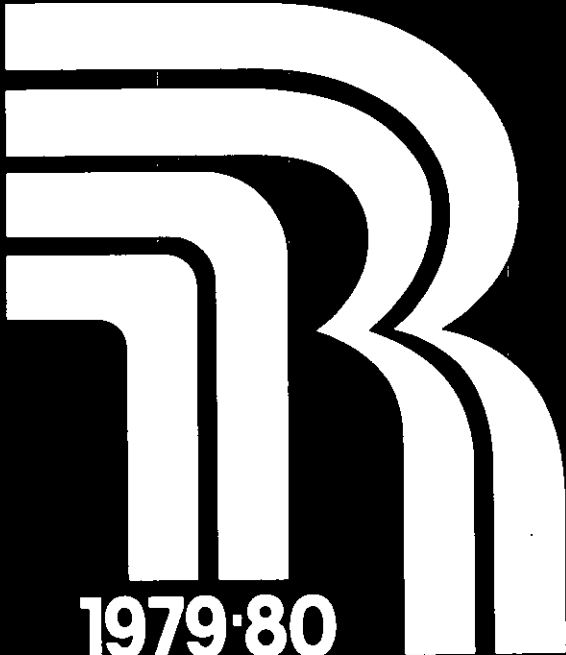




1979-80 RICHLAND COLLEGE

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

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1979-80
RICHLAND COLLEGE

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
12800 ABRAMS ROAD, DALLAS, TEXAS 75243

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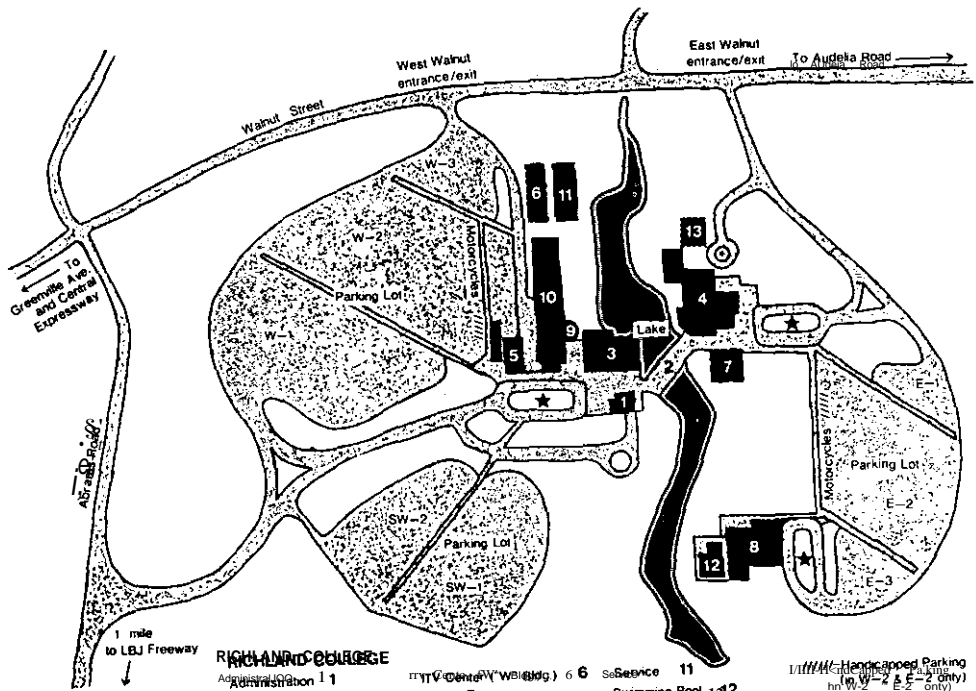
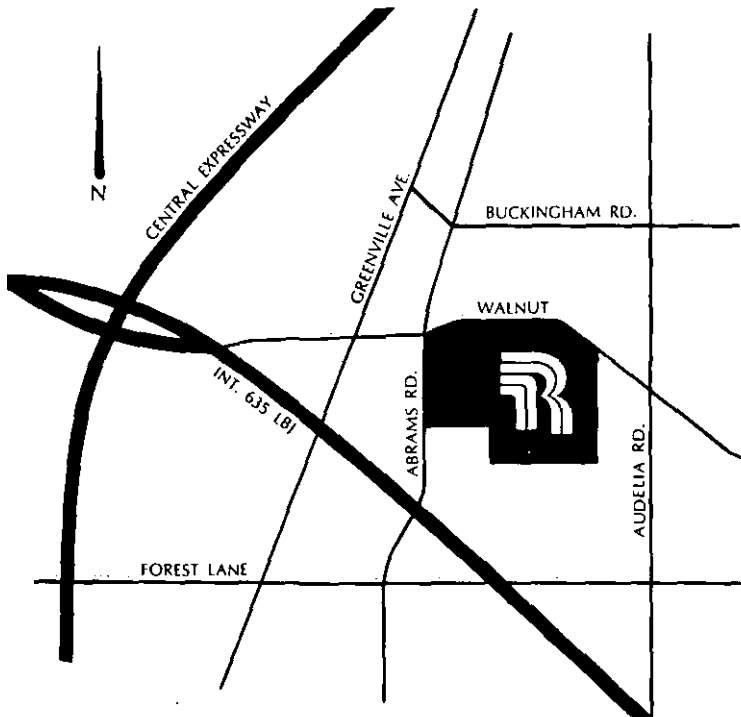
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This catalog contains policies, regulations and procedures which were in existence as the publication went to press. The college reserves the right to make changes at any time to reflect current board policies and administrative regulations and procedures.

**This bulletin is for informational purposes and
does not constitute a contract.**

Richland College is an equal opportunity institution.



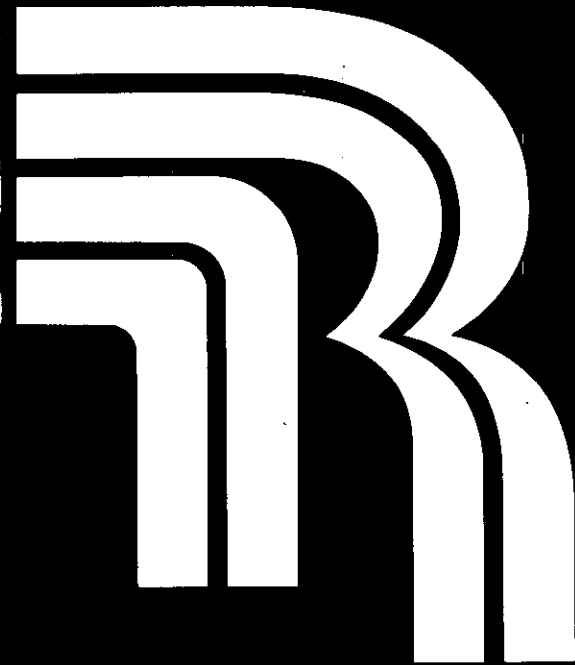
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not W-2 & E-2 only



GENERAL INFORMATION

ACADEMIC CALENDAR, 1979-80

SUMMER SESSIONS, 1979

First Session

May 28 (M)	Memorial Day Holiday
May 29 (T)	Registration
May 31 (R)	Classes begin
June 1 (F)	Last day for tuition refund
June 5 (T)	4th class day
June 28 (R)	Last day to withdraw "W"
July 4 (W)	Independence Day Holiday
July 5 (R)	Final Examinations

Second Session

July 9 (M)	Registration
July 11 (W)	Classes begin
July 12 (R)	Last day for tuition refund
July 16 (M)	4th class day
August 8 (W)	Last day to withdraw "W"
August 14 (T)	Final examinations

FALL SEMESTER, 1979

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

SPRING SEMESTER, 1980

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

SUMMER SESSION, 1980

First Session

May 26 (M)	Memorial Day Holiday
May 27 (T)	Registration
May 29 (R)	Classes begin
May 30 (F)	Last day for tuition refund
June 3 (T)	4th class day
June 26 (R)	Last day to withdraw "W"
July 2 (W)	Final examinations
July 2 (W)	Semester closes

Second Session

July 3 (R)	Registration
July 4 (F)	Fourth of July
July 7 (M)	Classes begin
July 8 (T)	Last day for tuition refund
July 10 (R)	4th class day
August 4 (M)	Last day to withdraw "W"
August 8 (F)	Final examinations
August 8 (F)	Semester closes

NOTE: * 16 Saturdays
 ** 16 Saturdays with Holidays



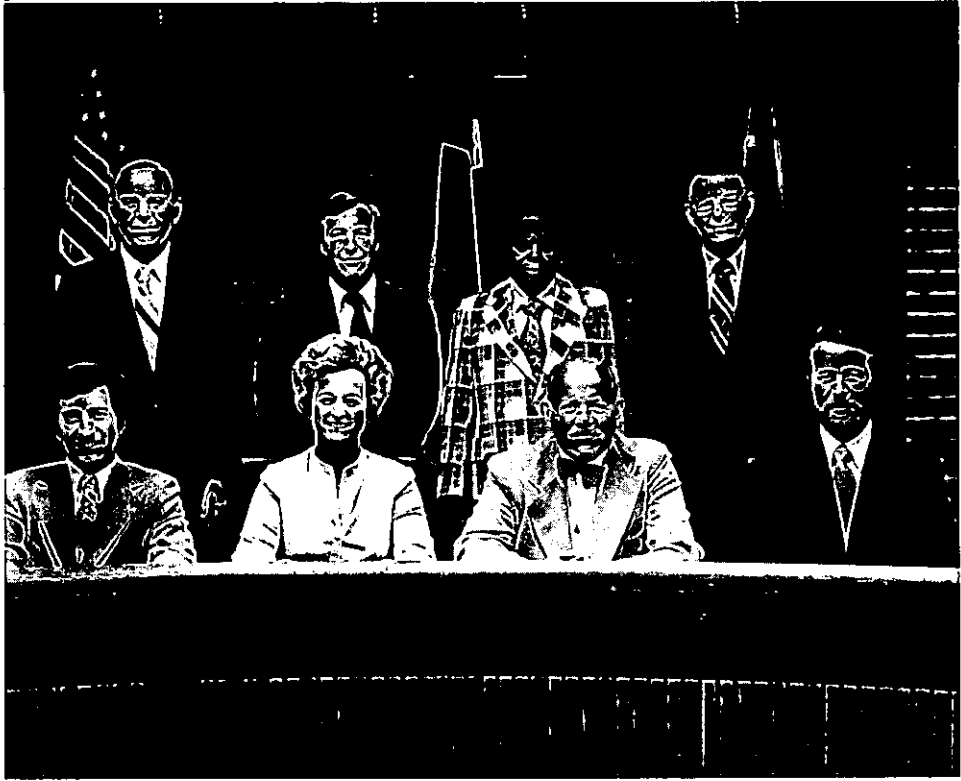
ADMINISTRATION

Richland College Staff

President	Ed Biggerstaff
Vice President of Instruction	Jack E. Stone
Vice President of Student Services	Jean Sharon Griffith
Vice President of Business Services	Holland B. Evans
Dean of Instructional Services	Harold Albertson
Associate Dean of Instruction, Learning Resources Center	Larry Kitchens
Associate Dean of Instruction, Technical/Occupational Programs	Ken Permenter
Associate Dean of Instruction, Extended Day Programs	Linda B. Catlin
Assistant Dean of Community Services	Jackie Claunch
Administrative Assistant to the President	Charlotte A. Whisnant
Director of Admissions/Registrar	Dana Goodrich
Director of Counseling	Richard McCrary
Director of Financial Aid	Pat Durst
Director of Health Services	Kay McManus
Director of Human Resources Development Center	Margot Hirsch
Director of Placement	Michelle Miller
Director of Public Information	Pamela K. Quinn
Director of Student Development	Luke Barber
Director of Veterans Affairs	David Chamberlin

Instructional Division Chairpersons

Business	Randy Davis
Communications	Jesse Jones
Developmental Studies	Katherine Gonnet
Humanities	George Massingale
Math/Technology	Georgia Sims
Physical Education	Tom McLaughlin
Science/Horticulture	Max Hall
Social Science	Steve Ellis



Board of Trustees — DCCCD

Seated: Jerry Gilmore, Vice-Chairman; Pattie T. Powell, Chairman; Dr. Bill J. Priest, Chancellor and Secretary to the Board; and Robert H. Power.
Standing: Bob Beard, Bart Rominger, J. D. Hall, and Don Buchholz.

Dallas County Community College District

Chancellor	Bill J. Priest
Vice Chancellor of Academic Affairs	R. Jan LeCroy
Vice Chancellor of Business Affairs	Walter L. Pike
Assistant Chancellor of Operations and Planning	Stephen K. Mittelstet
Special Assistant to the Chancellor	Jan Sanders
Director of Computer Services	James R. Hill
Director of Development	James L. Richardson, Jr.
Director of Instructional Television	Rodger A. Pool
Director of Personnel	Quincy Ellis
Director of Program Development	Linda Coffey
Director of Public Information	Claudia Robinson
Director of Special Services	Bonny S. Franke
Director of Technical/Occupational Education	Linda Coffey
Director of Technical Services	Paul E. Dumont

Dallas County Community College District — History and Purpose

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

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

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

There is a place for the very bright high school student who is ready to undertake college-level training in advance of his graduation from secondary school, and a place for the high school 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**.

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

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

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

tional needs of the entire metropolitan community.

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

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

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

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

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

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

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

In September of 1972, the voters of Dallas County approved the sale of an additional \$85 million in bonds, thereby paving the way for expansion of existing campuses as needed and the planning and construction of three more colleges. The first priority in the expansion program was the remodeling and enlarging of El Centro College. The first phase of that program was completed in time for the 1976-77 academic year.

In 1977, Dallas County Community College District opened two new campuses, Cedar Valley College in Lancaster, and North Lake College in Irving. Brookhaven

College, the final campus in the seven-college master plan, opened for enrollment in August, 1978.

Richland College

A challenging educational experience awaits prospective students of Richland College, a learning community which opened in the fall of 1972.

Here a vital and dedicated faculty interacts 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.

Construction on Richland College began in the fall of 1969 with the awarding of an advanced site work and paving contract. Work on the general contract for building construction began in July of 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, Fine Arts and Physical Education complexes. A swimming pool complements the latter. 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. The Cosmic Theatre and Planetarium, featuring a quadrophonic sound system, produces several "plays for planetarium" each year for the public, civic, religious, and community groups.

Another "Richland only" feature is the horticulture unit located near the main entrance to the campus, housing occupational programs in landscape and nursery areas.

Accreditation and Affiliation

Richland College is a member of the Southern Association of Colleges and Schools. Accreditation by the Southern Association serves several purposes. It encourages an institution to improve its program by providing standards established by competent educators. In accomplishing this, accreditation provides assistance to students as they select a college; it facilitates the transfer of students from one institution to another, it helps to inform prospective employers about the overall quality of education received by a graduate of the institution; and it serves the general public by protecting it against institutional misrepresentation.

Inherent in the strength of the Southern Association is the protection of the rights of an institution to fulfill its purposes, the rights of teachers to investigate and to teach, and the right of students to acquire opportunities for learning.

The college is also recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency. In addition, memberships are held in the American Association of Community and Junior Colleges, Southern Association of Junior Colleges, Association of Texas Colleges and Universities, and The League for Innovation in the Community College.

Statement of Philosophy

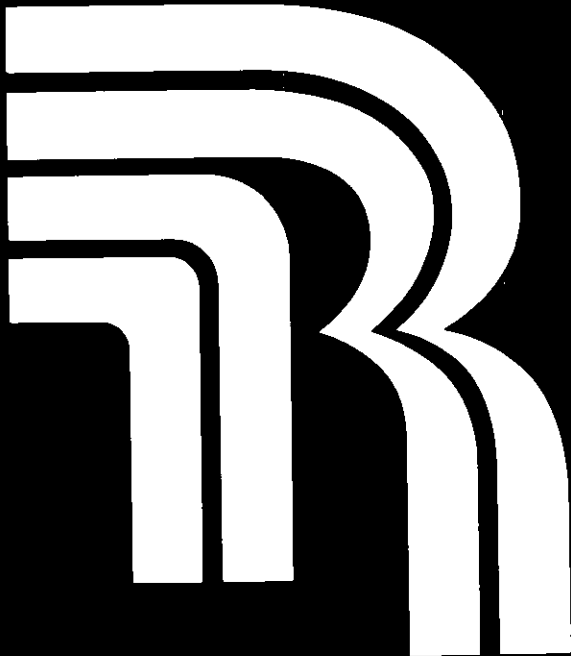
Richland College's philosophy is founded on the tenet that a community college should provide the broad educational opportunities which meet the expressed and

emerging needs of the community it serves. Furthermore, we believe that opportunities should be offered in such a way as to allow for individual cultural, educational, and social differences among students. Richland College encourages diversity, individual growth and self expression.

Housing

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





ADMISSIONS & REGISTRATION

General Admissions Policy

Applications will be accepted anytime 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

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

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, or

b. A graduate from an unaccredited high school who is eighteen years of age, or

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

d. A high school student recommended by the high school principal. In the case, a limited number of high school seniors may be concurrently enrolled for special study, but not for more than six hours per semester, providing the student is making normal progress toward high school graduation.

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 via the Admissions Office to the Committee on Admissions and Retention at Richland College.

3. Former Students

Former students of Brookhaven, Cedar Valley, El Centro, Eastfield, Mountain View, or North Lake College must submit an application for readmission to Richland College. Former Richland students who have not attended school for the preceding long semester should also file an application for readmission.

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 Services.

Admission Procedures

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

1. An application for admission.

2. An official transcript from the last school (high school or college) attended. Transcripts are required by Richland's accrediting agency and are important for program advising in the counseling office. Students who are seeking a certificate or associate degree are required to submit transcripts of all previous college work prior to the end of the first semester.

3. Written proof from a medical office of:

a. A negative tuberculin skin test or chest x-ray (required every year).

b. A polio immunization if the applicant is under 19 years of age.

c. A diphtheria/tetanus injection within the last ten years.

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

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 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.

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

1. Test of English as a Foreign Language (TOEFL) with a minimum score of 525
2. Application for Admission
3. Health Information Form
4. Official transcripts for all previous academic work with a minimum "C" average
5. A letter in the applicant's own handwriting stating his educational and vocational plans
6. Documented proof of a minimum income of \$5,000 per year during his enrollment

These items must be on file before applicants can be considered for admission.

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

Servicemen's Opportunity College

Richland College, along with the other colleges in the Dallas County Community College District and in cooperation with other community colleges in the United States, participates in the Servicemen's Opportunity College Program. This program enables an institution to plan with the serviceman an educational experience regardless of his mobility pattern.

For further information concerning this program, contact the Veterans' Affairs Office, Richland 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).

Equal Educational Opportunity Policy

Dallas County Community College District is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, or national origin. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract, or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, sex, or national origin. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health, and insurance services, and athletics. Dallas County Community College District also is committed to equal opportunities for the physically or mentally handicapped in compliance with federal regulations, Sec. 504, Rehabilitation Act of 1973.

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

The Administrative Assistant to the President (746-4498) is the designated responsible person for Richland's compliance to Sec. 504.



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 and fees are subject to change without prior notice by the Board of Trustees or by the Texas State Legislature.

Dallas County Community College District Tuition and Student Services Fee* Fall, Spring Sessions, 1979-80

Semester	In-District			Out-of-District*			Out-of-State**			Out-of-Country		
Cr. Hrs.	Tuition	Fees	Total	Tuition	Fees	Total	Tuition	Fees	Total	Tuition	Fees	Total
1	25	1	26	25	1	26	40	1	41	200	1	201
2	25	1	26	40	1	41	80	1	81	200	1	201
3	25	1	26	60	1	61	120	1	121	200	1	201
4	25	5	30	80	5	85	160	5	165	200	5	205
5	30	5	35	100	5	105	200	5	205	200	5	205
6	36	5	41	120	5	125	240	5	245	240	5	245
7	42	8	50	140	8	148	280	8	288	280	8	288
8	48	8	56	160	8	168	320	8	328	320	8	328
9	54	8	62	180	8	188	360	8	368	360	8	368
10	60	10	70	200	10	210	400	10	410	400	10	410
11	64	10	74	204	10	214	440	10	450	440	10	450
12	68	10	78	208	10	218	480	10	490	480	10	490
13	72	10	82	212	10	222	520	10	530	520	10	530
14	76	10	86	216	10	226	560	10	570	560	10	570
15	80	10	90	220	10	230	600	10	610	600	10	610
16	84	10	94	224	10	234	640	10	650	640	10	650
17	88	10	98	228	10	238	680	10	690	680	10	690
18	92	10	102	232	10	242	720	10	730	720	10	730
19	96	10	106	236	10	246	760	10	770	760	10	770
20	100	10	110	240	10	250	800	10	810	800	10	870

Summer Session

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

*The Student Services Fee authorized in section 54-503 of the Texas Education Code.

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

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

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

Special Fees and Charges

Laboratory Fee (per lab)

\$2 to \$8 a semester

Physical Education Activity Fee

\$5 a semester

Bowling Class Fee

Student will pay cost of lane rental.

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 \$20 per examination per course.

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

***This fee can change without prior notice.



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 may be obtained through the date noted in the college calendar. Eighty percent refunds will be given through the first two class days of a six week summer session or a Fastrak semester. Refunds for flexible entry courses will be considered through completion of the second day of class from the date of enrollment. No refunds will be granted after the dates referred to above.

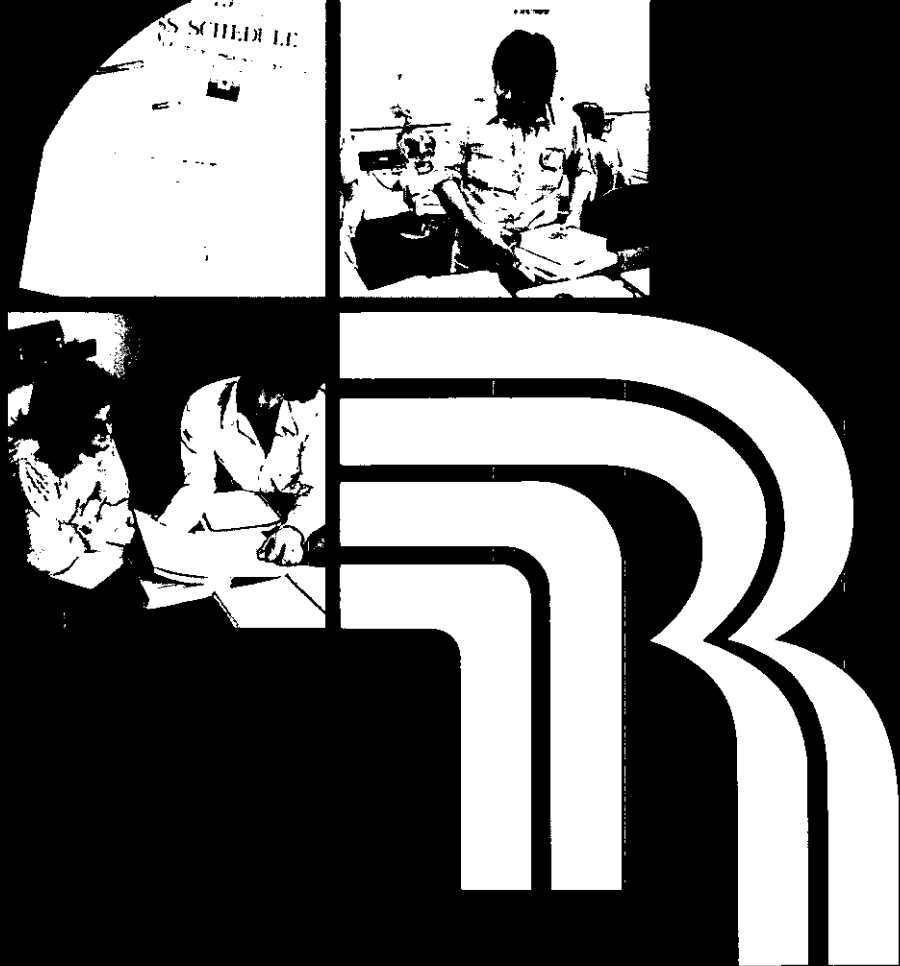
3. A physician's statement must be submitted with petitions related to medical reasons for withdrawal from college.
4. Requests for refunds must be submitted before the end of a semester or summer session for which the refund is requested.
5. A refund of less than \$4.00 for tuition and/or fees will not be made.
6. Refund Petition forms are available in the office of Financial Aid and Vice President of Student Services.

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

Bad Checks

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

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



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.

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

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 performance grades within 90 days after the first day of classes in the subsequent semester. After 90 days, if the work has not been completed, the "I" will be converted to a performance grade.

P Grade

The **P** grade may be awarded in those cases when a student has attended class regularly and the instructor has evidence that the student has made significant progress toward meeting course objectives but has **not** fulfilled those objectives at a level appropriate for the awarding of a performance grade (A-D).

Students wishing to earn credit for a course in which they have earned a **P** grade must re-enroll in that course.

I Grade

An Incomplete grade may be awarded when a student who has made every effort to complete a course cannot do so within the time constraints of that course. An **Incomplete Contract**, setting forth requirements for the satisfactory completion of the course, must be agreed upon and signed by the instructor, the student and the Division Chairperson and submitted with the final grade report. In those cases where it is necessary to submit an Incomplete Contract without the student's signature, the instructor must accompany the contract with a statement indicating that the student is aware of, and in agreement with, the conditions and requirements of the contract.

Degree Requirements Associate in Arts and Sciences Degree

A total of 60 hours must be presented with an average grade of at least "C" (2.0). Grade points and hours earned in courses numbered 99 and below are computed when deriving a student's scholastic standing, but are not computed in determining graduation requirements. Technical-occupational courses applicable toward the associate in applied arts and sciences degree are applicable for the associate in arts and sciences degree.

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 8 semester hours of a laboratory science. (Music majors are exempt from this requirement. Check listings under subject field.)	8 hours
History 101-102* and Government 201-202* (No substitutions allowed)	12 hours

*Only 3 hours of history or 3 hours government credit may be earned by credit-by-examination. (CLEP credit does not qualify for this requirement).

Humanities: To be selected from Theatre 101, Art 104, Music 104, Philosophy 102 or Humanities 101	3 hours
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In addition to the course requirements, each degree candidate must earn the last 15 hours as a resident student in the district college 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 one-fourth 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/Registrar.

A maximum of two physical education activity hours may be counted as credit toward requirements for graduation. The student should check with the institution to which he desires to transfer to determine if that institution requires physical education. All students who expect to transfer to a four year institution are urged to complete their physical education requirements during their freshman and sophomore years.

The student is encouraged to consult the catalogs 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.

Associate in Applied Arts and Sciences Degree and Certificates

A minimum of 60 hours exclusive of Music Recital 199 must be presented for the degree 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. These programs may also have criteria for successful completion beyond degree requirements. The student is referred to the "Technical Occupational Program" section of this catalog for a more detailed explanation. For some programs, the semester hour total is over 60.

A maximum of two physical education activity hours may be counted as credit toward graduation. Courses numbered 99 and below cannot be included to meet degree or certificate requirements, except such courses which are specifically listed in the curriculum pattern of the specific program.

The requirements one must meet to be awarded a certificate are detailed under specific programs listed in the technical-

occupational programs section of this catalog. A "C" (2.0) grade average is necessary for all courses listed in the requirements of the certificate program in which the student is enrolled.

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. Transcripts of all previous college work must be on file at the time of request for degree plans.
3. A student following a 1-year certificate program should request an official plan during his first semester.
4. An annual graduation ceremony is held at the conclusion of the spring semester. Such participation is ceremonial only and confers on a student no rights to a degree.
5. 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.
6. A candidate for graduation in May will be required to attend the commencement program unless granted prior permission by the Vice President of Student Services to graduate in absentia.
7. 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.
8. Instructions concerning graduation will be mailed to all candidates 30 days prior to commencement.

