighting fixtures. Electrical plans and specifications are correlated with projects in Interior Design 225. (2 Lec., 4 Lab.)

(INT) 144 Philosophy Of Design (1)

Prerequisites: Current enrollment in the Interior Design Program or demonstrated competence approved by the instructor. The course includes readings and discussion of selected topics influencing design practice including the works of major designers and architects of the 20th Century, materials and methods of construction, and organization and structure of the design profession, including professional organizations. (1 Lec.)

(INT) 224 Interior Graphics And Illustration (3)

Prerequisites: Interior Design 222, 226, 233 and 235 and concurrent enrollment in Interior Design 223. Design projects based on traditional styles are developed. Both formal and informal presentations are made. Projects include working drawings. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 225 Architectural Drawings I (3)

Prerequisites: Interior Design 120 and 121 and concurrent enrollment in Interior Design 123 and 124. Wood frame construction is studied. Introduction is made to construction drawings. A basic residential floor plan, from which working drawings are prepared, is given to the student. The working drawings include floor plans, sections, elevations, schedules, and details. Lettering, line quality, and dimensioning are emphasized. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 226 Architectural Drawing II (3)

Prerequisites: Interior Design 123, 124, and 225 and concurrent enrollment in Interior Design 222, 223 and 235. Three-dimensional objects are rendered from interior and architectural forms. Renderings are completed in several media. (2 Lec., 4 Lab.)

(INT) 233 Fabrications I (3)

Prerequisites: Interior Design 123, 124, and 225 and con-

current enrollment in Interior Design 222, 226 and 235. This course provides the student with a practical working knowledge of crafts and techniques involved in construction and installations. The student is required to study and implement good design principles using the materials studied in the course. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 235 Inner Space Composition And Presentation (3)

Prerequisites: Interior Design 123, 124, and 225, and concurrent enrollment in Interior Design 222, 226, 233. All elementary principles of interior design are used for problem solving assignments. Emphasis is on quick sketch solutions by informal presentation. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 237 Advanced Principles Of Interior Design (4)

Prerequisites: Interior Design 223, 224, 233 and 240, and concurrent enrollment in Interior Design 345 and 811. This course focuses on the organization of all aspects of interior space and its relationship to exterior space. Color and design of all materials are coordinated. Professional problem-solving and formal presentation for contemporary design are stressed. Emphasis is on contemporary residential interior projects. Laboratory fee. (3 Lec., 3 Lab.)

(INT) 238 Professional Practice: Interiors (4)

Prerequisites: Interior Design 237, 345, and 811 and concurrent enrollment in Interior Design 239 and 343. This course is the study of designer and client relations and standard interior design practice and procedures. Topics

include the analysis of the client's needs by interview and survey, the calculation of the proper design and presentation for the individual client, and the application of client psychology principles. The use of source catalogs, showrooms, local crafts and workrooms is also included. Cost estimates, contracts, studio organization, professional ethics, and the coordination of orders, fabrics, and installations are also included. (3 Lec., 3 Lab.)

(INT) 239 Principles Of Commercial Interior Design (4)

Prerequisites: Interior Design 237, 345, and 811 and the concurrent enrollment in Interior Design 238 and 343. This course is a continuation of Interior Design 237. Emphasis is on the study of commercial interiors. The latest trends and materials are surveyed and used. Barrier-free interior design for the handicapped is included. (3 Lec., 3 Lab.)

(INT) 240 Design Sources (1)

Prerequisites: Interior Design 123 and 124. This is a study (seminar) course designed to allow students to do in-depth research of existing sources of materials, furnishings, accessories, fabricators, and workrooms that is necessary to implement design projects. (1 Lec.)

(INT) 250 History Of Interior Arts I (4)

Prerequisites: Interior Design 123, 124, 225 and concurrent enrollment in Interior Design 226, 233, and 235. The evolution of the interior arts and related architectural developments are surveyed. The Antiquities, Gothic, Renaissance, and French styles are studied. (4 Lec.)



(INT) 251 History Of Interior Arts II (4)

Prerequisites: Interior Design 222, 226, 233, and 235 and concurrent enrollment in Interior Design 224 or Architecture 245. The study of the history of interior arts is continued. The English, American, and Oriental styles are studied. (4 Lec.)

(INT) 341 Special Project (1)

This course may be taken as an alternative to Interior Design 811 with the demonstrated competence approved by the instructor. A design problem is assigned to each student. All work is accomplished outside of class, with complete presentation of the problem and its solution due at the end of the semester. Analysis, plan, illustration, and presentation are included. The scope of the problem is directed and controlled by the instructor. (1 Lec.)

(INT) 343 Research And Presentation (2)

Prerequisites: Interior Design 237, 345, and 341 or 811 and concurrent enrollment in Interior Design 238 and 239. This is an independent study course to allow the student to improve upon areas of individual weakness. A research problem is studied in depth and solved through the development of the complete design process. All steps are included from the survey to the defense of the final presentation. (2 Lec.)

(INT) 345 History Of Modern Design (5)

Prerequisites: Interior Design 223, 224, and concurrent enrollment in Interior Design 237 and 801. This course surveys the evolution of modern (contemporary) design from the Industrial revolution to the present. Focus is made on the influences of technological advances, art movements, and the changes in society's attitudes on the development of contemporary design. Special attention is given to significant designers, architects, furniture designers, and their effect on the modern movement. Research projects are required. (5 Lec.)

(INT) 801, 811 (1)

(See Cooperative Work Experience)

(INT) 802, 812 (2)

(See Cooperative Work Experience)

LEGAL ASSISTANT**(LA) 131 Introduction To Legal Technology (3)**

Prerequisite: Concurrent enrollment in Legal Assistant 135. Legal technology is introduced. Topics include the legal technician concept, the legal profession and unauthorized practice, legal ethics and the "new profession" concept. The history and areas of American law, are also included. Legal research, bibliography, legal drafting, and writing are also covered. (3 Lec.)

(LA) 133 Law Of Real Property And Real Estate Transaction (3)

Prerequisites: Legal Assistant 131 and 135 and English 101. The law of real property and common real estate transactions are studied. Topics include contracts, leases, and deeds of trust. Problems involved in the drafting of these

instruments are examined. The system of recording and the search of public documents are also covered. (3 Lec.)

(LA) 134 Principles Of Family Law (3)

Prerequisites: Legal Assistant 131 and 135 and English 101. Family law is surveyed. Divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, domestic relations court procedures, and separation agreements are studied. (3 Lec.)

(LA) 135 Texas Legal Systems (3)

Prerequisite: Concurrent enrollment in Legal Assistant 131. The court system of Texas is studied. Legal practices related to the courts and principles of court administration are examined. The federal court system is reviewed. (3 Lec.)

(LA) 139 Legal Research And Drafting (2)

Prerequisite: Legal Assistant 131 and 135 and English 101. This course familiarizes the beginning legal assistant student with the use of a law library and the various research materials and tools contained in a standard law library and provides the student with a more comprehensive vocabulary of legal terminology. Research techniques for case reporters, federal and state statutes and constitutions, secondary research materials and Shepard's Citators are studied. Basic citation form for all resource materials is discussed. Students are given opportunities to research rudimentary legal problems and to write short memoranda. Laboratory fee. (1 Lec., 2 Lab.)

(LA) 225 Business Organizations (3)

Prerequisites: Legal Assistant 131 and 135 and English 101. This course is a study of the practical aspects of the law of business organizations, including a "how-to-do-it" approach, with explanation of the legal principles which must be observed in counseling and enterprise. This course covers the common law principles of proprietorships and reviews the Uniform Partnership Act, the Uniform Limited Partnership Act, and the Model Business Corporation Act (as they have been used and adopted in Texas law). (3 Lec.)

(LA) 227 Civil Litigation (3)

Prerequisites: Legal Assistant 131 and 135, English 101 or demonstrated competence approved by the instructor. This course is an overview of civil litigation in both state and federal court with particular emphasis on the areas in which a legal assistant can assist the trial attorney. Particular attention is paid to preparation for litigation (interviewing client and witnesses, reviewing public information), discovery proceedings (interrogatories, requests for admissions, depositions and document production), pre-trial proceedings (motions to dismiss, motions for summary judgment, pre-trial orders), and trial (witnesses and exhibits). Attention is also devoted to practical techniques required to cope with protracted or complex litigation, including organization of pleadings, documents and depositions; preparation of summaries, chronologies and indices; and maintaining a complex file in an orderly manner. Mention is made of the legal theories involved in complex litigation (e.g., product liability, civil rights, securities and antitrust). Principal emphasis is on procedural techniques rather than substantive areas of law. (3 Lec.)

(LA) 231 Wills, Trusts, And Probate Administration (3)
Prerequisites: Legal Assistant 133 and 135 or demonstrated competence approved by the instructor. The forms and principles of law for wills and trusts are covered. The organization and jurisdiction of the Texas Probate Court are studied. The administration of estates under Texas Probate Law is analyzed, and estate and inheritance taxes are reviewed. (3 Lec.)

(LA) 232 Tort And Insurance Law And Claims Investigation (3)

Prerequisites: Legal Assistant 131 and 135, and English 101 or demonstrated competence approved by the instructor. The law of torts and insurance is the focus of this course. The techniques of investigation involved in tort and insurance claims are considered, and the various forms of pleadings for making the claims are studied. (3 Lec.)

(LA) 233 Income Taxation And Legal Accounting (3)

Prerequisites: Legal Assistant 131 and 135 and Business 202 or demonstrated competence approved by the instructor. This course is a study of federal, state and local income taxation. Individuals and taxpaying entities such as estates, trusts and corporations are all included. Emphasis is on the preparation of basic tax returns and other tax-related documents. Accounting related to legal problems is also introduced. (3 Lec.)

(LA) 234 Personal Property, Sales And Credit Transactions (3)

Prerequisites: Legal Assistant 131 and 135 and English 101 or demonstrated competence approved by the instructor. The law of personal property and contracts is presented. Included are the special forms related to the law of sales and credit transactions and special drafting problems of various instruments and legal research projects. The uniform commercial code and its effect are also included. (3 Lec.)

(LA) 235 Techniques Of Legal Practice And Procedures (4)

Prerequisites: Legal Assistant 131, 133, 135, and 231 and English 101. This course provides training in the preparation of legal documents. Topics include the statute of limitations, client interviews and interview forms, complaints, interrogatories, depositions, answers, motions, and orders to show cause. Also included are third-party practice, orders, medical records, judgments, pre-trials, settlements, and releases. Laboratory fee. (3 Lec., 3 Lab.)

(LA) 236 Legal Office Management (2)

Prerequisites: Legal Assistant 231 and 233 and Business 202. All aspects of law office management are covered. Topics include ethics, office organization, bookkeeping and accounting, fees and billing procedures, scheduling and calendaring, and legal research. Management of personnel, proofreading, investigations, file preparation, legal drafting, and procedures for specialized areas of law are also included. Trust accounts, law office forms, check list and files, and disbursement on behalf of clients are covered. (2 Lec.)

(LA) 248 Constitutional And Criminal Law (3)

Prerequisites: Legal Assistant 131 and 135 and English 101.

This course covers freedom of communication and religion, individual privacy, private property and contractual rights, and criminal justice. Also studied are procedural due process and discrimination, rights and privileges of citizenship, states powers and limitations, theories of federal government and its powers, congressional powers, the presidency, and the courts system and judicial review of constitutional issues. (3 Lec.)

(LA) 251 Complex Litigation And The Antitrust And Securities Laws (3)

Prerequisite: Legal Assistant 227. This course is a study coordinated with other legal technology courses at an advanced level. It includes specialized study and training in the preparation for and procedures of complex litigation, including discovery and pre-trial procedures, and specialized study of the basic legal concepts of antitrust and securities law, as well as the practical application of those concepts as the predominant topics of complex litigation. (3 Lec.)

(LA) 255 Oil And Gas Law (3)

Prerequisites: Legal Assistant 133 or demonstrated competence approved by the instructor. Oil and gas law's history, terminology and principle instruments are examined. Litigation of oil and gas matters, title determination, division of interest, and major regulatory agencies are also discussed. (3 Lec.)

(LA) 803, 813 (3)

(See Cooperative Work Experience)

(LA) 804, 814 (4)

(See Cooperative Work Experience)

MANAGEMENT

(MGT) 136 Principles Of Management (3)

The process of management is studied. The functions of planning, organizing, leading, and controlling are included. Particular emphasis is on policy formulation, decision-making processes, operating problems, communications theory, and motivation techniques. (3 Lec.)

