Mountain View College
4849 W. Illinois Ave.
Dallas, Texas 75211

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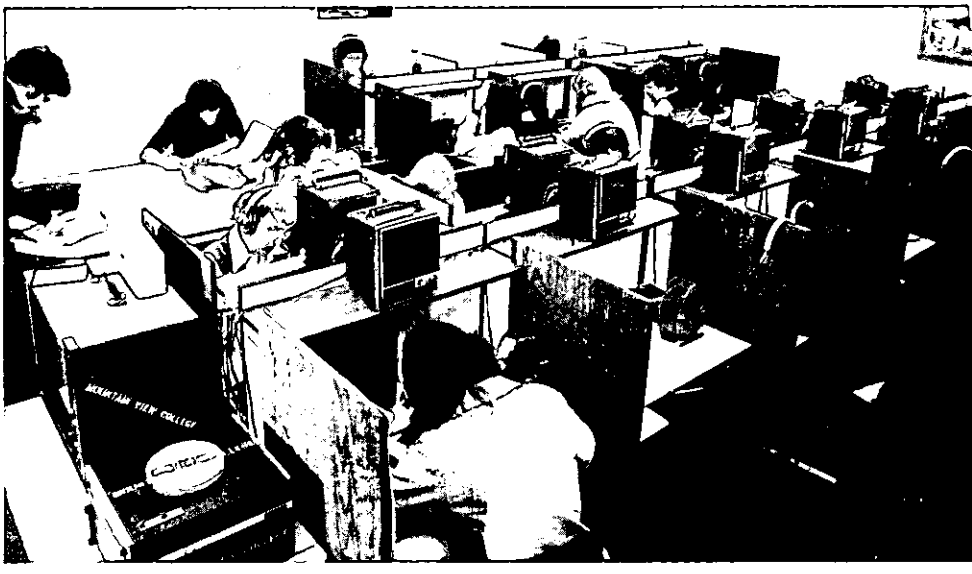
MOUNTAIN VIEW COLLEGE


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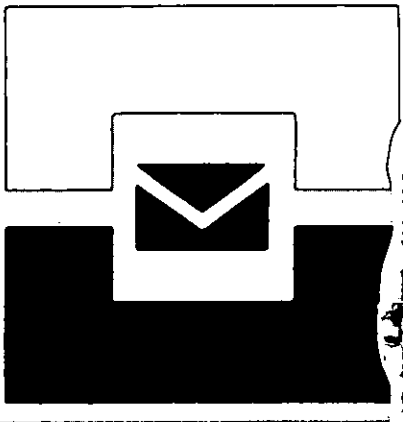

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Mountain View College
1977-78

TABLE OF CONTENTS

The College 7
Admissions and Registration 11
Academic Information 17
Student Services 25
Curriculum 33
Career Programs 83
Student Codes and Expectations 115
Faculty and Staff 125
Index 134

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Cover design by Horace Herron.

This catalog contains policies, regulations and procedures which were in effect as the publication went to press. The college reserves the right to make administrative changes regarding any items published in the catalog.

Academic Calendar, 1977-78

Fall Semester, 1977

August 22	Faculty reports
August 23-25	Registration
August 26	Faculty Professional Development
August 27	Saturday classes begin
August 29	Classes begin, 7 a.m.
September 2	Last day for tuition refund, 4 p.m.
September 5	Labor Day holiday
November 11-12	Veteran's Day holiday
November 23	Thanksgiving Day holiday begins, 10:30 p.m.
November 28	Classes resume, 7 a.m.
December 9	Last day to withdraw with grade of "W," 4 p.m.
December 17	Final examinations for Saturday classes
December 19	Last day of classes
December 20-23	Final examinations
December 23	Semester closes, 4 p.m.

Spring Semester, 1978

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

Summer Session, 1978

First Session

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

Second Session

July 10	Registration
July 12	Classes begin, 7 a.m.
July 13	Last day for tuition refund, 8:30 p.m.
August 8	Last day to withdraw with grade of "W," 8:30 p.m.
August 15	Final examinations
August 15	Semester closes, 8:30 p.m.

1977

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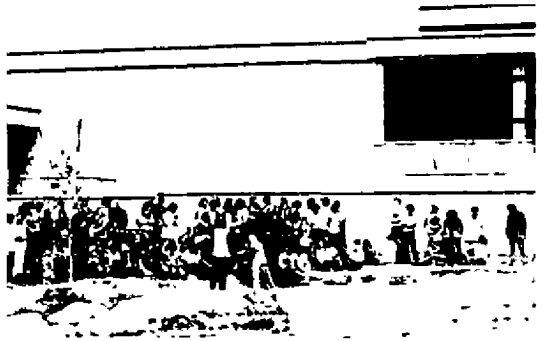
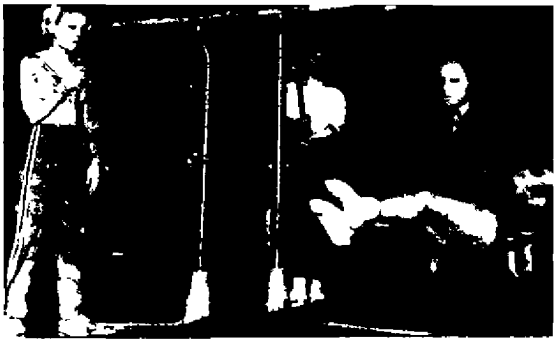
1978






THE COLLEGE

Mountain View College, the second in the six-college Dallas County Community College District, opened in the fall of 1970. Located in the Oak Cliff section of Dallas, Mountain View College serves the southwestern portion of Dallas County, including South Dallas, Oak Cliff, Grand Prairie, Duncanville, DeSoto and Cedar Hill.

Mountain View College has grown from its first semester with 2000 day and evening credit students and 328 enrollments in community service to more than 6500 credit students in the fall of 1976 and an additional 3800 registrations in community service.

Mountain View College is dedicated to enhancing the worth and dignity of every individual who interacts with the college. Dedication to individualizing instruction, recognizing individual differences and capabilities, and providing counseling and guidance service to every student are the primary objectives of the faculty and administrators. This college has established and intends to maintain an instructional faculty who are managers of class activities rather than disseminators of facts. The college adheres to the concept that teaching is a process of involvement and direction.

Mountain View College, then, commits itself to an ever-changing society and dedicates its fullest efforts to providing a stimulating, practical, varying curriculum and environment for every person within its reach.

Accreditation and Professional Memberships

Mountain View College was granted full accreditation by the Southern Association of Colleges and Schools in December, 1972. Reaffirmation of accreditation, a periodic process for all members of SACS, was granted Mountain View College in December of 1976. An institution's accreditation indicates that credits earned will transfer to all other accredited institutions in the United States. To facilitate the transfer of credits, Mountain View College coordinates its academic curriculum with senior colleges and universities.

Mountain View College has been recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency. The college is a member of the American Association of Community and Junior Colleges and the League for Innovation in the Community College. Membership in the League for Innovation commits Mountain View College and the Dallas County Community College District to research, evaluation and cooperation with other community college districts in providing the best possible educational program and fullest utilization of its resources to serve the needs of the community.

DCCCD History and Philosophy

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

Each of the district's six colleges — Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland — is therefore committed to providing every person in Dallas County a quality educational experience, whether the person is a youth setting forth toward a degree in medicine, or an adult wanting to enrich his leisure hours with an interesting hobby.

There is a place for a student who wishes to spend a year or two preparing himself to enter a trade or profession, and a place for an employed person who wants to further his training in his occupational field.

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

There is, simply stated, a place for **everyone.**

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

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

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

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

— For the student seeking the first two years of work toward the goal of a bachelor's or higher degree, the colleges offer a wide range of courses which are transferable to senior colleges and universities.

— For the student wishing to enter an occupation at a level above the bottom rung of the ladder, the colleges offer one-year and two-year programs of credit courses covering specific technical/occupational fields.

— For the employed person wishing to improve his knowledge of his field or train for a move into a new occupational field . . . the colleges offer a broad range of credit and non-credit adult education courses.

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

Dallas County voters created the district in May of 1965 and approved a $41.5 million bond issue.

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

In September of 1972, the voters of

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

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








ADMISSIONS AND REGISTRATION

General Admission Policy

Mountain View College is an open-door comprehensive college dedicated to the task of developing individuals for productive citizenship in a democratic society. An open-door admission policy is maintained to insure that all persons who can profit from post-secondary education have the opportunity to enroll.

Application Information

Applications are accepted any time prior to registration. Since registration priorities are assigned according to the date an applicant fulfills all admission requirements, applicants should submit applications at least three weeks before registration to insure adequate counseling and schedule planning.

All applicants are limited in their selection of classes to those available when they register.

Student Diversity

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

Admission Requirements

1. Beginning Freshmen:
   Students enrolling in college for the first time may apply if they are:
   a. A graduate of an accredited high school.
   b. A graduate, at least eighteen years of age, of an unaccredited high school.
   c. A non-high school graduate, at least eighteen years of age, whose high school class has graduated.
   d. A high school senior recommended by the high school principal. A limited number of high school seniors may be concurrently enrolled for special study, but not for more than six hours per semester, and providing the student is making normal progress toward high school graduation.
   e. A high school student below the grade of senior with approval of high school principal. These students must be interviewed by college officials to determine if they can profit from instruction. These students must understand that, if accepted for admission, they can be dropped immediately if any disciplinary problems arise.
2. Transfer Students
   a. College transfer applicants will be considered for admission on the basis of their previous college records. Academic standing for transfer applicants will be determined by the Office of Admissions based on the standards established by Mountain View College.
   b. Students on scholastic or disciplinary suspension from other institutions must petition via the Office of Admissions to the

Committee on Admission and Retention for special approval.

3. Former Students
   Former Dallas County Community College District students will be required to submit applications for readmission to any of the District colleges. A student will not be readmitted to any college within the District if he or she has any unsettled financial debts at any of the District colleges.
4. Non-Credit Students
   Students seeking enrollment for non-credit courses should contact the Community Service division for information.

Exceptions to these requirements will be referred to the Committee on Admission and Retention.

Admission Procedures

The following materials must be submitted to the Office of Admissions before a student's entrance file is considered complete:

- an application for admission
- an official transcript from the last school (high school or college) attended. Transcripts are required by Mountain View College's accrediting agency and are important for program advising in the Counseling Center. Students who are seeking certificates or associate degrees are required to submit transcripts of all previous COLLEGE work prior to the end of the first semester.
- written proof from a medical office of
  - —a negative tuberculin skin test or chest x-ray
  - —a polio immunization if the applicant is under 19 years of age
  - —a diphtheria/tetanus injection within the last ten years.

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

Advisement Procedures

When students receive their letter of acceptance, they will be invited to an advisement session. This session may be conducted individually or as a group with a counselor; however, new students are expected to attend a New Student Orientation for advisement. The session is designed to help students to make schedule choices for themselves based upon assessment in courses or programs at Mountain View College. The session requires one-half day and is designed to meet the needs of students who are enrolling in college for the first time.

A variety of diagnostic instruments may be used for assessment and placement in courses or programs; however, none are required for admission. These instruments are used as counseling tools for more reliable placement. For those students who wish to send their ACT scores for placement use, the ACT code for Mountain View College is 4089.

Developmental Studies are provided for those students who may require developmental assistance in reading, writing or math. Test data, transcripts of previous work and counseling assessment may be used to determine placement in this program.

Address Changes and Social Security Number

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

Concurrent Enrollment

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

in more than one college at the same time.

Transfer of Credits

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

Students who are admitted with a grade point deficiency will not be graduated from Mountain View College until this deficiency has been cleared.

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

International Students

Mountain View College is authorized under Federal Law to enroll non-immigrant alien students. However, under present conditions, foreign students are not admitted until all admission requirements are complete. A personal interview with the foreign student advisor and special permission from the President of the College are required before admission can be finalized. In addition to admission requirements for all other students, international students must demonstrate proficiency in English, provide evidence of financial stability and meet with the foreign student advisor for general counseling concerning his potential for profiting from the educational programs of Mountain View College.

Servicemen's Opportunity College

Mountain View College, along with the other colleges of the Dallas County Community College District and in cooperation with other community colleges in the United States, participates in the Servicemen's Opportunity College. This program enables the institution to plan with the serviceman an educational experience regardless of his mobility pattern. For further information, contact the Registrar's office.

Equal Educational Opportunity Policy*

Dallas County Community College District is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, or national origin. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract, or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, sex, or national origin. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health, and insurance services, and athletics. Dallas County Community College District also is committed to equal opportunities for the physically or mentally handicapped in compliance with federal regulations. It is the declared policy of the Dallas County Community College District to comply with all the requirements of Title IX of the Educational Amendments of 1972 and Title VI of the Civil Rights Act of 1964 as they now exist or hereafter are amended.

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

*Title IX

Tuition and Fees

Tuition is charged on a sliding scale according to the number of credit hours in which a student is enrolled and his place of legal residence. Tuition for credit courses will be charged according to the following schedule:

Dallas County Community College District

Tuition and Student Services

Fall, Spring Sessions, 1977-78

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

Dallas County Community College District

Tuition Schedule

Summer Sessions, 1978

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

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

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

Special Fees

Laboratory fee (per lab) —	$2.00 to $8.00 per semester
Music fees (private lessons)* —	$20.00 per half hour
(maximum charge for one course)	$35.00 per hour
Physical Education activity fee** —	$5.00 per semester
Bowling fee —	$10.00
Pilot Technology, flight fees —	Costs per flight and/or simulator hour vary with level of instruction. Students should contact the director of the Pilot Technology program for exact cost figures.
Credit by Examination	$20.00 per exam

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

**Cost for scuba courses will vary in accordance with the actual cost of equipment rental for each student.

Audit Fee

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

Additional Fees

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

Change of Schedule

Extreme care should be exercised in the registration process. A student should schedule only those courses for the days and hours he knowingly is able to attend. As a general policy, class changes are only authorized for students who have been incorrectly placed.

Any change action processed is not completed until it has been processed by the Registrar's Office. No change action will be accepted by the registrar after the first week of classes.

Refund Policy

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

1. No 100% refund is granted unless college error is involved.
2. An 80% refund of tuition and fees may be obtained through the date noted in the college calendar. Eighty percent refunds will be given through the first two class days of a six week summer session or Fastrak semester. Refunds for flexible entry courses will be considered through completion of the second day of class from the date of enrollment.
3. Credit by Examination: No refund will be given for advanced placement or CLEP exams.
4. A physician's statement must be submitted with petitions related to medical reasons for withdrawing from college.

5. Requests for refunds must be submitted before the end of a semester session for which the refund is requested.
6. A refund of less than $4.00 for tuition and/or fees will not be made.
7. Refund Petition forms are available in the office of Financial Aid and Dean of Student Services.

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

ACADEMIC INFORMATION

Degree Information

Mountain View College confers Associate in Arts and Sciences degrees and Associate in Applied Arts and Sciences degrees upon students who have completed all general and specific requirements for graduation.

Each degree candidate must earn the last 15 hours as a resident student in a District college or accrue 45 hours in residence. The degree will be granted by the college at which the student took the last 15 hours or where the majority of hours was accrued. No more than one-fourth of the work required for any degree may be taken by correspondence. Permission must be granted by the Registrar for correspondence work.

Associate in Arts and Sciences Degree

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

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

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

Laboratory Science (Music majors are exempt from this requirement. Check listings under subject field.) 8 hours

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

Humanities, to be selected from Theatre 101, Art 104, Music 104 or Humanities 101 3 hours

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

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

Courses numbered 99 and below cannot be counted toward the 60-hour minimum degree requirement.

The minimum degree requirement of 60 hours is exclusive of Music Recital 199.

Technical/occupational courses applicable toward the Associate in Applied Arts and Sciences degree are applicable to the Associate in Arts and Sciences degree.

Associate in Applied Arts and Sciences Degree and Certificate Career Programs

A minimum of 60 hours must be presented for the Associate in Applied Arts and Sciences Degree with an average grade of at least "C" (2.0). For some programs, the semester hour total is more than 60. All of the prescribed requirements for the specific technical/

occupational program in which the student is enrolled must be completed.

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

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

The minimum degree requirement for the Associate in Applied Arts and Sciences degree is exclusive of Music Recital 199, Art 199 and Theatre 199.

Procedure for Filing Degree and Certificate Plans

1. The student should request a degree plan from the Admissions Office upon completion of 30 semester hours. Transcripts of all previous college work must be on file at the time of the request for a degree plan.
2. A student following a 1-year certificate program should request an official plan during his first semester.

Candidates for any degree or certificate must meet the requirements as set forth in the catalog for the year of first enrollment unless he elects to graduate under the requirements of a later catalog. The candidate must indicate the catalog of his choice when he files his degree plan.

To qualify for a second degree or certificate a student must fulfill the residence requirement for the second degree and must complete all required courses in the plan for the second degree or certificate.

Graduation

An annual graduation ceremony is held at the conclusion of the spring semester.

1. Students who have degree plans filed in the Registrar's Office and who anticipate completion of the degree requirements by the end of the summer session are eligible to participate in the spring ceremony.
2. Applications for graduation must be made in the Registrar's Office prior to the deadline announced by the Registrar.
3. A graduate is expected to participate in the ceremony.

Recommended Academic Load

No student will be permitted to carry more than 18 semester units of course work or more than 5 classes plus physical education without permission of the Director of Counseling. Employed students are advised to limit their academic loads in accordance with the following recommendation: If a student carries a full college load (12 semester units or more), he should not work more than 20 hours per week. If he must work more hours, his credit unit load in college should be reduced proportionately.

The recommended load limit for day or evening students who are employed full time is 6 semester units of credit. A total of 14 semester units of credit is maximum that may be earned in any 12-week summer period.

Classification of Students

1. Freshman: A student who has completed fewer than 30 semester hours.
2. Sophomore: A student who has completed 30 or more semester hours.
3. Part-Time: A student carrying fewer than 12 semester hours work.

4. Full Time: A student carrying 12 or more semester hours of work.

Acceptable Scholastic Performance

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

Acceptable scholastic performance is the maintenance of a grade-point average of 2.0 (on a 4.0 scale) or better. A student may not be graduated from any degree or certificate program unless he has a cumulative grade-point average of 2.0 or better. Grade points and hours earned in Developmental Studies courses are computed when deriving a student's scholastic standing; however, they are not computed for graduation requirements.

Scholastic Standards

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

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

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

Incomplete grades are given when an unforeseen emergency prevents a student from completing the work in a course. Division Chairmen must approve all "I" grades. Incomplete grades must be converted to performance grades within 90 days after the first day of classes in the subsequent regular semester.

Repetition of Courses

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

Scholastic Probation and Scholastic Suspension

The policies on scholastic probation and scholastic suspension apply to full time students (12 semester units or more) and to part-time students when they have completed a total of 12 semester units. These policies are based on a 4.0 grade point scale (see "Scholastic Standards").

The following criteria will be used to determine academic standing:

1. Students who have completed a total of 12 semester units in a college will be placed on probation if they fail to maintain a 2.0 cumulative grade-point average.
2. Students who have been placed on scholastic probation may be removed from probation when they earn a 2.0 cumulative grade-point average.
3. Students on scholastic probation who achieve either a cumulative grade-point average of 1.5 or above or a previous semester grade-point average of 2.0 or above may continue on scholastic probation.
4. Students on probation who do not

meet the requirements of paragraph 3 will be placed on scholastic suspension.

The periods of scholastic suspension are: 1) suspension for the first time — one regular semester and 2) subsequent suspension — two regular semesters.

Students previously enrolled in college who are placed on scholastic probation are expected to enroll in a Human Development course. Under special circumstances a counselor may waive this course for probationary students.

Students who have been suspended must file a petition for readmission. The conditions for readmission are established and administered by the Dean of Student Services.

Waiving of Scholastic Deficiency

Any student pursuing an academic transfer program who wishes to transfer to a career program may have his earned credits evaluated for the possibility of disregarding any grades of his choice below "C" as long as the student follows the career program. The logic of this procedure is that many students do poorly while pursuing a course of studies for which they are not suited but make rapid improvement when faced with tasks more suited to their interests and aptitudes. This procedure is contingent upon the student remaining in a career program. A change to an academic transfer program places the student under the original conditions of the academic transfer program including the calculation of a cumulative grade-point average of all college credits earned. This procedure will apply both to Mountain View College students and to students transferring from other institutions. The student who wishes to avail himself of this opportunity should state his intentions in writing to the Director of Admissions prior to registration and should assume the responsibility of informing his counselor during the pre-registration advisement session.

Honors

A full time student who has completed at least 12 hours of credit and who earns a grade-point average of 3.00-3.49 will be listed on the college Honor Roll. Full time students who complete at least 12 hours of credit and who average 3.50-4.00 will be placed on the Deans's Honor List. A part-time student who is taking 6-11 credit hours and who maintains a 3.5 or higher grade-point average will receive Academic Recognition. The Honor Roll, the Dean's Honor List and the Academic Recognition List will be published each semester.

Class Attendance

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

Instructors are responsible for appropriate notification of attendance policy and procedures to all students enrolled in their classes. In cases where lack of class attendance is jeopardizing a student's grade, it is the responsibility of the instructor to apprise the student of this fact. Such notice shall be given by the issuance of a letter. If the student continues to miss the class, after a notice has been mailed, the instructor will drop the student from the class.

As a general rule, the administrator in charge of student services shall receive a preliminary notice in cases where absences have become so excessive as to endanger the student's class standing. However, the primary responsibility for handling such cases rests with the instructor.

Students dropped for excessive absences prior to the last two weeks of the

semester will receive a grade of "W" in the class from which they are dropped. If a student does not attend a class for the first 12 days of a long semester, or the 4th class day of a summer session, he/she will automatically be withdrawn by the Registrar.

Classroom Dishonesty

Dishonest work on tests, term papers and examinations is a serious offense. Plagiarism (the act of using source material of other persons without following the accepted techniques of crediting) is never acceptable behavior in an academic community.

Dropping a Course or Withdrawing from College

To drop a class or withdraw from college, a student must obtain a drop or withdrawal form from his counselor and follow the procedure outlined by the counselor.

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

Students who drop a class or withdraw from college before the deadline will receive a "W" in each class from which they have withdrawn. The deadline for receiving a "W" is indicated on the academic calendar. After that time a student will receive a performance grade in the course.

Auditing a Course

Any person 18 years of age or older may, with the consent of the instructor, enroll in the status of audit. This student may attend classes but not take the examinations or receive credit for the course. The same fee is charged for auditing as for credit.

Procedures for auditing a course will be administered by the Registrar. No audits will be approved prior to the first day of the second week of classes in any semester. Most lab courses may not be audited. In the case of a student enrolled for credit in other courses, the combined number of semester units in credit courses and audit shall not exceed eighteen.

Grade Reports

At the end of each semester, grade reports are issued to each student.

Transcripts will be withheld if the student does not have all required student information on file in the Registrar's Office or if any financial obligations to the College have not been paid.

Transcripts of Credit from Mountain View College

The Registrar's Office will send the student's transcript upon request to the individual student or to any college or agency named. However, a student's official transcript may be withheld until he has settled all financial obligations to the college. The first transcript requested will be supplied free of charge; there will be a one dollar charge for each additional transcript requested.

Credit by Examination

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

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

program must be earned in residency and may not be earned through credit by examination. Credit by examination may be attempted only one time in any given course and a grade of "C" or better on the examination is required in order to receive credit.

Only currently enrolled students will have the semester hours earned through examination become part of their permanent record. Requests for examinations should be made to the appropriate division office which will provide the necessary petition forms and advise the student of the procedure.

A student, whether part-time or full time, will pay an examination fee of $20.00 per course examination. This fee must be paid prior to taking the examination and is non-refundable.

Though great effort has been made to interrelate our credit by examination program with transferring four-year institutions, final acceptance of credit by examination achieved for specific degree purposes is determined by that institution. A student can use no more than three (3) credit hours earned by credit by examination for the degree requirements in History, and no more than three (3) credit hours for the degree requirements in Government. For further information concerning graduation requirements, consult the Degree Information section in this catalog.

Telecourses

Mountain View College offers a variety of college credit courses via television. The schedule of telecourses, which varies each semester, may include courses in anthropology, astronomy, business, earth science, ecology, biology, English, economics, government, history, humanities and psychology. Content and credit for these courses is the same as for similar courses taken on campus. Telecourses include the viewing of television programs on KERA/Channel 13 each week, plus reading, study guide and writing assignments. Students come to the Mountain View College campus for an orientation session at the beginning of each semester, for one to four discussion meetings, for three or four tests, and for laboratory sessions as appropriate for lab science courses during the semester. These visits to the campus are normally scheduled so that they may be attended at a time convenient to the student.

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

Evening and Weekend College

In a dynamic, growing community such as that in which Mountain View College is located, people are involved. Their involvement often creates a need for gaining and developing knowledge and skills. Because of their involvement it is often impossible for them to attend college during daytime hours. The evening and weekend program was created to meet the needs of students who work or have other obligations during the day. The evening and weekend program offers these students the same broad spectrum of educational programs that is available to full-time day students.

It may be that the student desires to renew old skills or to acquire new ones. In the evening and weekend program there are courses to aid in building occupational, avocational, aesthetic, economic, civic, social and domestic skills. There are courses from all disciplines, both credit and non-credit. College transfer and career programs of two years or less are available. The direction a student takes will be determined by his personal goals. As a comprehensive community college Moun-

tain View offers the student the option of electing the program best suited for him and of changing the direction of his studies if his goals change. In this manner students, with the help of qualified counselors, can draw a personalized blueprint for themselves in higher education. The course load which is attempted should be realistically determined by the amount of time available for doing quality work.

The evening and weekend program offers high quality instruction, excellence of facilities, and a variety of student services as provided in the areas of counseling, health, bookstore, food, and recreation. Instructors in the evening and weekend program are selected from Mountain View's full time staff and from among outstanding Dallas area educators and other professional specialists who are interested in teaching.

To enroll in the evening and weekend program at Mountain View College, call or write the Director of Admissions for an application for admission.

The Community Service Division

The Community Service Division provides opportunities for continuing education, cultural and community enrichment, personal entertainment and recreation. Individuals may explore new fields of study, increase proficiency in a profession, develop potential or enrich their life style through participation in the division's activities.

The program consists of courses, seminars, lectures, institutes, workshops, demonstrations and performances designed to fulfill community needs and requests. These activities are frequently referred to as continuing education, adult education, or noncredit courses, and they do not carry the traditional academic college credit designation.

No entrance requirements or previous educational experience is needed. Admission is on a first-come/first-served basis, and registration consists of filling out a form and paying the fee. Continuing Education Unit (CEU) transcripts of Community Service courses successfully completed are available.

The Community Service Division offers programs for all interests and ages through the year in a variety of locations and times under the following areas:

Career and Skills Training
Citizen Involvement
Consumer Education
Personal and Cultural Development
Children and Youth Activities
Special Interest

Community Service instructors are persons from the community who possess high standards of professional preparation and experience in their career fields. They have an enthusiasm for working with people, a profound sensitivity to human needs, and a deep commitment to share their knowledge and experience with others.

Inquiries and suggestions are welcome at the Community Service Office, room E-112, or phone 746-4112.

Flexible Entry

Realizing that individuals do not make the decision to enroll in college only at four and one-half month intervals, the Dallas County Community College District has committed its staff to providing programs which may be entered at various times during a semester. In addition to the regular registration periods, registration for courses offered through Flexible Entry is held the first Monday, Tuesday, and Wednesday of each month during the academic year, with the exception of December and May. Registration is in the Registrar's Office and requires instructor's approval.

Students should check with the Registrar's Office each month to determine the sections which will be offered.

Cooperative Work Experience Education

Cooperative Work Experience Education offers career program students the opportunity to gain on-the-job work experience in their educational program. Students work at college-approved training stations on a job that provides experience in their chosen occupation. The college supervises the program and awards credit based on the number of approved hours worked on the job during the semester.

Library Obligations

Willful damage to library materials (or property) or actions disturbing to the other users of the Library may lead to revocation of library privileges. Cases involving such damage will be referred for further action by the appropriate authorities.

All books and other library materials must be returned before the end of each semester. No grades will be sent to students who have not returned all such materials or who have unpaid library fines. No transcripts of grades may be sent until the library record is cleared.

Family Educational Rights and Privacy Act of 1974

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

Directory information is defined as:

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

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

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

STUDENT SERVICES

Human Development Center

The primary purpose of the Mountain View College Human Development Center is to provide maximum opportunities for educational, personal, social, cultural and career development of all students. Services included as needed are identification, evaluation, counseling, planning, participation in developmental programs, research in the Career Center, supplemental instructional assistance, tutoring and programs of student activities.

The diverse student population of Mountain View College brings needs that are both traditional and nontraditional. The programs and services of the Human Development Center are designed to furnish those support services necessary for each student to succeed to his potential.

The service components in the Human Development Center include

Counseling and Guidance
Developmental Studies
Health Services
Human Development Instruction
Learning Skills Center
Placement Services
Student Development and Programs
Testing and Evaluation Center
Tutoring Services

Functions of these service components are outlined on the following pages.

Counseling and Guidance: Students and prospective students are encouraged to consult with a staff of professional counselors who are available to help resolve questions of program and career choice, college transfer requirements, self-understanding and personal adjustment problems. Group and individual techniques are employed by the counselors to meet student needs. A partial list of materials and services available includes:

1. Orientation to college.
2. Educational planning of courses to meet degree and program requirements.
3. Registration information.
4. Referral for personality, vocational interest and aptitude tests.
5. Career information in the Career Center.
6. Catalogs from other colleges and universities.
7. Referral for students requiring therapy for psychological problems.
8. Information about general services offered in other divisions of the college.
9. Peer counseling program.

Developmental Studies Division: Developmental courses are offered for students whose levels of academic achievement are below entry level for college courses. Classes in reading, basic composition and mathematics

provide learning skills development to enhance the students' individual academic potential. Courses offered in the division are:

1. Developmental Communications
2. Developmental Mathematics DM090, DM091, DM093
3. Developmental Reading DR090, DR091
4. Developmental Writing DW090, DW091
5. Effective College Reading RD101
6. Speed Reading/Learning RD102

Health Services: The Health Center, located in E-01, is maintained to provide health counseling and education as well as emergency first aid care. The Health Center is open from 8:30 a.m. until 10:30 p.m. Monday through Thursday; from 8:30 a.m. until 5:00 p.m. on Friday; and 8:30 a.m. until 4:00 p.m. on Saturday.