Candidates for any degree or certificate must meet the requirements as set forth in the catalog for the year of first enrollment unless he elects to graduate under the requirements of a later catalog. The choice to graduate under the original catalog assumes a student has pursued a program of study with reasonable diligence. A candidate must indicate the catalog of his choice when he files his degree plan.

Class Attendance

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

Instructors are responsible for appropriate notification of attendance policy and procedures to all students enrolled in their classes. Generally, when absences have reached a total equal to the number of class hours as credit for the course, a drop for excessive absences will be filed by the instructor. The student will be notified by a letter from the Admissions Office sent to the student's address of record. The effective drop date will be stated in the warning letter. Students who desire to remain in class must contact the instructor. With the instructor's approval, a student may be reinstated.

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

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 form 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.

Auditing a Course

Any person 18 years of age or older may, with the consent of the instructor, and provided that space is available, enroll in the status of audit. This student may attend classes but not take the examinations or receive credit for the course 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 work in a given semester.
4. Full-Time: A student carrying 12 or more semester hours of work in a given semester.

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 and Music Recital 199 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. These policies are based on a 4.0 grade point scale (see "Scholastic Standards").

The following criteria will be used to determine academic standing.

1. Students who have completed 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 the written request from the student to the individual student or to any college or agency named. However, a student's official transcript may be withheld until he has settled all financial obligations to the college.

Grade Reports

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

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

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 registration 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. In addition, students who have completed at least 6 and not more than 11 hours of credit in a semester, earning a grade point average of 3.50-4.00, will be placed on an academic recognition roll. The honor roll, dean's honor list and academic recognition roll will be published each semester.

Credit by Examination

A person who believes he is qualified by experience or previous training may take a special examination to establish credit in a particular course. Depending upon the course, the examination may be a section

of the College Level Examination Program or a teacher-made test. Not all courses offered at Richland are approved for credit by examination. A list of those credits which may be established through this method is available in the Counseling Center.

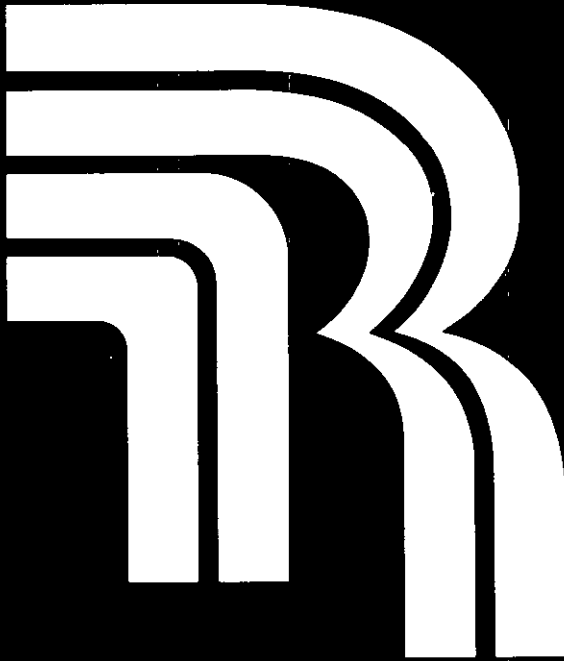
Students will be allowed to earn as many credits through the credit by examination procedure, from the list of acceptable courses, as their needs require and ability permits. However, the minimum number of hours as a resident student required for a certificate or a diploma may not be reduced through credit-by-examination.

Credit by examination may be attempted only one time in any given course and a grade of "C" or better on the examination is required in order to receive credit. Only currently enrolled students are eligible to take a teacher-made examination and have the credit become part of their permanent record. A student cannot enroll in a course for credit and take a credit by examination in the same course during the same semester.

A student can use no more than three (3) credit hours earned by credit by examination for the degree requirements in history, and no more than three (3) credit hours for the degree requirements in government.

Request for examination should be made to the Admissions Office which will provide the student with the necessary petition forms and procedural information. A student whether part-time or full-time, will pay an examination fee of \$20.00 per course examination. This fee must be paid prior to taking the examination and is non-refundable. Though great effort has been made to interrelate the credit by examination program with transferring four-year institutions, final acceptance of credit by examination achieved for specific degree purposes is determined by that institution.

For further information concerning graduation requirements, consult the degree requirements section of this catalog.



STUDENT SERVICES

Counseling

Richland's staff of professional counselors and counselor aides is available to devote personal attention to everyone in the college community. Office hours are 8:00 a.m. to 9:00 p.m. Monday through Thursday, 8:00 a.m. to 4:30 p.m. on Friday. Appointments may be scheduled by calling 746-4406, or by stopping at the receptionist's desk in the Counseling Center which is located in the Campus Center. Counselors or counselor aides are also available for the student who wishes to "drop-in" with a quick question.

Individuals may find the counseling services helpful as they make plans and decisions in various phases of their development. For example, counselors can assist students with such areas as selecting courses of study, determining transferability of courses, choosing or changing careers, gaining independence, and problems associated with daily living.

Specific services offered include:

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

Affiliated with the Counseling Center are the following:

1. **The Center for Choice** is just that ... a place where you can receive assistance in the process of making choices. This is not to be confused with a one stop supply of easy answers. Instead it is an accumulation of resources that will be helpful as one plans his or her career, life and education. The resources at one's disposal include: Counseling, Financial Aid, Technical/Occupational Education, Cooperative Education, Placement, Job Information, Veterans' Counseling, and Testing (including vocational/personality). There are many ways a student can use the Center for Choice.

For example:

Just drop in... You do not need an appointment. The staff is always available for informal discussion.

Sign up for a group... Many short groups are offered in vocational exploration, assertive training, how to interview for a job, etc.

Take a class... You can actually receive credit for your effort in career decision making.

Peruse the career information... A large number of printed brochures are available for information about specific jobs.

Find the Center for Choice on the first floor of the Campus Center, open from the hours of 7:30 a.m. to 9:00 p.m. Monday through Thursday and 7:30 a.m. to 4:30 p.m. Friday. The staff is there to do whatever they can to help... **THE CHOICE IS YOURS.**

2. **Career Information Area.** A library of career related literature is also housed in the Center For Choice. Most of this literature is descriptive, designed to provide general information about definite career fields. The library is cataloged by career areas and is continually updated.
3. **The Comprehensive Test Center** which is staffed from 8:30 a.m. to 8:50 p.m., Monday through Thursday; 8:30 a.m. to 3:30 p.m. Friday;

and 10:00 a.m. to 2:00 p.m. Saturday. Services of the center include testing as recommended by a counselor to determine a student's academic preparation, learning style, interests, aptitudes, and personality characteristics. The center also administers testing for alternative modes of instruction such as tests for the self-paced courses, tests for courses on television, and make-up exams. The center is located in room F140 of the Campus Center.

Human Resources Development Center

The Human Resources Development Center, a joint project of Richland Student Services and Richland Community Service, offers to students and non-students services, training, and counseling. Individual and group counseling are available as well as numerous non-credit courses, workshops, and seminars. The Center serves as a clearinghouse for referring individuals to other agencies when necessary.

In addition, the Center houses the Everywoman Center and the Alcohol Education Program. The Everywoman Center offers information and referral along with Displaced Homemaker Counseling. For services call 746-4664. The Alcohol Education Program provides counseling, consultation, and workshops on alcohol related matters. For further information call 746-4640.

Individual, family and career counseling will be arranged through appointments made in advance. Group counseling will be organized as interest is expressed. A special Career Information Package consisting of a battery of tests, counseling and interpretation sessions is also available.

The Center is located in J 139 in the Campus Center Building.

A nominal fee is charged for services. For more information or an appointment call 746-4477.

Alcohol Education Program

Through a grant from the Texas Commission on Alcoholism, Richland College's Alcohol Education Program provides the following comprehensive services to DCCCD students, faculty, and Dallas area residents:

- alcohol use/abuse counseling to community residents through the Human Resources Development Center at Richland College.

- consultation and development of alcohol training events for Dallas area groups and agencies.

- presentation of workshops, seminars, and lectures on alcohol related subjects.

The Everywoman Center

The Everywoman Center welcomes students and non-students to study, discuss issues, be counseled, and/or obtain information. The Center is a joint program of Student Services and Community Services within the Human Resources Development Center.

The Center serves as a facilitator of communication, gathering and disseminating information about Richland and community events. Provided by the Center are vocational/career information, tutoring, counseling, academic advisement and a place to share common interests. Opportunities for volunteering are available.

A displaced homemaker counselor is on duty in the Everywoman Center Monday-Friday from 9 a.m. - 1 p.m. and 5 p.m. - 9 p.m. Both men and women are eligible for services given that they have no source of income due to divorce, death of spouse, disability of spouse, or ceasing of public support.

The Center is located in the Campus Center Building between Placement and the Center for Choice. For further information contact 746-4664 or 746-4477.

Financial Aid

The Office of Financial Aid exists to assist students who without financial assistance would not be able to complete their education at Richland. Applications may be picked up in the Financial Aid Office, Campus Center, Center for Choice. Phone 746-4488. Office hours are 8:00 a.m. to 8:00 p.m., Monday through Thursday, and from 8:00 a.m. to 4:30 p.m. on Friday. Summer hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

Students seeking financial aid should complete and submit all forms at least eight weeks prior to registration.

Basic Educational Opportunity Grant (BEOG)

The BEOG program is a Federal student financial aid program designed to assist students in the continuation of their training and education after high school. The purpose of this program is to provide eligible students with a "foundation" of financial aid to help defray the costs of post-secondary education.

In order to be eligible to receive a Basic Grant, a student must:

- 1) establish financial need by means of the application form;
- 2) be an undergraduate student who has not previously received a bachelor's degree;
- 3) be enrolled or plan to enroll on at least a half-time basis;
- 4) be a United States citizen, national or permanent resident;
- 5) be enrolled in an eligible program at an eligible institution of post-secondary education.

All other types of financial aid will be awarded in addition to the grant if the student qualifies.

Supplemental Educational Opportunity Grant (SEOG)

In order to be eligible for SEOG assistance, a student must be enrolled in a participating institution on at least a half-time basis and must demonstrate "exceptional financial need." The minimum SEOG which may be paid a student is \$200 per academic year, and must be "matched" by other sources of aid such as Basic Grants, CWS, BIA Grants, State or private scholarships, etc.

Texas Public Educational Grant (T.P.E.G.) A student must be enrolled on at least a half-time basis and demonstrate financial need through an approved need analysis system.

Texas Public Educational-State Student Incentive Grant (T.P.E.-S.S.I.G.). To qualify for the TPE-SSIG, a student must enroll and remain in 12 credit hours per semester, be a Texas resident, be enrolled in an undergraduate course of study, and demonstrate a financial need.

College Work-Study. Students must demonstrate financial need and be enrolled for 6 or more semester hours to be eligible for the federal CWS program. Job vacancies are posted in the Financial Aid office and qualifying students are referred to on or off-campus supervisors for evaluation of job abilities.

Student eligibility is restricted to those students with the "greatest need" after considering all grant aid the students are receiving.

Regular Campus Employment (non-work-study). Students will be allowed to work a maximum of 20 hours per week at on-campus positions. There are no need requirements for this program.

Hinson-Hazlewood College Student Loans. Students must apply for all other types of aid before applying for the Hinson-Hazlewood loan. To qualify, a student must demonstrate exceptional financial need. Students that qualify may borrow up to \$1500 per academic year. Repayment begins 9 to 12 months after the student ceases to be enrolled for at least half the normal course load. Repayment may extend up to 10 years; however, a minimum payment of \$30 a month is required. Interest rate is 7 percent per annum.

Hazlewood Act. Certain veterans who have no remaining V.A. educational benefits can attend Texas state supported institutions with their tuition and fees waived if they were residents of Texas at the time they entered the services and are now residents of Texas. Application for the Hazlewood Act waiver is initiated by filling out B.E.O.G. and Hazlewood Act applications in the Financial Aid Office.

Short-Term Loans. The college offers students 60-day short-term loans to be used for tuition, fees, book purchases, and personal needs. Application is requested at least ten days prior to registration.

Students with outstanding loan accounts after the 60-day period will be dropped from classes and placed on block.

Loans available to students include the College Loan Fund, Co-op Loan, Dye Foundation Loan, Mary Ellen Mittelstet Memorial Loan, Roy Petty Memorial Loan, and the Sears Loan program.

Institutional Scholarships. Richland College offers several divisional scholarships to students when funds are available. Contact the Financial Aid Office for more information. Divisions offering scholarships are as follows:

Business

Connie Eikenberg Real Estate Scholarship
Sunoco Accounting Scholarship
Women's Council of Greater Dallas Board of Realtors

Communication

Press Club Foundation Scholarship

Humanities

Instrumental Music Scholarship
Ruth Anguish Conservatory Theatre Scholarship
Vocal Music Scholarship

Math/Technology

Association of General Contractors

Miscellaneous Scholarships

Alcoa Scholarship
Crown Zellerbach Foundation Scholarship
Edwin L. Biggerstaff, Sr. Memorial
Scholarship
Wayne Yancey Memorial Scholarship

Science/Horticulture

Horticulture Scholarship

Private Scholarships. Frequently during the academic year, outside scholarships are offered to Richland students by private organizations and foundations. Information received is posted on the Financial Aid bulletin board located outside the Student Development office. Additional information may be obtained directly from the Financial Aid office.

Public Law 178. Student Consumer Information Services. Pursuant to public law 178, Richland College will disseminate information to all students concerning academic programs of the institution and the financial assistance available to students for attendance at the institution.

Academic Progress Requirement

The government requires that students receiving financial aid must make measurable progress toward the completion of his/her course of study.

I. The 2.0 Grade Point Average (GPA) Requirement

- A. Students funded for full-time course loads will be expected to complete a full time course load with a minimum GPA of 2.0 each semester an award is made.
- B. Students funded for part-time course loads will be expected to achieve a minimum GPA of 2.0 on all courses funded each semester (no drops or withdrawals).

II. Academic Compliance

- A. If the 2.0 GPA requirement is not met once, a warning notice will be mailed to the student. Transfer students entering the DCCCD on probation will be considered to be in this category.
- B. If the 2.0 GPA requirement is not met twice, no award will be made for a period of six months.
- C. A third chance may be approved at the discretion of the Financial Aid Director after the six month suspension period. The student must sign acknowledgement of conditional approval before award is disbursed. If

the 2.0 GPA requirement is not met three times, no award will be made for a period of two years.

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

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

Placement

From the Placement Office, located in the Center for Choice, Campus Center, students can obtain needed employment information on off-campus employment and can discuss career plans and job opportunities. To aid students in finding a suitable job or in exploring a variety of occupations, the Placement Office provides full- and part-time seasonal job listings; spring recruiting sessions; and various seminars dealing with occupational possibilities.

Students who combine college study with outside employment are advised to plan a realistic proportion of work and study in order to remain in good academic standing.

Veterans' Services

The Veterans' Administration provides a valuable program of financial assistance for the education and training of eligible veterans and dependents. To support the program Richland College maintains a full-time Veterans' Services Office and the Veterans' Administration has assigned an independent full-time representative to visit the campus periodically.

Richland's Veterans' Service Office serves as a contact point for veterans who need information and assistance by referring the veterans to appropriate areas, both on campus and within the community where their needs may be met. Services include: counseling the student veteran in areas of concern such as educational planning, career planning, financial aid, remedial courses, tutoring, and part-time job placement assistance.

The Veterans' Services Office in the Center for Choice is responsible for informing veterans in the community of their educational benefits and for encouraging Vietnam-era veterans to take advantage of a rare educational opportunity. A veteran having served honorably at least 181 days continuous active duty after June 1, 1966,

is eligible for educational benefits. Every eligible veteran is entitled to 1½ months of benefits for each month of active duty, or part thereof, for a maximum of 45 months. In expending this entitlement a veteran normally has 10 years from the date of separation (or discharge) from active duty in which to utilize his educational benefits.

Veterans' records are maintained in the Veterans' Office by the Registrar. Students who plan to attend Richland under the VA program may obtain necessary forms from the Veterans' Office in the Campus Center. For initial application the veteran should provide two copies of DD214 (Report of Transfer or Discharge) and if divorced and remarried, a copy of his present marriage license, birth certificate for each child, and a copy of each court action for previous marriages of both the veteran and spouse.

A student may not take courses just for the experience and receive VA educational benefits. Required educational planning must be accomplished by contact with a Richland counselor. VA requires that all previous college courses taken by a veteran be evaluated and the student and VA be notified of credit hours accepted for previous training. Transcripts of previous college work are therefore mandatory.

New student veterans and dependents must complete a self-assessment packet at the Richland Test Center before registration. The self-assessment packet will be evaluated by a counselor to determine the veteran's need for remedial courses in Developmental Reading, Writing and/or Mathematics. A copy of a Certificate of Need will be provided by the evaluating counselor to each veteran and to the Veterans' Office for each veteran tested. This certificate will assist the new student veteran in obtaining his remedial class at registration and will be the basis for the Registrar's certifying each remedial course taken by a veteran to the VA Regional Office. Remedial courses qualify for the same monthly benefits as other courses but are not normally charged against a veteran's total months of entitlement unless taken more than one time.

Students under the VA program have the responsibility of furnishing correct and accurate information for records and ALL CHANGES OF STATUS to the Veterans' Office.

For current rate payable to student veterans contact the Veterans' Service Office.

For Summer Sessions, 4 semester hours are considered full time; 3 hours, three-fourths time; 2 hours, one-half time. Rates remain the same.

A veteran taking six (6) hours or more may receive VA reimbursement not to exceed \$69 per month or \$828 for a full program, for tutorial assistance in required subjects currently being taken by a veteran.

The above listed VA regulations are subject to change without notice. Students should contact the college veterans office, 746-4427, in order to be aware of current regulations and procedures.

The Veterans' Service Office, located in the Center for Choice is open from 8:00 a.m. to 5:00 p.m., Monday through Thursday, and from 8:00 a.m. to 4:30 p.m. on Friday. Phone 746-4427; 746-4428.

The Veterans' Office located in the Campus Center, is open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, and from 8:00 a.m. to 4:30 p.m. on Friday. Phone 746-4566.

Student Development

Student Development is that coordinating department dealing with students' extra and co-curricular needs and involvement. It is funded through student activity fees and profits from campus auxiliary services.

Offerings include: entertainment, films, speakers, video tape, and creative involvement programs. Services include: working with student groups, constructing campus signs, and maintaining a storage area for "lost and found" items.

The department is operated by student employees working with advisors, volunteer students, and other Richland faculty and staff members. Student Development encourages students and faculty with ideas and suggestions to become involved in its programming. The Office of Student Development is located in the lower level of the bridge, Room M 41. Phone 746-4430, 746-4431, or 746-4432.

Athletics

The college is a member of the Metro Athletic Conference and competes in basketball, tennis, baseball, golf, and soccer. A wrestling club and a swim club have also been formed.

A campus intramural program for students and faculty is provided and emphasized. The intramural program is officed in the Physical Education Building, Room S 175. Phone 746-4560.

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. Various screening programs, including free tuberculin skin tests.
5. 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 4:30 p.m. on Friday. Students are also encouraged to make an appointment with the nurse to discuss specific health problems.

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.

Family Educational Rights and Privacy Act of 1974

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

Directory information is defined as:

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

A student may request that all or part of the directory information be withheld from the public by completing a form available in the registrar's office by the twelfth day of classes. If no request is filed, information will be released upon inquiry. No telephone inquiries will be acknowledged, all requests must be made in person.

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

Campus Safety Regulations

1. Children who are 13 years and younger are expected to be accompanied by an adult when visiting the campus. College personnel will ask under age individuals to leave. Security officers are always prepared to contact parents in classrooms, if necessary, or to retain the children in the security office while making telephone contact with parents off-campus.
2. Fishing will not be permitted from the bridge or the concrete areas, but it is allowable from the banks of the lake. Signs are posted in areas where fishing is permitted.
3. Dogs on campus must be on a leash, and they are not allowed in any of the buildings.

Parking Regulations

Any vehicles in violation of campus parking regulations will be subject to impoundment. Information about location of impounded vehicles can be obtained at the Richland Safety & Security Office Room J-32.

Program Assistance to Handicapped Students

Program Assistance to Handicapped Students (PATHS) offers a variety of support services with the goal of enabling the handicapped student to participate in the full range of college experiences. Services are arranged to fit the individual needs of the student. Services available include: interpreters, notetakers, tutors, mobility assistants, adaptive physical education, carbon paper for notetaking, readers for the blind, and tape recorders.

The Coordinator of PATHS is a professional counselor and supplements and works with the regular counseling staff to provide individual and group attention to students seeking assistance in the areas of personal,

social adjustment, academic advisement, and career guidance. The coordinator may act as a liaison between the student and his or her Texas Rehabilitation Commission counselor, faculty members or other agency persons. Referrals can be made to appropriate campus and off-campus organizations and offices.

Students should contact the PATHS office at least one month prior to registration, so they can take advantage of the special orientation and registration assistance provided for them.

Office hours are normally 8:00 a.m. to 4:30 p.m., Monday through Friday, but arrangements can be made for night students. The PATHS office is in H136, in the Counseling Center area. Phone 746-4406 (voice) or 746-4416 (TTY for the deaf).

STUDENT SERVICES AND ACTIVITIES

Code of Student Conduct

1. General Provisions:

a. Purpose

(1) A student at a college of the Dallas County Community College District neither loses the rights nor escapes the responsibilities of citizenship. He is expected to obey both the penal and civil statutes of the State of Texas and the Federal Government and the Board of Trustees rules, college regulations and administrative rules. He may be penalized by the college for violating its standards of conduct even though he is also punished by state or federal authorities for the same act.

(2) This code contains regulations for dealing with alleged student violations of college standards of conduct in a manner consistent with the requirements of procedural due process. It also contains descriptions of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

b. Scope

(1) This code applies to individual students and states the function of student, faculty, and administrative staff members of the college in disciplinary proceedings.

(2) The college has jurisdiction for disciplinary purposes over a person who was a student at the time he allegedly violated a Board policy, college regulation, or administrative rule.

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

(1) "Class day" means a day on which classes before semester or summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given;

(2) "Vice President of Student Services" means the Vice President of Student Services, his delegate(s) or his representative(s);

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

(4) "Director of Campus Security" means the Director of Campus Security, his delegate(s) or his representative(s);

(5) "President" means the President of a college of the Dallas County Community College District;

(6) "Student" means a person enrolled in a college of the Dallas County Community College District, or a person accepted for admission to the college;

(7) All vice presidents, deans, associate deans, assistant deans, directors, and division chairmen of the college for the purposes of this code shall be called "administrators";

(8) "Complaint" is a written summary of the essential facts constituting a violation of a Board policy, college regulation or administrative rule;

(9) "Board" means the Board of Trustees, Dallas County Community College District;

(10) "Chancellor" means the Chancellor of the Dallas County Community College District;

(11) "Major violation" means one which can result in suspension or expulsion from the college or denial of degree;

(12) "Minor violation" means one which can result in any disciplinary action other than suspension or expulsion from the college or denial of degree.

2. Standards of Conduct

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

(1) Not to violate any municipal, state, or federal laws, and

(2) Not to interfere with or disrupt the orderly educational processes of any college of the Dallas County Community College District.

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

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

(1) Student Identification:

(a) Issuance and Use: I.D. cards will be distributed during the first week of school and will be required for the following events and services: library usage, concerts, lectures, campus movies, use of student center facilities, voting in campus elections, and tickets for campus and community events. All I.D. cards are the property of the college. Students are required to be in possession of their I.D. cards at all times and are prohibited from loaning their I.D. cards to any other person for any reason. Likewise, it is prohibited to use any other card except the one issued by the college. On withdrawal from school, a student must return his I.D. card to the registrar's office.

(b) Replacement Cards: If lost, duplicate I.D. cards may be obtained in the business office by payment of a \$4.00 charge.

(2) Use of District Facilities: Each college of the Dallas County Community College District is a public facility entrusted to the Board of

Trustees and college officials for the purpose of conducting the process of education. Activities which appear to be compatible with this purpose are approved through a procedure maintained in the Student Development Office. Activities which appear to be incompatible or in opposition to the purposes of education are normally disapproved. It is imperative that a decision be made prior to an event in order to fulfill the trust of the public. No public facility could be turned over to the indiscriminate use of anyone for a platform or forum to promote random causes. Thus, reasonable controls are exercised by college officials of the use of facilities to ensure the maximum use of the college for the purpose for which it was intended.

Therefore, anyone planning an activity at one of the colleges of the Dallas County Community College District which requires space to handle two or more persons to conduct an activity must have prior approval. Application forms to reserve space must be acquired through the Student Development Office. This office also maintains a statement on procedures for reserving space.

(3) **Speech and Advocacy:** Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such a manner to ensure orderly conduct, non-interference with college functions or activities, and identification of sponsoring groups or individuals. Meetings must be registered with the Student Development Office. An activity may be called a meeting when the following conditions prevail at the activity:

- (a) When two or more persons are sitting, standing, or lounging so as to hear or see a presentation or discussion of a person or a group of persons.
- (b) When any special effort to recruit an audience has preceded the beginning of discussions or presentations.
- (c) When a person or group of persons appears to be conducting a systematic discussion or presentation on a definable topic.

(4) **Disruptive Activities:** Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone who initiates in any way any gathering leading to disruptive activity will be violating college regulations and/or state law.

The following conditions shall normally be sufficient to classify behavior as disruptive:

- (a) Blocking or in any other way interfering with access to any facility of the college.
- (b) Inciting others to violence and/or participating in violent behavior, e.g., assault; loud or vulgar language spoken publicly; or any form of behavior acted out for the purpose of inciting and influencing others.
- (c) Holding rallies, demonstrations, or any other form of public gathering without prior approval of the college.
- (d) Conducting any activity which causes college officials to be drawn off their scheduled duties to intervene, supervise or observe the activity in the interest of maintaining order at the college.

Furthermore, the Vice President of Student Services shall enforce the provisions of the Texas Education Code, Section 4.30.

Education Code Section 4.30 provides:

(a) No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.

(b) For the purposes of this section, disruptive activity means

- (1) Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
- (2) Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
- (3) Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration.
- (4) Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
- (5) Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

(c) For the purposes of this section, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

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

(e) Any person who is convicted the third time of violating this section shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

(f) Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas.

(5) **Drinking of Alcoholic Beverages:** Each college of the Dallas County Community College District specifically forbids the drinking of or possession of alcoholic beverages on its campus.

(6) **Gambling:** State law expressly forbids gambling of any kind on state property.

(7) **Hazing:** Each college of the Dallas County Community College District, as a matter of principle and because it is a violation of state law, is opposed to and will endeavor to prevent hazing activities which involve any of the following factors singly or in conjunction: (a) Any actions which seriously imperil the physical well-being of any student (all walks and all calisthenics are held to be actions which seriously imperil the physical well-being of students and are, therefore, accordingly specifically prohibited).

(b) Activities which are by nature indecent, degrading, or morally offensive.

(c) Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental or moral attitude of the persons participating therein.

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

(8) Scholastic Dishonesty

(a) The Vice President of Student Services may initiate disciplinary proceedings against a student accused of scholastic dishonesty.

(b) "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion.

(c) "Cheating on a test" includes:

- (i) Copying from another student's test paper;
- (ii) Using, during a test, materials not authorized by the person giving the test;
- (iii) Collaborating with another student during a test without authority;
- (iv) Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test.
- (v) Substituting for another student, or permitting another student to substitute for one's self, to take a test; and
- (vi) Bribing another person to obtain an unadministered test or information about an unadministered test.

(d) "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

(e) "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.

(9) Financial Transactions with the College

(a) No student may refuse to pay or fail to pay a debt he owes to the college.

(b) No student may give the college a check, draft or order with intent to defraud the college.

(c) A student's failure to pay the college the amount due on a check, draft or order, on or before the fifth class day after the day the business office sends written notice that the drawee has rightfully refused payment on the check, draft or order, is prima facie evidence

that the student intended to defraud the college.

