

**Richland
College**

1972-73

**All blank
pages
have been
removed
from this
document.**

Richland College



**12800 Abrams Rd.
Dallas, Texas 75231**

DALLAS COUNTY
COMMUNITY COLLEGE
DISTRICT

Table Of Contents

General Information	5
Academic Calendar	6
1972-1973 Calendar	7
Administrative Staff	8
Board of Trustees	9
Area and Campus Maps	10-11
The Dallas County Community College District	12
Richland College	13
Accreditation	14
Housing	14
Admissions and Registration	15
General Admissions Policy	16
Standards of Conduct	16
Admission Requirements	16
Admission Procedures	16
Transfer Credit	17
Foreign Students	17
Student Diversity	17
Tuition	17-18
Special Fees and Charges	18
Refund Policy	19
Academic Information	21
Scholastic Standards	22
Degree Requirements	22
Procedure for Filing Degree and Certificate Plans	23
Class Attendance	23
Classroom Dishonesty	23
Change of Schedule	23
Dropping a Course or Withdrawal From College	23
Auditing a Course	24
Recommended Academic Load	24
Classification of Students	24
Definition of Acceptable Scholastic Performance	24
Scholastic Probation and Scholastic Suspension	24
Transcripts of Credit from Richland College	25
Waiving of Scholastic Suspension	25
Library Obligations	25
Honors	25
Credit by Examination	25

Student Services	27
Counseling and Guidance	28
Advisement	28
Financial Aid and Placement	28
Student Employment	28
Federal and State Programs	28
Loans	29
Grants	29
Student Development	29
Health Center	29
Campus Security	
Educational Programs and Services	31
Lower Division Transfer Studies	32
Technical-Occupational Programs	32
Evening Programs	32
Community Service Programs	32
Divisions of the College	33
Business	34
Communications	34
Developmental Studies	34
Humanities	34
Physical Education	34
Science/Technology	34
Social Science	34
Course Descriptions	35
Technical-Occupational Programs	59
Index	69

This catalog contains policies, regulations and procedures which were in existence as the publication went to press. The college reserves the right to make changes at any time to reflect current board policies and administrative regulations and procedures.

General Information



1972-73 Academic Calendar

Spring Semester

January 3	Faculty reports
January 9-11	Registration
January 15	Classes begin 8 a.m.
April 13	Spring break begins 5 p.m.
April 23	Classes resume 8 a.m.
May 4	Last day to withdraw with a grade of "W" 8 p.m.
May 11	Last day of classes
May 14-18	Final examinations
May 18	Semester closes 5 p.m.

Fall Semester

August 28	Faculty reports
August 29-31	Registration
September 4	Labor Day Holiday
September 5	Classes begin 8 a.m.
November 22	Thanksgiving Holiday begins 10 p.m.
November 27	Classes resume 8 a.m.
December 8	Last day to withdraw with a grade of "W" 8 p.m.
December 15	Last day of classes
December 18-22	Final examinations
December 22	Semester closes 5 p.m.

The Academic Calendar may be subject to change or modification.

A Summer Session is tentatively scheduled at Richland College during 1973. Information regarding the Summer Session will be available from the Admissions Office in the spring of 1973.

Calendar

[illegible]

1973

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
JAN							APR							JULY							OCT								
1	2	3	4	5	6		1	2	3	4	5	6	7		1	2	3	4	5	6		1	2	3	4	5	6		
7	8	9	10	11	12	13	8	9	10	11	12	13	14		8	9	10	11	12	13	14		7	8	9	10	11	12	13
14	15	16	17	18	19	20	15	16	17	18	19	20	21		15	16	17	18	19	20	21		14	15	16	17	18	19	20
21	22	23	24	25	26	27	22	23	24	25	26	27	28		22	23	24	25	26	27	28		21	22	23	24	25	26	27
28	29	30	31				29	30							29	30	31						28	29	30	31			
FEB							MAY							AUG							NOV								
						1	2	3						1	2	3	4					1	2	3					
4	5	6	7	8	9	10	6	7	8	9	10	11	12	5	6	7	8	9	10	11		4	5	6	7	8	9	10	
11	12	13	14	15	16	17	13	14	15	16	17	18	19	12	13	14	15	16	17	18		11	12	13	14	15	16	17	
18	19	20	21	22	23	24	20	21	22	23	24	25	26	19	20	21	22	23	24	25		18	19	20	21	22	23	24	
25	26	27	28				27	28	29	30	31			26	27	28	29	30	31			25	26	27	28	29	30		
MAR							JUNE							SEPT							DEC								
						1							1																
4	5	6	7	8	9	10	3	4	5	6	7	8	9	2	3	4	5	6	7	8		2	3	4	5	6	7	8	
11	12	13	14	15	16	17	10	11	12	13	14	15	16	9	10	11	12	13	14	15		9	10	11	12	13	14	15	
18	19	20	21	22	23	24	17	18	19	20	21	22	23	16	17	18	19	20	21	22		16	17	18	19	20	21	22	
25	26	27	28	29	30	31	24	25	26	27	28	29	30	23	24	25	26	27	28	29		23	24	25	26	27	28	29	
														30									30	31					

Administrative Staff

Richland College

President	H. Dean Holt
Dean of Instruction	Don McInnis
Dean of Student Services	Ed Biggerstaff
Associate Dean of Instruction, Technical and Occupational Programs	Bill B. Passmore
Associate Dean of Instruction, Evening Administration	Bill H. Thrash
Associate Dean of Business Services	Holland B. Evans
Assistant Dean of Learning Resources	Dick Smith
Director of Admissions and Registrar	Fred Newbury
Director of Community Services	Steve Mittelstet
Director of Counseling	Eleanor D. Ott
Director of Financial Aids and Placement	Frank Gornick
Director of Health Services	Kay McManus
Director of Student Development	Sheila Wheeler

Instructional Division Chairmen

Business	Jay L. Todes
Communications	John W. Chandler
Developmental Studies	Glenna Scheer
Humanities	Jack Stone
Physical Education	Tom McLaughlin
Science/Technology	Floyd T. King, Jr.
Social Science	Robert B. Boyle