No information on a student's health is ever released without written permission from the student. A major function of the Health Center is to refer students to appropriate outside sources for additional treatment when needed. Each student is responsible for his own transportation to referred sources.

Health education materials, often not available in the main library, are kept in the Health Center's small library.

Students with physical disabilities will find the Services for Handicapped Students in the Health Center. Among the services offered are note-taking, interpreting, mobility aid and tutoring.

All students are encouraged to complete the health history form as fully as possible so that the Health Center can best serve their needs.

The Health Center is staffed by registered nurses and a physician is on call at all times.

Human Development Instruction: The courses in Human Development are designed to explore the self and interpersonal relationships as well as to resolve the questions of meaningful education in an ever-changing society. These courses are taught in small group sessions by counselors and student advisors.

Courses in Human Development offer academic credit which is transferable to most four-year institutions.

Learning Skills Center: The Learning Skills Center (LSC) offers instruction in reading, writing, math and study skills to all interested students. Credit for a one-hour course, offered through flexible entry, is granted for completion of work in the LSC. Some of the topics which are available through the LSC include time management, improvement of reading speed and comprehension, organizing themes and essays, and using proper grammar and mechanics in writing, as well as math and computational skills. An instructor works with each student to decide upon goals and materials with which to accomplish them.

The Learning Skills Center is located in W-176. It is open from 8:00 a.m. to 9:00 p.m. weekdays and on Saturday mornings from 8:00 to 12:00 noon. For more information call 746-4236.

Placement Services: The Placement Office will assist students who need help finding off-campus employment. Job openings are listed on bulletin boards in W-154 and the Placement Officer 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 studies. All students should register with the Placement Office at least one full semester before graduation.

Student Development and Programs: The Student Development and Programs Office at Mountain View College develops programs that are an integral part of the college learning experience.

Through direct contact with the professionally trained staff, the student is encouraged to find new ways of expressing himself, to develop skills in relating to other people, and to formulate a new understanding of and respect for himself and his environment. Student-planned activities such as games, tournaments, on-campus speakers, dances, films, art shows, intramural sports, special-interest groups, clubs and organizations provide opportunities for a more complete experience for each individual student.

Testing and Evaluation Center: The Mountain View College Testing Center, located in W-136, functions as a service component to the Human Development Center and all instructional programs. The four primary functions of the Testing Center are to administer:

1. Psychological tests of personality, vocational interests and aptitudes.
2. Academic tests for college instructional programs. Many courses at Mountain View College are individualized and self-paced and permit students to be tested at various times.
3. Diagnostic tests which make appropriate class placement possible. These tests are very strongly recommended to insure student success at Mountain View College.
4. Tests for national programs, including ACT, GED, CLEP and TOEFL.

Tutoring Services: For students needing special assistance in course work, arrangements for tutoring services can be made through the Human Development Center in W-154. Tutors are arranged through Developmental Studies, the Learning Skills Center, the peer counseling program and outside sources. Students are encouraged to seek tutoring services when needed.

Library

The Mountain View College library is a resource center for learning and studying. The library's main purpose is to make learning pleasurable and rewarding for the student.

In addition to some 30,000 books, the Mountain View College library also has more than 400 current newspapers and periodicals, 2000 records and tapes and thousands of pamphlets and clippings on file.

All library materials and services are available to Mountain View College students.

Student Center

The Mountain View College Student Center occupies a major portion of the West complex. It contains conference rooms and recreational facilities, including a bowling alley, pool tables, foosball, table tennis and air hockey. The student may use these facilities as his leisure time and interests permit. Students are encouraged to become involved in the programming aspects of the Student Center by working with the staff of the Student Development and Programs Office.

Student Organizations

Information about participating in any organization may be obtained through the Student Development and Programs office located in W-045. Most recognized organizations at Mountain View College fall within one of the following classifications:

1. Co-Curricular Organizations — These co-curricular organizations are integral to the educational goals and purposes of the College. Certain procedures affecting student life are designated as the responsibility of such organizations.
2. Social Organizations — Such organizations exist for the purpose of providing fellowship, developing social relationships and promoting a sense of community

among students who wish to be involved in group social activities.

3. Service Organizations — Service organizations have as their primary function the pursuit of activities which will contribute to the development of career fields.
4. Professional Organizations — Pre-professional and academic organizations are available to students wishing to pursue interests which will contribute positively to the school and to the community.
5. Scholastic Honorary Organizations — Scholastic honorary organizations offer membership to students on the basis of academic excellence and performance.
6. Special Interest Organizations — Such groups are organized by students who are intent upon developing or broadening an interest in some particular aspect of their lives as human beings.

Financial Aid

The Financial Aid Program at Mountain View College is a multi-purpose financial assistance service for students. A major objective is to provide assistance to students who, without such aid, would be unable to attend college. Basic to this philosophy is the belief that the educational opportunities of able students should not be limited by their financial resources.

Requests for information should be directed to the Director of Financial Aid at Mountain View College. Students who anticipate the need for financial assistance for college are encouraged to complete an application at least two months prior to registration for the semester they wish to attend. Early application will enable the Financial Aid Office to prepare a realistic financial aid package.

Some of the grant, loan and scholarship programs available to students at Mountain View College are outlined in the following paragraphs.

Basic Educational Opportunity Grant (BEOG). Students that enroll for at least 6 credit hours are eligible to apply for this "entitlement grant." Applications are available in many federal offices, as well as in the Financial Aid Office, and are mailed directly by the student to a central processing place indicated in the instructions. The student receives a Student Eligibility Report which he brings to the Financial Aid Office for interpretation and determination of grant amount according to an objective table provided to them by the federal government for that purpose.

Supplemental Educational Opportunity Grant. This grant is authorized under the Higher Educational Act of 1965 and is designed to help students with exceptional financial need. To be eligible a student must prove such financial need and make satisfactory progress toward the completion of his educational goal. The amount of an SEOG award must be matched by another source, usually an amount earned by the student from a work-study job on campus. SEOG amounts vary from $200.00 to $800.00 per academic year depending on need, total number of applicants, and funds available. Students must apply each academic year to be reinstated.

Scholarships. Mountain View College offers a limited number of scholarships to students who exhibit scholastic ability and/or need. Individuals, private industries and groups make these scholarships available through the Office of Financial Aid.

Hinson-Hazlewood College Student Loan Program. The necessary requirements for this loan are:

1. Legal residence in Texas.
2. Enrolled or accepted for enrollment for at least a half-time course of study.
3. Established financial need.

The amount of loan for which a student may qualify depends upon the in-

come of his family. Married applicants are qualified by considering the income of both husband and wife.

Qualified students may receive up to $1,500 for the nine-month school session.

Repayment begins between 9 and 12 months after the student ceases to be enrolled for at least half the normal course load. Repayment may extend up to 10 years; however, a minimum payment of $30 a month is required. Interest rate is 6.25 per year (adjusted).

Short-Terms Loans. A student may borrow up to $100 at no interest if funds are available. This loan must be repaid within 90 days or before the end of the semester in which the money is borrowed.

Bureau of Indian Affairs. For information on educational benefits, an Indian student should contact the nearest BIA office.

Hazlewood Act. Certain veterans who have no remaining V.A. educational benefits can attend Texas state supported institutions with their tuition and fees waived if they were residents of Texas at the time they entered the services and are now residents of Texas. Contact the Financial Aid office for details.

Social Security Administration. Benefits under this program are available to students who meet the criteria set up by the Social Security Administration. The Office of Admissions and Records acts as liaison between Mountain View College students and the Social Security Administration.

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

Vocational Rehabilitation. The Texas Education Agency, through the Vocational Rehabilitation Division, offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. For further information, contact Vocational Rehabilitation, 4333 North Central Expressway, Dallas, Texas 75205.

Student Employment. The Financial Aid Office will assist any student desiring on-campus employment. Typically, this part-time employment is designed as a financial aid to assist students while they are in college through:

1. On-campus placement
2. Work-study programs

Efforts are made by the Office of Financial Aid for students to gain employment in clerical work, library work, laboratories, custodial work, selling, etc.

Revocation of Aid. The Financial Aid Office reserves the right to review and cancel awards at any time for the following reasons:

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 his family.
4. Any student in violation of any regulation governing the program from which he is receiving aid.

It is understood that the student is aware of the conditions under which aid is offered and agrees to meet all the necessary requirements.

Veterans Benefits

The Veteran's Benefits Programs for eligible students is coordinated by the Veterans Affairs Office located in E-110B. Veterans who are interested in obtaining information should call 746-4267, or come by E-110B.

Services of Veterans Affairs Office include counseling the veteran concerning benefits, V.A. Work Study Programs, financial problems, V.A. loans, career counseling and other areas re-

lated 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 eligibility. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. For assistance in obtaining tutoring benefits, contact the Veterans Affairs Office.

The veteran student who enrolls at Mountain View College should be aware of some of the V.A. guidelines which the college enforces. The following information is provided for the veteran's benefit, and violation of these will cause complications in receiving or loss of monthly benefits:

1. Class attendance is mandatory. Failure to attend class will result in suspension from class.
2. Veteran students who plan to enroll in developmental courses must be tested and show a need in basic skills before enrollment in these courses. Contact the Counseling Center, located near west entrance to college in room W-154, for more information on testing procedures.
3. A veteran enrolled in T.V. courses must be pursuing more on-campus credit hours than hours taken by T.V.
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 at Mountain View College. The transcript will be evaluated and credit granted where applicable.
5. Only enroll in courses required for your degree program. Information on degree requirements may be obtained from the Registrar's Office in E-110 or from Counseling in W-154 located in the Human Development Center.
6. A veteran who withdraws or who is dropped from all courses attempted during a semester will be 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 Veterans Administration has two representatives stationed at Mountain View College to assist the veteran in all phases of the V.A. benefits program. The V.A. representatives' office is also located in E-110 or call 746-4279. The Mountain View College veteran student should feel free to stop by the Veterans Affairs Office at any time for information or assistance. No appointment is necessary.

THE ABOVE LISTED V.A. REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE. STUDENTS SHOULD CONTACT THE COLLEGE VETERANS OFFICE, 746-4267, IN ORDER TO BE AWARE OF CURRENT REGULATIONS AND PROCEDURES.

Intercollegiate Athletics

Mountain View College offers qualified men and women students an opportunity for participation in intercollegiate athletics in basketball, baseball and tennis.

Participation is available on athletic teams for full time students, on a voluntary non-scholarship basis, who meet additional requirements established by the Metro Athletic Conference.

Intramurals

Intramurals is an important phase of student life at Mountain View College. Intramurals provides not only team sports activities, but offers other options such as dominoes, darts and checkers. Tournaments in pool, table tennis and bowling are other intramural sports available. Students interested in

intramurals should contact the Intramural Office in the Athletic Department, room E-20, or call 746-4140 or Student Development and Programs, room W-45, phone: 746-4187.

College Council System

The College Council System includes all segments of Mountain View College — students, faculty, classified staff and administrators. All have a vested interest in the school and are therefore entitled and urged to participate in the operation of the college and the activities sponsored by Student Development and Programs.

The College Council System allows the total college population to share in the decision-making process and is composed of the following elements: President's Forum, College Council and Ad Hoc committees.

Educational Opportunity Center

The Educational Opportunity Center is sponsored by the Dallas County Community College District and the Special Services Branch of the U.S. Office of Education. This project is designed to offer extensive counseling and information services primarily to persons from economically disadvantaged groups who may profit from further secondary or post-secondary education. This is done by the Mobile Counseling Center, satellite centers through the community and a computer terminal network. The staff will achieve its objectives through such activities as one-to-one counseling, disseminating educational information, acquiring financial aid for needy students, bringing the counseling service to the target communities, referring students to appropriate social help agencies, and assisting in the placement of individuals either in schools and/or on-the-job training programs. For further information, contact the EOC, Room 307, Main Bank Building, Main and Lamar or phone 746-2197 or 746-2258.

Housing

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

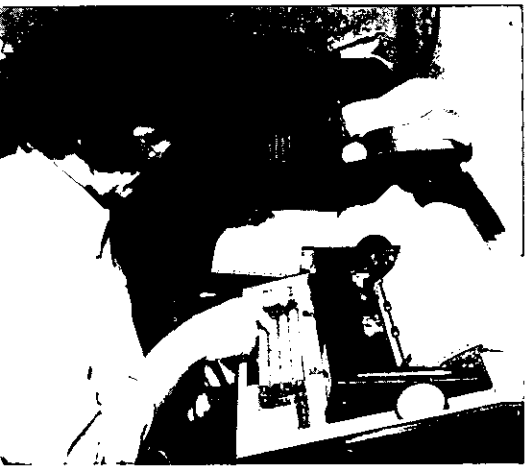
Standards of Conduct

The College student is considered a responsible adult. The student's enrollment indicates acceptance of those standards of conduct which appear in this catalog.

Security Division

The department of Campus Security is required by state law to "protect and police building and grounds of state institutions of higher learning." Since all of the general and criminal laws of the state are in full force and effect within the campus community, specially trained and educated personnel are commissioned to protect not only the physical property of the campus community but also to protect the person and the property of campus citizens. The Security Officers are responsible for enforcing rules, regulations, and Board policies of the college, including a Code of Conduct for students. The department seeks to operate a student-oriented program which encourages face-to-face contact between students and Security Officers to facilitate the open exchange of ideas and to develop a tolerance for individual points of view.

The Campus Security Office is located on the first floor of the West Complex (W-135). A Security Officer may be reached any time the campus is open for educational activities.



CURRICULUM

Divisions of the College

Business Division
Accounting
Bookkeeping
Computer Science
General Business
Mid-Management
Secretarial Careers

Communications Division
Communications
English
French
German
Journalism
Photography
Spanish
Speech

Developmental Studies Division
Developmental Communications
Developmental Mathematics
Developmental Reading
Developmental Writing
Advanced Reading
Learning Skills
Teacher Aide

Human Development Center
Human Development

Humanities Division
Art
Dance
Humanities
Music
Philosophy
Theatre

Mathematics and Technology Division
Aviation Administration
Avionics Technology
Electronics Technology
Machine Shop
Mathematics
Pilot Technology
Welding Technology

Physical Education Division
Physical Education Theory
Physical Education Activity

Science and Technology Division
Animal Medical Technology
Astronomy
Biology
Blueprint Reading
Chemistry
Drafting
Ecology
Engineering
Geology
Geography
Horology
Physics

Social and Behavioral Science Division
Anthropology
Economics
Government
History
Psychology
Religion
Social Science
Sociology

Animal Medical Technology 130
Introduction to Animal Medical Technology **4 Cr.**
3 Lec., 3 Lab.

An introduction to employment areas, ethical and professional requirements, terminology, basic animal handling and care associated with the field of animal medical technology. A survey of common breeds of domestic livestock, pets and research animals. Outline of sanitation and disease principles. Laboratories will provide experience and observation in restraint, behavior, grooming and basic animal nursing practices. Lab fee required.

Animal Medical Technology 135
Applied Biochemistry **5 Cr.**
4 Lec., 3 Lab.

A survey of animal cell structure and function emphasizing the relationship of carbohydrate, protein and lipid utilization employing physio-chemical laws involved in cellular homeostatic maintenance. Lab fee required.

Animal Medical Technology 136
Pharmacology for Technicians **3 Cr.**
3 Lec.

Prerequisite: AMT 135. A discussion and investigation of various chemicals and drugs used in veterinary practice, their measurement, common routes of administration, proper handling and storage. Principles of efficient ordering, dispensing and inventory control are covered. Requirements of narcotic, stimulant and depressant drug control are emphasized. Basic drug categories and their use in relation to disease treatment are outlined.

Animal Medical Technology 137
Comparative Mammalian Anatomy & Physiology I **4 Cr.**
3 Lec., 3 Lab.

Mammalian Structure is presented on a comparative basis by a histological and gross study of selected organ systems utilizing the dog, cat, monkey, pigeon and selected organs of the cow. Laboratory fee required.

Animal Medical Technology 230
Anesthetic and Surgical Assisting Techniques **4 Cr.**
3 Lec., 3 Lab.

Prerequisites: AMT 135 and 231. An introduction to commonly employed pre-anesthetic and general anesthetic agents, their methods of administration, patient monitoring while under the effects of these agents and handling of anesthetic emergencies. Principles and techniques of animal, personnel and instrument preparation for surgery, surgical assisting and post-operative care will also be emphasized. Laboratory periods involve individual practice in anesthetizing and monitoring animal patients, preparing for and assisting the D.V.M. during surgery. Laboratory fee required.

Animal Medical Technology 231
Comparative Mammalian Anatomy & Physiology II **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: AMT 137. A continuation of AMT 137. Laboratory fee required.

Animal Medical Technology 236
Principles and Practice of Radiography **3 Cr.**
2 Lec., 3 Lab.

Prerequisite: AMT 230. Lectures present the theory behind the production of x-rays, machine operation and maintenance, technique chart development, factors involved in producing diagnostic quality radiographs and radiation safety procedures and precautions. Laboratory sessions will focus on techniques and practice in proper positioning of the patient, calculation of correct KV and MAS settings for adequate radiographic exposure, manual processing of exposed radiographic film, film quality analysis and film storage and handling. Laboratory fee required.

Animal Medical Technology 241
Clinical Pathology Techniques & Practice I **5 Cr.**
3 Lec., 6 Lab.

Prerequisite: AMT 231 or concurrent enrollment. A beginning course in clinical laboratory methods including: Parasitological, microbiological and tissue sample collection, analysis, identification and reporting to the D.V.M. laboratory, emphasis on identification of common external and internal parasites, morphology, cultural and staining characteristics of pathogenic bacteria and preparation of routine microbiological culture media. Introduction to blood analysis, including preparation of blood smears, differential cell counts,

hemoglobin and packed cell volume determinations. Importance of understanding parasite life cycles and spread of disease by bacteria as well as host tissue changes occurring will be stressed. Laboratory fee required.

Animal Medical Technology 242
Exotic and Research Animal Care and Management **3 Cr.**
3 Lab., 2 Lec.

Prerequisites: AMT 130 and 231. A basic introduction to handling, restraint sexing and uses of the common research laboratory and exotic animal species. Investigation of methods of husbandry and management necessary to control or prevent diseases commonly occurring in each of the species considered. Techniques basic to rodent anesthesia and surgery will be presented and practiced. Basic purpose, concepts and theory of gnotobiotics and axenic techniques will be outlined and explained. The ethical differences in functional responsibilities occurring between animal medical technicians employed in research institutions as compared to employment in veterinary hospitals are emphasized. Laboratory fee required.

Animal Medical Technology 243
Clinical Pathology Techniques & Practice II **5 Cr.**
6 Lab., 3 Lec.

Prerequisite: AMT 241. A continuation in the study and practice of lab methods for blood analysis including: red and white cell counts, reticulocyte counts, clotting time, sedimentation rates, cross-matching, serology and various blood chemistry analyses. Practice in urine collection, chemical analysis, and urinary sediment and cellular identification. Emphasis will be placed on correlating sample data with changes in affected physiological parameters. Laboratory techniques learned earlier (AMT 241) will be reinforced through routine repetitive practice while mastering these new exercises, thus simulating clinical case studies. Laboratory fee required.

Animal Medical Technology 244
Large Animal Assisting Techniques **3 Cr.**
2 Lec., 4 Lab.

Designed to equip students with skills and knowledge needed to properly support and assist large animal practitioners. Theory and laboratory practice will emphasize principles and techniques in the following areas: basic large animal care and husbandry, restraint peculiar to the species, eliciting an accurate case history, assisting in conducting physical exams (T.P.R.), administration of drugs in D.V.M.'s prescription, surgical assisting, bleeding and fluid administration, mastitis control, foot and hoof care, reproductive management assisting and record keeping. Laboratory fee required.

Animal Medical Technology 245
Clinical Seminar **2 Cr.**
2 Lec.

A course designed to allow the student to receive on-the-job instruction from an authorized veterinarian concerning daily routine procedures.

Animal Medical Technology 249
Animal Hospital Nursing **4 Cr.**
3 Lec., 3 Lab.

Hospital nursing and mid-management responsibilities, under the direction of the D.V.M., require the animal medical technician to utilize his total resources. Therefore, this laboratory-based course is offered purposely in the last semester of the curriculum with intent of integrating and bringing into sharper focus all the skills, techniques and knowledge acquired in earlier courses. In addition, new material, concepts and methods will be presented and investigated in the areas of infectious and non-infectious disease, pet animal nursing, emergency first aid, intensive care techniques, dental problems and prophylaxis and client management and relations. Laboratory fee required.

Animal Medical Technology 250
Special Projects in AMT **2 Cr.**
3 Lab.

Individual study in some special interest area of the student's major field. The study is under the guidance of a specific faculty member who will act as advisor and performance evaluator. At the discretion of the student's advisor a technical paper may be required together with an oral presentation for student information and discussion. Professional staff members may be invited to any special project presentations to aid in discussion of the topic presented. It will be the responsibility of the faculty advisor to provide proper liaison and coordination with personnel in the Learning Resources Center if the student's special project in-

volves software production of specialized animal medical techniques.

Animal Medical Technology

702	**160 hrs./Semester**	**2 Cr.**
703	**240 hrs./Semester**	**3 Cr.**

(See Cooperative Work Experience)

Anthropology 100
Introduction to Anthropology **3 Cr.**
3 Lec.

A survey of 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.

Anthropology 101
Cultural Anthropology **3 Cr.**
3 Lec.

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

Art 103
Introduction to Art **1 Cr.**
3 Lab.

An introduction to materials and techniques of studio art for the non-major, involving basic design concepts and traditional media. Laboratory fee required.

Art 104
Art Appreciation **3 Cr.**
3 Lec.

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

Art 105
Survey of Art History **3 Cr.**
3 Lec.

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

Art 106
Survey of Art History **3 Cr.**
3 Lec.

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

Art 110
Design I **3 Cr.**
2 Lec., 4 Lab.

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

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

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

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

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

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

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

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

Prerequisites: Art 110, Art 111, or permission of instructor. The basic techniques of fabrication and casting of metals, with emphasis

on original design. Laboratory fee required.

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

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

Art 199
Art Seminar **1 Cr.**
1 Lec.

A one-hour weekly lecture and seminar where area artists, critics, and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements, as well as the specifics of being artists in our contemporary society.

Art 201
Drawing III **3 Cr.**
2 Lec., 4 Lab.

Prerequisites: Art 110, Art 111, Art 115, sophomore standing and/or permission of the Division Chairman. Analytic and expressive drawing of the human figure, stressing study of movement and volume. Laboratory fee required.

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

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

Art 203
Art History **3 Cr.**
3 Lec.

Prerequisites: Art 105 and Art 106. A chronological study of the development of the Art of Western man during the Renaissance periods. Emphasis on development of Renaissance Art in Northern and Southern Europe.

Art 204
Art History **3 Cr.**
3 Lec.

Prerequisites: Art 105 and Art 106. A chronological study of the development of the Art of Western man from late 19th century through today. Emphasis on development of Modern Art in Europe and America.

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

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

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

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

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

Prerequisites: Art 110, Art 111, Art 115 or permission of the instructor. An exploration of various sculptural approaches in a variety of media and using different techniques. Laboratory fee required.

Art 209
Sculpture II **3 Cr.**
2 Lec., 4 Lab.

Prerequisite: Art 208. A continuation of Sculpture I with emphasis on individual expression. Laboratory fee required.

Art 215
Ceramics I **3 Cr.**
2 Lec., 4 Lab.

Prerequisites: Art 110, Art 111, Art 115 or permission of instructor. Building of pottery forms by coil, slab and use of wheel; glazing and firing. Laboratory fee required.

Art 216
Ceramics II **3 Cr.**
2 Lec., 4 Lab.

Prerequisite: Art 215 or permission of instructor. A study of glaze technology and advanced problems in the creation of sculptural and utilitarian ceramic ware. Laboratory fee required.

Astronomy 101
Descriptive Astronomy **3 Cr.**
3 Lec.

A descriptive course consisting of a survey of the fundamentals of astronomy. Emphasis on the solar system including a study of the celestial sphere, the earth's motions, the moon, planets, asteroids, comets, meteors

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

Astronomy 102
General Astronomy **3 Cr.**
3 Lec.

A course emphasizing stellar astronomy which includes a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the milky way galaxy and external galaxies.

Aviation Administration 131
Introduction to Aviation **3 Cr.**
3 Lec.

General introductory course to the total aviation industry covering the history, development, and advances in aircraft from balloon flight to the supersonic transport (SST), economic impact on the business economy, and the sociological effect on people and communities both local and worldwide. Special emphasis on origin and growth of airlines and the aviation industry.

Aviation Administration 133
Air Transportation **3 Cr.**
3 Lec.

Prerequisite: Aviation Administration 131. A study of the need, nature and structure of the air transportation segment of the aviation industry relating to passengers and cargo, both domestic and international. Covers the levels and categories of utilization such as air carrier, air-taxi, commuter, business, and pleasure. Explores basic costs and revenue sources; describes present status, future limiting and growth factors, and legal aspects and characteristics.

Aviation Administration 134
Aviation Law **3 Cr.**
3 Lec.

Prerequisite: Aviation Administration 131, credit or concurrent enrollment in Air Transportation. A study of procedural laws and regulations, local, national, and international relating to both public and private sectors of air commerce. Outlines the development of aviation law from enactment through judicial decisions on application of those laws. Identifies regulatory agencies and quasi-official study and advisory groups along with functions. Special emphasis on flight procedures (flight plans), ports of entry, customs, clearances, contraband, quarantines, aviation hazards and liabilities as they relate to passenger and cargo movements. Develops present legal structure and possible future changes, including reciprocity agreements.

Aviation Administration 232
Transportation, Traffic and Air Cargo **3 Cr.**
3 Lec.

Prerequisites: Aviation Administration freshman core, credit or concurrent enrollment in Business 136. A study of transportation modes and how these interface to provide efficient transport of passengers and cargo. Emphasis on managerial definition and solution of problems involved at transition/transfer terminals where compatibly scheduled traffic movement is crucial. Includes the evolution of air cargo; the purpose, application, and benefits of air mail, air express, and air freight to modern industry. Discusses the nature of automation, trends, and future development.

Aviation Administration 235
Airline Management **3 Cr.**
3 Lec.

Prerequisites: Aviation Administration freshman core, Business 136. A course designed to cover the complex organization, operation, and management of an airline today. Includes planning, facility requirements, financing, aircraft selection criteria, route feasibility studies, market and passenger trends, and population trends affecting load factors. Explores the managerial problem areas unique to airline operations.

Aviation Administration 236
Aviation Marketing **3 Cr.**
3 Lec.

Prerequisites: Aviation Administration freshman core, Business 233. The significance and functions of marketing in aviation stressing the airline viewpoint. Includes market research, sales, unique advertising and promotion concepts, traffic, demand analysis, and price determination theory.

Aviation Administration 239
Airport Management **3 Cr.**
3 Lec.

Prerequisites: Aviation Administration freshman core, Business 136. A presentation of the major functions of airport management: adequacy of facilities and services, financing, organization, personnel, maintenance, planning and zoning, operations, revenues and expenses, public relations,

ecology, and safety. Includes a study of the socioeconomic effect of airports on the communities they serve.

Aviation Administration 703

3 Cr.

(See Cooperative Work Experience)

Avionics Technology 129
Introduction to Aircraft Electronic Systems **3 Cr.**

2 Lec., 2 Lab.

A survey course introducing the student to the aircraft and the nature of flight, the aircraft's electronic systems and their function related to the aircraft and its mission, basically how the systems operate, and the information supplied to the aircraft operator. Laboratory fee required.

Avionics Technology 131
Aircraft Communications Systems **4 Cr.**

3 Lec., 3 Lab.

Prerequisites: Credit or concurrent enrollment in Electronics Technology 193 or equivalent. An in-depth study of aircraft VHF and interphone systems, circuit analysis of typical systems, specialized circuitry, bench maintenance and alignment procedures, related bench and aircraft test equipment, introduction to UHF and HF systems, and related FCC regulations. Laboratory fee required.

Avionics Technology 230
Aircraft Navigation **4 Cr.**

3 Lec., 3 Lab.

Prerequisites: Electronics Technology 193 and Avionics Technology 129. A study of typical aircraft navigation systems including VOR, ILS, ADF, and marker beacon. Topics covered for each system include the operation of the system in relation to the ground station, circuit analysis of a typical system, special circuitry, bench maintenance and alignment procedures, and related bench and aircraft test equipment. Laboratory fee required.

Avionics Technology 231
Aircraft Electrical and Instrumentation Systems **4 Cr.**

3 Lec., 3 Lab.

Prerequisites: Electronics Technology 193 and Avionics Technology 129. A study of aircraft electrical power sources, buses, fusing, monitoring and warning devices and the associated instrumentation, magnetic and electronic compasses, and basic autopilot systems. Laboratory fee required.

Avionics Technology 232
Aircraft Radar Systems **4 Cr.**

3 Lec., 3 Lab.

Prerequisites: Electronics Technology 193 and Avionics Technology 129. A study of aircraft electronic systems utilizing radar principles such as weather radar, ATC transponder, DME radio altimeters and Doppler Navigation. X-band weather radar and the ACT transponder will be covered in depth with an introduction to principles of operation of radio altimeters, DME and Doppler systems. Bench check and alignment procedures, trouble-shooting, and repair of aircraft radar systems. Laboratory fee required.

Avionics Technology 233
Aircraft Systems Installation, Wiring and Modification **3 Cr.**

1 Lec., 5 Lab.

Prerequisites: Electronics Technology 193 and Avionics Technology 129. A laboratory oriented course which gives the student practical experience in installing aircraft equipment, modifying systems and associated wiring, repairing damaged wiring, and performing equipment installations inspections, and accomplishing necessary repairs. Laboratory fee required.

