Mountain View College
1979/80

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DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Mountain View College
1979/80

An Equal Opportunity Institution

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Photographs by John Messina and Richard Wheeler

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 this catalog.

Dallas County Community College District is committed to providing equal educational and employment opportunities regardless of sex, marital or parental status, race, color, religion, age, national origin or handicap.

Academic Calendar, 1979-80

Fall Semester, 1979

August 20	Faculty Reports
August 21-23	Registration
August 24	Faculty Professional Development
August 25	Saturday classes begin
August 27	Classes begin
August 31	Last day for tuition refund
September 3	Labor Day Holiday
September 8	12th class day (includes Saturdays)
November 22-25	Thanksgiving Day Holidays
November 26	Classes Resume
December 7	Last day to withdraw "W"
December 13	Last day of classes (T-R)
December 14	Last day of classes (MWF)
December 15	Final Examinations for Saturday classes
December 17-20	Final Examinations
December 20	Semester closes

Spring Semester, 1980

January 7	Faculty Reports
January 8-10	Registration
January 11	Faculty Professional Development
January 12	Saturday classes begin
January 14	Classes begin
January 18	Last day for tuition refund
January 25	12th class day
February 22	Faculty Professional Development
March 9-16	Spring Break
March 14	Spring Holiday for all employees
March 17	Classes resume
April 4-6	Easter Holidays
April 7	Classes resume
May 1	Last day to withdraw "W"
May 6	Last day of classes (T-R)
May 9	Last day of classes (MWF)
May 10	Final Examinations for Saturday classes
May 8 & 13	Final Examinations for T-R classes
May 12 & 14	Final Examinations for MWF classes
May 14	Graduation
May 14	Semester closes

Summer Session, 1980

First Semester

May 26	Memorial Day Holiday
May 27	Registration
May 29	Classes begin
May 30	Last day for tuition refund
June 3	4th class day
June 26	Last day to withdraw "W"
July 2	Final Examinations
July 2	Semester closes

Second Session

July 3	Registration
July 4	Fourth of July
July 7	Classes begin
July 8	Last day for tuition refund
July 10	4th class day
August 4	Last day to withdraw "W"
August 8	Final Examinations
August 8	Semester closes

1979

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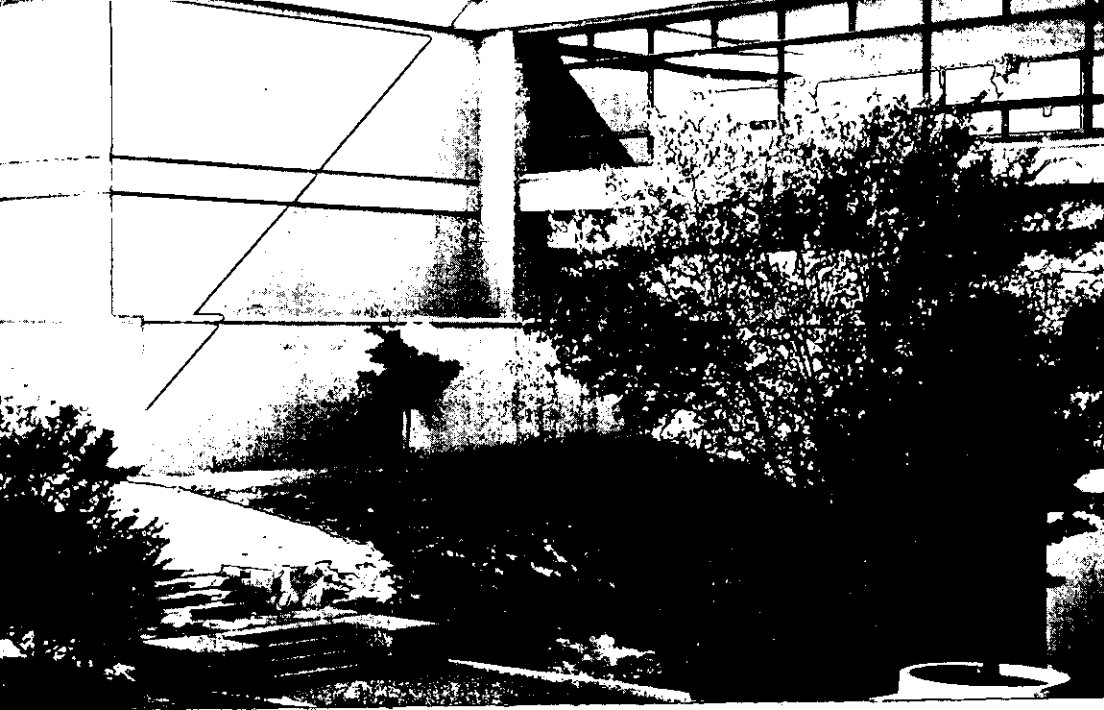
1980



The College

In southwest Dallas County, Mountain View College is the community learning center for thousands of people . . . people with needs and interests of special importance to them as individuals.

The college, the second in the seven-college Dallas County Community College District, opened in the fall of 1970. Located in the Oak Cliff section of Dallas, Mountain View College serves residents of South Dallas, Oak Cliff, Duncanville, Cedar Hill and parts of Grand Prairie.

From the beginning, Mountain View College students have set their own goals and, with the help of a professional counseling staff and a dedicated faculty, have determined the best ways to reach them. Students are not forced into any pre-planned educational programs unrelated to their needs. This student-centered approach to college education assures all students of worthwhile college experiences.

The various programs at Mountain View College are designed to serve students in the following areas:

- the first two years of study leading toward a bachelor's degree;
- preparation for a career in an occupational or technical field;
- additional training for adults who want to advance in their present fields or retrain for new fields;
- non-credit classes which provide personal enrichment, cultural awareness and leisure-time activities.

Because of the wide range of programs, the Mountain View College student body is made up of people of all ages and all backgrounds. The opportunity to interact with men and women, young and old, is an important part of education.

The satisfying learning experience at Mountain View College is enhanced by beautiful surroundings. Care has been taken to preserve the natural beauty of a 200-acre site.

Evening and Weekend Program. The evening and weekend program at Mountain View College reflects the District's commitment to serve the needs of a diverse student body. With work and family schedules as they are, many people can begin or continue their college studies only when evening and Saturday classes are available.

For these students, Mountain View College offers most courses during the day as well as in the evening or on Saturday. Students may select the classes and meeting times most convenient to their schedules, including any combination of day, evening and Saturday classes.

Telecourses. Mountain View College offers a variety of college credit courses via television. Telecourses combine televised lessons, related reading assignments, optional on-campus review sessions and four to seven on-campus sessions for orientation, discussion and examinations. These campus visits are normally scheduled at a variety of times for the convenience of the students.

Telecourses may be taken in conjunction with on-campus courses or by students taking no on-campus instruction. The schedule of telecourses varies from semester to semester, but may include courses in anthropology, astronomy, business, earth science, ecology, biology, English, government, economics, history, humanities and psychology.

Content and credit for telecourses is the same as for similar courses taken on campus.

Community Service Division. Short term, non-credit Community Service courses, workshops, seminars and institutes help Mountain View College provide educational opportunities to all people. The courses and activities are designed to provide participants with opportunities for cultural awareness, personal enrichment, avocational study, leisure-time activities, and job and career training and skill upgrading.

The classes and activities, designed for all age groups, are scheduled on the Mountain View College campus and at a variety of locations within the community. Courses are held during the day and evening, during the week, and on weekends. Several thousand people participate in the Community Service classes each semester. New courses are added as an interest is expressed for special subjects.

Continuing Education Units (CEUs) are offered for these programs. A CEU is officially defined as "ten contact hours of participation in an organized continuing education, adult or extension experience under responsible sponsorship, capable direction and qualified instruction." Certificates are awarded to students who successfully complete Community Service courses.

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 seven innovative educational communities are dedicated to a common goal: serving in the best possible way the complex, varied and ever-changing educational requirements of a growing metropolitan community.

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

There is a place for a student who wishes to spend a year or two preparing

himself to enter a trade or profession, and a place for an employed person who wants to further his training in his occupational field.

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

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

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

Every student is offered competent, intensive counseling to help discover his goals and special abilities. Continued guidance is available to update a student's educational program if his goals change during his college experience. The 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 degree 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, opened for enrollment in August, 1978.

Admissions and Registration

Mountain View College is an open-door comprehensive community 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.

Equal Educational Opportunity Policy. Dallas County Community College District is committed to providing equal education and employment opportunities 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 is also committed to equal opportunities for the physically or mentally handicapped in compliance with federal regulations, Sec. 504, Rehabilitation Act of 1973. The coordinator of services for handicapped students (746-4288) is the designated person responsible for Mountain View College's compliance with Sec. 504.

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.

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.

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 Admissions Office based on the standards established by Mountain View College.

b. Students on scholastic or disciplinary suspension from other institutions must petition via the Admissions Office 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 admission 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. 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.

The following items must be complete prior to consideration for admission:

1. Test of English as a Foreign Language (TOEFL) with a minimum score of 525.
2. Application for Admission.
3. Health Information Form.
4. Official transcripts for all previous academic work with a minimum "C" average.
5. A letter in the applicant's own handwriting stating his educational and vocational plans.
6. Documented proof of financial support during period of student's enrollment.

All files must be completed at least 30 days prior to admission. Students already accepted by other U.S. educational institutions (I-20 issued) must complete one full year at the admitting institution.

5. 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 Admissions Office 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 letters 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. This session is designed to help students make schedule choices for themselves based upon assessment in courses or programs at Mountain View College. This session requires one half day and is designed to meet the needs of students who are enrolling in college for the first time.

All full-time day students who are enrolling in college for the first time are required to enroll in a one-hour orientation course (Educational Alternatives 100) during their first semester.

A variety of diagnostic instruments may be used for assessment and placement in courses or programs, at the discretion of the college. 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.

Transfer of Credits

Transfer credit will be given for 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 may be accepted by Mountain View College dependent upon review by the Director of Admissions.

Tuition and Fees

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

Dallas County Community College District
Tuition and Student Services Fees

Fall, Spring Sessions, 1979-80

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

Dallas County Community College District
Tuition Schedule

Summer Session, 1980

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

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

**A non-resident student is hereby defined to be a student 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.

NOTE: These definitions are only intended as a guideline for the student. The student is referred to the Director of Admissions for a more complete definition.

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 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.

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 Vice President of Student Services who notifies the student of action to be taken. Refund checks normally require a minimum of one month to process.

Bad Checks

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

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

Address Change and Social Security Number

Students are reminded to inform the Registrar's Office 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.

Servicemen's Opportunity College

For information about the Servicemen's Opportunity College, students should contact the Veterans Affairs Office.

Student Grievances

Student grievances shall be handled within 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.

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 Degrees

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, Humanities 101 or Philosophy 102 — 3 hours

*Only 3 hours of History and 3 hours Government credit may be earned by credit-by-examination. (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, Art 199 and Theatre 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 credit 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 credit 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. These programs may also have criteria for successful completion beyond degree requirements. The student is referred to the "Technical/Occupational Programs" section of this catalog for a more detailed explanation.

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

A candidate 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 choice to graduate under the original catalog assumes a student has pursued a program of study with reasonable diligence. A 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.

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. Such participation is ceremonial only and confers on a student no rights to a degree.
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.

Honors

A full-time student who has completed at least 12 hours of credit and who earns a grade-point average of 3.00-3.49 will be listed on the college Honor Roll. Full-time students who complete at least 12 hours of credit and who average 3.50-4.00 will be placed on the Dean's Honor List. A part-time student who is taking 6-11 credit hours and who main-

tains 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.

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.

Students may also be denoted as full-time or part-time:

a. Full-time: A student enrolled in 12 or more semester hours in a given semester.
b. Part-time: A student enrolled in fewer than 12 semester hours in a given semester.

Recommended Academic Load

No student will be permitted to carry more than 18 semester hours 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 hours or more), he should not work more than 20 hours per week. If he must work more hours, his credit hour load in college should be reduced proportionately.

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

Scholastic Standards

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

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

*automatically changes to a computed grade after 90 days.

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

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

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 courses numbered 99 and below are computed when deriving a*

student's scholastic standing, but are not computed in determining graduation requirements.

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 hours or more) and to part-time students when they have completed a total of 12 semester hours. 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 hours 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 Vice President 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 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 preregistration advisement session.

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.

Class Attendance

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

Instructors are responsible for appropriate notification of attendance policy and procedures to all students enrolled in their classes. Generally, when absences have reached a total equal to the number of class hours as credit for the course, a drop for excessive absences will be filed by the instructor. The student will be notified by letter sent to the student's address on record with the effective date of withdrawal indicated. Students who desire to remain in the class must contact the ins ructor. A student may be reinstated at the discretion of the instructor.

Students dropped for excessive absences prior to the published withdrawal deadline will receive a grade of "W." If a student does not attend class during the first 12 days of a long semester, or the first 4 days of summer semesters, he/she will be withdrawn by the Registrar.

Warn/Drop Notice

This letter will notify you that your absences in my class (course number, section number) are excessive. If you wish to remain in this class, you must contact me immediately. Otherwise, you will be dropped on (date), and a grade of "W" will appear on your final grade report for the course. This action is being taken in accordance with the attendance policies published in the college catalog and given to you at the beginning of the class.

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, and provided that the space is available, 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 hours 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. (Cf. Standard of Conduct for Students: "Financial Transactions With the College."

Transcripts of Credit from Mountain View College

The Registrar's Office will send the student's transcript upon the written request from the student 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.

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 abilities permit. However, the minimum number of hours as a resident student required for a certificate or a diploma may not be reduced through credit-by-examination.

Only currently enrolled students are eligible to take a teacher-made examination and have the credit become part of their permanent record. A student cannot enroll in a course for credit and take a credit-by-examination test in the same course during the same semester. 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.

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 transcripts of grades may be released 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.

No transcript or inquiries concerning an academic record will be released without WRITTEN CONSENT from the student specifying the information to be given out, except as specified by law.

Honors/TAG Program

The Honors/TAG (Talented and Gifted) Program at Mountain View College offers students the opportunity to gain a more comprehensive preparation for future studies at senior institutions and professional schools. Unlike other honors programs, the restrictions in the MVC program are kept to a minimum to allow greater participation within the student body. Interested students may select the type of program best suited to their needs and interests.

Mountain View College offers three types of Honors/TAG courses:

1. Directed Studies — Working directly with a faculty member, students can receive up to three hours of college credit for completion of a pre-arranged sequence of independent study in a particular discipline.
2. Honors Sections — Selected courses in the published class schedule will be offered as Honors Sections. Student requirements for these more intensive courses will vary according to the courses and instructors.
3. Interdisciplinary Courses — Selected courses in the published class schedule are combinations of courses in two or more disciplines. Taught by a team of faculty members, the courses offer a broader, and generally more extensive, view of the subject area.

Students interested in participating in the Honors/TAG Program should contact a counselor for additional information.

Student Services

Student Development Concept

The primary purpose of the Mountain View College student development concept 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 non-traditional. The programs and services available within this student development concept are designed to furnish those support services necessary for each student to succeed to his potential.

The service components include:

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

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

Career Planning and Placement: The Career Planning and Placement Service exists to assist students in evaluating various vocations and making appropriate career choices. Specific job information, career counseling and testing are available for students to aid them in their development of long-range career goals. The Placement Office coordinates on-campus recruitment visitations from business and industry in addition to maintaining current job listings of local employment opportunities.

Information on employment openings and career options is available to students in the Career Information Library (W-163) and/or the Placement Office (W-125). Materials include career folders, reference books, encyclopedias of careers, college catalogs and informational brochures of local companies.

Students needing help with job search techniques such as resume preparation or interviewing skills can also find assistance here.

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 par-

tial 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.

Developmental Studies: 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 student's individual academic potential. Courses offered 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 MVC Health Center, located in E01, on the southeast lower level of the building, is maintained to provide health education and counseling as well as emergency first aid care. The Health Center is open during regular school hours Monday through Saturday. Various health related services including referrel to area physicians and agencies and a Hypertension Management Program are offered. An important focus of the services is promoting "wellness" through preventive health care.

No information concerning a student's health is released without permission of the student, except as required by law.

The Health Center, staffed by registered nurses, provides a continuing source of information and health care for all students with health problems or interests. A physician is on call at all times. Phone numbers for emergency and routine information are 746-4199 and 746-4190.

Services for Handicapped Students: The Services for Handicapped Students (SHS) is coordinated through the Health Center. SHS offers a variety of support services for handicapped students. SHS's goal is to make it possible for handicapped students to benefit fully from the college's courses and activities. Some of the services available include: interpreters, notetakers, tutors, mobility assistants, readers for the blind, tape recorders, on-campus loan of crutches and manual wheelchairs, and registration assistance.

The Coordinator of SHS is a professional counselor and supplements the regular counseling staff to provide individual attention to students seeking personal and social adjustment, academic advisement, and career guidance. The coordinator may act as a liaison between the student and his or her Texas Rehabilitation Commission counselor, instructor, or other agency person. Referrals can be made to appropriate campus and community organizations and offices.

Students should contact the SHS office at least one month prior to registration in order to plan an individualized orientation to the college and arrange for any services (taping of textbooks, alteration of instructional materials, etc.).

Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, but ar-

rangements can be made for night students. The SHS office is located at W175 in the Counseling Center. Phone 746-4288 (voice), or 746-4199 (TTY for the deaf).

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.

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 on-campus speakers, mini-courses, films, exhibits, intramural sports, the outdoor program, 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 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. 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.

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.

Mountain View College Student Financial Aid Office is in compliance with amendments made by Title IV of the Higher Education Act of 1965 — Student Consumer Information Services.

Upon request, all prospective students and enrolled students can receive information regarding financial aid by contacting the Director of Financial Aid.

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 who enroll for at least six 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 by the federal government for that purpose.

Middle Income Student Assistance Act has been passed. The new law has extended eligibility to families with an adjusted gross income of $25,000.

Supplemental Educational Opportunity Grant. This grant is authorized under the Higher Educational Amendments of 1965 and amended by the Educational Amendments of 1976. To be eligible students must demonstrate exceptional need and make satisfactory progress toward the completion of their educational goal. Legislation for the SEOG award includes a matching requirement which specifies that aid equal in amount to the SEOG must be provided to the student during the award period. The minimum SEOG award permitted is $200 to $1500 per academic year, depending on the needs, and the total number of applicants and funds available. Students must apply each academic year.

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 student's need. Married applicants are qualified by considering the income of both husband and wife.

Qualified students may receive up to $2500 per fiscal year to an aggregate maximum of $7500.

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 7 per cent per annum.

Short-Terms Loans. A student may borrow up to $100 at no interest if funds are available. Maximum repayment time is 60 days. However, all loans must be repaid prior to the end of the semester.

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.

Highest Ranking High School Graduate. The highest ranking high school graduate of each accredited high school in the state is exempted from the payment of tuition for two semesters of the first regular session following graduation.

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.

Academic Progress Requirements for Financial Aid

I. *The 2.0 Grade Point Average (GPA) Requirement*

A. Students funded for *full-time course loads* will be expected to complete a full-time course load with a minimum GPA of 2.0 each semester an award is made.

B. Students funded for *part-time course loads* will be expected to achieve a minimum GPA of 2.0 on all courses funded each semester (no drops or withdrawals).

II. *Academic Compliance*

A. If the 2.0 GPA requirement is not met *once*, a warning notice will be mailed to the student. Transfer students entering the DCCCD on probation will be considered to be in this category.

B. If the 2.0 GPA requirement is not met *twice*, no award will be made for a period of six months.

C. A *third* chance may be approved at the discretion of the Financial Aid Director after the six month suspension period.

The student must sign acknowledgement of conditional approval before award is disbursed. If the 2.0 GPA requirement is not met three times, no award will be made for a period of two years.

D. A *fourth* chance may be approved at the discretion of the Financial Aid Director after the two year suspension period. If approved, the student must sign a warning notice before award is disbursed.

Students may make written appeal of the Financial Aid Director's decisions through the Vice President of Student Services.

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

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 related to the veteran's general welfare.