Dallas County Community College District

Chancellor

Vice-Chancellor of Academic Affairs

Vice-Chancellor of Business Affairs

Director of Planning and Research

Director of Data Processing

Director of Special Services

Director of Program Development

District Coordinator of Technical

Occupational Education

District Director of Public

Information

Public Information Assistant

Coordinator of Research

Technical Assistant for Facility

Planning

Construction Coordinator and District Coordinator
of Maintenance and Operations

Bill J. Priest

R. Jan LeCroy

Walter L. Pike

Gary A. James

James R. Hill

Robert J. Leo

Dexter L. Betts

Claud C. Owens

Sibyl Hamilton

Ben F. Stevens

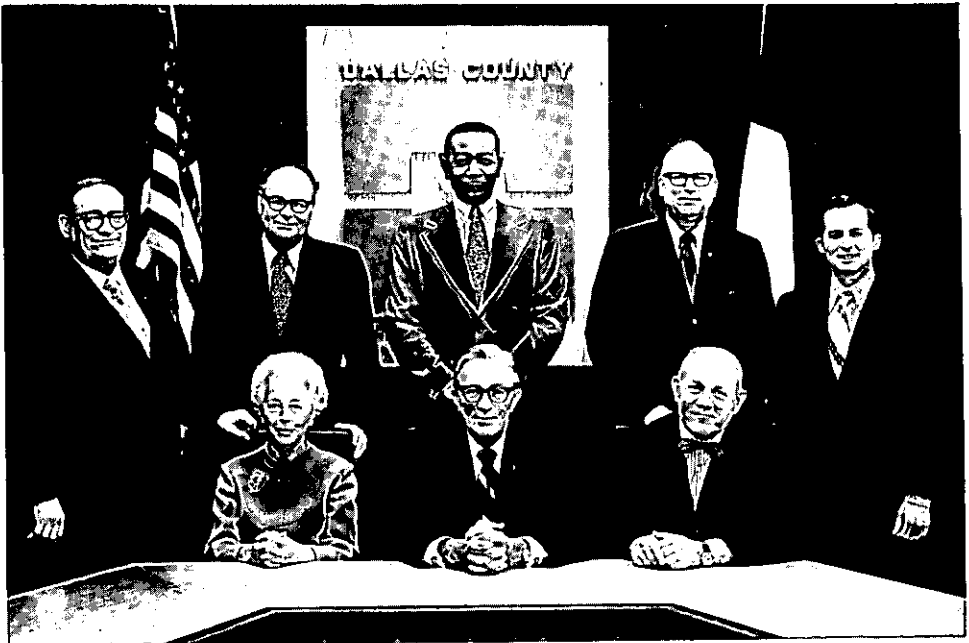
Douglas Hamilton

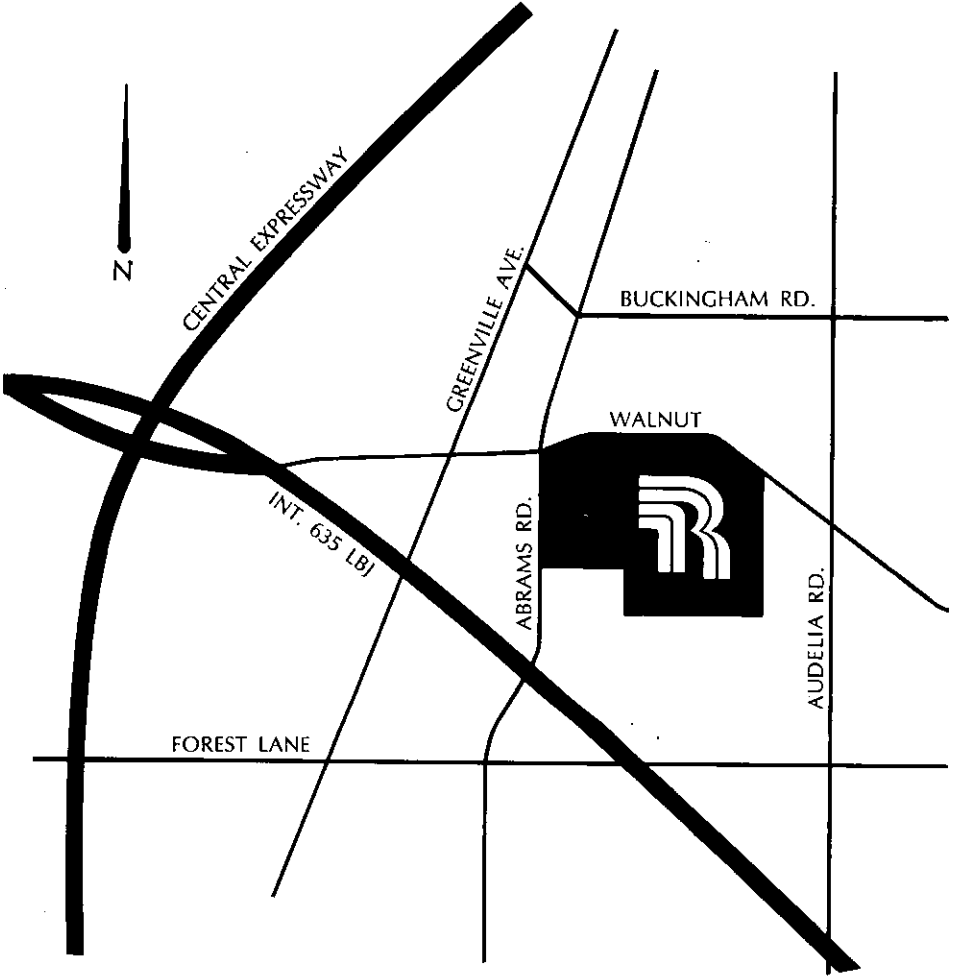
Stanley E. Pritchard

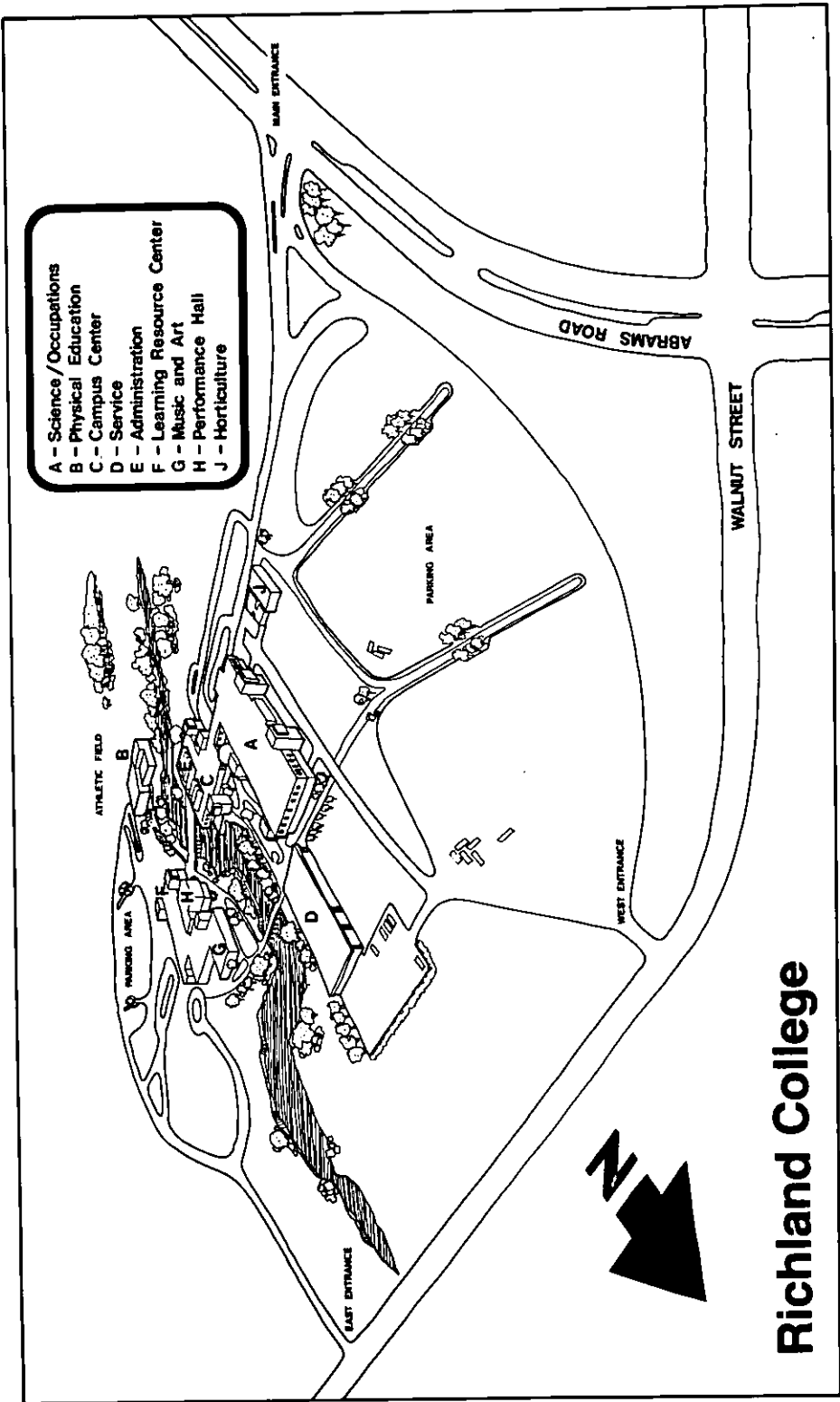
George L. Robinson

Board of Trustees—DCCC District

Left to right, Standing: Durwood A. Sutton, Loncy L. Leake, Mildren M. Montgomery, Carie E. Welch, Jim Scoggins; Seated: Mrs. Eugene McDermott, Vice Chairman; R. L. Thornton, Jr., Chairman; Dr. Bill J. Priest, Chancellor and Secretary to the Board.







Dallas County Community College District

The Dallas County Community College District's four 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 colleges—Eastfield, El Centro, Mountain View and Richland—are 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 eager high school student who is ready to undertake college-level training in advance of his graduation from secondary school, and a place for the mature high school drop-out who has changed his mind about the necessity of education in today's complex, demanding society.

There is, simply stated, a place for everyone.

This approach to education brings together into a single college setting a multitude of personalities with divergent interests, ambitions and backgrounds, creating an educational community not unlike the "real" community in which people live, work and play and further enhancing the district's desire for total education. Of primary importance to the district's goal is making certain that a student's educational program is tailored to his needs, abilities and ambi-

tions. 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."

Therefore competent, intensive initial and continuing counseling and guidance is offered every student to discover his goals and special abilities and to update his educational program if those goals change during his college experience. This emphasis on counseling, rare for some institutions, is routine procedure at all district colleges.

The traditional "junior college" label, therefore, doesn't fit. True enough the district's colleges are two year colleges which provide the freshman and sophomore years of a conventional four-year baccalaureate program. However, their function, philosophy and breadth make the label inadequate. Therefore on the first day of 1972, the district became the Dallas County Community College District to more accurately reflect the mission of its colleges, that of meeting the varied educational needs of the entire metropolitan family.

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

—For the student seeking the first two years of work toward the goal of a bachelor's or higher degree, the colleges offer a long list 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 Community Service courses.

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

Dallas County voters created the dis-

trict in May 1965 and approved a \$41.5 million bond issue.

The following year the district's first college, El Centro, opened its doors for the Fall Semester in the heart of downtown Dallas. In August 1970, Eastfield College and Mountain View College enrolled their first students and the multi-campus district envisioned by the district planners became a reality. Richland College became the district's fourth college with the start of the 1972-73 school year.

In addition to these four colleges, sites have been purchased for three future colleges, Brookhaven College, Cedar Valley College and North Lake College.

These remarkable facilities and excellent faculties combine with the district's unique but effective philosophy and the strong support of the people and institutions of Dallas County to create four outstanding educational communities within the bustling metropolitan county.

Richland College

A fresh, new educational experience awaits the "charter" students of Richland College, a sparkling new campus which opens for the first time in the fall of 1972.

Here a vital and dedicated faculty will interact with nature's primitive architecture and contemporary campus design to create an exciting learning environment for students of all ages.

The campus plan enhances the natural beauty of the site, which includes a meandering, spring-fed creek interrupted by dams to form two picturesque lakes. Campus facilities extend along both sides of the lakes, linked by open and closed pedestrian bridges. Extensive landscaping augments the many natural trees which exist on the site.

Richland College is located on a 259-acre site at 12800 Abrams Road, with convenient access routes from Richardson, Garland and other areas of north and northeast Dallas County.

The land occupied by the college was previously used for agricultural purposes, with a history of ownership dating back to the early settlement days

of Dallas County in the early to mid-1800's.

Official action acquiring the site was taken by the Board of Trustees on August 30, 1966. The name, Richland College, was approved by the Board the following month, on September 20, 1966, to suggest a link between the two major adjacent communities of Richardson and Garland.

Planning for the college began in the spring of 1967, with the selection of architects on March 21, 1967. The long-range master plan and the design for the first phase of construction were prepared by The Oglesby Group Architects of Dallas with The Perkins and Will Partnership of Chicago as associated architects. The Oglesby firm previously served as architects for El Centro College, which has received several design awards and other recognitions as an attractive and functional high-rise urban college.

Construction on Richland College began in the fall of 1969 with the awarding of an advance site work and paving contract. Work on the general contract for building construction began in July, 1970.

The campus plan makes extensive use of pre-cast concrete both as a structural

and a design feature. Exterior walls are typically of masonry, with frequent use of glass to provide vistas of the exterior areas.

Structures on the east side include the Learning Resources Center, Physical Education and Fine Arts complexes. The west side units include the Campus Center, Science/Occupations and Administration buildings. The bridge-like structure which links the two sides, provides open and closed pedestrian circulation across the lakes, and houses recreation, college store and student activity spaces.

Richland College has the district's only planetarium, a 100-seat facility with a 40-ft. dome. The planetarium has provision for lowering the projection instrument into a floor pit, permitting the space to double as a lecture classroom. Another "Richland only" feature will be the horticulture unit located near the main entrance to the campus, housing occupational programs in landscape and nursery areas.

Accreditation

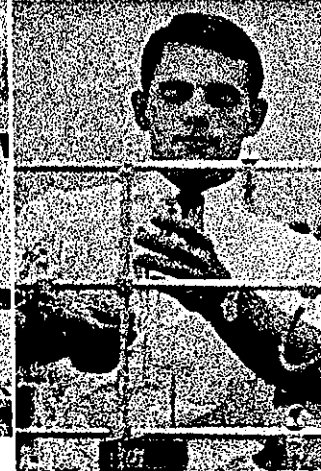
The Dallas County Community College District is a member of the American Association of Junior Colleges and is recognized and sanctioned by the Coordinating Board of the Texas College and University System.

Transfer credits of Richland College will be accepted by senior colleges and universities in Texas. The college is making satisfactory progress toward full accreditation by the Southern Association of Colleges and Schools at the time it graduates its first class.

Housing

Richland is designed as a "commuter college," and does not operate dormitories nor maintain listings of available housing for students. Students who do not reside in the area must make their own arrangements for housing.

Admissions and Registration



General Admissions Policy

Applications will be accepted any time prior to registration. Since registration priorities are assigned according to the date an application is received, applicants should plan to submit an application at least three weeks before registration. Applications received after this date will receive a low priority and the applicants may be limited in their selection of available classes at registration.

Standards of Conduct

All students at Richland College are considered adults and are responsible for their own behavior. All students are expected to conform to all local, state and federal laws and all duly constituted college standards of conduct. These standards appear in the Student Handbook which may be obtained from the Office of Student Development.

Admission Requirements

1. Beginning Freshmen

Students enrolling in college for the first time will be considered for admission if they are:

a. A graduate from an accredited high school.

b. A graduate from an unaccredited high school may be admitted by the Committee on Admissions and Retention.

c. A non-high school graduate who is eighteen years of age whose high school class has graduated.

d. A high school student recommended by the high school principal. In this case, a limited number of high school seniors may be concurrently enrolled for special study.

e. Students entering with composite ACT scores of 11 or below will be encouraged to enroll in the Developmental Studies Program. Individual decisions will, however, be made in conference with a counselor.

2. Transfer Students

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

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

3. Former Students

Former students of El Centro, Eastfield, or Mountain View College must submit an application for re-admission to Richland College.

A student will not be readmitted to any college within the District if he or she has unsettled financial debts at any of the District campuses.

4. Non-credit Students

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

Admission Procedures

Full-Time Applicants:

(12 semester hours or more)

Students planning to take 12 semester hours or more must submit to the Office of Admissions the following material:

1. Application for Admission

Each applicant is required to furnish his social security number in the space provided on the application form. This number is required for student identification and to insure the accuracy of student records.

2. Official Transcript From Last School Attended (High School or College)

College transfer students are required to submit transcripts of all previous college work prior to the end of the first semester.

3. Results of the American College Testing Program (ACT)

The results of the ACT are used for counseling and placement. College transfer applicants who have earned at least 6 units of college credit with an average grade of "C" or above are exempt from this requirement. District colleges may substitute other standard testing scores for placement purposes.

Information about the ACT testing program may be obtained from a high school counselor or the Office of the Director of Counseling. The ACT code number for Richland College is 4153.

4. Medical Form

Full-time applicants are required to complete the medical form in its entirety. This form is included in the admissions packet and should be returned by mail or in person directly to the Office of Admissions. Written proof is required on the following:

- a. A negative tuberculin skin test or chest X-ray.
- b. Polio immunization if applicant is under 19 years of age.
- c. Diphtheria/Tetanus injection within 10 years.

Part-time Applicants

(Less than 12 semester units)

Students planning to take less than 12 semester hours must submit to the Office of Admissions the following material:

1. Application for Admission

Each applicant is required to furnish his social security number in the space provided on the application form. This number is required for student identification and to insure the accuracy of student records.

2. Official Transcript From Last School Attended (High School or College)

College transfer students are required to submit transcripts of all previous college work prior to the end of the first semester.

3. Medical Form

Part-time applicants are required to complete the Medical History Report only. This form is included in the admissions packet and should be returned by mail or in person directly to the Office of Admissions. Written proof is also required on the following:

- a. A negative tuberculin skin test or chest X-ray.
- b. Polio immunization if applicant is

under 19 years of age.

- c. Diphtheria/Tetanus injection within 10 years.

Transfer Credit

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

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

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

Foreign Students

Richland College is authorized under Federal Law to enroll non-immigrant alien students. However, under present conditions, no foreign students are admitted without the special permission of the President of the college.

Student Diversity

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

Tuition

Tuition is charged on a sliding scale according to the number of credit hours in which a student is enrolled and his place of legal residence.

Tuition for credit courses will be charged according to the following schedule:*

*In case of concurrent enrollment at more than one district college, tuition will be paid at college of residence which will be defined as the college in which student will take the majority of his credit hours.

Tuition—Fall or Spring Term

Residents of Dallas County

\$6 per credit hour through 10 credit hours and \$4 per credit hour in excess of 10 credit hours; Minimum \$25.

Residents of Other Texas Counties

\$20 per credit hour through 10 credit hours and \$4 per credit hour in excess of 10 credit hours; Minimum \$25.

Non-Texas Residents*

\$40 per credit hour

Out-of-Country

\$40 per credit hour; Minimum \$200.

Tuition—Summer Session

Residents of Dallas County

1-6 Credit Hours

\$10 per credit hour, with a minimum of \$25.
\$64.

7 Credit Hours

Residents of Other Texas Counties

1-6 Credit Hours

\$30 per credit hour

7 Credit Hours

\$184.

Non-Texas Residents*

1-6 Credit Hours

\$45 per credit hour

7 Credit Hours

\$310.

Out-of-Country

1-6 Credit Hours

\$45 per credit hour, with a minimum of \$100.

7 Credit Hours

\$310.

Special Fees and Charges

Student Service Fee

12 or more credit hours

\$7 a semester

6 to 11 credit hours

\$4 a semester

Laboratory Fee (per lab)

\$2 to \$8 a semester

Physical Education Activity Fee

\$5 a semester

Bowling Class Fee

\$10 a semester

Private Music Lessons Fee**

\$35 for 1 hour per week (maximum for one course) \$20 for ½ hour per week

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 activity fee is not charged.

Credit by Examination

Examination fee of \$12 per examination.

* A non-resident student is hereby defined to be a student less than twenty-one (21) years of age, living away from his family and whose family resides in another state or whose family has not resided in Texas for the twelve (12) months immediately preceding the date of registration; or a student twenty-one (21) years of age or older who resides out of the state or who has not been a resident of the state twelve (12) months immediately preceding the date of registration.

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

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.

Refund Policy

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

1. No 100% refund is granted unless college error is involved.
2. An 80% refund of tuition and fees is granted during the first week of classes of a long semester. (The first two days of a six-week summer session are considered to be equivalent to one week during a long semester.)
3. No refund will be made after the first week of classes.
4. Requests for a refund must be submitted before the end of a semester or summer session for which the refund is requested.
5. A refund of less than \$4 for tuition and/or fees will not be made.

A student who feels that his refund request is due to an extenuating circumstance beyond the limits of the refund policy may submit a letter of explanation to the Refund Petitions Committee in the Office of the Dean of Student Services.