Avionics Technology 234
Aircraft Electronic Systems Checkout and Trouble-Shooting Procedures **3 Cr.**

3 Lec.

Prerequisites: Avionics Technology 129 and credit or concurrent enrollment in three additional avionics technology courses. Primarily a laboratory course in which the student will perform systems checks of electronic equipment on the aircraft. Procedures for determining the operational condition of the equipment and techniques for correcting equipment malfunctions will be covered. Practical experience in aircraft trouble-shooting and repair will be provided for the student. Application of related test equipment to problem solutions will be stressed.

Avionics

701 1 Cr.
702 2 Cr.
801 1 Cr.
813 3 Cr.
(See Cooperative Work Experience)

Biology 101

General Biology 4 Cr.
3 Lec., 3 Lab.

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

Biology 102

General Biology 4 Cr.
3 Lec., 3 Lab.

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

Biology 115

Biological Science 4 Cr.
3 Lec., 3 Lab.

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

Biology 116

Biological Science 4 Cr.
3 Lec., 3 Lab.

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

Biology 120

Introduction to Human Anatomy and Physiology 4 Cr.
3 Lec., 2 Lab.

A two semester course in anatomy and physiology, introducing the normal structure of the human body, its cells, organs, and systems, and the functioning of these units. This course serves as a foundation for present and future specialization for students of A.D. nursing and allied health disciplines. Other students interested in the study of the functioning of the human body should consult a counselor. No science background is presupposed. Thorough grounding in the basic chemistry of life processes, cell theory, genetics, embryology and anatomy and physiology will be provided. Coordination of body systems for integral functioning will be stressed. Laboratory fee required.

Biology 121

Introduction to Human Anatomy and Physiology 4 Cr.
3 Lec., 2 Lab.

Prerequisite: Biology 120. A continuation of Biology 120. Laboratory fee required.

Biology 123

Applied Anatomy & Physiology 4 Cr.
3 Lec., 2 Lab.

This is a one semester survey of the human anatomy and physiology. The subject matter will be dealt with according to the various body systems. The course is suggested for students of the Health Occupations in accordance with their program requirements, but 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 is required.

Biology 203

Intermediate Botany 4 Cr.
3 Lec., 3 Lab.

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

Biology 216

General Microbiology 4 Cr.
3 Lec., 4 Lab.

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

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

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

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

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

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

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

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

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

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

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

Biology 290
(See Ecology 290)

Blueprint Reading 177
Blueprint Reading **2 Cr.**
1 Lec., 3 Lab.

The description and explanation of engineering drawings is the content of the course. This includes multiview projection, sections, auxiliaries, bill of materials, symbols, notes, conventions, and standards. The skills of visualization, dimensioning, and sketching of machine parts are covered in the course.

Blueprint Reading 178
Blueprint Reading **2 Cr.**
1 Lec., 3 Lab.

Prerequisite: Blueprint Reading 177. This course goes beyond the basic course in respect to the kinds and complexities of engineering drawings. The different kinds of prints read are machine, piping, architectural, civil, structural, electrical, electronic, numerical control documents, and aircraft. Calculations required in blueprint reading are learned: tolerances on shafts and holes, gear drives and dimensioning, square root, right triangle trigonometry, true position tolerances, geometric form tolerancing, and calculation of bend allowance.

Bookkeeping
(See Business 131, 132)

Business Mathematics
(See Mathematics 130)

Business 105
Introduction to Business **3 Cr.**
3 Lec.

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

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

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

Business 132
Bookkeeping II **3 Cr.**
3 Lec.

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

Business 136
Principles of Management **3 Cr.**
3 Lec.

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

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

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

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

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

Business 150
Management Training **4 Cr.**
20 Lab.

Prerequisite: concurrent enrollment in approved mid-management program. Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in business management. Business 150 will be offered the first semester.

Business 151
Management Training **4 Cr.**
20 Lab.

Prerequisite: concurrent enrollment in approved mid-management program. A continuation of Business 150. Business 151 will be offered the second semester.

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

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

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

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

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

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

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

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

Business 160
Office Machines **3 Cr.**
3 Lec.

Office Machines is designed to provide the student with a skill in the operation of such machines as adding machines, printing calculators, electronic display calculators, and electronic printing calculators. Emphasis is placed on developing the touch system for both speed and accuracy. A review of the

fundamental mathematics needed for successful machine use in the typical office situation is included in the course.

Business 162
Office Procedures **3 Cr.**
3 Lec.

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

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

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

Business 166
Intermediate Shorthand **4 Cr.**
3 Lec., 2 Lab.

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

Business 171
Introduction to Supervision **3 Cr.**
3 Lec.

Prerequisite: enrollment in technical/occupational program or consent of the instructor. A course studying today's supervisor and his problems. The course objective is to describe the practical concepts of modern-day, first line supervision. Emphasis is placed on discussing the supervisor's major functions: relations with others, motivation, communication, grievances, recruitment, counseling, and the fundamentals of cost accounting.

Business 172
Beginning Typing **3 Cr.**
2 Lec., 3 Lab.

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

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

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

Business 201
Principles of Accounting I **3 Cr.**
3 Lec.

Theory and practice of measuring and interpreting financial data for business units; study of problems of income measurement, such as depreciation, inventory valuation, and credit losses; the operating cycle and the preparation of financial statements.

Business 202
Principles of Accounting II **3 Cr.**
3 Lec.

Prerequisite: Business 201. Accounting procedures and practices applicable to partnerships and corporations; the use of cost data, budgetary controls, analysis and interpretation of financial reports for use by creditors, investors, and management.

Business 203
Intermediate Accounting **3 Cr.**
3 Lec.

Prerequisite: Business 202. An intensive study of the concepts, principles, and practice of modern financial accounting. Included is a complete study of the purposes and procedures underlying the financial statements.

Business 205
Business Finance **3 Cr.**

Prerequisites: Economics 201 or 202. This course is designed to give the student a working knowledge of the financial system in the free enterprise system. Interest rates,

value analysis, financing of business firms and government, security markets, analysis of financial requirements for decision making and capital requirements.

Business 206
Principles of Marketing **3 Cr.**
3 Lec.

A study of the scope and structure of marketing institutions in the marketplace today. Analysis of the marketing functions, consumer behavior, market research, sales forecasting and relevant state and federal laws.

Business 230
Salesmanship **3 Cr.**
3 Lec.

A course in general salesmanship involving the factors of successful selling of goods and ideas. Buying motives, sales psychology, customer approach, and sales techniques are studied.

Business 231
Business Correspondence **3 Cr.**
3 Lec.

Prerequisites: credit in Business 173 or one year typing in high school; credit in Communications 131 or English 101. A practical course that includes a study of letter forms, the mechanics of writing, and composing various types of communications. A critical analysis of the appearance and content of representative business correspondence is made.

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

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

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

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

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

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

Business 242
Personnel Administration **3 Cr.**
3 Lec.

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

Business 250
Management Training **4 Cr.**
20 Lab.

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

Business 251
Management Training **4 Cr.**
20 Lab.

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

Business 254
Management Seminar — Organizational Development **2 Cr.**
2 Lec.

Prerequisites: Business 151, 155 and concurrent enrollment in Business 250. A study of the organizational objectives and management of human resources including the various approaches to organizational theory as applied to the student's work experiences.

Business 255
Management Seminar — Business Strategy, The Decision Process and Problem Solving **2 Cr.**
2 Lec.

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

Business 256
Office Management **3 Cr.**
3 Lec.

A study of the organization, design, and control of office activities. Included is a study of standards of office practice; office services; wage payment plans; selection; training and supervising of office employees; office planning, organizing, and controlling techniques; and duties and responsibilities of the office manager.

Business 265
Word Processing Practices and Procedures **3 Cr.**
3 Lec.

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

Business 266
Advanced Shorthand **4 Cr.**
3 Lec., 2 Lab.

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

Business 273
Advanced Typing **2 Cr.**
1 Lec., 2 Lab.

Prerequisites: Credit in Business 174 or two years of typing in high school. Decision making and timed production of all types of business material are emphasized. A continuation of skill development and a review of typing techniques are also stressed. This course will demand accuracy at advanced speeds.

Business 275
Secretarial Procedures **3 Cr.**
3 Lec.

Prerequisites: Completion of or concurrent enrollment in Business 174 and completion of or concurrent enrollment in either Business 166 or Business 265. This course is designed primarily to make the student think in terms of initiative, creative thinking, and follow-through within these units of work; in-basket exercises, decision-making problems, utilization of shorthand/transcription skills, units on public and personal relations, supervisory principles, business ethics and organizing time and work. This course is currently being offered at Richland and Mountain View only.

Business
703 **3 Cr.**
713 **3 Cr.**
803 **3 Cr.**
804 **4 Cr.**
813 **3 Cr.**
814 **4 Cr.**
(See Cooperative Work Experience)

Chemistry 101
General Chemistry **4 Cr.**
3 Lec., 3 Lab.

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

Chemistry 102
General Chemistry **4 Cr.**
3 Lec., 3 Lab.

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

Chemistry 115
General Chemistry **4 Cr.**
3 Lec., 3 Lab.

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

Chemistry 116
General Chemistry **4 Cr.**
3 Lec., 3 Lab.

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

Chemistry 132
Applied Chemistry 1 **4 Cr.**
3 Lec., 3 Lab.

A survey of inorganic and organic chemistry. Applicability to veterinary medicine is stressed. The utilization of the metric system is stressed. Laboratory fee required.

Chemistry 134
Applied Chemistry II **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: Chemistry 132. In-depth analysis of carbohydrates, proteins, fats, vitamins, minerals and hormones. Their role in a physiological system will be stressed. Changes in biochemical activity in the disease state will be presented. Laboratory fee required.

Chemistry 201
Organic Chemistry 1 **4 Cr.**
3 Lec., 4 Lab.

Prerequisite: Chemistry 102. Designed for science and science-related majors. An integrated introductory course in organic chemistry dealing with the fundamental types of organic compounds, their nomenclature, classification, reactions, and applications. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory with emphasis on reaction mechanisms, stereo-chemistry, transition state theory, and technique of organic synthesis. Laboratory fee required.

Chemistry 202
Organic Chemistry II **4 Cr.**
3 Lec., 4 Lab.

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

Chemistry 203
Quantitative Analysis **4 Cr.**
2 Lec., 6 Lab.

Prerequisites: Chemistry 102, Mathematics 101 or Mathematics 104 or equivalent. This

course includes the principles of chemistry as applied by the analytical chemist to quantitative determinations. Topics include gravimetry, oxidation-reduction, indicators, and acid-base theory. Laboratory experience focuses on the fundamentals of gravimetric and volumetric analysis with an introduction to colorimetry. Laboratory fee required.

College Learning Skills 100
1 Cr.
1 Lec.

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

Communications 131
Applied Composition and Speech
3 Cr.
3 Lec.

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

Communications 132
Applied Composition and Speech
3 Cr.
3 Lec.

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

Computing Sciences 175
Introduction to Computer Sciences
3 Cr.
3 Lec.

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

Computing Sciences 208
Introductory APL Programming
3 Cr.
3 Lec.

Prerequisites: Mathematics 101 or Mathematics 104 or Mathematics 111, and Mathematics 107 or consent of instructor. A study of APL language with emphasis on applications. This course is designed for partial fulfillment of degree requirements in computer science, but is recommended for mathematics, science, and business majors.

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

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

Dance 150
Beginning Ballet I
3 Cr.
2 Lec., 3 Lab.

Course designed to explore basic ballet technique — posture, balance, coordination of body, rhythm, and flow of physical energy through the art form. Theory, terminology, ballet history, and current attitudes and events in ballet will also be studied. Barre exercises and centre floor combinations given.

Dance 151
Beginning Ballet II
3 Cr.
1 Lec. 7 Lab.

Prerequisite: Dance 150. Continuation of Beginning Ballet I with emphasis on expansion of combinations at the barre. Addition of "connecting" steps learned at centre. Introduction of jumps and pirouettes.

Developmental Communications 120
Communication Skills **3 Cr.**
2 Lec., 2 Lab.

Designed for students with significant problems in communications development causing learning problems. Group sessions are supplemented with individual evaluations to provide a basis for the development of personalized programs based on needs. Inter-departmental planning provides alternative modes of learning. Special attention is given to oral language as the initial language form. The course is organized in terms of skills development in a competency-based mode and enrollment may be accepted on a flexible basis on instructor referral.

Developmental Learning 094
Learning Skills Improvement
Developmental Studies **1 Cr.**
2 Lab.

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

Developmental Mathematics

Developmental Mathematics courses may be taken for review of mathematics skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 104, 111 and 115. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130, 139 and 195.

Developmental Mathematics 090
Pre-Algebra Mathematics **3 Cr.**
3 Lec.

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. It is the first step in the mathematics sequence and includes an introduction to algebra.

Developmental Mathematics 091
Elementary Algebra **3 Cr.**
3 Lec.

Prerequisite: Developmental Mathematics 090 or equivalent. This course is designed to develop an understanding of first year algebra. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Developmental Mathematics 093
Intermediate Algebra **3 Cr.**
3 Lec.

Prerequisite: one year of high school algebra or Developmental Mathematics 091. Includes the terminology of sets, properties of real numbers, fundamental operations on polynomials and fractions, products, factoring, radicals, and rational exponents. Also covered are solutions of linear, fractional, quadratic, and systems of linear equations, coordinate systems, and graphing.

Developmental Reading

Developmental Reading students can improve and refine their performance in all courses requiring reading assignments. Students needing advanced reading skills or speed reading should see catalog descriptions for full course description.

Developmental Reading 090
Techniques of Reading/
Learning **3 Cr.**
3 Lec.

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

Developmental Reading 091
Techniques of Reading/
Learning **3 Cr.**
3 Lec.

Developmental Reading 091 is designed to meet individual needs for proficiency in reading comprehension, vocabulary development, study skills, and reading for success in academic areas and career advancement. It emphasizes learning how to learn and includes reading/learning experiences developed to strengthen the total educa-

tional background of each student. Developmental Reading 090 and Developmental Reading 091 are offered in a laboratory setting employing varied instructional methods.

Developmental Writing

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

Developmental Writing 090

Writing **3 Cr.**
3 Lec.

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

Developmental Writing 091

Writing **3 Cr.**
3 Lec.

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

Developmental Writing 092

Writing Lab **1 Cr.**
3 Lab.

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

Drafting, Basic

(See Drafting 183)

Drafting 135

Production Processes **2 Cr.**
1 Lec., 3 Lab.

A study of equipment and processes used to reproduce technical art: graphic arts process camera, lithographic offset printing, Diazo reproduction, blueprinting, photodrafting, microfilming, photocopying, silk screen printing, printed circuit board etching, thermography, typographics, xerography, engravings, and others. A special section of the course is a study of the rapidly expanding field of computergraphics. Laboratory work includes the preparation of flats for the printing of a brochure. Laboratory fee required.

Drafting 136

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

Prerequisites: Drafting 183 or equivalent and Math 196.* This is a specialty course to prepare one for work in the area of civil drafting. Drawings completed are relief maps, plan and profile drawings, roadways, pipelines, petroleum and geophysical maps. Calculations are made from surveyor's notes to plot a traverse and to determine area. A set of drawings is prepared for a residential subdivision, a shopping center, or some other type of land development.
(*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 182

Technician Drafting **2 Cr.**
1 Lec., 3 Lab.

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

Drafting 183

Basic Drafting **4 Cr.**
2 Lec., 6 Lab.

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

placed on both mechanical skills and graphic theory.

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

Prerequisite: Drafting 183 (or equivalent).* The instructional units provide additional understanding of drafting problems, place emphasis on the design function and introduce several specialized drafting areas that are valuable for the designer. This course includes the detailing and assembling of machine parts, gears and cams, jigs and fixtures, a study of metals and metal forming processes, drawing room standards and reproduction of drawings. The student is assigned to work that requires him to make complete and accurate detail and assembly drawings. Lab fee required.
(*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 185
Architectural Drafting **4 Cr.**
2 Lec., 6 Lab.

No prerequisites required. A course in basic architectural drafting beginning with development of techniques in architectural lettering, drafting of construction details, using appropriate material symbols and conventions. Working drawings including plans, elevations, sections and details as prepared for building construction including steel, concrete, and timber structural components will be emphasized. Reference materials will be used to provide the draftsman with skills in locating data and in using handbooks.

Drafting 230
Structural Drafting **3 Cr.**
2 Lec., 4 Lab.

Prerequisites: Drafting 184 and Mathematics 196. A study of stresses, thermal and elastic qualities of materials such as beams and columns, etc.; requires the student to develop structural plans, details and shop drawings of components of buildings to include steel, reinforced concrete, and timber structures. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of structural components.

Drafting 231
Electronic Drafting **3 Cr.**
2 Lec., 4 Lab.

Prerequisite: Drafting 183. Develops skills in drawing and understanding of drawings used in the electronics industry. Topics include logic diagrams, schematic diagrams, interconnecting wiring diagrams, printed circuit boards, integrated circuits, component packaging, chassis design and current practices.

Drafting 232
Technical Illustration **3 Cr.**
2 Lec., 4 Lab.

Prerequisite: Drafting 183. Instruction and experience in the rendering of three-dimensional drawings. Orthographic views and engineer's sketches are developed into isometric, dimetric, perspective, and diagramatic drawings of equipments and their environments. Mechanical lettering, air brush retouching of photographs, use of commercially prepared pressure sensitive materials, and layout of electronics schematics are included in the course. Laboratory fee required.

Drafting 233
Machine Design **4 Cr.**
2 Lec., 6 Lab.

Prerequisites: Drafting 184, Physics 131 and credit or concurrent registration in Engineering 186 and Math 196. Consists of the application of the principles of physics, statics, strength of materials and physical properties of materials to the design of machine elements. Factors considered are function, environment, production, problems, and cost. Emphasis is placed on the practical application of design principles in graphic form.

Drafting 234
Advanced Technical Illustration **4 Cr.**
2 Lec., 6 Lab.

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 required.

Drafting 235
Building Equipment
(Mechanical and Electrical) **3 Cr.**
2 Lec., 4 Lab.

Prerequisite: Drafting 183 or Drafting 185. Involves the drawing of plans and details as prepared for mechanical equipment such as air conditioning, plumbing, and electrical systems by using appropriate symbols and conventions. Consideration is given to coordination of mechanical and electrical features with structural and architectural components. Laboratory fee required.

Drafting 236
Piping and Pressure
Vessel Design **3 Cr.**
2 Lec., 4 Lab.

Prerequisites: Drafting 183 and Mathematics 195 or equivalent. Presents the methods of piping of fluids for refineries, petrochemical plants, and industrial facilities. Consists of the application of ASME codes to the design of pressure vessels, pipe fitting, welded and seamless piping, pumps, and heat exchanges. Drawing techniques are emphasized in orthographic and isometric projections. Laboratory fee required.

Drafting
803 **3 Cr.**
804 **4 Cr.**
813 **3 Cr.**
(See Cooperative Work Experience)

Earth Science 117
Earth Science **4 Cr.**
3 Lec., 2 Lab.

This course encompasses the interaction of the earth sciences and man's physical world. Geology, astronomy, meteorology, and space science are emphasized through the application of selected principles and concepts of the applied sciences. The course is directed toward the non-science major. Laboratory fee required. (This course is offered on campus and may be offered via television.)

Ecology 290
Man and His Environment I **3 Cr.**
3 Lec.

Selected topics affecting man and his environment will be treated through seminars, field studies, and special lectures. Recognized authorities and specialists from the many academic disciplines will be used as guest lecturers and resource persons. Man's responsibility to his environment, both biological and physical, will be the thesis of this course and its presentation will be interdisciplinary. This course is directed to all students interested in the environmental problems of today. (This course is offered via television.)

Ecology 291
Man and His Environment II **3 Cr.**
3 Lec.

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

Economics 201
Principles of Economics I **3 Cr.**
3 Lec.

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

Economics 202
Principles of Economics II **3 Cr.**
3 Lec.

Prerequisite: Economics 201 or the consent of the instructor. The fundamental principles of microeconomics. Theory of demand, supply, and price of factors; income distribution; theory of the firm. Emphasis also on international economics and contemporary economic problems.

Electronics Technology 135
D.C.-A.C. Theory and Circuit
Analysis **6 Cr.**
5 Lec., 3 Lab.

Prerequisite: credit or concurrent enrollment in Mathematics 195 or equivalent. An accelerated course combining D.C. and A.C. theory in one semester's work. Topics covered include D.C. and A.C. analysis of resistive, capacitive, inductive, and combination circuits, magnetism, resonance, sine wave analysis, series, parallel and combina-

tion circuits, and schematic symbols. Laboratory fee required.

Electronics Technology 190
D.C. Circuits and Electrical Measurements **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: Mathematics 195 or equivalent recommended. Combines mathematical theory and laboratory fundamentals in direct current circuits. Elementary principles of magnetism, electric concepts and units, diagrams, resistance series and parallel circuits, simple meter circuits, conductors, and insulators will be emphasized. Laboratory fee required.

Electronics Technology 191
A.C. Circuits **4 Cr.**
3 Lec., 3 Lab.

Prerequisites: Electronics Technology 190 and or credit or concurrent enrollment in Mathematics 195 or equivalent. This course is directed to the study of fundamental theories of alternating current and their applications in various circuits. Laboratory experiments will include power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, electromagnetism, and resistance. Laboratory fee required.

Electronics Technology 193
Active Devices **4 Cr.**
3 Lec., 3 Lab.

Prerequisites: Electronics Technology 190 and credit in or taken concurrently with Electronics Technology 191. This is a course in semiconductors (active devices). This course will cover topics such as physical structure, parameters, linear and nonlinear characteristics, and operation action as applied to amplifiers, rectifiers, and electronic switching devices. Laboratory fee required.

Electronics Technology 194
Instrumentation **3 Cr.**
2 Lec., 3 Lab.

Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Electronics Technology 191 and 193 or permission of instructor. A study of electrical measurement and instrumentation devices and how they apply to work situations. A study of specific devices and measuring instruments in classes of measuring devices including basic A.C. and D.C. measurement meters, impedance bridges, oscilloscopes, signal generators, signal-tracers, tube and transistor testers concluding with a study of audio frequency test methods and equipment. Laboratory fee required.

Electronics Technology 231
Special Circuits with Communications Applications **4 Cr.**
3 Lec., 3 Lab.

Prerequisites: Electronics Technology 193 and Electronics Technology 194. Active devices are applied to circuitry common in communications equipment. Both the theory of operation and practical applications of the circuits in laboratory experiments are included. Circuits including amplifiers, oscillators, detectors, transmitters, modulators, transmission lines, and antennas with application to various types of intelligence transmission and reception are emphasized in the course. Laboratory fee required.

Electronics Technology 232
Analysis of Electronics Logic and Switching Circuits **4 Cr.**
3 Lec., 3 Lab.

Prerequisites: Electronics Technology 193 and Electronics Technology 194. The course presents circuitry common to the increasing variety of electronic control systems and automatic measuring systems. These circuits require either a certain output waveform from a device or a specific response of a device to a particular input waveform. Typical circuit functions covered in the course include clamping, gating, switching, and counting. The circuits which perform these functions are voltage discriminators, multivibrators, dividers, counters and AND, or NOR, etc. gating circuits. A review of Boolean algebra and binary numbers will be presented. Emphasis is placed on semiconductor devices. Fluidic switching devices are introduced. Laboratory fee required.

Electronics Technology 233
Industrial and Microwave Electronics Technology **4 Cr.**
3 Lec., 3 Lab.

Prerequisites: Electronics Technology 194 and Electronics Technology 231. The microwave portion of this semester's work involves a study of U.H.F. and V.H.F. components, circuits, and measurement techniques including the use of distributed

constant-element waveguides, microwave links, and an introduction to radar and similar systems. The industrial electronics portion of the semester's work involves a study of time constant and electronic timing circuits, photoelectric controls, synchros and servomechanisms, induction and dielectric heating, radiation detention, applications in the field of industrial control and automation, combining of electrical electronic, magnetic, and mechanical principles. Laboratory fee required.

Electronics Technology 234
Electronic Circuits and Systems **3 Cr.**
6 Lab.

Prerequisites: must have completed all electronics courses up to and including Electronics Technology 231 and may take Electronics Technology 232 and Electronics Technology 231 simultaneously with Electronics Technology 234. A supervised course consisting of design, layout construction and calibration of an electronics project. Students will utilize all tools and equipment available. The student will be required to prepare a term paper which incorporates such material as functions of components, operating specifications, and schematics. The student must develop a project independently through conferences and activities directed by the instructor. Laboratory fee required.

Electronics Technology 235
Fundamentals of Electricity **4 Cr.**
3 Lec., 3 Lab.

An introductory course for students requiring or desiring a background knowledge of electricity for related curriculums or occupations. Topics covered include basic A.C. and D.C. theory, voltage, current and resistance; electrical wiring principles and schematics, transformers, relays, timers, electrical measuring devices, and basic electrical calculations. Laboratory fee required.

Electronics Technology 236
Electronics Theory and Application of Digital Computers **3 Cr.**
3 Lec.

Prerequisites: Mathematics 196 and Electronics Technology 193. The course is designed primarily to provide related theory and applications of electronic switching circuits to digital computer systems. Logic symbology, gates, and related Boolean algebra to predict the output of such circuits are presented. An overview of general computer terminology and number systems is provided. APL programming with respect to basic electronic circuit analysis is also included.

Electronics Technology 237
Modular Memories & Microprocessors **4 Cr.**
3 Lec., 3 Lab.

Prerequisites: Electronics Technology 233 and Electronics Technology 236. Specifications, applications, and the operation of Read Only Memories (ROM's), Random Access Memories (RAM's) and microprocessors are presented from both theoretical and practical aspects. Control buses, data buses, addressing, coding, and programming of typical microprocessor units are included. An operational microprocessor system will be constructed, tested, coded, and programmed.

Engineering 106
Descriptive Geometry **3 Cr.**
2 Lec., 4 Lab.

Prerequisite: Drafting 183 or Engineering 105. Provides training in the visualization of three-dimensional structures, and in accurately representing these structures in drawings by analyzing the true relationship between points, lines, and planes. Attention is given to the generation and classification of lines and surfaces, as well as intersections, developments, auxiliaries and revolutions. Laboratory fee required.

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

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

English
(Also see Developmental Reading and Developmental Writing. Supplementary instruction in writing and reading skills is available through the Learning Skills Center.)

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

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

English 102
Composition and Literature **3 Cr.**
3 Lec.

Prerequisite: English 101. Writing and reading activities in poetry, drama, the short story, and the novel designed to increase the student's understanding and enjoyment of good literature. (This course is offered on campus and may be offered via television.)

English in the Sophomore Year
(English 201, 202, 203, 204, 205, 206, 215, and 216 are independent units of three credit hours each, from which any combination of two will be selected to satisfy degree requirements in sophomore English. Student should consult catalog of the senior college he expects to attend for requirements in his major before choosing English courses.)

English 201
British Literature **3 Cr.**
3 Lec.

Prerequisite: English 102. A study of significant works of British Literature from the Old English period through the eighteenth century.

English 202
British Literature **3 Cr.**
3 Lec.

Prerequisite: English 102. Study of important works from the Romantic period to the present.

English 203
World Literature **3 Cr.**
3 Lec.

Prerequisite: English 102. Reading and analysis of significant continental European works from the Greek Classical period through the Renaissance.

English 204
World Literature **3 Cr.**
3 Lec.

Prerequisite: English 102. Study of ten to twelve important post-renaissance works of continental Europe, England, and America.

English 205
American Literature **3 Cr.**
3 Lec.

Prerequisite: English 102. Study of the works of the important writers before Whitman in the context of their times.

English 206
American Literature **3 Cr.**
3 Lec.

Prerequisite: English 102. Reading and analysis of representative works from Whitman to the present.

English 209
Creative Writing **3 Cr.**
3 Lec.

Prerequisite: English 102. Writing of fiction: short story, poetry and short drama.

English 215
Studies in Literature **3 Cr.**
3 Lec.

Prerequisite: English 102. The student will read, analyze and discuss selections in literature organized by genre, period, or geographical region. Course titles and descriptions will be available each semester prior to registration.

English 216
Studies in Literature **3 Cr.**
3 Lec.

Prerequisite: English 102. The student will read, analyze, and discuss selections in literature organized by theme, interdisciplinary content, or major author. Course titles and descriptions will be available each semester prior to registration.

French 101
Beginning French **4 Cr.**
3 Lec., 2 Lab.

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension and oral expression. Laboratory fee required.

French 102
Beginning French **4 Cr.**
3 Lec., 2 Lab.

Prerequisite: French 101 or equivalent. Continuation of French 101 with emphasis on idiomatic language and complicated syntax. Laboratory fee required.

French 201
Intermediate French **3 Cr.**
3 Lec.

Prerequisite: French 102 or equivalent. Reading, composition, grammar review and intense oral practice.

French 202
Intermediate French **3 Cr.**
3 Lec.

Prerequisite: French 201 or equivalent. Continuation of French 201 with reading selections drawn more directly from contemporary literary sources. Composition.

Geography 101
Physical Geography **3 Cr.**
3 Lec.

A survey of the physical makeup of the earth: weather and climate, topography, plant and animal life, land and sea. Attention is directed toward the earth in space, use of maps and charts and place geography.

Geography 102
Economic Geography **3 Cr.**
3 Lec.

A study of the relation of man to his environment and his utilization of natural resources, dealing with problems of production, manufacture, and distribution of goods throughout the world. The aspects of primitive subsistence and degrees of commercialism are considered.

Geography 103
Cultural Geography **3 Cr.**
3 Lec.

Development of regional variations of culture, including the distribution of races, religions, languages, and aspects of material culture, with emphasis on origins and diffusion.

Geology 101
Physical Geology **4 Cr.**
3 Lec., 3 Lab.

Study of earth materials and processes for science and non-science majors. Includes introduction to geochemistry, geophysics, examination of the earth's interior, magnetism, setting in space, minerals, rocks, structure and geologic processes. Laboratory fee required.

Geology 102
Historical Geology **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: Geology 101 or permission of the instructor. Study of earth materials and processes within a time perspective. For science and non-science majors. Utilizes fossils, geologic maps, and field studies to interpret geologic history. Laboratory fee required.

