



Richland College 1980/1981



Dallas County Community College District

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Richland College



RICHLAND COLLEGE

Member of the Southern Association of Colleges and Schools
Member of the American Association of Community and Junior Colleges
Member of the Southern Association of Junior Colleges
Member of the Association of Texas Colleges and Universities
Member of the League for Innovation in the Community College
Recognized and sanctioned by the Coordinating Board of the
Texas College and University System and the Texas Education Agency
An Affirmative Action Equal Opportunity Institution

This catalog contains policies, regulations, and procedures in existence at the time this publication went to press. The College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal laws and regulations. This catalog is for informational purposes and does not constitute a contract.

ACADEMIC CALENDAR, 1980-81**FALL SEMESTER, 1980**

Aug. 18 (M)	Faculty Reports
Aug. 19-21 (T-R)	Registration
Aug. 22 (F)	Faculty Professional Development
Aug. 23 (S)	Saturday classes begin
Aug. 25 (M)	Classes begin
Aug. 29 (F)	Last day for tuition refund
Sept. 1 (M)	Labor Day holiday
Sept. 6 (S)	12th class day
Nov. 27 (R)	Thanksgiving holidays begin
Dec. 1 (M)	Classes resume
Dec. 8 (M)	Last day to withdraw "W"
Dec. 13 (S)	Final exams for Saturday classes
Dec. 15 (M)	Last day of classes
Dec. 16-19 (T-F)	Final examinations
Dec. 19 (F)	Semester closes

SPRING SEMESTER, 1981

Jan. 12 (M)	Faculty Reports
Jan. 13-15 (T-R)	Registration
Jan. 16 (F)	Faculty Professional Development
Jan. 17 (S)	Saturday classes begin
Jan. 19 (M)	Classes begin
Jan. 23 (F)	Last day for tuition refund
Jan. 30 (F)	12th class day
Mar. 6 (F)	Faculty Professional Development
Mar. 16 (M)	Spring Break begins
Mar. 20 (F)	Spring holiday for all employees
Mar. 23 (M)	Classes resume
Apr. 17 (F)	Easter holiday begins
Apr. 20 (M)	Classes resume
May 8 (F)	Last day to withdraw "W"
May 15 (F)	Last day of classes
May 16 (S)	Final exams for Saturday classes
May 18-21 (M-R)	Final examinations
May 21 (R)	Graduation
May 21 (R)	Semester closes

SUMMER SESSIONS, 1981**FIRST SESSION**

May 29 (F)	Registration
June 1 (M)	Classes begin
June 2 (T)	Last day for tuition refund
June 4 (R)	4th class day
June 29 (M)	Last day to withdraw "W"
July 3 (F)	Independence Day holiday
July 6 (M)	Final examinations
July 6 (M)	Session closes

Second Session

July 7 (T)	Registration
July 9 (R)	Classes begin
July 10 (F)	Last day for tuition refund
July 14 (T)	4th class day
Aug. 6 (R)	Last day to withdraw "W"
Aug. 12 (W)	Final examinations
Aug. 12 (W)	Session closes

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RICHLAND COLLEGE

A challenging educational experience awaits students at Richland College where a dedicated faculty, innovative programs, functional campus design, and the beauty of nature combine to create an exciting learning environment.

Richland is located on a 259-acre site at 12800 Abrams Road just north of LBJ Freeway. When the land was acquired in 1966, the Board of Trustees approved the name Richland to suggest a link between the two major adjacent communities of Richardson and Garland.

Richland was the fourth of the seven colleges in the Dallas County Community College District. It enrolled its first students in 1972 and subsequently grew to become the college with the largest enrollment in the District.



THE CAMPUS

The campus plan enhances the natural beauty of the site which was previously used for agriculture. A spring-fed creek forms two picturesque man-made lakes. Campus facilities extend along both sides of the lakes, linked by pedestrian bridges. Lakeside walkways, open air lounge areas, and extensive use of glass in the buildings combine to make the architectural setting one of remarkable beauty.