Refund checks normally require a minimum of one month to process

Academic Information



Scholastic Standards: Grades and Grade Point Average

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

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 may be given when an unforeseen emergency prevents a student from completing the work in a course. Incomplete grades must be converted to grade point bearing grades within 90 days after the first day of classes in the subsequent regular semester. After 90 days, the "I" grade will be converted to a "W" grade if the student has failed to complete the course requirements.

Degree Requirements

Associate in Arts and Associate in Science Degrees

A total of 60 hours exclusive of physical education activity courses must be presented with an average grade of at least "C" (2.0). Courses numbered 99 and below may not be counted toward the 60 hours minimum.

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

A minimum of 6 semester hours of a laboratory science. (Music majors are exempt from this requirement. Check listings under subject field.) 6 Hours
History 101-102 and Government 201-202 (No substitutions allowed) 12 Hours
Humanities: To be selected from Theatre 101, Art 104, Music 104 or Humanities 101. 3 Hours

In addition to the course requirements, each degree candidate must earn the last 15 hours as a resident student in the district colleges or accrue 45 hours in residence. The degree will be granted by the college in which the student took the last 15 hours or where the majority of hours were accrued. No more than $\frac{1}{4}$ of the work required for any degree or certificate may be taken by correspondence. Correspondence work submitted for graduation credit must be approved by the Director of Admissions.

All students who expect to transfer to a four year institution are urged to complete their four semester requirement in physical education during their freshman and sophomore years.

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

At the time a student files an application for graduation, he must designate whether he desires to receive the Associate in Arts or Associate in Science Degree. Only one degree may be earned.

Associate in Applied Arts & Associate in Applied Science Degrees

A minimum of 60 hours exclusive of physical education activity courses and those courses numbered 99 and below must be presented with an average grade of at least "C" (2.0). All of the prescribed requirements for the specific technical or occupational program for which the student is enrolled must be completed and for some programs, the semester hour total is over 60.

At the time a student files an application for graduation, he must designate

whether he desires to receive the Associate in Applied Arts or Associate in Applied Science Degree. Only one degree may be earned.

Procedure for Filing Degree and Certificate Plans

1. The student should request a degree plan from the Office of Admissions at the end of his freshman year.
2. A student following a 1-year certificate program should request an official plan during his first semester.
3. Application for the granting of the degree or certificate should be filed in the Registrar's Office prior to the deadline to be announced by the Registrar.
4. A candidate for graduation in May will be required to attend the commencement program unless granted prior permission by the Dean of Students to graduate in absentia.
5. January and August graduates may attend the next commencement if they desire, but are not required to do so. Should the graduating student wish to attend, the Registrar's Office should be notified of his intention.
6. Instructions concerning graduation will be mailed to all candidates 30 days prior to commencement.

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

Class Attendance

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

Instructors are required to report students to the Dean of Students for excessive absences. Generally, first excessive absence reports are made when

a student is absent from class the number of hours for which the class has credit. At this point, students are warned that failure to attend class may result in suspension from that class. Second excessive absence reports are filed with the Dean of Students when, in the opinion of the instructor, a student's continued absences warrant his suspension from class.

Students dropped for excessive absences prior to the last two weeks of the semester will receive a grade of "W" in the class from which they are dropped.

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.

Change of Schedule

Request for change of schedule must be initiated through the student's counselor and will be determined on the basis of whether space is available in the class to which he wishes to change. The change action is not completed until it has been received and processed by the registrar's office with the instructor being notified of the change. Change action from the division chairman will be accepted by the Registrar through the first week of classes.

Dropping a Course or Withdrawal from College

A student must drop a class or withdraw from college in the following manner:

1. Obtain a drop or withdrawal from his counselor and follow the procedure outlined by the counselor.
2. 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.

A student who drops or withdraws from college will receive a "W" in each class from which he has withdrawn. The deadline for receiving a "W" is two

weeks prior to the end of the semester. After that time, a student will receive a performance grade in the course.

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

Auditing a Course

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

Procedures for auditing a course will be administered by the Registrar. No audits will be approved prior to the first day of the second week of classes in any semester. Most lab courses may not be audited. In the case of a student enrolled in collegiate level courses, the combined number of semester hours in credit courses and audit shall not exceed 18.

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 administration. Employed students are advised to limit their academic loads in accordance with the following recommendations: If a student carries a full college load (12 semester hours or more), he should not work more than 20 hours per week. If he must work more hours, his credit hour load in college should be reduced proportionately.

The recommended load limit for day or evening students who are employed full-time is 6 semester hours of course work.

The recommended load limit in a 6-week summer session is 6 semester hours of credit. A total of 14 semester hours of credit is the maximum that may be earned in any 12-week summer period.

Classification of Students

1. Freshman: A student who has completed fewer than 30 semester hours.

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

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

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 attempted a total of 12 semester hours.

The following criteria will be used to determine academic standing:

1. Students who have completed one or more semesters in a college will be placed on probation if they fail to maintain a 2.0 cumulative grade point average.
2. Students who have been placed on scholastic probation may be removed from probation when they earn a 2.0 cumulative grade point average.
3. Students on scholastic probation who achieve either a cumulative grade point average of 1.5 or 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.

Transcripts of Credit from Richland College

The Registrar's Office will send the student's transcript upon request to any college or agency named. However, a student's official transcript may be withheld until he has settled all financial obligations to the college.

Waiving of Scholastic Suspension

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

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 issued until the library record is cleared.

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. The Honor Roll and Dean's Honor List will be published each semester.

Credit by Examination

Under special circumstances, a student regularly enrolled and in good standing who believes he is qualified by experience or previous training may take a special examination to establish credit in a particular course. Ordinarily, the privilege of taking an examination for credit will be granted only to students who have at least a "B" grade average in all courses attempted at Richland College.

A maximum of 12 semester hours may be earned by examination. The only exception to this rule is when the total number of semester hours credit involved in any 3 specific courses is greater than 12 semester hours. Credit by examination may be attempted only one time in any given course and a grade of "B" or better on the examination is required in order to receive credit. Requests for examinations should be made to a counselor who will provide the necessary petition forms and advise the student of the procedure. A student, whether part-time or full-time, will pay an examination fee of \$12 per examination. There is no refund of this fee in case of failure to establish credit.

Only after the student has completed, or is currently enrolled in, 12 semester hours credit in residency will the semester hours earned through examination become a part of the student's permanent record. Students planning to graduate under minimum residency requirements may not use credit by examination to establish residency. For further information concerning graduation requirements, consult the Degree Requirements in this catalog.

Student Services



Counseling and Guidance

Students and prospective students who have provided all necessary admissions information to the college will find a staff of professional counselors available to help them resolve questions of career choice, college transfer requirements, study skills, self-understanding and other kinds of personal problems. Group and individual techniques are employed by the counselors to meet students' needs. A partial review of services available through the counseling center is listed for students' information:

1. Counseling
2. Career information
3. Psychological tests of personality, vocational interests and aptitudes
4. Information and catalogs regarding a wide selection of colleges and universities
5. Educational planning of courses to meet specific degree requirements
6. Registration information
7. Information about the general services offered in other divisions of the college
8. Tutoring services
9. Referral for students requiring therapy for psychological problems

All students are assigned a counselor by the Counseling Center. Those who desire services of a counselor should contact the Counseling Center for an appointment.

Advisement

For students who have been admitted to the college, educational planning and advisement is provided. A staff of full-time counselors is available to the students of Richland College; but faculty members as well, also serve as program advisors to aid students in defining their educational and vocational goals.

Financial Aid and Placement

The Office of Financial Aid and Placement at Richland College is designed to function as a multi-purpose financial assistance service for the students. One important objective is to reward outstanding students for past academic accomplishments and reward those who seem to have outstanding potential.

Another 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 controlled by their financial resources.

Where to Apply. Requests for information should be directed to the Director of Financial Aid and Placement, Richland College, 12800 Abrams Road, Dallas, Texas 75231.

When to Apply. Students who anticipate the need for financial assistance for college should complete an application well in advance so a realistic determination of their need may be reached.

Student Employment

Part-Time Employment. Typically, 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 program
3. Off campus placement

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

Terminal Placement. This service is designed for students who desire full-time placement in an occupational setting after completing the one or two-year technical programs at Richland College. This service is provided cost free to the students and alumni. Graduates will be placed in occupational areas such as business, industry, government and other public service agencies.

Federal and State Programs

Veteran's Benefits. The Veteran's Benefits program for eligible students is coordinated by the Office of Admissions. Veterans of the Korean War and Cold War who are interested in more details should contact the person in charge of Veteran's Benefits in the Office of Admissions.

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 acts as liaison between Richland College students and the Social Security Administration.

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 physical or mental disabling condition. For further information, contact Texas Rehabilitation Commission, 4333 N. Central Expressway, Dallas, Texas, 75205.

Hazelwood Act. Veterans of World War I, World War II, Korean War and Spanish-American War who have no remaining G.I. educational benefits and who are not residents of Texas and were residents of Texas at the time they entered the armed forces are eligible.

Loans

Richland College has several loan funds for students needing long term as well as short term loans. Students interested in making application for loans should apply at the Office of Financial Aid and Placement.

Texas Opportunity Loan. This loan was established by the Coordinating Board of Texas in 1966. Any resident of the state of Texas who has financial need and receives recommendations from his high school counselor or principal, and the Richland College Financial Aid Director is eligible. A maximum loan of \$1,500 an academic year up to 5 years can be granted with payment beginning 10 months after termination or completion of studies. Minimum payment is \$20 per month (depending on amount borrowed) with 1% interest. The student borrower has a maximum of 5 years to repay the loan. Students must apply each year for the reinstatement of the loan.

Grants

Educational Opportunity. This grant is authorized under the Higher Educational Act of 1965 and is designed to help students with great financial need. To be eligible a student must prove financial need and make satisfactory progress toward the completion of his educational goals. The maximum amount of the grant is \$1,000. No amount less than \$200 can be granted. Students must apply each academic year to be reinstated.

Student Development

A full program of co-curricular activities are available under the direction of the Office of Student Development. This office assists in the total program of student activities at Richland to provide experience out of class which will add to the student's growth and development both personally and intellectually. The student development program at Richland College offers a variety of experiences, including social activities, student government, special interest clubs and organizations, discussion sessions and sports.

Health Center

Health is the most fundamental of human needs and a high standard of physical and mental health is a fundamental right of every human being. Therefore, the Health Center of Richland College is available to help maintain and promote the health of students, faculty and staff.

Some of the services provided by the Health Center are:

1. Health education and counseling about physical and emotional health,
2. Emergency first aid treatment,
3. Referral service to community agencies and physicians,
4. Medical consultation on campus,
5. Various screening and immunization programs,
6. Providing programs of interest in the area of health to students and faculty.

The Health Center is open from 8 a.m. until 10 p.m. daily, Monday through Thursday, and from 8 a.m. until 5 p.m. on Friday. All students are encouraged to complete the health history form as fully as possible so that the Health Center can best serve their needs.

Campus Security

The Office of Campus Security is required by state law to "protect and police buildings 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.

Educational Programs and Services



Lower Division Transfer Studies

Students whose educational objective is the Bachelor's Degree may complete their first two years at Richland College before transferring to a four-year institution.

The academic transfer curriculum is coordinated with senior colleges and universities to facilitate the transfer of credits to these schools.

Freshman level courses only will be offered during 1972-73, Richland's first year of operation, with sophomore level work to be added for the 1973-74 year.

Technical-Occupational Programs

Richland College offers a variety of Technical-Occupational programs designed to enable a student to enter his chosen career field as a skilled employee after one or two years of college work.

These programs are established only after studies verify that employment opportunities will exist at the time the student completes his training, matching the community's manpower requirements with the ambitions and goals of the student.

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

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

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

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

Evening Programs

Richland College offers an evening program for the benefit of persons who are unable or do not desire to attend course-work during daytime hours. Most lower division transfer courses and certain technical-occupational courses are available during evening hours.

Instructors for the evening courses are selected from Richland's full-time staff and from among outstanding Dallas area educators and other professionals.

The evening program offers the same high quality instruction and excellent facilities found in the day schedule. Evening students have available the services of the Learning Resources Center, Counseling Center, Health Center and College Store, as well as recreation and dining facilities.