Geology 202
Introduction to Rock and Mineral Identification **3 Cr.**
1 Lec., 3 Lab.

Prerequisites: Geology 101 and Geology 102. This is an elementary course in crystallography and physical properties of minerals and rocks. The student will study hand specimen identification of common rocks and minerals. Laboratory fee required.

German 101
Beginning German **4 Cr.**
3 Lec., 2 Lab.

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Laboratory fee required.

German 102
Beginning German **4 Cr.**
3 Lec., 2 Lab.

Prerequisite: German 101 or equivalent. Continuation of German 101 with emphasis on idiomatic language and complicated syntax. Laboratory fee required.

German 201
Intermediate German **3 Cr.**
3 Lec.

Prerequisite: German 102 or equivalent or consent of the instructor. Reading, composition, grammar review and intense oral practice.

German 202
Intermediate German **3 Cr.**
3 Lec.

Prerequisite: German 201 or equivalent. Continuation of German 201 with reading selections drawn more directly from contemporary literary sources. Composition.

Government 201
American Government **3 Cr.**
3 Lec.

Prerequisite: Sophomore standing recommended. An introduction to the study of political science; origin and development of consitutional democracy (United States and Texas); federalism and intergovern-

mental relations; local government; parties, politics and political behavior. Satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.)

Government 202
American Government **3 Cr.**
3 Lec.

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

Government 205
Studies in Government **3 Cr.**
3 Lec.

Prerequisites: Sophomore standing and six hours of history or government. A treatment of selected topics in government.

History 101
History of the United States **3 Cr.**
3 Lec.

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

History 102
History of the United States **3 Cr.**
3 Lec.

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

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

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

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

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

History 120
Afro-American History **3 Cr.**
3 Lec.

A study of the role of the Negro in American history; overview of the slave trade and slavery in the United States; focus on contributions of the Negro in the U.S. from Colonial times. Emphasis on political, economic and sociological factors of the 20th century.

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

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

History 205
Studies in U.S. History **3 Cr.**
3 Lec.

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

Horology 139
Antique Clock Theory and Repair **8 Cr.**
2 Lec., 23 Lab.

Includes history; design and repair techniques of French, German, English and early American clock movements, both weight-driven and spring-driven. The emphasis in laboratory practice is on cleaning procedures, rebushing plates, repivoting wheels,

adjusting chime and strike trains for count wheel and rack-and-snail types. The wide variety of movement design studies covers grandfather, wall, shelf and Westminster chime types. The student will develop skill in the use and care of specialized hand tools and equipment. Laboratory fee required.

Horology 140
Modern Clock Theory and Repair **8 Cr.**
2 Lec., 23 Lab.

An essential course for the retail horologist/clockmaker. Covers design factors and repair techniques of American, German, and Swiss clock movements with weight, spring, motor and battery power in the 1-day, 8-day, and 400-day synchronous electric variations. Laboratory practice will develop the student's skill in the repair and adjustment of anniversary, cuckoo, travel, alarm, mantel, and electric and atmos clocks. Laboratory fee required.

Horology 141
Watch Cleaning and Assembly **8 Cr.**
2 Lec., 23 Lab.

The student will develop skills in hand cleaning and ultrasonic machine cleaning of watch movements, in removing rust and scale, in inspection and proper lubrication of subassemblies. Learning will progress from the pocket watch through wrist and baguette sizes. Special emphasis is placed on the use and care of precision hand tools, personal work habits and attitudes, and on polishing case, crystal and band. An introduction to timing record analysis is part of this course. Laboratory fee required.

Horology 142
Watch Part Replacement **8 Cr.**
2 Lec., 23 Lab.

The objective of this course is to develop the student's skill to the highest degree in the precise selection and replacement of damaged watch parts. Detailed procedures are covered for changing balance staffs, stems, crown, gaskets, hands, roller jewels, balance and plate jewels, pallet jewels and mainsprings. Emphasis is placed on proper nomenclature, movement identification and metric measurement. The use and care of many special tools will be introduced, and the staking tool in particular will be mastered as the most versatile tool for the horologist. Laboratory fee required.

Horology 143
Advanced Watchmaking I **8 Cr.**
2 Lec., 23 Lab.

The fine points of the horologist's training are presented in this course. It will emphasize lab practice in lever escapement principles, hairspring manipulations and position adjusting. The electronic timing machine records will be analyzed to determine causes of error and to prove corrective action. Self-winding devices and calendar watch features will be thoroughly presented.

Horology 144
Advanced Watchmaking II **8 Cr.**
2 Lec., 23 Lab.

This course is devoted to the repair and adjustment techniques of the more unusual types of watch movements encountered in retail repair work, such as the stopwatch and wrist chronograph. Also covered in great detail are electric movements and the newest electronic movements with tuning fork and quartz crystal resonators and solid state modules. Customer and business relations are practiced through estimating, record keeping and participation in local and national craft organizations. Laboratory fee required.

Human Development 102
Learning Alternatives **1 Cr.**
1 Lec.

This is a course to help the student be successful in college. The student will make an individual contract with the instructor. Student experiences will include appropriate subject "packages" such as "improving your vocabulary," "how to take notes," "study skills," and "listening skills." An evaluation session with a counselor is included. A "package" may be made up of programmed materials, filmstrips, tapes, slides, seminars, learning activities or other appropriate materials.

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

A course in Human Development designed to identify problem areas of concern to the student who is entering college for the first time and to develop approaches to problem solving in relation to educational and career decisions through the process of group counseling. Activities are planned to promote mature interpersonal involvement within the group, the college, and the com-

munity through an understanding of the causes and effects of one's own behavior in relation to himself and others.

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

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

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

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

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

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

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

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

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

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

Journalism
(Also see Photography 110)

Journalism 101
Introduction to Mass Communications **3 Cr.**
3 Lec.

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

Journalism 102
News Gathering and Writing **3 Cr.**
2 Lec., 3 Lab.

Prerequisite: Typing ability. Beginning reporting, study of types of news, leads, body treatment of story, feature in lead, facts, background, and practice in writing straight news story. Required for all journalism majors.

Journalism 103
News Gathering and Writing **3 Cr.**
2 Lec., 3 Lab.

Prerequisite: Journalism 102. Required for all journalism majors. A continuation of Journalism 102. The writing of more complex types of news stories. Specialized writing in the fields of sports, police news, markets, finance, society, amusements, government, and news of interest to women. Additional laboratory work on the student newspaper.

Journalism 104
Student Publications **1 Cr.**
3 Lab.

Individual staff assignments on the student

newspaper in one of the following journalistic fields: writing, advertising, photography, cartooning, editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may not be taken for credit concurrently with Journalism 102 or 103. Credit limited to one unit per semester. May be repeated for a total of three units credit.

Journalism 105
Student Publications **1 Cr.**
3 Lab.

Individual staff assignments on the student newspaper in one of the following journalistic fields: writing, advertising, photography, cartooning, editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may not be taken for credit concurrently with Journalism 102 or 103. Credit limited to one unit per semester.

Journalism 201
Editorial and Feature Writing **3 Cr.**
3 Lec.

Prerequisites: 6 hours of journalism or consent of instructor. Emphasis is on handling of difficult news stories, editorial matter, and feature material. Research and interviewing techniques are emphasized with careful attention to development of feature stories for use in newspapers and magazines.

Journalism 202
Student Publications **1 Cr.**
3 Lab.

Prerequisite: Permission of Instructor. Individual staff assignments on the student newspaper in one of the following journalistic fields: writing, advertising, photography, cartooning, editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may not be taken for credit concurrently with Journalism 102 or 103. Credit limited to one unit per semester.

Journalism 203
Student Publications **1 Cr.**
3 Lab.

Individual staff assignments on the student newspaper in one of the following journalistic fields: writing, advertising, photography, cartooning, editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may not be taken for credit concurrently with Journalism 102 or 103. Credit limited to one unit per semester.

Journalism 204
News Editing and Copy Reading **3 Cr.**
3 Lec.

Prerequisite: Journalism 102. A detailed course in editing news for presentation in the newspaper and on radio and television. Special emphasis on writing headlines and laying out pages.

Machine Shop 133
Basic Lathe **5 Cr.**
1 Lec., 8 Lab.

A basic course designed to provide practical experience in the areas of hand tools, layout, and hand threading. Introduction to various types of drill press work. Introduction to the engine lathe. The student also becomes familiar with the various types of cutting tools and operations performed on the engine lathes. Special emphasis is placed on safety measures. Instruction in the types and application of machine oils and greases, coolants, and cutting oils is included. Laboratory fee required.

Machine Shop 134
Basic Milling Machine **5 Cr.**
1 Lec., 8 Lab.

A basic course designed to provide practical experience in the area of hand threading. Introduction to various types of drill press work. Instruction is provided in some of the fundamental operations common to milling machine practice. The student becomes familiar with the various parts of the machine and with various cutters and arbors. Special emphasis is placed on safety measures. Instruction in the types and applications of machine oils and greases, coolants and cutting oils is included. Laboratory fee required.

Machine Shop 135
Intermediate Lathe **5 Cr.**
1 Lec., 8 Lab.

Prerequisite: Machine Shop 133. Additional experience and skill are gained on the engine lathe. Workpieces become more complicated and tolerances more exacting. Operations are performed on machines of various sizes. Use is made of various workholding methods in performing the operations of drilling, boring, and reaming on the lathe. Introduction to the various precision

layout and measuring tools and practices is included. The student also develops further skill in determining cutting speeds and feeds. Laboratory fee required.

Machine Shop 136
Intermediate Milling Machine **5 Cr.**
1 Lec., 8 Lab.

Prerequisite: Machine Shop 134. Additional experience and skill are gained on the milling machine. Workpieces become more complicated and tolerances more exacting. Operations are performed on machines of various sizes and types. Use is made of various workholding methods. Introduction to the various precision layout and measuring tools and practices is included. The student also develops further skill in determining cutting speeds and feeds. Laboratory fee required.

Machine Shop 151
Basic Machine Operation for Weld Tooling **3 Cr.**
1 Lec., 4 Lab.

This is a basic course designed to provide the welding student with the fundamental knowledge required to build simple weld tooling. Shop safety will be stressed throughout. Actual weld fixture components and/or weld fixtures will be fabricated using engine lathes, milling machine, and drill presses. Classroom activity will cover all supportive information required to accomplish the work program. Laboratory fee required.

Machine Shop 233
Advanced Lathe **5 Cr.**
1 Lec., 8 Lab.

Further experience is gained on the engine lathe. Skill is developed in making open setups. Location of holes by means of layout and triangulation is made. Further use of various attachments and accessories used on the engine lathe is made. Introduction on surface grinding and grinding wheel safety is made during this semester. Laboratory fee required.

Machine Shop 234
Advanced Milling Machine **5 Cr.**
1 Lec., 8 Lab.

Further experience is gained on the milling machine. Skill is developed in making open setups. Location of holes by means of layout and triangulation is made. Further use of various attachment and accessories used on the milling machine is made. Introduction to surface grinding and grinding wheel safety is made during this semester. Laboratory fee required.

Machine Shop 235
Applied Lathe **5 Cr.**
1 Lec., 8 Lab.

During this semester emphasis is placed on independent planning in selecting the means and methods of performing laboratory assignments on the lathe. Emphasis will be placed on interchangeability of workpieces, fits, and finishes. An attempt will be made to encourage initiative and ingenuity. During this semester an introduction will be made to tool and cutter grinding. Laboratory fee required.

Machine Shop 236
Applied Milling Machine **5 Cr.**
1 Lec., 8 Lab.

During this semester emphasis is placed on independent planning in selecting the means and methods of performing laboratory assignments on the milling machine. Emphasis will be placed on interchangeability of workpieces, fits, and finishes. An attempt will be made to encourage initiative and ingenuity. During this semester an introduction will be made to tool and cutter grinding. Laboratory fee required.

Machine Shop
704 **4 Cr.**
804 **4 Cr.**
(See Cooperative Work Experience)

Machine Transcription
(See Business 165)

Management
(See Business)

Mathematics
(Also see: Developmental Math. Supplementary instruction in Math is available through Learning Skills Center)

Mathematics 101
College Algebra **3 Cr.**
3 Lec.

Prerequisite: two years of high school algebra or Developmental Mathematics 093. A study of functions and relations, absolute values, variation, quadratic equations, complex numbers, functions of two variables, systems of equations and in-

equalities, elementary aspects of the theory of equations, progressions, the binomial theorem and algebraic proof.

Mathematics 102
Plane Trigonometry **3 Cr.**
3 Lec.

Prerequisite: Mathematics 101 or equivalent. A study of angular measure, functions of angles, identities, solution of triangles, equations, inverse trigonometric functions, logarithms and complex numbers.

Mathematics 104
Elementary Functions and Coordinate Geometry I **5 Cr.**
5 Lec.

Prerequisites: two years of high school algebra or Developmental Mathematics 093. A study of the concept of function, polynomials of one variable, arithmetic and geometric sequences, combinations and the binomial theorem, rational functions, polynomials of more than one variable, exponential functions, logarithmic functions, trigonometric functions, complex numbers, vectors, functions of two variables, and analytical geometry which includes conics, transformation of coordinates, polar coordinates, parametric equations, and three dimensional space.

Mathematics 105
Elementary Functions and Coordinate Geometry II **5 Cr.**
5 Lec.

Prerequisite: Mathematics 104. A continuing study of the topics of Mathematics 104.

Mathematics 106
Elementary Functions and Coordinate Geometry **5 Cr.**
5 Lec.

Prerequisites: Two years of high school algebra and one semester of trigonometry. A study of the algebra of functions to include the following: polynomial, rational, exponential, logarithmic and trigonometric functions, functions of two variables, complex numbers, vectors, and analytic geometry to include conics, transformation of coordinates, polar coordinates, parametric equations, and three dimensional space.

Mathematics 107
Fundamentals of Computing **3 Cr.**
3 Lec.

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

Mathematics 111
Mathematics for Business and Economics I **3 Cr.**
3 Lec.

Prerequisite: two years of high school algebra or Developmental Mathematics 093. A study of equations, inequalities, matrices, linear programming, and linear, quadratic, polynomial, rational, exponential, and logarithmic functions. Applications to business and economic problems are emphasized.

Mathematics 112
Mathematics for Business and Economics II **3 Cr.**
3 Lec.

Prerequisite: Mathematics 111. Study of sequences and limits, differential calculus, integral calculus, optimization and appropriate applications.

Mathematics 115
College Mathematics I **3 Cr.**
3 Lec.

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

Mathematics 116
College Mathematics II **3 Cr.**
3 Lec.

Prerequisite: Mathematics 115. A course designed for liberal arts students which includes the study of algebra, linear programming, permutations, combinations, probability and geometry. Historical aspects of the above topics will also be emphasized.

Mathematics 117
Fundamental Concept of Mathematics for Elementary Teachers **3 Cr.**
3 Lec.

A study of the structure of the real number system, geometry and mathematical analysis with emphasis on the development of basic concepts in mathematical thinking needed for elementary teachers.

Mathematics 121
Analytic Geometry **3 Cr.**
3 Lec.

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

Mathematics 126
Introductory Calculus **5 Cr.**
5 Lec.

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

Mathematics 130
Business Mathematics **3 Cr.**
3 Lec.

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

Mathematics 139
Applied Mathematics **3 Cr.**
3 Lec.

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or equivalent. A study of commercial, technical and other applied uses of mathematics. An effort will be made to tailor the course to fit the needs of the students enrolled in each section.

Mathematics 195
Technical Mathematics **3 Cr.**
3 Lec.

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

Mathematics 196
Technical Mathematics **3 Cr.**
3 Lec.

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

Mathematics 202
Introductory Statistics **3 Cr.**
3 Lec.

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

Mathematics 207
Fortran Programming with Applications **3 Cr.**
3 Lec.

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

Mathematics 209
Introductory APL Programming
(Also see Computing Sciences 208) **3 Cr.**
3 Lec.

Prerequisites: Mathematics 101 or Mathematics 104 or Mathematics 111 and Mathematics 107 or consent of instructor. A study of APL language with emphasis on applications. This course is designed for partial fulfillment of degree requirements in Computer Science.

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

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

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

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

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

Prerequisite: Mathematics 227 or equivalent. A continued study of vectors, functions of several variables, partial derivatives, multiple integrals, indeterminate forms and infinite series.

Mathematics 230
Differential Equations **3 Cr.**
3 Lec.

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

Music 101
Freshman Theory **4 Cr.**
3 Lec., 3 Lab.

Development and cultivation of musicianship skills, especially in the areas of tonal and rhythmic perception and articulation. Presentation of the essential elements of music; introduction to sight-singing, keyboard, and notation.

Music 102
Freshman Theory **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: Music 101 or consent of instructor. Introduction to part-writing and harmonization with triads and their inversions; classification of chords; seventh chords, sight-singing, dictation, and keyboard harmony.

Music 104
Music Appreciation **3 Cr.**
3 Lec.

A concise survey of the basic elements of music and their application in the music literature of Western civilization, particularly from the Baroque to the present. Relevant cultural influences upon the music of each era are observed.

Music 105
Italian Diction **1 Cr.**
2 Lab.

A study of the phonetic sounds of the Italian language, with selected vocabulary and little or no conversation. Primarily for voice majors.

Music 106
French Diction **1 Cr.**
2 Lab.

A study of the phonetic sounds of the French Language, with selected vocabulary and little or no conversation. Primarily for voice majors.

Music 107
German Diction **1 Cr.**
2 Lab.

A study of the phonetic sounds of the language, with selected vocabulary and little or no conversation. Primarily for voice majors.

Music 110
Music Literature **3 Cr.**
3 Lec.

A course dealing with the characteristics of sound, the elements of music, performance media, and musical texture as seen in the music of recognized composers in the major periods of music history. Special emphasis is given to the music of the late Gothic, Renaissance, and Baroque eras.

Music 111
Music Literature **3 Cr.**
3 Lec.

Prerequisite: Music 110. A continuation of the studies introduced in Music 110. A study of the compositional procedures and forms employed by the creators of music. Attention is focused upon the music of the Classical, Romantic, and Modern periods.

Music 113
Foundations in Music I **3 Cr.**
3 Lec.

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

Music 114
Foundations in Music II **3 Cr.**
3 Lec.

Prerequisite: Music 113. Designed to help prepare students with limited music training for Music 101 or to further their general music understanding. Course emphasis will include rhythmic and melodic training, understanding of basic chord functions, melody, textures, and basic analysis of music.

Music 117
Piano Class I **1 Cr.**
2 Lab.

Class instruction in the areas of basic musicianship and piano skills designed primarily for those with no knowledge in piano skills. Open to all students. May be repeated for credit.

Music 118
Piano Class II **1 Cr.**
2 Lab.

Includes techniques, skills, harmonization, transposition, improvisation, accompanying, sight-reading and performing various styles of repertoire. Open to all students. May be repeated for credit.

Music 119
Guitar Class I **1 Cr.**
2 Lab.

Class instruction covering the basics of guitar skill, designed primarily for those with limited knowledge in the reading of music or playing the guitar. Open to all students. May be repeated for credit.

Music 120
Guitar Class II **1 Cr.**
2 Lab.

Prerequisite: Music 119 or the equivalent. A continuation of the skills introduced in Music 119 with emphasis on perfecting classical guitar techniques and music reading skills. May be repeated for credit.

Applied Music
Subject to enrollment, students may receive private instruction in the following courses: piano, organ, voice, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, saxophone, trumpet, french horn, trombone, baritone, tuba, percussion, guitar, electric bass, and drum set. Private music may be repeated for credit.

Music 121-143
Applied Music — Minor **1 Cr.**
1 Lec.

Private instruction in the student's secondary area. One half hour lesson a week. Open to students registered in music theory, ensembles, and other music major or minor courses. Fee required. Private music may be repeated for credit.

Music 221-241
Applied Music — Concentration **2 Cr.**
1 Lec.

Private instruction in the area of the student's concentration. Two half hour lessons a week. Open to students registered in music theory, ensembles, and other music major or minor courses. Fee required. Private music may be repeated for credit.

Music 251-270
Applied Music — Major **3 Cr.**
1 Lec.

Private instruction in the area of the student's major instrument. Primarily for music performance majors. Two half hour lessons a week. Open to students registered in music theory, ensembles, and other music major or minor courses. Fee required.

Music 150
Chorus **1 Cr.**
3 Lab.

Prerequisite: Consent of instructor. Open to all students of the college, the chorus studies and performs a wide variety of music representing the literature of the great eras of music history. May be repeated for credit.

Music 151
Voice Class I **1 Cr.**
2 Lab.

A course teaching the principles of breathing, voice production, tone control, enunciation and phrasing. Two group lessons a week. Open to all non-voice majors. May be repeated for credit.

Music 152
Voice Class II **1 Cr.**
2 Lab.

A continuation of Music 151 with emphasis on solo singing, appearance in studio recital, stage deportment, and personality development. Open to all non-voice majors. Two group lessons a week. May be repeated for credit.

Music 155
Vocal Ensemble **1 Cr.**
3 Lab.

A select group for mixed voices concentrating upon excellence of performance. Membership is open to any student by audition, who, in the opinion of the director, possesses special interest and skills in performance of advanced choral literature. May be repeated for credit.

Music 156
Madrigal Singers **1 Cr.**
3 Lab.

Select group of vocalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. May be repeated for credit.

Music 171
Woodwind Ensemble **1 Cr.**
3 Lab.

Select group of instrumentalists offering experience in the reading and performance of literature for small ensembles. Membership through audition with the appropriate director. May be repeated for credit.

Music 172
Brass Ensemble **1 Cr.**
3 Lab.

Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. May be repeated for credit.

Music 173
Percussion Ensemble **1 Cr.**
3 Lab.

Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. May be repeated for credit.

Music 174
Keyboard Ensemble **1 Cr.**
3 Lab.

Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. May be repeated for credit.

Music 175
String Ensemble **1 Cr.**
3 Lab.

Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. May be repeated for credit.

Music 176
Symphonic Wind Ensemble **1 Cr.**
3 Lab.

The symphonic wind ensemble functions as a group in which students study and perform stylistic literature of all periods. Required of all wind and percussion instrumental music majors. May be repeated for credit.

Music 181
Lab Band **1 Cr.**
3 Lab.

Prerequisite: Permission of the instructor.
The lab band functions as a group in which students study and perform all forms of commercial music; i.e. jazz, pop, avant-garde, and soul. Student arranging, composing, and conducting is encouraged. May be repeated for credit.

Music 199
Recital **1 Cr.**
2 Lab.

One period per week designed to allow students of private lessons an opportunity to perform before an audience. Required for all music majors and open to all other students. Credit for this course does not apply to the associate degree. May be repeated for credit.

Music 201
Sophomore Theory **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: Music 101-102 or consent of instructor. A continuation of freshman theory, including a study of larger forms, thematic development, chromatic chords including the Neapolitan sixth and augmented sixth chords, diatonic seventh chords with advanced sight-singing, keyboard harmony and ear training.

Music 202
Sophomore Theory **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: Music 201 or equivalent or by consent of instructor. A continuation of Music 201, including a study of sonata-allegro form, ninth, eleventh and thirteenth chords, exploration of new key schemes, impressionism, melody, harmony, tonality, and formal processes as they apply to twentieth century music with a comparable advance in sight-singing, keyboard harmony and ear training.

Music 203
Composition **3 Cr.**
3 Lec.

Prerequisite: Music 101 and 102. Composing in small forms for simple media in both traditional styles and styles of the student's choice. May be repeated for credit.

Office Machines
(See Business 160)

Philosophy 102
Introduction to Philosophy **3 Cr.**
3 Lec.

A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with methods used to deal with them. Some principal views, both ancient and modern, are examined as possible solutions.

Philosophy 105
Logic **3 Cr.**
3 Lec.

An analysis of the principles of logical thinking. An effort is made to apply logic's methods and tools to real life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed.

Philosophy 202
Introduction to Social and Political Philosophy **3 Cr.**
3 Lec.

Prerequisite: Three hours of philosophy or consent of instructor. An examination of the relationships of philosophical ideas to the community with emphasis on concepts of natural rights, justice, education, freedom and responsibility.

Philosophy 203
Ethics **3 Cr.**
3 Lec.

Prerequisite: Three hours of philosophy or consent of instructor. A survey of the classical and modern theories of the moral nature of man, posing alternative views of his responsibilities to self and society. The course is designed to verify the ethical issues and their metaphysical and epistemological basis so as to assist the student toward sound application of ethical principles in his own life.

Philosophy 210
Studies in Philosophy **3 Cr.**
3 Lec.

Prerequisite: Three hours of philosophy and consent of the instructor. Students will study a philosophical problem, movement, or special topic. Course topic will change each semester and may be repeated for credit.

Photography 110
Introduction to Photography and Photojournalism **3 Cr.**
2 Lec., 4 Lab.

Introduction to photography and photojournalism. The general mechanics of camera lenses and shutters, general characteristics of the photographic films, papers, and chemicals. Proper photographic darkroom procedures including enlarging, processing, contact printing, and exposing of photographic films and papers. Study of artificial lighting. Laboratory fee required.

Photography 111
Advanced Photography and Photojournalism **3 Cr.**
2 Lec., 4 Lab.

Advanced photography and photojournalism. Utilization of everything taught in 110, with emphasis on refining techniques. Special emphasis on photographic communication. Laboratory fee required.

Physical Education Activity Courses

One of the main objectives of the physical education division is to provide the opportunity for each student to become skilled in at least one physical activitiy which will prepare him for personal enjoyment of leisure time. Students are urged to take advantage of the program by registering for a physical education activity course each semester.

Physical Education 100
Lifetime Sports Activities **1 Cr.**
3 Lab.

Students are provided an opportunity for participation and instruction in various lifetime sports. Selection may be made from archery, badminton, bowling, golf, handball, racquetball, softball, swimming, tennis, and other sports. Activities may be offered singularly or in combinations. Instruction shall be presented at the beginner and advanced-beginner levels. The course is designed for male and female students and may be repeated for credit providing students select different activities. Laboratory fee required.

Physical Education 104
Touch Football/Soccer **1 Cr.**
2 Lab.

A course designed for those students desiring instruction and skill development in touch football and soccer. Uniform required. Laboratory fee required.

Physical Education 112
Softball and Soccer **1 Cr.**
2 Lab.

Designed to provide the student an opportunity for instruction and participation in softball and soccer. Uniform required. Laboratory fee required.

Physical Education 113
Handball and Racquetball **1 Cr.**
2 Lab.

Designed to provide the student an opportunity for basic skills development in handball and racquetball. Uniform required. Laboratory fee required.

Physical Education 115
Physical Performance **1 Cr.**
3 Lab.

This course is designed to diagnose and measure the student's physical condition and prescribe a program of exercise to carry with him through life. Much of the course work will be carried on in the physical performance laboratory. Co-educational. May be repeated for credit. Uniform required. Laboratory fee required.

Physical Education 116
Intramural Athletics **1 Cr.**
2 Lab.

A co-educational activity course designed to offer intramural competition in a variety of co-educational activities. May be repeated for credit. Uniform required. Laboratory fee required.

Physical Education 118
Beginning Golf **1 Cr.**
2 Lab.

A co-educational course in beginning golf. Equipment furnished. No uniform required. Laboratory fee required.

Physical Education 120
Beginning Bowling **1 Cr.**
2 Lab.

A co-educational course in beginning bowling. Equipment furnished. No uniform required. Laboratory fee required.

Physical Education 122
Beginning Gymnastics **1 Cr.**
2 Lab.

A co-educational course in beginning gymnastics, emphasizing basic skills in tumbling and in the various apparatus events. Uniform required, laboratory fee required.

Physical Education 123
Beginning Swimming **1 Cr.**
2 Lab.

A co-educational course designed to teach a non-swimmer to survive in the water. Uniform required. Laboratory fee required.

Physical Education 124
Social Dance **1 Cr.**
2 Lab.

Students who have limited experience in dance will find this course beneficial. Ballroom and social dance includes fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dance steps. 'Country' dancing includes reel, square dance, and other related dances. No uniform required. Laboratory fee required.

Physical Education 125
Conditioning Exercise **1 Cr.**
2 Lab.

Enables the student to develop an under-

standing of exercise and its effect on the body and improve physical fitness through a variety of conditioning activities. Uniform required. Laboratory fee required.

Physical Education 127
Basketball and Volleyball **1 Cr.**
2 Lab.

Techniques, rules and strategy of the game will be taught and the emphasis will be on playing the game. Uniform required. Laboratory fee required.

Physical Education 129
Modern Dance **1 Cr.**
2 Lab.

A co-educational, beginning class in modern dance. Uniform required. Laboratory fee required.

Physical Education 131
Weight Training and Conditioning **1 Cr.**
3 Lab.

A course designed for those students who desire instruction and participation in weight training and conditioning techniques. May be repeated for credit. Uniform required. Laboratory fee required.

Physical Education 134
Outdoor Education **1 Cr.**
3 Lab.

A co-educational course designed to provide students with the opportunity to gain knowledge and skills in outdoor education and camping activities through planned and incidental experiences. Including a week end camp-out. No uniform required. Laboratory fee required.

Physical Education 200
Lifetime Sports Activities II **1 Cr.**
3 Lab.

A continuation of Physical Education 100. Students are provided an opportunity for participation and instruction in selected activities. Activities shall be presented at the intermediate/advanced levels. For male and female students. May be repeated twice for credit. Laboratory fee required.

Physical Education 218
Intermediate Golf **1 Cr.**
2 Lab.

Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the 'beginner' stage. Laboratory fee required.

Physical Education 219
Intermediate Tennis **1 Cr.**
2 Lab.

Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the 'beginner' stage. Uniform required. Laboratory fee required.

Physical Education 222
Intermediate Gymnastics **1 Cr.**
2 Lab.

Prerequisite: Physical Education 122. A course designed to develop skills and techniques beyond the 'beginner' stage. Uniform required. Laboratory fee required.

Physical Education 223
Intermediate Swimming **1 Cr.**
2 Lab.

Prerequisite: Beginning swim certificate or deep water swimmer. Co-educational course designed to advance the swimmer's skills. Stroke analysis, refinement, and endurance to be emphasized. Uniform required. Laboratory fee required.