(MGT) 137 Principles Of Retailing (3)

The operation of the retail system of distribution is examined. Topics include consumer demand, requirements, computer use, store location and layout, and credit policies. Interrelationships are emphasized. (48 Contact Hours)

(MGT) 150 Management Training (4)

Prerequisite: Concurrent enrollment in Management 154 or demonstrated competence approved by the instructor. This course consists of supervised on-the-job training, giving practical experience to students of business management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge. (20 Lab.)

(MGT) 151 Management Training (4)

Prerequisite: Concurrent enrollment in Management 155 or demonstrated competence approved by the instructor.

This course consists of supervised on-the-job training, giving practical experience to students of business management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge. (20 Lab.)

(MGT) 153 Small Business Management (3)

The student will be studying the fundamental approaches to planning, establishing and operating a small business. The day-to-day operation of the business and reporting procedures will be studied as well as exploring the concepts of general management. (48 Contact Hours)

(MGT) 154 Management Seminar: Role Of Supervision (2)

Prerequisite: Concurrent enrollment in Management 150 or demonstrated competence approved by the instructor. This seminar is designed to explore the role of the supervisor from an applied approach. Emphasis is on improving leadership skills, motivational techniques, effective time management, goal-setting, planning and overcoming communication problems. (2 Lec.)

(MGT) 155 Management Seminar: Personnel Management (2)

Prerequisite: Concurrent enrollment in Management 151 or demonstrated competence approved by the instructor. This course is designed to explore the manager's role in attracting, selecting, and retaining qualified employees. Planning for and recruiting employees, selecting high performers, improving interviewing skills, conducting performance appraisals, training, EEO legislation, and labor relations are emphasized through an applied approach. (2 Lec.)

(MGT) 206 Principles Of Marketing (3)

The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed. (3 Lec.)

(MGT) 212 Special Problems In Business (1)

Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed upon relevant problems and pragmatic solutions that integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three hours credit. (1 Lec.)

(MGT) 230 Salesmanship (3)

The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer approach, and sales techniques are studied. (3 Lec.)

(MGT) 233 Advertising And Sales (3)

This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of advertising media, and methods of stimulating salespeople and retailers. The management of promotion programs is covered, including goals, strategies, evaluation, and control of promotional activities. (3 Lec.)

(MGT) 242 Personnel Administration (3)

This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor/management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered. (3 Lec.)

MATHEMATICS

(MTH) Mathematics

(See also Developmental Mathematics. Supplementary instruction in mathematics is available through the Learning Resources Center.)

(MTH) 101 College Algebra (3)

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

(MTH) 102 Plane Trigonometry (3)

Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measure, functions of angles, identities, solution of triangles, equations, inverse trigonometric functions, logarithms, and complex numbers. (3 Lec.)

(MTH) 104 Elementary Functions And Coordinate Geometry I (5)

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

(MTH) 105 Elementary Functions And Coordinate Geometry II (5)

Prerequisite: Mathematics 104. This course is a continuing study of the topics of Mathematics 104. (5 Lec.)

(MTH) 106 Elementary Functions And Coordinate Geometry III (5)

Prerequisites: Two years of high school algebra and one semester of trigonometry. This course is a study of the algebra of functions. It includes polynomial, rational, exponential, logarithmic and trigonometric functions, functions of two variables, complex numbers, vectors and analytic geometry which includes conics, transformation of coordinates, polar coordinates, and parametric equations. (5 Lec.)

(MTH) 111 Mathematics For Business And Economics I (3)

Prerequisite: Two years of high school algebra or Develop-

mental Mathematics 093. This course includes equations, inequalities, matrices, linear programming, and linear, quadratic, polynomial, rational, exponential, and logarithmic functions. Applications to business and economics problems are emphasized. (3 Lec.)

(MTH) 112 Mathematics For Business And Economics II (3)

Prerequisite: Mathematics 111. This course includes sequences and limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(MTH) 115 College Mathematics I (3)

Prerequisites: One year of high school algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of logic, mathematical patterns, mathematical recreations, systems of numeration, mathematical systems, sets and statements and sets of numbers. Historical aspects of selected topics are emphasized. (3 Lec.)

(MTH) 116 College Mathematics II (3)

Prerequisite: One year of high school algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability and geometry. Historical aspects of selected topics are emphasized. (3 Lec.)

(MTH) 117 Fundamental Concepts Of Mathematics For Elementary Teachers (3)

This course includes the structure of the real number system, geometry, and mathematical analysis. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)

(MTH) 121 Analytic Geometry (3)

Prerequisite: Mathematics 102 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)

(MTH) 124 Calculus I (5)

Prerequisite: Mathematics 105 or 106 or 121 or the equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(MTH) 130 Business Mathematics (3)

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. This course is intended primarily for students in specialized occupational programs. It is a study of simple and compound interest, bank discount, payrolls, taxes, insurance, mark up and mark down, corporate securities, depreciation, and purchase discounts. (3 Lec.)

(MTH) 139 Applied Mathematics (3)

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or equivalent. An effort will be made to tailor this course to fit the needs of the students enrolled in each semester. The course is a study of com-

mercial, technical, and other applied uses of mathematics. (3 Lec.)

(MTH) 195 Technical Mathematics (3)

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. This course is designed for technical students. It covers a general review of arithmetic, the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems. (3 Lec.)

(MTH) 196 Technical Mathematics (3)

Prerequisite: Mathematics 195. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions and the solution of triangles. (3 Lec.)

(MTH) 202 Introductory Statistics (3)

Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)

(MTH) 221 Linear Algebra (3)

Prerequisite: Mathematics 124 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformation. (3 Lec.)

(MTH) 225 Calculus II (4)

Prerequisite: Mathematics 124 or the equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)

(MTH) 226 Calculus III (3)

Prerequisite: Mathematics 225 or the equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

(MTH) 230 Differential Equations (3)

Prerequisite: Mathematics 225 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

MEDICAL ASSISTING TECHNOLOGY

(MA) 151 Medical Terminology (4)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program with concurrent enrollment in Biology 123 or demonstrated competence approved by the instructor. This course is a

study of the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Emphasis is on pronunciation, spelling, and definition. Exercises in the use of the medical dictionary are also included. (4 Lec.)

(MA) 152 Medical Law And Ethics (2)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. The principles of medical ethics and ethical behavior of the physician and patient are introduced. Topics include contracts, professional liability, malpractice, and the medical practice acts. The legal relationship of the medical assistant-transcriptionist is examined in regard to the physician's legal responsibilities. (2 Lec.)

(MA) 153 Medical Office Microbiology And Sterilization Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program. This course is a study of fundamental microbiology and methods of sanitation, asepsis, and sterilization. The operation of sterilization equipment, application of the principles of asepsis in handwashing, dressings, and creating and maintaining a sterile field are included. The proper disposal of contaminated materials is demonstrated. (2 Lec., 2 Lab.)

(MA) 154 Introduction To Medical Transcription (2)

Prerequisite: Admission to the Medical Transcription Program and typing skills of 50 words per minute corrected, or demonstrated competence approved by the Program Coordinator. This course introduces the student to the transcription machines for simulation of medical office or hospital medical records correspondence. The mechanics of English and use of medical terminology are reinforced. Laboratory fee. (1 Lec., 2 Lab.)

(MA) 160 Medical Transcription (4)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. Completion of Medical Assisting 151 and Business 174 or the equivalent with a GPA of 2.0 or better or demonstrated competence approved by the instructor. Medical transcription is presented. Speed and accuracy in typing, use of transcribing equipment, and medical-surgical terminology are all included. Practice in completing medical forms, transcribing medical-surgical reports, and handling medical correspondence is emphasized. (2 Lec., 6 Lab.) hazards and precautions related to X-ray equipment is included. The handling and storage of X-rays are demonstrated. Methods of electrocardiography are explained, including operation of the machine, specific techniques and mounting the tracing. The operation and care of other electromedical instruments, ultrasound, and ultraviolet light are also covered. Laboratory fee. (5 Lec. 5 Lab.)

(MA) 171 Medical Office Laboratory Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program. The purpose, techniques, and recording of basic laboratory procedures commonly performed in a physician's office are covered in lectures and laboratory sessions. Included are urinalysis, blood counts, gram stains, sedimentation rates, and pregnancy tests. The collection, preparation, and labeling of specimens are also

covered. Clinical laboratory reports are explained. The assistance of patients by giving the proper instructions for their preparation for clinical lab tests is described. Laboratory fee. (5 Lec. 5 Lab.)

(MA) 172 Medical Assisting Externship (6)

Prerequisite: Completion of all Medical Assisting Technology courses with an overall GPA of 2.0 or above. This course provides supervised work experience in a private medical office, clinic or hospital. Classroom reports and critique are also included. The student is assigned regular duties and is responsible to the supervisor in charge. The work is coordinated by a member of the Medical Assisting faculty. A minimum of 180 hours is required in the clinical setting for externship. (2 Lec., 38 Lab.)

(MA) 704 (4)

(See Cooperative Work Experience)

MEDICAL LAB TECHNOLOGY

(MLT) 133 Hematology (4)

Prerequisite: Acceptance into the Medical Laboratory Technician Program with an ACT composite score of 18 and concurrent enrollment in Medical Laboratory Technology 135. The theory and basic techniques used in the hematological examination of blood are presented. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 135 Urinalysis (3)

Prerequisite: Acceptance into the Medical Laboratory Technician Program with an ACT composite score of 18 and a math score of 18 and concurrent enrollment in Medical Laboratory Technology 133. This course is an orientation to the medical laboratory and a study of the theory and laboratory procedures used in the analysis of urine. Laboratory fee. (2 Lec., 4 Lab.)

(MLT) 138 Immunology (4)

Prerequisite: Minimum grade of "C" in Medical Lab Technology 133 and 135. The theory and principles of immunology are presented. Laboratory procedures used in the serological and immunohematological examination of blood and serum are considered. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 139 Clinical Practice I (8)

Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 133, 135 and 138, and an overall "C" average in

(MA) 161 Medical Office-Administrative And Management Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. This course covers the principles of medical office communications. Medical recordkeeping, types of records, reports, and computerized and statistical procedures are introduced. The function of the hospital medical record department in relation to the medical office is also introduced. The fundamentals of a medical office, care of equipment, ordering of office supplies, and office housekeeping are covered. (3 Lec.)

(MA) 162 Medical Office Bookkeeping And Insurance Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program. The fundamentals of medical office bookkeeping and financial recordkeeping are studied. The pegboard system is covered and computerized accounting is introduced. Appraisal of health insurance plans is covered, including study of benefits and claims procedures with an emphasis on the completion of claim forms. (3 Lec.)

(MA) 163 Medical Office Clinical Medical Assisting Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program. The role of the clinical medical assistant is introduced in lectures and in laboratory experiences. Topics include techniques in the examining room, patient handling and preparation, taking and recording vital signs, and assisting the physician with examination, treatments, minor surgery, and office emergencies. The ordering, storing and inventory of medical supplies and care of equipment are also included. (2 Lec., 2 Lab.)

(MA) 164 Medical Office Pharmacology And Drug Administration (3)

Prerequisite: Admission to the Medical Assisting Technology Program. This course enables students to identify basic drugs, their use and effect on the body, and the calculation of dosage and solutions. The definition and use of correct abbreviations and terminology are covered. Ways to identify and use of correct abbreviations and terminology are covered. Ways to identify medications regulated by the Bureau of Narcotics and Dangerous Drugs are included and the records required on them are explained. Also included are the ordering, storage inventory, and disposal of drugs. Methods of drug administration are identified, including techniques of giving injections and selecting of sites. Laboratory fee. (2 Lec., 2 Lab.)

(MA) 166 Introduction To Medical Word Processing (2)

This course is designed to introduce students to the concepts of word processing with actual experience in composing, dictating, and producing simulated written communications as used in the medical field. Laboratory fee. (1 Lec., 2 Lab.)

(MA) 170 Medical Office X-Ray Orientation And Electromedical Instrumentation (3)

Prerequisite: Admission to the Medical Assisting Technology Program. This course prepares students to communicate instructions to the patient for proper preparation for X-ray examinations. The identification of safety non- technical course work. This course provides supervised clinical practice in hematology, serology, blood banking, and urinalysis. The student is assigned to a clinical laboratory. (26 Lab.)

(MLT) 229 Medical Microbiology I (4)

Prerequisite: Completion of the first year of the Medical Laboratory Technology Program or demonstrated competence approved by the instructor. The fundamentals of microbial life are studied. Methods and procedures used in diagnostic microbiology are covered. Included are the principles of aseptic technique, susceptibility testing of bacteria, quantification of bacteria in body fluids, and the

isolation and identification of selected bacteria. The normal body flora are discussed, and the relationship of these bacteria to disease in humans is emphasized. Laboratory fee. (3 Lec., 4 lab.)