Community Service Programs

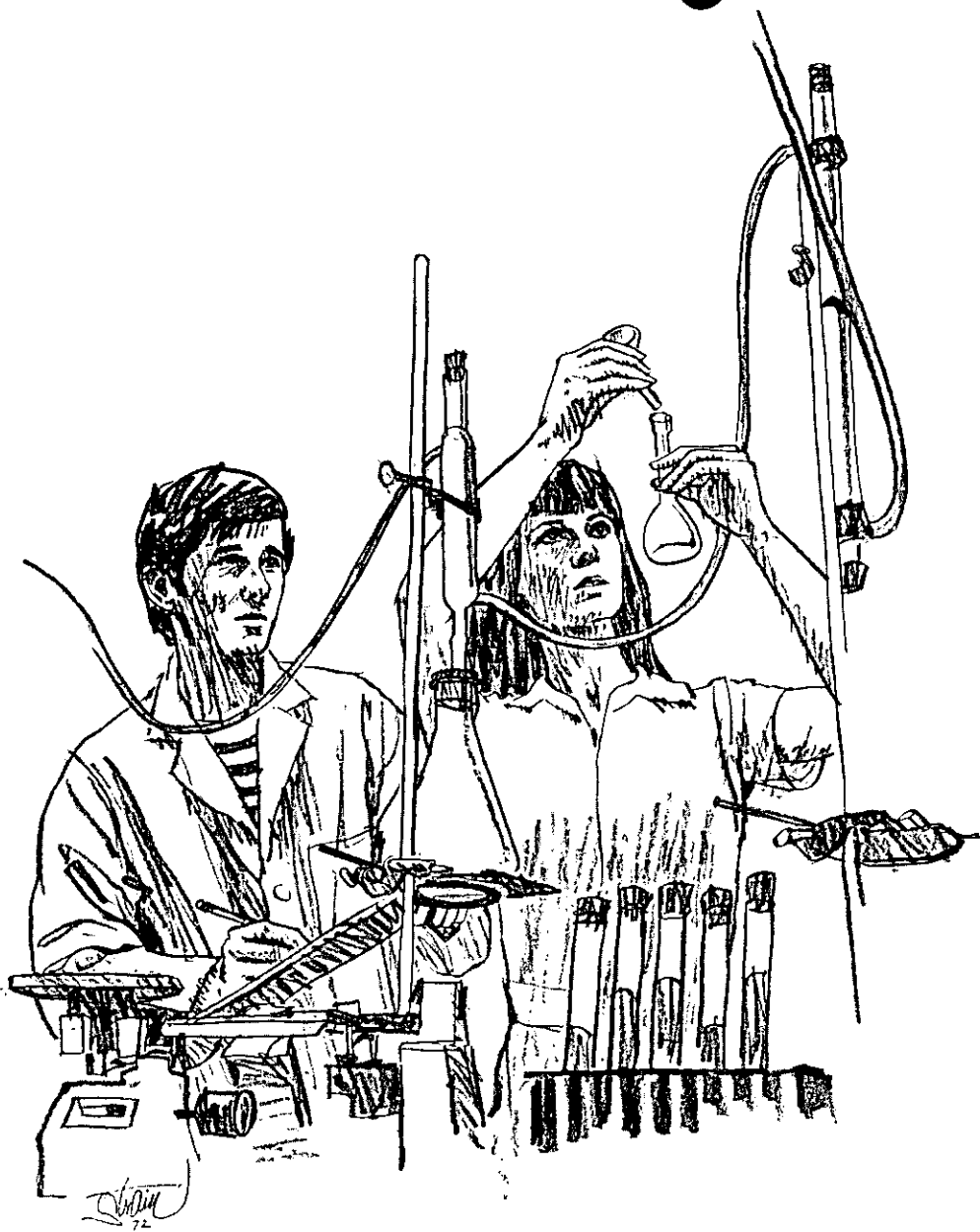
Short-term, non-credit Community Service courses are Richland's answer to the community's challenge to provide educational opportunity for everyone.

These courses reflect the interests and needs of the community and cover a wide variety of subjects, ranging from occupational training to personal entertainment and cultural enrichment.

Instructors are leading professional men and women, college faculty members and experts in the course subject. There are no entrance requirements and class schedules are set for the convenience of the students during both daytime and evening hours.

Special courses can be designed to meet the needs of individuals, groups and organizations. Community Services staff members are eager to cooperate with firms which wish to arrange for courses, workshops or seminars in conjunction with their own training programs.

Divisions of the College



Divisions of the College

Business Division

- Computer Science**
- Business**
 - Accounting**
 - General Business**
 - Mid-Management**
 - Secretarial**

Communications Division

- Communications**
- English**
- French**
- German**
- Journalism**
- Spanish**
- Speech**

Developmental Studies Division

- Developmental Mathematics**
- Developmental Reading**
- Developmental Writing**
- Human Development**
- Reading**

Humanities Division

- Art**
- Humanities**
- Music**
- Philosophy**
- Theater**

Physical Education Division

- Physical Education**
- Physical Education Activity**

Science-Technology

- Astronomy**
- Biology**
- Chemistry**
- Construction Management and Technology**
- Drafting**
- Electro-Mechanical Technology**
- Engineering**
- Fluid Power Technology**
- Geography**
- Geology**
- Horticulture Technology**
- Mathematics**
- Physical Science**
- Physics**
- Quality Control Technology**

Social Science Division

- Anthropology**
- Government**
- History**
- Psychology**
- Religion**
- Social Science**
- Sociology**

Course Descriptions



Course Descriptions

In the following list of courses, the credit value of each course in semester units is indicated in parentheses after the course number.

Because students are concerned about the transfer of credit to other colleges, the following numbering system is designed to clarify which courses are parallel to those courses offered by colleges granting the bachelor's degree:

Courses numbered 100 or above are applicable to the associate degrees. Most courses numbered 130 to 139 and 230 to 239 are occupational in nature and normally will not transfer to four year colleges and universities. All other courses numbered 100 and above are comparable to lower division offerings at four year colleges and universities. Courses numbered below 100 are developmental in nature and normally will not transfer. The student is urged to consult his counselor or specific college catalogs for further information regarding transferability of courses.

Prerequisites for any course may be waived by the appropriate division chairman. All courses listed in this catalog may not be offered during the 1972-73 year.

Accounting
(See Business 201, 202)

Anthropology 100 (3)
Introduction to Anthropology
3 hrs. Lec.

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

Anthropology 101 (3)
Cultural Anthropology
3 hrs. Lec.

Prerequisite: Consent of instructor recommended. 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.

Art 104 (3)
Art Appreciation
3 hrs. Lec.

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

Art 105-106 (3) (3)
Survey of Art History
3 hrs. Lec.

These courses give attention to the chronological sequence of the major styles of art. (Art 105—covers periods through the Renaissance; Art 106—Baroque through the present.) Relates the thoughts behind each historical period to the visual concepts embodied in individual works of art of the specific period. Proposes to give the art major a broader range of ideas which will enable him to better relate the past to his own work and to offer him stimuli for his future works of art.

Art 110 (3)
Basic Design I
 2 hrs. Lec.
 4 hrs. Lab.
 A study of basic concepts of design, using two-dimensional materials. Use of line, color, illusion of area or mass and texture, and shape in composition. Required of all art majors. Open to all interested students. Laboratory fee required.

Art 111 (3)
Basic Design II
 2 hrs. Lec.
 4 hrs. Lab.
 A study of basic concepts of design with three-dimensional materials, using mass, space, movement and texture. Required of all art majors. Open to all interested students. Laboratory fee required.

Art 114 (3)
Basic Drawing I
 2 hrs. Lec.
 4 hrs. Lab.
 A study of drawing, both as a major medium and as a flexible research tool with emphasis on structure and the illusions of space, volume, and movement. Required of all art majors. Open to others who are interested. Laboratory fee required.

Art 115 (3)
Basic Drawing II
 2 hrs. Lec.
 4 hrs. Lab.
Prerequisite: Art 114. A continuation of Art 114. Laboratory fee required.

Astronomy 101 (3)
Descriptive Astronomy
 3 hrs. Lec.
 A descriptive course consisting of a survey of the fundamentals of astronomy. Emphasis on the solar system, including a study of the celestial sphere, the earth's motions, the moon, planets, asteroids, comets, meteors, and meteorites. The course will be offered in the college planetarium.

Astronomy 102 (3)
General Astronomy
 3 hrs. Lec.
 A course emphasizing stellar astronomy which includes a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way galaxy, and external galaxies. The course will be offered in the college planetarium.

Biology 101 (4)
General Biology
 3 hrs. Lec.
 3 hrs. Lab.
Prerequisite to all high level biology courses and must be taken in sequence. Recommended for science majors. The first semester of the two semester sequence surveying in depth the principle concepts of biology, including a study of the cell, levels of organization, an introduction to metabolism, and evolutionary relationships. An introductory survey of the plant and animal kingdoms is included which emphasizes the classification and basic structure and function of the more important groups. Laboratory fee required.

Biology 102 (4)
General Biology
 3 hrs. Lec.
 3 hrs. Lab.
Prerequisite: Biology 101. A continuation of Biology 101. Laboratory fee required.

Biology 115 (4)
Biological Science
 3 hrs. Lec.
 3 hrs. Lab.
 A presentation of selected topics in biological science for the non-science major including the cell concept, basic chemistry as it relates to biology, an introduction to genetics, cellular processes such as mitosis, meiosis, respiration, photosynthesis, and plant and animal reproduction. Laboratory fee required.

Biology 116 (4)
Biological Science
 3 hrs. Lec.
 3 hrs. Lab.
 No prerequisite: A study of selected topics of biological science for the non-science major including all systems of the human body, disease, drug abuse and aging, evolution, ecology and man in relation to his environment. Laboratory fee required.

Business 105 (3)
Introduction to Business
 3 hrs. Lec.
 Provides over-all picture of business operation; includes analysis of specialized fields within business organizations; identifies role of business in modern society.

Business 131 (3)
Bookkeeping
 3 hrs. Lec.
 The fundamental principles of double-entry bookkeeping as applied to practical business situations. Emphasis is given to the following: financial statements, trial balances, work sheets, special journals, adjusting and closing entries. A practice set covering the entire business cycle will be completed.

Business 132 (3)
Bookkeeping
 3 hrs. Lec.
Prerequisite: Business 131. Attention will be given to accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations will be introduced.

Business 135 (3)
Introduction to Supervision
 3 hrs. Lec.
Prerequisite: Enrollment in Technical/Occupational Program or consent of 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 136 (3)
Principles of Management
 3 hrs. Lec.
 A study of the process of management including the functions of planning, organizing, leading, and controlling. Particular emphasis on policy formulation, decision making processes, operating problems, communications theory and motivation techniques.

Business 150-151 (4) (4)
Management Training
 20 hrs. Lab.
Prerequisite: Concurrent enrollment in approved Mid-Management Program. Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in business management. Business 150 will be offered first semester; Business 151 will be offered second semester.

Business 152 (2)
Management Seminar—Role of Supervision
 2 hrs. Lec.
Prerequisite: 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 development of management, goal setting and planning, leadership, communication and motivation as applied to student's work experiences.

Business 153 (2)
Management Seminar—Personnel Management
 2 hrs. Lec.
Prerequisite: Business 150, Business 152 and concurrent enrollment in Business 151. A study of the principles, policies, and practices relating to the personnel functions of business as applied to student's work experiences.

Business 160 (3)
Machine Transcription
 3 hrs. Lec.
Prerequisite: Satisfactory completion of Business 173 or one year of typing in high school. Intensive course in transcribing from recording machines using predicted business letters and other forms of

business communication from a variety of professions, industries, and government agencies. Training in use of major dictating-transcribing machines with electric typewriters. Goal is development of employable skill. Familiarization with typewriter related equipment.

Business 161 (2)

Office Machines

1 hr. Lec.

2 hrs. Lab.

Training for familiarization and competence on those machines common to most business offices, such as adding machines and calculators.

Business 162 (3)

Secretarial Training

3 hrs. Lec.

Prerequisite: Satisfactory completion of Business 173 or one year of typing in high school. Special emphasis is given to the most frequently performed secretarial duties. Units of work include filing, skill in the use of duplicating machines, mail, telegraph, postal and shipping service, handling travel details and meeting arrangements. Duties of the receptionist and development of a desirable secretarial appearance and personality are used.

Business 163 (3)

Beginning Shorthand

2 hrs. Lec.

3 hrs. Lab.

Prerequisite: Satisfactory completion of or concurrent enrollment in Business 173 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 164 (3)

Intermediate Shorthand

2 hrs. Lec.

3 hrs. Lab.

Prerequisite: Satisfactory completion of Business 163 or one year of shorthand in high school; satisfactory completion of Business 173 or one year of typing in high school. Application of principles of Gregg Shorthand to develop the ability

to take and accurately transcribe shorthand notes at increased dictation speeds. Includes oral reading of shorthand outlines, speed building dictation and timed mailable transcripts. Training to strengthen knowledge of English mechanics and reinforce typing skills.

Business 173 (2)

Beginning Typing

1 hr. Lec.

2 hrs. Lab.

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

Business 174 (2)

Intermediate Typing

1 hr. Lec.

2 hrs. Lab.

Prerequisite: Satisfactory completion of Business 173 or one year of typing in high school. Further development of techniques. Emphasis will be placed on increasing speed and accuracy with practice in typing business forms, correspondence and manuscripts.

Business 201 (3)

Principles of Accounting

3 hrs. Lec.

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

Business 202 (3)

Principles of Accounting

3 hrs. Lec.

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

Business 263 (3)

Advanced Shorthand

2 hrs. Lec.

3 hrs. Lab.

Prerequisite: Satisfactory completion of Business 164 or two years of shorthand in high school; satisfactory completion of Business 174 or two years of typing in high school. Further development of shorthand skills to attain proficiency required for stenographic work. Emphasis on speed building dictation, timed typewritten transcription of shorthand notes for mailable letters.

Business 273 (2)

Advanced Typing

1 hr. Lec.

2 hrs. Lab.

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

Chemistry 101 (4)

General Chemistry

3 hrs. Lec.

3 hrs. Lab.

Prerequisite: DM 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)

General Chemistry

3 hrs. Lec.

3 hrs. Lab.

Prerequisite: Chemistry 101. Designed for science and science-related majors, this course is a continuation of Chemistry 101. The fundamental concepts introduced previously, together with additional ones, are applied to a variety of

topics, including solutions and colloids, chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is included in the laboratory work. Laboratory fee required.

Chemistry 115 (4)

General Chemistry

3 hrs. Lec.

3 hrs. Lab.

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

Chemistry 116 (4)

General Chemistry

3 hrs. Lec.

3 hrs. Lab.

Prerequisite: CHM 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.

Communication 131 (3)

Applied Composition and Speech

3 hrs. Lec.

The study of English as a practical means of preparing for successful performance in the student's chosen vocation. Emphasis placed upon assembling, organizing, and evaluating material for the composition of letters, applications, resumes, and short reports. Practice in oral expression.

Communications 132 (3)

Applied Composition and Speech

3 hrs. Lec.