When testing indicates that a veteran should enroll in developmental courses such as reading, writing or math, the student may pursue these courses with no charge to his 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 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 a degree program. Information on degree requirements may be obtained from the Registrar's Office in E-110 or from Counseling in W-154.
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 maintain a satisfactory grade-point average as outlined in the catalog.
7. Veterans are not eligible for benefits in any course that a grade is received that does not compute toward graduation requirements unless mitigating circumstances are presented to the Veterans Administration and approved.

The Veterans Administration has a representative stationed at Mountain View to assist the veteran in all phases of the V.A. benefits program. Veteran students 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.

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 ahd 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 an assortment of electronic games. 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.

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.

Intramural Activities and Club Sports

Intramural activities and club sports, sponsored by the Physical Education division in conjunction with Student Development and Programs, are an important phase of student life at Mountain View College.

Team sports such as flag football, volleyball and softball, as well as such individual sports as tennis, table tennis, pool, handball, racquetball and archery, are scheduled through the intramural activity program.

Sports in which club activities are scheduled include many of the above as well as bowling, gymnastics and golf.

For additional information, contact the Physical Education division or Student Development and Programs.

Student Council and President's Forum System

Interested students are urged to be aware of the details of college operations. The President's Forum and Student Council are two of the means through which students can become involved.

The President's Forum is an open meeting for students, faculty and staff. With the college president presiding, the entire Mountain View College community has direct access to information regarding operations, policies, requests and rationales. A minimum of two forums is held each semester.

The Student Council allows for the sharing of ideas and information concerning the activities of Student Development and Programs. The Council is a group of appointed and volunteer student commissioners who become involved in the planning, development and execution of programs related to the students' social and academic development at Mountain View College.

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.

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

Aviation Technology & Physical Education Division

Aviation Technology
- Aircraft Dispatcher
- Air Cargo Transport
- Airline Marketing
- Career Pilot
- Fixed-Base Operations/Airport Mgmt.

Physical Education Theory
Physical Education Activity

Business Division

Accounting
Bookkeeping
Computer Science
Economics
General Business
Mid-Management
- Small Business Management

Office Careers
- General Office Occupations
- General Secretary
- Office Skills and Systems
- Professional Secretary

Communications Division

Advanced Reading
Communications
Developmental Communications
Developmental Reading
Developmental Writing
Educational Paraprofessional
English
French
German
Journalism
Photography
Spanish
Speech

Human Development Center

Educational Alternatives
Human Development

Humanities Division

Art
Dance
Humanities
Music
Philosophy
Theater

Mathematics and Technology Division

Developmental Mathematics
Drafting & Design Technology
Horology (Clock & Watch Repair)
Mathematics

Science and Technology Division

Biology
Chemistry
Earth Science
Geography
Geology
Machine Shop
Physics
Welding Technology

Social Science and Technology Division

Anthropology
Avionics
Electronics
Government
History
Psychology
Religion
Social Science
Sociology

Accounting
(See Business 201, 202)

Advertising and Sales Promotion
(See Business 233)

Anthropology 100 **3 Cr.**
Introduction to Anthropology **3 Lec.**
48 Contact Hrs.

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 **3 Cr.**
Cultural Anthropology **3 Lec.**
48 Contact Hrs.

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

Anthropology 208 **3 Cr.**
Multicultural Studies **3 Lec.**
48 Contact Hrs.

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

Anthropology 210 **3 Cr.**
Language, Culture & Personality **3 Lec.**
48 Contact Hrs.

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

Art 103 **1 Cr.**
Introduction to Art **3 Lab**
48 Contact Hrs.

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 **3 Cr.**
Art Appreciation **3 Lec.**
48 Contact Hrs.

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 **3 Cr.**
Survey of Art History **3 Lec.**
48 Contact Hrs.

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

Art 106 **3 Cr.**
Survey of Art History **3 Lec.**
48 Contact Hrs.

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

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

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

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

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

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

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

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

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

Art 116 **3 Cr.**
Introduction to Jewelry I **2 Lec., 4 Lab.**
96 Contact Hrs.

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 **3 Cr.**
Introduction to Jewelry II **2 Lec., 4 Lab.**
96 Contact Hrs.

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 **1 Cr.**
Art Seminar **1 Lec.**
16 Contact Hrs.

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 **3 Cr.**
Drawing III **2 Lec., 4 Lab.**
96 Contact Hrs.

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

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

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

Art 203 **3 Cr.**
Art History **3 Lec.**
48 Contact Hrs.

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

Art 204 **3 Cr.**
Art History **3 Lec.**
48 Contact Hrs.

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 **3 Cr.**
Painting I **2 Lec., 4 Lab.**
96 Contact Hrs.

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

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

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

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

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 3 Cr.
Sculpture II 2 Lec., 4 Lab.
96 Contact Hrs.

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

Art 215 3 Cr.
Ceramics I 2 Lec., 4 Lab.
96 Contact Hrs.

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

Art 216 3 Cr.
Ceramics II 2 Lec., 4 Lab.
96 Contact Hrs.

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

Art 220 3 Cr.
Printmaking I 2 Lec., 4 Lab.
96 Contact Hrs.

Prerequisites: Art 110, Art 111, Art 115, or permission of the instructor. An elective introduction to the basic printmaking processes including planographic, intaglio, stencil and relief. Laboratory fee required.

Astronomy 101 3 Cr.
Descriptive Astronomy 3 Lec.
48 Contact Hrs.

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

Astronomy 102 3 Cr.
General Astronomy 3 Lec.
48 Contact Hrs.

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 Maintenance Technology 100 5 Cr.
86 Lec., 64 Lab.
Aircraft Basic Science 150 Contact Hrs.

Includes sufficient shop mathematics and physics of flight to enable the student to complete aircraft weight and balance computations. Also serves as an introduction to mechanic's privileges and limitations, the Federal Aviation Regulations, and forms and publications used by the aircraft industry.

Aviation Maintenance Technology 101 5 Cr.
78 Lec., 72 Lab.
Applied Aircraft Science 150 Contact Hrs.

Covers aircraft hardware and materials, nondestructive testing and precision measurements, in addition to the fabrication and installation of fluid lines and fittings. Includes servicing methods and ground operations of aircraft and their powerplants, as well as material on cleaning and corrosion control.

Aviation Maintenance Technology 102 5 Cr.
82 Lec., 68 Lab.
Basic Electricity 150 Contact Hrs.

A study of the nature and relationships of voltage, current, and resistance designed specifically for aircraft electrical systems. Includes theory, servicing, and maintenance of aircraft batteries, generators, alternators and motors. This course includes sufficient technical drafting to enable the student to interpret aircraft drawings, charts and electrical wiring diagrams.

Aviation Maintenance Technology 200 5 Cr.
58 Lec., 92 Lab.
Airframe Structures 150 Contact Hrs.

Introduces student to aircraft wooden structures, various covering materials, approved finishes and application procedures. Covers fuel systems as well as the use of oxyacetylene welding equipment and the inspection of aircraft welds.

Aviation Maintenance Technology 201 5 Cr.
28 Lec., 122 Lab.
Sheet Metal Structures 150 Contact Hrs.

Covers inspection and repair of honeycomb and laminated structures, sheet metal structures, doors and windows. Repairs will include forming, layout, and bending sheet

metal, as well as the identification, selection, and installation of both conventional and special rivets and fasteners.

Aviation Maintenance Technology 202 **5 Cr.**
Hydraulics and Landing Gear **52 Lec., 98 Lab. 150 Contact Hrs.**

Hydraulic and pneumatic principles and their application to basic units and systems. Inspection, maintenance, and repair of aircraft wheels, tires, brakes, fixed and retractable landing gear with their position and warning systems.

Aviation Maintenance Technology 203 **5 Cr.**
Airframe Electrical Systems **68 Lec., 82 Lab. 150 Contact Hrs.**

Designed to train the student in proper methods of installation, removal, disassembly, and repair of aircraft electrical components and related wiring; aircraft instrument systems, their installation, removal, and storing procedures. Course includes purpose, identification, operation of communications, navigation and related equipment, power requirements and antenna installations.

Aviation Maintenance Technology 204 **5 Cr.**
Utility Systems **72 Lec., 78 Lab. 150 Contact Hrs.**

Covers atmospheric conditions and their modification for cabin heating, cooling, ventilation, and pressurization. Serves as an introduction to ice, rain, and fire protection systems. Develops competencies in assembly and rigging by the use of manuals to install, inspect, align, and balance structural components.

Aviation Maintenance Technology 205 **5 Cr.**
Inspection and Review **72 Lec., 78 Lab. 150 Contact Hrs.**

Familiarizes the student with methods and procedures for completing required inspections. Course includes a review of all general and airframe material. F.A.A. examinations for the airframe certificate are taken upon the successful completion of this course.

Aviation Maintenance Technology 220 **5 Cr.**
Reciprocating Engines **69 Lec., 81 Lab. 150 Contact Hrs.**

Comprehensive reciprocating aircraft engine overhaul course. Includes: piston displacement, compression ratio and horsepower calculations; classification and description of aircraft engine types and their components; disassembly, inspection, overhaul, assembly and testing of reciprocating engines.

Aviation Maintenance Technology 221 **5 Cr.**
Gas Turbine Powerplants **90 Lec., 60 Lab. 150 Contact Hrs.**

Includes types of engines and their applications; basic engine operating principles and the effects of temperature, pressure, volume and velocities of the working gases; component identification and function; disassembly, inspection, assembly and testing of turbine engines.

Aviation Maintenance Technology 222 **5 Cr.**
Powerplant Electrical Systems **58 Lec., 92 Lab. 150 Contact Hrs.**

Includes the theory, construction, control, operating, maintenance and servicing of powerplant magnetos and ignition systems; starter and generator systems; engine instrument systems and engine fire protection systems.

Aviation Maintenance Technology 223 **5 Cr.**
Powerplant Accessory Systems **58 Lec., 92 Lab. 150 Contact Hrs.**

Covers theory and principles of operation of aircraft propellers and their control systems; construction, installation, maintenance, operation and testing of propeller systems; includes types and purpose of lubricating, induction and supercharging, cooling and exhaust systems.

Aviation Maintenance Technology 224 **5 Cr.**
Fuel Metering and Troubleshooting **62 Lec., 88 Lab. 150 Contact Hrs.**

Provides information about the various fuel systems used for aircraft engines. Includes basic principles of carburetion; operation, overhaul and repair of various carburetors

and direct fuel injection units. Covers recognition, analysis, and elimination of common powerplant troubles as well as engine installation and removal.

Aviation Maintenance Technology 225 **5 Cr.**
Powerplant Review and Inspection **72 Lec., 78 Lab.**
150 Contact Hrs.

Familiarizes student with methods and procedures for completing an airworthiness inspection. Course includes a review of all general and powerplant material. F.A.A. examinations for the powerplant certificate are taken at the successful completion of this course.

Aviation Technology 110 **3 Cr.**
Introduction to Aviation **3 Lec.**
48 Contact Hrs.

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 Technology 121 **3 Cr.**
Ground School Private **3 Lec.**
48 Contact Hrs.

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.

Aviation Technology 122 **3 Cr.**
Aviation Law **3 Lec.**
48 Contact Hrs.

Prerequisite: Aviation Technology 110, 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 decision 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 Technology 123 **3 Cr.**
Ground School Commercial **3 Lec.**
48 Contact Hrs.

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. FAR's and AIM, flight planning. Satisfactory completion of this course should qualify the student to pass the commercial pilot written examination.

Aviation Technology 128 **3 Cr.**
Aero Engines and Systems **3 Lec.**
48 Contact Hrs.

Prerequisite: Credit or concurrent enrollment in Aviation Technology 110, 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, radial, 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.

Aviation Technology 135 **2 Cr.**
Flight Basic **9 Lab.**
25 Flight Hrs.
34 Contact Hrs.

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.

Aviation Technology 137 **1 Cr.**
Flight Private Pilot **4 Lab.**
20 Flight Hrs.
24 Contact Hrs.

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.

Aviation Technology 210 **4 Cr.**
Federal Aviation Regulations, Airspace and Air Traffic Control Services **3 Lec., 4 Lab.**
52 Contact Hrs.

This course provides an in-depth study of the Federal Aviation Regulations, NTSB regulations, air traffic control procedures, and the National Airspace system. Rated pilots may take this course to prepare for the 24 month flight review. It is recommended that this course be taken concurrently with one of the ground school courses (AVT 121, AVT 123, AVT 224 or AVT 250). A laboratory requirement of 4 contact hours in the synthetic flight trainer is required. This instruction is in the use of VOR, ADF, DME, and ATC radar services. Laboratory fee required.

Aviation Technology 212 **3 Cr.**
Airport Management **3 Lec.**
48 Contact Hrs.

Prerequisites: Aviation Technology 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 Technology 220 **3 Cr.**
Aero Dynamics **3 Lec.**
48 Contact Hrs.

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.

Aviation Technology 221 **3 Cr.**
Advanced Navigation **2 Lec., 2 Lab.**
64 Contact Hrs.

Prerequisite: Credit or concurrent enrollment in Aviation Technology 226 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.

Aviation Technology 222 **3 Cr.**
Transportation, Traffic and Air Cargo **3 Lec.**
48 Contact Hrs.

Prerequisites: Aviation Technology 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 Technology 223 **3 Cr.**
Airline Management **3 Lec.**
48 Contact Hrs.

Prerequisites: Aviation Technology 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 Technology 224 **3 Cr.**
Ground School Instrument **3 Lec.**
48 Contact Hrs.

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.

Aviation Technology 225 **3 Cr.**
Aviation Marketing **3 Lec.**
48 Contact Hrs.

Prerequisites: Aviation Technology 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 Technology 226 **3 Cr.**
Meteorology **3 Lec.**
48 Contact Hrs.

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.

Aviation Technology 227 **2 Cr.**
Flight Commercial I **8 Lab.**
30 Flight Hrs.
38 Contact Hrs.

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.

Aviation Technology 228 **3 Cr.**
Flight Commercial II **8 Lab.**
46 Flight Hrs.
54 Contact Hrs.

Prerequisite: Completion of Aviation Technology 227 — Flight Commercial I and concurrent enrollment in Aviation Technology 123 — 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 pre-flight 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.

Aviation Technology 229 **3 Cr.**
Flight Commercial III **4 Lab.**
46 Flight Hrs.
50 Contact Hrs.

Prerequisite: Completion of Aviation Technology 123 and Aviation Technology 228. 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.

Aviation Technology 230 **3 Cr.**
Flight Commercial IV — Instrument **26 Lab.**
20 Flight Hrs.
46 Contact Hrs.

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.

Aviation Technology 248 **3 Cr.**
Air Transportation **3 Lec.**
48 Contact Hrs.

Prerequisite: Aviation Technology 110. 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 Technology 250 **2 Cr.**
Flight Instructor **2 Lec.**
Ground School **32 Contact Hrs.**

Prerequisite: Commercial pilot certificate or private pilot certificate with 200 hours logged flight time. Includes 32 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.

Aviation Technology 251 **2 Cr.**
Flight Instructor — Airplane **10 Lab.**
30 Flight Hrs.
40 Contact Hrs.

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.

Aviation Technology 252 **3 Cr.**
Instrument Flight Instructor **3 Lec.**
Ground School **48 Contact Hrs.**

Prerequisites: Instrument rating and commercial pilot certificate; pass written examination on airspace and regulations or concurrent enrollment in Aviation Technology 210. This course is designed to prepare individuals for the FAA instrument flight instructor flight test and written examination and to provide a knowledge of synthetic flight trainer instructional techniques. This course includes a thorough study of the instrument flight rules, instrument charts, instrument procedures involving ATC facilities and instructions, and the use of aircraft instruments for instrument flight. Emphasis will be placed on developing instructional techniques and materials. Students will be required to conduct instruction in synthetic ground trainers.

Aviation Technology 254 **1 Cr.**
Flight Advanced I **6 Lab.**
10 Flight Hrs.
16 Contact Hrs.

Prerequisite: A private pilot certificate or a commercial pilot certificate. This course of flight training leads to the Federal Aviation Agency 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.

Aviation Technology 260 **3 Cr.**
Aircraft Dispatcher **3 Lec.**
48 Contact Hrs.

Prerequisite: Approval of instructor based on FAA requirements for aircraft dispatchers. Content of this course is prescribed in the current FAA aircraft dispatcher circular. The course is designed to prepare the student with necessary information for successful completion of the FAA written exam for Aircraft Dispatchers.

Aviation Technology 703 **3 Cr.**
(See Cooperative Work Experience)

Avionics Technology 129 **3 Cr.**
Introduction to Aircraft **2 Lec., 2 Lab.**
Electronic Systems **64 Contact Hrs.**

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 **4 Cr.**
Aircraft Communications **3 Lec., 3 Lab.**
Systems **96 Contact Hrs.**

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 **4 Cr.**
Aircraft Navigation **3 Lec., 3 Lab.**
96 Contact Hrs.

Prerequisites: Electronics Technology 193 and Avionics Technology 129. A study of typical aircraft navigation systems including VOR, ILS, ADF, and marker beacon. Topics cov-

ered 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 **4 Cr.**
Aircraft Electrical and Instrumentation Systems **3 Lec., 3 Lab. 96 Contact Hrs.**

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 **4 Cr.**
Aircraft Radar Systems **3 Lec., 3 Lab. 96 Contact Hrs.**

Prerequisites: Electronics Technology 193 and Avionics Technology 129. A study of aircraft electronic systems utilizing radar principles such as weather radar, ATC transponder, OME radio altimeters, and Doppler Navigation. X-band weather radar and the ATC 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 **3 Cr.**
Aircraft Systems Installation, Wiring and Modification **1 Lec., 5 Lab. 96 Contact Hrs.**

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 **4 Cr.**
Aircraft Electronic Systems Checkout and Trouble-Shooting Procedures **2 Lec., 5 Lab. 112 Contact Hrs.**

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. Laboratory fee required.

Avionics Technology 701 **1 Cr.**
(See Cooperative Work Experience)

Avionics Technology 702 **2 Cr.**
(See Cooperative Work Experience)

Avionics Technology 801 **1 Cr.**
(See Cooperative Work Experience)

Avionics Technology 813 **3 Cr.**
(See Cooperative Work Experience)

Biology 101 **4 Cr.**
General Biology **3 Lec., 3 Lab. 96 Contact Hrs.**

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 plants and animals. Laboratory fee required.

Biology 102 **4 Cr.**
General Biology **3 Lec., 3 Lab. 96 Contact Hrs.**

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

Biology 115 **4 Cr.**
Biological Science **3 Lec., 3 Lab. 96 Contact Hrs.**

A presentation of selected topics in biological science for the non-science major including the cell concept, basic chemistry as it relates to biology, an introduction to genetics, cellular processes such as mitosis, meiosis, respiration, photosynthesis and

plant and animal reproduction. Laboratory fee required. (This course is offered on campus and may be offered via television.)

Biology 116 **4 Cr.**
Biological Science **3 Lec., 3 Lab.**
96 Contact Hrs.

A study of selected topics of biological science for the non-science major including all systems of the human body, disease, drug abuse and aging, evolution, ecology and man in relation to his environment. Laboratory fee required.

Biology 120 **4 Cr.**
Introduction to Human **3 Lec., 2 Lab.**
Anatomy and Physiology **80 Contact Hrs.**

The first of a two semester course in human anatomy and physiology serving as a foundation course for present and future specialization for students of A.D. Nursing and Allied Health disciplines; other students interested in the study of structure and function of the human body should consult a counselor. No science background is presupposed. Major topics dealt with include cell structure and function, introductory physiological principles, organization of the body, its tissues, organs, and systems, blood and cardiovascular system, and the respiratory system. Homeostasis is emphasized throughout. Laboratory fee required.

Biology 121 **4 Cr.**
Introduction to Human **3 Lec., 2 Lab.**
Anatomy and Physiology **80 Contact Hrs.**

Prerequisite: Biology 120. The second of a two semester course sequence in human anatomy and physiology. An understanding of the content of Biology 120 or its equivalent is presupposed. Major topics dealt with include the neuro-muscular systems, digestive systems, excretory system, and endocrine system. Emphasis toward students of A.D. Nursing and other Allied Health disciplines is continued. Laboratory fee required.

Biology 203 **4 Cr.**
Intermediate Botany **3 Lec., 3 Lab.**
96 Contact Hrs.

Prerequisite: 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 **4 Cr.**
General Microbiology **3 Lec., 4 Lab.**
112 Contact Hrs.