Richland has the District's only planetarium, a 100-seat facility with a 40-foot dome. The Cosmic Theatre and Planetarium is a space-age environment for multi-media adventures which features special effects instruments and a quadraphonic sound system. The theatre produces several "plays for planetarium" each year which are open to the public.

Another "Richland only" feature is the horticulture unit located near the main entrance to the campus. It has a plant nursery area and houses occupational programs in landscaping.

DISTINCTIVE SERVICES AND PROGRAMS

CENTER FOR CHOICE

The Center is a place designed to help students make decisions. It is a clearinghouse for human resources that can help the student plan his or her career, life, and education. These resources cover counseling, financial aid, technical/occupational education, cooperative education, placement, job information, veteran's counseling, and vocational and personality testing.

There are many ways a student can use the Center for Choice.

- Just drop in—an appointment is not needed. The staff is always available for informal discussion.
- Sign up for a group. Many short-term groups are offered in vocational exploration, assertiveness training, how to interview for a job, etc.
- Take a class. Credit can be given for efforts in career decision-making.
- Examine the materials in the Career Information Area. A library of career-related literature, including many printed brochures, contains much information about specific jobs. The library is cataloged by career areas and is continually updated.

The Center for Choice is located on the first floor of the Campus Center.

ASSESSMENT CENTER

Testing services in the Center can determine a student's academic preparation, learning style, interests, aptitudes, and personality characteristics. The Center is located in room F-140 of the Campus Center.

HUMAN RESOURCES DEVELOPMENT CENTER

A joint project of Richland Student Services and Richland Community Services, the Center offers services, training, and counseling to students and others as well as numerous non-credit courses, workshops and seminars.

Individual, family, and career counseling is arranged through appointments made in advance. Group counseling is 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 of the Campus Center Building. A nominal fee is charged for services. For more information or an appointment, call 746-4477.



CONTINUING EDUCATION CENTER

This center helps persons improve professional skills and abilities and acquire new ones through non-credit Community Service courses. For persons considering new occupational possibilities, it offers helpful insight about alternatives. This Center is also concerned with personal financial management and certain other elements essential to the 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.

CULTURAL ENRICHMENT CENTER

Through the Cultural Enrichment Center, persons have the opportunity to increase their sensitivity to beauty through non-credit Community Service courses. The Center re-introduces the excitement of ideas, the power of the imagination, and the unsuspected energies of the creative spirit. Program areas include religion, philosophy, and culture; languages and guided studies; music, dance, and theatre; photography and film; visual arts and crafts; and cooking, sewing, and interior decoration.

EVERYWOMAN CENTER

Services, educational opportunities, and referrals are offered in the Everywoman Center. These programs 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. Counseling for the displaced homemaker is also offered.

An active, community-based advisory committee, representing a wide range of women's interests, serves as a valuable resource to the Everywoman Center. For further information, call 746-4664.

CENTER FOR OLDER TEXANS

The educational needs of persons 55 years of age or older are met in the Center for Older Texans. It complements the resources of numerous other agencies and organizations providing direct services to older Texans. Programs, classes, and presentations are developed and delivered both on-campus and off-campus. Topics include 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 security, death as a part of life, human potential, and other areas of human resources.

CENTER FOR CHILDREN AND YOUTH

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



STAFF DEVELOPMENT RESOURCES CENTER

The services of this Center augment the staff development and training programs of business, industrial, labor, governmental, and professional groups. Non-credit training programs are tailor-made and offered "in-house" to meet specific job improvement and mobility needs of individual organizations. College staff members meet with firms which have needs to design these programs.

CENTER FOR INDEPENDENT STUDY

The Center for Independent Study (CIS) is an open learning lab offering services to students needing help in reading, writing, and study skills. Tutors for all subjects can be hired through the CIS. Students may elect to get college credit for skills improvement. Various methods of diagnosis are used, resulting in evaluation and recommendations by CIS instructors. The CIS can help students solve academic problems before they get far behind in

class work or drop a course. A student needs simply to stop by or call in order to get help. A referral, recommendation, or appointment is not needed.

PRE-ENGINEERING PROGRAM

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

The suggested Pre-Engineering curriculum includes basic courses in engineering analysis, engineering graphics, and engineering mechanics. Credit in these courses may be transferred to programs at Texas universities. 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.