(d) The Vice President of Student Services may initiate disciplinary proceedings against a student who has allegedly violated the provisions of this section.

(10) Other Offenses

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

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

3. Disciplinary Proceedings

a. Administrative Disposition

(1) Investigation, Conference and Complaint

(a) When the Vice President of Student Services' Office receives information that a student has allegedly violated a Board policy, college regulation, or administrative rule, the Vice President or a subordinate delegated by him shall investigate the alleged violation. After completing the preliminary investigation, the Vice President may:

- (i) Dismiss the allegation as unfounded, either before or after conferring with the student; or
- (ii) Proceed administratively under 3(a)(3)(d); or
- (iii) Prepare a complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

(b) The President may take immediate interim disciplinary action, suspend the right of a student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of a Board policy, college regulation, or administrative rule, when in the opinion of such official the interest of the college would best be served by such action.

(c) No person shall search a student's personal possessions for the purpose of enforcing this code unless the individual's prior permission has been obtained. Searches by law enforcement officers of such possessions shall be only as authorized by law.

(2) Summons

(a) A student may be summoned to appear in connection with an alleged violation by sending him a letter by certified mail, return receipt requested, addressed to the student at his address appearing in the registrar's office records. It is the student's responsibility to immediately notify the registrar's office of any change of address.

(b) The letter shall direct the student to appear at a specified time and place not less than three class days after the date of the letter. The letter shall also describe briefly the alleged violation and shall state the Vice President of Student Services' intention to handle the allegation as a minor or major violation.

(c) The Vice President of Student Services may place on disciplinary probation a student who fails without good cause to comply with a letter of summons, or the Vice President may proceed against the student under 3(a)(3).

(3) Disposition

(a) At a conference with a student in connection with an alleged minor or major violation, the Vice President shall advise the student of his rights.

(b) A student may refuse administrative disposition of the alleged

violation and, on refusal, is entitled to a hearing under 3(b) of this code. If a student accepts administrative disposition, he shall sign a statement that he understands the nature of the charges, his right to a hearing or to waive the same, the penalty imposed, and his waiver of the right to appeal.

(c) The Vice President of Student Services shall prepare an accurate, written summary of each administrative disposition and forward a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of Student Development and to the Director of Campus Security.

(d) The Vice President of Student Services may impose disciplinary action as follows:

- (i) For minor violations, any action authorized by 4a(1) through (8) of this code.
- (ii) For major violations, any action authorized by 4a of this code.

b. Student Discipline Committee

(1) Composition; Organization

(a) When a student refuses administrative disposition of either a major or a minor violation, he is entitled to a hearing before the Student Discipline Committee. This request must be made in writing on or before the third day following administrative disposition. The Committee shall be composed of any three administrative officers of the college. The Committee shall be appointed by the President for each hearing on a rotating basis or on a basis of availability.

(b) The Student Discipline Committee shall elect a Chairman from the three appointed members. The Chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the Chairman's ruling. All members of the Committee are eligible to vote in the hearing.

(c) Chairman: The Chairman shall set the date, time, and place for the hearing and may summon witnesses, and require the production of documentary and other evidence.

(d) The Vice President of Student Services shall represent the college before the Student Discipline Committee and present evidence to support any allegations of violations of Board policy, college regulation, or administrative rules. The Vice President of Student Services may be assisted by legal counsel when in the opinion of the Vice President of Student Services the best interests of the student or the college would be served by such assistance.

(2) Notice

(a) The Committee Chairman shall by letter notify the student concerned of the date, time and place for the hearing. The letter shall specify a hearing date not less than three (3) nor more than ten (10) class days after the date of the letter. If the student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian.

(b) The Chairman may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time and place.

(c) The Student Discipline Committee may hold a hearing at any time if the student has actual notice of the date, time, and place of the hearing, and consents in writing thereto, and the President, or his designated representative in his absence, states in writing to the committee that, because of extraordinary circumstances the requirements are inappropriate.

(d) The notice shall specify whether the charge or charges are considered minor violations or major violations; shall direct the student to appear before the committee on the date and at the time and place specified, and shall advise the student of the following rights:

- (i) To a private hearing;
- (ii) To appear alone or with legal counsel (if charges have been evaluated as a major violation or if the college is represented by legal counsel);
- (iii) To have his parents or legal guardian present at the hearing;
- (iv) To know the identity of each witness who will testify against him;
- (v) To cause the committee to summon witnesses, require the production of documentary and other evidence possessed by the college, and to offer evidence and argue in his own behalf;
- (vi) To cross-examine each witness who testifies against him;
- (vii) To have a stenographer present at the hearing to make a stenographic transcript of the hearing, at the student's expense, but the student is not permitted to record the hearing by electronic means;
- (viii) To appeal to the Faculty-Student Board of Review, subject to the limitations established by 3c(1)(a) of this code.

e) The Vice President of Student Services may suspend a student

who fails without good cause to comply with a letter sent under this section, or, at his discretion, the Vice President of Student Services may proceed with the hearing in the student's absence.

(3) Preliminary Matters

(a) Charges arising out of a single transaction or occurrence, against one or more students, may be heard together or, either at the option of the Committee or the request by one of the students-in-interest, separate hearings may be held.

(b) At least three (3) class days before the hearing date, the student concerned shall furnish the Committee Chairman with:

- (i) The name of each witness he wants summoned and a description of all documentary and other evidence possessed by the college which he wants produced;
- (ii) An objection that, if sustained by the Chairman of the Student Discipline Committee, would prevent the hearing;
- (iii) The name of legal counsel, if any, who appear with him;
- (iv) A request for a separate hearing, if any, and the grounds for such a request.

(c) When the hearing is set under waiver of notice or for other good cause determined by the Committee Chairman, the student concerned is entitled to furnish the information described in paragraph (b) hereof at any time before the hearing begins.

(4) Procedure

(a) The hearing shall be informal and the Chairman shall provide reasonable opportunities for witnesses to be heard. The college may be represented by staff members of the Vice President of Student Services' office, legal counsel and other persons designated by the President. The hearing shall be open to the public so long as space is available, but may include the following persons on the invitation of the student:

- (i) Representatives of the College Council;
- (ii) A staff member of the College newspaper;
- (iii) Representatives of the Faculty Association;
- (iv) Student's legal counsel; and
- (v) Members of the student's immediate family.

(b) The Committee shall proceed generally as follows during the hearing:

- (i) The Vice President of Student Services shall read the complaint;
- (ii) The Vice President of Student Services shall inform the student of his rights, as stated in the notice of hearing;
- (iii) The Vice President of Student Services shall present the College's case;

(iv) The student may present his defense;

(v) The Vice President of Student Services and the student may present rebuttal evidence and argument;

(vi) The Committee will vote the issue of whether or not there has been a violation of Board policy, college regulation or administrative rule; if the Committee finds the student has violated a Board policy, college regulation or administrative rule, the Committee will determine an appropriate penalty.

(vii) The Committee shall inform the student of the decision and penalty, if any;

(viii) The Committee shall state in writing each finding of a violation of Board policy, college regulation or administrative rule, and the penalty determined. Each committee member concurring in the finding and penalty shall sign the statement. The Committee may include in the statement its reasons for the finding and penalty.

(5) Evidence

(a) Legal rules of evidence shall not apply to hearings before the Student Discipline Committee, and the Committee may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable men in the conduct of their affairs. The Committee shall exclude irrelevant, immaterial and unduly repetitious evidence. The Committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling and Guidance Center, or the Office of the Vice President of Student Services where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

(b) The Committee shall presume a student innocent of the alleged violation until it is convinced by clear and convincing evidence that the student violated a Board policy, college regulation or administrative rule.

(c) All evidence shall be offered to the Committee during the hearing and made a part of the hearing record. Documentary evidence may be admitted in the form of copies of extracts, or by incorporation by reference. Real evidence may be photographed or described.

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

(6) Record

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

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

c. Faculty-Student Board of Review

(1) Right to Appeal

(a) In those cases in which the disciplinary penalty imposed was as prescribed in 4A (6) through (11), the student may appeal the decision of the Student Discipline Committee, or the decision of the President in an interim action under 3a(1)(b) to the Faculty-Student Board of Review. Disciplinary actions taken under 4a (1) through (5) cannot be appealed beyond the Student Discipline Committee. A student appeals by giving written notice to the Vice President of Student Services on or before the third class day after the day the decision or action is announced. This notice may be informal, but shall contain the student's name, the date of the decision or action, the name of his legal counsel, if any, and a simple request for appeal.

(b) Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under 3a(1)(b).

(2) Board Composition

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

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

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

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

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

(3) Consideration of Appeal

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

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

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

(d) Appellate hearings will follow the procedure prescribed in 3b of this code.

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

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

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

- (i) In violation of a federal or state law, Board policy, college regulation, administrative rule, or authorized procedure;
- (ii) Clearly erroneous in view of the reliable probative and substantial evidence on the complete hearing; or
- (iii) Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

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

(4) Petition for Administrative Review

(a) A student is entitled to appeal in writing to the Board of Trustees

through the President, the Chancellor, and the Chairman of the Board. The President shall automatically review every penalty of expulsion.

(b) A petition for review is informal but shall contain, in addition to the information required by 3c(1)(a), notice of appeal, the date of the Board of Review's action on the student's appeal and his reasons for disagreeing with the Board's action. A student shall file his petition with the President on or before the third class day after the day the Board of Review announces its action on the appeal. If the President rejects the petition, and the student appellant wishes to petition the Chancellor, he shall file the petition with the Chancellor on or before the third class day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he shall file the petition with the Chairman of said Board on or before the third class day after the day the Chancellor rejects the petition in writing.

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

4. Penalties

a. Authorized Disciplinary Penalties: The Vice President of Student Services, under 3a, or the Student Discipline Committee, under 3b, or the Faculty-Student Board of Review, under 3c, may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

- (1) Admonition
- (2) Warning probation
- (3) Disciplinary probation
- (4) Withholding of transcript or degree
- (5) Bar against readmission
- (6) Restitution
- (7) Suspension of rights or privileges
- (8) Suspension of eligibility for official athletic and non-athletic extracurricular activities
- (9) Denial of degree
- (10) Suspension from the college
- (11) Expulsion from the college

b. Definitions: The following definitions apply to the penalties provided in 4a:

- (1) An "Admonition" is a written reprimand from the Vice President of Student Services to the student on whom it is imposed.
- (2) "Warning probation" indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.

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

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

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

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

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

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

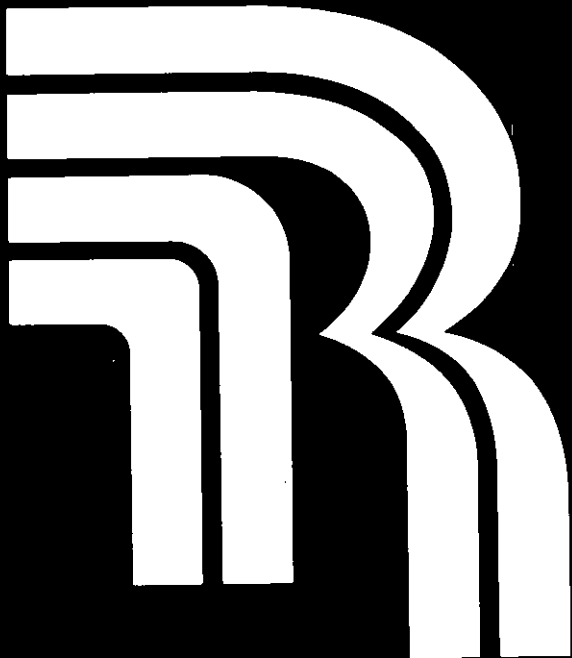
(b) "Suspension of eligibility for official athletic and non-athletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its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

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

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

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

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



**EDUCATIONAL PROGRAMS &
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.

Technical-Occupational Programs

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

These programs are established only after studies verify that employment opportunities, in all probability, 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 and sciences degree (2-year programs).

Pre-Engineering Program

In addition to all traditional support courses such as mathematics, science, English, history, and government, engineering courses are also available, enabling students to complete requirements for the first two years of engineering studies while attending Richland College.

The suggested Pre-Engineering curriculum includes basic courses in engineering analysis, engineering graphics, and engineering mechanics which are transferable to programs at universities in Texas. Students are encouraged to consult with counselors at universities to which they plan to transfer prior to selecting courses at Richland. A Richland Pre-Engineering brochure is available for additional guidance.

Evening and Saturday Programs

Richland College offers an evening program for the benefit of persons who are unable or do not desire to attend coursework 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.

The college also provides a Saturday program for those students who cannot attend classes during the week.

Learning Resources Services

The Learning Resources Center houses a multi-media library for student use. Professional reference assistance is available during all times that the LRC is open. The following are examples of materials and services available:

1. Over 50,000 volumes, over 300 periodicals
2. Microfilm copies of all major back periodicals
3. College credit courses on video-cassettes
4. Audio cassettes, phonograph recordings
5. Stereo listening stations
6. Sound filmstrips
7. Computer terminals
8. Photocopy machines
9. Typewriters

General hours of operation are 8 a.m. to 9:30 p.m. weekdays and shorter periods on Saturdays and Sundays .

On the second level of the LRC near the end of the stack area is the Student Production Lab. A consultant and a lab assistant are available to help students in the production of classroom related projects such as slide/tapes, 8mm films, posters, recordings, etc. A fully equipped lab is available for "in-house" use. Cameras and recorders are available for check-out. Typical lab hours are weekdays from 8 a.m. to 4:30 p.m.

A multi-media orientation on how to use the LRC is available for student viewing. Special orientations are also given in response to instructors' requests. For information concerning any of the above listed services, phone 746-4460.

Community Service Programs

Short-term, non-credit Community Service courses, seminars, workshops, institutes, and other activities are part of Richland's answer to the community's challenge to provide educational opportunity to everyone.

These classes and activities, designed for all age groups, take place on the campus and in more than 30 community locations, during the evening and daytime, during the week and on weekends. The program is offered in connection with local school districts and numerous other community agencies.

Community Service operates the following eight program centers —

The Continuing Education Center is designed to help persons upgrade professional skills and abilities and to help them acquire new ones. For persons considering new occupational possibilities, the center gives helpful insight to a number of alternatives. This program center is also concerned with one's personal financial management and certain other elements essential to one's enjoyment of leisure time. Program areas include —

- Real Estate
- Personal Money Management and Investments
- Management Development
- Office Occupations

- Occupations, Vocations, and Trades
- Horticulture
- Health and Recreation
- Special Interests

The Cultural Enrichment Center offers persons the opportunity to increase their sensitivity to beauty and to re-introduce them to the excitement of ideas, the power of the imagination, and the unsuspected energies of the creative spirit, in the following areas:

- Religion, Philosophy, and Culture
- Languages and Guided Studies
- Music, Dance, and Theatre
- Photography and Film
- Visual Arts and Crafts
- Cooking, Sewing, and Interior Decoration

The Human Resources Development Center, a joint project of the Richland Counseling Center and Community Service, offers services, training, growth, and evaluation in the areas of growth, behavioral change, and career development, through individual and group counseling, as well as through courses, workshops, and seminars. This center also serves as a clearing-house for referring individuals to other agencies whose personnel may be better able to meet their needs.

The Everywoman Center offers a program of services, educational opportunities, and referrals that will meet the continuing educational needs of the community's **everywoman** in today's society — whether she be a homemaker, mother, career woman, single or married woman, or a combination of any of these. An active, community-based advisory committee, representing a wide range of women's interests, serves as a valuable resource to the Everywoman Center.

The Center for Older Texans is designed to meet the educational needs of persons 55 years of age or older. This center complements the resources of numerous other agencies and organizations that also provide direct service to older Texans. Programs, classes, and presentations are developed and delivered both on- and off-campus, as needed in such areas as: retirement, pre-retirement, how to make ends meet on a retirement check, health and recreation, nutrition, security, community services, volunteer work, preparation for part-time employment, hobbies, social se-

curity, death as a part of life, human potential, and other areas of human resources.

Center for Children and Youth. Although the major thrust of the Richland Community Service Program is aimed toward meeting continuing educational needs of persons 18 years of age and older, Community Service feels a special mission to provide, on a smaller scale, a program especially for children and youth. The Center for Children and Youth offers programs that complement, rather than compete with, those programs offered in public and private schools and by recreational agencies that cater directly to children and youth, programs that capitalize on the unique resources at Richland College and its personnel, and programs that meet otherwise unmet educational needs of children and youth in the Richland service area.

The Richland Cosmic Theatre and Planetarium is a space-age environment for multimedia adventures in space and time. It features a Spitz System 512 projector and numerous special effects projectors and sound equipment in a 40-foot hemispherical dome. The Cosmic Theatre and Planetarium is host to college credit classes, numerous Community Service courses, public shows on a continuing basis, and shows for school children and other special large groups by special arrangements.

The Staff Development Resources Center. The services of this center are designed to augment the staff development and job skill training programs of business, industrial, labor, governmental, and professional groups. Training programs are tailor-made and offered "in house" to meet specific job upgrading and mobility needs of individual organizations. Community Service staff members meet with firms who have such needs to work out these programs.

Instructors are not only educators from Richland College and other institutions of higher learning but also professional men and women from businesses, government, and the community, all of whom share with students the benefits of the knowledge and practical insight gained from years of experience in successful careers and avocations.

Continuing Education Units (CEU'S). Although no college credit is awarded for Community Service class participation, Continuing Education Units are transcribed for successful completion of most courses. The

CEU, by nation-wide definition, is "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is a means of recording and accounting for the various continuing education activities that one accumulates over a period of year in transcript form.

Telecourses

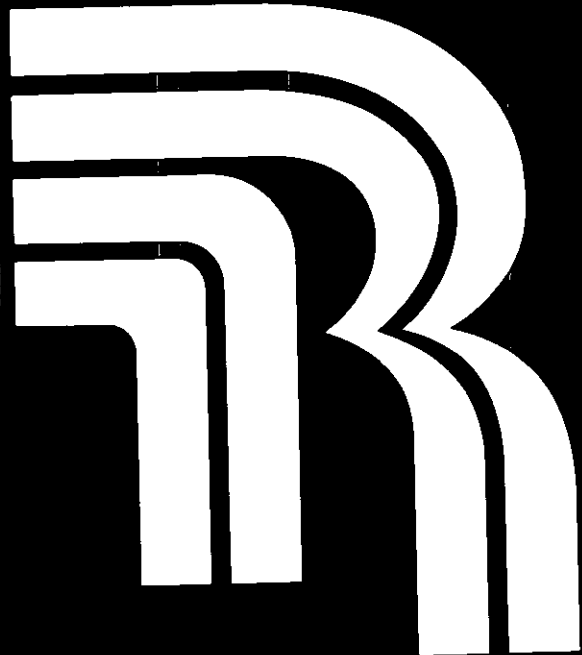
Richland College is offering several courses via television, including courses in English composition and literature, government, history, psychology, anthropology, ecology, business, earth sciences, and humanities. Content and credit for these courses is the same as for similar courses taken on campus.

Telecourses include the viewing of television programs on KERA Channel 13 each week, plus reading, study guide and writing assignments. Students come to the Richland College campus for an orientation session at the beginning of the semester for one or two discussion meetings, and for three or four tests during the semester. These visits to the campus are normally scheduled so that they may be attended at a time convenient to the student.

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

Center for Independent Study

The Center for Independent Study is the open learning lab adjacent to the Reading and Writing Labs, Developmental Studies Division. The CIS is a free service to students needing help in reading, writing, and study skills. Also, free tutoring in many subjects is available. Tutors for all subjects can be hired through the CIS. It is a good place to go for information on solutions to academic problems, and students may elect to get college credit for skills improvement. Various methods of diagnosis are used, resulting in CIS instructor evaluation and recommendations. Hopefully, students will not get far behind in class work nor drop a course without first seeking specific help through the CIS. A student needs simply to stop by or call in order to get help; he does not need a referral, recommendation or appointment.



CURRICULUM

Divisions of the College

Business Division

- Business
 - Accounting
 - Banking and Finance
 - Computer Science
 - Economics
 - General Business
 - Mid-Management
 - Small Business Management
 - Office Careers
 - Administrative
 - Educational
 - General
 - General Office Occupations
 - Professional
 - Real Estate

Communications Division

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

Counseling Division

- Human Development

Developmental Studies Division

- Center for Independent Study
- Developmental Mathematics
- Developmental Reading
- Developmental Writing
- Educational Paraprofessional
- Human Development
- Reading

Learning Resources Division

- Resources for Learning

Mathematics-Technology Division

- Construction Management and Technology
- Engineering
- Engineering Technology
- Mathematics

Humanities Division

- Art
- Humanities
- Music
- Philosophy
- Theatre

Physical Education Division

- Health Education
- Physical Education Theory
- Physical Education Activity
- Recreation

Science-Horticulture Division

- Astronomy
- Biology
- Chemistry
- Earth Science
- Geography
- Geology
- Ornamental Horticulture Technology
- Physical Science
- Physics

Social Science Division

- Anthropology
- Government
- History
- Human Services
 - Mental Health Assistant
 - Social Worker Assistant
- Psychology
- Religion
- Social Science
- Sociology

In the following list of courses, the credit value in semester units is indicated in parenthesis following the course number. The course code is indicated below that.

Courses numbered 100 or above are applicable to the associate degrees.

Courses numbered 100 or below are developmental in nature. The student is urged to consult his counselor or specific college catalogs for information regarding transferability of courses.

Course prerequisites may only be waived by the appropriate division chairperson.

All courses listed in this catalog may not be offered during the 1979-80 year.

Accounting

(see Business 201, 202, 203, 204, 238, 239)

Anthropology 100 (3)

Introduction to Anthropology ANT 100

3 hrs. Lec.

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

Anthropology 101 (3)

Cultural Anthropology ANT 101

3 hrs. Lec.

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

Anthropology 104 (3)

American Indian Culture ANT 104

3 hrs. Lec.

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

Anthropology 110 (3)

The Heritage of Mexico ANT 110

3 hrs. Lec.

This course (cross-listed as History 110) is taught in two parts each semester. The first segment of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent, and culminating with the arrival

of the Spanish in 1519 A.D. Emphasis will be upon Archaic cultures, the Maya, the Toltec, and Aztec empires. The student may register for either History 110 or Anthropology 110, but may receive credit for only one of the two.

Anthropology 208 (3)

Multicultural Studies ANT 208

3 hrs. Lec.

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

Anthropology 210 (3)

Language, Culture and Personality ANT 210

3 hrs. Lec.

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

Anthropology 231 (3)

Introduction to Archaeology ANT 231

3 hrs. Lec.

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

Art 103 (1)

Introduction to Art ART 103

3 hrs. Lab.

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

Art 104 (3)
Art Appreciation ART 104
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 (3)
Survey of Art History ART 105
3 hrs. Lec.

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

Art 106 (3)
Survey of Art History ART 106
3 hrs. Lec.

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

Art 110 (3)
Design I ART 110
2 hrs. Lec.
4 hrs. Lab.

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

Art 111 (3)
Design II ART 111
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)
Drawing I ART 114
2 hrs. Lec.
4 hrs. Lab.

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

Art 115 (3)
Drawing II ART 115
2 hrs. Lec.
4 hrs. Lab.

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

Art 116 (3)
Introduction to Jewelry I ART 116
2 hrs. Lec.
4 hrs. Lab.

Prerequisites: Art 110, Art 111, or permission of instructor. The basic techniques of fabrication and casting of metals, with emphasis on original design. Laboratory fee required.

Art 199 (1)
Art Seminar ART 199
1 hr. Lec.

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

Art 201 (3)
Drawing III ART 201
2 hrs. Lec.
4 hrs. Lab.

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

- Art 202** (3)
Drawing IV ART 202
 2 hrs. Lec.
 4 hrs. Lab.
Prerequisite: Art 201, sophomore standing and/or permission of the division chairperson. A continuation of Art 201 with emphasis on individual expression. Laboratory fee required.
- Art 203** (3)
Art History ART 203
 3 hrs. Lec.
Prerequisites: Art 105 and Art 106. A chronological study of the development of the art of Western man during the Renaissance period. Emphasis on development of Renaissance art in Northern and Southern Europe.
- Art 204** (3)
Art History ART 204
 3 hrs. Lec.
Prerequisites: Art 105 and Art 106. A chronological study of the development of the art of Western man from late 19th century through today. Emphasis on development of modern art in Europe and America.
- Art 205** (3)
Painting I ART 205
 2 hrs. Lec.
 4 hrs. Lab.
Prerequisites: Art 101, Art 111, Art 115, or permission of the instructor. A studio course stressing fundamental concepts of painting with acrylics and/or oils. Emphasis on painting from still life, models and the imagination.
- Art 206** (3)
Painting II ART 206
 2 hrs. Lec.
 4 hrs. Lab.
Prerequisite: Art 205: Continuation of Art 205 with emphasis on individual expression.
- Art 208** (3)
Sculpture I ART 208
 2 hrs. Lec.
 4 hrs. Lab.
Prerequisites: Art 110, Art 111, Art 115, or permission of the instructor. An exploration of various sculptural approaches in a variety of media and using different techniques. Laboratory fee required.
- Art 209** (3)
Sculpture II ART 209
 2 hrs. Lec.
 4 hrs. Lab.
Prerequisite: Art 208. A continuation of Sculpture I with emphasis on individual expression. Laboratory fee required.
- Art 210** (3)
Commercial Art I ART 210
 2 hrs. Lec.
 4 hrs. Lab.
Prerequisites: Art 110, Art 111, Art 115 or consent of instructor. An introduction to the working world of commercial art with emphasis on the acquisition of professional attitudes and basic studio skills through the working out of typical commercial assignments. Laboratory fee required.
- Art 211** (3)
Commercial Art II ART 211
 2 hrs. Lec.
 4 hrs. Lab.
Prerequisite: Art 210. A continuation of Art 210 with added emphasis on layout and design concepts through increased individual assignments, work with simple art for reproduction techniques, and the development of a professional portfolio. Laboratory fee required.
- Art 215** (3)
Ceramics I ART 215
 2 hrs. Lec.
 4 hrs. Lab.
Prerequisites: Art 110, Art 111, Art 115, or permission of instructor. Building of pottery forms by coil, slab and use of wheel; glazing and firing. Laboratory fee required.
- Art 216** (3)
Ceramics II ART 216
 2 hrs. Lec.
 4 hrs. Lab.
Prerequisite: Art 215 or permission of instructor. A study of glaze technology and advanced problems in the creation of sculptural and utilitarian ceramic ware. Laboratory fee required.
- Art 220** (3)
Printmaking I ART 220
 2 hrs. Lec.
 4 hrs. Lab.
Prerequisites: Art 110, Art 111, Art 115, or permission of the instructor. An elective introduction to the basic printmaking processes including planographic, intaglio, stencil and relief. Laboratory fee required.

Art 228 (3)**Three Dimensional Design ART 228****2 hrs. Lec.****4 hrs. Lab.**

Prerequisites: Art majors.—Art 110, Art 111, and Art 114. *Drafting technology majors* —Drafting 183 and Engineering 186. Development of three-dimensional projects in metal, plastic, and wood through the stages of design: idea, sketches, research, working drawing, model and finished product. Emphasis is on function, material and aesthetic forms. Laboratory fee required.

Astronomy 101 (3)**Descriptive Astronomy AST 101****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.

Astronomy 102 (3)**General Astronomy AST 102****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.

Banking and Finance 101 (3)**Credit Management BF 101****3 hrs. Lec.**

Prerequisite: Credit and Collection Principles. Working methods of credit management and control are developed and applied to cases that involve making credit decisions, fixing credit limits, handling complicated accounts, adjustments, extensions, composition settlements, assignments, reorganizations and bankruptcies. Stress is laid upon credit and financial analysis relating to profitability, capacity to pay debts and provide essential services, and ability to withstand adversity. Trade credit is examined as a commitment of corporate assets.