Prerequisite: Communications 131 or consent of instructor. Enrichment of communication processes with emphasis on oral and written persuasion directly related to occupational training and work experience. Expository techniques of business letters and documented reports. Wide periodical reading.

Computer Science 101 (3)

Introduction to Computer Science

3 hrs. Lec.

Provides a basic understanding of the computer and how it is used in a variety of applications. Covers the history of computer development, vocabulary and broad concepts of design and function. Intended for non-programmers who need a familiarization with computers.

Construction Management and Technology 131 (3)

Building Materials and Their Properties

2 hrs. Lec.

3 hrs. Lab.

An introductory study of the nature, origin, and properties of materials. The nature of materials and their interactions are considered. The process of selecting, specifying and preserving materials is studied with consideration for economy, quality and performance. Included also are roof coverings, wall and floor materials.

Construction Management and Technology 132 (3)

The Construction Industry

3 hrs. Lec.

An introductory course designed to survey the growth, magnitude and economic importance of the construction industry. Emphasis is placed on an understanding of the interrelationship between the many trades, professions and agencies involved in construction.

Construction Management and Technology 134 (3)

Construction Methods and Equipment

2 hrs. Lec.

3 hrs. Lab.

The analysis of up-to-date construction problems with emphasis upon understanding the organization and equipment used in such construction problems as excavation, pile driving, concrete, wood, brick, stone and steel construction. Additional emphasis is placed on developing a sound conception of the related problems faced by the architect, contractor, construction superintendent, and distributors in planning and erecting buildings.

Construction Management and Technology 136 (4)

Surveying and Measurements I

2 hrs. Lec.

6 hrs. Lab.

Beginning course designed for students with little or no training in surveying. It combines lectures, laboratory, and field work in theory, methods, equipment and problems involved in surveying and measurement and their application.

Construction Management and Technology 138 (4)

Construction Management I

3 hrs. Lec.

3 hrs. Lab.

An introductory course covering the total responsibilities of a supervisor, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality and quality control, management-employee relations, scheduling of work, job and safety instructions. Study of roles played by labor and management in the development of American industry. Analysis is made of forces affecting labor supply, employment, and industrial relations under the democratic system of government. A major part of the course is on safety and its value to economic operations and employee morale.

Developmental Mathematics (3)
090

Pre-Algebra Mathematics

3 hrs. Lec.

Pre-Algebra Mathematics is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals and percents 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 math sequence and includes an introduction to algebra. Same as GSM 090 in the El Centro and Mountain View catalogs.

Developmental Mathematics (3)
091

Elementary Algebra

3 hrs. Lec.

Prerequisite: DM 090 or equivalent. Elementary Algebra 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. The sequence DM 090, 091 and 093 is preparatory to Math 101 as well as foundation for technical mathematics. Same as GSM 091 in the El Centro and Mountain View catalogs.

Developmental Mathematics (3)
093

Intermediate Algebra

3 hrs. Lec.

Prerequisite: One year high school Algebra or DM 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. Same as MTH 093 in El Centro and Mountain View catalogs.

Developmental Reading 090 (3)
Basic Reading

3 hrs. Lec.

Developmental Reading 090 is concerned with the improvement of comprehension skills, vocabulary building, and study skills. The course is designed for those students who wish to

strengthen the basic reading skills necessary for success in vocational, terminal, and transfer educational programs. Developmental Reading is offered in a laboratory setting employing individualized instruction methods. Same as GSR 090 in the El Centro and Mountain View catalogs.

Developmental Reading 091 (3)
Basic Reading

3 hrs. Lec.

Developmental Reading 091 is designed to increase proficiency in reading comprehension and rate, word recognition and vocabulary development, and study skills and reading in the content areas. It also includes reading experiences which have been developed to broaden the general reading background of the student. Developmental Reading is offered in a laboratory setting employing individual instruction methods. Same as GSR 091 in the El Centro and Mountain View catalogs.

Developmental Reading 092 (1)
Reading Lab

3 hrs. Lab.

The reading lab is designed to examine and present the writings of social scientists to students needing proficiency in comprehension and rate. The patterns and underlying structures peculiar to a given subject area are investigated. The course is held in a laboratory setting utilizing individualized instruction techniques.

Developmental Writing 090 (3)
Basic Writing

3 hrs. Lec.

Developmental Writing 090 emphasizes the diagnosis and correction of deficiencies in basic writing skills. Mechanics of writing will include spelling, comprehension techniques, vocabulary improvement, principles of sentence and paragraph structure and various types of paragraph development. The course provides experience in finding and organizing ideas and materials for written compositions with an introduction to essay writing. It is held in a laboratory setting utilizing individualized instruction techniques. Same as GSW 090 in the El Centro and Mountain View catalogs.

Developmental Writing 091 (3)**Basic Writing****3 hrs. Lec.**

Prerequisite: Developmental Writing 090 or equivalent. Developmental Writing 091 includes a review of paragraph and essay development. It encompasses research techniques and writing, reports and analyses. Individual instruction in basic skills is included. Same as GSW 091 in El Centro and Mountain View catalogs.

Developmental Writing 092 (1)**Writing Lab****3 hrs. Lab.**

Developmental Writing Lab 092 is a workshop to facilitate writing success for course work and other individual interests. Students are given instruction and supervision in written assignment, research papers, re-writing and editing, organization, vocabulary development, and correction of errors in grammar, mechanics and spelling. It develops the ability to write effectively, spontaneously, and creatively from individual opinions and reactions. Same as GSW 092 in Mountain View catalog.

Drafting 130 (2)**Technician Drafting****1 hr. Lec.****3 hrs. Lab.**

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

Drafting 132 (4)**Basic Drafting****2 hrs. Lec.****6 hrs. Lab.**

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

skills. U.S.A.S.I., government, and industrial standards are used. Emphasis is placed on both mechanical skills and graphic theory.

Drafting 138 (4)**Architectural Drafting****2 hrs. Lec.****6 hrs. Lab.**

Prerequisite: Drafting 132 or equivalent.

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 drawing 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.

Electro-Mechanical Technology**131 (3)****Electrical Circuits****2 hrs. Lec.****3 hrs. Lab.**

A course in the theory and practical application of direct and alternating current circuits. Emphasis is on understanding of functions and characteristics of circuit components, fundamental laws, and applied problem solving. Laboratory work coordinates with classroom topics emphasizing understanding of principles along with extension into practical areas.

Electro-Mechanical Technology**132 (3)****Electronics I****2 hrs. Lec.****2 hrs. Lab.**

Prerequisite: EMT 131 or equivalent. A course devoted to the study of the fundamentals of electronics. Upon completion of the course, the student should understand the functions and principles of operation of a variety of electronic components and units used in electro-mechanical devices, be able to confirm manufacturer's specifications, bread-board electronic circuits, use standard electronic laboratory equipment and instrumentation, and assist in prototype development.

Electro-Mechanical Technology

134 (3)

Mechanical Components and Mechanisms

2 hrs. Lec.

2 hrs. Lab.

An introduction to mechanical elements of electro-mechanical systems. Individual components and mechanisms are studied in terms of functions and operating characteristics. Selection of components from manufacturers' literature based on design or test data. Mechanical elements are treated in integrated electro-mechanical systems in laboratory work, and their effects on input-output characteristics are analyzed.

Engineering 101 (2)

Engineering Analysis

2 hrs. Lec.

Prerequisite: DM 093 or equivalent. The past, present, and future role of the engineer in society; branches and specialties in engineering, introduction to engineering analysis affording practice in analyzing and solving engineering problems; computational methods and devices, to include slide rule theory and techniques; an introduction to numerical methods and computer programming.

Engineering 105 (3)

Engineering Graphics

2 hrs. Lec.

4 hrs. Lab.

Provides the basic graphic fundamentals necessary for engineering communications and engineering design. Teaches standard engineering graphical techniques, auxiliaries, sections, graphical analysis, pictorial and working drawings in a framework which introduces the student to rational processes of creative engineering.

Engineering 106 (3)

Descriptive Geometry

2 hrs. Lec.

4 hrs. Lab.

Prerequisite: 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 point, lines, and planes.

44

Attention is given to the generation and classification of lines and surfaces, as well as intersections and developments. The main theme is the correlation and integration of theory with practice instead of considering each a separate entity.

Engineering 107 (3)

Engineering Mechanics I

3 hrs. Lec.

Prerequisite: Credit or concurrent registration in Math 126. A study of the statics of particles and rigid bodies with vector mathematics in three dimensional space. Principles of the equilibrium centroids and moments of inertia, virtual work and potential energy are used. Distributed forces, centers of gravity, analysis of structures, beams and cables are treated.

Engineering 131 (2)

Manufacturing Processes

1 hr. Lec.

2 hrs. Lab.

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

English 101 (3)

Composition and Expository Reading

3 hrs. Lec.

Writing practice in making reasonable and valid assertions followed by logical and clear support coincidental with the expository reading matter.

English 102 (3)

Composition and Literature

3 hrs. Lec.

Prerequisite: English 101. Writing practice in critical evaluation of prose narrative, poetry, and drama.

English 103 (3)

Creative Writing

3 hrs. Lec.

Prerequisite: English 101 and English 102.
Writing of fiction: short story, poetry, and short drama.

Fluid Power Technology 131 (4)

Fluid Power Fundamentals

3 hrs. Lec.

3 hrs. Lab.

Instruction is designed to give the student a sound knowledge and understanding of basic fluid power principles. Development and growth of hydraulics, the advantages and problems of hydraulic set-ups, and basic physical properties of fluids are all presented. Construction and principles of operation of basic pneumatic components and circuits are included in the course. Laboratory experiments are performed to measure fluid flow characteristics, to test basic valves and pumps, and to build up and operate both hydraulic and pneumatic basic circuits.

Fluid Power Technology 132 (4)

Applied Fluid Mechanics

3 hrs. Lec.

3 hrs. Lab.

Prerequisite: FLP 131 or equivalent. This course stresses the application of working formulas related to the physical properties of fluids, the flow of fluids in conductors, the measurement of fluid flow, and other considerations dealing with the physical laws of compressible and incompressible fluids. Emphasis is directed to those laws which govern the behavior of fluids when used for power transmission.

French 101 (5)

Beginning French

5 hrs. Lec.

2 hrs. Lab.

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

French 102 (5)

Beginning French

5 hrs. Lec.

2 hrs. Lab.

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

Geography 101 (3)

Geography (Physical)

3 hrs. Lec.

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

Geography 102 (3)

World Geography (Economic)

3 hrs. Lec.

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

Geology 101 (4)

General Geology (Physical)

3 hrs. Lec.

3 hrs. Lab.

Study of earth materials and processes for science and nonscience majors. Includes examination of the earth's interior, magnetism, gravity, setting in space, minerals, rocks, structure and geologic processes.

Geology 102 (4)

General Geology (Historical)

3 hrs. Lec.

3 hrs. Lab.

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

German 101 (5)

Beginning German

5 hrs. Lec.

2 hrs. Lab.

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

- German 102** (5)
Beginning German
 5 hrs. Lec.
 2 hrs. Lab.
Prerequisite: German 101 or equivalent.
 Continuation of German 101 with emphasis on idiomatic language and complicated syntax.
- Government 201** (3)
American Government I
 3 hrs. Lec.
 An introduction to the study of political science; origin and development of constitutional democracy (United States and Texas); federalism and intergovernmental relations; civil rights and liberties, local government; parties, politics and political behavior.
- Government 202** (3)
American Government II
 3 hrs. Lec.
Prerequisite: Government 201. A study of the United States and Texas legislative process; the executive and the bureaucracy; the judicial process, domestic policies; foreign relations and national defense. (Satisfies requirements for Texas State Teacher Certification.)
- History 101** (3)
History of the United States
 3 hrs. Lec.
 A general presentation of United States History, commencing with the European background and first discoveries. The pattern of exploration, settlement and development of institutions is followed throughout the colonial period and the early national experience to 1877.
- History 102** (3)
History of the United States
 3 hrs. Lec.
Prerequisite: History 101 recommended.
 A survey of the unfolding of United States History from the Reconstruction Era to the present day. The study includes social, economic and political aspects of American life and follows the development of the United States as a world power.
- History 105** (3)
Western Civilization
 3 hrs. Lec.
 A survey of the background for development of civilization in the West from ancient time through the Enlightenment; the Mediterranean world including Greece and Rome; the Middle Ages and the beginnings of modern history. Particular attention is paid to Renaissance, Reformation, the rise of the national state, the development of parliamentary government and the influences of European colonization.
- History 106** (3)
Western Civilization
 3 hrs. Lec.
 The unfolding of the pattern of modern western civilization from the Enlightenment to current times. A study of the Age of Revolution and the beginnings of industrialism, the nineteenth century and the social, economic, political factors of recent world history.
- History 110** (3)
The Heritage of Mexico
 3 hrs. Lec.
 This course presents major historical developments and personalities which have shaped the Mexican nation, with emphasis on the culture and customs of the people throughout their history, plus important events in the relationships between Mexico and the United States. A significant portion of the course deals with the role of the Mexican and Mexican-American in contemporary USA.
- History 120** (3)
Afro-American History
 3 hrs. Lec.
 A study of the role of the Negro in American History; overview of the slave trade and slavery in the United States; focus on contributions of the Negro in the U.S. from colonial times. Emphasis on political, economic and sociological factors of the 20th Century.

Horticulture Technology 131 (4)
Horticulture Science
2 hrs. Lec.
6 hrs. Lab.

This course covers the science and practices underlying ornamental horticulture, stressing plant classification, growth, and culture as well as the skills used in landscaping, plant production, and other specialized areas.

Horticulture Technology 132 (2)
Landscape Plant Materials I
6 hrs. Lab.