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 **4 Cr.**
Anatomy and Physiology I **3 Lec., 3 Lab.**
96 Contact Hrs.

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 **4 Cr.**
Anatomy and Physiology II **3 Lec., 3 Lab.**
96 Contact Hrs.

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.

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

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 **2 Cr.**
Blueprint Reading **1 Lec., 3 Lab.**
64 Contact Hrs.

Prerequisite: Blueprint Reading 177. This course goes beyond the basic course in re-

spect 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 **3 Cr.**
Introduction to Business **3 Lec.**
48 Contact Hrs.

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

Business 131 **3 Cr.**
Bookkeeping I **3 Lec.**
48 Contact Hrs.

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

Business 132 **3 Cr.**
Bookkeeping II **3 Lec.**
48 Contact Hrs.

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

Business 136 **3 Cr.**
Principles of Management **3 Lec.**
48 Contact Hrs.

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

Business 137 **3 Cr.**
Principles of Retailing **3 Lec.**
48 Contact Hrs.

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

Business 143 **3 Cr.**
Personal Finance **3 Lec.**
48 Contact Hrs.

A study of everyday financial problems encountered in managing personal affairs. Includes financial planning, insurance, budgeting, use of credit, home ownership, savings, investment and tax problems. (This course is offered on campus and may be offered via television.)

Business 150 **4 Cr.**
Management Training **20 Lab.**
320 Contact Hrs.

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

Business 151 **4 Cr.**
Management Training **20 Lab.**
320 Contact Hrs.

Prerequisite: Concurrent enrollment in approved Mid-Management program. A continuation of Business 150. Business 151 will be offered the second semester.

Business 153 **3 Cr.**
Small Business Management **3 Lec.**
48 Contact Hrs.

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

Business 154 **2 Cr.**
Management Seminar: Role of Supervision **2 Lec. 32 Contact Hrs.**

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

Business 155 **2 Cr.**
Management Seminar: Personnel Management **2 Lec. 32 Contact Hrs.**

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 157 **3 Cr.**
Small Business Bookkeeping and Accounting Practices **3 Lec. 48 Contact Hrs.**

The student will study basic bookkeeping and accounting techniques essential to small business financial management and be able to apply them to the analysis and preparation of basic financial statements such as profit and loss, cash flow and statements of financial worth — all fundamental to small business operations.

Business 159 **4 Cr.**
Beginning Shorthand **3 Lec., 2 Lab. 80 Contact Hrs.**

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

Business 160 **3 Cr.**
Office Machines **3 Lec. 48 Contact Hrs.**

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 **3 Cr.**
Office Procedures **3 Lec. 48 Contact Hrs.**

Prerequisite: Business 172 or one year of typing in high school. Duties, responsibilities and personal qualifications of the office worker are emphasized. Units of work include filing, reprographics, mail, telephone, financial transactions and job applications.

Business 165 **3 Cr.**
Introduction to Word Processing **3 Lec. 48 Contact Hrs.**

Prerequisite: Business 174 or concurrent enrollment in Business 174. Provides an overall picture of word processing and its effect on traditional office operations. A study of word processing terminology and word processing centers which combine up-to-date equipment with streamlined paper handling procedures. Training in the transcription and distribution of business communications. Reinforcement of English skills and English mechanics.

Business 166 **4 Cr.**
Intermediate Shorthand **3 Lec., 2 Lab. 80 Contact Hrs.**

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 **3 Cr.**
Introduction to Supervision **3 Lec. 48 Contact Hrs.**

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 **3 Cr.**
Beginning Typing **2 Lec., 3 Lab.**
80 Contact Hrs.

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

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

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

Business 201 **3 Cr.**
Principles of Accounting I **3 Lec.**
48 Contact Hrs.

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

Business 202 **3 Cr.**
Principles of Accounting II **3 Lec.**
48 Contact Hrs.

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

Business 203 **3 Cr.**
Intermediate Accounting I **3 Lec.**
48 Contact Hrs.

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

Business 204 **3 Cr.**
Managerial Accounting **3 Lec.**
48 Contact Hrs.

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

Business 205 **3 Cr.**
Business Finance **3 Lec.**
48 Contact Hrs.

Prerequisites: Economics 201 or 202 and Business 201. This course is designed to give the students a working knowledge of the financial system in the free enterprise system. Interest rates, value analysis, financing of business firms and government, security markets, analysis of financial requirements for decision making and capital requirements.

Business 206 **3 Cr.**
Principles of Marketing **3 Lec.**
48 Contact Hrs.

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

Business 210 **3 Cr.**
Small Business Organization, **3 Lec.**
Acquisition and Finance **48 Contact Hrs.**

The student will study alternative strategies and procedures for organizing a business, the planning necessary for establishing a business, evaluation of a business for acquisition purposes, and how to prepare and present a loan proposal.

Business 211 **3 Cr.**
Small Business Operations **3 Lec.**
48 Contact Hrs.

The student will be introduced to problems associated with day to day operations of small business. Case studies and problem solving will be emphasized to prepare the student to cope with full range of opera-

tional management problems such as compliance with regulations, personnel administration, accounts receivable management, and business insurance.

Business 230 **3 Cr.**
Salesmanship **3 Lec.**
48 Contact Hrs.

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

Business 231 **3 Cr.**
Business Correspondence **3 Lec.**
48 Contact Hrs.

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

Business 233 **3 Cr.**
Advertising and Sales **3 Lec.**
Promotion **48 Contact Hrs.**

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 sales people and retailers. Familiarizes the student with the management of promotion programs with respect to goals, strategies, evaluation and control of promotional activities.

Business 234 **3 Cr.**
Business Law **3 Lec.**
48 Contact Hrs.

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

Business 237 **3 Cr.**
Organizational Behavior **3 Lec.**
48 Contact Hrs.

This course endeavors to focus on the persisting human problems of administration in modern organization as they relate to the theory and methods of behavioral science.

Business 238 **3 Cr.**
Cost Accounting **3 Lec.**
48 Contact Hrs.

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

Business 239 **3 Cr.**
Income Tax Accounting **3 Lec.**
48 Contact Hrs.

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 exemptions, 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 **3 Cr.**
Personnel Administration **3 Lec.**
48 Contact Hrs.

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

Business 250 **4 Cr.**
Management Training **20 Lab.**
320 Contact Hrs.

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 pre-

paring for careers in business management. Business 250 will be offered the first semester.

Business 251 **4 Cr.**
Management Training **20 Lab.**
320 Contact Hrs.

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

Business 254 **2 Cr.**
Management Seminar: **2 Lec.**
Organizational **32 Contact Hrs.**
Development

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

Business 255 **2 Cr.**
Management Seminar: Business **2 Lec.**
Strategy, The Decision **32 Contact Hrs.**
Process and Problem Solving

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

Business 256 **3 Cr.**
Office Management **3 Lec.**
48 Contact Hrs.

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 and training and supervising of office employees, office planning, organizing, and controlling techniques; and duties and responsibilities of the office manager.

Business 265 **3 Cr.**
Word Processing Practices **3 Lec.**
and Procedures **48 Contact Hrs.**

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

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

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

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

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

Business 275 **3 Cr.**
Secretarial Procedures **3 Lec.**
48 Contact Hrs.

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

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

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

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

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

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

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

Chemistry 101 **4 Cr.**
General Chemistry **3 Lec., 3 Lab.**
96 Contact Hrs.

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

Chemistry 102 **4 Cr.**
General Chemistry **3 Lec., 3 Lab.**
96 Contact Hrs.

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

Chemistry 115 **4 Cr.**
General Chemistry **3 Lec., 3 Lab.**
96 Contact Hrs.

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 **4 Cr.**
General Chemistry **3 Lec., 3 Lab.**
96 Contact Hrs.

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 201 **4 Cr.**
Organic Chemistry I **3 Lec., 4 Lab.**
112 Contact Hrs.

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 **4 Cr.**
Organic Chemistry II **3 Lec., 4 Lab.**
112 Contact Hrs.

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

Chemistry 203 — **4 Cr.**
Quantitative Analysis — **2 Lec., 6 Lab.**
128 Contact Hrs.

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 — **1 Cr.**
College Learning Skills 100 — **1 Lec.**
16 Contact Hrs.

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

Communications 131 — **3 Cr.**
Applied Composition and Speech — **3 Lec.**
48 Contact Hrs.

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

Communications 132 — **3 Cr.**
Applied Composition and Speech — **3 Lec.**
48 Contact Hrs.

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 Science 175 — **3 Cr.**
Introduction to Computing Science — **3 Lec.**
48 Contact Hrs.

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 Science 176 — **3 Cr.**
Fortran Programming — **2 Lec., 2 Lab.**
64 Contact Hrs.

Prerequisite: Math 101 or Data Processing 137. Designed to provide programming skills for those students who need to use the computer as a tool in solution of problems in their curriculum. Fortran is especially suitable for mathematical formulas and will provide valuable assistance for students in the math and science disciplines. Laboratory fee required.

Cooperative Work Experience	**Lec. Hrs.**	**Lab. Hrs.**	**Contact Hrs.**	**Credit Hrs.**
701, 711, 801, 811	1	5	96	1
702, 712, 802, 812	1	10	176	2
703, 713, 803, 813	1	15	256	3
704, 714, 804, 814	1	20	336	4

Prerequisite: Completion of two courses in the student's major and instructor/coordinator approval. These courses consist of a combination of seminars and on-the-job applications of theory and laboratory instruction received in the formal courses of the student's major curricula. The students will be placed in work-study positions in their technical/occupational fields that will test their skills and abilities to function successfully in their respective occupations. The students' learning in these work internship courses will be guided by sets of learning objectives formulated at the beginning of each semester by the students, their instructors/coordinators and their supervisors at work. The instructors will determine if the learning objectives are valid and will give final approval for credit.

Dance 150 — **3 Cr.**
Beginning Ballet I — **2 Lec., 3 Lab.**
80 Contact Hrs.

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. Laboratory fee required.

Dance 151 3 Cr.
Beginning Ballet II 1 Lec., 7 Lab.
128 Contact Hrs.

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. Laboratory fee required.

Dance 155 1 Cr.
Jazz I 3 Lab.
48 Contact Hrs.

A course designed to introduce students to basic skills of jazz dance with emphasis on general body technique and development, rhythm awareness, jazz styles and rhythmic combinations of movement.

Dance 156 1 Cr.
Jazz II 3 Lab.
48 Contact Hrs.

Prerequisite: Jazz I or consent of instructor. A course designed for the continuance of work on skills and style inherent in jazz dance. Class work will deal with technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form.

Dance 160 3 Cr.
Introduction to Dance History 3 Lec.
48 Contact Hrs.

A history of primitive, classical and contemporary dance forms.

Dance 252 1 Cr.
Coaching and Repertoire 2 Lab.
32 Contact Hrs.

Prerequisite: Intermediate Ballet II and consent of instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied, with the student learning to notate same. Course is designed to give the dancer individual coaching, with special attention given to the correction of any particular problems. May be repeated for credit.

Data Processing 133 4 Cr.
Beginning Programming 3 Lec., 3 Lab.
96 Contact Hrs.

Prerequisite: Credit in, or concurrent enrollment in Data Processing 137 or another math course. An introductory course to acquaint the student with the elements of programming computers using the COBOL language. Skills in problem formulation, flow charting, coding check out, and documentation are developed through laboratory assignments using the computer. Programs are designed to provide competency utilizing cards. Advise concurrent enrollment in Computing Science 175. Laboratory fee required.

Developmental 3 Cr.
Communications 120 2 Lec., 2 Lab.
Communication Skills 64 Contact Hrs.

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. Interdepartmental 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 1 Cr.
Learning Skills Improvement 2 Lab.
32 Contact Hrs.

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 060 1 Cr.
Basic Mathematics I 1 Lec.
16 Contact Hrs.

This course is designed to give an understanding of fundamental operations dealing with selected topics such as whole numbers, decimals, and setting up and solving ratio and proportions.

Developmental Mathematics 061 **1 Cr.**
Basic Mathematics II **1 Lec.**
16 Contact Hrs.

This course is designed to give an understanding of fractions by dealing with selected topics including primes, factors, least common multiples, and basic operations with fractions. This course also is designed to give an understanding of the basic operations of percent.

Developmental Mathematics 063 **1 Cr.**
Pre-Algebra **1 Lec.**
16 Contact Hrs.

This course is designed to introduce students to the language of algebra by dealing with such topics as integers, metrics, equations, and properties of counting numbers.

Developmental Mathematics 070 **1 Cr.**
Elementary Algebra I **1 Lec.**
16 Contact Hrs.

Prerequisites: Developmental Mathematics 090, 063, or equivalent. Designed as an introduction to algebra which includes selected topics such as basic principles and operations of sets, counting numbers and integers.

Developmental Mathematics 071 **1 Cr.**
Elementary Algebra II **1 Lec.**
16 Contact Hrs.

Prerequisite: Developmental Mathematics 070 or equivalent. Designed as a sequel to Developmental Mathematics 070 which includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions.

Developmental Mathematics 072 **1 Cr.**
Elementary Algebra III **1 Lec.**
16 Contact Hrs.

Prerequisite: Developmental Mathematics 071 or equivalent. Designed as a sequel to Developmental Mathematics 071 to include selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables.

Developmental Mathematics 073 **1 Cr.**
Introduction to Geometry **1 Lec.**
16 Contact Hrs.

This course is designed to introduce principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof will be stressed.

Developmental Mathematics 080 **1 Cr.**
Intermediate Algebra I **1 Lec.**
16 Contact Hrs.

Prerequisites: Developmental Mathematics 072, 091, or equivalent. This course is designed to include a study of selected topics such as systems of rational numbers, real numbers, and complex numbers.

Developmental Mathematics 081 **1 Cr.**
Intermediate Algebra II **1 Lec.**
16 Contact Hrs.

Prerequisite: Developmental Mathematics 080 or equivalent. Designed as a sequel to Developmental Mathematics 080 and includes such selected topics as sets, relations, functions, inequalities and absolute values.

Developmental Mathematics 082 **1 Cr.**
Intermediate Algebra III **1 Lec.**
16 Contact Hrs.

Prerequisite: Developmental Mathematics 081 or equivalent. This course is designed as a sequel to Developmental Mathematics 081 and includes such selected topics as graphing, exponents, and factoring.

Developmental Mathematics 090 **3 Cr.**
Pre-Algebra Mathematics **3 Lec.**
48 Contact Hrs.

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

Developmental Mathematics 091 **3 Cr.**
Elementary Algebra **3 Lec.**
48 Contact Hrs.

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

Developmental Mathematics 093 **3 Cr.**
Intermediate Algebra **3 Lec.**
48 Contact Hrs.

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

Developmental Reading

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

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

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 **3 Cr.**
Techniques of Reading/Learning **3 Lec.**
48 Contact Hrs.

Developmental Reading 091 is designed to meet individual needs for proficiency in reading comprehension, vocabulary development, study skills and reading for success in academic areas and career advancement. It emphasizes learning how to learn and includes reading/learning experiences developed to strengthen the total educational background of each student. Developmental Reading 090 and 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 **3 Cr.**
Writing **3 Lec.**
48 Contact Hrs.

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

Developmental Writing 091 **3 Cr.**
Writing **3 Lec.**
48 Contact Hrs.

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

Developmental Writing 092 **1 Cr.**
Writing Lab **3 Lab.**
48 Contact Hrs.

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 **2 Cr.**
Reproduction Processes **1 Lec., 3 Lab.**
64 Contact Hrs.

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 **3 Cr.**
Geological and Land Drafting **2 Lec., 4 Lab. 96 Contact Hrs.**

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

Drafting 182 **2 Cr.**
Technician Drafting **1 Lec., 3 Lab. 64 Contact Hrs.**

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

Drafting 183 **4 Cr.**
Basic Drafting **2 Lec., 6 Lab. 128 Contact Hrs.**

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

Drafting 184 **3 Cr.**
Intermediate Drafting **2 Lec., 4 Lab. 96 Contact Hrs.**

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

Drafting 185 **4 Cr.**
Architectural Drafting **2 Lec., 6 Lab. 128 Contact Hrs.**

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

Drafting 230 **3 Cr.**
Structural Drafting **2 Lec., 4 Lab. 96 Contact Hrs.**

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.

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

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

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

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 equipment 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 **4 Cr.**
Machine Design **2 Lec., 6 Lab.**
128 Contact Hrs.

Prerequisites: Drafting 184, Physics 131 and credit or concurrent registration in Engineering 186 and Mathematics 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 **4 Cr.**
Advanced Technical **2 Lec., 6 Lab.**
Illustration **128 Contact Hrs.**

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 **3 Cr.**
Building Equipment **2 Lec., 4 Lab.**
(Mechanical and **96 Contact Hrs.**
Electrical)

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

Drafting 236 **3 Cr.**
Piping and Pressure **2 Lec., 4 Lab.**
Vessel Design **96 Contact Hrs.**

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.**
(See Cooperative Work Experience)

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

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

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

Earth Science 117 **4 Cr.**
Earth Science **3 Lec., 3 Lab.**
96 Contact Hrs.

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

Economics 201 3 Cr.
Principles of Economics I 3 Lec.
48 Contact Hrs.

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

Economics 202 3 Cr.
Principles of Economics II 3 Lec.
48 Contact Hrs.

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.

Educational Paraprofessional 129 3 Cr.
Communications Skills for Educational Paraprofessional 3 Lec.
48 Contact Hrs.

This course is a survey of techniques and methods for encouraging the development of language skills in students with whom the paraprofessional works. Specific topics include: creative writing, story telling, appreciation of literature, tutoring techniques, cursive and manuscript handwriting and listening skills.

Educational Paraprofessional 131 3 Cr.
Introduction to Educational Processes I 3 Lec.
48 Contact Hrs.

The primary purpose of this course is to define the role of the educational paraprofessional 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 paraprofessional trainee will observe and study the developmental patterns of students. A study will be made of the general principles of human growth and development.

Educational Paraprofessional 132 3 Cr.
Introduction to Media 1 Lec., 4 Lab.
80 Contact Hrs.

An introduction to basic skills associated with the preparation of graphic and projected materials and the operation of selected audiovisual equipment.

Educational Paraprofessional 133 3 Cr.
Introduction to Educational Process II 3 Lec.
48 Contact Hrs.

This course is designed to further develop the educational paraprofessionals' understanding, 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 students in a pluralistic society will be emphasized along with a study of the educational paraprofessional responsibilities as a member of the educational team.

Educational Paraprofessional 135 3 Cr.
Arts and Crafts for Educational Paraprofessionals 3 Lec.
48 Contact Hrs.

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.

Educational Paraprofessional 247 3 Cr.
Diversified Studies 3 Lec.
48 Contact Hrs.

A course designed to meet specialized needs and/or interests of educational paraprofessionals in selected areas of special education, bilingualism, child development, educational media, library, physical education, counseling, health services or other disciplines as approved by the instructor.

Educational Paraprofessional 804 4 Cr.
(See Cooperative Work Experience)

Educational Paraprofessional 814 4 Cr.
(See Cooperative Work Experience)

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

Prerequisite: Credit or concurrent enrollment in Mathematics 195 or equivalent. An acceler-

ated 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 combination circuits, and schematic symbols. Laboratory fee required.

Electronics Technology 190 **4 Cr.**
D.C. Circuits and Electrical Measurements **3 Lec., 3 Lab. 96 Contact Hrs.**

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 **4 Cr.**
A.C. Circuits **3 Lec., 3 Lab. 96 Contact Hrs.**

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 **4 Cr.**
Active Devices **3 Lec., 3 Lab. 96 Contact Hrs.**

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 non-linear characteristics, and operation action as applied to amplifiers, rectifiers and electronic switching devices. Laboratory fee required.