Banking and Finance 103 (3)**Introduction to Banking BF 103****3 hrs. Lec.**

This course presents the fundamentals of bank functions in a descriptive fashion so that the student may acquire a broad and operational perspective. Topics covered are banks and the monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank

accounts, the deposit function, the payments function, bank loans and investments, other banking services (trust, international, and safe deposit), bank accounting and marketing, external and internal controls, and the public service obligations of banks.

Banking and Finance 104 (3)**Money and Banking BF 104****3 hrs. Lec.**

This course presents the basic economic principles most closely related to the subject of money and banking. The course stresses the practical application of the economics of money and banking to the financial institution. Some of the subjects covered include structure of the commercial banking system; the nature and function of money; banks and the money supply; cash assets and liquidity management; bank investments, loans, earnings and capital; the Federal Reserve System and its policies and operations; Treasury Department Operations; and the changing international monetary system.

Banking and Finance 105 (3)**Comparative Financial Institutions BF 105****3 hrs. Lec.**

The nature, functions and relationships of financial institutions, money markets and capital markets. An investigation of the role, characteristics and operations of banking, savings and loan and financial credit institutions; their similarities, differences, capabilities, customer orientation and effect of state and federal regulatory agencies on operations.

Banking and Finance 106 (2)**Introduction to the Savings BF 106****Association Business****2 hrs. Lec.**

This survey course introduces students to the modern business world and to the role of savings associations. Savings associations' historical development, present-day organization, competition, and future direction are presented, and students acquire a solid foundation for more specialized courses of study.

Banking and Finance 107 (2)**Savings Association Operations BF 107****2 hrs. Lec.**

An overview of the internal operations of a savings association, this course surveys the work done throughout the institution, outlines the responsibilities of various departments, and illustrates the inner-relationship of all job assignments.

Banking and Finance 110 (3)
Federal Reserve System BF 110
3 hrs. Lec.

This course examines the operations and policies of the Federal Reserve System. Attention is given to international monetary affairs, especially the changing role of gold, economic developments and goals which affect the stability of the American economy, and Federal Reserve efforts to adapt and influence the changing economic environment.

Banking and Finance 111 (3)
Trust Functions and Services BF 111
3 hrs. Lec.

This course presents a complete picture of the services rendered by institutions engaged in trust business. Topics covered are the history of trust services and institutions, trust powers and government supervision, trust department services, property, wills, settlement of estates, personal and insurance trusts, personal agencies, guardianship, employee benefits trusts, corporate trusts and agencies, investment of trust funds, and management of property and mortgages.

Banking and Finance 112 (3)
Installment Credit BF 112
3 hrs. Lec.

This course emphasizes the details of installment credit. Topics covered are principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance, and rate structure and yields.

Banking and Finance 113 (3)
Credit Card Banking BF 113
3 hrs. Lec.

This course is designed to assist students in understanding the overall aspect of operating a bank charge plan. It briefly touches on marketing of credit cards.

Banking and Finance 114 (3)
Teller Training BF 114
2 hrs. Lec.
1 hr. Lab.

An intensive concentrated course of study and practical hands-on experience designed to train tellers in the basics of teller operations. Topics covered include: fundamentals of negotiable instruments, introduction to the care and handling of money, deposits, checking and savings transactions, special

teller functions and balancing, cashing and paying checks. The importance of public relations in the teller's job, security measures, fraud and robbery are also covered.

Banking and Finance 115 (3)
Credit and Collection Principles BF 115
3 hrs. Lec.

This is a basic course in credit and collections. The topics studied include the nature and function of credit, types and classification of credit, principles of bank and commercial credit, factors of credit risk, sources of information, analysis of agency reports, interchange services, and collection procedures.

Banking and Finance 116 (1)
Construction Lending BF 116
1 hr. Lec.

The course provides a broad overview of construction lending in commercial banks and covers such topics as analysis of applications, permanent financing, construction loan participations and servicing, commitment procedures, bonding and developer guarantees, advances, inspections, legal work, unsecured construction financing, land and development loans, and bank relationships with mortgage bankers.

Banking and Finance 117 (2)
Letters of Credit BF 117
2 hrs. Lec.

The subjects covered include shipping documents, mechanics of letters of credit, payment and reimbursement, and document examination.

Banking and Finance 118 (1)
Installment Loan Interviews BF 118
1 hr. Lec.

This course will introduce the student to proper techniques to use when interviewing a loan customer. Topics covered include Reg B requirements and how to handle "problem" customers. Role playing will be used.

Banking and Finance 119 (1)
New Accounts BF 119
1 hr. Lec.

A survey of basic problems working with new bank accounts. It describes how the new account function interrelates with marketing and covers such legal questions as: who can open an account; what documents are necessary to open an account; does federal law require social security number or tax identification number; the legal rights of survivorship upon the death of one of the signers.

Banking and Finance 120 (1)**Selling Bank Services BF 120**
1 hr. Lec.

This seminar teaches how to recognize and meet bank customers needs—checking accounts, savings accounts, savings services, loans to individuals, safe deposits, travelers checks, and cross-selling. Extensive use of role play and programmed instruction.

Banking and Finance 121 (1)**Loss Prevention BF 121**
1 hr. Lec.

This seminar focuses on check examination and cashing, check swindles, identification with and without credentials, bank hold-ups, and security procedures.

Banking and Finance 122 (1)**Safe Deposit BF 122**
1 hr. Lec.

This seminar is for persons interested in safe deposit operations and who want to become more effective on the job. Safe deposit security, legal concerns, access, insurance, contracts, powers of attorney, customer relations, recordkeeping, and safekeeping procedures are some of the topics discussed.

Banking and Finance 123 (1)**Loan and Discount BF 123**
1 hr. Lec.

This seminar teaches the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account pass-books; and the concepts of attachment, perfection, priority, default, and foreclosure. The seminar uses programmed instruction and several simulation exercises.

Banking and Finance 124 (1)**Stocks and Bonds BF 124**
1 hr. Lec.

Among the topics covered are what stocks and bonds are and how they function; how to transfer ownership; the classes and kinds of stocks, bonds, and government securities.

Banking and Finance 125 (3)**Saving Association Lending BF 125**
3 hrs. Lec.

This course introduces students to lending operations of savings associations and concentrates on procedures for handling conventional one-to-four family mortgage loans,

home improvement loans and mobile home loans. Specialized areas of savings association lending, including large scale mortgage loans, the role of government in home financing, the management of real estate owned, and whole loan sales and participations are also studied.

Banking and Finance 201 (3)**Advanced Credit Analysis BF 201**
3 hrs. Lec.

Prerequisite: Credit and Collection Principles. The techniques of credit decision-making are studied in detail. The methods of financial analysis, such as ratio calculation, cash flow determination and comparative analysis, are discussed and applied, through case method, to the solution of business problems. Risk appraisal is also studied in the light of general economic conditions, the natures of particular businesses, and the conditions and trends in various industries.

Banking and Finance 202 (3)**Credit Law BF 202**
3 hrs. Lec.

Specific legalities regarding credit and the granting of credit with particular emphasis on credit regulation and State of Texas Commercial and Consumer laws.

Banking and Finance 203 (3)**Public Relations and Marketing of Financial Services BF 203**
3 hrs. Lec.

This course is designed to present the student with a practical working knowledge of the role and importance of public relations to the finance industry, both collectively and as applied to individual institutions e.g., commercial banks, savings and loan associations, credit unions and other financial organizations. Emphasis is also placed on the promotion and marketing of financial services and evaluation of comparative marketing tactics and strategies.

Banking and Finance 204 (3)**Federal Regulations of Banking BF 204**
3 hrs. Lec.

Some of the topics covered are agencies regulating banks, bank charters, bank reports and examinations, federal limitations on banking operations, and the regulation of bank expansion. Emphasis is on supervision rather than the role of the federal government as it indirectly influences the operations of banks through fiscal and monetary policy decisions.

Banking and Finance 205 (3)
Analyzing Financial Statements BF 205
3 hrs. Lec.

Prerequisite: Business 201. This course includes characteristics of financial statements and financial statement analysis. Goals, methods, and tools of analysis; analysis of profit and loss, accounts receivable, inventories, and balance sheets; the relationship of balance sheet accounts to sales; and projected statements and cash budgets.

Banking and Finance 206 (3)
Negotiable Instruments and the Payments Mechanism BF 206
3 hrs. Lec.

The aim is to improve understanding of how the law operates within the framework of federal and state banking statutes, court decisions, and administrative regulations. Legal situations that occur in the deposit, collection, dishonor and return, payment of checks and other cash items and the relationship of the various parties in bank collection channels are explored, as are relationships between a bank and its depositor and some of the legal aspects of other bank service operations.

Banking and Finance 207 (2)
Savings Account Administration BF 207
2 hrs. Lec.

This course describes the insuring agency, the insurance contract and insurance coverage of savings accounts; explains procedures involved in opening savings accounts; defines problem areas and routine procedures for handling inactive or dormant accounts, loans secured by savings accounts, and creditor actions in reaching debtors' accounts; describes the relationship of liquidity levels and savings withdrawals as used by association financial managers; defines association terms appropriate for advertising of savings accounts and describes additional services to savers.

Banking and Finance (3)
713, 803, 813
(See Cooperative Work Experience)

Biology 101 (4)
General Biology BIO 101
3 hrs. Lec.
3 hrs. Lab.

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

Biology 102 (4)
General Biology BIO 102
3 hrs. Lec.
3 hrs. Lab.

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

Biology 110 (4)
Introductory Botany BIO 110
3 hrs. Lec.
3 hrs. Lab.

An introduction to plant form and function from cell through organismic levels of organization with emphasis on the vascular plants, including taxonomy and life cycles of major plant divisions. Recommended for horticulture, agronomy, forestry, wildlife management and botany majors. Laboratory fee required.

Biology 115 (4)
Biological Science BIO 115
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 BIO 116
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.

Biology 203 (4)
Intermediate Botany BIO 203
3 hrs. Lec.
3 hrs. Lab.

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

Biology 211 (4)**Invertebrate Zoology BIO 211****3 hrs. Lec.****3 hrs. Lab.**

Prerequisite: Eight hours of biological science. An intermediate level course surveying the major groups of animals below the level of chordates. Consideration is given to the phylogeny, taxonomy, morphology, physiology, and biology of the groups involved. Relationships and importance to higher animals and man are stressed. Recommended for science majors. Laboratory fee required.

Biology 216 (4)**General Microbiology BIO 216****3 hrs. Lec.****4 hrs. Lab.**

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

Biology 217 (4)**Field Biology BIO 217****3 hrs. Lec.****4 hrs. Lab.**

Prerequisite: Eight hours of biological science. Survey of local plant and animal life in relationship to their environment. Aquatic and terrestrial communities will be studied with reference to basic ecological principles and techniques. Emphasis will be placed upon classification, identification, and collection of specimens in the field. Laboratory fee required.

Biology 221 (4)**Anatomy and Physiology I BIO 221****3 hrs. Lec.****3 hrs. Lab.**

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

Biology 222 (4)**Anatomy and Physiology II BIO 222****3 hrs. Lec.****3 hrs. Lab.**

Prerequisite: Biology 221 or approval of instructor. Second course of a two-course

sequence. Structure and function as related to the human digestive, nervous, respiratory, reproductive and endocrine systems. Emphasis placed on the inter-relationships of these systems. Laboratory fee required.

Biology 235 (4)**Comparative Anatomy of the Vertebrates BIO 235****3 hrs. Lec.****4 hrs. Lab.**

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

Biology 290**(See Ecology 291)****Bookkeeping****(See Business 131, 132)****Business 105 (3)****Introduction to Business BUS 105****3 hrs. Lec.**

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

Business 131 (3)**Bookkeeping I BUS 131****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 II BUS 132****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 136 (3)

Principles of Management BUS 136
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 137 (3)

Principles of Retailing BUS 137
3 hrs. Lec.

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

Business 140 (3)

Educational Processes BUS 140
3 hrs. Lec.

An overview of the educational processes (public and private) from pre-school through college. Emphasis is placed on the contribution and influence made by education on our culture and our economy.

Business 141 (3)

Current Practical Problems BUS 141
3 hrs. Lec.

Orientation to school organization, procedures, and staff utilization via the problem solving approach.

Business 143 (3)

Personal Finance BUS 143
3 hrs. Lec.

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

Business 150 (4)

Management Training BUS 150
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 the first semester.

Business 151 (4)

Management Training BUS 151
20 hrs. Lab.

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

Business 153 (3)

Small Business Management BUS 153
3 hrs. Lec.

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

Business 154 (2)

Management Seminar — Role of Supervision BUS 154
2 hrs. Lec.

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

Business 155 (2)

Management Seminar — Personnel Management BUS 155
2 hrs. Lec.

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

Business 157 (3)

Small Business Bookkeeping and Accounting Practices BUS 157
3 hrs. Lec.

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

Business 159 (4)

Beginning Shorthand BUS 159
3 hrs. Lec.
2 hrs. Lab.

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

Business 160 (3)

Office Machines BUS 160
3 hrs. Lec.

Office machines is designed to provide the student with a skill in the operation of such machines as adding machines, printing calculators, electronic display calculators and electronic printing calculators. Emphasis is placed on developing the touch system for both speed and accuracy. A review of the fundamental mathematics needed for successful machine use in the typical office situation is included in the course.

Business 162 (3)

Office Procedures BUS 162
3 hrs. Lec.

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

Business 165 (3)

Introduction to Word Processing BUS 165
3 hrs. Lec.

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

Business 166 (4)

Intermediate Shorthand BUS 166
3 hrs. Lec.
2 hrs. Lab.

Prerequisites: Credit in Business 159 or one year of shorthand in high school, credit in Business 172 or one year of typing in high school. Application of the principles

of Gregg Shorthand to develop the following: increased speed dictation, accuracy in typing from shorthand notes, and emphasis on the beginning techniques of transcription skills. Included will be oral reading of shorthand outlines, speed building dictation, and mailable copy. Special attention will be given to English fundamentals such as grammar, punctuation, etc.

Business 171 (3)

Introduction to Supervision BUS 171
3 hrs. Lec.

Prerequisite: Enrollment in Technical/Occupational program or consent of the instructor. A course studying today's supervisor and his problems. The course objective is to describe the practical concepts of modern-day, first line supervision. Emphasis is placed on discussing.

Business 172 (3)

Beginning Typing BUS 172
2 hrs. Lec.

3 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 BUS 174
1 hr. Lec.

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

Business 201 (3)

Principles of Accounting I BUS 201
3 hrs. Lec.

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

Business 202 (3)

Principles of Accounting II BUS 202
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 203 (3)

Intermediate Accounting I BUS 203
3 hrs. Lec.

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

Business 204 (3)

Managerial Accounting BUS 204
3 hrs. Lec.

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

Business 205 (3)

Business Finance BUS 205
3 hrs. Lec.

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

Business 206 (3)

Principles of Marketing BUS 206
3 hrs. Lec.

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

Business 207 (3)

Intermediate Accounting II BUS 207
3 hrs. Lec.

A continuation of Intermediate Accounting 203. This course will further develop principles and problems in fixed liabilities, capital stock, equities, business combinations, analysis and interpretation of supplementary statements.

Business 209 (3)

Principles of Insurance BUS 209
3 hrs. Lec.

This survey course in insurance is oriented

toward business applications and is designed to inform the student of the life, property and casualty insurance needs of business and industry with emphasis on a systematic approach to risk management. Included are the study of credit life insurance, property, auto, accounts receivable, business interruption, key-man life insurance, accident and health, business liability, workmen's compensation, bonding and title insurance coverages.

Business 210 (3)

Small Business Organization, Acquisition and Finance BUS 210
3 hrs. Lec.

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

Business 211 (3)

Small Business Operations BUS 211
3 hrs. Lec.

The student will be introduced to problems associated with day to day operations of small business. Case studies and problem solving will be emphasized to prepare the student to cope with full range of operational management problems such as compliance with regulations, personnel administration, accounts receivable management, and business insurance.

Business 230 (3)

Salesmanship BUS 230
3 hrs. Lec.

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

Business 231 (3)

Business Correspondence BUS 231
3 hrs. Lec.

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

Business 233 (3)**Advertising and Sales Promotion BUS 233**
3 hrs. Lec.

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

Business 234 (3)**Business Law BUS 234**
3 hrs. Lec.

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

Business 237 (3)**Organizational Behavior BUS 237**
3 hrs. Lec.

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

Business 238 (3)**Cost Accounting BUS 238**
3 hrs. Lec.

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

Business 239 (3)**Income Tax Accounting BUS 239**
3 hrs. Lec.

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

Business 242 (3)**Personnel Administration BUS 242**
3 hrs. Lec.

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

Business 250 (4)**Management Training BUS 250**
20 hrs. Lab.

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

Business 251 (4)**Management Training BUS 251**
20 hrs. Lab.

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

Business 254 (2)**Management Seminar BUS 254**
Organizational Development
2 hrs. Lec.

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

Business 255 (2)**Management Seminar — BUS 255**
Business Strategy, The Decision
Process and Problem Solving
2 hrs. Lec.

Prerequisites: Business 250, Business 254 and concurrent enrollment in Business 251. Business strategy and the decision-making process applied to the first line supervisor and middle-management positions. Specific

emphasis will be placed upon the application of the student's course knowledge and work experiences.

Business 265 (3)

Word Processing Practices and Procedures BUS 265
3 hrs. Lec.

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

Business 266 (4)

Advanced Shorthand BUS 266
3 hrs. Lec.
2 hrs. Lab.

Prerequisites: Credit in Business 166 or two years of shorthand in high school, credit in Business 273 or two years of typing in high school. Emphasis is on specialized speed building dictation, timed typewritten mailable transcriptions, additional vocabulary building, and extensive production work capabilities, continued development of this high level skill enables the student to meet the challenges presented in any office situation.

Business 273 (2)

Advanced Typing BUS 273
1 hr. Lec.
2 hrs. Lab.

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

Business 275 (3)

Secretarial Procedures BUS 275
3 hrs. Lec.

Prerequisites: Completion or concurrent enrollment in Business 174 and completion of/ or concurrent enrollment either in Business 166 or Business 265. This course is designed primarily to make the student

think in terms of initiative, creative thinking, and follow-through within these units of work: in-basket exercises, decision-making problems, utilization of the shorthand/transcription skills, units on public and personal relations, supervisory principles, business ethics, and organizing time and work.

Business 703, 803, 713, 813 (3)

(See Cooperative Work Experience)

Business 704, 804, 714, 814 (4)

(See Cooperative Work Experience)

Business Mathematics

(See Mathematics 130)

Chemistry 101 (4)

General Chemistry CHM 101
3 hrs. Lec.
3 hrs. Lab.

Prerequisite: Developmental Mathematics 093 or equivalent. Designed for science and science-related majors. The course includes the fundamental laws and theories dealing with the structure and the 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 CHM 102
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 CHM 115
3 hrs. Lec.
3 hrs. Lab.

Prerequisite: Developmental Mathematics 091 or equivalent. Designed for non-science majors, the course traces the development of theoretical concepts and the evolution of these concepts in explaining various observations and laws relating to chemical bonding reactions, states of matter, solution, electrochemistry and nuclear chemis-

try. The descriptive chemistry of some common elements and inorganic compounds is included. Laboratory fee required.

Chemistry 116 (4)

General Chemistry CHM 116

3 hrs. Lec.

3 hrs. Lab.

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

Chemistry 201 (4)

Organic Chemistry I CHM 201

3 hrs. Lec.

4 hrs. Lab.

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

Chemistry 202 (4)

Organic Chemistry II CHM 202

3 hrs. Lec.

4 hrs. Lab.

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

Chemistry 203 (4)

Quantitative Analysis CHM 203

2 hrs. Lec.

6 hrs. Lab.

Prerequisites: Chemistry 102, Mathematics 101 or Mathematics 104 or equivalent. This course includes the principles of chemistry as applied by the analytical chemist to quantitative determinations. Topics include gravimetry, oxidation-reduction, indicators, and acid-base theory. Laboratory experience focuses on the fundamentals of gravimetric

and volumetric analysis with an introduction to colorimetry. Laboratory fee required.

College Learning Skills 100 (1)

College Learning Skills CLS 100

1 hr. Lec.

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

Communications 131 (3)

Applied Composition and COM 131

Speech

3 hrs. Lec.

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

Communications 132 (3)

Applied Composition and COM 132

Speech

3 hrs. Lec.

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

Computing Sciences 175 (3)

Introduction to Computer Science CS 175

3 hrs. Lec.

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

Computing Sciences 208

Introductory APL Programming CS 208

(See Mathematics 209)

Construction Management and Technology 121 (3)

Construction Materials, Methods & Equipment I CMT 121

2 hrs. Lec.

3 hrs. Lab.

An introductory study of construction materials, methods and equipment. The origin, nature and normal uses of materials are investigated as well as their integration into finished projects. The course is an up-to-date study of construction techniques. Laboratory fee required.

Construction Management and Technology 122

Construction Materials, Methods & Equipment II CMT 122
2 hrs. Lec.
3 hrs. Lab.

A continuing study of construction materials, methods and equipment. The origin, nature and normal uses of materials are investigated as well as their integration into finished projects. The course is an up-to-date study of construction techniques. Laboratory fee required.

Construction Management and Technology 123

Construction Graphics CMT 123
2 hrs. Lec.
6 hrs. Lab.

(No prerequisites) Designed to introduce the student to light construction technology and construction graphic communications. The student will learn to read blueprints and understand the expressed and implied meanings of all types of symbols, conventions and drawings. The student will increase his communication skills by learning free hand sketching and basic drafting required of construction supervisors. Laboratory fee required.

Construction Management and Technology 124

Electrical & Mechanical Equipment for Buildings CMT 124
3 hrs. Lec.
3 hrs. Lab.

A continuing study of the nature and use of those construction materials and equipment associated with plumbing, heating, ventilation and air conditioning systems; electrical systems; conveying systems used in building construction. The student will be introduced to the design theories and uses for the completed systems.

Construction Management and Technology 132

The Construction Industry CMT 132
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 136

Surveying and Measurements CMT 136
2 hrs. Lec.
6 hrs. Lab.

Prerequisites: Mathematics 195 or equivalent. 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

Construction Management I CMT 138
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.

Construction Management and Technology 230

Quality Control and Cost Control CMT 230
3 hrs. Lec.
3 hrs. Lab.

Prerequisites: Construction Management and Technology 121, 122, and 234 or consent of the instructor. A course designed to study quality control approaches to construction which includes the development of a self-proving method of construction. The student will learn to separate, analyze and evaluate construction costs and economics. Methods of controlling costs will be explored. CPM scheduling will be studied and the student will learn how to apply the techniques. Laboratory fee required.

Construction Management and Technology 231

Construction Contracts and Specifications CMT 231
2 hrs. Lec.
3 hrs. Lab.

Prerequisites: Construction Management and Technology 121, 122, and 123 or equivalent.

lent. A basic course in written construction communications. The course includes the study of construction contracts and specifications, their preparations, implementation, modification, administration and legal pitfalls. Laboratory fee required.

Construction Management and Technology 234 (4)

Estimating CMT 234
2 hrs. Lec.
6 hrs. Lab.

Prerequisites: Construction Management and Technology 123 and 231; concurrent enrollment or their equivalent. A basic course for construction estimators. The student studies quantity surveying, interpretation and uses of bid documents. He learns to compute and assemble labor and material costs, unit and lump sum costs and preliminary and final estimates. Laboratory fee required.

Construction Management and Technology 236 (4)

Building Codes and Safety CMT 236
3 hrs. Lec.
3 hrs. Lab.

Studies various construction methods and procedures in relation to zoning/building codes and occupational safety standards and regulations. The inter-relationships between federal, state and municipal authorities and construction operations are examined in detail. Emphasis will be placed on the development and implementation of effective loss and accident prevention planning.

Construction Management and Technology 237 (4)

Soils, Foundations, and Reinforced Concrete CMT 237
3 hrs. Lec.
3 hrs. Lab.

Prerequisites: Construction Management and Technology 121, 122; Engineering 289 desirable. This is a basic study of soils characteristics and qualities required for a good foundation. It includes soil sampling and testing. The course is also a study in concrete design, placement and testing. Some study of asphaltic pavements will be included. Laboratory fee required.

Construction Management and Technology 238 (4)

Construction Management II CMT 238
3 hrs. Lec.
3 hrs. Lab.

Prerequisite: Construction Management and

Technology 138. A course in project planning and development in construction which involves feasibility studies, financing, planning, programming, design and construction. Office engineering techniques are investigated through the solutions of problems related to construction projects.

Cooperative Work Experience

703, 713, 803, 813 (3)
704, 714, 804, 814 (4)

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

Developmental Mathematics

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

Developmental Mathematics 090 (3)

Pre-Algebra Mathematics DM 090
3 hrs. Lec.

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

Developmental Mathematics 091 (3)

Elementary Algebra DM 091
3 hrs. Lec.

Prerequisite: Developmental Mathematics 090 or equivalent. This course is designed to develop an understanding of first year algebra. It includes special products and

factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Developmental Mathematics 093 (3)

Intermediate Algebra DM 093
3 hrs. Lec.

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

Developmental Reading

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

Developmental Reading 090 (3)

Techniques of Reading /Learning DR 090
3 hrs. Lec.

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

Developmental Reading 091 (3)

Techniques of Reading/Learning DR 091
3 hrs. Lec.

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

Developmental Writing

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

Developmental Writing 090 (3)

Writing DW 090
3 hrs. Lec.

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

Developmental Writing 091 (3)

Writing DW 091
3 hrs. Lec.

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

Developmental Writing 092 (1)

Writing Lab DW 092
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 assignments, including the research paper, and in editing for mechanical effectiveness.

Drafting 182 (2)

Technician Drafting DFT 182
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 183**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.

(4)**DFT 183****Drafting 184****Intermediate Drafting****2 hrs. Lec.****4 hrs. Lab.**

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

(3)**DFT 184****Earth Science 117****Earth Science****3 hrs. Lec.****3 hrs. Lab.**

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

(4)**ES 117****Ecology 291****Man and His Environment I****3 hrs. Lec.**

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

(3)**ECO 291****Economics 201****Principles of Economics I****3 hrs. Lec.**

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

(3)**ECO 201****Economics 202****Principles of Economics II****3 hrs. Lec.**

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

(3)**ECO 202****Educational Paraprofessional 129 (3)****Communication Skills for the****Educational Paraprofessionals****3 hrs. Lec.**

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

EP 129**Educational Paraprofessional 131 (3)****Introduction to Educational****Processes I****3 hrs. Lec.**

The primary purpose of this course is to define the role of the educational paraprofessional within the school structure and to develop an understanding of the

EP 131

organization and administration of the public school system. Special attention will be given to the development of effective interpersonal relationships. Through direct experiences with students on a one-to-one basis, the paraprofessional trainee will observe and study the developmental patterns of students. A study will be made of the general principles of human growth and development.

Educational Paraprofessional 132 (3)

Introduction to Media

EP 132

1 hr. Lec.

4 hrs. Lab.

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

Educational Paraprofessional 133 (3)

Introduction to Educational Processes II

3 hrs. Lec.

EP 133

This course is designed to further develop the educational paraprofessionals' understandings, skills and attitudes in providing a wholesome learning environment in the classroom. The facilitation of learning with small groups of students will be emphasized through didactic and field experiences. The unique factors affecting the growth and development of students in pluralistic society will be emphasized along with a study of the educational paraprofessional responsibilities as a member of the educational team.

Educational Paraprofessional 135 (3)

Arts and Crafts for Educational Paraprofessionals

EP 135

3 hrs. Lec.

The course acquaints the student with the variety of creative art materials and methods appropriate for use in programs for children as well as opportunities for participation in the use of these materials. Creating an attractive classroom environment with the use of classroom displays, charts, poster art, and bulletin boards will be incorporated in the course.

Educational Paraprofessional 231 (2)

Educational Paraprofessional Seminar I

2 hrs. Lec.