This course covers the identification and classification of landscape plants and a study of their characteristics and landscape uses.

Horticulture Technology 133 (2)
Landscape Plant Materials II
6 hrs. Lab.

Emphasis in this course is on plant ecology, plant quality, new developments in landscape plant cultivars and in unusual trees and plants.

Horticulture Technology 135 (2)
Horticulture Construction
1 hr. Lec.
3 hrs. Lab.

A study in the selection and use of construction materials for steps, walks, seats, walls, fences, and other landscape features. Attention is given to concrete and masonry construction, building layout, blueprint reading, and the proper use and care of tools.

Horticulture Technology 138 (2)
Herbaceous & Exotic Plants
1 hr. Lec.
3 hrs. Lab.

This course is concerned with the identification, culture, and use of ornamental herbaceous plants grown in homes, gardens and conservatories.

Horticulture Technology 139 (3)
Floral Design I
1 hr. Lec.
6 hrs. Lab.

A study of the basic principles of floral art, flowers and other design materials, and special and unusual floral designs.

Human Development 092 (3)
A Group Approach to Self-Understanding
3 hrs. Lec.
and Lab.

Human Development 092 is designed to enable the entering college student to more successfully communicate his needs in a college environment. The course will help him to explore his feelings and to develop self direction in setting and moving toward the achievement of realistic goals. The personal and social growth of students is improved and behavioral changes effected through opportunities to react and interact with others. Activities are planned to increase the student's awareness of his own abilities, skills, limitations, personality and needs. Same as GSD 092 in the El Centro and Mountain View College catalogs.

Human Development 105 (3)
Basic Processes of Interpersonal Relationships
3 hrs. Lec.
and Lab.

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 are planned, partly by each class, designed to meet certain specific human needs of the students in the class. Open to freshmen and sophomores.

Human Development 106 (3)
Personal and Social Growth
3 hrs. Lec.
and Lab.

Prerequisite: Human Development 092 or consent of instructor. Human Development 106 deals with human development from the standpoint of the interdependence and interaction between personal growth and society. Processes of personal and social growth are explored emphasizing the human dynamics of relating and reacting to influences largely outside one's own sphere of control. Understanding of self, the societal influences contributing to the development of self, and the successful

existence of the individual within a society are investigated. Successful adjustment to family, school, and society is developed.

Human Development 107 (3)
Developing Leadership Behavior
3 hrs. Lec.
and Lab.

Prerequisite: Consent of instructor. 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)
Introduction to the Humanities
3 hrs. Lec.

Through an examination of interrelated examples of man's creative achievements, the Humanities course attempts to enlarge awareness and increase understanding of the nature of man and the values of human life.

Journalism 101 (3)
Introduction to Mass Communications
3 hrs. Lec.

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

Journalism 102 (3)
News Gathering and Writing
2 hrs. Lec.
3 hrs. Lab.

Prerequisite: Typing ability. Journalism 101 is not a prerequisite for Journalism 102. 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)
News Gathering and Writing
2 hrs. Lec.
3 hrs. Lab.

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

Mathematics 101 (3)
College Algebra
3 hrs. Lec.

Prerequisite: DM 093 or two years of high school algebra and satisfactory score on proficiency examination. (Students registering for MTH 101 will be counseled individually by their instructors on the basis of background and the results of a proficiency examination given at the beginning of the semester. Every effort will be made to register the student in a mathematics course commensurate with his background, ability, and educational goals.)

Introduction to set operations, real and complex numbers, and operations on them. A study of the functions and relations most commonly needed, especially absolute value, polynomial functions, and rational functions, together with equations obtained from these functions. Includes linear, quadratic, and higher degree equations, and systems of equations. Accompanying these will be appropriate auxiliary topics such as determinants, Cramer's rule, some elementary aspects of the theory of equations, progressions, the binomial theorem, and algebraic proof.

Mathematics 102 (3)
Plane Trigonometry
3 hrs. Lec.

Prerequisite: MTH 101. Angular measure, functions of angles, derivation of formulae, identities, solution of triangles, equations, inverse trigonometric functions, logarithms, and complex numbers.

Mathematics 106 (5)
Elementary Functions and Coordinate Geometry
3 hrs. Lec.

Prerequisite: Two years of high school algebra and one semester of trigonometry. A study of the algebra of functions and coordinate geometry to include the following: polynomial and rational, exponential, logarithmic, trigonometric, and functions of two variables.

Mathematics 111 (3)
Math For Business and Economics I
3 hrs. Lec.

Prerequisite: Two years of high school Algebra or DM 093. Study of equations and inequalities; functions to include: linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and linear programming. Applications to business and economics problems are emphasized.

Mathematics 112 (3)
Math for Business and Economics II
3 hrs. Lec.

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

Mathematics 115 (3)
College Mathematics I
3 hrs. Lec.

Prerequisite: Developmental Mathematics 093 or 1 year of high school algebra and 1 year of high school geometry or 2 years of high school algebra. A course designed for liberal arts students which includes the study of logic, mathematical patterns, mathematical recreations, systems of numeration, mathematical systems, sets and statements, and sets of numbers. Historical aspects of the above topics will also be emphasized.

Mathematics 116 (3)
College Mathematics II
3 hrs. Lec.

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

Mathematics 121 (3)
Analytic Geometry
3 hrs. Lec.

Prerequisite: MTH 102 or equivalent. Introduction to real numbers, distance, the straight line, the circle, conics, transformation of coordinates, polar coordinates, parametric equations and three-dimensional space.

Mathematics 126 (5)
Introductory Calculus
5 hrs. Lec.

Prerequisite: Math 106 or Math 102 with departmental approval. Study of slopes, some aspects of analytic geometry, tangents, limits, derivatives, continuity, interpretations and applications, chain rule, implicit differentiation, higher derivatives, differentials, and integration.

Mathematics 130 (3)
Business Mathematics
3 hrs. Lec.

Prerequisite: DM 091 or the equivalent. Skill in arithmetic essential. 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 131 (3)
Technical Mathematics
3 hrs. Lec.

Prerequisite: DM 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, computations with the slide rule, units and dimensions, a treatment of the terminology and concepts of elementary algebra, functions, coordinate systems of simultaneous equations, stated problems, determinants, progression, and the binomial theorem.

Mathematics 132 (3)**Technical Mathematics****3 hrs. Lec.**

Prerequisite: Math 131. A course for technical students which includes a study of the following: the trigonometric functions of angles, trigonometric identities, inverse trigonometric and inverse functions, trigonometric equations, complex numbers, logarithms, vectors, and the solution of triangles.

Music 095 (1)**Applied Music**

Private instruction in the student's performance area. Primarily for music majors who are beginners or with limited experience. One half hour lesson a week. Open to students registered in music theory, ensembles, and other music major or minor courses. Special fee required.

Music 101 (4)**Freshman Theory****3 hrs. Lec.****4 hrs. Lab.**

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

Music 102 (4)**Freshman Theory****3 hrs. Lec.****4 hrs. Lab.**

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

Music 104 (3)**Music Appreciation****3 hrs. Lec.**

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

Music 110 (3)**Music Literature****3 hrs. Lec.**

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

Music 111 (3)**Music Literature****3 hrs. Lec.**

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

Music 113 (3)**Foundations in Music I****3 hrs. Lec.**

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

Music 114 (3)**Foundations in Music II****3 hrs. Lec.**

Prerequisite: Music 113. A continuation of Music 113 including a functional approach to music methods and materials needed for teaching in the elementary school.

Music 117 (1)**Piano Class I****2 hrs. Lab.**

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

- Music 118** (1)
Piano Class II
2 hrs. Lab.
 Includes techniques, skills, harmonization, transposition, improvisation, accompanying, sightreading and performing various styles of repertoire. Open to all students.
- Music 119** (1)
Guitar Class I
2 hrs. Lab.
 Class instruction covering the basics of guitar skill, designed primarily for those with limited knowledge in the reading of music or playing the guitar. Open to all students.
- Music 121-140** (1)
Applied Music-Minor
 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. Special fee required.
- Music 221-240** (2)
Applied Music-Concentration
 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. Special fee required.
- Music 251-270** (3)
Applied Music-Major
 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. Special fee required.
- Music 150** (1)
Chorus
3 hrs. Lab.
Prerequisite: Consent of instructor. Open to all students of the college, the chorus studies and performs a wide variety of music representing the literature of the great eras of music history.
- Music 151** (1)
Voice Class I
2 hrs. Lab.
 A course teaching the principles of breathing, voice production, tone control, enunciation and phrasing. Two group lessons a week. Open to all non-voice majors.
- Music 152** (1)
Voice Class II
2 hrs. Lab.
 A continuation of Music 151 with emphasis on solo singing, appearance in studio recital, stage deportment, personality development. Open to all non-voice majors. Two group lessons a week.
- Music 155** (1)
Vocal Ensemble
3 hrs. Lab.
 A select group for mixed voices concentrating upon excellence of performance. Membership is open only to members of the chorus through an audition with the director.
- Music 156** (1)
Madrigal Singers
3 hrs. Lab.
 Select group of vocalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.
- Music 160** (1)
Band
3 hrs. Lab.
Prerequisite: Non-wind instrument majors consent of the instructor. The band studies and performs a wide variety of music in all areas of band literature. Required of all wind instrument majors.
- Music 171** (1)
Woodwind Ensemble
3 hrs. Lab.
 Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.

- Music 172** (1)
Brass Ensemble
 3 hrs. Lab.
 Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.
- Music 173** (1)
Percussion Ensemble
 3 hrs. Lab.
 Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.
- Music 174** (1)
Keyboard Ensemble
 3 hrs. Lab.
 Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.
- Music 175** (1)
String Ensemble
 3 hrs. Lab.
 Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.
- Music 176** (1)
Symphonic Wind Ensemble
 3 hrs. Lab.
 The symphonic wind ensemble functions as a group in which students study and perform stylistic literature of all periods. Required of all instrumental music majors.
- Music 177** (1)
Chamber Ensemble
 3 hrs. Lab.
 Select groups of instrumentalists or vocalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.
- Music 185** (1)
Stage Band
 3 hrs. Lab.
Prerequisite: Consent of instructor. The stage band studies and performs a wide variety of music with emphasis on the jazz oriented big-band styles of the 1960's.
- Music 199** (1)
Recital
 1 hr. Lab.
 One period per week designed to allow students of private lessons an opportunity to perform before an audience. Required of all music students and open to all other students.
- Office Machines**
 (See Business 161)
- Philosophy 102** (3)
Introduction to Philosophy
 3 hrs. Lec.
 A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with methods used to deal with them. Some principle views, both ancient and modern, are examined as possible solutions.
- Philosophy 105** (3)
Logic
 3 hrs. Lec.
 An analysis of the principles of logical thinking. An effort is made to apply logic's methods and tools to real life situations. Fallacies, definitions, analogies, syllogisms, Venn Diagrams, and other topics are discussed.
- Physical Education 101** (3)
Fundamentals of Health
 3 hrs. Lec.
 A study of personal and community health. Emphasis is placed on causative factors of various diseases, means of transmission and prevention. For majors and non-majors.
- Physical Education 110** (3)
Community Recreation
 3 hrs. Lec.
 Principles, organization, and the function of recreation in American society. Designed for students planning a major or minor in Health, Physical Education or Recreation.

Physical Education 111M (1)

Beginning Wrestling

2 hrs. Lab.

Basic wrestling fundamentals, techniques, rules and strategy will be taught. Emphasis will also be placed upon spectator appreciation. Uniform and activity fee required. Men only.

Physical Education 112M (1)

Softball and Soccer

2 hrs. Lab.

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

Physical Education 113 (1)

Handball and Racketball

2 hrs. Lab.

A coeducational activity course designed to provide the student an opportunity for basic skills development in handball and racketball. Uniform and activity fee required.

Physical Education 114 (1)

Beginning Badminton

2 hrs. Lab.

A coeducational course designed to teach the history, rules, and beginning skills involved in the playing of badminton. Uniform and activity fee required.

Physical Education 115 (1)

Physical Performance

3 hrs. Lab

This coeducational 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. Uniform and activity fee required.

Physical Education 116 (1)

Intramural Athletics

2 hrs. Lab.

A coeducational activity class designed to offer intramural competition in a variety of coeducational activities. Uniform and activity fee required.

Physical Education 117 (1)

Beginning Archery

2 hrs. Lab.

A coeducational class in beginning archery. Equipment furnished. No uniform required. Activity fee required.

Physical Education 118 (1)

Beginning Golf

2 hrs. Lab.

A coeducational class in beginning golf. Equipment furnished. No uniform required. Activity fee required.

Physical Education 119 (1)

Beginning Tennis

2 hrs. Lab.

A coeducational class designed for the beginner. Basic tennis fundamentals will be stressed. Uniform and activity fee required.

Physical Education 120 (1)

Beginning Bowling

2 hrs. Lab.

A coeducational class in beginning bowling. Held off campus. Equipment furnished. No uniform required. Special bowling fee required.

Physical Education 122 (1)

Gymnastics and Tumbling

2 hrs. Lab.

A coeducational class in tumbling, horizontal bar, parallel bars, rings and trampoline. Uniform and activity fee required.

Physical Education 125W (1)

Figure Training

3 hrs. Lab.

A course for women designed to develop an understanding of controlling body weight and muscular development through vigorous rhythmical activities. Uniform and activity fee required.

Physical Education 127M (1)

Basketball and Volleyball

2 hrs. Lab.

Techniques, rules, and strategy of the game will be taught and the emphasis will be on playing the game. Uniform and activity fee required. Men only.