(MLT) 231 Clinical Chemistry (4)

Prerequisite: "C" average in Medical Laboratory Technology 229 and completion of Chemistry 203. This course focuses on the theory and procedures used in the clinical chemistry laboratory. Both manual and automated methods are presented in lectures and laboratory assignments. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 236 Medical Microbiology II (4)

Prerequisite: Medical Laboratory Technology 229. This course is a continuation of Medical Laboratory Technology 229. It includes the study of the isolation and identification procedures for selected bacteria, fungi, and parasites. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 238 Clinical Practice II (8)

Prerequisite: Minimum grade of "C" in Medical Laboratory Technology 229 and 231, and an overall "C" average in non- technical course work. This course provides supervised experience in diagnostic microbiology and clinical chemistry. The student is assigned to a clinical laboratory. (26 Lab.)

MUSIC

(MUS) 103 Guitar Ensemble (1)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

(MUS) 104 Music Appreciation (3)

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)

(MUS) 105 Italian Diction (1)

The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 106 French Diction (1)

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 107 German Diction (1)

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 108 English Diction (1)

The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 110 Music Literature (3)

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance and Baroque eras. (3 Lec.)

(MUS) 111 Music Literature (3)

Prerequisite: Music 110. This course is a continuation of Music 110. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(MUS) 112 Guitar Literature And Materials (3)

The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)

(MUS) 113 Foundations Of Music I (3)

This course focuses on participation and skills for satisfactory performance in singing, playing an instrument, listening, and creating rhythmic responses. The ability to manage notation (music reading) is developed. (3 Lec.)

(MUS) 114 Foundations In Music II (3)

Prerequisite: Music 113. This course prepares students with limited music training for Music 101 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(MUS) 115 Jazz Improvisation (2)

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

(MUS) 117 Piano Class I (1)

This course is primarily for students with no knowledge of piano skills. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)

(MUS) 118 Piano Class II (1)

The study of piano is continued. Included are techniques, skills, harmonization, transposition, improvisation, accompanying, sight-reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)

(MUS) 119 Guitar Class I (1)

This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)

(MUS) 120 Guitar Class II (1)

Prerequisite: Music 119 or the equivalent. This course is a continuation of Music 119. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(MUS) 121-143 Applied Music-Minor (1)

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Fee required. Private music may be repeated for credit. (1 Lec.)

(MUS) 145 Music Theory I (3)

This course presents the basic elements of music. Emphasis is on notation, cadences, classification of diatonic triads, scales and modes. (3 Lec.)

(MUS) 146 Music Theory II (3)

Prerequisite: Music 145. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as later periods. (3 Lec.)

(MUS) 150 Chorus (1)

Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

(MUS) 151 Voice Class I (1)

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)

(MUS) 152 Voice Class II (1)

This course is a continuation of Music 151. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)

(MUS) 155 Vocal Ensemble (1)

A group of mixed voices concentrates on excellence of performance. Membership is open to any student by audition. The director selects those who possess special interest and skill in the performance of advanced choral literature. This course may be repeated for credit. (3 Lab.)

(MUS) 156 Madrigal Singers (1)

A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 160 Band (1)

Prerequisite: The demonstrated competence approved by the instructor is required for non-wind instrument majors. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)

(MUS) 161 Musicianship I (1)

This course relates to topics in Music 145. Aural skills including sight-singing, ear training, and keyboard are developed. (3 Lec.)

(MUS) 162 Musicianship II (1)

Prerequisite: Music 161. This course relates to topics in Music 146. Aural music skills including sight-singing, ear training, and keyboard are further developed. (3 Lab.)

(MUS) 170 Orchestra (1)

Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit. (3 Lab.)

(MUS) 171 Woodwind Ensemble (1)

A group of woodwind instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 172 Brass Ensemble (1)

A group of brass instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 173 Percussion Ensemble (1)

A group of percussion instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 174 Keyboard Ensemble (1)

A group of keyboard instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 175 String Ensemble (1)

A group of string instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 176 Symphonic Wind Ensemble (1)

In the symphonic wind ensemble students study and perform stylistic literature of all periods. This course may be repeated for credit. (3 Lab.)

(MUS) 177 Chamber Ensemble (1)

A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 181 Lab Band (1)

Prerequisite: The demonstrated competence approved by the instructor. In the Lab Band students study and perform all forms of commercial music, such as jazz, pop, avant-garde, and soul. Student arranging, composing, and conducting is encouraged. This course may be repeated for credit. (3 Lab.)

(MUS) 185 Stage Band (1)

Prerequisite: The demonstrated competence approved by the instructor. In the Stage Band students study and perform a wide variety of music. Emphasis is on the jazz oriented, big-band styles of the 1960's. This may be repeated for credit. (3 Lab.)

(MUS) 199 Recital (1)

Students of private lessons perform before an audience one period each week. Credit for this course does not apply to the Associates Degree. This course may be repeated for credit. (2 Lab.)

(MUS) 203 Composition (3)

Prerequisite: Music 101 and 102 or demonstrated competence approved by the instructor. This course covers

composing in small forms for simple media in both traditional styles and styles of the student's choice. The course may be repeated for credit. (3 Lec.)

(MUS) 204 Guitar Pedagogy (2)

Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed. (2 Lec.)

(MUS) 217 Piano Class III (1)

Prerequisite: Music 118 or the equivalent. This course is a continuation of functional keyboard skills, including harmonization, sightreading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(MUS) 218 Piano Class IV (1)

Prerequisite: Music 217 or the equivalent. This course is a continuation of functional keyboard skills in Music 217 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(MUS) 221-243 Applied Music-Concentration (2)

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of two half-hour lessons a week. Fee required. Private music may be repeated for credit. (1 Lec.)

(MUS) 245 Music Theory III (3)

Prerequisite: Music 146. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development. (3 Lec.)

(MUS) 246 Music Theory IV (3)

Prerequisite: Music 245. This course is a continuation of the topics developed in Music 245. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. (3 Lec.)

(MUS) 251-270 Applied Music-Major (3)

This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student's major instrument, and consists of two half-hour lessons a week. Fee required. (1 Lec.)

(MUS) 271 Musicianship III (1)

Prerequisite: Music 162. This course relates to topics in Music 245. Aural music skills, including sight-singing, ear training, and keyboard are developed. (3 Lab.)

(MUS) 272 Musicianship IV (1)

Prerequisite: Music 271. This course relates to topics in Music 246. Aural music skills, including sight-singing, ear training, and keyboard are developed. (3 Lab.)

NURSING

(NUR) 101 Basic Pharmacology (3)

This course will be a comprehensive study of pharmacologic agents utilized by nurses and other health care workers. The focus is on the overall classification and pharmacokinetic properties of that classification. Drugs affecting all body systems are included. (3 Lec.)

(NUR) 102 Introduction To Pathophysiology (3)

Prerequisites: Biology 120 and concurrent enrollment in Biology 121. This course will provide a basic introduction to the pathophysiology of disease processes. The focus of the course will include a systems approach to the development of disease, abnormal physiological responses, clinical manifestations and some treatment modalities. (3 Lec.)

(NUR) 144 Nursing I (8)

Prerequisites: Admission to the program and "C" grade in Biology 120 or 221 and English 101. Minimum grade of "C" or concurrent enrollment in Biology 121 or 222, Psychology 105 and English 102. This basic nursing course will serve as a foundation on which other 9 courses will build and expand. Topics include an introduction to nursing as a profession, the nursing process, communication, health teaching, and basic technical skills. Based on an integrated approach, concepts of health, illness, growth and development, basic human needs, the family, stress, pain, and loss are explored in all age groups. Selected clinical experiences will enable the student to begin to assess, analyze, plan, implement and evaluate nursing care for all age groups. A system of measurements competency is a required component of the pharmacology introduction. Laboratory fee (4 Lec., 12 Lab.)

(NUR) 146 Nursing II (9)

Prerequisites: Minimum grade of "C" in Nursing 141, Biology 120 or 221, Biology 121 or 222, English 101, English 102 and Psychology 105. Minimum grade of "C" or concurrent enrollment in Biology 216 and Psychology 201. This course focuses on the application of the basic principles, concepts, and skills from Nursing 144. Included is medication administration and intravenous fluid therapy. Psychological and physiological stress is further explored with discussion of the nursing care of patients experiencing pregnancy, delivery including care of the newborn, surgery, abnormal cell proliferation, impaired nutrition, and maladaptive behavior in all age groups. Selected clinical experiences continue to focus on the nursing process in caring for patients of all age groups. An application of pharmacology dosage and solution competency is a required component of this course. Laboratory fee. (5 Lec., 13 Lab.)

(NUR) 240 Nursing III (4)

Prerequisites: Minimum grade of "C" in Nursing 141, 142, Biology 120 or 221, 121 or 222, 216, Psychology 105, 201, and English 101, 102. Minimum grade of "C" in Nursing 250 and Sociology 101 is required for the January admission curriculum plan. This course emphasizes the application of the nursing process to the care of the postpartum patient, patients experiencing crisis, and patients exhibiting severely impaired behavior. Selected clinical experiences include a psychiatric rotation. Nursing 250 precedes Nursing 240 in the January admission curriculum plan. Labora-

tory fee. (7 Lec., 15 Lab.)

(NUR) 250 Nursing IV (9)

Prerequisites: Minimum grade of "C" in Nursing 141, 142, Biology 120 or 221, 121 or 222, 216, Psychology 105, 201 and English 101, 102. Minimum grade of "C" in Nursing 240 for August admission curriculum plan. Minimum grade of "C" or concurrent enrollment in Sociology 101. This course emphasizes a conceptual approach to care of patients in all age groups with complex health care needs pertaining to immobility, problem of moderately impaired oxygen exchange, immunological/inflammatory response, and elimination. Selected clinical experiences focus on application of the nursing process with emphasis on priority setting. A pharmacology application competency is a required component of this course. Laboratory fee. (5 Lec., 12 Lab.)

(NUR) 257 Nursing V (10)

10 Prerequisites: Minimum grade of "C" in Nursing 141, 142, 240, 250, Biology 120 or 221, 121 or 222, 216, Psychology 105, 201, English 101, 102, and Sociology 101. Credit or concurrent enrollment in elective above 100 level. This course emphasizes a conceptual approach to care of patients in all age groups with problems of sensory deprivation and overload, severely impaired oxygen exchange, and severe fluid and electrolyte imbalance. The role transition process and current issues affecting the practice of nursing are explored. Selected clinical experiences focus on continued application of the nursing process to a group of patients, stressing independent decision-making. A pharmacology application competency is a required component of the course. Laboratory fee. (5 Lec., 15 Lab.)

OFFICE CAREERS

(OFC) 103 Speedwriting Theory (4)

Prerequisite: Credit or concurrent enrollment in Office Careers 172 or one year of typing. The principles of speedwriting are introduced. Included is the development of the ability to read, write and transcribe speedwriting notes. Basic spelling, grammar and punctuation rules are reviewed. (3 Lec., 2 Lab.)

(OFC) 104 Speedwriting Dictation And Transcription (3)

Prerequisites: Office Careers 103, 172 or one year of typing. Principles of speedwriting are applied to build dictation speed and transcription rate. Special attention is given to the review of grammar, spelling and punctuation rules. Laboratory fee. (3 Lec.)

(OFC) 143 Contemporary Topics In Office Careers (1)

Prerequisite: The demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office career fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with difference emphasis up to six hours. (1 Lec.)

(OFC) 150 Filing Practices (3)

This course introduces the basic principles and procedures

of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

(OFC) 152 Introduction To Records Management (3)

A survey course in the policies and principles affecting the creation, protection, circulation, retrieval, preservation and control of business and institutional records. The course includes basic classification systems, history and status of records management, retention and disposition of records, maintenance procedures and career ladders. (3 Lec.)

(OFC) 159 Beginning Shorthand (4)

Prerequisites: Credit or concurrent enrollment in Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand are introduced. Included is the development of the ability to read, write, and transcribe shorthand outlines. Knowledge of the mechanics of English is also developed. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 160 Office Calculating Machines (3)

This course focuses on the development of skills in using office machines. Adding machines, printing calculators, electronic display calculators, and electronic printing calculators are included. Emphasis is on developing the touch system for both speed and accuracy. Laboratory fee. (3 Lec.)