EP 231

The first seminar section is designed to provide an opportunity for the educational paraprofessional trainees to discuss their experiences as trained observers and participants in the classroom strategies and procedures, supervision techniques and instructional skills.

Educational Paraprofessional 232 (4)

Educational Paraprofessional Practicum I

20 hrs. Lab.

EP 232

The practicum section will include supervised laboratory experiences in inner-city classrooms under the direct supervision of a teacher. Basic principles of learning and motivation will be applied to the teaching.

Educational Paraprofessional 235 (2)

Educational Paraprofessional Seminar II

2 hrs. Lec.

EP 235

This section of the seminar will provide the educational paraprofessional trainee an opportunity to continue his experiences in the classroom while obtaining professional consultation and group experiences with his classmates. Small group interaction will enable the trainee to share experiences, demonstrate specific skills and techniques, participate in simulated classroom situations and clarify hypotheses developed in the supporting educational activities. The overall objective will be to provide a means for integrating and relating the total individual and collective experiences of the curriculum into a meaningful pattern.

Educational Paraprofessional 236 (4)

Educational Paraprofessional Practicum II

20 hrs. Lab.

EP 236

This section of the practicum will continue to provide the educational paraprofessional trainee supervised laboratory experiences in classrooms under the supervision of a teacher. Basic principles of learning and motivation will be applied to the teaching-learning situation.

Educational Paraprofessional 245 (1)

Diversified Studies

EP 245

1 hr. Lec.

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

Educational Paraprofessional 246 (2)

Diversified Studies

EP 246

2 hrs. Lec.

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

Educational Paraprofessional 247 (3)

Diversified Studies

EP 247

3 hrs. Lec.

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

Educational Paraprofessional

803, 813

(3)

(See Cooperative Work Experience)

Electric Power Technology 244 (4)

Advanced Electric Power Systems ELP 244

3 hrs. Lec.

3 hrs. Lab.

Prerequisite: Electro-Mechanical Technology 233. This course is devoted to a study of modern power distribution systems. This will include generating equipment, transmission lines, plant distribution and protective devices. The fundamental principles, characteristics and philosophy of protective relaying will be emphasized. The laboratory provides hands-on experience in the operation and testing of the various types of protective relays and power distribution equipment. Laboratory fee required.

Electro-Mechanical 229 (4)

Analog and Digital Circuits

EMT 229

3 hrs. Lec.

3 hrs. Lab.

Prerequisite: Electronics Technology 193 or equivalent. This course treats advanced electronic devices and circuits with primary emphasis on integrated circuits. Both analog and digital circuit fundamentals are studied. The use of these circuits in controls, sensing and testing is stressed. In the laboratory, emphasis is placed on the application and analysis of solid state circuits used in modern industrial systems. Laboratory fee required.

Electro-Mechanical

Technology 232

(4)

Mechanisms and Drives

EMT 232

3 hrs. Lec.

3 hrs. Lab.

Prerequisites: Mathematics 195 or equivalent. This course is devoted to the study of mechanisms and drive elements of

electro-mechanical systems. Individual linkage and drive mechanisms are studied in terms of their function and operating characteristics in integrated electro-mechanical systems. Laboratory work in the construction, testing and analysis of linkage and drive elements used in electro-mechanical systems is coordinated with supporting lecture material on the related concepts in mechanics.

Electro-Mechanical

Technology 233

(3)

Electrical Machinery

EMT 233

2 hrs. Lec.

3 hrs. Lab.

Prerequisite: Electronics Technology 191 or concurrent enrollment in Electronics Technology 191. This course is designed to provide both theoretical and functional knowledge of power electricity, including AC and DC machines. Both electrical and mechanical aspects of electrical machinery and controls are stressed. The laboratory provides hands-on experience in operation of electrical machinery, quantitative analysis of performance characteristics, electrical measurements on power circuits and equipment as well as experimental demonstration of principles discussed in class. Safety practices for the protection of equipment and personnel are stressed. Laboratory fee required.

Electro-Mechanical

Technology 237

(3)

Electro-Mechanical Systems

EMT 237

2 hrs. Lec.

3 hrs. Lab.

Prerequisite: Electronics Technology 191. This course emphasizes electro-mechanical and solid state industrial machine control systems. Control components, control and power circuit diagrams, manual and automatic AC and DC machine starters, manual and automatic AC and DC machine speed control, and solid state logic elements are studied. The laboratory emphasizes analysis and troubleshooting of solid state and electro-mechanical machine control systems. The student is required to demonstrate a substantial degree of independence in problem identification, problem solving and reporting techniques. Laboratory fee required.

Electro-Mechanical (4)

Technology 239

Principles of Digital Control EMT 239

3 hrs. Lec.

3 hrs. Lab.

Prerequisite: Electro-Mechanical Technology 229. Study of the control of automated industrial systems. The functions of the various control elements and subsystems. The functions of various control elements and their interface with other components in an automated system will be discussed. The conversion of control information between analog and binary forms will be considered. The use and implementation of logical decision elements are studied. The operation and function of microprocessors in modern control systems will be emphasized. The lab will provide hands-on experience closely coordinated with lecture material. Laboratory fee required.

Electronics Technology 190 (4)

D.C. Circuits and Electrical Measurements

3 hrs. Lec.

ET 190

3 hrs. Lab.

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

Electronics Technology 191 (4)

A.C. Circuits

ET 191

3 hrs. Lec.

3 hrs. Lab.

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

Electronics Technology 193 (4)

Active Devices

ET 193

3 hrs. Lec.

3 hrs. Lab.

Prerequisites: Electronics Technology 190 and credit in or taken concurrently with Electronics Technology 191. This is a course in semiconductors (active devices). This course will cover topics such as the physi-

cal structure, parameters, linear and non-linear characteristics, and operation action as applied to amplifier, rectifiers, and electronic switching devices.

Engineering 101 (2)

Engineering Analysis

EGR 101

2 hrs. Lec.

Prerequisite: Two years of high school algebra or Developmental Mathematics 093 or consent of instructor. The role of the engineer in society; branches and specialties in engineering; introduction to engineering analysis affording practice in analyzing and solving engineering problems; computational methods and devices with an introduction to computer programming.

Engineering 105 (3)

Engineering Design Graphics

EGR 105

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. Laboratory fee required.

Engineering 106 (3)

Descriptive Geometry

EGR 106

2 hrs. Lec.

4 hrs. Lab.

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

Engineering 107 (3)

Engineering Mechanics I

EGR 107

3 hrs. Lec.

Prerequisite: Mathematics 126 or registration therein. A study of the statics of particles and rigid bodies with vector mathematics in three-dimensional space. Principles of the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual work and potential energy are used. Distributed forces, centers of gravity, analysis of structures, beams and cables are treated.

Engineering 186 (2)**Manufacturing Processes EGR 186****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. Laboratory fee required.

Engineering 187 (2)**Manufacturing Processes EGR 187****1 hr. Lec.****2 hrs. Lab.**

Prerequisite: Engineering 186 or acceptable industrial experience. A continuing study of metal working processes, chipless machining, threads, gears, jigs, fixtures, surface treatments, automation and operations planning. Laboratory fee required.

Engineering 201 (3)**Engineering Mechanics II EGR 201****3 hrs. Lec.**

Prerequisite: Engineering 107, Mathematics 227, or registration therein. Dynamics — the study of constrained and general motions of particles and rigid bodies interacting with applied forces; space, time, mass, velocity, acceleration, work and energy, impulse and momentum.

Engineering 202 (3)**Engineering Mechanics of Materials****3 hrs. Lec. EGR 202**

Prerequisites: Engineering 107, Mathematics 227 or registration therein. A study of forces, deformation and material properties of simple structural elements. Concepts of stress, strain and elastic properties are presented. Analysis of thin-walled vessels, members loaded in tension, torsion, bending and shear, combined loadings and stability conditions are included. Behavioral phenomena such as fracture, fatigue and creep are introduced.

Engineering 203 (3)**Engineering Production Techniques****1 hr. Lec. EGR 203****5 hrs. Lab.**

Prerequisite: Engineering 105 or consent of instructor. Standard machining of metals, layout, turning, boring, shaping, drilling, threading, milling and grinding. Manufacturing of interchangeable parts, fixtures and

jigs with theoretical applications. Laboratory fee required.

Engineering 204 (3)**Electrical Systems Analysis EGR 204****3 hrs. Lec.**

Prerequisite: Mathematics 227 or registration therein. Introduction to electrical science; fundamental electrical systems and signals; basic concepts of electricity and magnetism with mathematical representation and computation.

Engineering 206 (1)**Electrical Engineering EGR 206****Laboratory****3 hrs. Lab.**

Prerequisite: Engineering 204 or registration therein. The study and use of the Cathode Ray Oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators and bridges. Experiments are performed which demonstrate basic network laws, steady state and transient responses, diode characteristics and applications. Computer simulation is introduced. Laboratory fee required.

Engineering 289 (3)**Mechanics of Structures EGR 289****3 hrs. Lec.**

Prerequisite: Mathematics 195. A basic course in engineering mechanics for the technology student; to include forces and force systems, equilibrium, moments, centroids, stresses and strains. Methods analysis and design of bolted and welded joints, trusses, beams and columns are introduced.

Engineering Technology 141 (4)**Basic Hydraulics and Fluid Mechanics****3 hr. Lec. EGT 141****3 hrs. Lab.**

This course is designed to give the student a sound knowledge and understanding of hydraulic and fluid mechanics principles. Hydraulic pumps, motors, cylinders and valves are studied. The application of formulas related to the properties of fluids and the laws which govern fluid flow are stressed. Laboratories are conducted to test the various hydraulic components and to set up and evaluate basic hydraulic circuits.

Engineering Technology 142 (3)**Instrumentation and Testing EGT 142****2 hrs. Lec.****3 hrs. Lab.**

Prerequisite: Electronics Technology 191 or concurrent enrollment in Electronics Technology 191. In the course the student will be introduced to the various aspects of industrial instrumentation and testing. The

characteristics of various instruments used in instrumentation and testing will be investigated both in theory and in practical laboratory applications. The static and dynamic characteristics of measuring devices used in such areas as heat flow, liquid flow, electronic control, pressure and related areas in instrumentation, control, and materials handling will be studied. Laboratory fee required.

Engineering Technology 143 (4)
Interpretation of Technical Data EGT 143
 3 hrs. Lec.
 2 hrs. Lab.

Prerequisite: Mathematics 195 or consent of instructor. This course introduces the student to the interpretation of data obtained from product experiments, measurements, and tests. An understanding of empirical data in graphical, algebraic and statistical form will be developed. An emphasis will be placed on applied examples from the fields of electronic, mechanical, fluid and quality control technology. Significant use will be made of the computer and electronic calculator as analytical aids.

Engineering Technology 240 (3)
Automatic Control Systems EGT 240
 2 hrs. Lec.
 3 hrs. Lab.

This course is designed to provide both a theoretical and a functional knowledge of electro-mechanical and electro-hydraulic control systems. The response and stability characteristics of feedback control systems and servo-mechanisms are studied. Laboratory sessions involve the setup and evaluation of electro-mechanical and electro-hydraulic control systems and the use of the analog computer to analyze these systems. Laboratory fee required.

Engineering Technology (3)
803, 813

(See Cooperative Work Experience)

Engineering Technology (4)
804, 814

(See Cooperative Work Experience)

English

(Also see Developmental Reading and Developmental Writing.)

Supplementary instruction in writing and reading skills is available through the learning skills center.

English 101 ((3))

Composition and Expository Reading
 3 hrs. Lec. **ENG 101**
 A course designed to develop the stu-

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

English 102 (3)
Composition and Literature ENG 102
 3 hrs. Lec.

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

English in the Sophomore Year

(English 201, 202, 203, 204, 205, 206, 209, 215, and 216 are independent units of three credit hours each, from which any combination of two will be selected to satisfy degree requirements in sophomore English. Student should consult catalog of the senior college he expects to attend for requirements in his major before choosing English courses.)

English 201 (3)
British Literature ENG 201
 3 hrs. Lec.

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

English 202 (3)
British Literature ENG 202
 3 hrs. Lec.

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

English 203 (3)
World Literature ENG 203
 3 hrs. Lec.

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

English 204 (3)
World Literature ENG 204
 3 hrs. Lec.

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

English 205 (3)
American Literature ENG 205
 3 hrs. Lec.

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

English 206 (3)**American Literature ENG 206****3 hrs. Lec.**

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

English 209 (3)**Creative Writing ENG 209****3 hrs. Lec.**

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

English 215 (3)**Studies in Literature ENG 215****3 hrs. Lec.**

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

English 216 (3)**Studies in Literature ENG 216****3 hrs. Lec.**

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

Fluid Power Technology 222 (3)**Fundamentals of Pneumatics FLP 222****2 hrs. Lec.****3 hrs. Lab.**

Instruction is designed to give the student a sound understanding of the constructional features and principles of operation of pneumatic power units, pneumatic controls, and pneumatic cylinders. In addition, he becomes familiar with the layout and operation of pneumatic circuits including power-operated holding devices, safety circuits, and remote-controlled circuits. Circuits studied are those which are manually, mechanically, pilot, and solenoid-operated. Laboratory fee required.

Fluid Power Technology 225 (4)**Advanced Fluid Power Systems FLP 225****3 hrs. Lec.****3 hrs. Lab.**

This course is devoted to a study of standard industrial fluid power systems and the design of hydraulic and pneumatic systems to meet given requirements. The student

will make circuit calculations related to force, torque, power, speed, fluid pressure, flow rate and velocity. Special emphasis is placed on the selection of pumps, cylinders, valves, motors, compressors, filters and other fluid power components. The laboratory provides hands-on experience in the set-up, operation and testing of the various types of fluid power circuits. Laboratory fee required.

French 101 (4)**Beginning French FR 101****3 hrs. Lec.****2 hrs. Lab.**

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

French 102 (4)**Beginning French FR 102****3 hrs. Lec.****2 hrs. Lab.**

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

French 201 (3)**Intermediate French FR 201****3 hrs. Lec.**

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

French 202 (3)**Intermediate French FR 202****3 hrs. Lec.**

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

French 203 (3)**Introduction to French FR 203****Literature****3 hrs. Lec.**

Prerequisite: French 202 or consent of the instructor. Reading in French literature, history, culture, art and civilization.

French 204 (3)**Introduction to French FR 204****Literature****3 hrs. Lec.**

Prerequisite: French 202 or consent of the instructor. Readings in French literature, history, culture, art, and civilization.

- Geography 101** (3)
Physical Geography GPY 101
 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)
Economic Geography GPY 102
 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.
- Geography 103** (3)
Cultural Geography GPY 103
 3 hrs. Lec.
 Development of regional variations of culture, including the distribution of races, religions, languages, and aspects of material culture, with emphasis on origins and diffusion.
- Geology 101** (4)
Physical Geology GEO 101
 3 hrs. Lec.
 3 hrs. Lab.
 Study of earth materials and processes for science and non-science majors. Includes introduction to geochemistry, geophysics, examination of the earth's interior, magnetism, setting in space, minerals, rocks, structure and geologic processes. Laboratory fee required.
- Geology 102** (4)
Historical Geology GEO 102
 3 hrs. Lec.
 3 hrs. Lab.
 Study of earth materials and processes within a time perspective. For science and non-science majors. Utilizes fossils, geologic maps, and field studies to interpret geologic history. Laboratory fee required.
- German 101** (4)
Beginning German GER 101
 3 hrs. Lec.
 2 hrs. Lab.
 Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Laboratory fee required.
- German 102** (4)
Beginning German GER 102
 3 hrs. Lec.
 2 hrs. Lab.
Prerequisite: German 101 or equivalent. Continuation of German 101 with emphasis on idiomatic language and complicated syntax. Laboratory fee required.
- German 201** (3)
Intermediate German GER 201
 3 hrs. Lec.
Prerequisite: German 102 or equivalent or consent of the instructor. Reading, composition, grammar review and intense oral practice.
- German 202** (3)
Intermediate German GER 202
 3 hrs. Lec.
Prerequisite: German 201 or equivalent. Continuation of German 201 with reading selections drawn more directly from contemporary literary sources. Composition.
- Government 201** (3)
American Government GVT 201
 3 hrs. Lec.
Prerequisite: Sophomore standing recommended. An introduction to the study of political science; origin and development of constitutional democracy (United States and Texas); federalism and intergovernmental relations; local government; parties, politics and political behavior. Satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.)
- Government 202** (3)
Studies in Government GVT 202
 3 hrs. Lec.
Prerequisite: Government 201 and sophomore standing recommended. A study of the United States and Texas legislative process, the executive and the bureau structure, the judicial process, civil rights and liberties, domestic policies. Other topics include foreign relations and national defense. Satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.)
- Government 205** (3)
Studies in Government GVT 205
 3 hrs. Lec.
Prerequisites: Sophomore standing and six hours of history or government. A treatment of selected topics in government. As topics change, course may be repeated once for credit.

- Government 231 (3)**
Municipal and County Government
3 hrs. Lec. GVT 231
 A study of the government structure of the municipality and county including organs of government, administration, court system, taxation, utilities and public works, education, welfare and other public services. Presentations by local officials and surveys of area problems are stressed.
- History 101 (3)**
History of the United States HST 101
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. (This course is offered on campus and may be offered via television).
- History 102 (3)**
History of the United States HST 102
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 HST 105
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 HST 106
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 beginning of industrialism, the nineteenth century and the social, economic, and political factors of recent world history.
- History 110 (3)**
The Heritage of Mexico HST 110
3 hrs. Lec.
 This course (cross-listed as Anthropology 110) is taught in two parts each semester. The first segment of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent, and culminating with the arrival of the Spanish in 1519 A.D. Emphasis will be upon Archaic cultures, the Maya, the Toltec, and Aztec empires. The student may register for either History 110 or Anthropology 110, but may receive credit for only one of the two.
- History 112 (3)**
Latin American History HST 112
3 hrs. Lec.
 This course presents major historical developments and personalities which have influenced the course of Latin American history, with examination of Indian cultures, the conquistadors, Spanish administration, the wars of independence, relations with the United States and concludes with a brief survey of relevant contemporary problems.
- History 120 (3)**
Afro-American History HST 120
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 twentieth century.
- History 204 (3)**
American Minorities HST 204
3 hrs. Lec.
Prerequisites: Sociology 101 and/or six hours of U.S. history recommended. The principal minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of intergroup relations, social movements and related social changes occurring on the contemporary American scene. The student may register for either History 204 or Sociology 204, but may receive credit for only one of the two.
- History 205 (3)**
Studies in U.S. History HST 205
3 hrs. Lec.
Prerequisites: Sophomore standing and six hours of American History. A treatment of

selected topics in the history of the United States. As topics change, course may be repeated once for credit.

Horticulture Technology 131 (4)

Horticulture Science HLN 131

3 hrs. Lec.

3 hrs. Lab.

This course covers the science and practices underlying ornamental horticulture, stressing the culture and growth of plants as well as skills used in landscaping, plant production, and nursery propagation. Laboratory fee required.

Horticulture Technology 132 (2)

Landscape Plant Materials I HLN 132

1 hr. Lec.

3 hrs. Lab.

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

Horticulture Technology 133 (2)

Landscape Plant Materials II HLN 133

1 hr. Lec.

3 hrs. Lab.

Emphasis in this course is on the identification and classification of landscape shrubs, vines and ground covers and the study of their characteristics and landscape uses.

Horticulture Technology 140 (3)

Herbaceous and Exotic Plants HLN 140

2 hrs. Lec.

3 hrs. Lab.

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

Horticulture Technology 141 (4)

Floral Design HLN 141

2 hrs. Lec.

6 hrs. Lab.

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

Horticulture Technology 145 (3)

Landscape Development HLN 145

1 hr. Lec.

6 hrs. Lab.

Prerequisite: Horticulture Technology 131 or approval of instructor. This course covers the planning of landscape operations, the proper care of landscape plants, preparation of garden soil, and construction of landscape structures. It includes pruning and training of trees and shrubs, the culture of turf grass and installation of drainage and irrigation systems. Laboratory fee required.

Horticulture Technology 146 (3)

Fundamentals of Landscaping HLN 146

1 hr. Lec.

6 hrs. Lab.

This course provides instruction in the basic concepts and practices used in preparing landscape plans and in constructing and improving landscapes. Laboratory fee required.

Horticulture Technology 226 (3)

Greenhouse Horticulture HLN 226

2 hrs. Lec.

3 hrs. Lab.

Prerequisite: Horticulture Technology 131 and either Chemistry 115 or Physical Science 118. This course covers the construction and operation of such ornamental horticulture production structures as greenhouses, plastic houses, lath houses, hotbeds, and coldframes. Emphasis is given to effective environmental control and efficiency in production operations. Laboratory fee required.

Horticulture Technology 231 (4)

Landscape Design HLN 231

2 hrs. Lec.

6 hrs. Lab.

Prerequisites: Horticulture Technology 132, 133 and 146 and Mathematics 195 or equivalent is desirable. This course gives basic principles of landscape design and plant selection as used in relation to residential landscapes. Laboratory fee required.

Horticulture Technology 232 (4)

Landscape Planning and Management

2 hrs. Lec. HLN 232

6 hrs. Lab.

Prerequisites: Horticulture Technology 145 and 231. This course provides advanced study in landscape business operations and in the application of landscape principles. It is a study of the structure of the landscape horticulture industry, management practices, marketing methods and advanced skills in landscape planning. Laboratory fee required.

Horticulture Technology 233 (3)

Nursery Operations HLN 233

2 hr. Lec.

3 hrs. Lab.

Prerequisite: Horticulture Technology 131 and either Chemistry 115 or Physical Science 118. In this course emphasis is placed on the propagation of landscape plants, transplanting and proper care in the nursery row. Laboratory fee required.

Horticulture Technology 234 (3)**Ornamental Crop Production HLN 234****2 hrs. Lec.****3 hrs. Lab.**

Prerequisite: Horticulture Technology 226 and 233. The course stresses advanced methods in nursery and greenhouse crop production. Emphasis is given to container nursery production, turf grass production, cut flower and pot plant production and the field propagation and production of nursery stock. Laboratory fee required.

Horticulture Technology 236 (4)**Florist Management HLN 236****2 hrs. Lec.****6 hrs. Lab.**

Prerequisite: Horticulture Technology 141. This course is an advanced study of business operations and design skills in the retail florist business. It is a study of the structure of the florist industry, management practices, marketing methods and advanced techniques in floral art. Laboratory fee required.

Horticulture Technology 239 (2)**Applied Horticulture Training HLN 239****10 hrs. Lab.**

Prerequisite: Horticulture Technology 141 or 231 and concurrent enrollment in Horticulture Technology 240. This course gives the student first hand experiences in the occupational aspects of ornamental horticulture. An internship in ornamental horticulture in such areas as park maintenance, landscape construction, landscape maintenance, florist operations, and wholesale and retail sales is provided each student. An activity is selected by the student that will meet his future employment goals. All experiences are closely supervised and directed toward the attainment of significant occupational goals.

Horticulture Technology 240 (2)**Seminar in Horticulture Occupations HLN 240****2 hrs. Lec.**

Prerequisite: Concurrent enrollment in Horticulture Technology 239. This course presents the student with problems and problem-solving methods used in the performance of supervisory jobs in various fields of ornamental horticulture. Emphasis is placed on analysis of skill and the supervision and training of ornamental horticulture workers.

Human Development 102 (1)**Orientation HD 102****1 hr. Lec.**

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

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

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

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

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

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

A course which deals with human development from the standpoint of the interaction between a person and his society. Understanding of self, the influences of society contributing to the development of self, and the success of the individual

within a society are investigated. Adjustment to family, school and society is developed.

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

A course in human development designed to meet specific needs of students through participation in activities. The focus of this course will be on the development of group dynamics, 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 HUM 101
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. (This course is offered on campus and may be offered via television.)

Humanities 102 (3)
Advanced Humanities HUM 102
3 hrs. Lec.

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

Human Services 131 (3)
Orientation to Human Services HS 131
3 hrs. Lec.

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

Human Services 134 (3)
Human Services Seminar HS 134
3 hrs. Lec.

A continuation of Human Services 131 with an emphasis on class discussion, sharing of experiences. A problem-solving approach to individual, family, and community problems.

Human Services 230 (3)
Nursing Home Activity Director Training HS 230
2 hrs. Lec.
4 hrs. Lab.

This course provides theory, discussion and analysis of nursing home activity director knowledge and skills in the following areas: role of the nursing home, role of the activities program, historical development, relationship of nursing home to community, need and resource assessment, specialized knowledge about the aged resident, interviewing skills, activities program planning, working in groups, programming in activities, developing an activities department, and therapeutic techniques in the nursing home.

Human Services 231 (3)
Procedures in Social Work HS 231
3 hrs. Lec.

Prerequisites: Sociology 101, Sociology 204, concurrent enrollment in Human Services 242 — field work. The processes of social treatment used by social workers with individuals, groups, or communities. Concepts, principles, and ethics utilized by social service workers and questions of motivation, acceptance, and attitude. Techniques of listening, observing, and recording which aid the student in integrating his classroom and work experience.

Human Services 233 (3)
Counseling for the Paraprofessional HS 233
3 hrs. Lec.

Prerequisites: Permission of the coordinator, or concurrent enrollment in Human Services 242 — field work. Introduction to the principles and practices of interviewing and counseling. Exploration of the effectiveness of these techniques as applied to paraprofessional experiences of counselors and group counselor aides, mental health or social worker associates, and other "new careers" in people-to-people services.

Human Services 235 (3)**Introduction to Mental Health HS 235**
3 hrs. Lec.

Prerequisites: Psychology 105 or consent of coordinator, concurrent enrollment in Human Services 240 — field work. Orientation to mental health, history, terminology, current concepts, ethical considerations. Analysis of behavior and environmental factors promoting mental health. Developments of skills for identifying symptoms of maladjustment. Consideration of methods providing for emotional outlets and emotional control.

Human Services 240 (2)**Work Experience in Human Services (Field Work) HS 240**
10 hrs. Lab.

Prerequisites: Permission of coordinator of human services program and concurrent enrollment in Human Services 241 or 243. Practical occupational experience in a social agency. Ten hours per week on-job-experience is required during second year of the program. Human Services 240 will be offered first semester; Human Services 242 will be offered second semester.

Human Services 241 (2)**Work Experience-Seminar HS 241**
2 hrs. Lec.

Prerequisites: Concurrent enrollment in Human Services 240 or 242. Problem analysis and discussion of on-job experiences in a seminar with other students working in human services program, meeting two hours per week with program coordinator on campus. Human Services 241 will be offered first semester; Human Services 243 will be offered second semester.

Human Services 242 (2)**Work Experience in Human Services (Field Work) HS 242**
10 hrs. Lab.

Prerequisites: Permission of coordinator of human services program and concurrent enrollment in Human Services 241 or 243. Practical occupational experience in a social agency. Ten hours per week on-job-experience is required during second year of the program. Human Services 240 will be offered first semester; Human Services 242 will be offered second semester.

Human Services 243 (2)**Work Experience Seminar HS 243**
2 hrs. Lec.

Prerequisites: Concurrent enrollment in Human Services 240 or 242. Problem analysis

and discussion of on-job experiences in a seminar with other students working in human services program, meeting two hours per week with program coordinator on campus. Human Services 241 will be offered first semester; Human Services 243 will be offered second semester.

Human Services 803, 813 (3)**Work Experience HS 803, 813**
15 hrs. Lab.

Prerequisite: Two courses in the student's major and instructor/coordinator approval. (The description for these courses is the same as that listed for Business 703 and also under Work Experience.)

Human Services 804, 814 (4)**Work Experience HS 804, 814**
20 hrs. Lab.

(Same as course description above for Human Services 803, et al.)

Journalism 101 (3)**Introduction to Mass Communications JN 101**
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 JN 102**
2 hrs. Lec.**3 hrs. Lab.**

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

Journalism 103 (3)**News Gathering and Writing JN 103**
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.