- Physical Education 127W** (1)
Basketball and Volleyball
 2 hrs. Lab.
 Techniques, rules, and strategy of the game will be taught and the emphasis will be on playing the game. Uniform and activity fee required. Women only.
- Physical Education 128** (1)
Social and Folk Dance
 2 hrs. Lab.
 A coeducational, beginning class in social and folk dance. No uniform required. Activity fee required.
- Physical Education 129** (1)
Modern Dance
 2 hrs. Lab.
 Coeducational, beginning class in Modern Dance. Uniform and activity fee required.
- Physical Education 144** (3)
Introduction to Physical Education
 3 hrs. Lec.
 Designed for professional orientation in physical education, health and recreation. Brief history, philosophy and modern trends of physical education, teacher qualification, vocational opportunities, expected competencies, and skill testing comprise the contents of the course. For students majoring in Physical Education.
- Physical Education 147** (3)
Sports Officiating I
 2 hrs. Lec.
 2 hrs. Officiating
 This course is especially designed for those students who would like to choose sports officiating for an avocation and/or to increase knowledge in and appreciation of sports. Sports covered in this course will be football and basketball. As part of the course requirement students will be expected to officiate Intramural games.
- Physical Education 148** (3)
Sports Officiating II
 2 hrs. Lec.
 2 hrs. Officiating
 This course is especially designed for those students who would like to choose sports officiating for an avocation and/or
- to increase knowledge in and appreciation of sports. Sports covered in this course will be softball, track and field, and baseball.
- Physical Science 115** (3)
Physical Science
 3 hrs. Lec.
 2 hrs. Lab.
 A study of the basic principles and concepts of physics, chemistry and nuclear science. The course relates these basic sciences to man's physical world at an introductory level. This course is intended primarily for the non-science major. Laboratory fee required.
- Physical Science 116** (3)
Physical Science
 3 hrs. Lec.
 2 hrs. Lab.
 The course encompasses the interaction of the Earth Sciences and man's physical world. Geology, Astronomy, Meteorology and Space Science are emphasized through the application of selected principles and concepts of the applied sciences. The course is directed toward the non-science major. Laboratory fee required.
- Physics 111** (4)
Introductory General Physics
 3 hrs. Lec.
 3 hrs. Lab.
Prerequisite: DM 093. The first semester of a two semester course designed for pre-medical, pre-dental, pre-nursing, pre-pharmacy, and pre-architecture majors and other students who require a two semester technical course in physics but do not intend to take additional courses in physics. The first half is a study of mechanics and heat. Laboratory fee required.
- Physics 112** (4)
Introductory General Physics
 3 hrs. Lec.
 3 hrs. Lab.
Prerequisite: Physics 111. A continuation of Physics 111 which includes the study of electricity, magnetism, light, and sound. Laboratory fee required.

Physics 131 (4)

Applied Physics

3 hrs. Lec.

3 hrs. Lab.

Prerequisite: Math 131 or concurrent enrollment in Math 131. The first half of a one year course designed to explain the basic concepts of the property of matter, mechanics, heat, sound, light, electricity, magnetism, and atomic theory with emphasis on applications and problem solving. Designed primarily for students enrolled in technical programs. Laboratory fee required.

Physics 132 (4)

Applied Physics

3 hrs. Lec.

3 hrs. Lab.

Prerequisite: Physics 131. A continuation of Physics 131. Laboratory fee required.

Psychology 105 (3)

Introduction to Psychology

3 hrs. Lec.

A study of basic problems and principles of human experience and behavior; heredity and environment, the nervous system, motivation, learning, emotions, thinking and intelligence.

Psychology 106 (3)

Introduction to Psychology

3 hrs. Lec.

Prerequisite: PSY 105. A continuation of PSY 105. Consideration is given the individual both as a social and biological organism.

Psychology 131 (3)

Human Relations

3 hrs. Lec.

A study involving the direct application of psychological principles to human relations programs 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.

Quality Control Technology 131 (3)

Quality Control

3 hrs. Lec.

This course traces the history and development of total quality control. A study

of the scope and function of quality will be made, including regulations, records, quality control manuals and specifications, including government publications. Fundamentals of the engineering of quality control and fundamentals of engineering as applied to quality control problems and procedures will be emphasized.

Quality Control Technology 132 (4)

Control Measurement I

3 hrs. Lec.

2 hrs. Lab.

Prerequisite: QCT 131 or equivalent. This course provides an opportunity to get practical and theoretical understanding of many types of mechanical, chemical and optical measuring devices.

Quality Control Technology 133 (4)

Statistical Quality Control I

3 hrs. Lec.

2 hrs. Lab.

This course is devoted to the interpretation and use of quality control data. Study is made of the laws of probability as related to sampling inspection; sampling plans; risk of rejections; risk of acceptance; capability analysis and significance studies. The development of fundamental statistical theory will be practiced by calculating standard deviation, plotting frequency distribution curves, operating characteristic curves, as well as other tools used in determining product variability. Study in statistical tolerancing and product reliability evaluation will be discussed, together with analyzing various methods of determining product reliability.

Reading 101 (3)

Advanced Reading

3 hrs. Lec. and Lab.

Prerequisite: Successful completion of DR 091 or equivalent. Advanced Reading 101 emphasizes the development of advanced techniques in reading for pleasure as well as for information. Improved reading comprehension, vocabulary development, and flexibility of reading rate are stressed. In addition, advanced techniques for note-taking, exam-taking, studying, and reading for specialized content areas are developed.

- Religion 101** (3)
Religion in American Culture
 3 hrs. Lec.
 A systematic examination of religion in American culture. Emphasis will be upon the interaction of religion with politics, economics, the military, education, the arts and other cultural phenomena.
- Religion 102** (3)
Contemporary Religious Problems
 3 hrs. Lec.
 An analysis of the background and present expression of basic problems in religion, e.g. the problem of belief, the nature of religious literature, the existence of God, evil, human destiny and the relation of religion to society and the arts. Both Western and Eastern traditions will be considered.
- Secretarial Training**
 (See Business 162)
- Shorthand**
 (See Business 163, 164)
- Social Science 131-132** (3)
American Civilization
 3 hrs. Lec.
 A course designed to provide the student with historical perspective for understanding economic, political, and social institutions and modern society. In this context, emphasis will be placed upon U.S. and Texas history and constitutional development. It is advised that these courses be taken in order: 131, 132.
- Sociology 101** (3)
An Introduction to Sociology
 3 hrs. Lec.
 An inquiry into the nature of society and the foundations of group life, including institutions, with a broad presentation of the bases of social change, processes and problems.
- Sociology 102** (3)
Social Problems
 3 hrs. Lec.
Prerequisite: Sociology 101. A study of the background, emergence and scope of current group relationships in our society, emphasizing topics as they apply to social adjustment in the family and the total community environment.
- Sociology 204** (3)
American Minorities
 3 hrs. Lec.
Prerequisite: Sophomore standing or Sociology 101 recommended. The principle 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.
- Spanish 101** (5)
Beginning Spanish
 5 hrs. Lec.
 2 hrs. Lab.
 Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression.
- Spanish 102** (5)
Beginning Spanish
 5 hrs. Lec.
 2 hrs. Lab.
Prerequisite: Spanish 101 or equivalent. Continuation of Spanish 101 with emphasis on idiomatic language and complicated syntax.
- Spanish 201** (3)
Intermediate Spanish
 3 hrs. Lec.
Prerequisite: Spanish 102 or equivalent or consent of the instructor. Reading, composition, grammar review and intense oral practice.
- Speech 100** (1)
Speech Laboratory
 3 hrs. Lab.
 A laboratory course for the preparation of speeches, reading of dialogue from literature, and debate propositions which will be presented throughout the community. May be repeated for one additional hour of credit each semester.
- Speech 105** (3)
Fundamentals of Public Speaking
 3 hrs. Lec.
 An introductory course in public speaking. Principles of reasoning. Emphasis upon the delivery of carefully prepared speeches. Special attention to audience analysis, collection of materials, and outlining.

Speech 109 (3)
Voice and Articulation
 3 hrs. Lec.
Prerequisite: Speech 105 or consent of instructor. A study of the mechanics of speech applied to improvement of the individual's voice and pronunciation.

Speech 110 (1)
Readers Theatre Workshop
 2 hrs. Lab.
Prerequisite: Consent of the instructor. 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.

Theatre 100 (1)
Rehearsal and Performance
Prerequisite: Acceptance as a member of the cast or crew of a major production. Participation in the class includes the rehearsal and performance of the current theatrical presentation of the Division. Students will be enrolled by the director upon being accepted for participation in a major production. Credit limited to one hour per semester.

Theatre 101 (3)
Introduction to the Theatre
 3 hrs. Lec.
 A general survey designed to acquaint the student with the various aspects of theatre, plays and playwrights, directing and acting, artists, and technicians.

Theatre 102 (3)
Contemporary Theatre
 3 hrs. Lec.
 A study of the modern theatre and cinema as art forms, with attention to the historical background and traditions of each. Emphasis is placed on a better understanding of the social, cultural, and aesthetic significance of these media in today's life. Includes the reading of a number of modern plays and the viewing of specially selected films.

Theatre 103 (3)
Stagecraft I
 2 hrs. Lec.
 3 hrs. Lab.
 A study of the technical aspects of play production including set design and construction, stage lighting, make-up, costuming, and related areas.

Theatre 104 (3)
Stagecraft II
 2 hrs. Lec.
 3 hrs. Lab.
Prerequisite: Theatre 103 or consent of instructor. A continuation of Theatre 103 with emphasis on individual projects in set and lighting design and construction, including further exploration of the technical aspects of play production.

Theatre 106 (3)
Acting I
 2 hrs. Lec.
 3 hrs. Lab.
 Individual and group activity with theory and exercises in bodily control, voice, pantomime, interpretation, characterization, and stage movement. Analysis and study of specific roles for stage presentation.

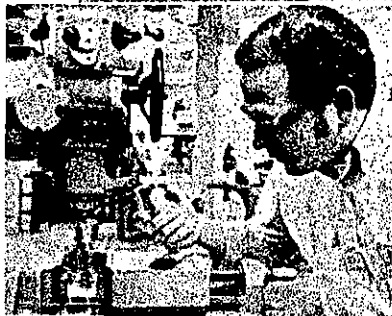
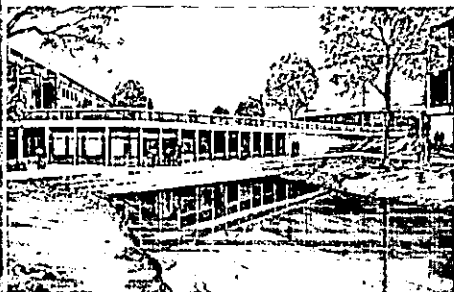
Theatre 107 (3)
Acting II
 2 hrs. Lec.
 3 hrs. Lab.
Prerequisite: Theatre 106 or consent of instructor. Continuation of Theatre 106 with emphasis on problems of complex characterization, ensemble acting, stylized acting and acting in period plays.

Theatre 109 (3)
Voice and Articulation
 3 hrs. Lec.
 Same as Speech 109.

Theatre 115 (2)
Mime
 1 hr. Lec.
 2½ hrs. Lab.
Prerequisite: THE 106 Exploration of the expressive significance and techniques of mime.

Typing
 (See Business 173, 174)

Technical- Occupational Programs



Accounting Technician (1-year program)

The objective of this program is to provide the student with a working knowledge of bookkeeping procedures currently in use in business; to introduce the student to accounting principles supporting bookkeeping procedures; and to give the student practical bookkeeping experience by the use of problem solving. Certificate awarded upon completion.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
BUS 105—Introduction to Business	3	0	3
BUS 131—Bookkeeping	3	0	3
BUS 161—Office Machines	1	2	2
COM 131—Applied Composition and Speech	3	0	3
MTH 130—Business Mathematics	3	0	3
			<u>14</u>
Spring Semester			
BUS 132—Bookkeeping	3	0	3
BUS 173—Beginning Typing or BUS 174—Intermediate Typing	1	2	2
CS 101—Introduction to Computing Science	3	0	3
COM 132—Applied Composition and Speech	3	0	3
*Elective			3
			<u>14</u>

*Recommended Electives:

- BUS 162—Secretarial Training
- PSY 105—Introduction to Psychology
- PSY 131—Human Relations

Construction Management and Technology

This program prepares the student for employment as a technician in a wide range of construction industry applications. Course content is designed to provide meaningful experiences in the construction industry at the management and site coordination level. Successful completion of this program leads to the Associate in Applied Science Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
CMT 131—Building Materials & Properties	2	3	3
DFT 138—Architectural Drafting	2	6	4
MTH 131—Technical Mathematics	3	0	3
COM 131—Applied Composition & Speech	3	0	3
CMT 132—Construction Industry	3	0	3
			<u>16</u>

Spring Semester			
CMT 134—Construction Methods & Equipment	2	3	3
CMT 136—Surveying & Measurements I	2	6	4
CMT 138—Construction Management I	3	3	4
HD 105—Human Development	3	0	3
EGR 107—Engineering Mechanics I	3	0	3
			<u>17</u>

Fall Semester			
DFT 235—Building Equipment	2	4	3
CMT 236—Surveying & Measurements II	1	3	2
CMT 237—Soils, Foundations, and Reinforced Concrete	3	3	4
CMT 239—Building Codes and Safety	3	0	3
*Elective			3
			<u>15</u>

Spring Semester			
ARC 231—Construction Estimating and Field Inspection	2	4	3
CMT 231—Contracts and Specifications	2	3	3
CMT 238—Construction Management II	3	3	4
CMT 232—Structures	1	6	3
EGR 241—Characteristics and Strengths of Materials	3	0	3
			<u>16</u>

*Recommended Electives:

- BUS 105—Introduction to Business
- CS 101—Introduction to Computer Science
- BUS 201—Principles of Accounting