(OFC) 162 Office Procedures (3)

Prerequisite: Office Careers 172 or one year of typing in high school. The duties, responsibilities, and personal qualifications of the office worker are emphasized. Topics include filing, reprographics, mail, telephone, financial transactions, and job applications. (3 Lec.)

(OFC) 166 Intermediate Shorthand (4)

Prerequisites: Office Careers 159 or one year of shorthand in high school, Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand are studied. Emphasis is on increased speed dictation, accuracy in typing from shorthand notes, and beginning techniques of transcription skills. Also included are oral reading, speed-building, and grammar. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 167 Legal Terminology And Transcription (3)

Prerequisite: Completion of Office Careers 173 or typing speed of 50 words per minute. Legal terms are the focus of this course. Included are the spelling and use of legal terms and latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

(OFC) 172 Beginning Typewriting (3)

This course is for students with no previous training in typewriting. Fundamental techniques in typewriting are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. Laboratory fee. (2 Lec., 3 Lab.)

(OFC) 173 Intermediate Typing (3)

Prerequisites: Office Careers 172 or one year of typing in high school. Typing techniques are developed further. Emphasis is on problem solving. Increasing speed and

accuracy in typing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

(OFC) 176 Beginning Typing I (1)

This course is for students with no previous training in typing. The course introduces the typewriter parts. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

(OFC) 177 Beginning Typing II (1)

Prerequisite: Office Careers 176. Practical techniques for business correspondence are developed. Memorandums, personal letters, and business letters are covered. Exercises to increase skill are stressed. (1 Lec.)

(OFC) 178 Beginning Typing III (1)

Prerequisite: Office Careers 176. The typing of manuscripts and tables is emphasized. Production typing is included, and proper report typing is developed. Exercises to increase skill are also included. Laboratory fee. (2 Lab.)

(OFC) 180 Principles Of Word Processing (3)

Prerequisite: Office Careers 173 or concurrent enrollment. This course introduces word processing and describes its effect on traditional office operations. An understanding of basic word processing principles and fundamental techniques required in the operation of word processing and transcription equipment are introduced. Emphasis is placed on grammar, punctuation and spelling skills required in word processing operations. Laboratory fee. (2 Lec., 3 Lab.)

(OFC) 181 Word Processing Concepts (1)

This course introduces word processing and describes its effect on traditional office operations. An understanding of basic word processing principles, concepts, terminology and advantages of a word processing system is introduced. (1 Lec.)

(OFC) 182 Introduction To Word Processing Equipment (1)

Prerequisites: Office Careers 173 or demonstrated competency approved by the instructor, and Office Careers 181 or concurrent enrollment. This course introduces the fundamental techniques required in the operation of word processing equipment. Basic concepts of electronic storage and retrieval involved in creating, printing, centering and revising documents are introduced. Laboratory fee. (2 Lab.)

(OFC) 185 Basic Machine Transcription (1)

Prerequisite: Office Careers 172. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable business letters and other forms of business communication. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. The use of audio transcription machine is required. (1 Lec., 1 Lab.)

(OFC) 187 Intermediate Shorthand I (2)

Prerequisite: Prior shorthand experience equivalent to Office Careers 159 or one year of shorthand in high school.

This course is for students who have a basic knowledge of Gregg Shorthand theory and ability to take dictation at approximately 50 words per minute. The course is a review of selected shorthand phrases, brief forms, word families, and word beginnings and endings. Included are the proper use of basic punctuation, typing format, and simple business letters. (2 Lec.)

(OFC) 188 Intermediate Shorthand II (1)

This course is designed for students who have a sound knowledge of Gregg Shorthand theory and the ability to take dictation at approximately 70-80 words per minute. The course is a review of selected shorthand phrases, brief forms, word families, and word beginnings and endings. The typing of accurate and attractive letters from shorthand notes is emphasized. (1 Lec.)

(OFC) 189 Intermediate Shorthand III (1)

This course is designed for students who have a thorough and complete knowledge of Gregg Shorthand theory and are interested in increasing speed. Special attention is on producing mailable letters within certain time periods. The dictation speed is flexible and depends on student abilities. (2 Lab.)

(OFC) 192 Office Machines I (1)

Business mathematical skills needed to operate office machines are reviewed. Ten-key touch development is introduced. Speed development is incorporated with accuracy requirements. (1 Lec.)

(OFC) 193 Office Machines II (1)

Prerequisite: Office Careers 192. This course covers extensive training on basic office machines. Speed development and business applications are included. (1 Lec.)

(OFC) 194 Office Machines III (1)

Prerequisite: Office Careers 192. Extensive training on basic office machines is continued. Speed development and business applications are stressed. (1 Lec.)

(OFC) 231 Business Communications (3)

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

(OFC) 250 Records Control (3)

Prerequisite: Office Careers 152. This course includes a comprehensive study and application of the knowledge and skills involved in the control of records and record systems. The course includes the control procedures for the management of routine and unique correspondence, directives, proposals, reports and forms, inventory, scheduling, vital records control, records storage centers, and archives. (3 Lec.)

(OFC) 252 Micrographics (3)

Prerequisites: Office Careers 152. Microform (microfilm, microfiche, jacket, aperture card and COM) selection, recording, retrieval, and reproduction and technologies in an information system are studied. Special emphasis is on

micrographic systems, system design, and micrographic standards. (3 Lec.)

(OFC) 256 Office Management (3)

This course focuses on the organization, design, and control of office activities. Topics include office practice, office services, and wage payment plans. The selection, training and supervision of employees are covered. Office planning, organizing, and controlling techniques are presented. Responsibilities of the office manager are also included. (3 Lec.)

(OFC) 266 Advanced Shorthand (4)

Prerequisites: Office Careers 166 or two years of shorthand in high school, Office Careers 174 or two years of typing in high school. Emphasis is on building dictation speed. Producing mailable, typed transcriptions under timed conditions is also stressed. Vocabulary and extensive production work capabilities are developed. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 273 Advanced Typing Applications (2)

Decision-making and production of all types of business materials under time conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

(OFC) 274 Legal Secretarial Procedures (3)

Prerequisites: Office Careers 173 or typing speed of 50 words per minute; Office Careers 166 or shorthand dictation of 80 words per minute. This course focuses on procedures of the legal secretary. Topics include reminder and filing systems, telephone usage, dictation and correspondence, the preparation of legal documents, and the court system. Client contacts, use of law library, research techniques, timekeeping, billing, bookkeeping, and ethics are also covered. Ways to obtain a position as a legal secretary are described. (3 Lec.)

(OFC) 275 Secretarial Procedures (3)

Prerequisites: Credit or concurrent enrollment in Office Careers 174, credit or concurrent enrollment in either Office Careers 166 or Office Careers 265. Emphasis is on initiative, creative thinking, and follow-through. Topics include in-basket exercises, decision-making problems, and use of shorthand and transcription skills. Public and personal relations, supervisory principles, business ethics, and the organizing of time and work are also covered. (48 Contact Hours)

(OFC) 282 Word Processing Applications (1)

Prerequisites: Office Careers 180 or 182 and completion of or concurrent enrollment in Office Careers 185. This course is designed for students who have a basic knowledge of word processing equipment. Advanced word processing concepts and machine functions are developed on a specific keyboard. Special emphasis is placed on producing mailable letters and other business communications. May be repeated for credit with the consent of the instructor. Laboratory fee. (2 Lab.)

(OFC) 285 Applied Machine Transcription (1)

Prerequisites: Office Careers 180 or 173 and Office Careers 185 or demonstrated competence approved by

the instructor. This course is designed for students with basic skills in machine transcription. Emphasis is placed on increasing accuracy and speed in the timed transcription of recorded information. Composing and dictating business communications are introduced. (1 Lec., 1 Lab.)

(OFC) 713, 803, 813 (3)

(See Cooperative Work Experience)

(OFC) 714, 804, 814 (4)

(See Cooperative Work Experience)

PATTERN DESIGN

(PDD) 151 Pattern Drafting I (3)

The principles of drafting and draping basic patterns for collars, skirts, bodices, and sleeves are presented. Cutting out garments is also included. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 152 Pattern Drafting II (3)

Prerequisite: Pattern Design 151. Drafting and draping basic patterns for separates and dresses are covered. Basic techniques are developed in pattern grading. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 153 Pattern Drafting III (3)

Prerequisite: Pattern Design 152. Techniques are developed for drafting and draping patterns for girls, junior petite, and junior sizes. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 254 Pattern Drafting IV (3)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for misses and half-sizes of casual, daytime dresses. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 255 Pattern Drafting V (3)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for junior sportswear and misses sportswear. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 256 Pattern Drafting VI (3)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for dressy dresses and lingerie. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 257 Pattern Drafting VII (3)

Prerequisite: Pattern Design 255. Techniques are developed for drafting and draping patterns for misses and junior tailored garments. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 812 (2)

(See Cooperative Work Experience)

(PDD) 813 (3)

(See Cooperative Work Experience)

(PDD) 814 (4)

(See Cooperative Work Experience)

PHILOSOPHY

(PHI) 102 Introduction To Philosophy (3)

The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)

(PHI) 105 Logic (3)

The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed. (3 Lec.)

(PHI) 202 Introduction To Social And Political Philosophy (3)

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

(PHI) 203 Ethics (3)

The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life. (3 Lec.)

(PHI) 207 History Of Ancient Philosophy (3)

The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle, Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)

(PHI) 208 History Of Modern Philosophy (3)

The history of philosophy from the Renaissance through the 19th century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)

(PHI) 210 Studies In Philosophy (3)

Prerequisite: Three hours of philosophy and the demonstrated competence approved by the instructor. A philosophical problem, movement, or special topic is studied. The course topic changes each semester. This course may be repeated for credit. (3 Lec.)

PHOTOGRAPHY

(PHO) 110 Introduction To Photography And Photo-Journalism (3)

Photography and photo-journalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is studied. Laboratory fee. (2 Lec., 4 Lab.)

(PHO) 111 Advanced Photography And Photo-Journalism (3)

Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory

fee. (2 Lec., 4 Lab.)

(PHO) 120 Commercial Photography I (4)

Commercial or contract photography is studied. Field, studio, and darkroom experience for various kinds of photography is discussed. Included are social photography, portrait and studio photography, fashion and theatrical portfolio, publicity photography, and convention photography. The use of natural, stationary, flash, and strobe artificial lights is covered. Laboratory fee. (3 Lec., 3 Lab.)

(PHO) 121 Commercial Photography II (4)

This course is a continuation of Photography 120. Publicity photography, architectural photography, interior photography, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges are made with sample clients, employers, studios, and agencies. Laboratory fee. (3 Lec., 3 Lab.)

PHYSICAL EDUCATION

(PEH) 100 Lifetime Sports Activities (1)

Various lifetime sports are offered. Courses offered may include archery, badminton, bowling, golf, handball, racquetball, softball, swimming, tennis, and other sports. Activities may be offered singularly or in combinations. Instruction is presented at the beginner and advanced-beginner levels. Both men and women participate. This course may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(PEH) 101 Fundamentals Of Health (3)

This course is for students majoring or minoring in physical education or having other specific interest. Personal health and community health are studied. Emphasis is on the causes of mental and physical health and disease transmission and prevention. (3 Lec.)

(PEH) 104 Touch Football/Soccer (1)

Touch football and soccer are taught and played. Emphasis is on skill development. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 108 Social Recreation (3)

The methods and materials for social activities for different age groups are introduced. Planning, organizing, and conducting the activities are included. (3 Lec.)

(PEH) 109 Outdoor Recreation (3)

Outdoor recreation and organized camping are studied. Both the development of these activities and present trends are covered. (3 Lec.)

(PEH) 110 Community Recreation (3)

This course is primarily for students majoring or minoring in health, physical education, or recreation. The principles, organization, and function of recreation in American society are covered. (3 Lec.)

(PEH) 111 Beginning Wrestling (1)

The fundamentals, techniques, rules, and strategy of wrestling are presented. Emphasis is also on spectator

appreciation. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 112 Beginning Softball And Soccer (1)

Basic softball and soccer skills, rules and strategies are taught. Class tournaments are conducted. 24 class hours are devoted to each activity. Laboratory fee. (3 Lab.)

(PEH) 113 Beginning Handball And Racquetball (1)

Basic handball and racquetball skills, rules and strategies are taught and class tournaments are conducted. 24 class hours are devoted to each activity. Laboratory fee. (3 Lab.)

(PEH) 114 Beginning Badminton (1)

The history, rules, and skills of badminton are taught. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 115 Physical Fitness (1)

The student's physical condition is assessed. A program of exercise for life is prescribed. Much of the course work is carried on in the physical performance laboratory. A uniform is required. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 116 Intramural Athletics (1)

Intramural competition in a variety of activities is offered for men and women. A uniform is required. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 117 Beginning Archery (1)

Basic skills, rules and strategies of archery are taught. Equipment is furnished. Laboratory fee. (3 Lab.)