Journalism 104 (1)
Student Publications JN 104
3 hrs. Lab.

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

Journalism 202 (1)
Student Publications JN 202
3 hrs. Lab.

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

Journalism 204 (3)
News Editing and Copy Reading JN 204
3 hrs. Lec.

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

Machine Transcription

(See Business 165 and 265.)

Management

(See Business)

Mathematics

(See also Developmental Mathematics: Supplementary instruction in mathematics is available through Learning Skills Center.)

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

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

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

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

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

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

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

Mathematics 107 (3)
Fundamentals of Computing MTH 107
3 hrs. Lec.

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

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

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

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

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

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

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

Mathematics 116 (3)
College Mathematics II MTH 116
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 117 (3)
Fundamental Concept of Mathematics for Elementary Teachers MTH 117
3 hrs. Lec.

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

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

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

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

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

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

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or

the equivalent. A study of simple and compound interest, bank discount, payrolls, taxes, insurance, markup and markdown, corporate securities, depreciation, and purchase discounts. This course is intended primarily for specialized occupational programs.

Mathematics 139 (3)
Applied Mathematics MTH 139
3 hrs. Lec.

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

Mathematics 195 (3)
Technical Mathematics MTH 195
3 hrs. Lec.

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

Mathematics 196 (3)
Technical Mathematics MTH 196
3 hrs. Lec.

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

Mathematics 202 (3)
Introductory Statistics MTH 202
3 hrs. Lec.

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

Mathematics 207 (3)
FORTTRAN Programming with Applications MTH 207
3 hrs. Lec.

Prerequisites: Mathematics 107 or equivalent and Mathematics 101 or Mathematics

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

Mathematics 209 (3)

Introductory APL Programming MTH 209
3 hrs. Lec.

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

Mathematics 221 (3)

Linear Algebra MTH 221
3 hrs. Lec.

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

Mathematics 227 (4)

Mathematical Analysis I MTH 227
4 hrs. Lec.

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

Mathematics 228 (3)

Mathematical Analysis II MTH 228
3 hrs. Lec.

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

Mathematics 230 (3)

Differential Equations MTH 230
3 hrs. Lec.

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

Music 101 (4)

Freshman Theory MUS 101

3 hrs. Lec.

3 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 MUS 102

3 hrs. Lec.

3 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 MUS 104

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 105 (1)

Italian Diction MUS 105

2 hrs. Lab.

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

Music 106 (1)

French Diction MUS 106

2 hrs. Lab.

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

Music 107 (1)

German Diction MUS 107

2 hrs. Lab.

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

- Music 110 (3)**
Music Literature MUS 110
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 MUS 111
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 MUS 113
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).
- Music 114 (3)**
Foundations in Music II MUS 114
3 hrs. Lec.
Prerequisite: Music 113. Designed to help prepare students with limited music training for Music 101 or to further their general music understanding. Course emphasis will include rhythmic and melodic training, understanding of basic chord functions, melody, textures, and basic analysis of music.
- Music 115 (2)**
Jazz Improvisation MUS 115
1 hr. Lec.
2 hrs. Lab.
 An introduction to the art of improvisation. A presentation of basic materials, aural training, analysis, and a study of common practices stylistically so as to provide a foundation for the beginning improviser. May be repeated for credit.
- Music 117 (1)**
Piano Class I MUS 117
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. May be repeated for credit.
- Music 118 (1)**
Piano Class II MUS 118
2 hrs. Lab.
 Includes techniques, skills, harmonization, transposition, improvisation, accompanying, sightreading and performing various styles of repertoire. Open to all students. May be repeated for credit.
- Music 119 (1)**
Guitar Class I MUS 119
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. May be repeated for credit.
- Music 120 (1)**
Guitar Class II MUS 120
2 hrs. Lab.
Prerequisite: Music 119 or the equivalent. A continuation of the skills introduced in Music 119 with emphasis on perfecting classical guitar techniques and music reading skills. May be repeated for credit.
- Applied Music**
 Subject to enrollment, students may receive private instruction in the following courses: piano, organ, voice, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, saxophone, trumpet, French horn, trombone, baritone, tuba, percussion, guitar, electric bass, and drum set. Private music may be repeated for credit.
- Music 121-143 (1)**
Applied Music-Minor MUS 121-143
1 hr. Lec.
 Private instruction in the student's secondary area. One half-hour lesson a week. Open to students registered in music theory, ensembles, and other music major or minor courses. Fee required. Private music may be repeated for credit.
- Music 150 (1)**
Chorus MUS 150
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. May be repeated for credit.

- Music 151** (1)
Voice Class I MUS 151
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. May be repeated for credit.
- Music 152** (1)
Voice Class II MUS 152
2 hrs. Lab.
 A continuation of Music 151 with emphasis on solo singing, appearance in studio recital, stage deportment, and personality development. Open to all non-voice majors. Two group lessons a week. May be repeated for credit.
- Music 155** (1)
Vocal Ensemble MUS 155
3 hrs. Lab.
 A select group for mixed voices concentrating upon excellence of performance. Membership is open to any student by audition, who, in the opinion of the director, possesses special interest and skills in performance of advanced choral literature. May be repeated for credit.
- Music 156** (1)
Madrigal Singers MUS 156
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. May be repeated for credit.
- Music 160** (1)
Band MUS 160
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. May be repeated for credit.
- Music 171** (1)
Woodwind Ensemble MUS 171
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. May be repeated for credit.
- Music 172** (1)
Brass Ensemble MUS 172
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. May be repeated for credit.
- Music 173** (1)
Percussion Ensemble MUS 173
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. May be repeated for credit.
- Music 174** (1)
Keyboard Ensemble MUS 174
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. May be repeated for credit.
- Music 175** (1)
String Ensemble MUS 175
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. May be repeated for credit.
- Music 177** (1)
Chamber Ensemble MUS 177
3 hrs. Lab.
 Select group of instrumentalists or vocalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. May be repeated for credit.
- Music 185** (1)
Stage Band MUS 185
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. May be repeated for credit.

- Music 199** (1)
Recital MUS 199
 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 majors and open to all other students. Credit for this course does not apply to the associate degree. May be repeated for credit.
- Music 201** (4)
Sophomore Theory MUS 201
 3 hrs. Lec.
 3 hrs. Lab.
Prerequisite: Music 101-102 or consent of instructor. A continuation of freshman theory, including a study of larger forms, thematic development, chromatic chords including the neapolitan sixth and augmented sixth chords, diatonic seventh chords with advanced sight-singing, keyboard harmony and ear training.
- Music 202** (4)
Sophomore Theory MUS 202
 3 hrs. Lec.
 3 hrs. Lab.
Prerequisite: Music 201 or equivalent or by consent of instructor. A continuation of Music 201, including a study of sonata-allegro form, ninth, eleventh and thirteenth chords, exploration of new key schemes, impressionism, melody, harmony, tonality, and formal processes as they apply to twentieth century music with a comparable advance in sight-singing, keyboard harmony and ear training.
- Music 203** (3)
Composition MUS 203
 3 hrs. Lec.
Prerequisite: Music 101 and 102. Composing in small forms for simple media in both traditional styles and styles of the student's choice. May be repeated for credit.
- Music 221-241** (2)
Applied Music-Concentration MUS 221-241
 1 hr. Lec.
 Private instruction in the area of the student's concentration. Two half-hour lessons a week. Open to students registered in music theory, ensembles, and other music major or minor courses. Fee required. Private music may be repeated for credit.
- Music 251-270** (3)
Applied Music Major MUS 251-270
 1 hr. Lec.
 Private instruction in the area of the student's major instrument. Primarily for music performance majors. Two half-hour lessons a week. Open to students registered in music theory, ensembles, and other music major or minor courses. Fee required.
- Office Machines**
 (See Business 160)
- Organizational Behavior**
 (See Business 237)
- Philosophy 102** (3)
Introduction to Philosophy PHI 102
 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 PHI 105
 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.
- Philosophy 202** (3)
Introduction to Social and Political Philosophy PHI 202
 3 hrs. Lec.
 An examination of the relationships of philosophical ideas to the community with emphasis on concepts of natural rights, justice, education, freedom and responsibility.
- Philosophy 203** (3)
Ethics PHI 203
 3 hrs. Lec.
 A survey of the classical and modern theories of the moral nature of man, posing alternative views of his responsibilities to self and society. The course is designed to verify the ethical issues and their metaphysical and epistemological bases so as to assist the student toward sound application of ethical principles in his own life.

Philosophy 207 (3)**History of Ancient Philosophy PHI 207**
3 hrs. Lec.

This course is a historical examination of philosophy from Presocratic times to the Renaissance. Connections between the Presocratics, Plato, and Aristotle will be drawn. Stoicism, Epicureanism, and Scholasticism will be considered.

Philosophy 208 (3)**History of Modern Philosophy PHI 208**
3 hrs. Lec.

Starting with the Renaissance, it examines western philosophic thought through the 19th century. Special emphasis will be given continental rationalism, British empiricism, Kantian metaphysics and epistemology and the Hegelian system as it is related to 20th century philosophies. Emphasis will be placed on the historical relationship existing between these schools of thought.

Philosophy 210 (3)**Studies in Philosophy PHI 210**
3 hrs. Lec.

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

Photography 110 (3)**Introduction to Photography and Photo-Journalism PH 110**
2 hrs. Lec.**4 hrs. Lab.**

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

Physical Education Activity Courses

One of the main objectives of the Physical Education Division is to provide the opportunity for each student to become skilled in at least one physical activity which will prepare him for personal enjoyment of leisure time. Students are urged to take advantage of the program by registering for a physical education activity course each semester.

Physical Education 100 (1)**Lifetime Sports Activities PEH 100**
3 hrs. Lab.

Students are provided an opportunity for participation and instruction in various lifetime sports. Selection may be made from archery, badminton, bowling, golf, handball, racquetball, softball, swimming, tennis, and other sports. Activities may be offered singularly or in combinations. Instruction shall be presented at the beginner and advanced-beginner levels. The course is designed for male and female students and may be repeated for credit providing students select different activities. Laboratory fee required.

Physical Education 101 (3)**Fundamentals of Health PEH 101**
3 hrs. Lec.

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

Physical Education 104 (1)**Touch Football/Soccer PEH 104**
2 hrs. Lab.

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

Physical Education 110 (3)**Community Recreation PEH 110**
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 111 (1)**Beginning Wrestling PEH 111**
2 hrs. Lab.

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

Physical Education 114 (1)**Beginning Badminton PEH 114**
2 hrs. Lab.

This course is designed to teach the history, rules, and beginning skills involved in the playing of badminton. Uniform required. Laboratory fee required.

Physical Education 115 (1)**Physical Fitness PEH 115**
3 hrs. Lab.

This course is designed to diagnose and measure the student's physical condition and prescribe a program of exercise to carry with him through life. Much of the course work will be carried on in the physical performance laboratory. Coeducational. May be repeated for credit. Uniform required. Laboratory fee required.

Physical Education 117 (1)**Beginning Archery PEH 117**
2 hrs. Lab.

A co-educational class in beginning archery. Equipment furnished. No uniform required. Laboratory fee required.

Physical Education 118 (1)**Beginning Golf PEH 118**
2 hrs. Lab.

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

Physical Education 119 (1)**Beginning Tennis PEH 119**
2 hrs. Lab.

A co-educational course designed for the beginner. Basic tennis fundamentals will be stressed. Uniform required. Laboratory fee required.

Physical Education 120 (1)**Beginning Bowling PEH 120**
2 hrs. Lab.

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

Physical Education 121 (1)**Folk Dance PEH 121**
2 hrs. Lab.

Participation in a variety of folk dances from other lands. Cultural backgrounds and costume study is included as a part of the course. Laboratory fee required. No uniform required.

Physical Education 122 (1)**Beginning Gymnastics PEH 122**
2 hrs. Lab.

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

Physical Education 123 (1)**Beginning Swimming PEH 123**
2 hrs. Lab.

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

Physical Education 124 (1)**Social Dance PEH 124**
2 hrs. Lab.

Students who have limited experience in dance will find this course beneficial. Ballroom and Social Dance includes fundamental steps and rhythms of the foxtrot, waltz, tango, and recent dance steps. "Country" dancing includes reel, square dance, and other related dances. No uniform required. Lab fee required.

Physical Education 125 (1)**Conditioning Exercises PEH 125**
3 hrs. Lab.

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

Physical Education 127 (1)**Basketball and Volleyball PEH 127**
2 hrs. Lab.

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

Physical Education 129 (1)**Modern Dance PEH 129**
2 hrs. Lab.

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

Physical Education 131 (1)**Weight Training and Conditioning PEH 131**
3 hrs. Lab.

A course designed for those students who desire instruction and participation in weight training and conditioning techniques. May be repeated for credit. Uniform required. Laboratory fee required.

Physical Education 132 (1)**Self-Defense PEH 132**
3 hrs. Lab.

To introduce the student to various forms of self-defense in which the history and philosophy of the martial arts will be explored. The student should progress from no previous experience in self-defense to

an adequate skill level covering basic self-defense situations. The mental as well as the physical aspects of the arts will be stressed.

Physical Education 134 (1)
Outdoor Education PEH 134
3 hrs. Lab.

A co-educational course designed to provide students with the opportunity to gain knowledge and skills in outdoor education and camping activities through planned and incidental experiences. Including a week-end camp-out. No uniform required. Laboratory fee required.

Physical Education 144 (3)
Introduction to Physical Education PEH 144
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 PEH 147
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 PEH 148
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 Education 217 (1)
Intermediate Archery PEH 217
2 hrs. Lab.

This course is designed for the student who has had previous experience in archery and who would like to engage in target shooting and field archery. The student furnishes equipment, and no uniform is required. Laboratory fee required.

Physical Education 218 (1)
Intermediate Golf PEH 218
2 hrs. Lab.

Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the "beginner" stage. Laboratory fee required. Green fees paid by student.

Physical Education 219 (1)
Intermediate Tennis PEH 219
2 hrs. Lab.

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

Physical Education 222 (1)
Intermediate Gymnastics PEH 222
2 hrs. Lab.

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

Physical Education 223 (1)
Intermediate Swimming PEH 223
2 hrs. Lab.

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

Physical Education 225 (2)
Skin and Scuba Diving PEH 225
1 hr. Lec.
2 hrs. Lab.

Prerequisite: Intermediate Swimming or permission of instructor. A co-educational course designed to give students knowledge and experience in the proper use of equipment, safety, physiology, and open water diving. Students successfully completing all course requirements will receive certification as Basic Scuba Divers from the Professional Association of Diving Instructors (PADI) or the National Association of Underwater Instructors (NAUI). All equipment will be supplied except mask, fins, and snorkel. The student will rent equipment as specified at the time of registration. Laboratory fee required.

Physical Education 226 (1)
Advanced Lifesaving PEH 226
2 hrs. Lab.

Prerequisite: Intermediate swimming or deep water swim ability. Co-educational course of instruction designed to qualify

students for the Red Cross Advanced Life-saving certificate. Uniform required. Laboratory fee required.

Physical Education 234 (2)

Water Safety Instructor PEH 234

1 hr. Lec.

2 hrs. Lab.

Prerequisite: Current Advanced Life Saving Card. Principles and techniques for instructors in water safety and life saving classes. Satisfactory completion of course qualifies the student to test for certification by the Red Cross as Water Safety Instructor. Uniform required. Laboratory fee required.

Physical Education 236 (3)

The Coaching of Football and Basketball PEH 236

2 hrs. Lec.

2 hrs. Lab.

An elective course designed for all students who desire a broader knowledge of the skills and techniques involved in football and basketball coaching; history, theories, philosophies, rules, terminology, and the finer points of the sports are studied. Emphasis directed toward coaching techniques.

Physical Education 238 (2)

Aquatics PEH 238

1 hr. Lec.

2 hrs. Lab.

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

Physical Education 257 (3)

Advanced First Aid and Emergency Care PEH 257

3 hrs. Lec.

The theory and practice in the advanced First Aid and Emergency Care course of the American Red Cross. The course will also include various aspects of safety education.

Physical Science 118 (4)

Physical Science PSC 118

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 119 (4)

Physical Science PSC 119

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 PHY 111

3 hrs. Lec.

3 hrs. Lab.

Prerequisite: Two years high school algebra, including trigonometry or equivalent. The first semester of a two-semester course designed for pre-dental, biology, pre-medical, pre-pharmacy, and pre-architecture majors and other students who require a two-semester technical course in physics. This course includes a study of mechanics and heat. The laboratory includes a one hour problem session. Laboratory fee required.

Physics 112 (4)

Introductory General Physics PHY 112

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 includes a one hour problem session. Laboratory fee required.

Physics 117 (4)

Concepts in Physics PHY 117

3 hrs. Lec.

3 hrs. Lab.

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

Physics 118 (4)

Concepts in Physics PHY 118

3 hrs. Lec.

3 hrs. Lab.

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

Physics 131 (4)

Applied Physics PHY 131

3 hrs. Lec.

3 hrs. Lab.

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

Physics 132 (4)

Applied Physics PHY 132

3 hrs. Lec.

3 hrs. Lab.

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

Physics 201 (4)

General Physics PHY 201

3 hrs. Lec.

3 hrs. Lab.

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

Physics 202 (4)

General Physics PHY 202

3 hrs. Lec.

3 hrs. Lab.

Prerequisite: Physics 201 and credit or concurrent registration in Mathematics 227. Principles and applications of heat, electricity, magnetism and optics emphasizing fundamentals, concepts, problem solving, notation and units. Laboratory includes a one hour problem session. Laboratory fee required.

Physics 203 (4)

Introduction to Modern Physics PHY 203

3 hrs. Lec.

3 hrs. Lab.

Prerequisite: Physics 202. Principles of relativity, atomic and nuclear physics with emphasis on fundamental concepts, problem solving, notation, and units. Laboratory includes a one hour problem session. Laboratory fee required.

Psychology 103 (3)

Sex Roles in American Society PSY 103

3 hrs. Lec.

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

Psychology 105 (3)

Introduction to Psychology PHY 105

3 hrs. Lec.

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

Psychology 131 (3)

Human Relations PSY 131

3 hrs. Lec.

A study involving the direct application of psychological principles to human relations problems in business and industry. Consideration is given to group dynamics and adjustment factors related to employment and advancement. The presentation will be tailored to fit the needs of the students enrolled in each section.

Psychology 201 (3)
Developmental Psychology PSY 201
3 hrs. Lec.

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

Psychology 202 (3)
Applied Psychology PSY 202
3 hrs. Lec.

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

Psychology 205 (3)
Psychology of Personality PSY 205
3 hrs. Lec.

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

Psychology 207 (3)
Social Psychology PSY 207
3 hrs. Lec.

Prerequisites: Psychology 105 and/or Sociology 101. A survey of the research and theories dealing with individual behavior in the social environment. Topics include socio-psychological process, attitude formation and change, interpersonal relations, and group processes. The student may register for either Psychology 207 or Sociology 207, but may receive credit for only one of the two.

Psychology 210 (3)
Selected Topics in Psychology PHY 210
3 hrs. Lec.

Prerequisite: Psychology 105. An elective course designed to deal with specific topics in psychology. Examples of topics might include "Adult Development," "Adolescent Psychology," "Behavioral Research." Course may be repeated once for credit.

Quality Control Technology 121 (2)
Introduction to Quality Control QCT 121
2 hrs. Lec.

This course traces the elements of quality control through the product life-cycle from research, to development, to purchasing, to production, to testing and finally to customer use. A study of the scope and function of quality will be made, including quality control procedures and specifications, including government publications. Fundamentals of engineering as applied to quality control problems will be emphasized.

Quality Control Technology 122 (3)
Dimensional Measurement QCT 122
2 hrs. Lec.
2 hrs. Lab.

This course provides an opportunity to obtain a practical and theoretical understanding of many types of mechanical and optical measuring devices which are used in dimensional inspection.

Quality Control Technology 220 (3)
Physical and Environmental Testing QCT 220
2 hrs. Lec.
2 hrs. Lab.

This course introduces the student to a variety of tests and evaluations which are performed on raw materials and fabricated parts. Such areas as tensile and hardness testing, metallurgical cross-sectioning, temperature-humidity cycling and corrosion resistance testing are covered.

Quality Control Technology 227 (3)
Non-Destructive Evaluation QCT 227
2 hrs. Lec.
2 hrs. Lab.

This course provides a basic background in such areas as industrial radiography, magnetic particle and penetrant inspection, eddy current and ultrasonic testing.

Quality Control Technology 236 (4)
Advanced Quality Control Systems QCT 236
3 hrs. Lec.
2 hrs. Lab.

Prerequisite: Engineering Technology 143 or consent of instructor. A detailed study will be made of the control and information systems and decision procedures necessary to effectively operate the quality control function. Topics and problems will include reliability process control, failure analysis and corrective action systems. A problem-prevention and problem-solving approach will be emphasized.

Reading 101 (3)**Effective College Reading RD 101**
3 hrs. Lec.

Reading 101 emphasizes comprehension techniques in reading fiction and non-fiction. Improved critical reading skills including analysis, critique, and evaluation of written material are explored. Reading comprehension and flexibility of reading rate are stressed. In addition, advanced learning techniques in listening, note-taking, underlining, concentration, and reading in specialized academic areas are developed.

Reading 102 (3)**Speed Reading/Learning RD 102**
3 hrs. Lec.

This course emphasizes improved critical reading/learning skills utilizing an aggressive, dynamic approach. Reading comprehension is stressed using speed reading techniques. Learning and memory depth skills are taught. Offered in a laboratory setting.

Real Estate 130 (3)**Real Estate Principles RE 130**
3 hrs. Lec.

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

Real Estate 131 (3)**Real Estate Finance RE 131**
3 hrs. Lec.

Prerequisite: Credit in or concurrent enrollment in Real Estate 130. Procedures in financing real estate sales, obtaining funds, legal aspects of mortgages and related instruments. Also problems and cases in real estate finance.

Real Estate 133 (3)**Real Estate Marketing RE 133**
3 hrs. Lec.

Prerequisite: Real Estate 130, 131, and 136. A study of the principles and techniques of marketing in the field of Real Estate. Emphasizing professional procedures used in real property transactions to the satisfaction of all parties concerned. Also an analysis of the agency relationship between the agent and principal, product knowledge, prospective markets, customer prospecting, planning the sales presentation, meeting the prospect, the interview, overcoming sales resistance, closing the sale and building goodwill. Practical application provided through use of case studies, the preparing listing and sales contracts.

Real Estate 135 (3)**Real Estate Appraisal RE 135**
3 hrs. Lec.

Prerequisite: Real Estate 130, 131, and 133. Principles and methods of appraisal generally used in establishing the market value of real estate along with the knowledge and skills necessary for application or interpretation.

Real Estate 136 (3)**Real Estate Law RE 136**
3 hrs. Lec.

Prerequisite: Real Estate 130 or consent of instructor. Emphasizes the more complex aspects of real estate law as encountered by those concerned with real estate transactions. Practical application relating to ownership, use and transfer of real property, enforceability of contractual rights, and the impact of litigation affecting title to real property.

Real Estate 230 (3)**Real Estate Office Management RE 230**
3 hrs. Lec.

Prerequisite: Real Estate 130, 131, 133, 135, 136, or consent of instructor. Overall management procedures of operating a real estate office. In-depth study of office procedures, relations, communication, and ethics.

Real Estate 233 (3)**Commercial and Investment Real Estate RE 233**
3 hrs. Lec.

Prerequisite: Real Estate 130, 131, 133, 135, 136, or consent of instructor. Basic insight into commercial and investment real estate, including syndication, "joint venture" or group ownership of real estate, selection, financing, and management of the investor.

Real Estate 235 (3)
Property Management RE 235
3 hrs. Lec.

Prerequisite: Real Estate 130, 131, 133, 135, 136, or instructor's approval. Basic management techniques on how to attract and keep tenants and maintain property while obtaining the highest level of income developing-executing-evaluation; legal aspects; property analysis; location factors; employee relations; market, income and expense analysis; maintenance and housekeeping; tenant credits and collections; management of office, records and accounting; management of various kinds of real estate including single and multi-family, retail and commercial properties.

Real Estate 250 (4)
Real Estate Internship I RE 250
20 hrs. Lab.

Prerequisite: Real Estate 130, 131, 133, and concurrent enrollment in Real Estate 254. Must submit application to instructor, be interviewed and approved prior to registration. Internship training and application of principles and skills. Under supervision of the employers/sponsor and a member of the real estate faculty. Job-related studies and independent research.

Real Estate 251 (4)
Real Estate Internship II RE 251
20 hrs. Lab.

Prerequisite: Real Estate 130, 131, 133 and concurrent enrollment in Real Estate 255. Must submit application to instructor, be interviewed and approved prior to registration. Internship training and application of principles and skills in student's chosen field. Under supervision of the employer/sponsor and a member of the real estate faculty. Job-related studies and independent research.

Real Estate 254 (2)
Real Estate Seminar I RE 254
2 hrs. Lec.

Prerequisite: Real Estate 130, 131, 133 and concurrent enrollment by Real Estate 250 and preliminary interview by real estate faculty. Problem analysis and project development for students majoring in real estate. Individual and group study of a particular area or problem beyond the scope of regularly offered courses.

Real Estate 255 (2)
Real Estate Seminar II RE 255
2 hrs. Lec.

Prerequisite: Real Estate 130, 131, 133 and concurrent enrollment in Real Estate 251 and preliminary interview by real estate faculty. Business strategy and the decision making process applied to trends in the real estate profession. Specific emphasis will be placed upon the application of the intern's course knowledge and work experience.

Religion 101 (3)
Religion in American Culture REL 101
3 hrs. Lec.

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

Religion 102 (3)
Contemporary Religious Problems REL 102
3 hrs. Lec.

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

Religion 201 (3)
Major World Religions REL 201
3 hrs. Lec.

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

Salesmanship
(See Business 230)

Science 100 (3)
History of Science SC 100
3 hrs. Lec.

A study of the development of scientific knowledge, including biology, genetics, chemistry, mathematics, astronomy, architecture, industrial technology, and ethical considerations relating to the use of scientific knowledge. (This course is offered via television.)

Shorthand

(See Business 159, 166, 266)

Social Science 131 (3)

American Civilization SS 131

3 hrs. Lec.

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

Social Science 132 (3)

American Civilization SS 132

3 hrs. Lec.

Prerequisite: Social Science 131. A course designed to provide topical studies of the psychological, historical/sociocultural, and political/economic theories and institutions of modern society. Emphasis is placed on analysis and application of theory to life experiences.

Sociology 101 (3)

An Introduction to Sociology SOC 101

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 SOC 102

3 hrs. Lec.

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

Sociology 103 (3)

Sex Roles in American Society SOC 103

3 hrs. Lec.

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

Sociology 203 (3)

Marriage and Family SOC 203

3 hrs. Lec.

Prerequisite Sociology 101 recommended. An analysis of courtship patterns, marriage

and family forms, relationships and functions and socio-cultural differences in family behavior.

Sociology 204 (3)

American Minorities SOC 204

3 hrs. Lec.

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

Sociology 205 (3)

Introduction to Social Research SOC 205

3 hrs. Lec.

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

Sociology 206 (3)

Introduction to Social Work SOC 206

3 hrs. Lec.

In this course the student will examine the development of the field of social work. The student will be introduced to the techniques of social work and special attention will be given to requirements for training in social work.

Sociology 207 (3)

Social Psychology SOC 207

3 hrs. Lec.

Prerequisites Psychology 105 and/or Sociology 101. Same as Psychology 207. The student may elect the subject area heading appropriate to his major. The student may not receive credit for both Psychology 207 or Sociology 207, but may receive credit in only one of the two.