Electronics Technology 194 **3 Cr.**
Instrumentation **2 Lec., 3 Lab. 96 Contact Hrs.**

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 AC and DC 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 **4 Cr.**
Special Circuits with Communications Applications **3 Lec., 3 Lab. 96 Contact Hrs.**

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 **4 Cr.**
Analysis of Electronics Logic and Switching Circuits **3 Lec., 3 Lab. 96 Contact Hrs.**

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 **4 Cr.**
Industrial and Microwave Electronics Technology **3 Lec., 3 Lab. 96 Contact Hrs.**

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 **3 Cr.**
Electronics Circuits and Systems **6 Lab. 96 Contact Hrs.**

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 **4 Cr.**
Fundamentals of Electricity **3 Lec., 3 Lab. 96 Contact Hrs.**

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 **3 Cr.**
Electronics Theory and Application of Digital Computers **3 Lec. 48 Contract Hrs.**

Prerequisite: 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 **4 Cr.**
Modular Memories and Microprocessors **3 Lec., 3 Lab. 96 Contact Hrs.**

Prerequisites: Electronics Technology 232. 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 basis, addressing, coding, and programming of typical microprocessor units are included. An operational microprocessor system will be constructed, tested, coded, and programmed. Laboratory fee required.

Electronics Technology 238 **4 Cr.**
Linear Integrated Circuits **3 Lec., 3 Lab. 96 Contact Hrs.**

Prerequisites: Electronics Technology 190, 191, and 193. Theory and applications of differential amplifiers, operational amplifiers, and integrated circuit timers will be investigated. Comparators, detectors, inverting and non-inverting amplifiers, OP AMP adders, differentiating and integrating amplifiers, instrumentation amplifiers, digital to analog converters, analog to digital converters, special OP AMP applications and integrated circuit timers will be discussed. Limitations and specifications of integrated circuits discussed will also be included. Laboratory fee required.

Electronics Technology 803 **3 Cr.**
(See Cooperative Work Experience)

Electronics Technology 813 3 Cr.
(See Cooperative Work Experience)

Engineering 106 3 Cr.
Descriptive Geometry 2 Lec., 4 Lab.
96 Contact Hrs.

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 2 Cr.
Manufacturing Processes 1 Lec., 2 Lab.
48 Contact Hrs.

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

Engineering 188 3 Cr.
Statics 3 Lec.
48 Contact Hrs.

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

Engineering 189 3 Cr.
Characteristics and Strengths of Materials 3 Lec.
48 Contact Hrs.

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

English

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

English 101 3 Cr.
Composition and Expository Reading 3 Lec.
48 Contact Hrs.

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

English 102 3 Cr.
Composition and Literature 3 Lec.
48 Contact Hrs.

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 3 Cr.
British Literature 3 Lec.
48 Contact Hrs.

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

English 202 3 Cr.
British Literature 3 Lec.
48 Contact Hrs.

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

English 203 3 Cr.
World Literature 3 Lec.
48 Contact Hrs.

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

English 204 3 Cr.
World Literature 3 Lec.
48 Contact Hrs.

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

English 205 3 Cr.
American Literature 3 Lec.
48 Contact Hrs.

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

English 206 3 Cr.
American Literature 3 Lec.
48 Contact Hrs.

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

English 209 3 Cr.
Creative Writing 3 Lec.
48 Contact Hrs.

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

English 215 3 Cr.
Studies in Literature 3 Lec.
48 Contact Hrs.

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

English 216 3 Cr.
Studies in Literature 3 Lec.
48 Contact Hrs.

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

French 101 4 Cr.
Beginning French 3 Lec., 2 Lab.
80 Contact Hrs.

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

French 102 4 Cr.
Beginning French 3 Lec., 2 Lab.
80 Contact Hrs.

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

French 201 3 Cr.
Intermediate French 3 Lec.
48 Contact Hrs.

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

French 202 3 Cr.
Intermediate French 3 Lec.
48 Contact Hrs.

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

Geography 101 3 Cr.
Physical Geography 3 Lec.
48 Contact Hrs.

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

Geography 102 3 Cr.
Economic Geography 3 Lec.
48 Contact Hrs.

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.

Geology 101 4 Cr.
Physical Geology 3 Lec., 3 Lab.
96 Contact Hrs.

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

Geology 102 **4 Cr.**
Historical Geology **3 Lec., 3 Lab.**
96 Contact Hrs.

Study of earth minerals 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.

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

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

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

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

German 201 **3 Cr.**
Intermediate German **3 Lec.**
48 Contact Hrs.

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

German 202 **3 Cr.**
Intermediate German **3 Lec.**
48 Contact Hrs.

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

Government 201 **3 Cr.**
American Government **3 Lec.**
48 Contact Hrs.

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

Government 202 **3 Cr.**
American Government **3 Lec.**
48 Contact Hrs.

Prerequisites: Government 201 and sophomore standing recommended. A study of the United States and Texas Legislative process, the executive and the bureau structure, the judicial process, civil rights and liberties, domestic policies. Other topics include foreign relations and national defense. Satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.)

Government 205 **3 Cr.**
Studies in Government **3 Lec.**
48 Contact Hrs.

Prerequisites: Sophomore standing and six hours of history or government. A treatment of selected topics in government. As topics change course may be repeated once for credit.

History 101 **3 Cr.**
History of the United States **3 Lec.**
48 Contact Hrs.

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

History 102 **3 Cr.**
History of the United States **3 Lec.**
48 Contact Hrs.

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

History 105 **3 Cr.**
Western Civilization **3 Lec.**
48 Contact Hrs.

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, and rise of the National state, the development of parliamentary government, and the influences of European colonization.

History 106 **3 Cr.**
Western Civilization **3 Lec.**
48 Contact Hrs.

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 112 **3 Cr.**
Latin American History **3 Lec.**
48 Contact Hrs.

This course presents major historical development and personalities which have influenced the course of Latin American history, with examination of Indian cultures, the conquistadors, Spanish administration, the wars of independence, relations with the United States and concludes with a brief survey of relevant contemporary problems.

History 120 **3 Cr.**
Afro-American History **3 Lec.**
48 Contact Hrs.

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 **3 Cr.**
American Minorities **3 Lec.**
48 Contact Hrs.

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

History 205 **3 Cr.**
Studies in U.S. History **3 Lec.**
48 Contact Hrs.

Prerequisites: Sophomore standing and six hours of American History. A treatment of selected topics in the history of the United States. As topics change, course may be repeated once for credit.

Horology 139 **8 Cr.**
Antique Clock Theory **2 Lec., 23 Lab.**
and Repair **275 Contact Hrs.**

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 **8 Cr.**
Modern Clock Theory **2 Lec., 23 Lab.**
and Repair **275 Contact Hrs.**

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 **8 Cr.**
Watch Cleaning and **2 Lec., 23 Lab.**
Assembly **275 Contact Hrs.**

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 **8 Cr.**
Watch Part Replacement **2 Lec., 23 Lab.**
275 Contact Hrs.

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 **8 Cr.**
Advanced Watchmaking I **2 Lec., 23 Lab.**
275 Contact Hrs.

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. Laboratory fee required.

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

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 100 **1 Cr.**
Educational Alternatives **1 Lec.**
16 Contact Hrs.

An introduction to the learning environment including career and educational planning and skills for living. Emphasis is placed on exploring career and educational alternatives, developing personal study skills and learning a systematic approach to decision-making. Students will be introduced to a wide range of learning alternatives in the general class sessions in addition to the opportunity to participate in a variety of personal skills seminars.

Human Development 102 **1 Cr.**
Orientation **1 Lec.**
16 Contact Hrs.

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

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

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

Human Development 105 **3 Cr.**
Basic Processes of Interpersonal **3 Lec.**
Relationships **48 Contact Hrs.**

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 **3 Cr.**
Personal and Social Growth **3 Lec.**
48 Contact Hrs.

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

Human Development 107 **3 Cr.**
Developing Leadership Behavior **3 Lec.**
48 Contact Hrs.

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

Humanities 101 **3 Cr.**
Introduction to the Humanities **3 Lec.**
48 Contact Hrs.

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. Telecourse requires laboratory fee.)

Humanities 102 **3 Cr.**
Advanced Humanities **3 Lec.**
48 Contact Hrs.

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 **3 Cr.**
Introduction to Mass **3 Lec.**
Communications **48 Contact Hrs.**

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

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

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

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

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 **1 Cr.**
Student Publications **3 Lab.**
48 Contact Hrs.

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 **1 Cr.**
Student Publications **3 Lab.**
48 Contact Hrs.

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 **3 Cr.**
Editorial and Feature Writing **3 Lec.**
48 Contact Hrs.

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 **1 Cr.**
Student Publications **3 Lab.**
48 Contact Hrs.

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 **1 Cr.**
Student Publications **3 Lab.**
48 Contact Hrs.

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 **3 Cr.**
News Editing and Copy Reading **3 Lec.**
48 Contact Hrs.

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 **5 Cr.**
Basic Lathe **1 Lec., 8 Lab.**
144 Contact Hrs.

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 of application of machine oils and greases, coolants and cutting oils is included. Laboratory fee required.

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

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 **5 Cr.**
Intermediate Lathe **1 Lec., 8 Lab.**
144 Contact Hrs.

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 work-holding 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 **5 Cr.**
Intermediate Milling Machine **1 Lec., 8 Lab. 144 Contact Hrs.**

Prerequisite: Machine Shop 134. Additional experience and skill are gained on the milling machine. Workpieces become more complicated and tolerances are 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 **3 Cr.**
Basic Machine Operation for Weld Tooling **1 Lec., 4 Lab. 80 Contact Hrs.**

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 **5 Cr.**
Advanced Lathe **1 Lec., 8 Lab. 144 Contact Hrs.**

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 to surface grinding and grinding wheel safety is made during this semester. Laboratory fee required.

Machine Shop 234 **5 Cr.**
Advanced Milling Machine **1 Lec., 8 Lab. 144 Contact Hrs.**

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 attachments 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 **5 Cr.**
Applied Lathe **1 Lec., 8 Lab. 144 Contact Hrs.**

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 **5 Cr.**
Applied Milling Machine **1 Lec., 8 Lab. 144 Contact Hrs.**

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

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

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

Machine Transcription
(See Business 165 and 265)

Management
(See Business)

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

Mathematics 101 **3 Cr.**
College Algebra **3 Lec.**
48 Contact Hrs.

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

Mathematics 102 **3 Cr.**
Plane Trigonometry **3 Lec.**
48 Contact Hrs.

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

Mathematics 104 **5 Cr.**
Elementary Functions and **5 Lec.**
Coordinate Geometry I **80 Contact Hrs.**

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 **5 Cr.**
Elementary Functions and **5 Lec.**
Coordinate Geometry II **80 Contact Hrs.**

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

Mathematics 106 **5 Cr.**
Elementary Functions and **5 Lec.**
Coordinate Geometry III **80 Contact Hrs.**

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

Mathematics 107 **3 Cr.**
Fundamentals of Computing **3 Lec.**
48 Contact Hrs.

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 **3 Cr.**
Mathematics for Business **3 Lec.**
and Economics I **48 Contact Hrs.**

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

Mathematics 112 **3 Cr.**
Mathematics for Business **3 Lec.**
and Economics II **48 Contact Hrs.**

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

Mathematics 115 **3 Cr.**
College Mathematics I **3 Lec.**
48 Contact Hrs.

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 set of numbers. Historical aspects of the above topics will also be emphasized.

Mathematics 116 **3 Cr.**
College Mathematics II **3 Lec.**
48 Contact Hrs.

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

Mathematics 117 **3 Cr.**
Fundamental Concepts of Mathematics for Elementary Teachers **3 Lec.**
48 Contact Hrs.

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

Mathematics 121 **3 Cr.**
Analytic Geometry **3 Lec.**
48 Contact Hrs.

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 130 **3 Cr.**
Business Mathematics **3 Lec.**
48 Contact Hrs.

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

Mathematics 139 **3 Cr.**
Applied Mathematics **3 Lec.**
48 Contact Hrs.

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

Mathematics 195 **3 Cr.**
Technical Mathematics **3 Lec.**
48 Contact Hrs.

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

Mathematics 196 **3 Cr.**
Technical Mathematics **3 Lec.**
48 Contact Hrs.

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

Mathematics 202 **3 Cr.**
Introductory Statistics **3 Lec.**
48 Contact Hrs.

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

Mathematics 207 **3 Cr.**
Fortran Programming with Applications **3 Lec.**
48 Contact Hrs.

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

Mathematics 209 **3 Cr.**
Introductory APL Programming **3 Lec.**
48 Contact Hrs.

(Formerly Computing Science 208) Prerequisites: Mathematics 101 or Mathematics 104 or

Mathematics 111 and Mathematics 107 or consent of instructor. A study of APL language with emphasis on applications. This course is designed for partial fulfillment of degree requirements in computer science.

Mathematics 221 **3 Cr.**
Linear Algebra **3 Lec.**
48 Contact Hrs.

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 222 **3 Cr.**
Calculus I **3 Lec.**
48 Contact Hrs.

Prerequisite: Mathematics 121. Limits, continuity, differentiation of algebraic and transcendental functions, and applications, maxima and minima, antiderivatives and indeterminate forms.

Mathematics 223 **3 Cr.**
Calculus II **3 Lec.**
48 Contact Hrs.

Prerequisite: Mathematics 222. The indefinite integral, definite integral, and applications, techniques of integration, improper integrals, and infinite series.

Mathematics 227 **4 Cr.**
Mathematical Analysis I **4 Lec.**
64 Contact Hrs.

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

Mathematics 228 **3 Cr.**
Mathematical Analysis II **3 Lec.**
48 Contact Hrs.

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

Mathematics 230 **3 Cr.**
Differential Equations **3 Lec.**
48 Contact Hrs.

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

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

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

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

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

Music 104 **3 Cr.**
Music Appreciation **3 Lec.**
48 Contact Hrs.

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

Music 105 **1 Cr.**
Italian Diction **2 Lab.**
32 Contact Hrs.

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

Music 106 **1 Cr.**
French Diction **2 Lab.**
32 Contact Hrs.

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

Music 107 **1 Cr.**
German Diction **2 Lab.**
32 Contact Hrs.

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

Music 110 **3 Cr.**
Music Literature **3 Lec.**
48 Contact Hrs.

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

Music 111 **3 Cr.**
Music Literature **3 Lec.**
48 Contact Hrs.

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 **3 Cr.**
Foundations in Music I **3 Lec.**
48 Contact Hrs.

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

Music 114 **3 Cr.**
Foundations in Music II **3 Lec.**
48 Contact Hrs.

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

Music 115 **2 Cr.**
Jazz Improvisation **1 Lec., 2 Lab.**
48 Contact Hrs.

An introduction to the art of improvisation. A presentation of basic materials, aural training, analysis, and a study of common practices stylistically so as to provide a foundation for the beginning improviser.

Music 117 **1 Cr.**
Piano Class I **2 Lab.**
32 Contact Hrs.

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 **1 Cr.**
Piano Class II **2 Lab.**
32 Contact Hrs.

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

Music 119 **1 Cr.**
Guitar Class I **2 Lab.**
32 Contact Hrs.

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 **1 Cr.**
Guitar Class II **2 Lab.**
32 Contact Hrs.

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 **1 Cr.**
Applied Music — Minor **1 Lec.**
16 Contact Hrs.

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 **2 Cr.**
Applied Music — Concentration **1 Lec. 16 Contact Hrs.**

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 **3 Cr.**
Applied Music — Major **1 Lec. 16 Contact Hrs.**

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

Music 150 **1 Cr.**
Chorus **3 Lab. 48 Contact Hrs.**

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 **1 Cr.**
Voice Class I **2 Lab. 32 Contact Hrs.**

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 **1 Cr.**
Voice Class II **2 Lab. 32 Contact Hrs.**

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 **1 Cr.**
Vocal Ensemble **3 Lab. 48 Contact Hrs.**

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 **1 Cr.**
Madrigal Singers **3 Lab. 48 Contact Hrs.**

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 **1 Cr.**
Woodwind Ensemble **3 Lab. 48 Contact Hrs.**

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 **1 Cr.**
Brass Ensemble **3 Lab. 48 Contact Hrs.**

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 **1 Cr.**
Percussion Ensemble **3 Lab. 48 Contact Hrs.**

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 **1 Cr.**
Keyboard Ensemble **3 Lab. 48 Contact Hrs.**

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 **1 Cr.**
String Ensemble **3 Lab.**
48 Contact Hrs.

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 **1 Cr.**
Symphonic Wind Ensemble **3 Lab.**
48 Contact Hrs.

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 **1 Cr.**
Lab Band **3 Lab.**
48 Contact Hrs.

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 **1 Cr.**
Recital **2 Lab.**
32 Contact Hrs.

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 **4 Cr.**
Sophomore Theory **3 Lec., 3 Lab.**
96 Contact Hrs.

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 Neopolitan sixth and augmented sixth chords, diatonic seventh chords with advanced sight-singing, keyboard harmony and ear training.

Music 202 **4 Cr.**
Sophomore Theory **3 Lec., 3 Lab.**
96 Contact Hrs.

Prerequisite: Music 201 or equivalent or by consent of instructor. A continuation of Music 201, including a study of sonata-allegro form, ninth, eleventh and thirteenth chords, exploration of new key schemes, impressionism, melody, harmony, tonality and formal processes as they apply to twentieth century music with a comparable advance in sight-singing, keyboard harmony and ear training.

Music 203 **3 Cr.**
Composition **3 Lec.**
48 Contact Hrs.

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.

Music 243 **2 Cr.**
Applied Music Drum Set **1 Lec.**
16 Contact Hrs.

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.

Office Machines
(See Business 160)

Philosophy 102 **3 Cr.**
Introduction to Philosophy **3 Lec.**
48 Contact Hrs.

A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with methods used to deal with them. Some principal views, both ancient and modern, are examined as possible solutions.

Philosophy 105 **3 Cr.**
Logic **3 Lec.**
48 Contact Hrs.

An analysis of the principles of logical thinking. An effort is made to apply logic's methods and tools to real life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams and other topics are discussed.

Philosophy 202 **3 Cr.**
Introduction to Social and **3 Lec.**
Political Philosophy **48 Contact Hrs.**

An examination of the relationships of philosophical ideas to the community with em-

phasis on concepts of natural rights, justice, education, freedom and responsibility.

Philosophy 203 **3 Cr.**
Ethics **3 Lec.**
48 Contact Hrs.

A survey of the classical and modern theories of the moral nature of man, posing alternative views of his responsibilities to self and society. The course is designed to verify the ethical issues and their metaphysical and epistemological bases so as to assist the student toward sound application of ethical principles in his own life.

Philosophy 210 **3 Cr.**
Studies in Philosophy **3 Lec.**
48 Contact Hrs.

Prerequisite: Three hours of philosophy and consent of the instructor. Students will study a philosophical problem, movement, or special topic. Course topic will change each semester and may be repeated for credit.

Photography 110 **3 Cr.**
Introduction to Photography and Photojournalism **2 Lec., 4 Lab. 96 Contact Hrs.**

Introduction to photography and photojournalism. The general mechanics of camera lenses and shutters, general characteristics of the photographic films, papers and chemicals. Proper photography darkroom procedures including enlarging, processing, contact printing and exposing of photographic films and papers. Study of artificial lighting. Laboratory fee required.

Photography 111 **3 Cr.**
Advanced Photography and Photojournalism **2 Lec., 4 Lab. 96 Contact Hrs.**

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 activity which will prepare him for personal enjoyment of leisure time. Students are urged to take advantage of the program by registering for a physical education activity course each semester.

Physical Education 100 **1 Cr.**
Lifetime Sport Activities **3 Lab.**
48 Contact Hrs.

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 **1 Cr.**
Touch Football/Soccer **2 Lab.**
32 Contact Hrs.

A course designed for those students desiring instruction and skill development in touch football and soccer. Uniform required. Laboratory fee required.

Physical Education 112 **1 Cr.**
Softball and Soccer **2 Lab.**
32 Contact Hrs.

Designed to provide the student an opportunity for instruction and participation in softball and soccer. Uniform required. Laboratory fee required.

Physical Education 113 **1 Cr.**
Handball and Racquetball **2 Lab.**
32 Contact Hrs.

Designed to provide the student an opportunity for basic skills development in handball and racquetball. Uniform required. Laboratory fee required.

Physical Education 115 **1 Cr.**
Physical Fitness **3 Lab.**
48 Contact Hrs.

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 1 Cr.
Intramural Athletics 2 Lab.
32 Contact Hrs.

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 1 Cr.
Beginning Golf 2 Lab.
32 Contact Hrs.

A co-educational course in beginning golf. Equipment furnished. No uniform required. Laboratory fee required.