SCHOLARSHIPS AVAILABLE

• *Institutional Scholarships.* Richland College offers several scholarships to students when funds are available. Contact the Financial Aid Office for more information. The following Divisions offer scholarships:

- *Business*
Connie Ekenburg Real Estate Scholarship
Sunoco Accounting Scholarship
Women's Council of Greater Dallas Board of Realtors
- *Communications*
Press Club Foundation Scholarship
- *Humanities*
Instrumental Music Scholarship
Ruth Anguish Conservatory Theatre Scholarship
Vocal Music Scholarship
- *Mathematics/Technology*
Association of General Contractors

- *Miscellaneous Scholarships and Short Term Loans*
Alcoa Scholarship
Crown Zellerbach Foundation Scholarship
Edwin L. Biggerstaff Scholarship
College Loan Fund
Co-op Loan
Dye Foundation Loan
Mary Ellen Mittelstet Memorial Loan
Roy Petty Memorial Loan
Sears Loan
- *Science/Horticulture*
Horticulture Scholarship
- *Private Scholarships.* Frequently during the academic year, scholarships are offered to Richland students by private organizations and foundations. Information is posted on the Financial Aid bulletin board outside the Student Development Office. Additional information may be obtained directly from the Financial Aid Office.

ADMINISTRATION

President	Stephen K. Mittelstet
Vice President of Instruction	Jack E. Stone
Vice President of Student Services	Jean Sharon Griffith
Vice President of Business Services	
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
Special Assistant to the President	Ann Sparks
Director of Admissions/Registrar	Dana Goodrich
Director of Counseling	Richard McCrary
Director of Financial Aid and Placement	Michelle Miller
Director of Human Resources Development Center	Margot Hirsch
Director of Public Information	Valenda K. Archer
Director of Student Development	Luke Barber
Director of Veterans Affairs	David Chamberlin

INSTRUCTIONAL DIVISIONS

CHAIRPERSONS

Business	Randy Davis
Communications	Jesse Jones
Developmental Studies	Katherine Gonnet
Humanities	George Massingale
Math/Science	Georgia Sims
Physical Education	Tom McLaughlin
Social Science	Steve Ellis
Technical/Occupational	Ken Permenter

RICHLAND FACULTY AND STAFF

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Univ. of Houston, B.S.; Southern Methodist Univ., M.S.; Univ. of Texas, Austin, Ph.D.	
Allen, Floyd A., Jr.	English
Univ. of Michigan, B.A., M.A.; North Texas State Univ., Ph.D.	
Alther, Robert C.	History
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Arasim, Theresa M.	Biology
Univ. of New Mexico, B.S.; Texas Woman's Univ., M.S.	
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Richland College, A.A.; Univ. of Texas, Arlington, B.A.	
Barber, Luke	Director of Student Development
Southern Methodist Univ., B.A., M.L.A.	
Barrett, John W.	English
Univ. of Houston, B.A.; Univ. of Wisconsin, M.A.; Univ. of Notre Dame, Ph.D.	
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Midwestern State Univ., B.A., M.A.	
Beck, Larry A.	Mid-Management/General Business
Drake Univ., B.S.; North Texas State Univ., M.B.E.	
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Stephen F. Austin State Univ., B.B.A., M.B.A.	
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East Texas State Univ., B.A., M.A., Ed.D.	
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Texas Tech Univ., B.S.; Univ. of Texas, Dallas, M.A.T.	
Bonner, Larry	Coordinator, Handicapped Services
East Texas State Univ., M.Ed.	
Bourgeois, Helen D.	Mathematics
Tulane Univ., B.E., M.S.	
Boyle, Robert B.	History
Southern Methodist Univ., B.A., M.A.	