Physical Education 225
Skin and Scuba Diving **2 Cr.**
1 Lec., 2 Lab.

Prerequisite: Intermediate swimming or permission of instructor. A co-educational course designed to give students knowledge and experience in the proper use of equipment, safety, physiology, and open water diving. Students successfully completing all course requirements will receive certification as Basic Scuba Divers from the Professional Association of Diving Instructors (PADI) or the National Association of Underwater Instructors (NAUI). The student will be expected to rent equipment as specified at the time of registration. Lab fee required.

Physical Education 226
Advanced Life Saving **1 Cr.**
2 Lab.

Prerequisite: Intermediate swimming or deep water swim ability. Co-educational course of instruction designed to qualify students for the Red Cross Advanced Lifesaving Certificate. Uniform required. Laboratory fee required.

Physical Education 234
Water Safety Instruction **2 Cr.**
1 Lec., 2 Lab.

Prerequisite: Current advanced life saving

card. Principles and techniques for instructors in water safety and life saving classes. Satisfactory completion of course qualifies the student to test for certification by the Red Cross as water safety instructor. Uniform required. Laboratory fee required.

Physical Education 236
The Coaching of Football and Basketball — **3 Cr.**
2 Lec., 2 Lab.

An elective course designed for all students who desire a broader knowledge of the skills and techniques involved in football and basketball coaching; history, theories, philosophies, rules, terminology, and the finer points of the sports are studied. Emphasis directed toward coaching techniques.

Physical Education 238
Aquatics — **2 Cr.**
1 Lec., 2 Lab.

Techniques and procedures of selected water-related activities and their use in recreation programs. Included will be pool management, staff training, safety and supervision of aquatics.

Physical Education
Non-Activity Courses

Physical Education 101
Fundamentals of Health — **3 Cr.**
3 Lec.

A study of personal and community health. Emphasis placed on causative factors of mental and physical health and the means of disease transmission and prevention. For majors, minors, and students with specific interest.

Physical Education 108
Social Recreation — **3 Cr.**
3 Lec.

Introduces the methods and materials for planning, organizing and conducting social activities for different age groups.

Physical Education 109
Outdoor Recreation — **3 Cr.**
3 Lec.

A study of the development and trends of outdoor recreation and organized camping.

Physical Education 110
Community Recreation — **3 Cr.**
3 Lec.

Principles, organization, and the function of recreation in American society. Designed for students planning a major or minor in health, physical education or recreation.

Physical Education 144
Introduction to Physical Education — **3 Cr.**
3 Lec.

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

Physical Education 147
Sports Officiating I — **3 Cr.**
2 Lec., 2 Officiating

This course is especially designed for those students who would like to choose sports officiating for an avocation and/or to increase knowledge in and appreciation of sports. Sports covered in this course will be football and basketball. As part of the course requirement student will be expected to officiate intramural games.

Physical Education 148
Sports Officiating II — **3 Cr.**
2 Lec., 2 Officiating

This course is especially designed for those students who would like to choose sports officiating for an avocation and/or to increase knowledge in and appreciation of sports. Sports covered in this course will be softball, track and field, and baseball.

Physical Education 210
Sports Appreciation for the Spectator — **3 Cr.**
3 Lec.

A course specifically designed as an elective course for all students who desire a broader knowledge of major and minor sports. Rules, terminology, and philosophies of many sports are studied. Special emphasis shall be directed toward football and basketball.

Physical Education 257
Standard and Advanced First Aid — **3 Cr.**
3 Lec.

Theory and practice in the standard and advanced courses of the American National Red Cross in first aid safety.

Physical Science 118
Physical Science **4 Cr.**
3 Lec., 2 Lab.

A study of the basic principles and concepts of physics, chemistry and nuclear science. The course relates these basic sciences to man's physical world at an introductory level. This course is intended primarily for the non-science major. Laboratory fee required.

Physical Science 119
Physical Science **4 Cr.**
3 Lec., 2 Lab.

This course encompasses the interaction of the earth sciences and man's physical world. Geology, astronomy, meteorology and space science are emphasized through the application of selected principles and concepts of the applied sciences. The course is directed toward the non-science major. Laboratory fee required.

Physics 111
Introductory General Physics **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: Two years high school algebra, including trigonometry or equivalent. The first semester of a two semester course designed for pre-dental, biology, pre-medical, pre-pharmacy, and pre-architecture majors and other students who require a two-semester technical course in physics. This course includes a study of mechanics and heat. Laboratory includes one hour problem session. Laboratory fee required.

Physics 112
Introductory General Physics **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: Physics 111. A continuation of Physics 111 which includes the study of electricity, magnetism, light, and sound. Laboratory includes one hour problem session. Laboratory fee required.

Physics 115
Physics for Liberal Arts **4 Cr.**
3 Lec., 3 Lab.

An introduction to the various areas of physics as they relate to the world in which we live, accomplished through the study of selected topics including mechanics, thermodynamics, and acoustics. This course is intended primarily for the non-science major. Laboratory includes a one hour problem session. Laboratory fee required.

Physics 116
Physics for Liberal Arts **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: Physics 115. A continuation of Physics 115, which includes a study of selected topics in the areas of electrodynamics, optics, and atomic physics. Laboratory includes a one hour problem session. Laboratory fee required.

Physics 131
Applied Physics **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. The first half of a one year course designed to explain the basic concepts of the property of matter, mechanics, and heat. Emphasis will be placed on applications and problem solving. Designed primarily for students enrolled in technical programs. Laboratory includes a one hour problem session. Laboratory fee required.

Physics 132
Applied Physics **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: Physics 131. A continuation of Physics 131 designed to explain basic concepts in the areas of sound, light, electricity, magnetism, and atomic theory. Laboratory fee required.

Physics 201
General Physics **4 Cr.**
3 Lec., 3 Lab.

Prerequisite: Credit or concurrent registration in Mathematics 126. Principles and applications of mechanics, wave motion, and sound emphasizing fundamental concepts, problem solving, notation, and units. Designed primarily for physics, chemistry, mathematics, and engineering majors. Laboratory includes a one hour problem session. Laboratory fee required.

Physics 202
General Physics **4 Cr.**
3 Lec., 3 Lab.

Prerequisites: Physics 201 and credit or concurrent registration in Mathematics 227. Principles and applications of heat, electricity, magnetism and optics emphasizing fundamentals, concepts, problem solving, notation and units. Laboratory includes a one hour problem session. Laboratory fee required.

Physics 203
Introduction to Modern Physics **4 Cr.**
3 Lec., 3 Lab

Prerequisite: Physics 202. Principles of relativity, atomic and nuclear physics with emphasis on fundamental concepts, problem solving, notation, and units. Laboratory includes a one hour problem session. Laboratory fee required.

Pilot Technology 120
Ground School Private **3 Cr.**
3 Lec.

Basic study of Federal Aviation Regulations, flight dynamics, meteorology, navigation, use of radio and general service of aircraft. Course is designed to fulfill the ground school requirements of the FAA Private Pilot Certificate.

Pilot Technology 125
Flight Basic **2 Cr.**
25 Lec., 9 Lab.

This course provides 25 hours of flight instruction (15 hours dual, 10 hours solo flight), preflight trainer. Medical requirements: current second-class medical certificate. Flight and laboratory fee required.

Pilot Technology 127
Aero Engines and Systems **3 Cr.**
48 Lec.

Prerequisite: Credit or concurrent enrollment in Aviation Administration 131, Electronics Technology 235, or equivalent. Basic power plant types and principles of operation such as piston reciprocating, rotary, jet and rocket; configurations such as in-line, radia, vee and horizontally opposed, turbo-prop, turbo-jet, fan-jet, and ram-jet. Systems include fuel, ignition, electrical, environmental, lubrication, hydraulics, pneumatics, fire detection and extinguishing, cooling, tachometer, monitoring, manual control, and power boosted systems.

Pilot Technology 132
Flight Private Pilot **1 Cr.**
20 Lec., 4 Lab.

This course provides a total of 20 hours of flight instruction (10 hours dual and 10 hours solo flight), pre-flight instruction and briefing, and instruction in a synthetic flight trainer. Students will receive credit for the course upon completion of the flight prerequisite for the private pilot flight examination. Flight and laboratory fee required.

Pilot Technology 231
Flight Commercial I **2 Cr.**
30 Lec., 8 Lab.

Prerequisite: Private Pilot Certificate. This course provides 30 hours of flight instruction (10 hours dual and 20 hours solo flight) and pre-flight instruction and briefing to apply toward the Commercial Pilot Certificate. Medical requirements: Current second-class medical certificate. Flight and laboratory fee required.

Pilot Technology 232
Ground School Commercial **3 Cr.**
3 Lec.

Prerequisite: Private Pilot Certificate. In-depth analysis of all topics covered in the Commercial Pilot written examination. Emphasis is placed on problem development and solution practices to enhance appropriate responses in practical situations. Advanced exercises in the areas of aircraft operation, meteorology, navigation, communications, theory and hazards of attitude instrument flight, flight physiology, emergency procedures. Bar's and aim, flight planning. Satisfactory completion of this course should qualify the student to pass the commercial pilot written examination.

Pilot Technology 233
Flight Commercial II **3 Cr.**
46 Lec., 8 Lab.

Prerequisite: Completion of Pilot Technology 231 – Flight Commercial I and concurrent enrollment in Pilot Technology 232 – Ground School Commercial. This course provides 46 hours of flight instruction (10 hours dual instrument instruction, 6 hours dual instruction, and 30 hours of solo flight) and preflight instruction and briefing to apply toward the Commercial Pilot Certificate. Flight instruction leading to a commercial license conforms to current FAA regulations by including a total of five (5) hours of night flight and ten (10) hours of instrument dual flight. Flight and laboratory fee required.

Pilot Technology 234
Flight Commercial III **3 Cr.**
46 Lec., 4 Lab.

Prerequisite: Completion of Pilot Technology 232 and Pilot Technology 233. This course provides 46 hours flight instruction (6 hours dual flight, 30 hours solo flight, and 10 hours dual and practice flight in a more sophisticated aircraft) and pre-flight instruction and briefing all of which apply to fulfill

flight-law requirements for the Commercial Pilot Certificate. Students will receive course credit upon satisfactory completion of the flight prerequisite to the Commercial Pilot flight examination. Flight and laboratory fee required.

Pilot Technology 236
Aero Physics **3 Cr.**
3 Lec.

Prerequisite: Credit or concurrent enrollment in Mathematics 196. The aeronautical applications of physical laws. Areas considered in the course include gravitational laws, forces and stresses, Bernoulli's principle, gyroscopic principles, velocity-sonic relationships, dynamics of airfoils, high efficiency lift devices, energy conversion to reactive forces related to aerobatics, and precision flight.

Pilot Technology 237
Meteorology **3 Cr.**
3 Lec.

A study of the basic concepts of meteorological phenomena. Analysis and use of weather data, and the use and observation of measuring devices. Topics covered in weather maps and symbols, U.S. Weather Bureau documents, structure and general circulation of the atmosphere, theories of air mass, fronts, pressure areas, temperature gradients and inversions, violent atmospheric activities, and ecological considerations.

Pilot Technology 238
Advanced Navigation **3 Cr.**
2 Lec., 2 Lab.

Prerequisite: Credit or concurrent enrollment in Pilot Technology 237 or consent of instructor. This course covers flight planning with consideration given to adverse atmospheric conditions, navigational capabilities, and safety; the course also includes the analysis of atmospheric maps and charts, and in-flight interpretation and use of all operational data. It also includes analysis of weather radar presentations. Laboratory fee required.

Pilot Technology 239
Ground School Instrument **3 Cr.**
3 Lec.

Prerequisite: Private or Commercial Pilot Certificate. Includes 48 hours covering theory and principles of aircraft attitude control, flight procedures and maneuvering by reference solely to cockpit instruments. Prepares the student for the FAA written examination for the instrument rating. Satisfactory completion of this course should qualify the student to pass the Instrument Rating written examination.

Pilot Technology 242
Flight Instructor
Ground School **2 Cr.**
2 Lec.

Prerequisite: Commercial Pilot Certificate or Private Pilot Certificate with 200 hours logged flight time. Includes 40 hours covering principles of flight and ground instruction and instructional techniques on aircraft performance, analysis of maneuvers, and Federal Aviation Regulations. Satisfactory completion of this course should qualify the student to pass the flight instructor written examination.

Pilot Technology 243
Flight Instructor Airplane **2 Cr.**
30 Lec., 10 Lab.

Prerequisite: Commercial Pilot Certificate or Private Pilot Certificate with 200 hours logged flight time. 30 hours of flight training in the science of flight instruction including evaluation of student performance and maneuver analysis. Covers the required instructional flight disciplines to qualify students for the FAA Flight Instructor Rating. Flight and laboratory fee required.

Pilot Technology 244
Flight Advanced I **1 Cr.**
10 Lec.

Prerequisite: A Private Pilot Certificate or a Commercial Pilot Certificate. This course of flight training leads to the FAA Multi-Engine Pilot Rating. All flying is given in modern twin-engine aircraft and is designed to give the advanced pilot a greater depth of aircraft experience. Includes 10 hours of flight instruction and pre-flight instruction and briefing. Flight fee required.

Pilot Technology 245
Flight Instrument **3 Cr.**
26 Lab.

Prerequisite: Private or Commercial Pilot Certificate. This course provides 45 hours of flight instruction (25 hours of instrument flight and 20 hours instruction in an instrument, synthetic trainer) and pre-flight instruction and briefing. Laboratory fee required.

Psychology 103
Sex Roles in American Society — **3 Cr., 3 Lec.**

A study of the physiological, psychological and sociological aspects of human sexuality. The student may register for either Psychology 103 or Sociology 103, but may receive credit for only one of the two.

Psychology 105
Introduction to Psychology — **3 Cr., 3 Lec.**

A study of basic problems and principles of human experience and behavior; heredity and environment, the nervous system, motivation, learning, emotions, thinking and intelligence. (This course is offered on campus and may be offered via television.)

Psychology 131
Human Relations — **3 Cr., 3 Lec.**

A study involving the direct application of psychological principles to human relations problems in business and industry. Consideration is given to group dynamics and adjustment factors related to employment and advancement. The presentation will be tailored to fit the needs of the students enrolled in each section.

Psychology 201
Developmental Psychology — **3 Cr., 3 Lec.**

Prerequisite: Psychology 105. A study of human growth, development and behavior, emphasizing the psychological changes which occur during the life pattern. The processes of life from prenatal beginnings to adulthood are treated in an integrated manner. Due attention is given to aging and its place in the development sequence.

Psychology 202
Applied Psychology — **3 Cr., 3 Lec.**

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

Psychology 205
Psychology of Personality — **3 Cr., 3 Lec.**

Prerequisite: Psychology 105. A consideration of the important factors involved in successful human adjustment including child-parent relationships, adolescence, anxiety states, mechanisms of defense and psychoanalytic concepts. The course includes a survey of methods of personality measurement.

Psychology 209
General Psychology — **3 Cr., 3 Lec.**

Prerequisite: Psychology 105. An in-depth survey of behavior, including learning, motivation, perception, and emotion. An introduction to behavioral research, data collecting, and analysis will be included. Recommended for psychology majors.

Quality Control Technology 122
Dimensional Measurement — **3 Cr., 2 Lec., 2 Lab.**

This course provides an opportunity to obtain a practical and theoretical understanding of many types of mechanical and optical measuring devices which are used in dimensional inspection.

Reading 101
Effective College Reading — **3 Cr., 3 Lec.**

Reading 101 emphasizes comprehension techniques in reading fiction and nonfiction. Improved critical reading skills including analysis, critique and evaluation of written material are explored. Reading comprehension and flexibility of reading rate are stressed. In addition, advanced learning techniques in listening, note-taking, underlining, concentration, and reading in specialized academic areas are developed.

Reading 102
Speed Reading/Learning — **3 Cr., 3 Lec.**

This course emphasizes improved critical reading/learning skills utilizing an aggressive, dynamic approach. Reading comprehension is stressed using speed reading techniques. Learning and memory depth skills are taught. Offered in a laboratory setting.

Religion 101
Religion in American Culture — **3 Cr. 3 Lec.**

A systematic examination of religion in American culture. Emphasis upon the characteristics of American religion, an objective study of various religious groups, and an examination of the relation of religion to the arts and other cultural phenomena.

Religion 103
Introduction to Philosophy of Religion — **3 Cr. 3 Lec.**

Investigation of basic problems in philosophy of religion: faith and reason, the existence of God, the nature of religious language and literature, evil and human destiny. Analysis of the effect of religious belief and practice upon social and moral life in both Eastern and Western traditions.

Religion 201
Major World Religions — **3 Cr. 3 Lec.**

Prerequisite: Sophomore standing or consent of instructor recommended. A survey of major world faiths, the course will concentrate on the basic texts of Eastern and Western religions and on the creative personalities of their founders. There will be some consideration of the problems of 'objective' study of religions, of primitive religions, and of alternatives to major world religions such as astrology and atheism.

Salesmanship
(See Business 230)

Science 100
History of Science — **3 Cr. 3 Lec.**

A study of the development of scientific knowledge, including biology, genetics, chemistry, mathematics, astronomy, architecture, industrial technology, and ethical considerations relating to the use of scientific knowledge. (This course is offered via television.)

Secretarial Training
(See Business 162)

Shorthand
(See Business 159, 164, 263, 264)

Social Science 131
American Civilization — **3 Cr. 3 Lec.**

A course designed to provide the student with some historical perspective for understanding the economic, political, and social institutions of modern society. In this context, emphasis will be placed upon U.S. and Texas History and constitutional development. It is advised that these courses be taken in order: 131, 132.

Social Science 132
American Civilization — **3 Cr. 3 Lec.**

A continuation of Social Science 131.

Sociology 101
Introduction to Sociology — **3 Cr. 3 Lec.**

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

Sociology 102
Social Problems — **3 Cr. 3 Lec.**

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

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

A study of the physiological, psychological and sociological aspects of human sexuality. The student may register for either Sociology 103 or Psychology 103, but may receive credit for only one of the two.

Sociology 203
Marriage and Family — **3 Cr. 3 Lec.**

Prerequisite: Sociology 101 recommended. An analysis of courtship patterns, marriage and family forms, relationships and functions, and sociocultural differences in family behavior.

Sociology 204
American Minorities **3 Cr.**
3 Lec.

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

Spanish 101
Beginning Spanish **4 Cr.**
3 Lec., 2 Lab.

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Laboratory fee required.

Spanish 102
Beginning Spanish **4 Cr.**
3 Lec., 2 Lab.

Prerequisite: Spanish 101 or equivalent. Continuation of Spanish 101 with emphasis on idiomatic language and complicated syntax. Laboratory fee required.

Spanish 201
Intermediate Spanish **3 Cr.**
3 Lec.

Prerequisite: Spanish 102 or equivalent or consent of the instructor. Reading, composition, grammar review and intense oral practice.

Spanish 202
Intermediate Spanish **3 Cr.**
3 Lec.

Prerequisite: Spanish 201 or equivalent. Continuation of Spanish 201 with reading selections drawn more directly from contemporary literary sources. Composition.

Spanish 203
Introduction to Spanish Literature **3 Cr.**
3 Lec.

Prerequisite: Spanish 202 or equivalent or consent of the instructor. Readings in Spanish literature, history, culture, art and civilization.

Spanish 204
Introduction to Spanish Literature **3 Cr.**
3 Lec.

Prerequisite: Spanish 202 or equivalent or consent of the instructor. Readings in Spanish literature, history, culture, art and civilization.

Speech 105
Fundamentals of Public Speaking **3 Cr.**
3 Lec.

An introductory course in public speaking. Principles of reasoning. Emphasis upon the delivery of carefully prepared speeches. Special attention to audience analysis, collection of materials, and outlining.

Speech 109
Voice and Articulation **3 Cr.**
3 Lec.

A study of the mechanics of speech applied to the improvement of the individual's voice and pronunciation.

Speech 110
Reader's Theatre Workshop **1 Cr.**
2 Lab.

A laboratory course for the preparation and presentation of scripts, readings, and book reviews, collecting and arranging all types of literature for group interpretation and performance. May be repeated once for credit.

Speech 201
Forensic Workshop **1 Cr.**
2 Lab.

A laboratory course for the preparation of speeches, readings, and debate propositions which will be presented in competition and before select audiences. May be repeated for one additional unit of credit.

Speech 205
Discussion and Debate **3 Cr.**
3 Lec.

A study of theories and application of techniques of public discussion and argumentation. Special emphasis on development of ability to evaluate, analyze, and think logically, through application to current problems.

Speech 206
Oral Interpretation **3 Cr.**
3 Lec.

A study of fundamental techniques of

analyzing various types of literature, and practice in preparing and presenting selections orally. Emphasis on individual improvement.

Teacher Aide 129
Communications Skills for Teacher Aides **3 Cr.**
3 Lec.

This course is designed to test and enhance the teacher aide's basic communication skills in reading, writing, speaking and listening. It will include also a survey of techniques and methods for encouraging the development of these language skills in students with whom the aide works. Creative writing, story telling, appreciation of literature, tutoring techniques for reading and writing, cursive and manuscript handwriting will be included in the language skills emphasized.

Teacher Aide 131
Teacher Aide Techniques I **3 Cr.**
3 Lec.

The primary purpose of this course is to define the role of the teacher aide within the school structure and to develop an understanding of the organization and administration of the public school system. Special attention will be given to the development of effective interpersonal relationships. Through direct experiences with students on a one-to-one basis, the teacher aide trainee will observe and study the developmental patterns of students. A study will be made of the general principles of human growth and development.

Teacher Aide 132
Introduction to Media **3 Cr.**
1 Lec., 4 Lab.

An introduction to basic skills associated with the preparation of graphic and projected materials and the operation of selected audiovisual equipment.

Teacher Aide 133
Teacher Aide Techniques II **3 Cr.**
3 Lec.

This course is designed to further develop the teacher aide trainees' understandings, skills and attitudes in providing a wholesome learning environment in the classroom. The facilitation of learning with small groups of students will be emphasized through didactic and field experiences. The unique factors affecting the growth and development of inner city students will be emphasized along with a study of the teacher aide responsibilities as a member of the educational team.

Teacher Aide 135
Arts and Crafts for Teacher Aides **3 Cr.**
3 Lec.

The course acquaints the student with the variety of creative art materials and methods appropriate for use in programs for children as well as opportunities for participation in the use of these materials. Creating an attractive classroom environment with the use of classroom displays, charts, poster art, and bulletin boards will be incorporated in the course.

Teacher Aide 231
Teacher Aide Seminar I **2 Cr.**
2 Lec.

The first seminar section is designed to provide an opportunity for the teacher aide trainees to discuss their experiences as trained observers and participants in the classroom strategies and procedures, supervision techniques and instructional skills.

Teacher Aide 235
Teacher Aide Seminar II **2 Cr.**
2 Lec.

This section of the seminar will provide the teacher aide trainee an opportunity to continue his experiences in the classroom while obtaining professional consultation and group experiences with his classmates. Small group interaction will enable the trainee to share experiences, demonstrate specific skills and techniques, participate in simulated classroom situations and clarify hypotheses developed in the supporting educational activities. The overall objective will be to provide a means for integrating and relating the total individual and collective experiences of the curriculum into a meaningful pattern.

Teacher Aide 804 **4 Cr.**
(See Cooperative Work Experience)

Teacher Aide 814 **4 Cr.**
(See Cooperative Work Experience)

Theatre 100
Rehearsal and Performance **1 Cr.**
4 Lab.

Prerequisite: Acceptance as a member of the cast or crew of a major production. Participation in the class includes the rehearsal and performance of the current theatrical presentation of the division. May be repeated for credit. Credit limited to one hour per semester.

Theatre 101
Introduction to the Theatre **3 Cr.**
3 Lec.

A general survey designed to acquaint the student with the various aspects of theatre, plays and playwrights, directing and acting, theatres, artists, and technicians.

Theatre 102
Contemporary Theatre **3 Cr.**
3 Lec.

A study of the modern theatre and cinema as art forms, with attention to the historical background and traditions of each. Emphasis is placed on a better understanding of the social, cultural, and aesthetic significance of these media in today's life. Includes the reading of a number of modern plays and the viewing of specially selected films.

Theatre 103
Stagecraft I **3 Cr.**
2 Lec., 3 Lab.

A study of the technical aspects of play production including set design and construction, stage lighting, make-up, costuming, and related areas.

Theatre 104
Stagecraft II **3 Cr.**
2 Lec., 3 Lab.

Prerequisite: Theatre 103 or consent of instructor. A continuation of Theatre 103 with emphasis on individual projects in set and lighting design and construction, including further exploration of the technical aspects of play production.

Theatre 105
Make-up for the Stage **3 Cr.**
3 Lec.

Theory and practice of the craft of make-up.

Theatre 106
Acting I **3 Cr.**
2 Lec., 3 Lab.

Individual and group activity with theory and exercises in body control, voice, pantomime, interpretation, characterization, and stage movement. Analysis and study of specific roles for stage presentation.

Theatre 107
Acting II **3 Cr.**
2 Lec., 3 Lab.

Prerequisite: Theatre 106 or consent of instructor. Continuation of Theatre 106 with emphasis on problems of complex characterization, ensemble acting, stylized acting and acting in period plays.

Theatre 108
Movement for the Stage **3 Cr.**
2 Lec., 3 Lab.

A study of movement as both a pure form as well as its relation and integration with the theatre arts. The course will include movement as a technique to control balance, rhythm, strength, and flexibility. Movement will be explored as it is used in all the theatrical forms and in development of characterization. May be repeated for credit.

Theatre 109
Voice and Articulation **3 Cr.**
3 Lec.

Same as Speech 109. The student may not receive credit for both Theatre 109 and Speech 109.

Theatre 110
History of Theatre I **3 Cr.**
3 Lec.

Survey of theatre from its beginning through the sixteenth century. Study of the theatre in each period as a part of the total culture of the period.

Theatre 111
History of Theatre II **3 Cr.**
3 Lec.

Development of the theatre from the seventeenth century through the twentieth century.

Theatre 112
Beginning Dance Technique in Theatre **3 Cr.**
2 Lec., 3 Lab.

Course designed to promote body balance, improve manipulation of trunk and limbs, and facilitate the rhythmic flow of physical energy. Exploration of basic movements of the dance with emphasis on swing movements, circular motion, fall and recovery,

contraction and release, and contrast of literal and abstract movements.

Theatre 113
Intermediate Dance **3 Cr.**
2 Lec., 3 Lab.

Prerequisite: Theatre 112. A general survey to acquaint the student with the various aspects of dance and its role in total theatre, including the evolution of dance styles. Exploration of jazz style emphasizing flow of movement, body placement, dynamic intensity, level, focus and direction.

Theatre 115
Mime **2 Cr.**
1 Lec., 2 Lab.

Prerequisite: Stage movement, Theatre 106. Exploration of the expressive significance and techniques of mime.

Theatre 199
Demonstration Lab **1 Cr.**
1 Lab.

One hour a week course designed to allow the theatre student an opportunity to practice the theory learned in specific theatre classes before an audience. Scenes studied in various drama classes will show contrast and the different perspectives. Required of all drama students — open to all students.

Theatre 205
Scene Study (Theatre) **3 Cr.**
2 Lec., 3 Lab.

Prerequisites: Theatre 106, 107. Continuation of Acting II with emphasis on developing character through detailed study of the playscript. Students will deal with the stylistic problems presented by the staging of period plays and the development of early realism.

Theatre 207
Scene Study II **3 Cr.**
2 Lec., 3 Lab.

Prerequisite: Theatre 205. Continuation and intensification of Theatre 205 with concentration upon individual needs of the performer. Conference and scheduled rehearsals in preparation for scene work.

Typing
(See Business 172, 174, 273)

Welding 120
Oxyacetylene Welding **1 Lec., 5 Lab.**
3 Credit Hrs.

This is a basic manipulative skills training course which meets general industrial requirements and is designed to teach students to set up and use the equipment for all positions for welding and cutting sheet, thin plate and small diameter pipe and braze welding carbon steels and coat-irons. This course is the equivalent to WE 140, WE 141 and WE 142. Laboratory fee required.

Welding 121
Introduction to Shielded
Metal-Arc Plate **1 Lec., 7 Lab.**
Welding **4 Credit Hrs.**

This is a basic manipulative skills training course designed to develop general maintenance and production welding abilities using manual alternating and direct current shielded metal-arc on ferrous metal in flat position and performing groove and fillet welds. This course is the equivalent to WE 143, WE 144 and WE 145. Laboratory fee required.

Welding 122
Semiautomatic Welding I **1 Lec., 5 Lab.**
3 Credit Hrs.

This is a basic manipulative skills training course designed to enable the student to meet general industrial requirements while using the semiautomatic and micro-wire arc welding process in the flat position. This course is open to both the beginning students and experienced welders. This course is the equivalent to WE 147 and WE 148. Laboratory fee required.

Welding 123
Combination Arc **1 Lec., 7 Lab.**
Welding I **4 Credit Hrs.**

Prerequisite: Welding 141, 142 and 145 or equivalent. This is a combination basic and advanced manipulative skills level course designed to enable the student to qualify for weld quality testing in accordance with the standards established by the American Welding Society for Electric Arc Welding. This course is the equivalent to WE 149 and WE 241. Laboratory fee required.

Welding 124
Combination Pipe **1 Lec., 7 Lab.**
Welding I **4 Credit Hrs.**

Prerequisite: Welding 145 and 149 or equivalent. The student will receive instruction in the basic manual shielded metal-arc pipe

welding techniques and will lead to advanced manipulative skills level training designed to enable the student to qualify on the various qualification tests, as required by industry, in all positions with the semiautomatic micro-wire and flux cored arc welding process. This course is the equivalent to WE 240 and WE 243. Laboratory fee required.

Welding 125
Combination Gas Shielded Arc Welding — **1 Lec., 7 Lab. 4 Credit Hrs.**

Prerequisite: Welding 147, 148, 149 and 243 or equivalent. This is an advanced skills level training course designed to enable the student to qualify on the various qualification tests in accordance with industrial requirements. This course also enables the student to weld pipe in the horizontal and vertical fixed positions with sufficient skill to pass the API and ASME qualification test using the micro-wire arc welding process. This course is the equivalent to WE 242 and WE 244. Laboratory fee required.