Physical Education 120 1 Cr.
Beginning Bowling 2 Lab.
32 Contact Hrs.

A co-educational course in beginning bowling. Equipment furnished. No uniform required. Laboratory fee required.

Physical Education 122 1 Cr.
Beginning Gymnastics 2 Lab.
32 Contact Hrs.

A co-educational course in beginning gymnastics, emphasizing basic skills in tumbling and in the various apparatus events. Uniform required. Laboratory fee required.

Physical Education 123 1 Cr.
Beginning Swimming 2 Lab.
32 Contact Hrs.

A co-educational course designed to teach a non-swimmer to survive in the water. Uniform required. Laboratory fee required.

Physical Education 124 1 Cr.
Social Dance 2 Lab.
32 Contact Hrs.

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 1 Cr.
Conditioning Exercise 3 Lab.
48 Contact Hrs.

Enables the student to develop an understanding of exercise and its effect on the body and improve physical fitness through a variety of conditioning activities. Uniform required. Laboratory fee required.

Physical Education 127 1 Cr.
Basketball and Volleyball 2 Lab.
32 Contact Hrs.

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 1 Cr.
Modern Dance 2 Lab.
32 Contact Hrs.

A co-educational, beginning class in modern dance. Uniform required. Laboratory fee required.

Physical Education 131 1 Cr.
Weight Training and 3 Lab.
Conditioning 48 Contact Hrs.

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 132 1 Cr.
Self-Defense 3 Lab.
48 Contact Hrs.

To introduce the student to various forms of self-defense in which the history and philosophy of the martial arts will be explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. The mental, as well as the physical, aspects of the arts will be stressed.

Physical Education 134 1 Cr.
Outdoor Education 3 Lab.
48 Contact Hrs.

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 1 Cr.
Lifetime Sports Activities II 3 Lab.
48 Contact Hrs.

A continuation of Physical Education 100. Students are provided an opportunity for par-

ticipation and instruction in selected activities. Activities shall be presented at the intermediate and intermediate-advanced levels. For male and female students. Laboratory fee required. May be repeated twice for credit.

Physical Education 218 **1 Cr.**
Intermediate Golf **2 Lab.**
32 Contact Hrs.

Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the 'beginner' stage. Laboratory fee required.

Physical Education 219 **1 Cr.**
Intermediate Tennis **2 Lab.**
32 Contact Hrs.

Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the 'beginner' stage. Uniform required. Laboratory fee required.

Physical Education 222 **1 Cr.**
Intermediate Gymnastics **2 Lab.**
32 Contact Hrs.

Prerequisite: Physical Education 122. A course designed to develop skills and techniques beyond the 'beginner' stage. Uniform required. Laboratory fee required.

Physical Education 223 **1 Cr.**
Intermediate Swimming **2 Lab.**
32 Contact Hrs.

Prerequisite: Beginning swim certificate or deep water swimmer. Co-educational course designed to advance the swimmer's skills. Stroke analysis, refinement and endurance to be emphasized. Uniform required. Laboratory fee required.

Physical Education 225 **2 Cr.**
Skin and Scuba Diving **1 Lec., 2 Lab.**
48 Contact Hrs.

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 of Basic Scuba Divers from the Professional Association of Diving Instructors (PADI) or the National Association of Underwater Instructors (NAUI). All equipment will be supplied except mask, fins and snorkel. The student will rent equipment as specified at the time of registration. Laboratory fee required.

Physical Education 226 **1 Cr.**
Advanced Life Saving **2 Lab.**
32 Contact Hrs.

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 **2 Cr.**
Water Safety Instructor **1 Lec., 2 Lab.**
48 Contact Hrs.

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 **3 Cr.**
The Coaching of Football **2 Lec., 2 Lab.**
and Basketball **64 Contact Hrs.**

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 **2 Cr.**
Aquatics **1 Lec., 2 Lab.**
48 Contact Hrs.

Technique and procedures of selected water-related activities and their use in recreation programs. Included will be pool management, staff training, safety and supervision of aquatics.

Physical Education 257 **3 Cr.**
Advanced First Aid and **3 Lec.**
Emergency Care **48 Contact Hrs.**

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

Physical Education
Non-Activity Courses

Physical Education 101 **3 Cr.**
Fundamentals of Health **3 Lec.**
48 Contact Hrs.

A study of personal and community health. Emphasis placed on causative factors of mental and physical health and the means of disease transmission and prevention. For majors, minors, and students with specific interest.

Physical Education 108 **3 Cr.**
Social Recreation **3 Lec.**
48 Contact Hrs.

Introduces the methods and materials for planning, organizing and conducting social activities for different age groups.

Physical Education 109 **3 Cr.**
Outdoor Recreation **3 Lec.**
48 Contact Hrs.

A study of the development and trends of outdoor recreation and organized camping.

Physical Education 110 **3 Cr.**
Community Recreation **3 Lec.**
48 Contact Hrs.

Principles, organization and the function of recreation in American society. Designed for students planning a major or minor in health, physical education or recreation.

Physical Education 144 **3 Cr.**
Introduction to Physical **3 Lec.**
Education **48 Contact Hrs.**

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

Physical Education 147 **3 Cr.**
Sports Officiating I **2 Lec., 2 Officiating**
64 Contact Hrs.

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 **3 Cr.**
Sports Officiating II **2 Lec., 2 Officiating**
64 Contact Hrs.

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.

Physics 111 **4 Cr.**
Introductory General Physics **3 Lec., 3 Lab.**
96 Contact Hrs.

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 **4 Cr.**
Introductory General Physics **3 Lec., 3 Lab.**
96 Contact Hrs.

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 117 **4 Cr.**
Concepts in Physics **3 Lec., 3 Lab.**
96 Contact Hrs.

An essentially non-mathematical introduction to the principles of physics intended to satisfy laboratory science requirements for the non-science major. Emphasis is placed on the historical developments of classical mechanics and thermodynamics, and the effects discoveries in these areas have on day to day experiences. Especially emphasized is the principle of conservation of energy, and the current difficulties encountered in solving the pressing problems of worldwide energy production. Laboratory fee required.

Physics 118 **4 Cr.**
Concepts in Physics **3 Lec., 3 Lab.**
96 Contact Hrs.

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

Physics 131 **4 Cr.**
Applied Physics **3 Lec., 3 Lab.**
96 Contact Hrs.

Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. The first half of a one year course designed to explain the basic concepts of the properties of matter, mechanics, and heat. Emphasis will be placed on applications and problem solving. Designed primarily for students enrolled in technical programs. Laboratory fee required.

Physics 132 **4 Cr.**
Applied Physics **3 Lec., 3 Lab.**
96 Contact Hrs.

Prerequisite: Physics 131. A continuation of Physics 131 designed to explain basic concepts in the areas of sound, light, electricity, magnetism and atomic theory. Laboratory fee required.

Physics 201 **4 Cr.**
General Physics **3 Lec., 3 Lab.**
96 Contact Hrs.

Prerequisite: Credit or concurrent registration in Mathematics 126. Principles and applications of mechanics, wave motion, and sound emphasizing fundamental concepts, problem solving, notation, and units. Designed primarily for physics, chemistry, mathematics and engineering majors. Laboratory includes a one hour problem session. Laboratory fee required.

Physics 202 **4 Cr.**
General Physics **3 Lec., 3 Lab.**
96 Contact Hrs.

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.

Psychology 103 **3 Cr.**
Sex Roles in American Society **3 Lec.**
48 Contact Hrs.

A study of the physiological, psychological and sociological aspects of human sexuality. The student may register for either Psychology 103 or Sociology 103, but may receive credit for only one of the two.

Psychology 105 **3 Cr.**
Introduction to Psychology **3 Lec.**
48 Contact Hrs.

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

Psychology 131 **3 Cr.**
Human Relations **3 Lec.**
48 Contact Hrs.

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 **3 Cr.**
Developmental Psychology **3 Lec.**
48 Contact Hrs.

Prerequisite: Psychology 105 or consent of instructor. A study of human growth, development and behavior, emphasizing the psychological changes which occur during the life pattern. The processes of life from prenatal beginnings to adulthood are treated in an integrated manner. Due attention is given to aging and its place in the developmental sequence. (This course is offered on campus and may be offered via television.)

Psychology 202 3 Cr.
Applied Psychology 3 Lec.
48 Contact Hrs.

Prerequisite: Psychology 105 or consent of instructor. A course designed for the application of psychological facts and principles to problems and activities of life. Special emphasis will be placed on observing, recording and modifying human behavior. Some off-campus work may be required.

Psychology 205 3 Cr.
Psychology of Personality 3 Lec.
48 Contact Hrs.

Prerequisite: Psychology 105. A consideration of the important factors involved in successful human adjustment including child-parent relationships, adolescence, anxiety states, mechanisms of defense and psychotherapeutic concepts. The course includes a survey of methods of personality measurement.

Psychology 207 3 Cr.
Social Psychology 3 Lec.
48 Contact Hrs.

Prerequisite: Psychology 105 and/or Sociology 101. A survey of the research and theories dealing with individual behavior in the social environment. Topics include sociopsychological process, attitude formation and change, interpersonal relations, and group processes. The student may register for either Psychology 207 or Sociology 207, but may receive credit for only one of the two.

Psychology 210 3 Cr.
Selected Topics in Psychology 3 Lec.
48 Contact Hrs.

Prerequisite: Psychology 105. An elective course designed to deal with specific topics in Psychology. Examples of topics might include "Adult Development," "Adolescent Psychology," and "Behavioral Research." Course may be repeated once for credit.

Quality Control Technology 122 3 Cr.
Dimensional Measurement 2 Lec., 2 Lab.
64 Contact Hrs.

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 3 Cr.
Effective College Reading 3 Lec.
48 Contact Hrs.

Reading 101 emphasizes comprehension techniques in reading fiction and non-fiction. Improved critical reading skills including analysis, critique and evaluation of written material are explored. Reading comprehension and flexibility of reading rate are stressed. In addition, advanced learning techniques in listening, note-taking, underlining, concentration and reading in specialized academic areas are developed.

Reading 102 3 Cr.
Speed Reading/Learning 3 Lec.
48 Contact Hrs.

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.

Real Estate 130 3 Cr.
Real Estate Principles 3 Lec.
48 Contact Hrs.

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

Religion 101 3 Cr.
Religion in American Culture 3 Lec.
48 Contact Hrs.

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

Religion 201 3 Cr.
Major World Religions 3 Lec.
48 Contact Hrs.

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

Salesmanship
(See Business 230)

Science 100 3 Cr.
History of Science 3 Lec.
48 Contact Hrs.

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, 166, 266)

Social Science 131 3 Cr.
American Civilization 3 Lec.
48 Contact Hrs.

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

Social Science 132 3 Cr.
American Civilization 3 Lec.
48 Contact Hrs.

Prerequisite: Social Science 131. A course designed to provide topical studies of the psychological, historical/sociocultural, and political/economic theories and institutions of modern society. Emphasis is placed on analysis and application of theory to life experiences.

Sociology 101 3 Cr.
Introduction to Sociology 3 Lec.
48 Contact Hrs.

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

Sociology 102 3 Cr.
Social Problems 3 Lec.
48 Contact Hrs.

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

Sociology 103 3 Cr.
Sex Roles in American Society 3 Lec.
48 Contact Hrs.

A study of the physiological, psychological and sociological aspects of human sexuality. The student may register for either Sociology 103 or Psychology 103, but may receive credit for only one of the two.

Sociology 203 3 Cr.
Marriage and Family 3 Lec.
48 Contact Hrs.

Prerequisite: Sociology 101 recommended. An analysis of courtship patterns, marriage and family forms, relationships and functions, and sociocultural differences in family behavior.

Sociology 204 3 Cr.
American Minorities 3 Lec.
48 Contact Hrs.

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 HST. 204 or SOC. 204, but may receive credit for only one of the two.

Sociology 207 3 Cr.
Social Psychology 3 Lec.
48 Contact Hrs.

Prerequisites: Psychology 105 and/or Sociology 101. Same as Psychology 207. The stu-

dent may elect the subject area heading appropriate to his major. The student may register for either Psychology 207 or Sociology 207 but may receive credit in only one of the two.

Spanish 101 **4 Cr.**
Beginning Spanish **3 Lec., 2 Lab.**
80 Contact Hrs.

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

Spanish 102 **4 Cr.**
Beginning Spanish **3 Lec., 2 Lab.**
80 Contact Hrs.

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

Spanish 201 **3 Cr.**
Intermediate Spanish **3 Lec.**
48 Contact Hrs.

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

Spanish 202 **3 Cr.**
Intermediate Spanish **3 Lec.**
48 Contact Hrs.

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

Spanish 203 **3 Cr.**
Introduction to Spanish **3 Lec.**
Literature **48 Contact Hrs.**

Prerequisite: Spanish 202 or equivalent or consent of the instructor. Readings in Spanish literature, history, culture, art and civilization.

Spanish 204 **3 Cr.**
Introduction to Spanish **3 Lec.**
Literature **48 Contact Hrs.**

Prerequisite: Spanish 202 or equivalent or consent of the instructor. Readings in Spanish literature, history, culture, art and civilization.

Speech 105 **3 Cr.**
Fundamentals of Public **3 Lec.**
Speaking **48 Contact Hrs.**

An introductory course in public speaking. Principles of reasoning. Emphasis upon the delivery of carefully prepared speeches. Special attention to audience analysis, collection of materials and outlining.

Speech 109 **3 Cr.**
Voice and Articulation **3 Lec.**
48 Contact Hrs.

A study of the mechanics of speech applied to the improvement of the individual's voice and pronunciation.

Speech 110 **1 Cr.**
Reader's Theatre Workshop **2 Lab.**
32 Contact Hrs.

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 **1 Cr.**
Forensic Workshop **2 Lab.**
32 Contact Hrs.

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 **3 Cr.**
Discussion and Debate **3 Lec.**
48 Contact Hrs.

A study of theories and application of techniques of public discussion and argumentation. Special emphasis on development of ability to evaluate, analyze and think logically through application to current problems.

Speech 206 **3 Cr.**
Oral Interpretation **3 Lec.**
48 Contact Hrs.

A study of fundamental techniques of analyzing various types of literature and practice in preparing and presenting selections orally. Emphasis on individual improvement.

Theatre 100 **1 Cr.**
Rehearsal and Performance **4 Lab.**
64 Contact Hrs.

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 **3 Cr.**
Introduction to the Theatre **3 Lec.**
48 Contact Hrs.

A general survey designed to acquaint the student with the various aspects of theatre, plays and playwrights, directing and acting, theatres, artists and technicians.

Theatre 102 **3 Cr.**
Contemporary Theatre **3 Lec.**
48 Contact Hrs.

A study of the modern theatre and cinema as art forms, with attention to the historical background and traditions of each. Emphasis is placed on a better understanding of the social, cultural and aesthetic significance of these media in today's life. Includes the reading of a number of modern plays and the viewing of specially selected films.

Theatre 103 **3 Cr.**
Stagecraft I **2 Lec., 3 Lab.**
80 Contact Hrs.

A study of the technical aspects of play production including set design and construction, stage lighting, make-up, costuming and related areas.

Theatre 104 **3 Cr.**
Stagecraft II **2 Lec., 3 Lab.**
80 Contact Hrs.

Prerequisite: Theatre 103 or consent of instructor. A continuation of Theatre 103 with emphasis on individual projects in set and lighting design and construction, including further exploration of the technical aspects of play production.

Theatre 105 **3 Cr.**
Make-up For the Stage **3 Lec.**
48 Contact Hrs.

Theory and practice of the craft of make-up. Laboratory fee required.

Theatre 106 **3 Cr.**
Acting I **2 Lec., 3 Lab.**
80 Contact Hrs.

Individual and group activity with theory and exercises in body control, voice, pantomime, interpretation, characterization and stage movement. Analysis and study of specific roles for stage presentation.

Theatre 107 **3 Cr.**
Acting II **2 Lec., 3 Lab.**
80 Contact Hrs.

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 **3 Cr.**
Movement for the Stage **2 Lec., 3 Lab.**
80 Contact Hrs.

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 **3 Cr.**
Voice and Articulation **3 Lec.**
48 Contact Hrs.

Same as Speech 109. The student may not receive credit for both Theatre 109 and Speech 109.

Theatre 110 **3 Cr.**
History of Theatre I **3 Lec.**
48 Contact Hrs.

Survey of theatre from its beginning through the sixteenth century. Study of the theatre in each period as a part of the total culture of the period.

Theatre 111 **3 Cr.**
History of Theatre II **3 Lec.**
48 Contact Hrs.

Development of the theatre from the seventeenth century through the twentieth century.

Theatre 112 3 Cr.
Beginning Dance Technique in Theatre 2 Lec., 3 Lab. 80 Contact Hrs.

Course designed to promote 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 3 Cr.
Intermediate Dance 2 Lec., 3 Lab. 80 Contact Hrs.

Prerequisite: Theatre 112 or permission of instructor. 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 2 Cr.
Mime 1 Lec., 2 Lab. 48 Contact Hrs.

Prerequisite: Stage movement, Theatre 106. Exploration of the expressive significance and techniques of mime.

Theatre 199 1 Cr.
Demonstration Lab 1 Lab. 16 Contact Hrs.

One hour a week course designed to allow the theatre student an opportunity to practice the theory learned in specific theatre classes before an audience. Scenes studied in various drama classes will show contrast and the different perspectives. Required of all drama students. Open to all students.

Theatre 205 3 Cr.
Scene Study I 2 Lec., 3 Lab. 80 Contact Hrs.

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 3 Cr.
Scene Study II 2 Lec., 3 Lab. 80 Contact Hrs.

Prerequisite: Theatre 205. Continuation of 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 3 Cr.
Oxyacetylene Welding 1 Lec., 5 Lab. 96 Contact 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 coatirons. This course is the equivalent to WE 140, WE 141, and WE 142. Laboratory fee required.

Welding 121 4 Cr.
Introduction to Shielded Metal-Arc Plate Welding 1 Lec., 7 Lab. 128 Contact 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 3 Cr.
Semiautomatic Welding I 1 Lec., 5 Lab. 96 Contact 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 **4 Cr.**
Combination Arc Welding I **1 Lec., 7 Lab. 128 Contact Hrs.**

Prerequisites: Welding 141, 142, 145 or equivalent. This is a combination of basic and advanced manipulative skills level course designed to enable the student to qualify for weld quality testing in accordance with the standards established by the American Welding Society for electric arc welding. This course is the equivalent to WE 149 and WE 241. Laboratory fee required.

Welding 124 **4 Cr.**
Combination Pipe Welding **1 Lec., 7 Lab. 128 Contact Hrs.**

Prerequisites: 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 **4 Cr.**
Combination Gas Shielded Arc Welding **1 Lec., 7 Lab. 128 Contact Hrs.**

Prerequisites: 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 **3 Cr.**
Pattern Layout **2 Lec., 3 Lab. 80 Contact Hrs.**

Prerequisite: Blueprint Reading 177 or equivalent or instructor's approval. This course is devoted to the preparation of patterns, pattern development and the use of templets for general fabrication of sheet metal and structural materials. Laboratory fee required.

Welding 140 **1 Cr.**
Oxyacetylene Welding I **1 Lec., 7 Lab. 32 Contact Hrs.**

This is a basic manipulative skills training course designed to develop the student's 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 **1 Cr.**
Oxyacetylene Welding II **1 Lec., 7 Lab. 32 Contact Hrs.**

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 **1 Cr.**
Oxyacetylene Braze Welding **1 Lec., 7 Lab. 32 Contact Hrs.**

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 **1 Cr.**
Shielded Metal-Arc Welding I **1 Lec., 7 Lab. 32 Contact Hrs.**

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 **1 Cr.**
Shielded Metal-Arc Welding II **1 Lec., 7 Lab. 32 Contact Hrs.**

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 on ferrous metal in the flat position. Laboratory fee required.

Welding 145 **2 Cr.**
Plate Welding I **1 Lec., 7 Lab.**
64 Contact Hrs.

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 (sticks) process for performing groove and fillet welds with ferrous metals in all positions. Laboratory fee required.

Welding 146 **1 Cr.**
Plasma — Arc Welding I **1 Lec., 7 Lab.**
32 Contact Hrs.

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 **2 Cr.**
Micro-Wire Welding I **1 Lec., 7 Lab.**
64 Contact Hrs.