Sociology 231 (3)

Urban Social Problems SOC 231

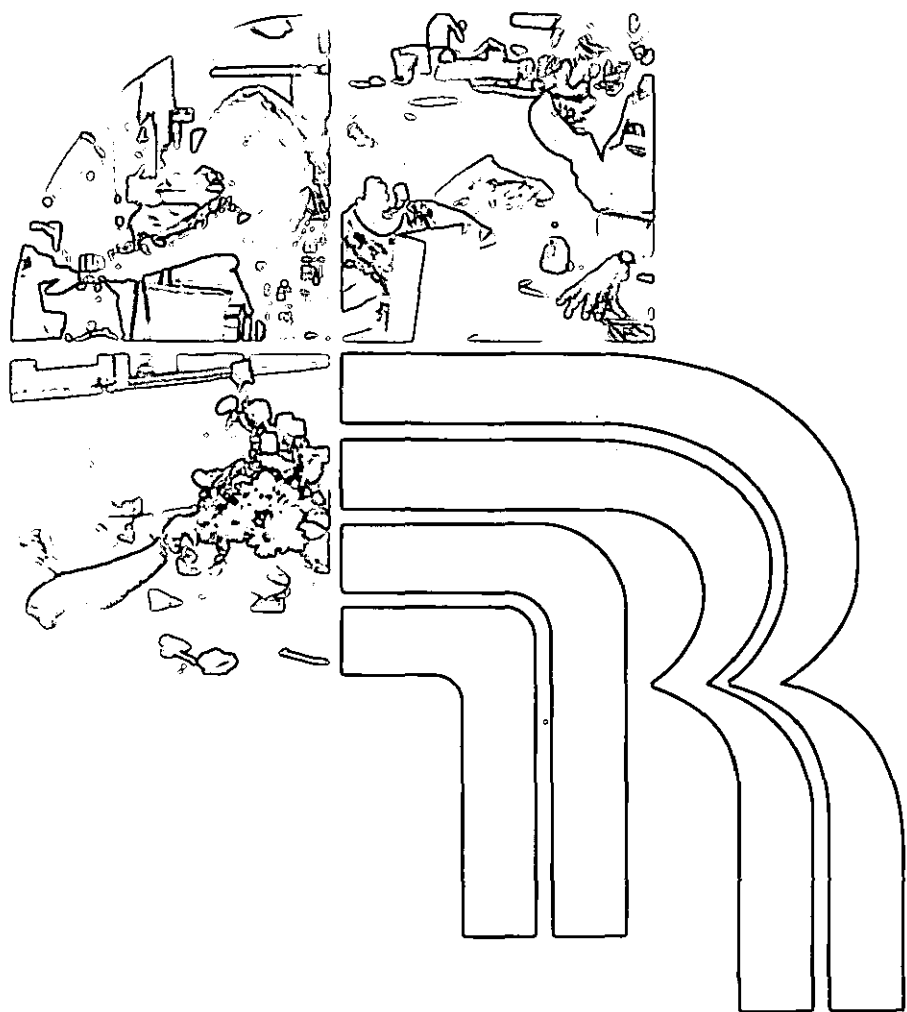
3 hrs. Lec.

The sociology of social institutions; urbanization as a process; theories of formation; and the impact of urbanization on the individual.

- Spanish 101** (4)
Beginning Spanish SPA 101
 3 hrs. Lec.
 2 hrs. Lab.
 Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Laboratory fee required.
- Spanish 102** (4)
Beginning Spanish SPA 102
 3 hrs. Lec.
 2 hrs. Lab.
Prerequisite: Spanish 101 or equivalent. Continuation of Spanish 101 with emphasis on idiomatic language and complicated syntax. Laboratory fee required.
- Spanish 201** (3)
Intermediate Spanish SPA 201
 3 hrs. Lec.
Prerequisite: Spanish 102 or equivalent or consent of the instructor. Reading composition, grammar review and intense oral practice.
- Spanish 202** (3)
Intermediate Spanish SPA 202
 3 hrs. Lec.
Prerequisite: Spanish 201 or equivalent. Continuation of Spanish 201 with reading selections drawn more directly from contemporary literary sources. Composition.
- Spanish 203** (3)
Introduction to Spanish Literature SPA 203
 3 hrs. Lec.
Prerequisite: Spanish 202 or equivalent or consent of the instructor. Readings in Spanish literature, history, culture, art and civilization.
- Spanish 204** (3)
Introduction to Spanish Literature SPA 204
 3 hrs. Lec.
Prerequisite: Spanish 202 or equivalent or consent of the instructor. Readings in Spanish literature, history, culture, art and civilization.
- Speech 100** (1)
Speech Laboratory SPE 100
 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 SPE 105
 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 SPE 109
 3 hrs. Lec.
 A study of the mechanics of speech applied to the improvement of the individual's voice and pronunciation.
- Speech 110** (1)
Reader's Theatre Workshop SPE 110
 2 hrs. Lab.
 A laboratory course for the preparation and presentation of scripts, readings, and book reviews, collecting and arranging all types of literature for group interpretation and performance. May be repeated once for credit.
- Speech 206** (3)
Oral Interpretation SPE 206
 3 hrs. Lec.
 A study of fundamental techniques of analyzing various types of literature, and practice in preparing and presenting selections orally. Emphasis on individual improvement.
- Speech 207** (3)
Advanced Oral Interpretation SPE 207
 3 hrs. Lec.
Prerequisites: Speech 105 and 206. Application of basic principles of interpretation to longer selections of literature; more detailed analysis and arranging of poetry and prose for various types of multiple reading situations including choral speaking and reader's theatre. Investigation of all types of literature which are suited to group interpretation work.
- Theatre 100** (1)
Rehearsal and Performance THE 100
 4 hrs. Lab.
Prerequisite: Acceptance as a member of the cast of a major production. Participation in the class includes the rehearsal and performance of the current theatrical presentation of the division. May be repeated for credit. Credit limited to one hour per semester.

- Theatre 101 (3)**
Introduction to the Theatre THE 101
3 hrs. Lec.
 A general survey designed to acquaint the student with the various aspects of theatre, plays and playwrights, directing and acting, theatres, artists, and technicians.
- Theatre 102 (3)**
Contemporary Theatre THE 102
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 THE 103
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 THE 104
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 105 (3)**
Make-up for the Stage THE 105
3 hrs. Lec.
 Theory and practice of the craft of make-up. Laboratory fee required.
- Theatre 106 (3)**
Acting I THE 106
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 THE 107
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 108 (3)**
Movement for the Stage THE 108
2 hrs. Lec.
3 hrs. Lab.
 A study of movement as both a pure form as well as its relation and integration with the theatre arts. The course will include movement as a technique to control balance, rhythm, strength, and flexibility. Movement will be explored as it is used in all the theatrical forms and in development of characterization. May be repeated for credit.
- Theatre 109 (3)**
Voice and Articulation THE 109
3 hrs. Lec.
 Same as Speech 109. The student may not receive credit for both Theatre 109 and Speech 109.
- Theatre 110 (3)**
History of Theatre I THE 110
3 hrs. Lec.
 Survey of theatre from its beginning through the sixteen century. Study of the theatre in each period as a part of the total culture of the period.
- Theatre 111 (3)**
History of Theatre II THE 111
3 hrs. Lec.
 Development of the theatre from the seventeenth century through the twentieth century.
- Theatre 112 (3)**
Beginning Dance Technique in Theatre THE 112
2 hrs. Lec.
3 hrs. Lab.
 Course designed to promote body balance, improve manipulation of trunk and limbs, and facilitate the rhythmic flow of physical energy. Exploration of basic movements of the dance with emphasis on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movements.

- Theatre 113** (3)
Intermediate Dance THE 113
 2 hrs. Lec.
 3 hrs. Lab.
Prerequisite: Theatre 112 or permission of instructor. A general survey to acquaint the student with the various aspects of dance and its role in total theatre, including the evolution of dance styles. Exploration of jazz style emphasizing flow of movement, body placement, dynamic intensity, level, focus, and direction.
- Theatre 115** (2)
Mime THE 115
 1 hr. Lec.
 2 hrs. Lab.
Prerequisite: Stage movement, Theatre 106. Exploration of the expressive significance and techniques of mime.
- Theatre 199** (1)
Demonstration Lab THE 199
 1 hr. Lab.
 One hour a week course designed to allow the theatre student an opportunity to practice the theory learned in specific theatre classes before an audience. Scenes studied in various drama classes will show contrast and the different perspectives. Required of all drama students. Open to all students.
- Theatre 205** (3)
Scene Study I THE 205
 2 hrs. Lec.
 3 hrs. Lab.
Prerequisites: Theatre 106, 107. Continuation of Acting II with emphasis on developing dramatic action through detailed study of the playscript. Students will deal with the stylistic problems presented by the staging of period plays and the development of realism. Conference and scheduled rehearsals in preparation for scene work.
- Theatre 207** (3)
Scene Study II THE 207
 2 hrs. Lec.
 3 hrs. Lab.
Prerequisite: Theatre 205. Continuation and intensification of Theatre 205 with concentration upon individual needs of the performer. Conference and scheduled rehearsals in preparation for scene work.
- Theatre 208** (3)
Introduction to Technical Drawing THE 208
 2 hrs. Lec.
 3 hrs. Lab.
 Basic techniques of drafting dealing with isometrics, orthographic projections and other standard procedures. The emphasis is placed on theatrical drafting including ground plans, vertical sections, construction elevations and spider perspective.
- Theatre 209** (3)
Lighting Design THE 209
 2 hrs. Lec.
 3 hrs. Lab.
Prerequisite: Theatre 103 and 104. A study of design and techniques of lighting in the theatre. Practical experience in departmental productions required for one semester.
- Theatre 235** (3)
Costume History THE 235
 3 hrs. Lec.
 A study of fashion costume, people and social customs throughout history. This includes the Egyptian, Greek, Roman, Gothic and Elizabethan periods through the 1890's and into modern styles.
- Typing**
 (See Business 172, 174, 273)
- Word Processing**
 (See Business 165 and 265)
- Work Experience**
 (See Cooperative Work Experience)



**TECHNICAL OCCUPATIONAL
PROGRAMS**

Work Experience Education

Richland students may enrich their education in certain technical-occupational programs by enrolling in work experience education courses. These courses are designed to assist students in coordinating classroom study with related on-the-job experience.

Requirements:

1. Students must have completed at least two courses in their occupational major to be eligible for cooperative work experience.
2. A full-time student must be enrolled in twelve credit hours or more; two courses must relate to the student's work experience, and up to four credit hours may be in cooperative work experience.
3. A part-time student may take up to four credit hours of work experience.
4. Part-time students must be concurrently enrolled in a course related to the work experience.
5. To enroll in a work experience course, a student must have the approval of his instructor/coordinator.
6. For specific requirements, a student must contact instructor-coordinator of the work experience course in which he wishes to enroll.

Course credit will be awarded at the rate of one credit hour for each 80 hours of approved work experience accomplished during the semester. This is approximately five hours per week during a sixteen week semester.

The work experience credit hours available in selected technical-occupational programs are listed in the curriculum for that program.

Technical-Occupational Programs Offered on the Seven Campuses of the Dallas County Community College District

Brookhaven

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

Small Business Management
Motorcycle Mechanics
Office Careers
General Office Occupations
Legal Secretary
Secretarial Careers
Outboard Marine Engine Mechanics
Retail Distribution & Mktg. Tech.
Commercial Design & Advertising
Fashion Merchandising
Retail Management
Small Engine Mechanics

Cedar Valley

Accounting Associate
Accounting Technician
Air Conditioning & Refrigeration
Commercial
Residential
Animal Medical Technology
Automotive Apprenticeship
Automotive Technology
Commercial Music
Arranger/Composer/Copyist
Music Retailing
Performing Musician
Major Appliance Repair
Mid-Management

Eastfield

Accounting Assistant
Accounting Associate
Air Conditioning & Refrig. Tech.
Auto Body
Automotive Apprenticeship
Automotive Technology
Child Development Assistant
Child Development Associate
Digital Electronics
Drafting & Design Technology
Graphic Arts
Graphic Communications
Mid-Management
Small Business Management
Office Careers
Administrative Secretary
General Secretary
Office Skills & Systems
Professional Secretary

Social Work Associate
Training Paraprofessionals for
the Deaf
Transportation Technology
Welding Technology

El Centro

Accounting Associate
Accounting Technician
Apparel Design
Architecture Technology
Banking & Finance
 Banking Option
 Credit and Financial Mgmt.
 Savings and Loan Option
Data Processing
 Data Processing Operator
 Data Processing Programmer
 Information Systems
 Key Entry/Data Control
 Small Computer Systems Information
 Specialist
Drafting & Design Technology
Educational Paraprofessional
Fire Protection Technology
Food Service
 Dietetic Assistant
 Dietetic Technician
 Food Service Operations
 School Food Service
Hotel/Motel Operations
Interior Design
Legal Assistant
Medical
 Associate Degree Nursing
 Dental Assistant Technology
 Long Term Health Care
 Medical Assistant Technology
 Medical Lab Technician
 Medical Transcriptionist
 Radiologic Technology
 Respiratory Therapy Assistant
 Respiratory Therapy Technology
 Surgical Technology
 Vocational Nursing
Mid-Management
 Small Business Management
Office Careers
 General Office Occupations
 General Secretary
 Professional Secretary
Pattern Design
Police Science

Mountain View

Accounting Associate
Accounting Technician
Aviation Maintenance Technology
 Airframe
 Powerplant

Aviation Technology
 Air Cargo Transport
 Aircraft Dispatcher
 Airline Marketing
 Career Pilot
 Fixed Base Oprs/Airport Mgmt.
Avionics Technology
Drafting & Design Technology
Educational Paraprofessional
Electronics Technology
Horology
Machine Shop
Mid-Management
 Small Business Management
Office Careers
 General Office Occupations
 General Secretary
 Office Skills & Systems
 Professional Secretary
Welding Technology

North Lake

Accounting Associate
Accounting Technician
Air Conditioning & Refrigeration
 Commercial
 Residential
Banking & Finance
 Banking Option
 Credit and Financial Mgmt.
 Savings and Loan Option
Building Trades
 Carpentry
 Electricity
Diesel Mechanics
Distribution Technology
Mid-Management
 Small Business Management
Office Careers
 General Office Careers
 Legal Secretary
 Secretarial Careers
Optical Technology
Real Estate
Solar Energy Technology

Richland

Accounting Associate
Accounting Technician
Banking & Finance
 Banking Option
 Credit and Financial Mgmt.
 Savings & Loan Option
Construction Mgmt. & Technology
Educational Paraprofessional
Engineering Technology
 Electric Power
 Electro-Mechanical
 Fluid Power
 Quality Control

Human Services Associate
Mental Health Assistant
Social Worker Assistant
Mid-Management
Small Business Management
Office Careers
Administrative Secretary
Educational Secretary
General Office Occupations

General Secretary
Professional Secretary
Ornamental Horticulture Technology
Florist
Greenhouse Florist
Landscape Gardener
Landscape Nursery
Real Estate

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

Dallas County residents may enroll in the programs listed below at the appropriate Tarrant County Junior College at the Tarrant County resident's tuition rate. This reciprocal arrangement does not apply to programs of instruction which are filled to capacity with Tarrant County students.

Northeast Campus Courses

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

Northwest Campus Courses

Agribusiness
Postal Service Administration

South Campus Courses

Industrial Supervision
Mechanical Technology

Accounting Associate

This two-year program is designed for persons interested in pursuing careers as junior accountants in business, industry, and government. Emphasis will be placed on internal accounting procedures and generally accepted accounting principles as they relate to external reporting with selected electives in cost accounting and tax accounting. Successful completion of the program leads to the associate in applied arts and sciences degree.

Curriculum Pattern

First Year

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
BUS 201—Principles of Accounting I	3	0	3
BUS 105—Introduction to Business	3	0	3
BUS 160—Office Machines	3	0	3
COM 131—Applied Composition and Speech or ENG 101—Composition and Expository Reading	3	0	3
MTH 130—Business Mathematics or MTH 111— Mathematics for Business and Economics I	3	0	3
			<hr/> 15
Spring Semester			
BUS 202—Principles of Accounting II	3	0	3
BUS 136—Principles of Management	3	0	3
CS 175—Introduction to Computer Sciences	3	0	3
COM 132—Applied Composition and Speech or ENG 102—Composition and Literature	3	0	3
**BUS 172—Beginning Typing or BUS 713 or BUS 714—Work Experience			3 or 4
			<hr/> 15 or 16

Second Year

Fall Semester			
BUS 203—Intermediate Accounting I	3	0	3
BUS 238—Cost Accounting or BUS 239—Income Tax Accounting	3	0	3
GOV 201—American Government	3	0	3
ECO 201—Principles of Economics	3	0	3
BUS 803 or BUS 804—Work Experience or *Elective			3 or 4
			<hr/> 15 or 16
Spring Semester			
BUS 204—Managerial Accounting	3	0	3
BUS 234—Business Law	3	0	3
BUS 231—Business Correspondence	3	0	3
ECO 202—Principles of Economics	3	0	3
BUS 813 or BUS 814—Work Experience or *Elective			3 or 4
			<hr/> 15 or 16

*Recommended Electives

BUS 143	BUS 239
BUS 205	BUS 242
BUS 206	PSY 105
BUS 238	PSY 131

**Must have typing skills of 30 words per minute to be waived.

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. A certificate is awarded upon completion.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
BUS 105—Introduction to Business	3	0	3
BUS 131—Bookkeeping I	3	0	3
BUS 160—Office Machines	3	0	3
COM 131—Applied Composition and Speech	3	0	3
MTH 130—Business Mathematics	3	0	3
			15
Spring Semester			
BUS 132—Bookkeeping II	3	0	3
BUS 172—Beginning Typing or			
BUS 174—Intermediate Typing	2 or 1	3 or 2	3 or 2
CS 175—Introduction to Computer Science	3	0	3
COM 132—Applied Composition and Speech	3	0	3
*Elective			3
			15 or 14
*Recommended Electives:			
BUS 162			
PSY 105			
PSY 131			

Banking and Finance (Banking Option)

The Banking and Finance program is designed to prepare students to enter the finance industry. Students completing the program would be prepared to assume positions in commercial banks, savings and loan associations, credit union, and other financial organizations.

Curriculum

First Year

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
BF 103—Principles of Bank Operations	3	0	3
BUS 136—Principles of Management	3	0	3
COM 131—Applied Composition and Speech	3	0	3
ECO 201—Principles of Economics I	3	0	3
Elective (select from general electives)*	3	0	3
	15	0	15

Spring Semester

BF 104—Money and Banking ¹	3	0	3
BF 105—Comparative Financial Institutions	3	0	3
BUS 201—Principles of Accounting I	3	0	3
ECO 202—Principles of Economics II	3	0	3
GVT 201—American Government	3	0	3
Elective (select from general electives)*	3	0	3
	18	0	18

Second Year

Fall Semester

BUS 237—Organizational Behavior	3	0	3
CS 175—Introduction to Computer Science	3	0	3
Elective (select from Banking Functions electives)**	9	0	9
Elective (select from general electives)*	3	0	3
	18	0	18

Spring Semester

BF 204—Federal Regulations of Banking ¹ or	3	0	3
BF 205—Analyzing Financial Statements ¹ or			
BF 206—Negotiable Instruments and the Payments Mechanism ¹			
BF 203—Public Relations & Marketing of Financial Services	3	0	3
BUS 231—Business Correspondence	3	0	3
Elective (select from general electives)*	3	0	3
Elective (select from Bank Functions electives)**	3	0	3
	15	0	15

Banking Functions Electives**¹

BF 110	BF 111	BF 112	BF 113	BF 114
BF 115	BF 116	BF 117	BF 118	BF 119
BF 120	BF 121	BF 122	BF 123	BF 124
RE 131				

General Electives*

BUS 209	BUS 105	BUS 130	BUS 143	BUS 159
BUS 160	BUS 162	BUS 166	BUS 172	BUS 174
BUS 234	BF 713, 803, 813 Cooperative Work Experience ²			

¹Course may be offered through American Institute of Banking (AIB)

²Enrollment only with consent of instructor

Banking and Finance (Credit and Financial Management Option)

Curriculum Pattern

First Year

Fall Semester

	Credit Hrs.
BF 101—Credit Management	3
COM 131—Applied Composition and Speech	3
BUS 136—Principles of Management	3
ECO 201—Principles of Economics	3
Elective*	3
	<hr/> 15 hours

Spring Semester

BF 115—Credit and Collection Principles	3
BUS 234—Business Law	3
ECO 202—Principles of Economics II	3
CS 175—Introduction to Computer Science	3
BF 105—Comparative Financial Institutions	3
	<hr/> 15 hours

Second Year

Fall Semester

BF 201—Advanced Credit Analysis	3
BUS 237—Organizational Behavior	3
BUS 201—Principles of Accounting I	3
GOV 201—American Government	3
Elective*	3
	<hr/> 15 hours

Spring Semester

BF 202—Credit Law	3
BF 203—Public Relations and Marketing of Financial Services	3
BUS 231—Business Correspondence	3
BUS 202—Principles of Accounting II	3
Elective*	3
	<hr/> 15 hours

Recommended Electives:

BF 205*	BUS 159	BUS 174
BF 104*	BUS 160	BUS 238*
BUS 209*	BUS 162	
MTH 130	BUS 166	
BUS 143*	BUS 172	
BF 713, 803, 813 Cooperative Work Experience**		

To qualify as a candidate for National Institute of Credit Fellow Award, students must complete required courses indicated in the 4 semesters plus one course from the elective component of the curriculum designated by.

**Enrollment only with consent of instructor.

Banking and Finance (Savings and Loan Option)

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
First Year			
Spring Semester			
BF 106—Introduction to the Savings Association Business..	2	0	2
BUS 171—Introduction to Supervision	3	0	3
COM 131—Applied Composition and Speech	3	0	3
CS 175—Introduction to Computer Science	3	0	3
* Elective	3	0	3
	<hr/> 14	<hr/> 0	<hr/> 14
Spring Semester			
BF 107—Savings Association Operations	2	0	2
BUS 136—Principles of Management	3	0	3
ECO 201—Principles of Economics	3	0	3
BUS 231—Business Correspondence	3	0	3
BF 105—Comparative Financial Institutions	3	0	3
* Elective	3	0	3
	<hr/> 17	<hr/> 0	<hr/> 17
Second Year			
Fall Semester			
BF 207—Savings Account Administration	2	0	2
BUS 201—Principles of Accounting	3	0	3
ECO 202—Principles of Economics II	3	0	3
BUS 237—Organizational Behavior	3	0	3
* Elective	3	0	3
	<hr/> 14	<hr/> 0	<hr/> 14
Spring Semester			
BUS 202—Principles of Accounting II	3	0	3
BF 203—Public Relations & Marketing of Financial Services	3	0	3
GVT 201—American Government	3	0	3
RE 130—Real Estate Practices	3	0	3
* Elective	3	0	3
	<hr/> 15	<hr/> 0	<hr/> 15

Recommended Electives:

BF 125	BF 205	BF 115	BF 114**
BUS 209	RE 135	BUS 143	BUS 162
BUS 234	MTH 130	RE 131	
BF 713	BF 803	BF 813	

*12 Credit Hours required for Associate Degree and to qualify for IFE Degree of Distinction

**Enrollment only with consent of instructor

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 arts and sciences degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
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First Year

Fall Semester

CMT 121—Construction Materials, Methods and Equipment I	2	3	3
CMT 132—Construction Industry	3	0	3
COM 131—Applied Composition and Speech or ENG 101—Composition and Expository Reading	3	0	3
CMT 236—Building Codes and Safety	3	3	4
HD 107—Leadership or HD 105—Human Development or PSY 105—Introduction to Psychology	3	0	3
			<hr/> 16

Spring Semester

MTH 195—Technical Mathematics	3	0	3
CMT 124—Electrical and Mechanical Equipment for Buildings	3	3	4
CMT 122—Construction Materials, Methods and Equipment II	2	3	3
CMT 123—Construction Graphics	2	6	4
* Elective			3
			<hr/> 17

Second Year

Fall Semester

CMT 231—Contracts and Specifications	2	3	3
CMT 136—Surveying and Measurements	2	6	4
CMT 138—Construction Management I	3	3	4
EGR 289—Mechanics of Structures	3	0	3
			<hr/> 14

Spring Semester

CMT 230—Quality Control and Cost Control	3	3	4
CMT 234—Estimating	2	6	4
CMT 237—Soils, Foundations, and Reinforced Concrete	3	3	4
CMT 238—Construction Management II	3	3	4
			<hr/> 16

*Recommended electives:

BUS 131
BUS 234
COM 132
PHY 131

Educational Paraprofessional

This program is designed to prepare educational paraprofessionals in a wide range of competencies needed for effective roles in public and non-public schools. A student can take courses required for the one-year Educational Assistant Certificate and continue in the program to receive the two-year Educational Associate Degree or may work directly toward the Associate Degree.

Educational Paraprofessionals are employed under job titles such as teacher aide, assistant teacher, library assistant, P.E. aide, study hall teacher, tutor, tutoring coordinator, youth worker, special education aides, etc. Individuals working with handicapped children have found this program to be especially beneficial.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
First Year			
Fall Semester			
EP 131—Introduction to Educational Processes I	3	0	3
EP 135—Arts and Crafts	3	0	3
Support and Elective Courses as Appropriate			9-10
			<hr/> 15-16
Spring Semester			
EP 129—Communication Skills for Educational Paraprofessionals	3	0	3
EP 132—Introduction to Media	1	4	3
EP 133—Introduction to Educational Processes II.....	3	0	3
Support and Elective Courses as Appropriate			6-7
			<hr/> 15-16
Second Year			
Fall Semester			
EP 231—Educational Paraprofessional Seminar I	2	0	2
*EP 232—Educational Paraprofessional Practicum I	0	20	4
Support and Elective Courses as Appropriate			10-11
			<hr/> 16-17
Spring Semester			
EP 235—Educational Paraprofessional Seminar II	2	0	2
*EP 236—Educational Paraprofessional Practicum I	0	20	4
Support and Elective Courses as Appropriate			11-12
			<hr/> 16-17

*May substitute EP 803, 804, 813, 814

Support Courses

Communications (Twelve hours to be chosen from any of the following: Developmental Studies Reading and/or Writing, Communications 131-132, English 101-102, or sophomore level English courses).

EP 245, 246, 247—Diversified Studies

HD 105

DM 090 or 091 or Math Elective

BUS 172

PSY 201

PEH 144

BUS 174

SOC 101

PEH 257

BUS 160

SOC 102

PSY 105

PEH 101

Art or Music (or courses occupationally appropriate and approved by the EP instructor)

Educational Paraprofessional (1-year program)

The one-year Educational Assistant option to the Educational Paraprofessional program has basically the same purpose as the Associate Degree program but offers the option of a shorter training period.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
EP 131—Introduction to Educational Processes I	3	0	3
EP 135—Arts and Crafts	3	0	3
Support and Elective Courses as Appropriate			9-10
			15-16
Spring Semester			
EP 129—Communication Skills for Educational Paraprofessionals	3	0	3
EP 132—Introduction to Media	1	4	3
EP 133—Introduction to Educational Processes II	3	0	3
Support and Elective Courses as Appropriate			6-7
			15-16

NOTE: Students wishing to receive the one-year Educational Assistant Certificate must take the five EP courses listed above (EP 129, 131, 132, 133, 135) plus an additional fifteen credit hours as approved from the **overall** Educational Paraprofessional program for a total of thirty (30) semester credit hours.

Support Courses

Communications (Twelve hours to be chosen from any of the following: Developmental Studies Reading and/or Writing, Communications 131-132, English 101-102, or sophomore level English courses).