Welding 130
Pattern Layout — **3 Cr. 2 Lec., 3 Lab.**

This course is devoted to the preparation of patterns, pattern development, and the shop economics involved. Job applications, general layout work with structural material. Laboratory fee required.

Welding 140
Oxyacetylene Welding I — **1 Cr. 1 Lec., 7 Lab.**

This is a basic manipulative skills training course designed to develop the students ability to set up and use the equipment for flat position welding and cutting. On completion, the student should be able to meet general industrial requirements while using oxyacetylene equipment in the flat position. Laboratory fee required.

Welding 141
Oxyacetylene Welding II — **1 Cr. 1 Lec., 7 Lab.**

This is a basic manipulative skills training course designed to enable a student to meet general industrial requirements while using oxyacetylene equipment for welding sheet, thin plate and small diameter pipe in all positions. Laboratory fee required.

Welding 142
Oxyacetylene Braze Welding — **1 Cr. 1 Lec., 7 Lab.**

This is a basic manipulative skills training course designed to enable a student to meet general industrial requirements while using oxyacetylene equipment for braze welding carbon steels and coat-irons. Laboratory fee required.

Welding 143
Shielded Metal-Arc Welding I — **1 Cr. 1 Lec., 7 Lab.**

This is a basic manipulative skills training course designed to develop general maintenance and production welding abilities for using manual alternating current shielded metal-arc (stick) welding equipment on ferrous metal in the flat position. Laboratory fee required.

Welding 144
Shielded Metal-Arc Welding II — **1 Cr. 4 Lec., 28 Lab.**

This is a basic manipulative skills training course designed to develop general maintenance and production welding abilities for using manual direct current shielded metal-arc (stick) welding equipment of ferrous metal in the flat position. Laboratory fee required.

Welding 145
Plate Welding I — **2 Cr. 1 Lec., 7 Lab.**

Prerequisite: Welding 143 and Welding 144 or equivalent. This is a basic manipulative skills training course designed to develop general maintenance and production welding abilities while using the manual shielded metal-arc (stick) process for performing groove and fillet welds with ferrous metals in all positions. Laboratory fee required.

Welding 146
Plasma — Arc Welding I — **1 Cr. 1 Lec., 7 Lab.**

Prerequisite: Welding 140, 141, and 145 or equivalent. This is a basic manipulative skills training course designed to enable the student to set up the equipment for flat position plasma-arc welding on stainless steel and aluminum. Laboratory fee required.

Welding 147
Micro-Wire Welding I — **2 Cr. 1 Lec., 7 Lab.**

This is a basic manipulative skills training

course designed to enable the student to meet general industrial requirements while using the micro-wire-arc (MIG) welding process in the flat position for sheet metal and thin gauge plate. This course is open to both the beginning student and experienced welder. Laboratory fee required.

Welding 148
Semiautomatic Arc Welding I **1 Cr.**
1 Lec., 7 Lab.

This is a basic manipulative skills training course designed to enable the student to meet general industrial requirements while using the semiautomatic arc welding process (large wire co2 and flux core) for joining heavier plates in the flat position. This course is open to both the beginning student and experienced welders. Laboratory fee required.

Welding 149
Gas Tungsten Arc Welding (TIG) I **2 Cr.**
1 Lec., 7 Lab.

Prerequisite: Welding 141 and 142 or equivalent. This is a basic manipulative skills training course designed to enable a student to meet general industrial requirements while using the gas tungsten-arc welding process for joining thin gauge material. Laboratory fee required.

Welding 150
Basic Welding Metallurgy **3 Cr.**
3 Lec.

This is a theory type course designed to assist those students in welding or who are employed in welding and related industries to refresh and extend their knowledge of the behavior of the various fabricating metals during welding. The effects of the joining processes and procedures on the fabrication and service performance of weldments are also considered.

Welding 240
Pipe Welding I — (Shielded Metal-Arc) **2 Cr.**
1 Lec., 7 Lab.

Prerequisite: Welding 145 or equivalent. This is a manipulative skills training course designed to introduce the student to the basic manual shielded metal-arc pipe welding techniques. Material preparation and set up procedures in accordance with Section IX of the ASME Boiler and pressure vessel codes. Laboratory fee required.

Welding 241
Plate Welding II **2 Cr.**
1 Lec., 7 Lab.

Prerequisite: Welding 145 or equivalent. This is an advanced manipulative skills level course designed to enable the student to qualify for weld quality testing in accordance with standards established by the American Welding Society for Electric Arc Welding. Laboratory fee required.

Welding 242
Gas Tungsten — Arc Welding II **2 Cr.**
1 Lec., 7 Lab.

Prerequisite: Welding 149 or equivalent. This is an advanced manipulative skills level training course designed to enable the student to qualify on the various qualification tests in accordance with industrial requirements. Laboratory fee required.

Welding 243
Semiautomatic Arc Welding II **2 Cr.**
1 Lec., 7 Lab.

Prerequisite: Welding 149 or equivalent. This is an advanced manipulative skills level training course designed to enable the student to qualify on the various qualification tests, as required by industry, in all positions with the semiautomatic micro-wire and flux cored arc welding process. Laboratory fee required.

Welding 244
Micro-Wire Welding II **2 Cr.**
1 Lec., 7 Lab.

Prerequisite: Welding 147, 148, and 243 or equivalent. This is an advanced skills level training course designed to enable the student to weld pipe in the horizontal and vertical fixed positions with sufficient skill to pass the API and ASME qualification test using the micro-wire arc welding process. Laboratory fee required.

Welding 245
Plasma-Arc Welding II **1 Cr.**
1 Lec., 7 Lab.

Prerequisite: Welding 146 or equivalent. This is an advanced skills level training course designed to enable the student to pass applicable qualification codes with the plasma arc welding process while joining carbon

steel, stainless steel, and aluminum in all positions. Laboratory fee required.

Welding 246
Pipe Welding II **2 Cr.**
1 Lec., 7 Lab.

Prerequisite: Welding 143, 144, 145, and 240 or equivalent. This is an advanced skills level training course designed to enable the student to pass code qualification tests for carbon steel pipe welding in accordance with Section IX of the ASME Boiler and Pressure Vessel Codes, or on request, Standard & 1104 from the American Petroleum Institute. Laboratory fee required.

Welding 247
Manual Submerged Arc Welding **1 Cr.**
1 Lec., 7 Lab.

Prerequisite: Welding 147 and 149 or equivalent. This is a manipulative skills level training course designed to familiarize the student with the variables concerning industrial applications of the submerged-arc welding process. On completion of this course the student will have a practical level of technical knowledge and ability for meeting general production welding requirements. Laboratory fee required.

Welding 248
Specialized Welding Application I **2 Cr.**
1 Lec., 7 Lab.

This is an advanced skills development course designed to allow the student to program his own specialization area course objectives under instructional supervision. This will allow a student to upgrade his present skills development level in order to meet employment reclassification requirements, or allow him to meet job classification requirements of a selected potential employer. This course is open only to those students in advanced standing or who are presently employed and in need of additional skill development. Laboratory fee required. This course may be repeated for credit.

Welding 249
Specific Code Competency Preparation **2 Cr.**
1 Lec., 7 Lab.

This is an advanced skills level training course designed for welding operators wishing to qualify under specific welding codes or specifications. The training during this course will be conducted under instructional supervision in order to enable the operator to correct any faulty techniques he may have developed. Any specific code/codes involved must be specified when applying for admission to such training. This course is open only to experienced welding operators or students in advanced standing. Laboratory fee required. This course may be repeated for credit.

Welding 250
Specialized Welding Application II **2 Cr.**
1 Lec., 7 Lab.

Prerequisite: Welding 248. A continuation of Welding 248-Specialized Welding Application I. Laboratory fee required. This course may be repeated for credit.

Welding 251
Applied Welding Metallurgy **3 Cr.**
3 Lec.

Prerequisite: Welding 150, 6 credit hours Welding Lab Courses. A theory course to continue, in more depth, that material covered in Welding 150. Designed to assist the student to improve communication skills with welding engineers and metallurgists. Includes a study of welding processes and their relationship to and effect upon metals and why they can/cannot be used for certain applications; the theory of heat-treating and its many uses; the value of preheat, inter pass temperature, and post heat in welding procedures. Designed to increase students knowledge of what metals are made of and why they are used for specific industrial applications; to strengthen the knowledge and understanding of the grain structure of metals and the effect that welding processes have on them.

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








CAREER PROGRAMS

Career Programs at Mountain View College

Accounting Associate
Accounting Technician
Animal Medical Technology
Aviation Administration
- Air Cargo Transport
- Airline Marketing
- Fixed Base Operations/Airport Management

Avionics
Drafting and Design Technology
Electronics Technology
Horology (Watch Repair)
Machine Shop
Mid-Management
Office Careers
- General Office Occupations
- General Secretary
- Office Skills and Systems
- Professional Secretary

Pilot Technology
Teacher Aide
Welding

Flexible Entry

In addition to the regular registration periods, registration for courses offered through Flexible Entry is held the first Monday, Tuesday and Wednesday of the month during the academic year with the exception of December and May. Registration is in the Registrar's Office and requires instructor's approval. The following Technical/Occupational Programs offer sections included in this registration arrangement.

- Avionics Technology
- Drafting & Design Technology (Limited)
- Horology
- Machine Shop
- All Cooperative Work Experience Courses
- Office Careers
- Pilot Technology
- Teacher Aide (Limited)
- Welding Technology

Students should check with the Registrar's Office each month to determine the sections which will be offered.

Cooperative Work Experience Education

Students may enrich their education in certain Technical/Occupational Programs by enrolling in Cooperative Work Experience Education courses. These courses are designed to assist students in coordinating classroom study with related on-the-job experience.

Requirements:

1. Students must have completed at least two (2) courses in their occupational major to be eligible for Cooperative Work Experience.
2. A full-time student must be enrolled in twelve (12) credit hours or more; two (2) courses must relate to the student's work experience; and up to four (4) credit hours may be in Cooperative Work Experience.
3. A part-time student may take up to four (4) credit hours of work experience.
4. Part-time students must be concurrently enrolled in a course related to his work experience.
5. To enroll in a Cooperative Work Experience course, a student must have the approval of his instructor/coordinator.

Course credit will be awarded at the rate of one credit hour for each 80 hours of approved work experience accomplished during the semester. This is approximately five (5) hours a week during a sixteen (16) week semester. The work experience credit hours available in selected Technical/Occupational Programs will be listed in the curriculum pattern for that program.

Technical/Occupational Programs which include Cooperative Work Experience are

- Accounting Associate
- Animal Medical Technology
- Aviation Administration
- Avionics Technology
- Drafting & Design Technology
- General Office Occupations
- Machine Shop
- Professional Secretary
- Teacher Aide
- Welding Technology

Accounting Associate

(Associate in Applied Arts and Sciences Degree)

This two-year program is designed for persons interested in pursuing careers as junior accountants in business, industry and government. Emphasis will be placed on internal accounting procedures and generally accepted accounting principles and tax accounting.

Curriculum Pattern	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
BUS 201 — Principles of Accounting I	3	0	3
BUS 105 — Introduction to Business	3	0	3
BUS 160 — Office Machines	3	0	3
COM 131 — Applied Composition and Speech or ENG 101 — Composition and Expository Reading	3	0	3
MTH 130 — Business Mathematics or MTH 111 — Mathematics for Business	3	0	3
	15	0	15
Spring Semester			
BUS 202 — Principles of Accounting II	3	0	3
BUS 136 — Principles of Management	3	0	3
CS 175 — Introduction to Computer Sciences	3	0	3
COM 132 — Applied Composition and Speech or ENG 102 — Composition and Literature	3	0	3
BUS 172 — Beginning Typing or BUS 703 — Cooperative Work Experience BUS 713 — Cooperative Work Experience	3	2	3
	15	2	15
Fall Semester			
BUS 203 — Intermediate Accounting	3	0	3
BUS 238 — Cost Accounting or BUS 239 — Income Tax Accounting	3	0	3
GOV 201 — American Government	3	0	3
ECO 201 — Principles of Economics	3	0	3
BUS 803 — Cooperative Work Experience BUS 804 — Cooperative Work Experience or *Elective	3	0	3 or 4
	15	0	15 or 16
Spring Semester			
BUS 204 — Managerial Accounting	3	0	3
BUS 234 — Business Law	3	0	3
BUS 231 — Business Correspondence	3	0	3
ECO 202 — Principles of Economics	3	0	3
BUS 813 — Cooperative Work Experience or BUS 814 — Cooperative Work Experience or *Elective	3	0	3 or 4
	15	0	15 or 16

***Recommended Electives**

BUS 238 — Cost Accounting
BUS 239 — Income Tax Accounting
BUS 206 — Principles of Marketing
PSY 105 — Introduction to Psychology
BUS 143 — Personal Finance
BUS 205 — Business Finance
PSY 131 — Human Relations

Accounting Technician
(One-Year Certificate Program)

The objective of this program is to provide the student with a working knowledge of bookkeeping procedures currently in use in business; to introduce the student to accounting principles supporting bookkeeping procedures; and to give the student practical bookkeeping experience by the use of problem solving.

Curriculum Pattern

Fall Semester	**Lec. Hrs.**	**Lab. Hrs.**	**Credit Hrs.**
BUS 105 — Introduction to Business	3	0	3
BUS 131 — Bookkeeping I	3	0	3
BUS 160 — Office Machines	3	0	3
COM 131 — Applied Composition and Speech	3	0	3
MTH 130 — Business Mathematics	3	0	3
	15	0	15
Spring Semester			
BUS 132 — Bookkeeping II	3	0	3
BUS 172 — Beginning Typing or BUS 174 — Intermediate Typing	2 or 1	3 or 2	3 or 2
CS 175 — Introduction to Computer Science	3	0	3
COM 132 — Applied Composition and Speech	3	0	3
*Elective	3	0	3
	13 or 14	2 or 3	14 or 15

*Suggested electives: BUS 234, PSY 131 or PSY 105, ECO 201.

Animal Medical Technology
(Associate Degree of Applied Arts and Sciences)

The Animal Medical Technology Program at Mountain View College is designed to help meet the need for graduate animal technicians as indicated by the Texas Veterinary Medical Association. It subscribes to the definition of an "Animal Technician" as described by the American Veterinary Medical Association (AVMA) as "a person knowledgeable in the care and handling of animals, in the basic principles of normal and abnormal life processes, and in routine laboratory and clinical procedures. He is primarily an assistant to veterinarians, biological research workers and other scientists." The AMT curriculum is designed to provide the graduate with information, experience and skills needed to perform all technical duties in a practice excluding diagnosis, prescription and surgery and whose performance of such duties is not in conflict with the state practice act.

Admission in the AMT program is limited and applicants will be screened for approval. Students are encouraged to develop a strong academic background in the sciences, including mathematics, biology and chemistry.

Curriculum Pattern

Fall Semester	**Lec. Hrs.**	**Lab. Hrs.**	**Credit Hrs.**
AMT 130 — Introduction to Animal Medical Technology	3	3	4
AMT 135 — Applied Biochemistry	4	3	5
AMT 137 — Comparative Mammalian Anatomy and Physiology I	3	3	4
MTH 139 — Applied Mathematics	3	0	3
	13	9	16
Spring Semester			
AMT 231 — Comparative Mammalian Anatomy and Physiology II	3	3	4
AMT 241 — Clinical Pathology Techniques and Practice I	3	6	5
AMT 136 — Pharmacology for Technicians	3	0	3
COM 131 — Applied Composition and Speech	3	0	3
	12	9	15
Summer			
AMT 703 — Cooperative Work Experience	0	240	3
Fall Semester			
AMT 243 — Clinical Pathology Techniques and Practice II	3	6	5
AMT 230 — Anesthetic and Surgical Assisting Techniques	3	3	4
AMT 244 — Large Animal Assisting Techniques	2	4	3
BUS 153 — Small Business Management	3	0	3
	11	13	15

Spring Semester

AMT 236 — Principles and Practice of Radiography	2	3	3
AMT 249 — Animal Hospital Nursing	3	3	4
AMT 242 — Exotic and Research Animal Care and Management	2	3	3
PSY 131 — Human Relations	3	0	3
*Elective(s) or — Cooperative Work Experience			2-4
	10+	9+	15-17

***Recommended Electives**

AMT 245 — Senior Clinical Seminar
AMT 250 — Special Projects in AMT
BUS 172 — Beginning Typing
BUS 131 — Bookkeeping I
HUM 101 — Introduction to Humanities (or ART 104, MUS 104, THE 101)
SS 131 — American Civilization
SS 132 — American Civilization
Physical Education

Aviation Administration
options — Air Cargo Transport
— Airline Marketing
— Fixed-Base Operations/Airport Management
(Associate Degree of Applied Arts and Sciences)

Aviation Administration concerns the various aspects of business administration as relates to the multifaceted aviation industry. General business, accounting, legal, socioeconomic, advertising, marketing, and public relations subjects are interspersed with the appropriate areas of aviation specialization.

Curriculum Pattern

First Year Core Curriculum
(Common to all Aviation Administration Degree Programs)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
AA 131 — Introduction to Aviation	3	0	3
COM 131 — Applied Composition and Speech	3	0	3
BUS 105 — Introduction to Business	3	0	3
BUS 201 — Principles of Accounting I	3	0	3
BUS 234 — Business Law	3	0	3
	15	0	15
Spring Semester			
AA 133 — Air Transportation	3	0	3
AA 134 — Aviation Law	3	0	3
COM 132 — Applied Composition and Speech	3	0	3
PSY 131 — Human Relations	3	0	3
BUS 202 — Principles of Accounting II	3	0	3
	15	0	15

Air Cargo Transport
(Second Year Option)

This program prepares the student for entry into the career field of air cargo management. Typical positions span the range from management trainee, support staff member, assistant to administrative supervisor, or station manager. The curriculum provides studies in the logistics of air cargo, special regulations and laws (local, national, and international) relating to air cargo operations, and prepares the graduate to perform the responsible operations essential to air shipment and transshipment of products and material.

Curriculum Pattern

Fall Semester	**Lec. Hrs.**	**Lab. Hrs.**	**Credit Hrs.**
AA 232 — Transportation, Traffic and Air Cargo	3	0	3
ECO 201 — Principles of Economics I	3	0	3
SS 131 — American Civilization	3	0	3
AA 235 — Airline Management	3	0	3
*Elective or	3	0	3
AA 703 — Cooperative Work Experience	0	(240/ sem.)	(3)
	15	0	15
Spring Semester			
BUS 136 — Principles of Management	3	0	3
AA 236 — Aviation Marketing	3	0	3
SS 132 — American Civilization	3	0	3
CS 175 — Introduction to Computing Science	3	0	3
ECO 202 — Principles of Economics II	3	0	3
	15	0	15

*Students may elect to enroll in AA 703, Cooperative Work Experience, on approval by the instructor.

Airline Marketing prepares the student for a position as an airline or cargo management trainee in the areas of customer service, sales, or promotional efforts; to perform in advertising, public relations, economics, or marketing; and evaluation of marketing effectiveness as it relates to passenger and air cargo movement.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
AA 232 — Transportation, Traffic and Air Cargo	3	0	3
ECO 201 — Principles of Economics I	3	0	3
SS 131 — American Civilization	3	0	3
BUS 233 — Advertising and Sales Promotion	3	0	3
AA 235 — Airline Management	3	0	3
	15	0	15
Spring Semester			
AA 236 — Aviation Marketing	3	0	3
BUS 230 — Salesmanship	3	0	3
SS 132 — American Civilization	3	0	3
ECO 202 — Principles of Economics II	3	0	3
*Elective or	3	0	3
AA 703 — Cooperative Work Experience	0	(240/ sem.)	(3)
	15	0	15

*Students may elect to enroll in AA 703, Cooperative Work Experience, on approval by the instructor.

This program prepares the student for entry into the career field of airport management. Typical positions include fixed-base operator, manager of a small airport, or staff member to operation superintendents, airport directors, or aviation authority boards. Studies provide a basic business exposure that is aviation-oriented and covers planning, organizing and administering the various functions of airport operations, local and federal regulations, facility and financial requirements.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
AA 232 — Transportation Traffic and Air Cargo	3	0	3
BUS 136 — Principles of Management	3	0	3
ECO 201 — Principles of Economics I	3	0	3
SS 131 — American Civilization	3	0	3
AA 235 — Airline Management	3	0	3
	15	0	15
Spring Semester			
AA 239 — Airport Management	3	0	3
ECO 202 — Principles of Economics II	3	0	3
SS 132 — American Civilization	3	0	3
CS 175 — Introduction to Computer Science	3	0	3
*Elective or	3	0	3
AA 703 — Cooperative Work Experience	0	(240/ sem.)	(3)
	15	0	15

*Students may elect to enroll in AA 703, Cooperative Work Experience, on approval by the instructor.

Avionics Technology
(Associate Degree of Applied Arts and Sciences)

This two-year program will provide the student with a general electronics background and knowledge and practical skills related to avionics systems which will prepare him for entry-level employment in the avionics industry.

Enrollment in Avionics courses is open on the first Monday of each month. In each case, such enrollment is subject to completion of specified prerequisite competencies. The program is designed to be self-paced by the student, but students can generally plan to spend 18 months of study to complete the entire program.

Curriculum Pattern

Fall Semester	Lec. Hrs.	Lab. Hrs.	Total Contact Hrs.	Semester Credit Hrs.
AV 129 — Introduction to Aircraft Electronic Systems	2	2	64	3
ET 135 — D.C.-A.C. Theory & Circuit Analysis	5	3	128	6
MTH 195 — Technical Math for Electronics	3	0	48	3
PHY 131 — Applied Physics	3	3	96	4
*AV 701 — Cooperative Work Experience	0	(80)	(80)	(1)
	13		336	16
Spring Semester				
AV 131 — Aircraft Communications Systems	3	3	96	4
AV 233 — Aircraft Systems Installation, Wiring, and Modification	1	5	96	3
DFT 182 — Technical Drafting	1	3	64	2
ET 193 — Active Devices	3	3	96	4
MTH 196 — Technical Math for Electronics	3	0	48	3
*AV 801 — Cooperative Work Experience	0	(80)	(80)	(2)
	11		400	16
Fall Semester				
AV 230 — Aircraft Navigation Systems	3	3	96	4
AV 231 — Aircraft Electrical and Instrumentation Systems	3	3	96	4
COM 131 — Applied Composition and Speech	3	0	48	3
ET 232 — Logic — Switch Circuits	3	3	96	4
*AV 702 — Cooperative Work Experience	0	(160)	(160)	(2)
	12		336	15

Spring Semester				
AV 232 — Aircraft Radar Systems	3	3	96	4
AV 234 — Aircraft Electronics Systems Checkout and Troubleshooting Procedures	2	5	112	4
COM 132 — Applied Composition and Speech	3	0	48	3
**PSY 131 — Human Relations	3	0	48	3
AV 813 — Cooperative Work Experience	0	(240)	(240)	(3)
BUS 136 — Principles of Management	3	0	48	3
	14		352	17

*A student has the option to add Cooperative Work Experience on approval of the instructor.

**AV 813, Cooperative Work Experience, may be taken in place of PSY 131 or a student may take the following Cooperative Work Experience courses in addition to PSY 131 on approval of the instructor: AV 811, AV 812, AV 813, AV 814.

Drafting and Design Technology
(Associate Degree of Applied Arts and Sciences)

This program prepares the student for employment in a wide range of industries as a draftsman or engineering aide. Information in related fields is provided to enable the student to work effectively with the engineer and professional staff.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
DFT 183 — Basic Drafting	2	6	4
EGR 186 — Manufacturing Processes	1	2	2
COM 131 — Applied Composition and Speech*	3	0	3
MTH 195 — Technical Mathematics*	3	0	3
SS 131 — American Civilization*	3	0	3
	12	8	15
Spring Semester			
DFT 184 — Intermediate Drafting	2	4	3
COM 132 — Applied Composition and Speech*	3	0	3
MTH 196 — Technical Mathematics*	3	0	3
SS 132 — American Civilization*	3	0	3
PHY 131 — Applied Physics	3	3	4
	14	7	16
Fall Semester			
DFT 135 — Reproduction Processes	1	3	2
DFT 231 — Electronic Drafting	2	4	3
DFT 232 — Technical Illustration	2	4	3
**Technical Elective or	3	0	3
DFT 803 — Cooperative Work Experience or	0	(240/ sem.)	(3)
DFT 804 — Cooperative Work Experience	0	(320/ sem.)	(4)
EGR 106 — Descriptive Geometry	2	4	3
	10	15	14 or 15

Spring Semester			
**Technical Elective or	4	0	4
DFT 814 — Cooperative Work Experience	0	(320/ sem.)	(4)
PSY 131 — Human Relations	3	0	3
DFT 230 — Structural Drafting	2	4	3
**Technical Elective or	3	0	3
DFT 813 — Cooperative Work Experience	0	(240/ sem.)	(3)
DFT or ART Elective	2	4	3
	14	8	16

**The following technical electives may be offered if there is sufficient demand for them: DFT 136 — Geological and Land Drafting; DFT 185 — Architectural Drafting; DFT 233 — Machine Design; DFT 235 — Building Equipment; DFT 234 — Advanced Technical Illustration; DFT 236 — Piping and Pressure Vessel Design. Student may elect to enroll in Cooperative Work Experience courses on approval by the instructor.

*ENG 101 — Composition and Expository Reading; MTH 101 — College Algebra; HST 101 — History of the United States may be substituted.

*ENG 102 — Composition and Literature; MTH 102 — Plane Trigonometry; HIS 102 — History of the United States may be substituted.

Electronics Technology
(Associate Degree of Applied Arts and Sciences)

This two-year program will prepare the student for work as an electronics technician by familiarizing him with most electronic testing equipment, training him in technical communications, and providing him with electronic theory and skills.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
COM 131 — Applied Composition	3	0	3
MTH 195 — Technical Mathematics for Electronics	3	0	3
PHY 131 — Applied Physics	3	3	4
DFT 182 — Technical Drafting	1	3	2
ET 190 — D.C. Circuits and Electrical Measurements	3	3	4
	13	9	16
Spring Semester			
COM 132 — Applied Composition	3	0	3
MTH 196 — Technical Mathematics for Electronics	3	0	3
ET 191 — A.C. Circuits	3	3	4
ET 193 — Active Devices	3	3	4
ET 194 — Instrumentation	2	3	3
	14	9	17
Fall Semester			
SS 131 — American Civilization	3	0	3
Elective	3	0	3
ET 231 — Special Circuits	3	3	4
ET 232 — Logic-Switch Circuits	3	3	4
ET 236 — Electronics Theory and Application of Digital computers	3	0	3
	15	6	17
Spring Semester			
SS 132 — American Civilization	3	0	3
PSY 131 — Human Relations	3	0	3
ET 233 — Industrial and Microwave Electronics Technology	3	3	4
ET 234 — Electronic Circuits and Systems	0	6	3
ET 237 — Modular Memories and Microprocessors	3	3	4
	12	12	17

Horology
(Certificate Programs)

These intensive programs have the objectives of developing the student's manual dexterity, judgment, and skill in the repair and adjustment techniques required to service all types of modern timekeeping mechanisms: watches, clocks, timers, chronographs, self-winding, calendar, electric, and electronic movements. Employment opportunities for the skilled horologist may be found in jewelry stores, trade shops, or in one's own business.

Curriculum Pattern

	Per Week Lec. Hrs.	Lab. Hrs.	Total Contact Hours	Semester Credit Hours
Clock Repair				
*HOR 139 — Antique Clock Theory and Repair	2	23	275	8
*HOR 140 — Modern Clock Theory and Repair	2	23	275	8
COM 131 — Applied Composition and Speech	3	0	48	3
BUS 153 — Small Business Management	3	0	48	3
	10		646	22
Watch Repair				
*HOR 141 — Watch Cleaning and Assembly	2	23	275	8
*HOR 142 — Watch Part Replacement	2	23	275	8
*HOR 143 — Advanced Watchmaking I	2	23	275	8
*HOR 144 — Advanced Watchmaking II	2	23	275	8
**COM 131 — Applied Composition and Speech	3	0	48	3
**BUS 153 — Small Business Management	3	0	48	3
	14		1,196	38

*Indicates courses which are open for enrollment on the first Monday of each month. In each case, such enrollment is subject to completion of specified prerequisites.

**Completion of COM 131 and BUS 153 will fulfill the requirements for either or both certificate programs.

Example: A student enrolled in Clock Repair who has completed COM 131 and BUS 153 would not be required to complete COM 131 and BUS 153 for the Watch Repair Program or vice versa.

Machine Shop
(Associate Degree of Applied Arts and Sciences)

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

Enrollment in Machine Shop courses is open on the first Monday of each month. In each case, such enrollment is subject to completion of specified prerequisite competencies. The program is designed to be self-paced by the student but students can generally plan to spend 18 months of study to complete the entire program.

Curriculum Pattern

	Per Week		Total	Semester
	Lec.	Lab.	Contact	Credit
First Year	Hrs.	Hrs.	Hrs.	Hrs.
MS 133 — Basic Lathe	1	8	144	5
MS 134 — Basic Milling Machine	1	8	144	5
MTH 195 — Technical Math	3	0	48	3
BPR 177 — Blueprint Reading	1	3	64	2
*EGR 186 — Manufacturing Processes or	1	2	48	2
MS 702 — Cooperative Work Experience	(0)	(160)	(160)	(2)
MS 135 — Intermediate Lathe	1	8	144	5
MS 136 — Intermediate Milling Machine	1	8	144	5
MTH 196 — Technical Math	3	0	48	3
COM 131 — Applied Composition and Speech	3	0	48	3
BPR 178 — Blueprint Reading	1	3	64	2
	16		896	35
Second Year				
MS 233 — Advanced Lathe	1	8	144	5
MS 234 — Advanced Milling Machine	1	8	144	5
PHY 131 — Applied Physics	3	3	96	4
QCT 122 — Dimensional Measurement	2	2	64	3
MS 235 — Applied Lathe	1	8	144	5
MS 236 — Applied Milling Machine	1	8	144	5
*PHY 132 — Applied Physics or	3	3	96	4
MS 704 — Cooperative Work Experience	(0)	(320)	(320)	4
PSY 131 — Human Relations	3	0	48	3
	15		880	34

*A student may elect to take Cooperative Work Experience, MS 704 and MS 804, on approval of instructor.