Brownlee, Don D.	Engineering/Engineering Technology
Louisiana Tech. Univ., B.S.E.E.	
Burke, Rose W.	Biology
Bennett College, B.S.; Southern Methodist Univ., M.A.	
Burnham, Weldon S.	Chemistry
Univ. of California, Los Angeles, B.S.; Brigham Young Univ., Ph.D.	
Calkin, Allan G.	Developmental Mathematics/Film
San Angelo College, A.A.; Univ. of Texas, Austin, B.A.; Southern Methodist Univ., M.L.A.	
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Stephen F. Austin State Univ., B.S., M.Ed.	
Catlin, Linda B.	Associate Dean of Instruction, Extended Day Program
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Texas Tech Univ., B.A.; Univ. of Southern California, M.B.A.; Univ. of Southern Mississippi, M.S., Ph.D.	
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Texas Woman's Univ., East Texas State Univ., M.A., Ed.D.	
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North Texas State Univ., B.S., M.B.A.	
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Southern Methodist Univ., B.B.A., M.B.A.	
McLaughlin, Thomas A.	Chairperson, Div. of Physical Education
Coalinga College, A.A.; Wisconsin State Univ., B.S.; Southern Illinois Univ., M.S.	
McPeck, Maurice	Director, Media Services
East Texas State Univ., B.S., M.Ed.	
Meador, James E.	Director of Cooperative Education
Texas A & I Univ., B.S.; Southwest Texas State Univ., M.Ed.	
Mecom, John O.	Biology
Louisiana Tech, B.S.; Northwestern Univ., M.S.; Univ. of Colorado, Ph.D.	
Miles, John Mike	Aquatics
Southern Illinois Univ., B.S.; New Mexico State Univ., M.A.	
Miller, Michelle A.	Director of Financial Aid and Placement
Indiana Univ., B.A.; Southern Methodist Univ., M.A.	
Millsap, Franklin	Horticulture
Muskogee Junior College, A.A.; Oklahoma State Univ., B.S., M.S.	
Milton, Annette S.	Learning Skills
East Texas State Univ., B.A., M.S.L.S.	
Mitchell, Don	French
Roanoke College, B.A.; Tulane Univ., M.A.T.	
Mittelstet, Stephen K.	President
McMurry College, B.A.; Univ. of Texas, Austin, Ph.D.	
Molina, Gilda	American Government
Southern Methodist Univ., B.A., M.P.A.	
Moreland, William H.	Developmental Reading
North Texas State Univ., B.S.; Univ. of Guam, M.A.	
Morris, Conde	Horticulture
Texas Christian Univ., B.A.; Ohio State Univ., M.S.	
Mosley, Joe	Developmental Writing
Texas Tech Univ., B.A.; Univ. of Arkansas, M.A.	
Motley, Tom D.	Art
Univ. of Texas, Arlington, B.F.A.; Univ. of Dallas, M.A., M.F.A.	
Muyskens, Lois Anne	Humanities/Art
Dakota Wesleyan Univ., B.A.; North Texas Univ., M.Ed.	
Neal, William B.	Physical Education
Hiram College, B.A.; Southern Illinois Univ., M.S.	
Nelson, Susan J.	Mathematics
Austin College, B.A.; Southern Methodist Univ., M.S.	
Newbury, Fred	Economics
Howard Payne Univ., B.A.; North Texas State Univ., M.Ed., Ed.D.	
Northcut, Mary N.	English
Univ. of Texas, Arlington, B.A.; Southern Methodist Univ., M.A.; Texas Christian Univ., Ph.D.	
Nunley, John Parker	Anthropology
Univ. of Texas, Austin, B.A., M.A.; Southern Methodist Univ., M.A., Ph.D.	
Osentowski, Mary	Speech
Kearney State College, B.A.; North Texas State Univ., M.S.	
Parker, Carolyn	Counselor
Southern Methodist Univ., B.A.; Univ. of Florida, M.Ed.	
Parr, Vailye E.	History
Southern Methodist Univ., B.A., M.L.A.	
Penner, Gary R.	Mathematics
Nebraska State Teacher's College, B.S.; Univ. of Illinois, M.A.	
Pepper, La Vada	Sociology
Texas Woman's Univ., B.S., M.A.	