Electro—Mechanical Technology

This two-year program is designed to prepare the student for entry into industrial manufacturing or service work at the technician level. Emphasis is placed on an understanding of electro-mechanical systems, as well as practical experience in a laboratory setting. Successful completion of the program leads to the Associate in Applied Science Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
EMT 131—Electrical Circuits	2	3	3
EGR 131—Manufacturing Processes	1	2	2
COM 131—Applied Communications & Speech	3	0	3
MTH 131—Technical Mathematics	3	0	3
PHY 131—Applied Physics	3	3	4
			<u>15</u>
Spring Semester			
EMT 132—Electronics I	2	2	3
EMT 134—Mechanical Components and Mechanisms	2	2	3
CS 101—Introduction to Computer Science	3	0	3
DFT 132—Basic Drafting	2	6	4
PHY 132—Applied Physics	3	3	4
			<u>17</u>
Fall Semester			
EMT 232—Electronics II	2	2	3
EMT 233—Electrical Machinery	2	2	3
EMT 234—Electrical Mechanical Devices and Systems I	3	3	4
EGR 132—Manufacturing Processes	1	2	2
EMT 236—Instrumentation and Testing	2	3	3
*Elective			3
			<u>18</u>
Spring Semester			
EMT 235—Electrical Mechanical Devices and Systems II	3	3	4
EMT 237—Systems Laboratory	3	3	4
PSY 131—Human Relations	3	0	3
FLP 232—Fundamentals of Pneumatics	3	3	4
*Elective			3
			<u>18</u>
*Recommended Electives:			
MTH 132—Technical Mathematics			
FLP 231—Fluid Power Circuitry			
FLP 132—Applied Fluid Mechanics			
CHM 115—General Chemistry			

Fluid Power Technology

This program is designed to prepare the student for entry-level employment into various industrial applications of fluid power. Both hydraulic and pneumatic systems are studied in a theory and laboratory setting. Successful completion of this two-year program leads to the Associate in Applied Science Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
FLP 131—Fluid Power Fundamentals	3	3	4
EMT 131—Electrical Circuits	2	3	3
DFT 130—Technician Drafting	1	3	2
MTH 131—Technical Mathematics	3	0	3
PHY 131—Applied Physics	3	3	4
			<u>16</u>
Spring Semester			
FLP 132—Applied Fluid Mechanics	3	3	4
EGR 131—Manufacturing Processes	1	2	2
COM 131—Applied Composition and Speech	3	0	3
HD 105—Human Development	3	0	3
PHY 132—Applied Physics	3	0	3
*Elective			<u>3</u>
			18
Fall Semester			
FLP 231—Fluid Power Circuitry	3	3	4
FLP 232—Fundamentals of Pneumatics	3	3	4
EGR 132—Manufacturing Processes	1	2	2
PSY 131—Human Relations	3	0	3
*Elective			<u>3</u>
			16
Spring Semester			
FLP 233—Fluid Power Circuit Design	3	3	4
FLP 234—Fluid Power Systems Analysis	3	3	4
FLP 235—Instrumentation and Testing	2	3	3
BUS 230—Salesmanship	3	0	3
*Elective			<u>3</u>
			17
*Recommended Electives:			
MTH 132—Technical Mathematics II			
CHM 115—Applied Chemistry			
CS 101—Introduction to Computer Science			
EGR 106—Descriptive Geometry			

Horticulture Technology (Landscape—Nurseryman Option)

This program prepares the student to enter the landscape and nursery industry at the technician level. Two options are planned which will enable the student to choose between an emphasis in landscape—nursery or floral design. The floral design option will be offered during the second year of operation. Successful completion of either option leads to the Associate in Applied Science Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
HLN 131—Horticulture Science	2	6	4
HLN 132—Landscape Plant Materials	0	6	2
CHM 115—General Chemistry	3	3	4
BIO 115—Biological Science	3	3	4
MTH 131—Technical Mathematics	3	0	3
			<u>17</u>
Spring Semester			
HLN 135—Horticulture Construction	1	3	2
HLN 133—Landscape Plant Materials II	0	6	2
COM 131—Applied Composition & Speech	3	0	3
CMT 136—Surveying & Measurements I	2	6	4
HLN 138—Herbaceous and Exotic Plants	1	3	2
HLN 139—Floral Design I	1	6	3
			<u>16</u>
Fall Semester			
HLN 231—Landscape Design I	1	6	3
HLN 233—Nursery Operations I	1	6	3
HLN 235—Landscape Maintenance	2	6	4
HLN 236—Landscape Plans	1	3	2
BUS 131—Bookkeeping, or	3	0	3
BUS 201—Principles of Accounting			
			<u>15</u>
Spring Semester			
HLN 237—Introduction Sales	2	6	4
HLN 238—Landscape Planning	2	6	4
HLN 234—Nursery Operations II	1	6	3
HLN 232—Landscape Design II	1	6	3
BUS 105—Introduction to Business, or	3	0	3
BUS 136—Principles of Management			
			<u>17</u>

Mid-Management

This program in business management is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in decision-making positions as supervisors or junior executives. Successful completion of the program leads to the Associate in Applied Science Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
BUS 136—Principles of Management	3	0	3
BUS 150—Management Training	0	20	4
BUS 152—Management Seminar	2	0	2
COM 131—Applied Composition and Speech or ENG 101—Composition and Expository Reading	3	0	3
HUM 101—Introduction to Humanities	3	0	3
			<u>15</u>

Spring Semester			
BUS 105—Introduction to Business	3	0	3
BUS 151—Management Training	0	20	4
BUS 153—Management Seminar	2	0	2
COM 132—Applied Composition and Speech or ENG 102—Composition and Literature	3	0	3
*Elective			3
			<u>15</u>

Fall Semester			
BUS 201—Principles of Accounting or BUS 131—Bookkeeping	3	0	3
BUS 250—Management Training	0	20	4
BUS 252—Management Seminar	2	0	2
SS 131—American Civilization or HST 101—History of the United States	3	0	3
*Elective			3
			<u>15</u>

Spring Semester			
BUS 251—Management Training	0	20	4
BUS 253—Management Seminar	2	0	2
ECO 201—Principles of Economics	3	0	3
SS 132—American Civilization or HST 102—History of the United States	3	0	3
*Elective			3
			<u>15</u>

*Recommended Electives:

- BUS 161—Office Machines
- CS 101—Introduction to Computer Science
- PSY 105—Introduction to Psychology
- PSY 131—Human Relations
- SPE 105—Fundamentals of Public Speaking

Quality Control Technology

This program prepares the student for entry at the technician level into the quality control field. Industrial application of testing and measuring devices will be stressed in both a theoretical and laboratory setting. Successful completion of the program leads to the Associate in Applied Science Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
QCT 131—Introduction to Quality Control	3	0	3
DFT 130—Technical Drafting	1	3	2
COM 131—Applied Composition and Speech	3	0	3
MTH 131—Applied Mathematics	3	0	3
PHY 131—Applied Physics	3	3	4
			<u>15</u>
Spring Semester			
QCT 132—Quality Control Measurement I	3	2	4
QCT 133—Statistical Quality Control	3	2	4
CHM 115—General Chemistry	2	3	3
DFT 132—Basic Drafting	2	6	4
*Elective			<u>3</u>
			<u>18</u>
Fall Semester			
QCT 231—Quality Control Systems I	3	2	4
QCT 236—Quality Control Measurements II	3	2	4
QCT 234—Industrial Organizations and Operations	3	0	3
EGR 131—Manufacturing Processes	1	2	2
QCT 235—Statistical Quality Control II	3	2	4
			<u>17</u>
Spring Semester			
QCT 232—Quality Control Systems II	3	2	4
QCT 237—Quality Control Measurements III	1	3	2
PSY 131—Human Relations	3	0	3
EGR 132—Manufacturing Processes	1	2	2
*Elective			<u>6</u>
			<u>17</u>
*Recommended Electives:			
MTH 132—Technical Mathematics II			
CS 101—Introduction to Computer Science			
HD 105—Human Development			

Secretarial Science (1-Year Program)

The purpose of this program is to prepare students with the basic skills necessary to enter the secretarial field. A certificate is issued upon completion of the program.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
BUS 105—Introduction to Business	3	0	3
BUS 131—Bookkeeping	3	0	3
BUS 161—Office Machines	1	2	2
*BUS 163—Beginning Shorthand	2	3	3
*BUS 173—Beginning Typing	1	2	2
COM 131—Applied Composition and Speech	3	0	3
			<u>16</u>
Spring Semester			
BUS 160—Machine Transcription	3	0	3
BUS 162—Secretarial Training	3	0	3
BUS 164—Intermediate Shorthand	2	3	3
BUS 174—Intermediate Typing	1	2	2
BUS 231—Business Correspondence	3	0	3
			<u>14</u>

*Students with previous training will be placed according to ability.

*Students are required to have their last semester of typewriting and shorthand at Richland College.

Secretarial Science (2-year program)

The purpose of this program is to prepare students to become alert and responsive secretaries capable of performing the tasks required of them in the modern business office. Suggested electives are such that students may take courses which will allow specialties in secretarial areas as law, selling, advertising, and accounting. Successful completion of the program leads to the Associate in Applied Science Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
BUS 105—Introduction to Business	3	0	3
BUS 131—Bookkeeping	3	0	3
BUS 161—Office Machines	1	2	2
*BUS 163—Beginning Shorthand	3	2	3
*BUS 174—Intermediate Typing	1	2	2
COM 131—Applied Composition & Speech or	3	0	3
ENG 101—Composition & Expository Reading			
			<u>16</u>
Spring Semester			
BUS 160—Machine Transcription	3	0	3
BUS 162—Secretarial Training	3	0	3
BUS 164—Intermediate Shorthand	3	2	3
BUS 231—Business Correspondence	3	0	3
BUS 273—Advanced Typing	1	2	<u>2</u>
			<u>14</u>
Fall Semester			
BUS 263—Advanced Shorthand	3	2	3
CS 101—Introduction to Computing Science	3	0	3
COM 132—Applied Composition & Speech or	3	0	3
ENG 102—Composition and Literature			
SS 131—American Civilization or	3	0	3
HST 101—History of the United States			
**Elective			<u>3</u>
			<u>15</u>
Spring Semester			
BUS 264—Shorthand Transcription	3	2	3
HUM 101—Introduction to Humanities	3	0	3
PSY 131—Human Relations or	3	0	3
PSY 105—Introduction to Psychology			
SS 132—American Civilization or	3	0	3
HST 102—History of the United States			
**Elective			<u>3</u>
			<u>15</u>

*Students with previous training will be placed according to ability.

**Recommended Electives:

- BUS 230—Salesmanship
- BUS 233—Advertising and Sales Promotion
- BUS 234—Business Law
- MTH 130—Business Mathematics

Students are required to have their last semester of typewriting and shorthand at Richland College.

INDEX

Absences	23	Degree and Certificate Plans,	
Academic Information	21	Procedure for filing	23
Academic Load	24	Degree Requirements	22
Academic Probation	24	Developmental Mathematics	42
Accounting	36, 39	Developmental Reading	42
Accounting Technician	60	Developmental Writing	42, 43
Accreditation	14	Divisions of the College	33
Adding a Course	23	Drafting	43
Administrative Staff	8	Dropping a Course	23
Admissions Procedures	16	Electro-Mechanical	
Admissions Requirements	16	Technology	43, 44, 62
Advisement	28	Employment Opportunities	28
Anthropology	36	Engineering	44
Art	36, 37	English	44, 45
Astronomy	37	Evening Programs	32
Attendance	23	Examination, Credit by	25
Auditing a Course	24	Federal and State Programs	28
Biology	37, 38	Fees	18
Board of Trustees	9	Financial Aids and Placement	28
Business	38-40	Fluid Power Technology	45, 63
Calendar, Academic	6	Foreign Students	17
Catalog Numbering System	36	French	45
Change of Schedule	23	Geography	45
Chemistry	40	Geology	45
Class Attendance	23	German	45, 46
Classification of Students	24	Government	46
Classroom Dishonesty	23	Grades	22
Community Service Programs	32	Graduation Requirements	22
Communications	40, 41	Grants	29
Computer Science	41	Health Center	29
Construction Management		History	46
and Technology	41, 61	Honors	25
Course Descriptions	35	Horticulture Technology	47, 64
Course Load	24	Housing	14
Course Numbers, Meaning of	36	Human Development	47, 48
Counseling and Guidance	28	Humanities	48
Credit by Examination	25	Journalism	48
Dallas County Community		Library Obligations	25
College District	12	Load, Academic	24

Loans	29	Veteran's Benefits	28
Lower Division Transfer		Vocational Rehabilitation	29
Studies	32	Withdrawal from College	23
Mathematics	48-50	Work Opportunities	28
Mid-Management	65		
Music	50-52		
Non-Resident, Definition of	18		
Philosophy	52		
Physical Education	52-54		
Physical Science	54		
Physics	54, 55		
Probation, Scholastic	24		
Programs of Study	31		
Psychology	55		
Quality Control Technology	55		
Reading	55		
Refund Policy	19		
Registration	15		
Religion	56		
Richland College	13		
Schedule, Change of	23		
Scholarships and Student Aid	29		
Scholastic Standards	22		
Scholastic Suspension,			
Waiving of	25		
Secretarial Science	67, 68		
Security, Campus	29		
Social Science	56		
Social Security Benefits	28		
Sociology	56		
Spanish	56		
Speech	56, 57		
Standards of Conduct	16		
Student Development	29		
Summer Session	6		
Table of Contents	2		
Technical-Occupational			
Programs	32, 59		
Theater	57		
Transcripts	25		
Transfer Credit	17		
Tuition	17		

Richland College
12800 Abrams Road
Dallas, Texas 75231