Mid-Management
(Associate Degree of Applied Arts and Sciences)

This program in business management is designed to develop the fundamental skills, knowledge, attitudes, and experiences which enable men and women to function in decision-making positions as supervisors or junior executives.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hours
Fall Semester			
BUS 136 — Principles of Management	3	0	3
*BUS 150 — Management Training	0	20	4
*BUS 154 — Management Seminar-Role of Supervision	2	0	2
COM 131 — Applied Composition and Speech or ENG 101 — Composition and Expository Reading	3	0	3
HUM 101 — Introduction to Humanities (or ART 104, MUS 104, THE 101)	3	0	3
	11	20	15
Spring Semester			
BUS 105 — Introduction to Business	3	0	3
BUS 151 — Management Training	0	20	4
BUS 155 — Management Seminar-Personnel Management	2	0	2
COM 132 — Applied Composition and Speech or ENG 102 — Composition and Literature	3	0	3
**Elective	3	0	3
	11	20	15
Fall Semester			
BUS 201 — Principles of Accounting I or BUS 131 — Bookkeeping I	3	0	3
BUS 250 — Management Training	0	20	4
BUS 254 — Management Seminar-Organizational Development	2	0	2
SS 131 — American Civilization or HST 101 — History of the United States	3	0	3
**Elective	3	0	3
	11	20	15
Spring Semester			
BUS 251 — Management Training	0	20	4
BUS 255 — Management Seminar-Business Strategy, The Decision Process and Problem Solving	2	0	2
ECO 201 — Principles of Economics	3	0	3
Elective to be chosen from Social or Behavioral Sciences	3	0	3
**Elective	3	0	3
	11	20	15

*Preliminary interview by Mid-Management Faculty required.

**Suggested Electives: BUS 161, BUS 231, BUS 233, BUS 234, CS 175, BIO 115, BIO 116, MTH 130, PSY 131, SPE 105, BUS 242, BUS 137.

Office Careers
General Secretary
(One-Year Certificate Program)

The purpose of this program is to provide students with the basic skills necessary to enter the secretarial field.

Curriculum Pattern

Fall Semester	**Lec. Hrs.**	**Lab. Hrs.**	**Credit Hrs.**
BUS 105 — Introduction to Business	3	0	3
BUS 160 — Office Machines	3	0	3
BUS 172 — Beginning Typing or	2	3	3
BUS 174 — Intermediate Typing	1	2	2
BUS 159 — Beginning Shorthand or			
BUS 166 — Intermediate Shorthand	3	2	4
COM 131 — Applied Composition and Speech or			
ENG 101 — Composition and Expository Reading	3	0	3
MTH 130 — Business Mathematics	3	0	3
	17 or 16	5 or 4	19 or 18
Spring Semester			
BUS 174 — Intermediate Typing or			
*BUS 273 — Advanced Typing	1	2	2
BUS 166 — Intermediate Shorthand or			
*BUS 266 — Advanced Shorthand	3	2	4
BUS 162 — Office Procedures	3	0	3
BUS 131 — Bookkeeping I or			
BUS 201 — Principles of Accounting I	3	0	3
BUS 165 — Introduction to Word Processing	3	0	3
BUS 231 — Business Correspondence	3	0	3
	16	4	18

Electives

*Students with previous training will be placed according to ability. Suggested electives: BUS 263, BUS 273, CS 175. A student is required to have his last semester of typewriting and shorthand at Mountain View College to complete this program.

Office Careers (continued)
Professional Secretary
(Associate Degree of Applied Arts and Sciences)

The purpose of this program is to prepare students to become alert and responsive secretaries capable of performing the tasks required of them in the modern business office. Suggested electives are such that students may take courses which will allow specialties in secretarial areas such as law, selling, advertising, and accounting.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
BUS 105 — Introduction to Business	3	0	3
MTH 130 — Business Mathematics	3	0	3
BUS 172 — Beginning Typing or	2	3	3
BUS 174 — Intermediate Typing	1	2	2
BUS 159 — Beginning Shorthand or			
BUS 166 — Intermediate Shorthand	3	2	4
COM 131 — Applied Composition and Speech or			
ENG 101 — Composition and Expository Reading	3	0	3
	14 or 13	4 or 5	16 or 15
Spring Semester			
BUS 174 — Intermediate Typing or			
BUS 273 — Advanced Typing	1	2	2
BUS 166 — Intermediate Shorthand or			
BUS 263 — Advanced Shorthand	3	2	4
BUS 162 — Office Procedures	3	0	3
BUS 131 — Bookkeeping I or			
BUS 201 — Principles of Accounting I	3	0	3
BUS 160 — Office Machines	3	0	3
	13	4	15
Fall Semester			
BUS 266 — Advanced Shorthand (if necessary)	3	2	4
BUS 273 — Advanced Typing (if necessary)	1	2	2
BUS 165 — Introduction to Word Processing	3	0	3
CS 175 — Introduction to Computer Science	3	0	3
COM 132 — Applied Composition and Speech or			
ENG 102 — Composition and Literature	3	0	3
HUM 101 — Introduction to Humanities or			
(ART 104, MUS 104, THE 101)	3	0	3
Elective or			
BUS 803 or			
BUS 804 — Cooperative Work Experience	0	240/320	3 or 4
	11 or 15		13 - 22

Spring Semester

BUS 265 — Word Processing Practices & Procedures	3	0	3
BUS 275 — Secretarial Procedures	3	0	3
BUS 231 — Business Correspondence	3	0	3
PSY 131 — Human Relations	3	0	3
*Elective or			
BUS 813 or			
BUS 814 — Cooperative Work Experience	0	240/320	3 or 4
	15		15 or 16

***Recommended Electives:**
BUS 128 — Keypunch
BUS 136 — Principles of Management
BUS 143 — Personal Finance
BUS 234 — Business Law
BUS 274 — Legal Secretarial Procedures**
BUS 167 — Legal Terminology and Transcription**
PSY 105 — Introduction to Psychology
SPE 105 — Fundamentals of Public Speaking
BUS 237 — Organizational Behavior

These classes available at El Centro College only.**

Office Careers (Continued)
Office Skills and Systems
(One-Year Certificate Program)

This program is designed to meet the needs of those students who desire to enter the business world in a minimum of time. Intensive training in the basic office skills and systems is provided — including office machines, communications systems, records management, and other related business subjects. A general orientation to the business world is given. Personal development, human relations, business etiquette and ethics are also stressed.

Curriculum Pattern

Fall Semester	**Lec. Hrs.**	**Lab. Hrs.**	**Credit Hrs.**
BUS 105 — Introduction to Business	3	0	3
BUS 131 — Bookkeeping I or			
BUS 201 — Principles of Accounting I	3	0	3
BUS 172 — Beginning Typing or	2	3	3
*BUS 174 — Intermediate Typing	1	2	2
COM 131 — Applied Composition and Speech or			
ENG 101 — Composition and Expository Reading	3	0	3
*BUS 160 — Office Machines	3	0	3
	13 or 14	2 or 3	14 or 15
Spring Semester			
BUS 174 — Intermediate Typing or			
*BUS 273 — Advanced Typing	1	2	2
BUS 162 — Office Procedures	3	0	3
BUS 165 — Introduction to Word Processing	3	0	3
COM 132 — Applied Composition and Speech or			
ENG 102 — Composition and Literature	3	0	3
BUS 231 — Business Correspondence	3	0	3
MTH 130 — Business Math	3	0	3
	16	2	17

*Indicates courses which are open for enrollment on the first Monday of each month. In each case, such enrollment is subject to completion of specified prerequisites.

Office Careers (Continued)
General Office Occupations
(Associate Degree of Applied Arts and Sciences)

This two-year associate degree program is designed to train persons for entry level positions as word processing operators, machine transcriptionists, and clerk typists. Management principles and human relations skills are stressed allowing persons to move into positions as word processing supervisors, office managers, or administrative assistants.

Curriculum Pattern

Fall Semester	**Lec. Hrs.**	**Lab. Hrs.**	**Contact Hrs./Wk.**	**Credit Hrs.**
COM 131 — Applied Composition and Speech or ENG 101 — Composition & Expository Reading	3	0	3	3
BUS 160 — Office Machines	3	0	3	3
*BUS 172 — Beginning Typing	2	3	5	3
BUS 105 — Introduction to Business	3	0	3	3
MTH 130 — Business Mathematics	3	0	3	3
	14	3	17	15
Spring Semester**				
COM 132 — Applied Composition and Speech or ENG 102 — Composition & Expository Reading	3	0	3	3
BUS 131 — Bookkeeping I or BUS 201 — Principles of Accounting I	3	0	3	3
BUS 174 — Intermediate Typing	1	2	3	2
BUS 162 — Office Procedures	3	0	3	3
BUS 165 — Word Processing	3	0	3	3
	13	2	15	14
Fall Semester				
BUS 132 — Bookkeeping II	3	0	3	3
PSY 131 — Human Relations	3	0	3	3
BUS 231 — Business Correspondence	3	0	3	3
BUS 273 — Advanced Typing	1	2	3	2
Elective or BUS 803 or BUS 804 — Cooperative Work Experience	0	240/320	240/320	3 or 4
	10			14 or 15

Spring Semester

BUS 256 — Office Management	3	0	3	3
BUS 275 — Secretarial Procedures	3	0	3	3
BUS 265 — Word Processing Procedures & Practice	3	0	3	3
BUS 234 — Business Law	3	0	3	3
BUS 237 — Organizational Behavior	3	0	3	3
Elective or BUS 803 or BUS 804 — Cooperative Work Experience	0	240/320	240/320	3 or 4
	15			18 or 19

*Students may go into BUS 174 — Intermediate Typing if speed is 30 wpm.

**Students may be awarded a one-year certificate in Office Skills and Systems after the completion of the above one-year program.

Recommended Electives

BUS 128 — Data Entry Concepts
ECO 201 — Principles of Economics I
PSY 105 — Introduction to Psychology
SOC 101 — Introduction to Sociology
BUS 136 — Principles of Management

Pilot Technology
(Associate Degree of Applied Arts and Sciences)

This program is designed to provide the student with flight training and ground school through the commercial license. Both general academic and associated technical courses are included in the comprehensive program to prepare the student for a career in aviation as a flight crew member. In addition to the commercial license, options are available for the Instructor Rating and Multi-Engine Rating.

All flight training and ground school instruction conform to Vol. 10, part 61 and 141 of the Federal Aviation Regulations and, thus, are subject to change to conform to such regulations.

A regularly enrolled student holding FAA Pilot Certificate and Rating may establish degree credit by special examination.

Registration for flight training and certain related courses is open on the first Monday of each month. Admission to the program is by application to the Chief Flight Instructor and should be approved prior to registration and payment of tuition and fees. The student should recognize that simulator fees, flight fees, and fees for pre- and post-flight briefing are in addition to the regular tuition charges.

Curriculum Pattern

First Year	Per Wk. Lec. Hrs.	Total Lab Hrs.	Total Flight Hrs.	Total Contact Hrs.	Semester Credit Hrs.
PLT 120 — Ground School Private	3	0	0	48	3
PLT 125 — Flight Basic	0	9	25	34	2
AA 131 — Introduction to Aviation	3	0	0	48	3
COM 131 — Applied Composition and Speech	3	0	0	48	3
MTH 195 — Technical Mathematics	3	0	0	48	3
ET 235 — Fundamentals of Electricity	3	3	0	96	4
PE 115 — Physical Performance Activities	0	3	0	48	1
PLT 132 — Flight Private Pilot	0	4	20	24	1
PLT 127 — Aero Engines and Systems	3	0	0	48	3
AA 134 — Aviation Law	3	0	0	48	3
MTH 196 — Technical Mathematics	3	0	0	48	3
AV 129 — Introduction To Aircraft Electronic Systems	2	2	0	64	3
Elective					3
	26		45	602	35

Second Year					
PLT 231 — Flight Commercial I	0	8	30	38	2
PLT 232 — Ground School Commercial	3	0	0	48	3
PLT 233 — Flight Commercial II	0	8	46	54	3
PLT 237 — Meteorology	3	0	0	48	3
SS 131 — American Civilization	3	0	0	48	3
PE 115 — Physical Performance Activities	0	3	0	48	1
PLT 234 — Flight Commercial III	0	4	46	50	3
PLT 238 — Advanced Navigation	2	2	0	64	3
PLT 236 — Aero Physics	3	0	0	48	3
AA 239 — Airport Management	3	0	0	48	3
PLT 239 — Ground School Instrument	3	0	0	48	3
PLT 245 — Flight Commercial IV — Instrument	0	26	20	46	3
	20		142	588	33
Options					
Multi-Engine Rating					
PLT 244 — Flight Advanced I	0	6	10	16	1
Flight Instructor Rating					
PLT 242 — Flight Instructor — Ground School	2	0	0	32	2
PLT 243 — Flight Instructor Airplane	0	10	30	40	2
Recommended Elective: BUS 153					

Teacher Aide
(Associate Degree of Applied Arts and Sciences)

This program is designed to prepare teacher aides in a wide range of supportive duties common to educational processes with emphasis on special education. Special courses will prepare students in the use of instructional media and enhance their understanding of learning processes and stages of development. Enrollment in flexible entry Teacher Aide courses will be on the first Monday of October and November in the fall semester and on the first Monday of February and March in the spring semester.

Curriculum Pattern

	Lec. Hrs.	Total Lab. Hrs.	Semester Contact Hrs.	Credit Hrs.
Fall Semester				
TA 131 — Teacher Aide Techniques I	3	0	48	3
Spring Semester				
TA 129 — Communication Skills for Teacher Aides	3	0	48	3
TA 133 — Teacher Aide Techniques II	3	0	48	3
TA 135 — Arts and Crafts for Teacher Aides	3	0	48	3
Fall Semester				
TA 231 — Teacher Aide Seminar I	2	0	32	2
*TA 804 — Cooperative Work Experience	0	320/ sem.	320/ sem.	4
Spring Semester				
TA 235 — Teacher Aide Seminar II	2	0	32	2
*TA 814 — Cooperative Work Experience	0	320/ sem.	320/ sem.	4

Required Support Courses
Communications (Twelve hours may be chosen from Developmental Studies Reading and/or Writing, Communications 131-132, English 101-102, 201-202)
Human Development 105
Developmental Studies Math 090 or 091 or a math elective
Business 173 or 174 or a proficiency examination
TA 132
Elective (BUS 161 suggested)
Psychology 105
Psychology 201
Sociology 101
Sociology 102
PEH 101 or PEH 144 or PEH 257

*Students may elect to enroll in TA 804 and TA 814, Cooperative Work Experience, on approval of the instructor.

Welding Technology
(Associate Degree of Applied Arts and Sciences)

The Welding Technology program is designed to prepare the student in the basic processes of oxyacetylene and arc welding plus many specialized welding applications as options to fit the specific needs of the student. In addition, instruction is offered in related support areas such as metallurgy, tooling, drafting, pattern layout and characteristics of materials. Thus, the program offers preparation for both entry level jobs as well as specialized training leading to higher level positions such as welding technicians or welding inspectors.

Enrollment in welding courses is open on the first Monday of each month. In each case, such enrollment is subject to completion of specified prerequisite competencies. The program is designed to be self-paced by the student, but in general the student should plan to spend 18 months in study to complete the program.

Curriculum Pattern

	Per Week		Total	Semester
	Lec.	Lab.	Contact	Credit
First Year	Hrs.	Hrs.	Hrs.	Hrs.
WE 140 — Oxyacetylene Welding I	1	7	32	1
WE 141 — Oxyacetylene Welding II	1	7	32	1
WE 142 — Oxyacetylene Braze Welding	1	7	32	1
WE 143 — Shielded Metal — Arc Welding I	1	7	32	1
WE 144 — Shielded Metal — Arc Welding II	1	7	32	1
COM 131 — Applied Composition and Speech	3	0	48	3
MTH 195 — Technical Mathematics	3	0	48	3
SS 131 — American Civilization	3	0	48	3
DFT 182 — Technical Drafting	1	3	64	2
WE 145 — Plate Welding	1	7	64	2
WE 147 — Micro-Wire Welding I	1	7	64	2
WE 148 — Semiautomatic Arc Welding I	1	7	32	1
WE 149 — Gas Tungsten Arc Welding (TIG) I	1	7	64	2
WE 150 — Basic Welding Metallurgy	3	0	48	3
ET 235 — Fundamentals of Electricity	3	3	96	4
*Elective or				
WE 703 — Cooperative Work Experience	(0)	(240/ sem.)	(240/ sem.)	(3)
	25	69	736	33
Second Year				
WE 240 — Pipe Welding I	1	7	64	2
WE 241 — Plate Welding II	1	7	64	2
WE 242 — Gas Tungsten Arc Welding (TIG) II	1	7	64	2
WE 243 — Semiautomatic Arc Welding II (Flux Core)	1	7	64	2
WE 244 — Micro-Wire Welding II (Pipe)	1	7	64	2
WE 130 — Pattern Layout	2	3	80	3
MTH 196 — Technical Mathematics	3	0	48	3
MS 151 — Basic Machine Operation for Weld Tooling	1	4	80	3

PSY 131 — Human Relations	3	0	48	3
*Electives				9
	14	42	576	31

*Recommended Electives: BPR 177, BUS 105, CHM 115, EGR 189, PHY 115, PHY 131, SS 131, WE 146, WE 245, WE 247, WE 248, WE 249, WE 250, WE 251, or a student may elect to take Cooperative Work Experience courses on approval by the instructor.

Welding
Optional Parallel Curriculum Pattern

First Year	Per Week Lec. Hrs.	Per Week Lab. Hrs.	Total Contact Hrs.	Semester Credit Hrs.
WE 120 — Oxyacetylene Welding (WE 140, 141, 142)	1	5	96	3
WE 121 — Introduction to Shielded Metal-Arc Plate Welding (WE 143, 144, 145)	1	7	128	4
WE 122 — Semiautomatic Welding I (WE 147, 148)	1	5	96	3
WE 123 — Combination Arc Welding I (WE 149, 241)	1	7	128	4
WE 150 — Basic Welding Metallurgy	3	0	48	3
COM 131 — Applied Composition and Speech	3	0	48	3
MTH 195 — Technical Mathematics	3	0	48	3
SS 131 — American Civilization	3	0	48	3
DFT 182 — Technical Drawing	1	3	64	2
*Elective or WE 703 — Cooperative Work Experience			240/ sem.	(3)
	17	27	704	31
Second Year				
WE 124 — Combination Pipe Welding I (WE 240, 243)	1	7	128	4
WE 125 — Combination Gas Shielded Arc Welding (WE 242, 244)	1	7	128	4
WE 130 — Pattern Layout	2	3	80	3
MTH 196 — Technical Math	3	0	48	3
MS 151 — Basic Machine Operation for Weld Tooling	1	4	80	3
PSY 131 — Human Relations	3	0	48	3
ET 235 — Fundamentals of Electricity	3	3	96	4
*Electives				9
	14	24	608	33

***Recommended Electives:**
BPR 177, BUS 105, CHM 115, EGR 189, PHY 131, PSY 131, WE 146, WE 245, WE 247, WE 248, WE 249, WE 250, WE 251 or a student may elect to take Cooperative Work Experience courses on approval by the instructor.

Technical/Occupational Career Programs
Offered In The Dallas County Community College District

Cedar Valley

Accounting Associate
Air Conditioning and
  Refrigeration/Appliance
  Repair
Auto Mechanics
  (Foreign & Domestic)
Human Services
Mid-Management
Office Careers
  General Secretary
  General Office Occupations
  Office Skills & Systems
  Professional Secretary
Power Mechanics
Retail Merchandising

Eastfield

Accounting Associate
Air Conditioning and
  Refrigeration Technology
Auto Body
Automotive Technology
Child Development
Digital Electronics
Drafting and Design
Graphic Arts
Graphic Communications
Human Services
  Mental Health Assistant
  Social Worker Assistant
Office Careers
  Administrative Secretary
  General Secretary
  Professional Secretary
  Office Skills and Systems
Mid-Management
  Supermarket Management
Training Paraprofessionals
  for the Deaf
Transportation Technology
Welding

El Centro

Accounting Technician
Apparel Design
Architecture Technology
Architectural Drafting
Data Processing Programs
Drafting and Design Technology
Fire Protection Technology
Food Service Instruction
  Dietetic Technician
  Food Service Operations
  School Food Service
Interior Design
Legal Assistant
Medical
  Associate Degree Nursing
  Dental Assistant Technology
  Long Term Health Care
  Medical Assisting Technology
  Medical Lab Technician
  Medical Transcriptionist
  Operating Room Technician
  Radiologic Technology
  Respiratory Therapy Technology
  Vocational Nursing
Mid-Management
Office Careers
  General Office Occupations
  General Secretary
  Office Skills and Systems
  Professional Secretary
Pattern Design
Police Science
Teacher Aide
TV and Radio Electronics

Mountain View

Accounting Associate
Accounting Technician
Animal Medical Technology
Aviation Administration
  Air Cargo Transport
  Airline Marketing
  Fixed Base Operations/
    Airport Management
Avionics
Drafting & Design Technology
Electronics Technology
Horology (Watch Repair)
Machine Shop
Mid-Management
Office Careers
  General Office Occupations
  General Secretary
  Office Skills & Systems
  Professional Secretary
Pilot Technology
Teacher Aide
Welding Technology

North Lake

Accounting Associate
Accounting Technician
Air Conditioning and
  Refrigeration
Building Trades
  Carpenters
  Electricians
  Plumbers
  Sheet Metal Workers
Diesel Mechanics
Mid-Management
Office Careers
  General Secretary
  General Office Occupations
  Office Skills & Systems
  Professional Secretary
Real Estate

Richland

Accounting Associate
Accounting Technician
Construction Management
  and Technology
Engineering Technology
  Electric Power
  Electro-Mechanical
  Fluid Power
  Quality Control
Human Services
  Mental Health Assistant
  Social Worker Assistant
Mid-Management
Office Careers
  Administrative Secretary
  Educational Secretary
  General Secretary
  Professional Secretary
  Office Skills & Systems
Ornamental Horticulture
Teacher Aide

Technical/Occupational Career Programs Of Tarrant County
Available to Dallas County Residents

Dallas County residents may enroll in the below-listed programs on the appropriate Tarrant County Junior College Campus at the Tarrant County resident's tuition rate. This reciprocal arrangement does not apply to programs of instruction which are filled to capacity with Tarrant County students.

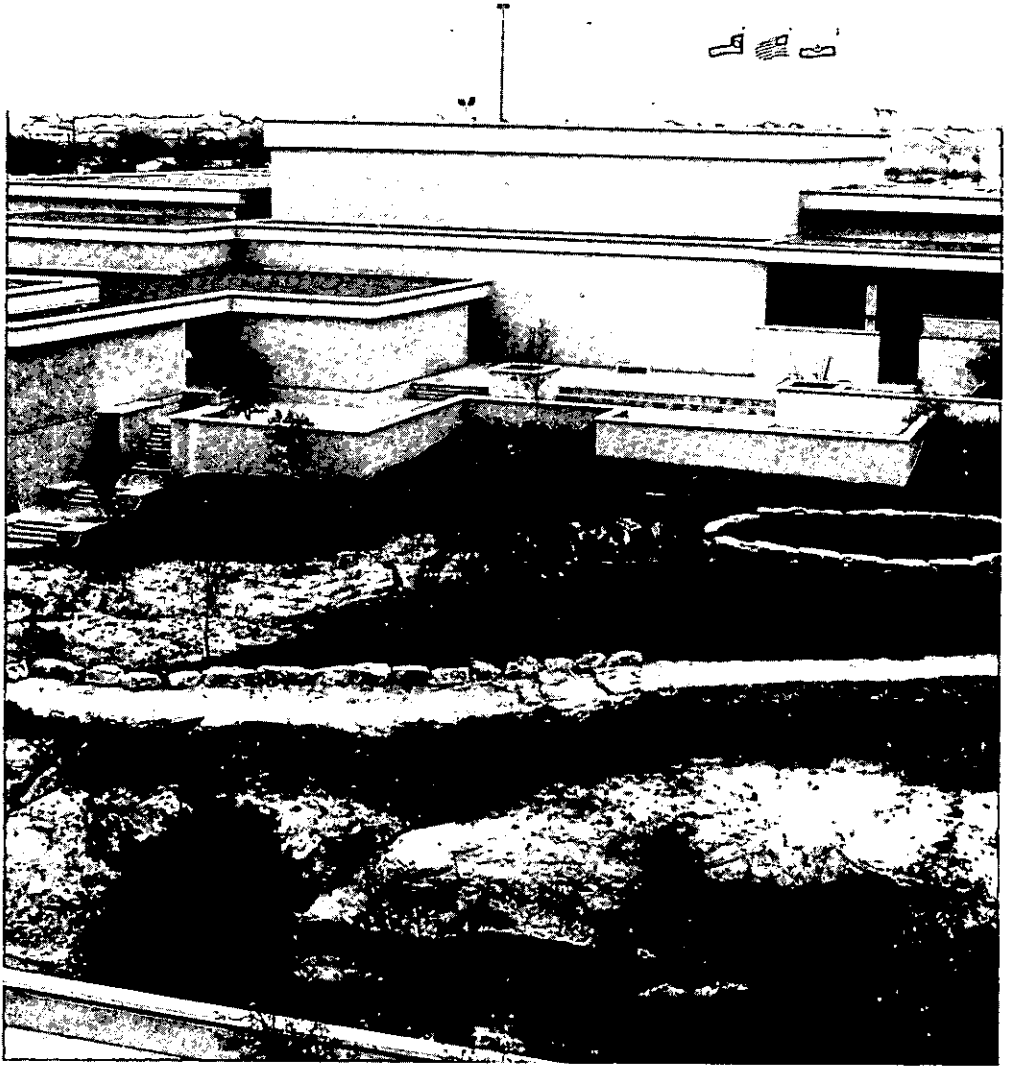
Programs

Agribusiness	Northwest Campus
Appliance Service and Repair	South Campus
Aviation Maintenance Technician	Northwest Campus
Banking and Finance	Northeast Campus
Civil Technology	Northeast Campus
Dental Hygiene	Northeast Campus
Emergency Medical Technician	Northeast Campus
Fashion Merchandising	Northeast Campus
Instructional Media	Northeast Campus
Labor Studies	Northeast Campus
Physical Therapy Technology	Northeast Campus
Small Gasoline Engine Repair	Northwest Campus

The reciprocal arrangement with Tarrant County also applies to Tarrant County residents enrolled for programs offered on the Mountain View College campus. Tarrant County residents may enroll in the below-listed programs at Mountain View at the Dallas County resident's tuition rate:

Animal Medical Technology
Aviation Administration
Avionics Technology
Horology
Machine Shop
Pilot Technology
Welding Technology

STUDENT CODES AND EXPECTATIONS



Expectations of Students

The college expects its students to conduct themselves in such a manner as to reflect credit upon the institution.

THE BASIC EXPECTATION

A most important concept to be understood about Mountain View College's expectations of student conduct is the basic standard. Briefly stated, the basic standard of behavior would require a student (a) not to violate any municipal, state or federal laws, or (b) not to interfere with or disrupt the orderly educational processes of Mountain View College. A student is not entitled to greater immunities of privileges before the law than those enjoyed by other citizens generally.

IDENTIFICATION CARDS

I.D. cards will be distributed during registration. They will be needed for the following events and services: library usage, concerts, lectures, campus movies, use of student center facilities, voting in campus elections, tickets for campus and community events, and for identification in the Testing Center.

If lost, duplicate I.D. cards may be obtained by initiating a process in the Business Office. There will be a $4.00 charge for replacement. All I.D. cards are the property of Mountain View 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. On withdrawal from school, a student must return his I.D. card to the Registrar's Office.

THE AUTHORIZED USE OF FACILITIES

Mountain View College is a public facility entrusted to the Board of Trustees and college officials for the purpose of conducting the process of education. Activities which appear to be compatible with this purpose are approved by the college through a procedure maintained in the Student Development & Programs Office. Activities which appear to be incompatible or in opposition to the purpose of education are normally disapproved. It is imperative that a decision be made prior to an event in order to fulfill the trust of the public. No public facility can be turned over to the indiscriminate use of anyone for a platform or forum to promote random causes. Thus, reasonable controls are exercised by college officials of the use of facilities to ensure the maximum use of the college for the purpose for which it was intended. Therefore, anyone planning an activity at Mountain View College which requires space to handle two or more persons to conduct an activity must have prior approval. Application forms to reserve space must be acquired through the Student Development & Programs Office who maintains a statement on procedures for reserving space.

SPEECH AND ADVOCACY

Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such a manner to ensure orderly conduct, noninterference with college functions or activities, and identification of sporsoring groups or individuals.

Meetings must be registered with the Student Development & Programs Office. An activity may be called a meeting when the following conditions prevail at that activity:

a. When two or more persona are sitting, standing, or lounging so as to hear or see a presentation or discussion of a person or group of persons.
b. When any special effort to recruit an audience has preceded the beginning of discussions or presentations.
c. When a person or group of persons appear to be conducting a systematic discussion or presentation on a definable topic.

DISRUPTIVE ACTIVITIES

Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone who initiates in any way any gathering leading to disruptive activity will be violating college regulations and/or state law. (Sec. 4203 of the new Texas Penal Code, Revised 1/1/.74.)

The following conditions shall normally be sufficient to classify behavior as disruptive:

a. Blocking or in any way interfering with access to any facility of the college.
b. Inciting others to violence and/or participating in violent behavior, i.e., assault; loud or vulgar language spoken publicly or any form of behavior acted out for the purpose of inciting and influencing others.
c. Holding rallies, demonstrations, or any other form of public gathering without prior approval of the college.
d. Conducting any activity which causes college officials to be drawn off their scheduled duties to intervene, supervise, or observe the activities in the interest of maintaing order at the college.