Perkins, Dan G.	Psychology
Canton Community College, A.A.; Bradley Univ., B.S., M.A.; North Texas State Univ., Ph.D.	
Permenter, Kenneth L.	Associate Dean of Instruction, Technical/Occupational Programs
Hardin Simmons Univ., B.A.; Texas Tech Univ., M.A.	
Peteet, Joanne	Mathematics
Univ. of Texas, Arlington, B.A., M.A.; Univ. of Texas, Austin, Ph.D.	
Peterson, Jane E.	Developmental Writing
Bethel College, B.A.; Univ. of Arkansas, M.A., Ph.D.	
Pilcher, Rose Marie	Business
Tyler Junior College, A.S.; North Texas State Univ., B.B.A., M.B.E.	
Plocek, Pat	General Business
North Texas State Univ., B.B.A., M.B.A.; Southern Methodist Univ., M.L.A.	
Polk, Larry L.	Counselor
East Texas State Univ., B.A., M.S.	
Potter, Stephen	Human Services
Ohio State Univ., B.S.; Univ. of Michigan, M.S.W.	
Price, Jack Randall	Psychology
North Texas State Univ., B.S., M.S.	
Rager, Ernest F.	Humanities
North Texas State Univ., B.M.; Univ. of Illinois, M.S.	
Ricks, Gay S.	Counselor
East Texas State Univ., B.S., M.S.	
Rittenhouse, Jerri D.	Government
Northwestern State College, B.A.; Oklahoma State Univ., M.S.	
Ritter, John T.	Physics
Univ. of Tulsa, B.S.; Illinois Institute of Technology, Ph.D.	
Robinson, Jim	Assistant Director of Community Service
North Texas State Univ., B.S.; Southern Methodist Univ., M.F.A.	
Saffer, Rica	English
Univ. of Texas, Austin, B.A.; Southern Methodist Univ., M.A.	
Seal, Ginger	Counselor
Univ. of Texas, Austin, B.A.; North Texas State Univ., M.Ed.	
Sheffield, Charles	Theatre Design
Univ. of Texas, Austin, B.F.A., M.F.A.	
Shorow, David	Economics/Computer Science
Casper College, A.B.S.; Texas Christian Univ., B.B.A., M.B.A.	
Sims, Georgia	Chairperson, Div. of Math/Science
Texas Christian Univ., B.A., M.S.; Florida State Univ., Ph.D.	
Sims, Lyndarae D.	Spanish
Florida State Univ., B.A., M.A.; Univ. of Texas, Austin, Ph.D.	
Smith, Ada M.	Psychology
Univ. of Houston, B.S.; Southwestern Baptist Seminary, B.D., M.R.E.; Univ. of Texas, Austin, M.Ed., Ph.D.	
Spence, Patricia R.	English/Speech/Film
Queens College, C.U.N.Y., B.A.; Univ. of Wisconsin, M.A.	
Stacy, Marilyn	Counselor
Richland College, A.A.; North Texas State Univ., B.S.; Texas Woman's Univ., M.A.	
Stanson, John D.	Physical Education
State Univ. of New York, Buffalo, B.S.; Texas Tech Univ., M.S.	
Stone, Jack E.	Vice President of Instruction
North Texas State Univ., B.M., M.Ed., Ph.D.	
Stone, Louis R.	Physical Education
Abilene Christian Univ., B.S.E., M.E.	
Stout, Dean	Real Estate/Accounting
Southwestern State Univ., B.S.; Oklahoma State Univ., M.S.	
Stover, James W.	Fine Arts
Baylor Univ., B.F.A.; Columbia Univ., M.A.	