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 gage plate. This course is open to both the beginning student and experienced welder. Laboratory fee required.

Welding 148 **1 Cr.**
Semiautomatic Arc Welding **1 Lec., 7 Lab.**
32 Contact Hrs.

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 **2 Cr.**
Gas Tungsten Arc Welding **1 Lec., 7 Lab.**
(TIG) I **64 Contact Hrs.**

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 **3 Cr.**
Basic Welding Metallurgy **3 Lec.**
48 Contact Hrs.

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 **2 Cr.**
Pipe Welding I **1 Lec., 7 Lab.**
(Shielded Metal-Arc) **64 Contact Hrs.**

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 **2 Cr.**
Plate Welding II **1 Lec., 7 Lab.**
64 Contact Hrs.

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 **2 Cr.**
Gas Tungsten — Arc **1 Lec., 7 Lab.**
Welding II **64 Contact Hrs.**

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 **2 Cr.**
Semiautomatic Arc **1 Lec., 7 Lab.**
Welding II **64 Contact Hrs.**

Prerequisite: Welding 148 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 **2 Cr.**
Micro-Wire Welding II **1 Lec., 7 Lab.**
64 Contact Hrs.

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 **1 Cr.**
Plasma-Arc Welding II **1 Lec., 7 Lab.**
32 Contact Hrs.

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 **2 Cr.**
Pipe Welding II **1 Lec., 7 Lab.**
64 Contact Hrs.

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 **1 Cr.**
Manual Submerged Arc **1 Lec., 7 Lab.**
Welding **32 Contact Hrs.**

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 **2 Cr.**
Specialized Welding **1 Lec., 7 Lab.**
Application I **64 Contact Hrs.**

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 **2 Cr.**
Specific Code Competency **1 Lec., 7 Lab.**
Preparation **64 Contact Hrs.**

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 **2 Cr.**
Specialized Welding **1 Lec., 7 Lab.**
Application II **64 Contact Hrs.**

Prerequisite: Welding 248. A continuation of Welding 248-Specialized Welding Application I. Laboratory fee required. This course may be repeated for credit.

Welding 251 **3 Cr.**
Applied Welding Metallurgy **3 Lec.**
48 Contact Hrs.

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 3 Cr.
(See Cooperative Work Experience)

Welding 704 4 Cr.
(See Cooperative Work Experience)

Welding 803 3 Cr.
(See Cooperative Work Experience)

Welding 804 4 Cr.
(See Cooperative Work Experience)

Word Processing
(See Business 165 and 265)

Work Experience
(See Cooperative Work Experience)

Technical/Occupational Programs

Technical/Occupational Programs at Mountain View College

Accounting Associate

Accounting Technician

Aviation Technology
- Air Cargo Transport
- Aircraft Dispatcher
- Airline Marketing
- Career Pilot
- Fixed-Base Operations/Airport Management

Aviation Maintenance Technology

Avionics Technology

Drafting & Design Technology

Educational Paraprofessional

Electronics Technology
- Radio/TV Repair

Horology (Clock & Watch Repair)

Machine Shop

Mid-Management
- Small Business Management

Office Careers
- General Office Occupations
- General Secretary
- Office Skills & Systems
- Professional Secretary

Welding Technology

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 most months during the academic year. Registration is in the Registrar's Office and requires the instructor's approval. The following Technical/Occupational Programs offer sections included in this registration arrangement.

Avionics Technology
Aviation Technology
Drafting & Design Technology
Educational Paraprofessional
Horology
Machine Shop
Office Careers
Welding Technology
All Cooperative Work Experience Courses

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

Cooperative Work Experience

Students may enrich their education in certain Technical/Occupational Programs by enrolling in Cooperative Work Experience 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 six semester hours in their occupational major or secure instructor approval to be eligible for Cooperative Work Experience.
2. Students must be concurrently enrolled in a course related to their major subject area.
3. 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 will be listed in the curriculum pattern for that program.

Technical/Occupational Programs which include Cooperative Work Experience are:

Accounting Associate
Aviation Technology
Avionics Technology
Drafting & Design Technology
Educational Paraprofessional
General Office Occupations
Machine Shop
Professional Secretary
Welding Technology

Accounting Associate
(Associate Degree of Applied Arts and Sciences)

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.

Materials in the required core courses for this program will relate directly to Cooperative Work Experience.

Students must complete all of the following:

Required Core Courses	**Credit Hours**
BUS 201 — Principles of Accounting I	3
BUS 202 — Principles of Accounting II	3
BUS 203 — Intermediate Accounting	3
BUS 204 — Managerial Accounting	3
BUS 105 — Introduction to Business	3
BUS 136 — Principles of Management	3
BUS 160 — Office Machines	3
BUS 172 — Beginning Typing	3
BUS 231 — Business Correspondence	3
BUS 234 — Business Law	3
BUS 238 — Cost Accounting	3
	33

Required Support Courses	
COM 131 — Applied Composition and Speech *or* ENG 101 — Composition and Expository Reading	3
COM 132 — Applied Composition and Speech *or* ENG 102 — Composition and Literature	3
CS 175 — Introduction to Computing Science	3
ECO 201 — Principles of Economics I	3
ECO 202 — Principles of Economics II	3
GOV 201 — American Government	3
MTH 130 — Business Mathematics *or* MTH 111 — Mathematics for Business	3
	21

Plus any additional 6 credit hours of recommended electives listed below.

Recommended Electives	
BUS 143 — Personal Finance	3
BUS 205 — Business Finance	3
BUS 206 — Principles of Marketing	3
BUS 239 — Income Tax Accounting	3
PSY 105 — Introduction to Psychology	3
PSY 131 — Human Relations	3
BUS 803 — Cooperative Work Experience	3
BUS 804 — Cooperative Work Experience	4

Those students who plan to continue their education in Accounting Associate in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

Accounting Technician
(One-Year Certificate)

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.

Students must complete all of the following:

Required Core Courses	**Credit Hours**
BUS 105 — Introduction to Business	3
BUS 131 — Bookkeeping I	3
BUS 132 — Bookkeeping II	3
BUS 160 — Office Machines	3
BUS 172 — Beginning Typing *or*	3
BUS 174 — Intermediate Typing	—
	15

Required Support Courses	
COM 131 — Applied Composition and Speech	3
COM 132 — Applied Composition and Speech	3
CS 175 — Introduction to Computing Science	3
MTH 130 — Business Mathematics	3
	—
	12

Plus any additional 3 credit hours of recommended electives listed below.

Recommended Electives	
BUS 162 — Office Procedures	3
BUS 231 — Business Correspondence	3
BUS 234 — Business Law	3
PSY 131 — Human Relations	3

Aviation Maintenance Technology
(Associate Degree of Applied Arts & Sciences)

This program is designed to provide a technical course of study which prepares the student for a career in aircraft maintenance. Such maintenance includes service, repair, and overhaul of aircraft, aircraft engines and aircraft accessory systems. Upon completion of the program, the student is eligible to take the Federal Aviation Administration examinations for the Airframe and Powerplant Maintenance Technician Certificate.

Training is provided by Mountain View College in cooperation with Braniff Education Systems, Inc. Braniff holds Air Agency Certificate 202-58 issued by the Federal Aviation Administration, and certifies approval as an aviation maintenance technician school.

Mountain View College will issue a Certificate of Completion when the Required Core courses and either the Powerplant curriculum courses *OR* the Airframe Curriculum courses are completed. If the Required Core courses, Powerplant *AND* Airframe Curriculum courses are completed, the student is qualified to receive an Associate of Applied Arts and Sciences degree in Aviation Maintenance Technology.

Required Core Courses	**Credit Hours**
APM 100 — Aircraft Basic Science	5
APM 101 — Applied Aircraft Science	5
APM 102 — Basic Electricity	5
COM 131 — Applied Composition and Speech *or* ENG 101 — Composition & Expository Reading	3
	18

Airframe Option

APM 200 — Airframe Structures	5
APM 201 — Sheet Metal Structures	5
APM 202 — Hydraulics and Landing Gear	5
APM 203 — Airframe Electrical Systems	5
APM 204 — Utility Systems	5
APM 205 — Inspection and Review	5
PSY 131 — Human Relations	3
	33

Powerplant Option

APM 220 — Reciprocating Engines	5
APM 221 — Gas Turbine Powerplants	5
APM 222 — Powerplant Electrical Systems	5
APM 223 — Powerplant Accessory Systems	5
APM 224 — Fuel Metering and Troubleshooting	5
APM 225 — Powerplant Review and Inspection	5
SS 131 — American Civilization *or* HST 101 — History of the United States	3
	33

Aviation Technology
(Associate Degree of Applied Arts and Sciences)
(Aircraft Dispatcher, One-Year Certificate Program)

Aviation Technology is designed to allow students to take a core of basic courses and then choose the fields they wish to enter. The options available are Career Pilot (including Flight Instructor Certificate and Multi-Engine Ratings), Air Cargo Transport, Airline Marketing, Fixed Base Operations/Airport Management and Aircraft Dispatcher.

The Career Pilot option provides students with flight training and ground school through the commercial certificate. All ground school instruction and flight training conform to parts 61 and 141 of the Federal Aviation Regulations, and thus, are subject to change to conform to such regulations. Admission to this 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 charge.

Air Cargo Transport, Airline Marketing and Fixed Base Operations/Airport Management programs are designed for students desiring entry into managerial roles in the aviation industry. After completing courses in the common core curriculum, students will select an option for additional study.

The Aircraft Dispatcher program is a one-year course of study. Entry into the program will be in accordance with F.A.A. regulations. Upon completion of the courses in the program, students will be prepared to successfully complete the F.A.A. written exam for Aircraft Dispatcher.

Required Core Courses	**Credit Hours**
AVT 110 — Introduction to Aviation	3
AVT 121 — Private Pilot Ground School	3
AVT 122 — Aviation Law	3
AVT 210 — FAA Regulations, Airspace & Air Traffic Control Services	4
AVT 212 — Airport Management	3
**AVT 226 — Meteorology	3
ENG 101 — Composition & Expository Reading	3
SPE 105 — Fundamentals of Public Speaking	3
MTH 101 — College Algebra *or* MTH 195 — Technical Mathematics *or* MTH 130 — Business Mathematics	3
PSY 131 — Human Relations	3
*AV 129 — Introduction to Aircraft Electronic Systems	3
	34

*Not required for Air Cargo or Marketing Options
**Not required for Airline Marketing Option

Career Pilot Option	Credit Hours
AVT 128 — Aero Engines & Systems	3
AVT 123 — Ground School Commercial	3
AVT 220 — Aero Dynamics	3
AVT 221 — Advanced Navigation	3
AVT 224 — Ground School Instrument	3
AVT 135 — Flight Basic	2
AVT 137 — Flight Private Pilot*	1
AVT 227 — Flight Commercial I	2
AVT 228 — Flight Commercial II	3
AVT 229 — Flight Commercial III	3
AVT 230 — Flight Commercial IV — Instrument	3
	—
	29

Additional Options for Career Pilot

Flight Instructor Certificate

AVT 250 — Flight Instructor — Ground School	2
AVT 252 — Instrument Flight Instructor Ground School	3
AVT 251 — Flight Instructor — Airplane	2

Multi-Engine Rating

AVT 254 — Flight Advanced I	1

Air Cargo Transport Option

AVT 222 — Transportation, Traffic and Air Cargo	3
AVT 223 — Airline Management	3
AVT 225 — Aviation Marketing	3
AVT 248 — Air Transportation	3
BUS 105 — Introduction to Business	3
BUS 201 — Principles of Accounting I	3
ECO 201 — Principles of Economics I	3
CS 175 — Introduction to Computing Science	3
AVT 703 — Cooperative Work Experience *or* Elective	3
	—
	27

Recommended Electives

BUS 136 — Principles of Management	3
BUS 202 — Principles of Accounting II	3
BUS 234 — Business Law	3
ECO 202 — Principles of Economics II	3

Airline Marketing Option	Credit Hours
AVT 222 — Transportation, Traffic & Air Cargo	3
AVT 223 — Airline Management	3
AVT 225 — Aviation Marketing	3
AVT 248 — Air Transportation	3
BUS 105 — Introduction to Business	3
BUS 201 — Principles of Accounting I	3
BUS 230 — Salesmanship *or* BUS 233 — Advertising and Sales	3
ECO 201 — Principles of Economics I	3
AVT 703 — Cooperative Work Experience *or* Elective	3
	27

Recommended Electives

BUS 202 — Principles of Accounting II	3
BUS 206 — Principles of Marketing	3
BUS 234 — Business Law	3
ECO 202 — Principles of Economics II	3

Fixed-Base Operations/Airport Management Option

	Credit Hours
AVT 222 — Transportation, Traffic & Air Cargo	3
AVT 223 — Airline Management	3
AVT 248 — Air Transportation	3
BUS 105 — Introduction to Business	3
BUS 201 — Principles of Accounting I	3
ECO 201 — Principles of Economics I	3
CS 175 — Introduction to Computing Science	3
AVT 703 — Cooperative Work Experience *or* Elective	3
	24

Recommended Electives

BUS 136 — Principles of Management	3
BUS 202 — Principles of Accounting II	3
BUS 234 — Business Law	3
BUS 153 — Small Business Management	3
ECO 202 — Principles of Economics II	3

Aircraft Dispatcher
(One-Year Certificate Program)

	Credit Hours
AVT 110 — Introduction to Aviation	3
AVT 121 — Private Pilot Ground School	3
AVT 122 — Aviation Law	3
AVT 128 — Aero Engines & Systems	3
AVT 210 — FAA Regulations, Airspace & Air Traffic Control Services	4
AVT 226 — Meteorology	3
AVT 123 — Ground School Commercial	3
AVT 221 — Advanced Navigation	3
AVT 224 — Ground School Instrument	3
AVT 260 — Aircraft Dispatcher	3
Plus 3 credit hours of electives	3
	34

Recommended Elective

AVT 703 — Cooperative Work Experience	3

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 October and November in the Fall semester and the first Monday of February and March in the Spring semester. 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 at least 18 months of study to complete the entire program.

Materials in the required core courses for this program will relate directly to Cooperative Work Experience.

Students must complete all of the following:

Required Core Courses	**Credit Hours**
AV 129 — Introduction to Aircraft Electronic Systems	3
AV 131 — Aircraft Communications Systems	4
AV 230 — Aircraft Navigation Systems	4
AV 231 — Aircraft Electrical & Instrumentation Systems	4
AV 232 — Aircraft Radar Systems	4
AV 233 — Aircraft Systems Installation, Wiring & Modification	3
AV 234 — Aircraft Electronic Systems Checkout & Troubleshooting Procedures	3
ET 135 — D.C./A.C. Theory and Circuit Analysis	6
ET 193 — Active Devices	4
ET 232 — Logic-Switch Circuits	4
ET 237 — Modular Memories and Microprocessors	4
	43

Required Support Courses	
COM 131 — Applied Composition and Speech	3
COM 132 — Applied Composition and Speech	3
DFT 182 — Technical Drafting	2
MTH 195 — Technical Mathematics	3
MTH 196 — Technical Mathematics	3
PHY 131 — Applied Physics	4
	18

Plus any additional 3 credit hours of recommended electives listed below.

Recommended Electives	
BUS 136 — Principles of Management	3
BUS 153 — Small Business Management	3
PSY 131 — Human Relations	3
AV 803 — Cooperative Work Experience	3

Those students who plan to continue their education in Avionics Technology in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

Drafting & 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. This program is also adapted to the Flexible Entry mode of registration which allows students to enroll the first Monday of October and November in the Fall semester and the first Monday of February and March in the Spring semester.

Materials in the required core courses for this program will relate directly to Cooperative Work Experience.

Students must complete all of the following:

Required Core Courses	**Credit Hours**
DFT 135 — Reproduction Processes	2
DFT 183 — Basic Drafting	4
DFT 184 — Intermediate Drafting	3
DFT 230 — Structural Drafting	3
DFT 231 — Electronic Drafting	3
DFT 232 — Technical Illustration	3
EGR 106 — Descriptive Geometry	3
EGR 186 — Manufacturing Processes	2
	23

Required Support Courses	
COM 131 — Applied Composition and Speech	3
COM 132 — Applied Composition and Speech	3
MTH 195 — Technical Mathematics	3
MTH 196 — Technical Mathematics	3
PHY 131 — Applied Physics	4
PSY 131 — Human Relations	3
SS 131 — American Civilization	3
SS 132 — American Civilization	3
	25

Plus any additional 13 credit hours of recommended elective courses listed below or as approved by the instructor.

Recommended Electives (These courses are offered on the basis of sufficient demand for them.)	
DFT 136 — Geological and Land Drafting	3
DFT 185 — Architectural Drafting	4
DFT 233 — Machine Design	4
DFT 234 — Advanced Technical Illustration	4
DFT 235 — Building Equipment	3
DFT 236 — Piping and Pressure Vessel Design	3
DFT 813 — Cooperative Work Experience	3
DFT 814 — Cooperative Work Experience	4

Those students who plan to continue their education in Drafting in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

Educational Paraprofessional
(Educational Assistant, 1-year Certificate Program)
(Educational Associate Degree of Applied Arts and Sciences, 2-year Program)

This program is designed to prepare paraprofessionals to school personnel in a wide range of supportive duties common to educational processes. It is designed to enhance a student's understanding of the learning processes and stages of development. Materials in the required core courses for this program will relate directly to Cooperative Work Experience/Work Internship. This program can also be adapted to Flexible Entry mode of registration which allows students to enroll the first Monday of October and November in the fall semester and the first Monday of February and March in the spring semester.

A student completing the following courses may receive an Educational Assistant Certificate:

		Credit Hours
EP	131 — Introduction to Educational Processes I	3
EP	129 — Communications Skills for Educational Paraprofessionals	3
EP	132 — Introduction to Media *and/or* EP 135 — Arts and Crafts for Educational Paraprofessionals	3
EP	133 — Introduction to Educational Processes II	3

Plus any additional 15 hours of support courses as approved from the total educational paraprofessional program to complete a total of 30 semester hours.

A student wishing to receive an Educational Associate Degree for the Educational Paraprofessional may continue in the program and receive the Associate of Applied Arts and Sciences Degree by completing the following courses:

The EP core courses listed above plus:

EP	247 — Diversified Studies	3
EP	804 — Cooperative Work Experience	4

Plus any additional 27 hours of support courses as approved from the total educational paraprofessional program for a total of 64 semester hours for an Educational Associate Degree:

Cooperative Work Experience	4
Communications (may be chosen from the following):	12

Developmental Studies Reading and/or Writing
COM 131 — Applied Composition and Speech
COM 132 — Applied Composition and Speech
ENG 101 — Composition and Expository Reading
ENG 102 — Composition and Literature
ENG 201 — British Literature
ENG 202 — British Literature

HD	105 — Basic Processes of Interpersonal Relationships	3
DM	090 or 091 or Math Elective	3
BUS	172 — Beginning Typing or a proficiency exam	3
BUS	160 — Office Machines	3
BUS	174 — Intermediate Typing	2
PSY	105 — Introduction to Psychology	3
PSY	201 — Developmental Psychology	3
SOC	101 — Introduction to Sociology	3
SOC	102 — Social Problems	3
PEH	101 — Fundamentals of Health	3
PEH	144 — Introduction to Physical Education	3
PEH	257 — Standard and Advanced First Aid	3
Art or Music (or courses occupationally appropriate and approved by the EP Instructor)		6

Those students who plan to continue their education in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

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.

Materials in the required core courses for this program will relate directly to Cooperative Work Experience.

Student must complete all of the following:

Required Core Courses	**Credit Hours**
ET 190 — D.C. Circuits and Electrical Measurements	4
ET 191 — A.C. Circuits	4
ET 193 — Active Devices	4
ET 194 — Instrumentation	3
ET 231 — Special Circuits	4
ET 232 — Logic-Switch Circuits	4
ET 233 — Industrial and Microwave Electronics Technology	4
ET 234 — Electronic Circuits and Systems	3
ET 236 — Electronics Theory & Application of Digital Computers	3
ET 237 — Modular Memories and Microprocessors	4
	37

Required Support Courses	
Communications or English	6
Technical Mathematics or College Level Mathematics	6
Social Science or History or Government	6
Applied Physics or College Level Physics	4
Human Relations or Psychology or Human Development	3
DFT 182 or DFT 183 or DFT 231	2
	27

Plus any additional 3 credit hours of the recommended electives listed below.