(PEH) 118 Beginning Golf (1)

Basic skills, rules and strategies of golf are taught. Equipment is furnished. Laboratory fee. (3 Lab.)

(PEH) 119 Beginning Tennis (1)

This course is designed for the beginner. Tennis fundamentals are taught and played. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 120 Beginning Bowling (1)

Basic skills, rules and strategy of bowling are taught. All equipment is furnished at an off campus bowling lane. Laboratory fee. (3 Lab.)

(PEH) 121 Folk Dance (1)

Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee. (3 Lab.)

(PEH) 122 Beginning Gymnastics (1)

Beginning gymnastics is offered. Emphasis is on basic skills in tumbling and in the various apparatus events. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 123 Beginning Swimming (1)

This course teaches a non-swimmer to survive in the water. A uniform is required. Laboratory fee. (2 Lab.)

(PEH) 124 Social Dance (1)

This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the

reel, square dance, and other dances. Laboratory fee. (3 Lab.)

(PEH) 125 Conditioning Exercise (1)

This course focuses on understanding exercise and its effect on the body. Physical fitness is improved through a variety of conditioning activities. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 126 Aerobic Dance (1)

This is a dance class which rhythmically combines dance movement with walking, jogging, and jumping to cause sustained vigorous combination of steps, geared to raise the heart rate to a proper target zone for conditioning purposes. Each routine can be "danced" at different intensities, depending on the physical condition of each participant. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 127 Beginning Basketball And Volleyball (1)

Basic basketball and volleyball rules, skills and strategies are taught and class tournaments are conducted. Sections using men's rules and women's rules may be offered separately. 24 class hours will be devoted to each sport. Laboratory fee. (3 Lab.)

(PEH) 128 Social And Folk Dance (1)

Social and folk dance is introduced. Laboratory fee. (3 Lab.)

(PEH) 129 Modern Dance (1)

This beginning course is designed to emphasize basic dance technique, including body alignment and placement, floor work, locomotor patterns, and creative movements. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 130 Beginning Tumbling And Trampoline (1)

Basic skills and techniques involved in tumbling and trampolining are taught. 24 class hours will be devoted to each activity. Laboratory fee. (3 Lab.)

(PEH) 131 Weight Training And Conditioning (1)

Instruction and training in weight training and conditioning techniques are offered. A uniform is required. The course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 132 Self-Defense (1)

Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. (3 Lab.)

(PEH) 134 Outdoor Education (1)

Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee. (3 Lab.)

(PEH) 144 Introduction To Physical Education (3)

This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. (3 Lec.)

(PEH) 147 Sports Officiating I (3)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games. (2 Lec., 2 Lab.)

(PEH) 148 Sports Officiating II (3)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games. (2 Lec., 2 Lab.)

(PEH) 200 Lifetime Sports Activities II (1)

This course is a continuation of Physical Education 100. Students participate in selected activities. Instruction is at the intermediate and intermediate/advanced levels. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 210 Sports Appreciation For The Spectator (3)

This course is for students who desire a broader knowledge of major and minor sports. The rules, terminology, and philosophies of many sports are studied. Special emphasis is on football and basketball. (3 Lec.)

(PEH) 217 Intermediate Archery (1)

This course is for the student who has previous experience in archery. Target shooting and field archery are emphasized. The student must furnish equipment. Laboratory fee. (3 Lab.)

(PEH) 218 Intermediate Golf (1)

Prerequisite: The demonstrated competence approved by the instructor. Skills and techniques in golf are developed beyond the "beginner" stage. Green fee paid by student. Laboratory fee. (2 Lab.)

(PEH) 219 Intermediate Tennis (1)

Prerequisite: The demonstrated competence approved by the instructor. Skills and techniques in tennis are developed beyond the "beginner" stage. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 222 Intermediate Gymnastics (1)

Prerequisite: Physical Education 122. Skills and techniques in gymnastics are developed beyond the "beginner" stage. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 223 Intermediate Swimming (1)

Prerequisite: Beginning swim certificate or deep water swimmer. This course advances the swimmer's skills. Stroke analysis, refinement, and endurance are emphasized. A uniform is required. Laboratory fee. (2 Lab.)

(PEH) 225 Skin And Scuba Diving (2)

Prerequisite: Physical Education 223 or demonstrated competence approved by the instructor. This course includes the use of equipment, safety, physiology, and open water diving. All equipment is supplied except mask, fins, and snorkel. The student may rent needed equipment at the time of registration. Students completing course requirements receive certification as basic scuba divers.

from the Professional Association of Diving Instructors (PADI) or the National Association of Underwater Instructors (NAUI). Laboratory fee. (1 Lec., 2 Lab.)

(PEH) 226 Advanced Life Saving (1)

Prerequisite: Physical Education 223 or deep water swim ability. This course qualifies students for the Red Cross Advanced Lifesaving Certificate. A uniform is required. Laboratory fee. (2 Lab.)

(PEH) 232 Intermediate Self Defense (1)

Prerequisite: Physical Education 132 or the demonstrated competence approved by the instructor. Students will be introduced to intermediate forms of defense and combination of self defense methods. Emphasis is on practical application of self defense movements. Laboratory fee. (3 Lab.)

(PEH) 233 Jogging For Fitness (1)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)

(PEH) 234 Water Safety Instructor (2)

Prerequisite: Current Advanced Life SavingCard. The principles and techniques for instructors in water safety and life saving classes are covered. Completion of the course qualifies the student to test for certification by the Red Cross as a water safety instructor. A uniform is required. Laboratory fee. (1 Lec., 2 Lab.)

(PEH) 236 The Coaching Of Football And Basketball (3)

The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques. (2 Lec., 2 Lab.)

(PEH) 238 Aquatics (2)

The techniques and procedures of selected water-related activities are studied. The use of the activities in recreation programs is included. Pool management, staff training, safety, and supervision of aquatics are also included. (1 Lec., 2 Lab.)

(PEH) 257 Advanced First Aid And Emergency Care (3)

The Advanced First Aid and Emergency Care course of the American Red Cross is taught, presenting both theory and practice. Various aspects of safety education also are included. (3 Lec.)

PHYSICAL SCIENCE

(PSC) 118 Physical Science (4)

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee. (3 Lec., 3 Lab.)

(PSC) 119 Physical Science (4)

This course is for non-science majors. It focuses on the

interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. Laboratory fee. (3 Lec., 3 Lab.)

PHYSICS

(PHY) 110 Introductory Photographic Science (4)

Prerequisites: Photography 110, Art 113, or demonstrated competence approved by the instructor, and access to a camera with variable speed and aperture. This course introduces the physical and chemical principles which form the basis for photographic technology. Topics covered include the production of light, its measurement and control, principles of optics and the formation of images, the basic chemistry of black and white and color processes, film structure and characteristics, filter characteristics, lasers, and holography. Laboratory fee. (3 Lec. 3 Lab.)

(PHY) 111 Introductory General Physics (4)

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, pre-medical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 112 Introductory General Physics (4)

Prerequisite: Physics 111. This course is a continuation of Physics 111. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 117 Concepts In Physics (4)

This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of world-wide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 118 Concepts In Physics (4)

This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 131 Applied Physics (4)

Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. This course is primarily for students in technical programs. The properties of matter, mechanics, and heat are introduced. Emphasis is on uses and problem-solving. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 132 Applied Physics (4)

Prerequisite: Physics 131. This course is a continuation of Physics 131: Concepts of sound, light, electricity, magnetism, and atomic theory are explained. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 201 General Physics (4)

Prerequisite: Credit or concurrent enrollment in Mathemat-

ics 124. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 202 General Physics (4)

Prerequisites: Physics 201 and credit or concurrent enrollment in Mathematics 225. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem solving, notation and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 203 Introduction To Modern Physics (4)

Prerequisite: Physics 202. The principles of relativity, atomic physics, and nuclear physics are covered. Emphasis is on basic concepts, problem-solving, notation, and units. Laboratory fee. (3 Lec., 3 Lab.)

POLICE SCIENCE

(POL) 134 Criminal Evidence And Procedure (3)

This course is a study of trial and courtroom procedure. Topics include parties in the case, rules of evidence, decision, and punishment. Due process is emphasized. (3 Lec.)

(POL) 137 Police Community Relations (3)

The role of the individual officer in getting and holding public support is examined. Topics include human relations, public information and relationships with violators and complainants. (3 Lec.)

(POL) 140 Introduction To Law Enforcement (3)

The history of U.S. systems of justice is surveyed, including the police system. Topics include police problems, and crime trends and statistics. The organization and jurisdiction of local, state, and federal enforcement agencies are covered. Professional opportunities and personnel qualifications are also studied. Emphasis is on analysis of modern trends and thinking in the police service. (3 Lec.)

(POL) 141 Police Organization And Administration (3)

Prerequisite: Police Science 140. This course focuses on organization and administration. Topics include philosophies of organization structures, and administrative processes and management. Traditional organizational concepts, administrative techniques, personnel policies, and operating systems are also covered. (3 Lec.)

(POL) 142 Legal Aspects Of Law Enforcement (3)

Prerequisite: Police Science 140. This course is an orientation to criminal law in the American justice system. Topics include criminal statutes, case law, legal definitions, and procedures of law enforcement. (3 Lec.)

(POL) 143 Practical Spanish For Public Service Personnel (3)

This course is primarily for police officers. It focuses on communication skills with the Spanish-speaking community. Skills in understanding, speaking, and listening to the Spanish of the local area are included. Emphasis is on a

highly specialized vocabulary taught in English and Spanish. Extensive conversational drills in Spanish are included. (3 Lec.)

(POL) 144 Practical Spanish For Public Service Personnel (3)

Prerequisite: Police Science 143. This course is a continuation of Police Science 143. Emphasis continues on the skills of understanding, speaking, and listening. Specialized vocabulary and conversational drills in English and Spanish are also continued. (3 Lec.)

(POL) 146 Patrol Administration (3)

Prerequisite: Police Science 140. All aspects of patrol are presented. The philosophy, history, role, functions, organization, and operation of patrol are included. Operational and administration problems are studied and alternate solutions analyzed. (3 Lec.)

(POL) 233 Introduction To Criminalistics (3)

Prerequisites: Police Science 140 and 240. Physical evidence in criminal investigation is studied. Topics include the recognition, collection, preservation, and laboratory processing of evidence. Instrumental methods are surveyed. Photographs of evidence from actual cases are examined using various identification and comparison techniques. (3 Lec.)

(POL) 240 Criminal Investigation (3)

Prerequisite: Police Science 140. This course covers the theory and practical aspects of a complex investigation. Topics include investigative techniques, legal procedures, and scientific analysis. Criminalistics and crime scene search are also included. (3 Lec.)

(POL) 241 Police Role In Crime And Delinquency (3)

Prerequisite: Policy Science 140. Philosophies of preventing and controlling delinquency are introduced. Topics include police services for delinquent, neglected, and special-problem juveniles, and organization for dealing with delinquent behavior. Sociological, psychological, and biological factors relating to criminal activity are explored. Legal concepts in the treatment of juvenile offenders are reviewed. (3 Lec.)

(POL) 242 Juvenile Procedures (3)

10 Prerequisite: Police Science 140. The course covers recent research and new materials in juvenile procedures. Emphasis is on the major responsibilities of police work with children and youth. (3 Lec.)

(POL) 243 Probation And Parole (3)

Prerequisite: Police Science 140. Criminal corrections are introduced. The history of corrections is included. (3 Lec.)

(POL) 244 Traffic Planning And Administration (3)

Prerequisite: Police Science 140. The magnitude and complexities of traffic problems are presented. Topics include techniques used by various agencies to eliminate or control these problems. Emphasis is on evaluation of problems and solutions. (3 Lec.)

(POL) 245 Traffic Law (3)

Prerequisite: Police Science 140. This course focuses on the principles of traffic control, traffic law enforcement, and

traffic court procedures. Texas traffic laws are stressed. Topics include professional approaches to deal with traffic law violators and the police role in accident prevention and investigation. The principles of education, enforcement, and engineering are also included. (3 Lec.)

(POL) 246 Penology (Jail Operation And Management) (3)

Prerequisite: Police Science 140. The concepts of penology are presented. The operation and management of a penal institution are studied, and the rationale for the penal institution is covered. (3 Lec.)