EP 245, 246, 247—Diversified Studies

HD 105

DM 090 or 091 or Math Elective

BUS 172

BUS 174

BUS 160

PSY 105

PSY 201

SOC 101

SOC 102

PEH 101

PEH 144

PEH 257

Art or Music (or courses occupationally appropriate and approved by the EP instructor)

Engineering Technology

The engineering technology program provides the student with a broad educational background in several technical areas. During the first year a basic "core curriculum" is followed by all students. In the second year the student will specialize in one of the following areas: electric power, electro-mechanical, fluid power, or quality control. Also during the second year, the student may choose to participate in a cooperative education program where college credit may be earned for related work experience. Successful completion of this two year program leads to the associate in applied arts and sciences degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
First Semester			
ET 190—DC Circuits and Electrical Measurements	3	3	4
QCT 121—Introduction to Quality Control	2	0	2
EGT 141—Basic Hydraulics and Fluid Mechanics	3	3	4
MTH 195—Technical Math	3	0	3
EGR 186—Manufacturing Processes	1	2	2
DFT 182—Technician Drafting	1	3	2
			17
Second Semester			
ET 191—AC Circuits	3	3	4
EGT 142—Instrumentation & Testing	2	3	3
QCT 122—Dimensional Measurement	2	2	3
ET 193—Active Devices	3	3	4
EGT 143—Interpretation of Technical Data	3	2	4
			18
Third Semester			
COM 131—Applied Composition & Speech	3	0	3
FLP 222—Fundamentals of Pneumatics	2	3	3
EMT 233—Electrical Machines	2	3	3
EMT 229—Analog & Digital Circuits	3	3	4
* Elective			2 or 4
			15 or 17
Fourth Semester			
PHY 131—Technical Physics	3	3	4
QCT 220—Physical & Environmental Testing	2	3	3
EMT 232—Mechanisms & Drives	3	3	4
EGT 240—Automatic Control Systems	2	3	3
EGT 803, 804—Work Experience or			2 or 4
* Elective			
			16 or 18
*Recommended elective:			
Electric Power Majors		Fluid Power Majors	
ELP 244		FLP 225	
EMT 237		EGR 187	
Electro-Mechanical Majors		Quality Control Majors	
EMT 237		QCT 227	
EMT 239		QCT 236	

Electro-Mechanical Certificate Program

This one year program is designed to provide the student with basic technical skills for entry into the automated industrial environment. All of the courses required for the one-year certificate are applicable to the Engineering Technology Associate Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
First Semester			
ET 190—DC Circuits and Measurements	3	3	4
EGR 186—Manufacturing Processes	1	2	2
EGT 141—Basic Hydraulics and Fluid Mechanics	3	3	4
MTH 195—Technical Math	3	0	3
EMT 232—Mechanisms and Drives	3	3	4
			<hr/>
			17
Second Semester			
DFT 182—Technical Drafting	1	3	2
ET 191—AC Circuits	3	3	4
EGT 142—Instrumentation and Testing	2	3	3
ET 193—Active Devices	3	3	4
EMT 237—Electro-Mechanical Systems	2	3	3
EGR 187—Manufacturing Processes	1	2	2
			<hr/>
			18

Electric Power Certificate Program

A one-year program providing the student with skill and development opportunities in the Electric Power industry. All of the courses required for the one-year certificate are applicable to the Engineering Technology Associate Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
First Semester			
ET 190—DC Circuits & Measurements	3	3	4
MTH 195—Technical Mathematics	3	0	3
EGR 186—Manufacturing Processes	1	2	2
DFT 182—Technical Drafting	1	3	2
EMT 233—Electrical Machinery	2	3	3
			<hr/>
			14
Second Semester			
ET 191—AC Circuits	3	3	4
EGT 142—Instrumentation & Testing	2	3	3
EGT 240—Automatic Control Systems	2	3	3
ELP 244—Advanced Electric Power Systems	3	3	4
EMT 237—Electro-Mechanical Systems	2	3	3
			<hr/>
			17

Fluid Power Certificate Program

A one year program providing the student with skill and development opportunities in the field of hydraulics and pneumatics. All of the courses required for the one-year certificate are applicable to the Engineering Technology Associate Degree, Fluid Power Option.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
First Semester			
EGT 141—Basic Hydraulics & Fluid Mechanics	3	3	4
ET 190—DC Circuits & Measurements	3	3	4
MTH 195—Technical Mathematics	3	0	3
DFT 182—Technical Drafting	1	3	2
EGR 186—Manufacturing Processes	1	2	2
			<hr/> 15

Second Semester

FLP 222—Fundamentals of Pneumatics	2	3	3
FLP 225—Advanced Fluid Power Systems	3	3	4
EGT 142—Instrumentation & Testing	2	3	4
EGT 240—Automatic Control Systems	2	3	3
EGR 187—Manufacturing Processes	1	2	2
			<hr/> 16

Quality Control Certificate Program

This one-year program develops the basic skills necessary for advancement in a purchased materials, machine shop or assembly inspection department. All of the courses required for the certificate are applicable to the Engineering Technology Associate Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
First Semester			
QCT 121—Introduction to Quality Control	2	0	2
QCT 122—Dimensional Measurement	2	2	3
EGT 141—Basic Hydraulics & Mechanics	3	3	4
EGR 186—Manufacturing Processes	1	2	2
MTH 195—Technical Mathematics	3	0	3
DFT 182—Technical Drafting	1	3	2
			<hr/> 16

Second Semester

EGT 143—Interpretation of Technical Data	3	2	4
QCT 227—Non-Destructive Testing	2	2	3
QCT 220—Physical/Environmental Testing	2	2	3
ET 190—DC Circuits	3	3	4
EGR 187—Manufacturing Processes	1	2	2
			<hr/> 16

Human Services

This two-year program will develop competencies for students to enter employment in paraprofessional positions as social service assistants in various social and mental health agencies. The first year of the program consists of a basic "core curriculum" followed by a "branching" into either social worker assistant or mental health assistant options in the second year of the program.

Curriculum Pattern

First Year Core

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Semester I			
ENG 101—Composition and Expository Reading or COM 131—Applied Composition and Speech	3	0	3
PSY 105—Introduction to Psychology or HD 105—Basic Processes of Interpersonal Relationships	3	0	3
HST 101—History of the United States or SS 131—American Civilization or SOC 101—Introduction to Sociology	3	0	3
HS 131—Orientation to Human Services	3	0	3
*Elective	3	0	3
			<u>15</u>

Semester II

ENG 102—Composition and Literature or COM 132—Applied Composition and Speech	3	0	3
PSY 105—Introduction to Psychology or HD 105—Basic Processes of Interpersonal Relationships	3	0	3
SOC 101—Introduction to Sociology or SOC 102—Social Problems	3	0	3
HS 134—Human Services Seminar	3	0	3
*Elective	3	0	3
			<u>15</u>

*Recommended electives for first year:

HD 106	PEH 110
SS 132	PEH 257
BUS 173	PEH 101
BIO 116	DM 090
HUM 101	DM 091
SPE 105	RD 101
SPA 101	EP 133

Human Services (Mental Health Assistant Option)

Curriculum Pattern

Second Year

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Semester III			
SOC 204—American Minorities	3	0	3
HD 107—Developing Leadership Behavior	3	0	3
HS 235—Introduction to Mental Health	3	0	3
HS 240—Work Experience in Human Services (Field Work)	0	10	2
HS 241—Work Experience Seminar	2	0	2
*Elective	3	0	3
			<hr/> 16

Semester IV

SOC 203—Marriage and the Family	3	0	3
PSY 205—Psychology of Personality	3	0	3
HS 233—Counseling for the Paraprofessional	3	0	3
HS 242—Work Experience in Human Services (Field Work)	0	10	2
HS 243—Work Experience Seminar	2	0	2
*Elective	3	0	3
			<hr/> 16

*Recommended electives for second year Mental Health Option:

PEH 101	PSY 207	EP 133	HS 803
PEH 257	SPE 105	SPA 101	HS 804
PSY 201	GVT 201	HS 814	HS 813

Human Services (Social Worker Assistant Option)

Curriculum Pattern

Second Year

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Semester III			
SOC 204—American Minorities	3	0	3
SOC 206—Introduction to Social Work	3	0	3
HD 107—Developing Leadership Behavior	3	0	3
HS 240—Work Experience in Human Services (Field Work)	0	10	2
HS 241—Work Experience Seminar	2	0	2
*Elective	3	0	3
			<hr/> 16

Semester IV

SOC 203—Marriage and the Family	3	0	3
GVT 231—Municipal and County Government or GVT 201—American Government	3	0	3
HS 231—Procedures in Social Work	3	0	3
HS 242—Work Experiences in Human Services (Field Work)	0	10	2
HS 243—Work Experience Seminar	2	0	2
*Elective	3	0	3
			<hr/> 16

*Recommended electives for second year Social Worker Option

PEH 101	ANT 101	HS 230
PSY 205	PEH 257	PSY 201
PSY 207	SPA 101	
HS 233	EP 133	

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 arts and sciences degree.

Curriculum Pattern

First Year

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
BUS 136—Principles of Management	3	0	3
***BUS 150—Management Training	0	20	4
***BUS 154—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 or			
ART 104, MUS 104, THE 101	3	0	3
	<u>11</u>	<u>20</u>	<u>15</u>

Spring Semester

BUS 105—Introduction to Business	3	0	3
BUS 151—Management Training	0	20	4
BUS 155—Management Seminar	2	0	2
COM 132—Applied Composition and Speech or			
ENG 102—Composition and Literature	3	0	3
*Elective	3	0	3
	<u>11</u>	<u>20</u>	<u>15</u>

Second Year

Fall Semester

BUS 201—Principles of Accounting I or			
BUS 131—Bookkeeping I	3	0	3
BUS 250—Management Training	0	20	4
BUS 254—Management Seminar	2	0	2
SS 131—American Civilization or			
HST 101—History of the United States	3	0	3
*Elective	3	0	3
	<u>11</u>	<u>20</u>	<u>15</u>

Spring Semester

BUS 251—Management Training	0	20	4
BUS 255—Management Seminar	2	0	2
ECO 201—Principles of Economics	3	0	3
*Elective			3
**Elective			3
	<u>5</u>	<u>23</u>	<u>15</u>

*Recommended Electives:

BUS 160	BUS 153
BUS 206	BUS 234
BUS 230	BUS 237
BUS 137	CS 175

**This elective must be chosen from the social or behavioral sciences.

***Preliminary interview by mid-management coordinator required.

Mid-Management (Small Business Management Option)

Curriculum Pattern

First Year

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
BUS 136—Principles of Management	3	0	3
**BUS 150—Management Training	0	20	4
**BUS 154—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 or			
ART 104, MUS 104, THE 101	3	0	3
			<u>15</u>
Spring Semester			
BUS 153—Small Business Management	3	0	3
BUS 151—Management Training	0	20	4
BUS 155—Management Seminar	2	0	2
COM 132—Applied Composition and Speech or			
ENG 102—Composition and Literature	3	0	3
*Elective	3	0	3
			<u>15</u>

Second Year

Fall Semester

BUS 157—Small Business Bookkeeping and Accounting Practices	3	0	3
BUS 250—Management Training	0	20	4
BUS 254—Management Seminar	2	0	2
SS 131—American Civilization or			
HST 101—History of the United States	3	0	3
BUS 210—Small Business Organization, Acquisition and Finance	3	0	3
			<u>15</u>

Spring Semester

BUS 251—Management Training	0	20	4
BUS 255—Management Seminar	2	0	2
ECO 201—Principles of Economics	3	0	3
BUS 211—Small Business Operations	3	0	3
*Elective	3	0	3
			<u>15</u>

Recommended Electives:

BUS 160	BUS 234
BUS 206	BUS 237
BUS 230	CS 175
BUS 137	

**Preliminary interview by mid-management coordinator required.

Office Careers

Educational Secretary (Two Years)

This program is designed to provide a sound educational basis for persons already employed or for persons desiring to enter employment in the field of education. Special emphasis will be placed on practical business methods, record-keeping, psychology of education and human relations. Upon completion of the courses in the curriculum pattern listed below, the student receives an associate in applied arts and sciences degree.

Curriculum Pattern

First Year

Fall Semester

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
BUS 131—Bookkeeping I or			
BUS 201—Principles of Accounting I	3	0	3
BUS 160—Office Machines	3	0	3
*BUS 159—Beginning Shorthand or			
BUS 166—Intermediate Shorthand	3	2	4
BUS 140—Educational Processes	3	0	3
*BUS 172—Beginning Typing or	3	2	3
BUS 174—Intermediate Typing	1	2	2
COM 131—Applied Composition and Speech or			
ENG 101—Composition and Expository Reading	3	0	3
			<hr/> 18 or 19

Spring Semester

BUS 165—Introduction to Word Processing	3	0	3
BUS 162—Office Procedures	3	0	3
BUS 166—Intermediate Shorthand or			
BUS 266—Advanced Shorthand	3	2	4
HUM 101—Introduction to Humanities or			
PSY 105—Introduction to Psychology or			
SOC 101—Introduction to Sociology	3	0	3
BUS 174—Intermediate Typing or			
BUS 273—Advanced Typing	1	2	2
			<hr/> 15

Second Year

Fall Semester

BUS 273—Advanced Typing	1	2	2
BUS 231—Business Correspondence	3	0	3
MTH 130—Business Mathematics	3	0	3
GVT 201—American Government	3	0	3
BUS 803 or 804—Work Experience or			
Elective	3	0	3 or 4
			<hr/> 14 or 15

Spring Semester

BUS 141—Current Practical Problems	3	0	3
PSY 131—Human Relations	3	0	3
CS 175—Introduction to Computer Sciences	3	0	3
BUS 275—Secretarial Procedures	3	0	3
BUS 813 or 814—Work Experience or			
Elective	3	0	3 or 4
			<hr/> 15 or 16

Recommended Electives:

PEH 257
EP 132
BUS 105

SPE 105
BUS 143

*Students with previous training in shorthand and/or typing will be placed according to ability.

Professional Secretary (Two Years)

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

Curriculum Pattern

First Year

Fall Semester

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
BUS 105—Introduction to Business	3	0	3
MTH 130—Business Mathematics	3	0	3
*BUS 172—Beginning Typing or	3	2	3
BUS 174—Intermediate Typing	1	2	2
*BUS 159—Beginning Shorthand or			
BUS 166—Intermediate Shorthand	3	2	4
COM 131—Applied Composition and Speech or	3	0	3
ENG 101—Composition and Expository Reading			
			15 or 16

Spring Semester

BUS 174—Intermediate Typing or			
BUS 273—Advanced Typing	1	2	2
BUS 166—Intermediate Shorthand or			
BUS 266—Advanced Shorthand	3	2	4
BUS 162—Office Procedures	3	0	3
BUS 131—Bookkeeping or			
BUS 201—Principles of Accounting I	3	0	3
BUS 160—Office Machines	3	0	3
			15

Second Year

Fall Semester

BUS 266—Advanced Shorthand	3	2	4
BUS 273—Advanced Typing	1	2	2
BUS 165—Introduction to Word Processing	3	0	3
CS 175—Introduction to Computer Science	3	0	3
COM 132—Applied Composition and Speech or			
ENG 102—Composition and Literature	3	0	3
BUS 803 or 804—Cooperative Work Experience or			
*Elective	3 or 4	0	3 or 4
			18 or 19

Spring Semester

BUS 265—Word Processing Practices and Procedures	3	0	3
BUS 275—Secretarial Procedures	3	0	3
BUS 231—Business Correspondence	3	0	3
PSY 131—Human Relations	3	0	3
BUS 813 or 814—Work Experience or			
*Elective	3	0	3 or 4
			15 or 16

Recommended Electives

**BUS 128	**BUS 274	BUS 804	PSY 105
BUS 136	**BUS 167	BUS 813	SPE 105
BUS 143	BUS 803	BUS 814	BUS 237
BUS 234			

*Students with previous training in shorthand and/or typing will be placed according to ability.

**These classes are available at El Centro College only.

General Office Occupations

This two-year program is designed to train students for positions in the general office fields such as clerk-typist, file clerk, receptionist, and word processing operator. Management principles and human relations are stressed to enhance the students' opportunities for advancement into positions as word processing supervisors, office managers, or administrative assistants.

Curriculum Pattern

First Year

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
COM 131—Applied Composition and Speech or ENG 101—Composition and Expository Reading	3	0	3
BUS 160—Office Machines	3	0	3
*BUS 172—Beginning Typing	3	2	3
BUS 105—Introduction to Business	3	0	3
MTH 130—Business Mathematics	3	0	3
			<hr/> 15

Spring Semester

COM 132—Applied Composition and Speech or ENG 102—Composition and Literature	3	0	3
BUS 131—Bookkeeping or BUS 201—Principles of Accounting I	3	0	3
BUS 174—Intermediate Typing	1	2	2
BUS 162—Office Procedures	3	0	3
BUS 165—Introduction to Word Processing	3	0	3
			<hr/> 14

Students may be awarded a one-year certificate after the completion of the above one year program.

Second Year

Fall Semester

**BUS 132—Bookkeeping II	3	0	3
PSY 131—Human Relations	3	0	3
BUS 231—Business Correspondence	3	0	3
BUS 273—Advanced Typing	1	2	2
BUS 803 or 804—Cooperative Work Experience or Elective	3 or 4	0	3 or 4
			<hr/> 14 or 15

Spring Semester

BUS 275—Secretarial Procedures	3	0	3
CS 175—Introduction to Computer Science	3	0	3
BUS 265—Word Processing Practices and Procedures	3	0	3
BUS 234—Business Law	3	0	3
BUS 237—Organizational Behavior	3	0	3
BUS 813 or 814—Cooperative Work Experience or Elective	3 or 4	0	3 or 4
			<hr/> 18 or 19

* Students may go into BUS 174 if they have had a year of typing in high school.

** This course does not have to be taken if BUS 201 has been completed.

Recommended Electives:

BUS 136—	PSY 105—
BUS 143—	SOC 101—
ECO 201—	

Office Careers

Administrative Secretary (One Year)

This program is designed for the person interested in being an assistant to the office administrator. Emphasis will be placed on developing the ability to make decisions and solve complex problems. The program is primarily designed for the office worker already working or for those who had prior office work experience, such as file clerk, typist, stenographer, or secretary.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
BUS 273—Advanced Typing	1	2	2
BUS 266—Advanced Shorthand	3	2	4
BUS 162—Office Procedures	3	0	3
BUS 131—Bookkeeping I or			
BUS 201—Principles of Accounting I	3	0	3
BUS 136—Principles of Management	3	0	3
			<hr/>
			15
Spring Semester			
BUS 275—Secretarial Procedures	3	0	3
BUS 231—Business Correspondence	3	0	3
MTH 130—Business Mathematics	3	0	3
SPE 105—Public Speaking	3	0	3
BUS 165—Introduction to Word Processing	3	0	3
*Elective	3	0	3
			<hr/>
			18
*Suggested Electives:			
BUS 234			
BUS 237			
BUS 160			

Credit Given for CPS Rating

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

BUS 131—Bookkeeping I	3
BUS 159—Beginning Shorthand	4
BUS 162—Office Procedures	3
BUS 166—Intermediate Shorthand	4
BUS 172—Beginning Typewriting	3
BUS 174—Intermediate Typewriting	2
BUS 231—Business Correspondence	3
BUS 234—Business Law	3
BUS 275—Secretarial Procedures	3
PSY 131—Human Relations	3
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In order to receive credit, the applicant must:

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

General Secretary (One Year)

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 160—Office Machines	3	0	3
*BUS 172—Beginning Typing or	2	3	3
BUS 174—Intermediate Typing	1	2	2
*BUS 159—Beginning Shorthand or			
BUS 166—Intermediate Shorthand	3	2	4
COM 131—Applied Composition and Speech or			
ENG 101—Composition and Expository Reading	3	0	3
MTH 130—Business Mathematics	3	0	3
			<hr/> 18 or 19
Spring Semester			
*BUS 174—Intermediate Typing or			
BUS 273—Advanced Typing	1	2	2
*BUS 166—Intermediate Shorthand or			
BUS 266—Advanced Shorthand	3	2	4
BUS 162—Office Procedures	3	0	3
BUS 131—Bookkeeping I or			
BUS 201—Principles of Accounting I	3	0	3
BUS 165—Introduction to Word Processing	3	0	3
BUS 231—Business Correspondence	3	0	3
			<hr/> 18

NOTE: In all secretarial careers programs, students with previous training in shorthand and typing will be placed according to ability. The last semester of typewriting and shorthand must be taken at Richland College.

*Students with previous training in shorthand and/or typing will be placed according to ability.

Ornamental Horticulture Technology (Greenhouse Florist Option)

This option prepares a student to enter the florist industry. The student may direct his training toward his own goals through the selection of appropriate electives and occupational experience. The program places emphasis on those skills required for success in wholesale greenhouse flower production, retail floral design and sales, and retail greenhouse florist production and sales. Upon graduation, a student is qualified to enter a wide number of positions in crop production, sales and distribution, floral design and flower shop management. Successful completion of this option will lead to an associate in applied arts and sciences degree.

Curriculum Pattern

First Year

	Credit Hrs.
Fall Semester	
HLN 131—Horticultural Science	4
HLN 132—Landscape Plant Materials I	2
BIO 115—Biology or	
BIO 110—Botany	4
COM 131—Applied Composition and Speech	3
MTH 195—Technical Mathematics	3
	<hr/>
	16

Spring Semester

HLN 133—Landscape Plant Materials II	2
HLN 140—Herbaceous and Exotic Plants	3
CHM 115—General Chemistry or	
PSC 118—Physical Science	4
ART 110—Basic Design I	3
BUS 105—Introduction to Business	3
	<hr/>
	15

Second Year

Fall Semester

HLN 226—Greenhouse Horticulture	3
HLN 141—Floral Design	4
BUS 230—Salesmanship	3
HLN 233—Nursery Operations	3
Elective	3
	<hr/>
	16

Spring Semester

HLN 234—Ornamental Crop Production	3
HLN 236—Florist Management	4
HLN 239—Applied Horticulture Training	3
BUS 131—Bookkeeping I	3
HLN 240—Seminar in Horticulture Occupations	2
Elective	3
	<hr/>
	17

Ornamental Horticulture Technology (Landscape Nursery Option)

This option prepares a student to enter both the landscaping industry and the nursery industry at a technician level. The student may direct his training toward his own goals through the selection of electives and occupational experiences. The course places emphasis on those skills required for success in landscape service, nursery production and sales, and landscaping planning and contracting business. A student who completes this training is also well prepared for work in park and recreation departments, shopping center malls and industrial parks and gardens. The successful completion of this option leads to an associate in applied arts and sciences degree.

Curriculum Pattern

First Year

	Credit Hrs.
Fall Semester	
HLN 131—Horticulture Science	4
HLN 132—Landscape Plant Materials I	2
BIO 115—Biology or	
BIO 110—Botany	4
COM 131—Applied Composition and Speech	3
HLN 146—Fundamentals of Landscaping	3
	<hr/> 16

Spring Semester

HLN 145—Landscape Development	3
HLN 133—Landscape Plant Materials II	2
HLN 140—Herbaceous and Exotic Plants	3
MTH 195—Technical Mathematics	3
CHM 115—General Chemistry or	
PSC 118—Physical Science	4
	<hr/> 15

Second Year

Fall Semester

HLN 226—Greenhouse Horticulture	3
HLN 231—Landscape Design I	4
HLN 233—Nursery Operations	3
BUS 105—Introduction to Business	3
Elective	3
	<hr/> 16

Spring Semester

HLN 232—Landscape Planning and Management	4
HLN 234—Ornamental Crop Production	3
HLN 239—Applied Horticulture Training	2
BUS 131—Bookkeeping I	2
HLN 240—Seminar in Horticulture Occupations	2
Elective	3
	<hr/> 17

Ornamental Horticulture Technology (Florist Certificate)

This program prepares the student to enter positions in floral design, retail flower shop operations, and sales and distribution of flowers and florist supplies. Through the selection of electives and occupational experiences the student can guide his training toward specific jobs. Upon successful completion of the required courses the student will be eligible to receive a florist certificate.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
HLN 141—Floral Design	2	6	4
HLN 132—Landscape Plant Materials I	1	3	2
ART 110—Basic Design I	2	4	3
BUS 105—Introduction to Business	3	0	3
Elective	3	0	3
			15
Spring Semester			
HLN 236—Florist Management	2	6	4
HLN 133—Landscape Plant Materials II	1	3	2
HLN 140—Herbaceous and Exotic Plants	2	3	3
HLN 239—Applied Horticulture Training	0	10	2
BUS 131—Bookkeeping I	3	0	3
HLN 240—Seminar in Horticulture Occupations	2	0	2
			16

Ornamental Horticulture Technology (Landscape Gardener Certificate)

This program prepares the student to enter positions in landscape construction, park maintenance, home landscape and garden services and garden center and nursery sales. Through the selection of electives and occupational experiences the student can guide his training toward specific jobs. Upon successful completion of the required courses the student will be eligible to receive a landscape gardener certificate.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
HLN 131—Horticulture Science	3	3	4
HLN 132—Landscape Plant Materials I	1	3	2
HLN 146—Fundamentals of Landscaping	1	6	3
BUS 105—Introduction to Business	3	0	3
Elective	3	0	3
			15
Spring Semester			
HLN 133—Landscape Plant Materials II	1	3	2
HLN 140—Herbaceous and Exotic Plants	2	3	3
HLN 145—Landscape Development	1	6	3
HLN 239—Applied Horticulture Training	0	10	2
HLN 240—Seminar in Horticulture Occupations	2	0	2
Elective	0	0	3
			15

Real Estate

This program in real estate is designed to develop the fundamental skills, attitudes and experiences which enable men and women to function in decision-making positions in the real estate profession. Successful completion of the program leads to the associate in applied arts and sciences degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
COM 131—Applied Composition and Speech or ENG 101—Composition and Expository Reading	3	0	3
BUS 105—Introduction to Business	3	0	3
MTH 130—Business Math	3	0	3
RE 130—Real Estate Principles	3	0	3
RE 131—Real Estate Finance	3	0	3
			<hr/> 15

Spring Semester

COM 132—Applied Composition and Speech or ENG 102—Composition and Literature	3	0	3
RE 133—Real Estate Marketing	3	0	3
RE 135—Real Estate Appraisal	3	0	3
RE 136—Real Estate Law	3	0	3
*Elective	3	0	3
			<hr/> 15

Fall Semester

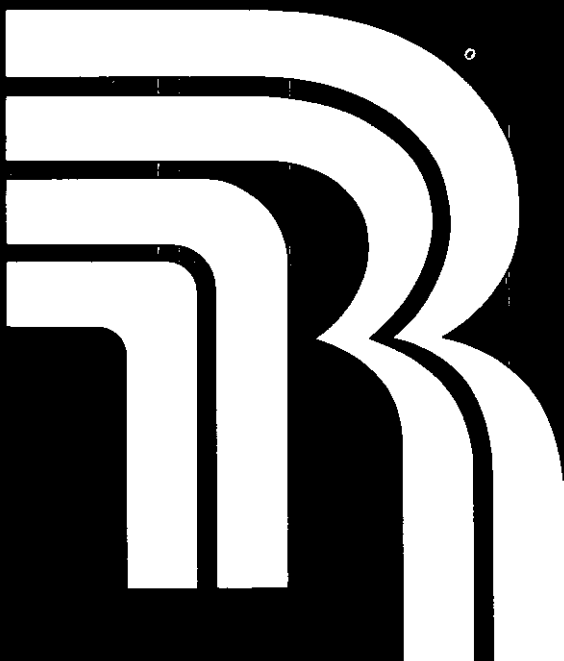
ECO 201—Principles of Economics	3	0	3
RE 230—Real Estate Office Management	3	0	3
RE 250—Real Estate Internship I	0	20	4
RE 254—Real Estate Seminar I	2	0	2
*Elective	3	0	3
			<hr/> 15

Spring Semester

GVT 201—American Government	3	0	3
BUS 201—Principles of Accounting I	3	0	3
RE 251—Real Estate Internship II	0	20	4
RE 255—Real Estate Seminar II	2	0	2
*Elective	3	0	3
			<hr/> 15

Recommended Electives:

RE 233
RE 235
BUS 202
CS 175
DFT 185
ECO 202
SPE 105
CMT 121
BUS 231



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RICHLAND COLLEGE

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

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