Recommended Electives	
ET 238 — Linear Integrated Circuits	4
ET 803 — Cooperative Work Experience	3
ET 813 — Cooperative Work Experience	3

Those students who plan to continue their education in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

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. All Horology courses are on a Flexible Entry mode of registration on a space available basis. Students may enroll at the general registration for the Fall and Spring semesters or they may enroll the first Monday in October and November in the Fall semester and on the first Monday in February and March during the Spring semester.

CLOCK REPAIR

Required Core Courses	**Credit Hours**
HOR 139 — Antique Clock Theory and Repair	8
HOR 140 — Modern Clock Theory and Repair	8
	16
Required Support Courses	
COM 131 — Applied Composition and Speech	3
BUS 153 — Small Business Management	3
	6

WATCH REPAIR

Required Core Courses	
HOR 141 — Watch Cleaning and Assembly	8
HOR 142 — Watch Part Replacement	8
HOR 143 — Advanced Watchmaking I	8
HOR 144 — Advanced Watchmaking II	8
	32
Required Support Courses	
COM 131 — Applied Composition and Speech	3
BUS 153 — Small Business Management	3
	6

Completion of COM 131 and BUS 153 will fulfill the requirements for either or both certificate programs.

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

Materials in the required core courses for this program will relate directly to Cooperative Work Experience.

Students must complete all of the following:

Required Core Courses	**Credit Hours**
MS 133 — Basic Lathe	5
MS 134 — Basic Milling Machine	5
MS 135 — Intermediate Lathe	5
MS 136 — Intermediate Milling Machine	5
MS 233 — Advanced Lathe	5
MS 234 — Advanced Milling Machine	5
MS 235 — Applied Lathe	5
MS 236 — Applied Milling Machine	5
	—
	40

Required Support Courses	
BPR 177 — Blueprint Reading	2
BPR 178 — Blueprint Reading	2
COM 131 — Applied Composition and Speech	3
MTH 195 — Technical Mathematics	3
MTH 196 — Technical Mathematics	3
PHY 131 — Applied Physics	4
PSY 131 — Human Relations	3
QCT 122 — Dimensional Measurement	3
	—
	23

Plus any additional 6 credit hours of recommended electives listed below.

Recommended Electives	
EGR 186 — Manufacturing Processes	2
PHY 132 — Applied Physics	4
MS 702 — Cooperative Work Experience	2
MS 704 — Cooperative Work Experience	4

Those students who plan to continue their education in Machine Shop in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

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.

Students must complete all of the following:

Required Core Courses	**Credit Hours**
BUS 105 — Introduction to Business	3
BUS 136 — Principles of Management	3
*BUS 150 — Management Training	4
BUS 151 — Management Training	4
*BUS 154 — Management Seminar — Role of Supervision	2
BUS 155 — Management Seminar — Personnel Management	2
BUS 201 — Principles of Accounting *or* BUS 131 — Bookkeeping I	3
BUS 250 — Management Training	4
BUS 251 — Management Training	4
BUS 254 — Management Seminar — Organizational Development	2
BUS 255 — Management Seminar — Business Strategy, The Decision Process and Problem Solving	2
	33

Required Support Courses	
COM 131 — Applied Composition and Speech *or* ENG 101 — Composition and Expository Reading	3
COM 132 — Applied Composition and Speech *or* ENG 102 — Composition and Literature	3
ECO 201 — Principles of Economics I	3
HUM 101 — Introduction to Humanities *or* ART 104, MUS 104, THE 101	3
SS 131 — American Civilization *or* HST 101 — History of the United States	3
	15

Plus any additional 12 credit hours of recommended electives listed below.

Recommended Electives	
A Social or Behavioral Science	3
BIO 115 — Biological Science	4
BIO 116 — Biological Science	4
BUS 137 — Principles of Retailing	3
BUS 160 — Office Machines	3
BUS 231 — Business Correspondence	3
BUS 234 — Business Law	3
BUS 242 — Personnel Administration	3
CS 175 — Introduction to Computing Science	3

*Preliminary interview by Mid-Management Faculty required.

MTH 130	— Business Mathematics	3
PSY 131	— Human Relations	3
SPE 105	— Fundamentals of Public Speaking	3
BUS 233	— Advertising and Sales Promotion	3

Small Business Management Option

Students desiring to pursue the Small Business Management Option may elect to take the following curriculum.

BUS 153 — Small Business Management will be offered as an alternative to BUS 105.

BUS 157 — Small Business Bookkeeping and Accounting Practices will be offered as an alternative to BUS 131 or BUS 201.

BUS 210 — Small Business Organization, Acquisition and Finance, and BUS 211 — Small Business Operations may replace 6 of the 12 credit hours of electives listed above.

Those students who plan to continue their education in Mid-Management in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

Office Careers:
General Office Occupations
(Associate Degree of Applied Arts and Sciences)

This two-year program is designed to train persons for entry level positions as word processing operators, machine transcriptionists, and clerk typists. Management principles and human relations are stressed allowing persons to move into positions as word processing supervisors, office managers, or administrative assistants.

Materials in the required core courses for this program will relate directly to Cooperative Work Experience.

Students must complete all of the following:

Required Core Courses	**Credit Hours**
BUS 105 — Introduction to Business	3
BUS 131 — Bookkeeping I *or* BUS 201 — Principles of Accounting	3
*BUS 132 — Bookkeeping II	3
BUS 160 — Office Machines	3
BUS 162 — Office Procedures	3
BUS 165 — Word Processing	3
**BUS 172 — Beginning Typing	3
BUS 174 — Intermediate Typing	2
BUS 231 — Business Correspondence	3
BUS 234 — Business Law *or* CS 175 — Intro to Computing Science	3
BUS 237 — Organizational Behavior	3
BUS 256 — Office Management	3
BUS 265 — Word Processing Procedures and Practice	3
BUS 273 — Advanced Typing	2
BUS 275 — Secretarial Procedures	3
	43

Required Support Courses	
COM 131 — Applied Composition and Speech *or* ENG 101 — Composition and Expository Reading	3
COM 132 — Applied Composition and Speech *or* ENG 102 — Composition and Literature	3
MTH 130 — Business Mathematics	3
PSY 131 — Human Relations	3
	12

*Students completing BUS 201: Principles of Accounting I, will not need to take Bookkeeping II. They may take another of the recommended electives.

**Students may go into BUS 174: Intermediate Typing, if speed is 30 w.p.m.

Plus any additional 6 credit hours of recommended electives listed below.

Recommended Electives

BUS	128 — Data Entry Concepts	3
BUS	136 — Principles of Management	3
ECO	201 — Principles of Economics I	3
PSY	105 — Introduction to Psychology	3
SOC	101 — Introduction to Sociology	3
BUS	803 — Cooperative Work Experience	3
BUS	804 — Cooperative Work Experience	4

Those students who plan to continue their education in Office Careers in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

Office Careers:
General Secretary
(One-Year Certificate Program)

The purpose of this program is to prepare students with the basic skills necessary to enter the secretarial field.

Students must complete all of the following:

Required Core Courses	**Credit Hours**
BUS 105 — Introduction to Business	3
BUS 131 — Bookkeeping I *or*	
BUS 201 — Principles of Accounting I	3
BUS 159 — Beginning Shorthand *or*	
BUS 166 — Intermediate Shorthand	4
BUS 160 — Office Machines	3
BUS 162 — Office Procedures	3
BUS 165 — Introduction to Word Processing	3
BUS 166 — Intermediate Shorthand *or*	
BUS 266 — Advanced Shorthand	4
BUS 172 — Beginning Typing *or*	
BUS 174 — Intermediate Typing	3
BUS 174 — Intermediate Typing *or*	
BUS 273 — Advanced Typing	2
BUS 231 — Business Correspondence	3
	31
Required Support Courses	
COM 131 — Applied Composition and Speech *or*	
ENG 101 — Composition and Expository Reading	3
MTH 130 — Business Mathematics	3
	6
Recommended Elective	
CS 175 — Introduction to Computing Science	3

Students with previous training will be placed according to ability. A student is required to have his last semester of typewriting and shorthand at Mountain View College to complete this program.

Office Careers:
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.

Students must complete all of the following:

Required Core Courses	**Credit Hours**
BUS 105 — Introduction to Business	3
BUS 131 — Bookkeeping I *or* BUS 201 — Principles of Accounting I	3
*BUS 160 — Office Machines	3
BUS 162 — Office Procedures	3
BUS 165 — Introduction to Word Processing	3
BUS 172 — Beginning Typing *or* *BUS 174 — Intermediate Typing	3
*BUS 174 — Intermediate Typing *or* *BUS 273 — Advanced Typing	2
BUS 231 — Business Correspondence	3
	23
Required Support Courses	
COM 131 — Applied Composition and Speech *or* ENG 101 — Composition and Expository Reading	3
COM 132 — Applied Composition and Speech *or* ENG 102 — Composition and Literature	3
MTH 130 — Business Math	3
	9

*Indicates courses which are open for enrollment on the first Monday of October and November in the Fall semester and the first Monday of February and March in the Spring semester. In each case, such enrollment is subject to completion of specified prerequisites.

Office Careers:
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.

Materials in the required core courses for this program will relate directly to Cooperative Work Experience.

Students must complete all of the following:

Required Core Courses	**Credit Hours**
BUS 105 — Introduction to Business	3
BUS 131 — Bookkeeping I *or* BUS 201 — Principles of Accounting I	3
BUS 159 — Beginning Shorthand *or* BUS 166 — Intermediate Shorthand	4
BUS 160 — Office Machines	3
BUS 162 — Office Procedures	3
BUS 165 — Introduction to Word Processing	3
BUS 166 — Intermediate Shorthand *or* BUS 266 — Advanced Shorthand	4
BUS 172 — Beginning Typing *or* BUS 174 — Intermediate Typing	3
BUS 174 — Intermediate Typing *or* BUS 273 — Advanced Typing	2
BUS 231 — Business Correspondence	3
BUS 265 — Word Processing Practices and Procedures	3
BUS 275 — Secretarial Procedures	3
	37

Required Support Courses	
COM 131 — Applied Composition and Speech *or* ENG 101 — Composition and Expository Reading	3
COM 132 — Applied Composition and Speech *or* ENG 102 — Composition and Literature	3
CS 175 — Introduction to Computing Science	3
MTH 130 — Business Mathematics	3
	12

Plus any additional 12 credit hours of recommended electives listed below.

Recommended Electives

BUS	136 — Principles of Management	3
BUS	143 — Personal Finance	3
BUS	234 — Business Law	3
BUS	237 — Organizational Behavior	3
HUM	101 — Introduction to Humanities *or* ART 104, MUS 104, THE 101	3
PSY	105 — Introduction to Psychology	3
PSY	131 — Human Relations	3
SPE	105 — Fundamentals of Public Speaking	3
BUS	804 — Cooperative Work Experience	4
BUS	814 — Cooperative Work Experience	4

Electives Offered at El Centro College

BUS	128 — Keypunch	3
BUS	167 — Legal Terminology	3
BUS	274 — Legal Secretarial Procedures	3

Those students who plan to continue their education in Office Careers in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

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 welding inspectors.

Enrollment in welding courses is open on the first Monday of October and November in the Fall semester and the first Monday of February and March in the Spring semester. In each case, such enrollment is subject to completion of specified prerequisite competencies. The program is designed to be self-paced by the student, but in general the student should plan to spend 18 months in study to complete the program.

Materials in the required core courses for this program will relate directly to Cooperative Work Experience.

Students must complete all of the following:

Required Core Courses	**Credit Hours**
WE 130 — Pattern Layout	3
WE 140 — Oxyacetylene Welding I	1
WE 141 — Oxyacetylene Welding II	1
WE 142 — Oxyacetylene Braze Welding	1
WE 143 — Shielded Metal — Arc Welding I	1
WE 144 — Shielded Metal — Arc Welding II	1
WE 145 — Plate Welding	2
WE 147 — Micro-Wire Welding I	2
WE 148 — Semiautomatic Arc Welding I	1
WE 149 — Gas Tungsten Arc Welding (TIG) I	2
WE 150 — Basic Welding Metallurgy	3
WE 240 — Pipe Welding I	2
WE 241 — Plate Welding II	2
WE 242 — Gas Tungsten Arc Welding (TIG) II	2
WE 243 — Semiautomatic Arc Welding II (Flux Core)	2
WE 244 — Micro-Wire Welding II (Pipe)	2
MS 151 — Basic Machine Operation for Weld Tooling	3
	31

Required Support Courses	
COM 131 — Applied Composition and Speech	3
DFT 182 — Technical Drafting	2
ET 235 — Fundamentals of Electricity	4
MTH 195 — Technical Mathematics	3
	12

Welding Technology
Continued

Plus any additional 21 credit hours of recommended electives listed below.

Recommended Electives

BPR	177 — Blueprint Reading	2
BUS	105 — Introduction to Business	3
CHM	115 — General Chemistry	4
EGR	186 — Manufacturing Processes	2
MTH	196 — Technical Mathematics	3
PHY	115 — Physics for Liberal Arts	4
PHY	131 — Applied Physics	4
PSY	131 — Human Relations	3

Recommended Electives

SS	131 — American Civilization	3
WE	146 — Plasma-Arc Welding I	1
WE	245 — Plasma-Arc Welding II	1
WE	247 — Manual Submerged Arc Welding	1
WE	248 — Specialized Welding Application I	2
WE	249 — Specific Code Competency Preparation	2
WE	250 — Specialized Welding Application II	2
WE	251 — Applied Welding Metallurgy	3

Cooperative Work Experience — (Students may take a total of 12 credit hours in the Cooperative Work Experience Program.)

Those students who plan to continue their education in Welding Technology in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

Welding Technology
(Associate Degree of Applied Arts and Sciences)
Parallel Curriculum Pattern for Veteran Students

All required core courses will relate to Cooperative Work Experience.

Required Core Courses	**Credit Hours**
WE 120 — Oxyacetylene Welding (WE 140, 141, 142)	3
WE 121 — Introduction to Shielded Metal-Arc Plate Welding (WE 143, 144, 145)	4
WE 122 — Semiautomatic Welding I (WE 147, 148)	3
WE 123 — Combination Arc Welding I (WE 149, 241)	4
WE 124 — Combination Pipe Welding I (WE 240, 244)	4
WE 125 — Combination Gas Shielded Arc Welding (WE 242, 243)	4
WE 130 — Pattern Layout	3
WE 150 — Basic Welding Metallurgy	3
MS 151 — Basic Machine Operation for Weld Tooling	3
	31

Required Support Courses	
COM 131 — Applied Composition and Speech	3
DFT 182 — Technical Drafting	2
ET 235 — Fundamentals of Electricity	4
MTH 195 — Technical Mathematics	3
	12

Plus any additional 21 credit hours of recommended electives listed below.

Recommended Electives	
BPR 177 — Blueprint Reading	2
BUS 105 — Introduction to Business	3
CHM 115 — General Chemistry	4
EGR 189 — Characteristics and Strengths of Materials	3
MTH 196 — Technical Mathematics	3
PHY 115 — Physics for Liberal Arts	4
PHY 131 — Applied Physics	4
PSY 131 — Human Relations	3
SS 131 — American Civilization	3
WE 146 — Plasma-Arc Welding I	1
WE 245 — Plasma-Arc Welding II	1
WE 247 — Manual Submerged Arc Welding	1
WE 248 — Specialized Welding Application I	2
WE 249 — Specific Code Competency Preparation	2
WE 250 — Specialized Welding Application II	2
WE 251 — Applied Welding Metallurgy	3
Cooperative Work Experience — (Students may take a total of 12 credit hours in the Cooperative Work Experience Program.)	

Those students who plan to continue their education in Welding Technology in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

Technical/Occupational Career Programs

Offered in the Dallas County Community College District

Mountain View

Accounting Associate
Accounting Technician
Aviation Technology
  Air Cargo Transport
  Aircraft Dispatcher
  Airline Marketing
  Career Pilot
  Fixed-Base Operations/
    Airport Management
Aviation Maintenance Technology
Avionics Technology
Drafting and Design Technology
Educational Paraprofessional
Electronics Technology
  Radio/TV Repair
Horology (Clock and Watch Repair)
Machine Shop
Mid-Management
  Small Business Management
Office Careers
  General Office Occupations
  General Secretary
  Office Skills and Systems
  Professional Secretary
Welding Technology

Brookhaven

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

Cedar Valley

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

Eastfield

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

El Centro

Accounting Associate
Accounting Technician
Apparel Design
Architectural Drafting
Architectural Technology
Banking and Finance
Data Processing Operator
Data Processing Programmer
Drafting and Design Technology
Educational Paraprofessional
Fire Protection Technology
Food Service Instruction
  Dietetic Assistant
  Dietetic Technician
  Food Service Operations
  School Food Service
Hotel-Motel Operations
Interior Design
Legal Assistant
Medical
  Associate Degree Nursing
  Dental Assisting Technology
  Medical Assisting Technology
  Medical Lab Technician
  Medical Transcriptionist
  Radiologic Technology
  Respiratory Therapy Technology
  Respiratory Therapy Assistant
  Surgical Technician
  Vocational Nursing
Mid-Management
Office Careers
  General Office Occupations
  General Secretary
  Professional Secretary
Pattern Design
Police Science

North Lake

Accounting Associate
Accounting Technician
Aviation
  Ground School
Air Conditioning and Refrigeration
  Commercial
  Residential
Banking and Finance
  Banking
  Credit and Financial Management
  Credit Union
  Savings and Loan
Building Trades
  Carpentry
    Commercial
    Residential
  Electrical
Diesel Mechanics
Distribution Technology
Mid-Management
  Small Business Management
Office Occupations
  General Office Careers
  Secretarial Careers
  Legal Secretary
Optical Technology
Real Estate
Solar Energy Technology

Richland

Accounting Associate
Accounting Technician
Banking and Finance
Construction Management and Technology
Educational Paraprofessional
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
  Professional Secretary
  Office Skills and Systems
  General Secretary
Ornamental Horticulture
  Florist
  Landscape Nursery
Real Estate

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.

Agribusiness	Northwest Campus
Civil Technology	Northeast Campus
Dental Hygiene	Northeast Campus
Emergency Medical Technician	Northeast Campus
Fashion Merchandising	Northeast Campus
Food Marketing	Northeast Campus
Industrial Supervision	South Campus
Instructional Media	Northeast Campus
Labor Studies	Northeast Campus
Mechanical Technology	South Campus
Physical Therapy Technology	Northeast Campus
Postal Service Administration	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:

Aviation Technology
Avionics Technology
Horology
Machine Shop
Welding Technology

Student Codes and Expectations

Code of Student Conduct

1. General Provisions:

a. Purpose

(1) A student at a college of the Dallas County Community College District neither loses the rights nor escapes the responsibilities of citizenship. He is expected to obey both the penal and civil statutes of the State of Texas and the Federal Government and the Board of Trustees rules, college regulations and administrative rules. He may be penalized by the college for violating its standards of conduct even though he is also punished by state or federal authorities for the same act.

(2) 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.

b. Scope

(1) This code applies to individual students and states the function of student, faculty, and administrative staff members of the college in disciplinary proceedings.

(2) The college has jurisdiction for disciplinary purposes over a person who was a student at the time he allegedly violated a Board policy, college regulation, or administrative rule.

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

(1) "Class day" means a day on which classes before semester or summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given;

(2) "Vice President of Student Services" means the Vice President of Student Services, his delegate(s) or his representative(s);

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

(4) "Director of Campus Security" means the Director of Campus Security, his delegate(s) or his representative(s);

(5) "President" means the President of a college of the Dallas County Community College District;

(6) "Student" means a person enrolled in a college of the Dallas County Community College District, or a person accepted for admission to the college;

(7) All vice presidents, deans, associate deans, assistant deans, directors, and division chairmen of the college for the purposes of this code shall be called "administrators";

(8) "Complaint" is a written summary of the essential facts constituting a violation of a Board policy, college regulation or administrative rule;

(9) "Board" means the Board of Trustees, Dallas County Community College District;

(10) "Chancellor" means the Chancellor of the Dallas County Community College District;

(11) "Major violation" means one which can result in suspension or expulsion from the college or denial of degree;

(12) "Minor violation" means one which can result in any disciplinary action other than suspension or expulsion from the college or denial of degree.