PSYCHOLOGY

(PSY) 103 Human Sexuality (3)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(PSY) 105 Introduction To Psychology (3)

Principles of human behavior and problems of human experience are presented. Topics include heredity and environment, the nervous system, motivation, learning, emotions, thinking, and intelligence. (This course is offered on campus and may be offered via television.) (3 Lec.)

(PSY) 131 Human Relations (3)

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement. (3 Lec.)

(PSY) 201 Developmental Psychology (3)

Prerequisite: Psychology 105. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (This course is offered on campus and may be offered via television.) (3 Lec.)

(PSY) 202 Applied Psychology (3)

Prerequisite: Psychology 105. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required. (3 Lec.)

(PSY) 205 Psychology Of Personality (3)

Prerequisite: Psychology 105. Important factors of successful human adjustment such as child/parent relationships, adolescence, anxiety states, defense mechanisms, and psychotherapeutic concepts are considered. Methods of personality measurement are also included. (3 Lec.)

(PSY) 207 Social Psychology (3)

Prerequisite: Psychology 105 or Sociology 101. Students may register for either Psychology 207 or Sociology 207 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(PSY) 210 Selected Topics In Psychology (3)

Prerequisite: Psychology 105. An elective course designed to deal with specific topics in psychology. Examples of topics might include "adult development," "adolescent psychology," and "behavioral research." Course may be repeated once for credit. (3 Lec.)

RADIOLOGIC SCIENCES

(DMS) 200 Ultrasound Orientation I (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course introduces the student to the study of the application and limitations of diagnostic medical sonography examinations. Topics will include basic ultrasound terminology, and an orientation to an ultrasound department. Students will participate in field trips to affiliated hospital ultrasound departments. (3 Lec., 3 Lab.)

(DMS) 202 Film Evaluation Seminar I (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is designed to familiarize the student with recorded images of an ultrasound examination. A comparison between ultrasound examination and other modalities of imaging will be carried out. (2 Lec.)

(DMS) 203 Ultrasound Orientation II (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Sciences 201, with emphasis on the practices and procedures commonly found in a modern day ultrasound department. (3 Lec., 3 Lab.)

(DMS) 204 Film Evaluation Seminar II (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Sciences 202, with the discussion focused on the variety of examinations carried out by ultrasound. Identification of body parts on a recorded image of ultrasound will be demonstrated and practiced. (2 Lec.)

(DMS) 210 Acoustical Physics (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Science courses. This course is designed to introduce the student to the study of acoustical physics, with the discussion of such topics as the interaction of ultrasound with tissues, mechanics of ultrasound production, various transducer design and construction and principles of dopler devices. (3 Lec.)

(DMS) 212 Cross Section Anatomy (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course focuses on a detailed study of the anatomy of the abdomen, including the anatomical relationships of organs such as the liver, gallbladder, spleen, and vascular system as it relates to ultrasound examination. Laboratory fee. (3 Lec.)

(DMS) 213 Ultrasound Science I (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course discusses the history of sonography, related diagnostic research, and

departmental procedures. Patient history and clinical findings relative to sonographic examination will be discussed. (3 Lec.)

(DMS) 214 Clinical Medicine I (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. A detailed study of scanning techniques, transducers, normal and abnormal anatomy, and patient history and laboratory data as it relates to sonographic examination are the focus of this course. (3 Lec., 3 Lab.)

(DMS) 221 Instrumentation/Standardization (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course focuses on the components and functions of the scanner, display systems, scan converter, and hard copy units of sonographic examination. Discussion will include a comparison of real time units, (B) scan units and echo-cardiographic units. Operations and calibration of an ultrasound unit will also be discussed. (3 Lec., 2 Lab.)

(DMS) 222 Pathophysiology (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course presents a study of the pathology and pathophysiology of abdominal structures visualized with ultrasound examination, including urinary and reproductive systems, breast and thyroid. Correlations will be made between sonographic examination and disease processes of these organs. (3 Lec.)

(DMS) 223 Clinical Medicine II (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This is a continuation of Radiologic Sciences 214, with emphasis on the male and female pelvis, obstetrics, and cardiovascular system. (3 Lec., 2 Lab.)

(DMS) 224 Clinical Education I (6)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. The student will participate in supervised experiences in an affiliated hospital ultrasound department. (25 Lab.)

(DMS) 231 Clinical Education II (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This is a continuation of Radiologic Sciences 224. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

(DMS) 236 Clinical Medicine III (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This is a continuation of Radiologic Sciences 231, with emphasis on the neonatal head. (3 Lec., 2 Lab.)

(DMS) 238 Clinical Education III (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This is a continuation of Radiologic Sciences 231. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

(DMS) 239 Clinical Medicine IV (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continua-

tion of Radiologic Sciences 238, with emphasis placed on review of adult abdominal organ systems. (3 Lec., 2 Lab.)

(NMT) 220 Nuclear Medicine Physics (5)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course provides an introduction to nuclear medicine physics. Atomic theory, radiation safety, radiation detection instruments, and imaging devices are some of the topics discussed. Techniques are demonstrated in laboratory sessions. (4 Lec., 4 Lab.)

(NMT) 224 Clinical Nuclear Medicine (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course provides an introduction to the history of nuclear medicine and basic theory and methodology of diagnostic nuclear medicine procedures. Techniques are demonstrated in laboratory sessions. (3 Lec., 4 Lab.)

(NMT) 226 Radiochemistry-Pharmacy I (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. An introduction to the vitro nuclear medicine laboratory is presented. Emphasis is placed on radiopharmaceutical preparations and radiochemistry. Techniques are demonstrated in laboratory sessions. (2 Lec., 4 Lab.)

(NMT) 229 Nuclear Medicine Practicum I (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course provides the student with supervised clinical experience in nuclear medicine. Students are assigned to participating affiliated hospitals. (7 Lab.)

(NMT) 232 Radiochemistry-Pharmacy II (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. In vitro nuclear medicine techniques are continued with emphasis on radiochemistry-pharmacy. Techniques are demonstrated in laboratory sessions. (2 Lec., 4 Lab.)

(NMT) 234 Radiation Therapy (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course provides instruction in such topics as the therapeutic uses of radionuclides, health physics, and radiation safety. (1 Lec.)

(NMT) 235 Nuclear Medicine Practicum II (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Nuclear Medicine Practicum I that provides the students with supervised clinical experiences in nuclear medicine. (16 Lab.)

(NMT) 237 Nuclear Medicine Seminar (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. Clinical experiences that have been encountered in the nuclear medicine internship are discussed. (1 Lec.)

(NMT) 241 Nuclear Medicine Internship (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. In this course, students receive clinical nuclear medicine experience at affiliated hospitals. (32 Lab.)

(RAD) 101 Introduction To Radiologic Sciences I (3)

Prerequisite: Admission to the Radiologic Sciences program and concurrent enrollment in Biology 120, Math 139, or High Level Non-Business Math, English 101, and Human Development 105. This course is designed to introduce the student to various career opportunities within the field of Radiologic Sciences, including nuclear medicine, radiation therapy, diagnostic medical sonography and diagnostic radiography. Patient care skills and medical ethics, pertinent to Radiologic Sciences, will be discussed. (2 Lec., 4 Lab.)

(RAD) 102 Introduction To Radiologic Sciences II (3)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses, and concurrent enrollment in Biology 121, Physics 118, English 102, and Computer Science 175. This course is a continuation of Radiologic Sciences 102, and provides the student with an introduction to medical terminology. Continuation of patient care skills, an orientation to affiliated hospital radiology departments, and demonstration and observation of radiologic skills in the laboratory setting will be presented. Students will become certified in basic cardiopulmonary resuscitation. (2 Lec., 2 Lab.)

(RAD) 103 Radiographic Positioning And Osteology I (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is designed to give the student an introduction to the study of basic routine positioning and osteology of various human structures, including the chest, GI tract, biliary tract, urinary system, and reproductive systems. Laboratory fee. (4 Lec., 4 Lab.)

(RAD) 105 Principles Of Radiographic Exposure I (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. Film processing techniques and prime exposure factors will be the main focus of this course. Four radiographic quality factors will be introduced, with emphasis on radiographic definition and distortion. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 107 Applied Physics I (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. An analysis of basic principles related to magnetic fields, induction principles and transformers is the focus of this course. An analysis of basic radiographic X-ray tubes and rectifiers will also be discussed. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 109 Radiation Protection (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is designed to introduce the student to the application of radiation limiting devices and techniques utilized in radiography to protect the public from excessive radiation during radiographic examinations. Discussion will include patient and personnel protective measures, as well as various methods to detect and measure radiation. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 111 Radiographic Positioning And Osteology II (2)

Prerequisite: Minimum grade of "C" or better in all previous

Radiologic Sciences courses. This is a continuation of Radiographic Positioning and Osteology I, with focus on the study of the positioning and osteology of the upper extremities, pectoral girdle, lower extremities, and pelvic girdle. Laboratory fee. (4 Lec., 4 Lab.)

(RAD) 113 Principles Of Radiographic Exposure II (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Sciences 105, with emphasis on radiographic density and contrast, as well as principles of technic formation and conditions influencing exposure factors. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 115 Applied Physics II (1)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Applied Physics I; with emphasis on the analysis of physical principles of interaction of radiation and matter, and the production of X-rays. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 117 Radiation Biology (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course provides an introduction to the theory of radiobiology. Discussion will focus on the interaction between ionizing radiation and living tissue, with emphasis on fundamental radiological principles. Cellular, systemic and total body response to radiation from diagnostic technology, nuclear medicine technology, and radiation therapy will be presented. (3 Lec.)

(RAD) 201 Clinical Education I (6)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. Under supervision of faculty and clinical staff, the student will assist, observe, and perform basic diagnostic radiographic procedures in a clinical setting. Students are assigned to an affiliated hospital radiology department. (24 Lab.)

(RAD) 205 Principles Of Radiographic Exposure III (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 113 with an emphasis on the study of processor quality assurance and quality control, mathematical relationships related to technic formation and various imaging modalities. Laboratory fee. (3 Lec., 1 Lab.)

(RAD) 206 Radiographic Positioning And Osteology III (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiographic Positioning and Osteology II, with emphasis on the positioning and osteology of the thoracic cage, vertebral column, skull, paranasal sinuses and facial bones. Laboratory fee. (2 Lec., 3 Lab.)

(RAD) 207 Clinical Education II (8)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This is a continuation of Radiologic Sciences 201. Students will be assigned to an affiliated hospital radiology department. (32 Lab.)

(RAD) 209 Radiographic Pathology (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course provides basic foundation in the pathology of human disease processes. Discussion will include the pathogenesis of disease, symptoms, radiographic diagnostic criteria, and prognosis. (2 Lec.)

(RAD) 211 Special Procedures (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course focuses on the study of those procedures not considered common to the diagnostic radiology department. An introduction to highly specialized equipment, contrast media, and radiographic projections that are pertinent to invasive special procedures is presented. (2 Lec.)

(RAD) 215 Clinical Education III (Externship) (5)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 207. Students will be assigned to an affiliated hospital radiology department. (40 Lab.)

(RAD) 217 Clinical Education IV (Externship) (5)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 215. Students will be assigned to an affiliated hospital radiology department. (40 Lab.)

(RAD) 250 RADIOGRAPHIC EXPOSURE IV (1)

Prerequisites: "C" grade in Radiography Technology 170, 172, 174, and 176 and concurrent enrollment in Radiography Technology 252, 254, and 256. Image quality and quality assurance are covered. Laboratory fee. (1 Lec., 1 Lab.)

(RAD) 252 RADIOGRAPHIC PROCEDURES IV (1)

Prerequisites: "C" grade in Radiography Technology 170, 172, 174, and 176 and concurrent enrollment in Radiography Technology 250, 254, and 256. This course is a continuing study of osteology and positioning of the skull and miscellaneous radiographic procedures. Laboratory fee. (1 Lec., 1 Lab.)

(RAD) 254 SPECIAL PROCEDURES (1)

Prerequisites: "C" grade in Radiography Technology 170, 172, 174, and 176, Biology 120 and 121, and concurrent enrollment in Radiography Technology 250, 252, and 256. The equipment, anatomy, and basic procedures pertinent to invasive special procedures are introduced. (1 Lec., 1 Lab.)

(RAD) 256 CLINICAL EDUCATION IV, FILM EVALUATION (4)

Prerequisites: "C" grade in Radiography Technology 170, 172, 174, and 176 and concurrent enrollment in Radiography Technology 250, 252, and 254. Students receive clinical education in a hospital radiology department. (24 Lab.)