Stupp, William E.	English
Pennsylvania State Univ., B.A., M.A.	
Swedlund, Trudi J.	English
Univ. of Houston, B.A.; Southern Methodist Univ., M.A.; North Texas State Univ., M.Ed.	
Taulbee, Thomas L.	Psychology/Sociology
Illinois State Univ., B.S.; East Texas State Univ., M.S., Ed.D.	
Taylor, Keith A.	Counselor
East Texas State Univ., B.S., M.S.	
Teagardin, Steffani S.	Physical Education
Richland College, A.A.; North Texas State Univ., B.S.; East Texas Univ., M.S.	
Thompson, Donald E.	Counselor
State Univ. of New York, Buffalo, B.A.; North Texas State Univ., M.Ed.	
Tinnin, Joe	Psychology
Southern Methodist Univ., B.A.; Texas Christian Univ., M.A.	
Towles, Lorraine	Automated Systems Librarian
Brigham Young Univ., B.A., M.L.S.	
Trickel, John A.	American History
Univ. of Tulsa, B.A., M.A.	
Wallace, Jerry D.	Music
Texas Christian Univ., B.M., M.M.	
Ward, Marilyn	History
Univ. of Texas, Austin, B.A.; Southern Methodist Univ., M.A.	
Warwick, Noreen M.	Political Science
El Centro College, A.A.; Southern Methodist Univ., B.A., M.A.	
Watson, Billy W.	Speech
Jones Univ., B.A., M.A.	
White, Bill A.	Physical Education
Texas Wesleyan College, B.S.; North Texas State Univ., M.Ed.	
Whitfield, Ray	Engineering Technology
Texas A&M Univ., B.S.	
Wilkinson, Tom	Circulation Services Librarian
Southern Methodist Univ., B.A., M.L.A.; Univ. of Texas, Austin, M.A., M.L.S.	
Williams, John O.	Astronomy
Centenary College, B.A.; Univ. of Texas, Austin, M.A.	
Wood, Hugh G.	Western Civics/U.S. History
Western State College, B.A.; Univ. of Colorado, M.A., Ph.D.	
Zamorano, E. Hector	Counselor
Texas Christian Univ., B.A., M.A.	



DALLAS COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES,

Seated, left to right: Jerry Gilmore, vice-chairman; Pattie T. Powell, chairman; Bill J. Priest, chancellor and secretary to the Board; and Robert H. Power. Standing, left to right: Bob Beard; Bart Rominger; J. D. Hall; and Don Buchholz.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Chancellor	Bill J. Priest
Vice Chancellor of Academic Affairs	R. Jan LeCroy
Vice Chancellor of Business Affairs	Walter L. Pike
Assistant to the Chancellor	Ruth G. Shaw
Special Assistant to the Chancellor	Jan Sanders
Director of Computer Services	James R. Hill
Director of Development	Carole Shlipak
Director of Personnel	Quincy Ellis
Director of Planning and Accreditation	Bill Tucker
Director of Program Development	Linda Coffey
Director of Public Information	Claudia Robinson
Director of Special Services	Bonny S. Franke
Director of Technical Services	Paul E. Dumont
Legal Counselor	Robert Young



General Information



For the Seven
Member Colleges
of the Dallas County
Community College District

I. GENERAL INFORMATION

HISTORY OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

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

The growth of the District into an educational system with such impact was not by chance. It took the careful planning and hard work of many people over a period of 15 years. In May, 1965, voters created the Dallas County Junior College District and approved a \$41.5 million bond issue to finance it. The next year the District's first college, El Centro, began operation in downtown Dallas.

Eastfield College and Mountain View College enrolled their first students in 1970, and the plans for a multi-campus district became a reality. Richland College became the District's fourth college in 1972.

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

DISTRICT PHILOSOPHY AND GOALS

Since 1972, the District has been known as the Dallas County Community College District. The name shows that the District has outgrown the term "junior college."



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

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

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

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

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

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

DISTRICT RESPONSIBILITIES

To carry out the District philosophy, the colleges obviously must offer a range of programs and courses, including guidance services. These programs and courses must help each individual attain a high level of technical competence and a high level of cultural, intellectual, and social development.

In addition, high professional standards for the academic staff must be maintained within a framework prescribed by the Board of Trustees. At the same time, the program and organization of each college must make maximum use of faculty and facilities.

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

Creativity and flexibility are therefore fostered at the District level and on each campus.