2. Standards of Conduct

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

(1) Not to violate any municipal, state, or federal laws, and

(2) Not to interfere with or disrupt the orderly educational processes of any college of the Dallas County Community College District.

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

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

(1) Student Identification:

(a) Issuance and Use: I.D. cards will be distributed during the first week of school and will be required for the following events and services: library usage, concerts, lectures, campus movies, use of student center facilities, voting in campus elections, and tickets for campus and community events. All I.D. cards are the property of the college. 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.

(b) Replacement Cards: If lost, duplicate I.D. cards may be obtained in the business office by payment of a $4.00 charge.

(2) Use of District Facilities: Each college of the Dallas County Community College District is a public facility entrusted to the Board of Trustees and college officials for the purpose of conducting the process of education. Activities which appear to be compatible with this purpose are approved through a procedure maintained in the Student Development Office. Activities which appear to be incompatible or in opposition to the purposes of education are normally disapproved. It is imperative that a decision be made prior to an event in order to fulfill the trust of the public. No public facility could 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 one of the colleges of the Dallas County Community College District which requires space to handle two or more persons to conduct an activity must have prior approval. Application forms to reserve space must be acquired through the Student Development Office. This office also maintains a statement on procedures for reserving space.

(3) **Speech and Advocacy:** Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such a manner to ensure orderly conduct, non-interference with college functions or activities, and identification of sponsoring groups or individuals. Meetings must be registered with the Student Development Office. An activity may be called a meeting when the following conditions prevail at the activity:

(a) When two or more persons are sitting, standing, or lounging so as to hear or see a presentation or discussion of a person or a group of persons.

(b) When any special effort to recruit an audience has preceded the beginning of discussions or presentations.

(c) When a person or group of persons appears to be conducting a systematic discussion or presentation on a definable topic.

(4) **Disruptive Activities:** Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone who initiates in any way any gathering leading to disruptive activity will be violating college regulations and/or state law.

The following conditions shall normally be sufficient to classify behavior as disruptive:

(a) Blocking or in any other way interfering with access to any facility of the college.

(b) Inciting others to violence and/or participating in violent behavior, e.g., assault; loud or vulgar language spoken publicly; or any form of behavior acted out for the purpose of inciting and influencing others.

(c) Holding rallies, demonstrations, or any other form of public gathering without prior approval of the college.

(d) Conducting any activity which causes college officials to be drawn off their scheduled duties to intervene, supervise or observe the activity in the interest of maintaining order at the college.

Furthermore, the Vice President of Student Services shall enforce the provisions of the Texas Education Code, Section 4.30.

Education Code Section 4.30 provides:

(a) No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.

(b) For the purposes of this section, disruptive activity means

(1) Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;

(2) Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;

(3) Preventing or attempting to prevent by force or violence or the

threat of force or violence any lawful assembly authorized by the school administration.

(4) Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or

(5) Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

(c) For the purposes of this section, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

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

(e) Any person who is convicted the third time of violating this section shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

(f) Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas.

(5) **Drinking of Alcoholic Beverages:** Each college of the Dallas County Community College District specifically forbids the drinking of or possession of alcoholic beverages on its campus.

(6) **Gambling:** State law expressly forbids gambling of any kind on state property.

(7) **Hazing:** Each college of the Dallas County Community College District, as a matter of principle and because it is a violation of state law, is opposed to and will endeavor to prevent hazing activities which involve any of the following factors singly or in conjunction:

(a) Any actions which seriously imperil the physical well-being of any student (all walks and all calisthenics are held to be actions which seriously imperil the physical well-being of students and are, therefore, accordingly specifically prohibited).

(b) Activities which are by nature indecent, degrading, or morally offensive.

(c) Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental or moral attitude of the persons participating therein.

The institutional policy is one discouraging all activities incompatible with the dignity of the college student and exercising disciplinary correction over such 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 engaged in by an organization, rests in the elected and responsible officials of the group, as individuals, and in the group as a whole, since it sets and approves the policy to be followed in these matters. It is accordingly recommended that all groups be informed that both their officers and the group itself will be held singularly and collectively responsible for any actions considered to be unreasonable, immoral, and irresponsible with the policy limits detailed above. Individual activity falling in this category shall be handled on an individual basis and will result in disciplinary action.

(8) **Scholastic Dishonesty**

(a) The Vice President of Student Services 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:

(i) Copying from another student's test paper;

(ii) Using, during a test, materials not authorized by the person giving the test;

(iii) Collaborating with another student during a test without authority;

(iv) Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test.

(v) Substituting for another student, or permitting another student to substitute for one's self, to take a test; and

(vi) Bribing another person to obtain an unadministered test or information about an unadministered test.

(d) "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work 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.

(9) **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 Vice President of Student Services may initiate disciplinary proceedings against a student who has allegedly violated the provisions of this section.

(10) **Other Offenses**

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

(i) Conducts himself in a manner that significantly interferes with college teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions, or with other authorized activities on college premises;

(ii) Damages, defaces or destroys college property or property of a member of the college community or campus visitor;

(iii) Knowingly gives false information in response to requests from the college;

(iv) Engages in hazing, as defined by state law and college regulations;

(v) Forges, alters or misuses college documents, records, or I.D. cards;

(vi) Violates college policies or regulations concerning parking, registration of student organizations, use of college facilities, or the time, place and manner of public expression;

(vii) Fails to comply with directions of college officials acting in the performance of their duties;

(viii) Conducts himself in a manner which adversely affects his suitability as a member of the academic community or endangers his own safety or the safety of others;

(ix) Illegally possesses, uses, sells, or purchases drugs, narcotics, hallucinogens, or alcoholic beverages on or off campus;

(x) Commits any act which is classified as an indictable offense under either state or federal law.

3. Disciplinary Proceedings

a. Administrative Disposition

(1) Investigation, Conference and Complaint

(a) When the Vice President of Student Services' Office receives information that a student has allegedly violated a Board policy, college regulation, or administrative rule, the Vice President or a subordinate delegated by him shall investigate the alleged violation. After completing the preliminary investigation, the Vice President may:

(i) Dismiss the allegation as unfounded, either before or after conferring with the student; or

(ii) Proceed administratively under 3(a)(3)(d); or

(iii) Prepare a complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

(b) The President may take immediate interim disciplinary action, suspend the right of a student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of a Board policy, college regulation, or administrative rule, when in the opinion of such official the interest of the college would best be served by such action.

(c) No person shall search a student's personal possessions for the purpose of enforcing this code unless the individual's prior permission has been obtained. Searches by law enforcement officers of such possessions shall be only as authorized by law.

(2) Summons

(a) A student may be summoned to appear in connection with an alleged violation by sending him a letter by certified mail, return receipt requested, addressed to the student at his address appearing in the registrar's office records. It is the student's responsibility to immediately notify the registrar's office of any change of address.

(b) The letter shall direct the student to appear at a specified time and place not less than three class days after the date of the letter. The letter shall also describe briefly the alleged violation and shall state the Vice President of Student Services' intention to handle the allegation as a minor or major violation.

(c) The Vice President of Student Services may place on disciplinary probation a student who fails without good cause to comply with a letter of summons, or the Vice President may proceed against the student under 3(a)(3).

(3) Disposition

(a) At a conference with a student in connection with an alleged minor or major violation, the Vice President shall advise the student of his rights.

(b) A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to a hearing under 3(b) of this code. 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.

(c) The Vice President of Student Services shall prepare an accurate, written summary of each administrative disposition and forward a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of Student Development and to the Director of Campus Security.

(d) The Vice President of Student Services may impose disciplinary action as follows:

(i) For minor violations, any action authorized by 4a(1) through (8) of this code.

(ii) For major violations, any action authorized by 4a of this code.

b. Student Discipline Committee

(1) Composition; Organization

(a) When a student refuses administrative disposition of either a major or a minor violation, he is entitled to a hearing before the Student Discipline Committee. This request must be made in writing on or before the third day following administrative disposition. 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) Chairman: The Chairman shall set the date, time, and place for the hearing and may summon witnesses, and require the production of documentary and other evidence.

(d) The Vice President of Student Services shall represent the college before the Student Discipline Committee and present evidence to support any allegations of violations of Board policy, college regulation, or administrative rules. The Vice President of Student Services may be assisted by legal counsel when in the opinion of the Vice President of Student Services the best interests of the student or the college would be served by such assistance.

(2) Notice

(a) The Committee Chairman shall by letter notify the student concerned of the date, time and place for the hearing. The letter shall specify a hearing date not less than three (3) nor more than ten (10) class days after the date of the letter. If the student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian.

(b) The Chairman may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time and place.

(c) The Student Discipline Committee may hold a hearing at any time if the student has actual notice of the date, time, and place of the hearing, and consents in writing thereto, and the President, or his designated representative in his absence, states in writing to the committee that, because of extraordinary circumstances the requirements are inappropriate.

(d) The notice shall specify whether the charge or charges are considered minor violations or major violations; shall direct the student to appear before the committee on the date and at the time and place specified, and shall advise the student of the following rights:

(i) To a private hearing;

(ii) To appear alone or with legal counsel (if charges have been evaluated as a major violation or if the college is represented by legal counsel);

(iii) To have his parents or legal guardian present at the hearing;

(iv) To know the identity of each witness who will testify against him;

(v) To cause the committee to summon witnesses, require the production of documentary and other evidence possessed by the college, and to offer evidence and argue in his own behalf;

(vi) To cross-examine each witness who testifies against him;

(vii) To have a stenographer present at the hearing to make a stenographic transcript of the hearing, at the student's expense, but the student is not permitted to record the hearing by electronic means;

(viii) To appeal to the Faculty-Student Board of Review, subject to the limitations established by 3c(1)(a) of this code.

e) The Vice President of Student Services may suspend a student who fails without good cause to comply with a letter sent under this section, or, at his discretion, the Vice President of Student Services may proceed with the hearing in the student's absence.

(3) Preliminary Matters

(a) Charges arising out of a single transaction or occurrence, against one or more students, may be heard together or, either at the option of the Committee or the request by one of the students-in-interest, separate hearings may be held.

(b) At least three (3) class days before the hearing date, the student concerned shall furnish the Committee Chairman with:

(i) The name of each witness he wants summoned and a description of all documentary and other evidence possessed by the college which he wants produced;

(ii) An objection that, if sustained by the Chairman of the Student Discipline Committee, would prevent the hearing;

(iii) The name of legal counsel, if any, who appear with him;

(iv) A request for a separate hearing, if any, and the grounds for such a request.

(c) When the hearing is set under waiver of notice or for other good cause determined by the Committee Chairman, the student concerned is entitled to furnish the information described in paragraph (b) hereof at any time before the hearing begins.

(4) Procedure

(a) The hearing shall be informal and the Chairman shall provide reasonable opportunities for witnesses to be heard. The college may be represented by staff members of the Vice President of Student Services' office, legal counsel and other persons designated by the President. The hearing shall be open to the public so long as space is available, but may include the following persons on the invitation of the student:

(i) Representatives of the College Council;

(ii) A staff member of the College newspaper;

(iii) Representatives of the Faculty Association;

(iv) Student's legal counsel; and

(v) Members of the student's immediate family.

(b) The Committee shall proceed generally as follows during the hearing:

(i) The Vice President of Student Services shall read the complaint;

(ii) The Vice President of Student Services shall inform the student of his rights, as stated in the notice of hearing;

(iii) The Vice President of Student Services shall present the College's case;

(iv) The student may present his defense;

(v) The Vice President of Student Services and the student may present rebuttal evidence and argument;

(vi) The Committee will vote the issue of whether or not there has been a violation of Board policy, college regulation or administrative rule; if the Committee finds the student has violated a Board policy, college regulation or administrative rule, the Committee will determine an appropriate penalty.

(vii) The Committee shall inform the student of the decision and penalty, if any;

(viii) The Committee shall state in writing each finding of a violation of Board policy, college regulation or administrative rule, and the penalty determined. Each committee member concurring in the finding and penalty shall sign the statement. The Committee may include in the statement its reasons for the finding and penalty.

(5) Evidence

(a) Legal rules of evidence shall not apply to hearings before the Student Discipline Committee, and the Committee may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable men in the conduct of their affairs. The Committee shall exclude irrelevant, immaterial and unduly repetitious evidence. The Committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling and Guidance Center, or the Office of the Vice President of Student Services where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

(b) The Committee shall presume a student innocent of the alleged violation until it is convinced by clear and convincing evidence that the student violated a Board policy, college regulation or administrative rule.

(c) All evidence shall be offered to the Committee during the hearing and made a part of the hearing record. Documentary evidence may be admitted in the form of copies of extracts, or by incorporation by reference. Real evidence may be photographed or described.

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

(6) Record

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

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

c. Faculty-Student Board of Review

(1) Right to Appeal

(a) In those cases in which the disciplinary penalty imposed was as

prescribed in 4A (6) through (11), the student may appeal the decision of the Student Discipline Committee, or the decision of the President in an interim action under 3a(1)(b) to the Faculty - Student Board of Review. Disciplinary actions taken under 4a (1) through (5) cannot be appealed beyond the Student Discipline Committee. A student appeals by giving written notice to the Vice President of Student Services on or before the third class day after the day the decision or action is announced. This notice may be informal, but shall contain the student's name, the date of the decision or action, the name of his legal counsel, if any, and a simple request for appeal.

(b) Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under 3a(1)(b).

(2) Board Composition

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

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

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

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

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

(3) Consideration of Appeal

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

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

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

(d) Appellate hearings will follow the procedure prescribed in 3b of this code.

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

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

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

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

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

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

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

(4) Petition for Administrative Review

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

(b) A petition for review is informal but shall contain, in addition to the information required by 3c(1)(a), notice of appeal, the date of the 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 Board of Review announces its action on the appeal. If the President rejects the petition, and the student appellant wishes to petition the Chancellor, he shall file the petition with the Chancellor on or before the third class day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he shall file the petition with the Chairman of said Board on or before the third class 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. They may receive written briefs and hear oral argument during their review.

4. Penalties

a. Authorized Disciplinary Penalties: The Vice President of Student Services, under 3a, or the Student Discipline Committee, under 3b, or the Faculty-Student Board of Review, under 3c, may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

(1) Admonition
(2) Warning probation
(3) Disciplinary probation
(4) Withholding of transcript or degree
(5) Bar against readmission
(6) Restitution
(7) Suspension of rights or privileges
(8) Suspension of eligibility for official athletic and non-athletic extracurricular activities
(9) Denial of degree
(10) Suspension from the college
(11) Expulsion from the college

b. Definitions: The following definitions apply to the penalties provided in 4a:

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

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

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

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

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

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

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

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

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

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

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

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

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

Faculty and Staff

Administrative Staff

President ..... W.H. Jordan
Vice President of Instruction ..... Corinthian Fields
Vice President of Student Services ..... Jim Horton
Vice President of Business Services ..... Ralph G. Hall
Dean of Instructional Services ..... Richard E. Smith
Associate Dean, Extended Day Programs ..... John Nelson
Associate Dean, Learning Resources ..... Jim Corvey
Associate Dean, Technical/Occupational Programs ..... Bill R. Sorrells
Assistant Dean, Community Service ..... Teri Mahaney
Administrative Assistant to the President ..... Frank Wright
Director of Public Information ..... Linda Resnik
Director of Counseling Services ..... Bill Wilson
Director, Project JEBS ..... Glen Bagley
Director of Veterans Affairs ..... Beth Merren
Director of Financial Aid ..... Wilma Robinson
Director of Health Services ..... Donna Richards
Director of Admissions/Registrar ..... Don Gentsch
Director, Services for Handicapped Students ..... Renee Hight
Director, Career Planning and Placement ..... Marlene Joy
Director, Co-Operative Education ..... Bill Fowler
Coordinator, Educationally Disadvantaged Adult Project ..... Carol A. Flannery
Assistant Director, Student Development and Programs ..... Guy Gooding
Assistant Director, Student Development and Programs ..... Raye Goss
Chairman, Business Division ..... Diane Faught
Chairman, Communication Division ..... Ron Hert
Chairman, Humanities Division ..... Boyce Pennington
Chairman, Math and Technology Division ..... Elaine Lockley
Chairman, Aviation Technology and Physical Education ..... Ann Cunningham
Chairman, Science and Technology Division ..... Clifford Miller
Chairman, Social and Behavioral Science Division ..... Bill Mugleston

Dallas County Community College District
Board of Trustees

Seated, left to right: Jerry Gilmore, vice-chairman; Pattie T. Powell, chairman; Bill J. Priest, chancellor and secretary to the Board; and Robert H. Power. Standing, left to right: Bob Beard; Bart Rominger; J.D. Hall; and Don Buchholz.

Dallas County Community College District

Chancellor	Bill J. Priest
Vice Chancellor of Academic Affairs	R. Jan LeCroy
Vice Chancellor of Business Affairs	Walter L. Pike
Assistant Chancellor of Operations and Planning	Stephen K. Mittelstet
Special Assistant to the Chancellor	Jan Sanders
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Director of Development	James L. Richardson, Jr.
Director of Personnel	Quincy Ellis
Director of Program Development	Linda Coffey
Director of Public Information	Claudia Robinson
Director of Special Services	Bonny S. Franke
Director of Technical Services	Paul E. Dumont

Faculty

Alfers, Kenneth G. ..... *History*
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F.A.A. Aeronautical Training Center, Certificate; Air Traffic Control Specialist, Certificate; F.A.A. Certified Advanced Ground Instructor; F.A.A. Certified Instrument Ground Instructor; Synthetic Flight Trainer Instruction; Airplane Flight Instructor; Instrument Flight Instructor

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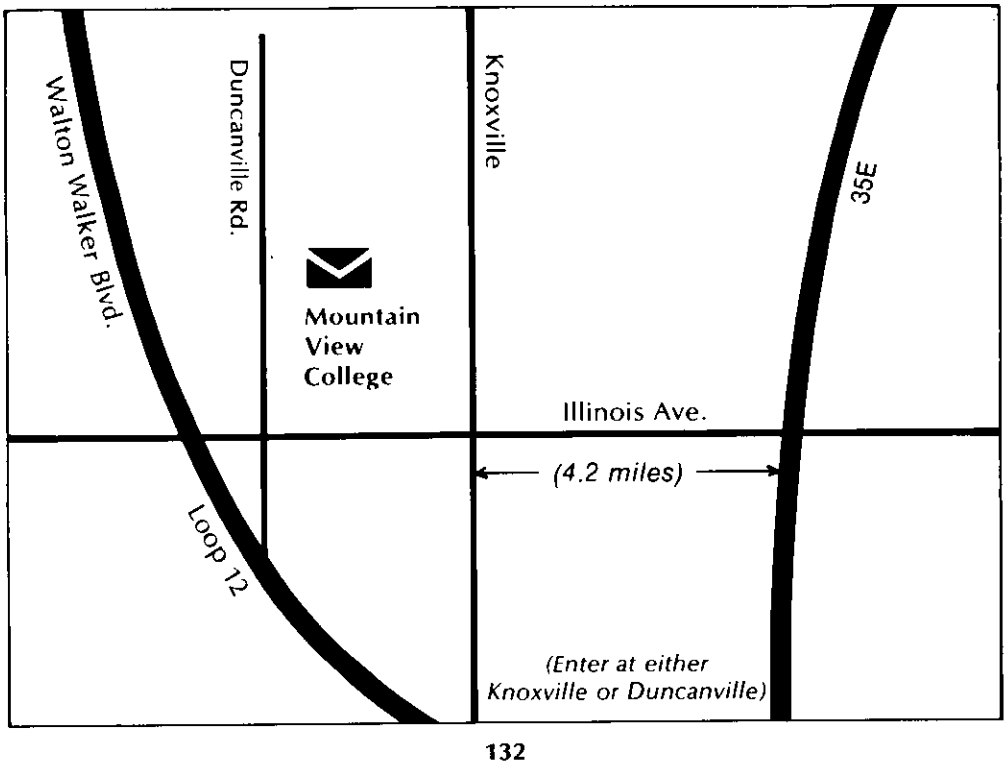

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