(RAD) 260 IMAGING AND PATHOLOGY (2)

Prerequisites: "C" grade in Radiography Technology 250, 252, 254, and 256 and concurrent enrollment in Radiography Technology 262 and 264. This course is an integrated study of the various imaging modalities utilized in radiogra-

phy and related fields. Various pathologic conditions of the body and their impact on the radiographic process are introduced. (2 Lec.)

(RAD) 262 RADIATION BIOLOGY AND RADIATION PROTECTION (3)

Prerequisites: "C" grade in Radiography Technology 250, 252, 254, and 256 and concurrent enrollment in Radiography Technology 260 and 264. This course is an analysis of the effects of ionizing radiation on biologic systems. The application of radiation limiting devices and techniques utilized in radiography to protect the public from excessive radiation during radiographic examinations are covered. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 264 CLINICAL EDUCATION V, FILM EVALUATION (4)

Prerequisites: "C" grade in Radiography Technology 250, 252, 254, and 256 and concurrent enrollment in Radiography Technology 260 and 262. Students receive clinical education in a hospital radiology department. (32 Lab.)

(RAD) 270 DEPARTMENTAL MANAGEMENT (2)

Prerequisites: "C" grade in Radiography Technology 260, 262, and 264 and concurrent enrollment in Radiography Technology 272 and 274. This course is an introduction to radiology department planning, design and management. (2 Lec.)

(RAD) 272 SEMINAR (3)

Prerequisites: "C" grade in Radiography Technology 260, 262, and 264 and concurrent enrollment in Radiography Technology 270 and 274. This course is a seminar session to prepare students for job interviews, to write resumes, and to develop an appreciation for their role as a radiographer in the community. A comprehensive review of major subject areas is included. (1 Lec., 3 Lab.)

(RAD) 274 CLINICAL EDUCATION VI, FILM EVALUATION (4)

Prerequisites: "C" grade in Radiography Technology 260, 262, and 264 and concurrent enrollment in Radiography Technology 270 and 272. Students receive clinical education in a hospital radiology department. (32 Lab.)

(RTT) 240 Technical Radiation Therapy (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course provides an introduction to the therapeutic techniques and equipment used in radiation therapy. (2 Lec.)

(RTT) 242 Radiation Oncology I (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course provides discussion on such topics as specific target organ anatomy and physiology, pathology and staging, treatment planning, and dosimetry. (2 Lec.)

(RTT) 244 Radiation Oncology II (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuing study of Radiation Oncology, emphasizing specific and staging, treatment planning and dosimetry. (2 Lec.)

(RTT) 247 Brachy Therapy (1)

Prerequisite: Minimum grade of "C" or better in all previous

Radiologic Sciences courses. This course provides instruction in the theory and techniques of Brachy Therapy. (1 Lec.)

(RTT) 248 Radiation Therapy Practicum I (8)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course provides the student with supervised clinical experience in radiation therapy. Students are assigned to participating affiliated hospitals. (32 Lab.)

(RTT) 249 Radiation Therapy Practicum II (8)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiation Therapy Practicum I, providing the student with supervised clinical experience in radiation therapy. (32 Lab.)

(RTT) 251 Radiation Oncology III (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuing study in radiation oncology, emphasizing specific target organ anatomy and physiology, staging, treatment planning, and dosimetry. (2 Lec.)

(RTT) 253 Radiation Physics (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course provides discussion on topics such as radiation therapy equipment, circuits, equipment calibration, and theory of radiation physics. (4 Lec.)

(RTT) 255 Radiation Therapy Practicum III (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 249 and will provide the student with supervised clinical experience in Radiation Therapy. (32 Lab.)

READING

(RD) 101 Effective College Reading (3)

Comprehension techniques for reading fiction and nonfiction are presented. Critical reading skills are addressed. Analysis, critique, and evaluation of written material are included. Reading comprehension and flexibility of reading rate are stressed. Advanced learning techniques are developed in listening, note-taking, underlining, concentrating, and reading specialized academic areas. (3 Lec.)

(RD) 102 Speed Reading And Learning (3)

Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized. Learning and memory skills are also covered. (3 Lec.)

RELIGION

(REL) 101 Religion In American Culture (3)

This course examines the nature of religion in America. It covers important influences from the past and characteristic of current religious groups and movements. Emphasis is on understanding the role of religion in American life. (3 Lec.)

(REL) 102 Contemporary Religious Problems (3)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying. (3 Lec.)

(REL) 201 Major World Religions (3)

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)

RESPIRATORY THERAPY

(RES) 135 Applied Pharmacology (3)

Prerequisite: Minimum grade of "C" or better in Physical Science 118 or Chemistry 115, Respiratory Therapy 137, and Respiratory Therapy 151. This course provides instruction in the identification, classification, dosage and dilution calculation, and principle side effects of inhalational and non-inhalational cardio-respiratory medications. (3 Lec.)

(RES) 137 Basic Respiratory Therapy Skills And Procedures I (4)

Prerequisite: Admission to the Respiratory Therapy Program and concurrent enrollment in Biology 123 or 120, or 221, Physical Science 118 or Chemistry 115 or 101. Basic respiratory therapy skills are described, demonstrated, then practiced in the laboratory and hospital clinical setting. Equipment function and maintenance and patient response to therapy are discussed. Therapeutic procedures are generally limited to the noncritical patient. Laboratory fee. (3 Lec., 6 Lab.)

(RES) 138 Clinical Practice II (4)

Prerequisite: "C" or better in all Respiratory Therapy courses. Practice in procedures related to cleaning and sterilization, periodic positive therapy, humidity and aerosol therapy, and chest physiotherapy is provided. (16 Lab.)

(RES) 151 Pathology And Treatment Rationale (3)

Prerequisite: Admission to the Respiratory Therapy Program. This course focuses on the normal anatomy and physiology of the human lung, and deviation from normal in specific pulmonary diseases. Selection of appropriate therapy and assessment of the effect of therapy on specific disease states are emphasized. (3 Lec.)

(RES) 153 Respiratory Therapy Skills And Procedures II (6)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Respiratory Therapy 137. Specific details of the design and function of respiratory therapy equipment are discussed. An emphasis is placed on periodic therapeutic procedures. These procedures will be demonstrated and practiced in the laboratory and clinical setting. Laboratory fee. (3 Lec., 12 Lab.)

(RES) 154 Pharmacology (3)

Prerequisites: Minimum grade of "C" or better in all previous Respiratory Therapy courses and Chemistry 101 or 115, Biology 120 or 221. This course introduces the student to the fundamental principles and practices of Respiratory Therapy Pharmacology. Identification, classification, dosage calculation, and principle effects and side effects of cardiopulmonary drugs are discussed. (3 Lec.)

(RES) 156 Respiratory Therapy Skills And Procedures III (4)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Respiratory Therapy 153, with introduction of critical patient care procedures. Equipment and procedures utilized in long term ventilatory support of the critically ill patient are emphasized. Laboratory fee. (3 Lec., 22 Lab.)

(RES) 158 Respiratory Therapy Skills And Procedures IV (5)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Respiratory Therapy 156 with emphasis on the management of the patient requiring mechanical ventilatory support. Topics such as patient assessment and complications of continuous ventilation are discussed. Laboratory fee. (6 Lec., 16 Lab.)

(RES) 160 Clinical Practice III (3)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Clinical Practice II with introduction to continuous ventilation. (24 Lab.)

(RES) 162 Clinical Practice IV (4)

Prerequisite: "C" or better in all Respiratory Therapy courses. Continued practice in respiratory therapy procedures with emphasis on continuous ventilation and pediatric and neonatal therapy is provided. (32 Lab.)

(RES) 243 Pulmonary Function (3)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course provides instruction in measurement of spirometry, pulmonary mechanics, lung volumes, and airway resistance. Emphasis is on equipment operation, testing techniques, data collections and interpretation. Laboratory fee. (2 Lec., 3 Lab.)

(RES) 246 ADVANCED TECHNOLOGY AND INSTRUMENTATION II (3)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Advanced Technology and Instrumentation I. Laboratory fee. (2 Lec., 3 Lab.)

(RES) 249 SEMINAR AND CASE PRESENTATION (3)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides physician-directed in-depth study, presentation, and discussion of case histories involving cardiorespiratory problems. (3 Lec.)

(RES) 254 Instruction And Management Methods I (1)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is designed to give the potential

therapist direction and practice in education of co-workers, physicians, patients, families of patients, and departmental trainees or students. Laboratory fee. (1 Lec., 1 Lab.)

(RES) 255 Instruction And Management Methods II (1)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is designed to provide the potential therapist with instruction, discussion, and practice in problem-solving related to respiratory therapy department operations. Laboratory fee. (1 Lec., 1 Lab.)

(RES) 256 INSTRUCTION AND MANAGEMENT METHODS II (2)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is designed to provide instruction, discussion, and practice in problem solving related to respiratory therapy department operations. (2 Lec.)

(RES) 257 Advanced Physiology And Pathology (3)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides an in-depth study of disease states related to cardiopulmonary function and the application and interpretation of related diagnostic, evaluative, and therapeutic procedures. (3 Lec.)

(RES) 260 CLINICAL PROCEDURES IV (4)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides practice in intensive care procedures, including ventilator monitoring, airway care, and weaning. Students participate in preoperative evaluation observation of thoracic surgery, and post-operative management of thoracic surgery patients. Practice in emergency and recovery room procedures is also provided. (16 Lab.)

(RES) 261 Critical Care Clinical Procedures (4)

Prerequisites: Minimum grade of "C" or better in all previous Respiratory Therapy courses and concurrent enrollment in Respiratory Therapy 243, 263, and 257. This course is designed to give the student clinical experience in assuming total responsibility for continuous ventilator patients, monitoring, airway care, and weaning are all included. Students participate in preoperative evaluation, observation of surgery, and post-operative management of thoracic surgery patients. (16 Lab.)

(RES) 263 Advanced Pharmacology (2)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course is designed to introduce the student to pharmacologic agents which have a secondary effect on the cardiopulmonary system. Emphasis is placed on drugs not administered by inhalational methods. (2 Lec.)

(RES) 264 Special Clinical Procedures (4)

Prerequisites: Minimum grade of "C" or better in all previous Respiratory Therapy courses, and concurrent enrollment in Respiratory Therapy 271 and 265. This course will provide clinical experience in pulmonary rehabilitation, pediatric and neonatal respiratory care, and intensive care. Students will be assigned to affiliated hospitals. (16 Lab.)

(RES) 265 Pulmonary Rehabilitation (5)

Prerequisites: Minimum grade of "C" or better in all previous Respiratory Therapy courses, or the demonstrated competence approved by the Program Coordinator. This course focuses on the rehabilitation of a patient with pulmonary disease. Breathing retraining, exercise programs, and behavior modification are discussed. Laboratory fee. (4 Lec., 3 Lab.)

(RES) 270 VENTILATOR PATIENT MANAGEMENT (2)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. The need for mechanical ventilation, complications which may incur, and basic weaning procedures are discussed. This course correlates different disease states with alternative methods of ventilator management.

(RES) 271 Pediatric Respiratory Therapy (2)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides an in-depth study of fetal lung development and the cardiopulmonary disorders associated with neonates and pediatric patients. (2 Lec.)

SOCIAL SCIENCE

(SS) 131 American Civilization (3)

Theories and institutions of modern society are introduced. Psychological, historical, socioculture, political, and economic factors are considered. The nature of the human being and the relationships of the individual are examined. Emphasis is on the national, state, and local experiences which affect daily life. (3 Lec.)

(SS) 132 American Civilization (3)

Prerequisite: Social Science 131. Topical Studies are made of the theories and institutions of modern society. Psychological, historical, sociocultural, political, and economic factors are all considered. Emphasis is on analyzing and applying theory to life experiences. (3 Lec.)

SOCIOLOGY

(SOC) 101 Introduction To Sociology (3)

This course is a study of the nature of society and the foundations of group life. Topics include institutions, social change, processes, and problems. (3 Lec.)

(SOC) 102 Social Problems (3)

This course is a study of social problems which typically include: crime, poverty, minorities, deviancy, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)

(SOC) 103 Human Sexuality (3)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(SOC) 203 Marriage And Family (3)

Prerequisite: Sociology 101 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included. (3 Lec.)

(SOC) 204 American Minorities (3)

Prerequisite: Sociology 101 or 6 hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

(SOC) 205 Introduction To Social Research (3)

Prerequisite: Sociology 101, Developmental Mathematics 091, or the equivalent. Principles and procedures in social research are presented. Topics include sources of data, techniques of collection, analysis, and statistical description. (3 Lec.)

(SOC) 206 Introduction To Social Work (3)

The development of the field of social work is studied. Topics include the techniques of social work and the requirements for training in social work. (3 Lec.)