Furthermore, the Dean shall enforce the following college regulations as described in state law:

1. No person or groups of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.

2. a. For the purpose of this Act, "disruptive activity" means
   (I) Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
   (II) seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
   (III) preventing or attempting to prevent by force or violence — or the threat of force or violence any lawful assembly authorized by the school administration;
   (IV) disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
   (V) obstructing or restraining the passage of any person at the exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school

   b. For the purpose of this Act, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to reasonable fear that force or violence is likely to occur.
3. A person who violates any provision of this Act is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed $200 or by confinement in jail for not less than 10 days nor more than 6 months, or both.
4. Any person who is convicted the third time of violating this Act shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.
5. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas.

DRINKING OF ALCOHOLIC BEVERAGES

Mountain View College specifically forbids the drinking of or possession of alcoholic beverages on its campus. Violation of this regulation leaves the student liable to disciplinary action by college authorities.

GAMBLING

State law expressly forbids gambling of any kind on State property. Gambling at Mountain View College will lead to disciplinary action.

HAZING

Mountain View, 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 calisthentics 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. Accordingly, any group or individual participating in hazing activities characterized by any or all of the above stated actions may expect disciplinary action to be taken against them.

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

CONDUCT EXPECTED OF STUDENTS

The succeeding regulations describe offenses for which disciplinary proceeding 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 the community of scholars. In short, a student enrolled in the College assumes an obligation to conduct himself in a manner compatible with the College function as an educational institution.

SCHOLASTIC DISHONESTY

a. The Dean may initiate disciplinary proceedings against a student accused of scholastic dishonesty.

b. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion.

c. "Cheating on a test" includes:
   1. copying from another student's test paper;
   2. using during a test, materials not authorized by the person giving the test;
   3. collaborating with another student during a test without authority;
   4. knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test;
   5. substituting for another student, or permitting another student to substitute for one's self to take a test; and
   6. 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 in one's own written work offered for credit.

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

FINANCIAL TRANSACTIONS WITH THE COLLEGE

a. No student may refuse to pay or fail to pay a 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 day after the day the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft or order is prima facie evidence that the student intended to defraud the College.

d. The Dean may initiate disciplinary proceedings against a student who has allegedly violated subsection a or b of this section.

CERTAIN OTHER OFFENSES

The Dean may initiate disciplinary proceedings against a student who:

1. conducts himself in a manner that significantly interfers with College teaching, research, administration, disciplinary procedures or other College activities, including its public service functions, or of other authorized activities on College premises;
2. damages, defaces or destroys College property or property of a member of the College community or campus visitor;
3. knowingly gives false information in response to requests from the College;
4. engages in hazing, as defined by state law and College regulations;
5. forges, alters or misuses College documents, records, or I.D. cards;
6. violates College policies or regulations concerning parking, registration of student organizations, use of College facilities, or the time, place and manner of public expression;
7. fails to comply with directions of College officials acting in the performance of their duties;
8. conducts himself in a manner which adversely affects his suitability as a member of the academic community or endangers his own safety or the safety of others;
9. illegally possesses, uses, sells, or purchases drugs, narcotics, hallucinogens, or alcoholic beverages on or off campus;
10. commits any act which is classified as an indictable offense under either state or federal law.

STUDENTS WILL BE PLACED ON DISCIPLINARY PROBATION FOR ENGAGING IN ACTIVITIES SUCH AS THE FOLLOWING:

1. **Being intoxicated**
2. **Misuse of I.D. card**
3. **Creating a disturbance in or on campus facilities**
4. **Gambling**

STUDENTS WILL BE PLACED ON DISCIPLINARY SUSPENSION FOR ENGAGING IN ACTIVITIES SUCH AS THE FOLLOWING:

1. Having intoxicating beverages in any College facilities.
2. Destroying state property or student's personal property.
3. Giving false information in response to requests from the College.
4. Instigating a distrubance or riot.
5. Stealing.
6. Possession, use, sale, or purchase of illegal drugs on or off campus.
7. Any attempt at bodily harm. This includes taking an overdose of pills or any other act where emergency medical attention is required.

STUDENT DISCIPLINE AND CONDUCT CODE.

Chapter 1-100
General Provisions

Sec. 101. Purpose

(A) A student at Mountain View College neither loses the rights nor escapes the responsibilities of citizenship. He is expected to obey both the penal and civil statutes of the State of Texas and the federal government and the Board of Trustees policies, college regulations and administrative rules. He may be penalized by the college for violating its standards of conduct even though he is also punished by the state or federal authorities for the same act.

(B) This code contains regulations for dealing with alleged student violations of college standards of conduct in a manner consistent with the requirements of procedural due process. It also contains descriptions of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

Sec. 102. Application

(A) This code applies to individual students and states the function of student, faculty, and administrative staff members of the college in disciplinary proceedings.

(B) The college has jurisdiction for disciplinary purposes over a person who was a student at the time he allegedly violated a Board policy, college regulation, or administrative rule.

Sec. 103. Definitions

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

(1) "class day" means a day on which classes before semester or summar session final examinations are regularly scheduled or on which semester or summer session final examinations are given;

(2) "Dean" means the Dean of Instruction or the Dean of Student Services, his delegate(s) or his representative(s);

(3) "Director of Student Development & Programs" means the Director of Student Development & 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 Mountain View College;

(6) "Student" means a person enrolled at the college or a person accepted for admission to the college;

(7) all deans, associate deans, assistant deans, directors, and division chairmen of the college for the purposes of this handbook shall be called "Administrators";

(8) "complaint" is a written summary of the essential facts constituting a violation of a Board 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.

Chapter 2-200
Initiation of Disciplinary Proceedings and Administrative Disposition

Sec. 201. Investigation

(A) When the Dean's Office receives information that a student has allegedly violated a Board rule, college regulation, or administrative rule, the Dean or his delegate shall investigate the alleged violation. After completing the preliminary investigation, the Dean may:

(1) dismiss the allegation as unfounded; or

(2) summon the student for a conference for a determination of the severity of the allegations and, after conferring with the student, either dismiss the allegation or

(a) proceed administratively under Section 203 if it is determined that the alleged violation is a minor violation and if the facts are not in dispute;

(b) proceed administratively under Section 204 if it is determined that the alleged violation is a major violation, or

(c) prepare a complaint based on the allegations for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

ANY ACT WHICH IS CLASSIFIED AS A MISDEMEANOR OR FELONY UNDER STATE OR FEDERAL LAW WILL BE SUBJECT TO DISCIPLINARY ACTION.

The extreme form of disciplinary action is "EXPULSION;" or permanent severance from the College. Because of the serious nature of discipline and conduct standards at Mountain View College, all students are strongly advised to read the following STUDENT DISCIPLINE AND CONDUCT CODE.

(B) The President may take immediate interim disciplinary action, suspend the right of a student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of a Board rule, college regulation, or administrative rule, when in the opinion of such official the interest of the college would best be served by such action.

(C) No person shall search a student's personal possession for the purpose of enforcing this code unless the individual's prior permission has been obtained. Searches by law enforcement officers of such possessions shall be only as authorized by law.

Sec. 202. Summoning Student

(A) A student may be summoned to appear in connection with an alleged violation by sending him a letter by certified mail, return receipt requested, addressed to the student at his address appearing in the Registrar's Office record. It is the student's responsibility to immediately notify the Registrar's office of any change of address.

(B) The letter shall direct the student to appear at a specified time and place not less than three class days after the date of the letter. The letter shall also describe briefly the alleged violation and shall state the Dean's intention to handle the allegation as a minor or as a major violation.

(C) The Dean may place on disciplinary probation a student who fails without good cause to comply with a letter of summons, or the Dean may proceed against the student under Section 203 and 204.

Sec. 203. Administrative Minor Violation

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

(B) In administratively disposing of a minor violation the Dean may impose any disciplinary action authorized by Section 501 (A) 1, 2, 3, 4, 5, 6, 7, or 8.

(C) At a conference with a student in connection with an alleged minor violation the Dean shall advise the student of his rights.

(D) The Dean shall prepare an accurate, written summary of each administrative disposition of a minor violation and forward a copy to the student, to the parents or guardian of an unmarried student under 18 years of age, to the Assistant Dean of Counseling, Student Development and Programs, and to the Director of Campus Security.

(E) A student may refuse administrative disposition of his alleged minor violation and on refusal is entitled to a hearing under Chapter 300. If a student accepts administrative disposition, he shall sign a statement that he understands the nature of the charges, his right to a hearing or to waive the same, the penalty imposed, and his waiver of the right to appeal.

Sec. 204. Administrative Disposition of a Major Violation

(A) The Dean may administratively dispose of any violation that he determines is a major violation, if
  (1) it is the best interest of the college and the student concerned; and
  (2) The student concerned consents in writing to administrative disposition.

(B) At a conference with a student in connection with an alleged major violation the Dean shall advise the student of his rights.

(C) A student may refuse administrative disposition of his alleged major violation and on refusal is entitled to a hearing under Chapter 300. If a student accepts administrative disposition, he shall sign a statement that he understands the violation charges, his right to a hearing, or to waive the same, the penalty imposed, and his waiver of the right to appeal.

(D) In administratively disposing of a major violation the Dean may impose any disciplinary action authorized under Section 601 (A).

(E) The Dean shall prepare an accurate, written summary of each administrative disposition of a major violation and forward a copy to the student, to the parents or guardian of an unmarried student under 18 years of age, to the Assistant Dean of Counseling, Student Development & Programs, and to the Director of Campus Security.

Chapter 3-300
Hearing

Sec. 301. Student Discipline Committee

(A) When a student refuses administrative disposition of either a major or a minor violation, he is entitled to a hearing before the Student Discipline Committee. This request must be made in writing on or before the third day following the administrative disposition authorized under Sec. 203 and Sec. 204. The committee shall be composed of any three administrative officers of the College. The Committee shall be appointed by the President for each hearing on a rotating basis or on a basis of availability.

(B) The Student Discipline Committee shall elect a chairman from the three appointed members. The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chairman's ruling. All members of the committee are eligible to vote in the hearing.

(C) The Dean shall set the date, time, and place for the hearing and notify the student defendant of the date, time, and place. He shall also summon witnesses and require the production of documentary and other evidence.

(D) The Dean shall represent the college before the Student Discipline Committee and present evidence to support any allegations of violations of Board policy, college regulation, or administrative rules. The Dean may be assisted by legal counsel when in the opinion of the Dean the best interests of the student or the college would be served by such assistance.

Sec. 302. Notice

(A) The Dean shall notify the student concerned by letter of the date, time, and place for the hearing. The letter shall specify a hearing date not less than three (3) nor more than ten (10) class days after the date of the letter. If the student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian.

(B) The Dean may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time and place.

(C) The Student Discipline Committee may hold a hearing at any time if
  (1) the student has actual notice of the date, time, and place of the hearing, and
  (2) the President, or his designated representative in his absence, states in writing to the Dean that, because of extraordinary circumstances the requirments of subsection (A) above are inappropriate.

(D) The notice under (A) above shall
  (1) specify whether the charge or charges are considered major or minor violations
  (2) direct the student to appear before the committee on the date and at the time and place specified
  (3) advise the student of his rights
    (a) to a private hearing
    (b) to appear alone or with legal counsel (if charges have been evaluated as a major violation)
    (c) to have his parents or legal guardian present at the hearing
    (d) to know the identity of each witness who will testify against himself
    (e) to summon witnesses, require the production of documentary and other evidence possessed by the college and offer evidence and argue in his own behalf
    (f) to cross-examine each witness who testifies against him
    (g) to have a stenographer present at the hearing to make a stenographic transcript of the hearing, at the student's expense, but the student is not permitted to record the hearing by electronic means
    (h) to appeal to the Faculty-Student Board of Review within the limits established by Sec. 401 (A)
  (4) contain a copy of the complaint

(E) The Dean may suspend a student who fails without good cause to comply with a letter sent under this section, or, his discretion, the Dean may proceed with the hearing in the student's absence.

Sec. 303. Preliminary Matters

(A) Charges arising out of a single transaction or occurrence, against one or more students, may be heard together or, either at the option of the committee or upon request by one of the students-in-interest, separate hearings may be held.

(B) At least three class days before the hearing date, the student concerned shall furnish the committee chairman with:
  (1) The name of each witness he wants summoned and other evidence possessed by the college which he wants produced;
  (2) An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing;
  (3) The name of legal counsel, if any, who will appear with him;
  (4) A request for a separate hearing, if any, and the grounds for such request

(C) When the hearing is set under Section 302 (C), or for other good cause determined by the committee chairman, the student concerned is entitled to furnish the information described in Section 303 (B) at any time before the hearing begins.

Sec. 304. Procedure

(A) The hearing is informal and the chairman shall provide reasonable opportunities for witnesses to be heard. The college may be represented by staff members of the Dean's Office, legal counsel and other persons designated by the President. The hearing shall be open to the public so long as space is available, but may include the following persons on the invitation of the student:
  (1) representatives of the student members of the College Council;
  (2) a staff member of the student newspaper;
  (3) representatives of the Faculty Association;
  (4) student's legal counsel;
  (5) members of the student's immediate family.

(B) The committee shall proceed generally as follows during the hearing:
  (1) the Dean reads the complaint;
  (2) the Dean informs the student of his rights under Section 302;
  (3) the Dean presents the college's case;
  (4) the student presents his defense;
  (5) the Dean and the student present rebuttal evidence and argument;
  (6) the committee will vote the issue of whether or not there has been a violation of Board rule, college regulation, or administrative rule; if the committee finds the student has violated a Board rule; the committee will determine an appropriate penalty;
  (7) the committee or the Dean acting on behalf of the committee informs the student of the decision and penalty, if any;
  (8) the committee shall state in writing each finding of a violation of a Board rule, college regulation, or administrative rule, and the penalty determined. Each committee member concurring in the finding and penalty shall sign the statement. The committee may include in the statement its reasons for the finding and penalty.

Sec. 305. Evidence

(A) Legal rules of evidence do not apply to hearings before the Student Discipline Committee and the committee may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable men in the conduct of their affairs. The committee shall exclude irrelevant, immaterial and unduly repetitious evidence. The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling and Guidance Center, or the office of the Dean where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

(B) The committee shall presume a student innocent of the alleged violation until it is convinced by clear and convincing evidence that the student violated a Board rule, college regulation or administrative rule.

(C) All evidence shall be offered to the committee during the hearing record. Documentary evidence may be admitted in the form of copies or extracts, or by incorporation by reference. Real evidence may be photographed or described.

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

Sec. 306. Record

(a) the hearing record shall include
  (1) a copy of the notice required under Section 302;
  (2) all documentary and other evidence offered or admitted in evidence;
  (3) written motions, pleas, and any other materials considered by the committee; and,
  (4) the committee's decisions.

(B) If notice of appeal is timely given as provided in Section 401 (A), the Dean, at the direction of the appeal committee's chairman, shall send the record to the appeal committee, with a copy to the student's appellant, on or before the tenth class day after the notice of appeal is given.

Chapter 4-400
Appeal

Sec. 401. Right to Appeal to Faculty-Student Board of Review

(A) In those cases in which the disciplinary penalty imposed was authorized under Section 501 (A) 6, 7, 8, 9, 10, or 11, the student may appeal the decision of the student Discipline Committee, or the decision of the President in an interim action under Section 201 (B) to the Faculty-Student Board of Review. Disciplinary actions taken under Section 501 (A) 1, 2, 3, 4, or 5 cannot be appealed beyond the Student Discipline Committee. A student appeals by giving written notice to the Dean on or before the third class day after the day the decision or action is announced. The notice is informal, but shall contain the student's name, the date of the decision or action, the name of his legal counsel, if any, and a simple request for appeal.

(B) Notice of appeal timely given under Section 401 (A) suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under Section 201 (B).

Sec. 402. Faculty-Student Board of Review

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

(B) The review panel has twenty-five members.
  (1) Fifteen representatives from the Faculty recommended by the President of the faculty Association and appointed by the President of the College for three-year staggered terms.
  (2) Ten students from the total student body recommended by the student members of the College Council and appointed by the President of the College for one-year terms. Students nominated must have an overall C average on all college work attempted at the time of the nomination and must not have a discipline case pending.

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

Sec. 403. Consideration of Appeal

(A) The Faculty-Student Board of Review shall consider each appeal made under Section 401 on the Student Discipline Committee and for good cause shown, original evidence and newly discovered evidence may be presented.

(B) At the student appellant's timely request, the President shall appoint an ad hoc Board of Review under the provisions of Section 402 (A); and notify the student appellant and Dean in writing of the time, date, and place of the hearing as determined by the President.

(C) The President will designate one of the members of the ad hoc Board of Review to serve as Chairman.

(D) Appellate hearings will follow the same procedure as described in Section 304 (A) and (B).

(E) The ad hoc Board of Review will hear oral argument and receive written briefs from the student appellant and Dean or their representatives.

(F) The Board of Review after considering the appeal may
  (1) Affirm the Student Discipline Committee's decision
  (2) reduce the penalty determined or otherwise modify the decision of the Student Discipline Committee;
  (3) dismiss the complaint.

(G) The ad hoc Board of Review shall modify or set the finding of violation or penalty or both if the substantial rights of the student appellant were prejudiced because the Student Discipline Committee's findings of facts, inferences, conclusions or decisions were
  (1) in violation of federal or state law, Board policy, college regulation or administrative rule;
  (2) made in violation of authorized procedure;
  (3) clearly erroneous in view of the reliable probative and substantial evidence on the complete hearing; or
  (4) capricious, characterized by abuse of discretion or clearly unwarranted exercise of discretion.

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

Sec. 404. Petition for Administrative Review

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

(B) A petition for review is informal but shall contain, in addition to the information required by Section 401 (A), notice of appeal, the date of the ad hoc Board of Review's action on the student's appeal and his reasons for disagreeing with the Board's action. A student shall file his petition with the President on or before the third class day after the day the ad hoc Board of Review announces its action on the appeal. If the President rejects the petition, and the student appellate wishes to petition the Chancellor, he shall file the petition with the Chancellor, on or before the third class day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he shall file the petition with the Chairman of the Board on or before the third day after the day the Chancellor rejects the petition in writing.

(C) The President, the Chancellor, and the Board of Trustees in their review may take any action that the Student Discipline Committee is authorized to take by Section 304 (B) 6. They may receive written briefs and hear oral argument during their review.

Chapter 5-500
Penalties

Sec. 501. Authorized Disciplinary Penalties

(A) The Dean, under Section 203 and 204, or the Student Discipline Committee, under Section 304, or the Faculty-Student Board of Review, under Section 403, may impose one or more of the following penalties for violation of a Board rule, college reulation, 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 actitivies
  (9) Denial of degree

(10) Suspension from the College
(11) Expulsion from the College

(B) The following definitions apply to the penalties provided in Section 501 (A):

(1) Admonition is a reprimand from the Dean to the student on whom it is imposed.

(2) Warning probation indicates that further violations of regulations will result in more disciplinary action. Warning probation may be imposed for any length of time up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires.

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

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

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

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

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

(8) Suspension of eligibility for official athletic and non-athletic extracurricular activities prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization, taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year.

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

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

(11) Expulsion is permanent severance from the college.

THIS POLICY APPLIES UNIFORMLY TO ALL OF THE COLLEGES OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT. IN THE EVENT ANY PORTION OF THE POLICY CONFLICTS WITH THE STATE LAW OF TEXAS, THE STATE LAW SHALL BE FOLLOWED.

PARKING AND TRAFFIC CODE

Reserved Parking Areas

1. Handicapped persons
2. Motorcycles

These reserved areas are designated by signs; all other parking areas are open and are non-reserved.

Tow Away Areas (7 AM–10 PM)

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" zones.
5. Parking in courtyards.

GENERAL INFORMATION

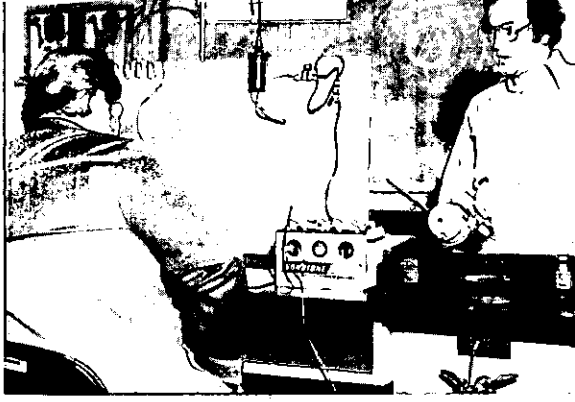
1. College parking areas are regulated by state, municipal and campus statutes. College campus officers are commissioned to cite violators.
2. All vehicles which park on the campus of Mountain View College must bear a parking decal emblem. The parking decal may be secured from the College Security Division (Room W-135) 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 window.
   b. Convertibles and Trucks: Lower left corner of front windshield, just above state inspection sticker.
   c. Motorcycles, Motor Bikes, etc.: Gas tank.
4. Campus Speed Limits:*
   a. 10 M.P.H. in parking areas.
   b. 20 M.P.H. Elsewhere on campus.
   * Unless otherwise posted.
5. All handicapped parking must be authorized by Health Center Nurse (E-01) and handicapped decal displayed on vehicle prior to parking in handicapped reserved area.

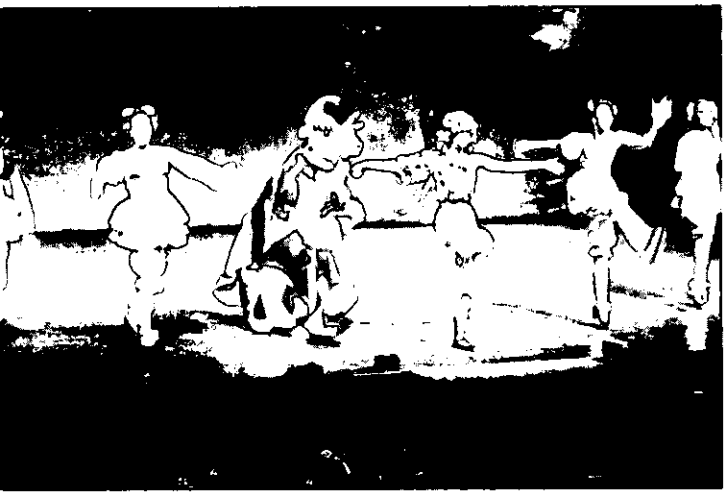
CAMPUS PARKING AND DRIVING REGULATIONS

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 and use 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. (Senate Bill 162, Section 6). These tickets are returnable to the Justice of the Peace Court in which the college is located. Furthermore, the campus officers are authorized to issue campus tickets which are returnable to the Safety or Security Division at the Business Office.
4. Under the direction of the College President, the Safety or Security Division shall post proper traffic and parking signs.
5. Each student shall file an application for a parking permit with the Security Officer upon forms prescribed by the college.
6. These traffic regulations apply not only to automobiles but to motorbikes, motorcycles and ordinary bicycles.

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 statues 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 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 Safety Committee, accompanied by whatever reasons the person feels that the citation should not have been issued. The Safety Committee will be composed of at least three members appointed by the College President. No Security officer shall serve on this committee. Contact the Business Office regarding the committee's meeting times and dates.
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 $2.00 per citation.
8. Four citations per car during an academic year will result in permanent suspension of the parking and driving permit for the balance of that academic year. A new total commences on August 1 of each year.
9. The college is not responsible for the theft of vehicles on campus or their contents.





FACULTY AND STAFF

Administrative Staff

President ..... David M. Sims
Dean of Instruction ..... N. Patricia Yarborough
Dean of Student Services ..... Jim Horton
Dean of Business Services ..... Ted B. Hughes
Associate Dean of Continuing Education ..... H. Eugene Gibbons
Associate Dean of Career Programs ..... Bill R. Sorrells
Assistant Dean of Educational Development Services ..... S. James Corvey
Assistant Dean of Human Development Programs ..... Mike Meyer
Assistant to the President ..... Frank Wright
Registrar and Director of Admissions ..... Kenneth W. Thomas
Director of Financial Aid ..... Wilma Robinson
Director of Counseling and Student Development Programs ..... Mike Meyer
Assistant Directors, Student Development and Programs ..... Guy Gooding
Raye Goss
Director of Community Service ..... Joe Altick, Jr.
Public Information Assistant ..... Linda Resnik
Director of Institutional Research ..... Sam Rodgers

Dallas County Community College District
Board of Trustees

Seated, left to right: Mrs. Eugene McDermott, vice-chairman; R. L. Thornton, Jr., chairman; Bill J. Priest, chancellor and secretary to the Board; and Pattie Powell. Standing, left to right: Robert H. Power; Durwood A. Sutton; Carie E. Welch; and Jerry Gilmore.

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Director of Occupational Education ..... John S. Owens
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INDEX

Academic Calendar 4
Academic Information 17-31
Academic Load 18
Accounting Associate 85
Accounting Technician 86
Accreditation 7
Address Changes 12
Admission Policy 11
Admission Procedures 12
Admission Requirements 11-12
Advisement Procedures 12
Animal Medical Technology 87-88
Application Information 11
Associate in Applied Arts and Sciences Degree 17-18
Associate in Arts and Sciences Degree 17
Attendance 20-21
Audit Fee 15
Auditing a Course 21
Aviation Administration 89-92
Avionics Technology 93-94
Basic Educational Opportunity Grant 28
Bureau of Indian Affairs 29
Career Programs 83-114
Certificate Plans 18
Classification of Students 18-19
Classroom Dishonesty 21
College, The 7
College Council 31
Community Service Division 23
Concurrent Enrollment 12-13
Cooperative Work Experience 24, 84
Counseling 25
Course Descriptions 34-81
Credit by Examination 21-22
Curriculum 33-81
DCCCD History and Philosophy 8
Degree Information 17
Degree Plans 18
Developmental Studies 25-26
Divisions of the College 33
Drafting and Design Technology 95-96
Dropping a Course 21
Educational Opportunity Center 31
Electronics Technology 97
Employment, Student 29
Equal Educational Opportunity Policy 13
Evening College 22
Faculty and Staff 125-133
Family Educational Rights Act 24
Fees 14-15
Financial Aid 28-29
Flexible Entry 23, 84
Grade Reports 21
Graduation 18
Grants 28
Hazlewood Act 29
Health Services 26
Hinson-Hazlewood Loan Program 28-29
Honors 20
Horology 98
Housing 31
Human Development Center 25
Human Development Instruction 26
Intercollegiate Athletics 30
International Students 13
Intramurals 30-31
Learning Skills Center 26
Library 27
Library Obligations 24
Loans 29
Machine Shop 99
Mid-Management 100
Office Careers 101-106
Pilot Technology 107-108
Placement Services 26
Refund Policy 15-16
Repetition of Courses 19
Revocation of Aid 29
Schedule Changes 15

Scholarships 28, 29
Scholastic Performance 19
Scholastic Probation 19
Scholastic Standards 19
Scholastic Suspension 19
Security 31
Servicemen's Opportunity College 13
Social Security Administration 29
Social Security Number 12
Special Fees 15
Standards of Conduct 31
Student Center 27
Student Codes 115-123
Student Development and Programs 26-27
Student Diversity 11
Student Organizations 27-28
Student Services 25-31
Supplemental Educational Opportunity Grant 28
Teacher Aide 109
Technical/Occupational Programs 83-114
Telecourses 22
Testing and Evaluation Center 27
Transcripts 21
Transfer of Credits 13
Tuition and Fees 14-15
Tutoring Services 27
Veterans Benefits 29-30
Vocational Rehabilitation 29
Waiving of Scholastic Deficiency 20
Weekend College 22
Welding Technology 110-111
Withdrawing from College 21

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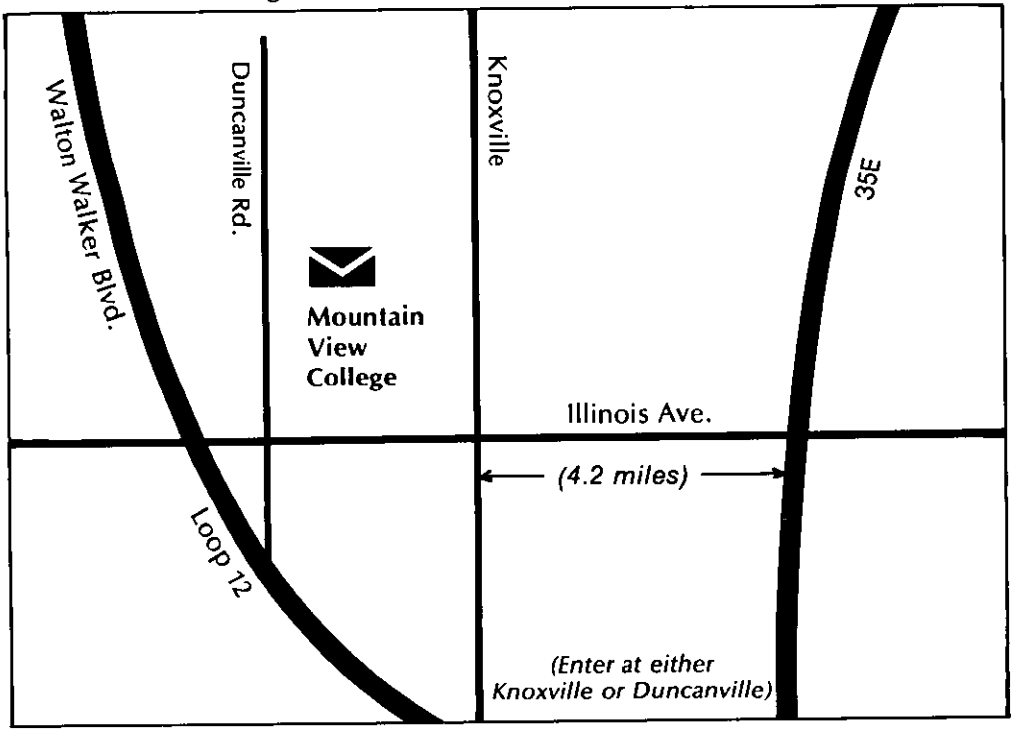

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