(SOC) 207 Social Psychology (3)

Students may register for either Psychology 207 or Sociology 207 but may receive credit for one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(SOC) 209 Selected Topics (3)

Prerequisite: Sociology 101 or demonstrated competence approved by the instructor. This is an elective course designed to deal with specific topics in sociology. Examples of topics might be: "urban sociology," "women in society," or "living with divorce." As the topics change, this course may be repeated once for credit. (3 Lec.)

(SOC) 210 Field Studies In American Minorities (3)

Prerequisite: Sociology 101 or Sociology 204. Experience is provided in Indian, Black, and Mexican-American community centers. Work is under professional supervision in a task-oriented setting. (3 Lec.)

(SOC) 231 Urban Social Problems (3)

The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (3 Lec.)

SPANISH

(SPA) 101 Beginning Spanish (4)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(SPA) 102 Beginning Spanish (4)

Prerequisite: Spanish 101 or the equivalent. This course is a continuation of Spanish 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(SPA) 201 Intermediate Spanish (3)

Prerequisite: Spanish 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(SPA) 202 Intermediate Spanish (3)

Prerequisite: Spanish 201 or the equivalent. This course is a continuation of Spanish 201. Contemporary literature and composition are studied. (3 Lec.)

(SPA) 203 Introduction To Spanish Literature (3)

Prerequisite: Spanish 202 or the equivalent or demonstrated competence approved by the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(SPA) 204 Introduction To Spanish Literature (3)

Prerequisite: Spanish 202 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 203. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

SPEECH

(SPE) 100 Speech Laboratory (1)

This course focuses on preparing speeches, reading dialogue from literature, and debating propositions. Presentations are made throughout the community. This course may be repeated for credit each semester. (3 Lab.)

(SPE) 105 Fundamentals Of Public Speaking (3)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, and outlining. Emphasis is on giving well prepared speeches. (3 Lec.)

(SPE) 109 Voice And Articulation (3)

Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)

(SPE) 110 Forensic Workshop (1)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)

(SPE) 201 Forensic Workshop (1)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)

(SPE) 205 Discussion And Debate (3)

Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking. (3 Lec.)

(SPE) 206 Oral Interpretation (3)

Techniques of analyzing various types of literature are examined. Practice is provided in preparing and presenting

selections orally. Emphasis is on individual improvement. (3 Lec.)

(SPE) 208 Group Interpretation (3)

Prerequisite: Speech 105 and 206. Various types of literature are studied for group presentation. Emphasis is on selecting, cutting and arranging prose and poetry, and applying reader's theatre techniques to the group performance of the literature. Although not an acting class, practical experience in sharing selections from fiction and non-fiction with audiences will be offered. (3 Lec.)

SURGICAL TECHNOLOGY

(SGT) 140 Medical Terminology (2)

The origin and structure of medical terms are studied. Emphasis is on building a medical vocabulary. (2 Lec.)

(SGT) 141 Operating Room Techniques (8)

Prerequisites: Admission to the Surgical Technology Program, credit or concurrent enrollment in Biology 120 and 121, or Biology 123. This course is an introduction to the operating room. The basic principles of asepsis, sterilization, preparation care of surgical supplies and equipment and ethical-legal implications are studied. Also the basic care and safety of the patient in the operating room is presented. Laboratory fee. (6 Lec., 10 Lab.)

(SGT) 152 Operating Room Procedures (8)

Prerequisites: A grade of "C" in Surgical Technology 140 and 141, credit or concurrent enrollment in Biology 120 and 121, or Biology 123. In this course the student expands the basic principles from Surgical Technology 141 to include specific patient preparation, medication, instrumentation, and complications related to selected surgical procedures. Laboratory fee. (4 Lec., 20 Lab.)

(SGT) 153 Clinical Procedures (7)

Prerequisites: A grade of "C" in Surgical Technology 140, 141, and 152 and successful completion of curriculum requirements. This course provides the practical clinical experience in the operating room. An effective level of practice and knowledge must be demonstrated by the student in selected surgical procedures. (35 Lab.)

(SGT) 154 Seminar (2)

Prerequisites: A grade of "C" in Surgical Technology 140, 141, and 152 and successful completion of curriculum requirements. This course is a study of special problems which correlate with the individual needs of students during clinical practice. Continuing education is discussed in this seminar. (2 Lec.)

(SGT) 155 Operating Room Pharmacology (2)

This course is designed to introduce students to the principles and practices of pharmacology as applied in the operating room. Topics include weights and measures, dosages and solutions, common routes of administration, and drug classifications. Precautions and safe practices when handling drugs specific to the operating room will also be discussed. (2 Lec.)

(SGT) 160 Operating Room Procedures For Registered Nurses (8)

Prerequisites: A grade of "C" in Surgical Technology 140 and 141 and current licensure by the Texas State Board of Nurse Examiners. In this course the student expands the principles presented in Surgical Technology 141. Included are specific patient preparation, roles, and legal and ethical responsibilities of operating room nursing. Roles of the registered nurse in pre-operative and post-operative visitation and in complications of surgery are presented. (4 Lec., 20 Lab.)

THEATRE

(THE) 100 Rehearsal And Performance (1)

Prerequisite: To enroll in this course, a student must be accepted as a member of the cast or crew of a major production. Participation in the class will include the rehearsal and performance of the current theatrical presentation of the division. This course may be repeated for credit. (4 Lab.)

(THE) 101 Introduction To The Theatre (3)

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(THE) 102 Contemporary Theatre (3)

This course is a study of the modern theatre and cinema as art forms. The historical background and traditions of each form are included. Emphasis is on understanding the social, cultural, and aesthetic significance of each form. A number of modern plays are read, and selected films are viewed. (3 Lec.)

(THE) 103 Stagecraft I (3)

The technical aspects of play production are studied. Topics include set design and construction, stage lighting, makeup, costuming, and related areas. (2 Lec., 3 Lab.)

(THE) 104 Stagecraft II (3)

Prerequisite: Theatre 103 or demonstrated competence approved by the instructor. This course is a continuation of theatre 103. Emphasis is on individual projects in set and lighting design and construction. The technical aspects of play production are explored further. (2 Lec., 3 Lab.)

(THE) 105 Make-Up For The Stage (3)

The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)

(THE) 106 Acting I (3)

The theory of acting and various exercises are presented. Body control, voice, pantomime, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied for stage presentation. (2 Lec., 3 Lab.)

(THE) 107 Acting II (3)

Prerequisite: Theatre 106 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 106. Emphasis is on complex characterization, ensemble acting, stylized acting, and acting in period plays. (2 Lec., 3 Lab.)

(THE) 108 Movement For The Stage (3)

Movement is studied as both a pure form and as a part of the theatre arts. It is also presented as a technique to control balance, rhythm, strength, and flexibility. Movement in all the theatrical forms and in the development of characterization is explored. This course may be repeated for credit. (2 Lec., 3 Lab.)

(THE) 109 Voice And Articulation (3)

Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)

(THE) 110 History Of Theatre I (3)

Theatre is surveyed from its beginning through the 16th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

(THE) 111 History Of Theatre II (3)

Theatre is surveyed from the 17th century through the 20th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

(THE) 112 Beginning Dance Technique In Theatre (3)

Basic movements of the dance are explored. Emphasis is on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movements. Body balance, manipulation of trunk and limbs, and the rhythmic flow of physical energy are developed. (2 Lec., 3 Lab.)

(THE) 113 Intermediate Dance (3)

Prerequisite: Theatre 112 or demonstrated competence approved by the instructor. Various aspects of dance are surveyed. Topics include the role of dance in total theatre, the evolution of dance styles, and the jazz style. Emphasis is on the flow of movement, body placement, dynamic intensity, level, focus, and direction. (2 Lec., 3 Lab.)

(THE) 115 Mime (2)

Prerequisite: Theatre 108. Mime is studied. Both the expressive significance and techniques of mime are included. (1 Lec., 2 Lab.)

(THE) 199 Demonstration Lab (1)

This course provides practice before a live audience of theory learned in theatre classes. Scenes studied in various drama classes are used to show contrast and different perspectives. This course may be repeated for credit. (1 Lab.)

(THE) 201 Television Production I (3)

Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and videotape recording. (2 Lec., 3 Lab.)

(THE) 202 Television Production II (3)

Prerequisite: Theatre 201. This course is a continuation of Theatre 201. Emphasis is on the concept and technique of production in practical situations. (2 Lec., 3 Lab.)

(THE) 203 Broadcasting Communications I (3)

The nature and practice of broadcasting are covered. Basic techniques of radio and television studio operations are

introduced. (3 Lec., 2 Lab.)

(THE) 204 Broadcasting Communications II (3)

This course is a continuation of Theatre 203. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec., 2 Lab.)

(THE) 205 Scene Study I (3)

Prerequisite: Theatre 106 and 107. This is a continuation of Theatre 107. Emphasis is on developing dramatic action through detailed study of the script. Students deal with stylistic problems presented by the staging of period plays and the development of realism. Rehearsals are used to prepare for scene work. (2 Lec., 3 Lab.)

(THE) 207 Scene Study II (3)

Prerequisite: Theatre 205. This course is a continuation of Theatre 205. Emphasis is on individual needs of the performer. Rehearsals are used to prepare for scene work. (2 Lec., 3 Lab.)

(THE) 208 Introduction To Technical Drawing (3)

Basic techniques of drafting are studied. Isometrics, orthographic projections, and other standard procedures are included. The emphasis is on theatrical drafting, including groundplans, vertical sections, construction elevations, and spider perspective. (2 Lec., 3 Lab.)

(THE) 209 Lighting Design (3)

Prerequisite: Theatre 103 and 104. The design and techniques of lighting are covered. Practical experience in departmental productions is required for one semester. (2 Lec., 3 Lab.)

(THE) 235 Costume History (3)

Fashion costume and social customs are examined. The Egyptian, Greek, Roman, Gothic, Elizabethan, Victorian, and Modern periods are included. (3 Lec.)

VOCATIONAL NURSING

(VN) 144 Health Maintenance Through The Life Cycle (3)

Prerequisite: Admission to the Vocational Nursing Program. This course presents the concepts necessary for general health maintenance including normal growth and development; geriatrics, normal nutrition for all ages; mental health principles; and the prevention and control of disease. (3 Lec.)

(VN) 145 Nursing Process I (3)

Prerequisite: Admission to the Vocational Nursing Program. Nursing process provides the basic concepts that serve as the foundation for other nursing courses. It includes an introduction to the health care delivery system, nursing as a profession, the nursing process, and communication techniques. The course focuses on meeting the basic physical and psychological needs of patients. A Calculation-Conversion Proficiency Test is a required component of the course. (3 Lec.)

(VN) 150 Clinical II (8)

Prerequisite: Completion of Vocational Nursing 147, 148 with a grade of "C" or better. Must be concurrently enrolled

in Vocational Nursing 155. This course provides the opportunity for students to use the nursing process and clinical skills to meet the needs of patients experiencing medical, surgical or emotional problems. Supervised practice in the administration of medications is included. (28 Lab.)

(VN) 152 Nursing Practice (6)

Prerequisite: Admission to the Vocational Nursing Program. This course emphasizes the scientific principles and nursing competency in nursing skills in simulated laboratory situations that prepare the student to meet the basic needs of patients in clinical situations. Selected clinical experiences enable the student to assess, plan, implement, and evaluate nursing care. Laboratory fee. (24 Lab.)

(VN) 153 Maternal Child Health (8)

Prerequisite: Completion of Vocational Nursing 144, 145, 152 and all support courses with grade of "C" or better. This course focuses on the theory, principles and nursing skills related to meeting the basic needs of maternity, newborn, and pediatric patients. Laboratory fee. (7 Lec., 3 Lab.)

(VN) 154 Maternal Child Health Clinical (7)

Prerequisites: Completion of Vocational Nursing 144, 145, 152 and all support courses with grade of "C" or better. Must be concurrently enrolled in Vocational Nursing 153. This course provides clinical experiences focusing on normal prenatal, labor and delivery, post partum, and newborn nursing care situations. Students also have the opportunity to apply the nursing process to the care of pediatric patients with acute or chronic problems. Laboratory fee. (28 Lab.)

(VN) 155 Nursing Process II (10)

Prerequisites: Completion of Vocational Nursing 153, 154 with grade of "C" or better. This course focuses on the nursing care of patients with various medical, surgical or emotional problems. Drug and diet therapy and clinical skills used in caring for acutely or chronically ill patients are included. Laboratory fee. (8 Lec., 4 Lab.)



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