LEAGUE FOR INNOVATION

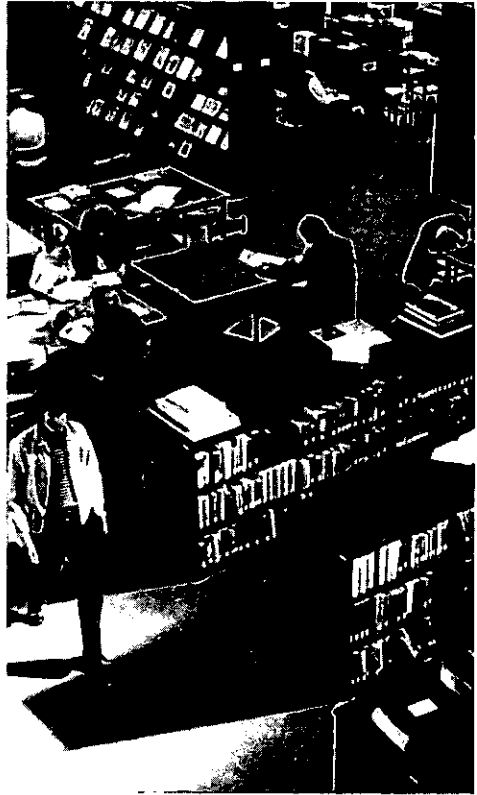
The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is composed of 16 outstanding community college districts throughout the nation. Its purpose is to encourage innovative experimentation and the continuing development of the community college movement in America. Membership commits the District to research, evaluation, and cooperation with other community college districts. The goal is to serve the community with the best educational program and the fullest use of resources.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) dates of attendance, (5) educational institution most recently attended, and (6) other information, including major field of study and degrees and awards received. A student may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first twelve class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, information is released upon inquiry.



No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without *written consent* from the student stating the information to be given, except as specified by law.

STUDENT CONSUMER INFORMATION SERVICES

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

STANDARDS OF CONDUCT

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

II. ADMISSIONS AND REGISTRATION

GENERAL ADMISSIONS POLICY

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

ADMISSION REQUIREMENTS

Beginning Freshmen

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

- Graduates from an accredited high school.
- Graduates from an unaccredited high school who are 18 years of age.
- Students who are not high school graduates but who are 18 years of age and whose high school class has graduated.
- High school students recommended by their high school principal. The College admits a limited number of students in this category. The students are concurrently enrolled for a maximum of 6 hours of special study each semester. Students must continue to make normal progress toward high school graduation.

Transfer Students

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

Former Students

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

Non-Credit Students

Students enrolling for non-credit courses apply through Community Services.

International Students

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

- complete a personal interview with the international student counselor, and receive approval from the College administration,
- present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher,
- be proficient in English and provide a letter in their own handwriting indicating educational and vocational plans,
- show evidence of sufficient financial support for the academic year,
- complete a health information form,
- fulfill all admission requirements for international students at least 30 days prior to registration,
- enroll as a full-time student (minimum of 12 credit hours),
- complete one full year at the admitting institution if the student has already been accepted by other U.S. educational institutions. (See government form I-20.)

Contact the Admissions Office for further information.

APPLICATION AND ADMISSION PROCEDURES

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

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

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

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

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

TUITION

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



Tuition is subject to change without notice by the Board of Trustees or the Texas Legislature.

ADDITIONAL FEES

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

SPECIAL FEES AND CHARGES

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

Physical Education Activity Fee: \$5 a semester.

Bowling Class Fee: Student pays cost of lane rental.

Private Music Lesson Fee: * \$35 for one hour per week (maximum) for one course, \$20 for one half hour per week.

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

Credit by Examination: 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.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
TUITION AND STUDENT SERVICES FEE
FALL AND SPRING SESSIONS, 1980-81**

Semester	Dallas County*			Out-of District**			Out-of State, or Out-of-Country***		
Cr. Hours	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	25	1	26	25	1	26	40	1	41
2	25	2	27	40	2	42	80	2	82
3	25	3	28	60	3	63	120	3	123
4	28	4	32	80	4	84	160	4	164
5	35	5	40	100	5	105	200	5	205
6	42	6	48	120	6	126	240	6	246
7	49	7	56	140	7	147	280	7	287
8	56	8	64	160	8	168	320	8	328
9	63	9	72	180	9	189	360	9	369
10	70	10	80	200	10	210	400	10	410
11	75	10	85	205	10	215	440	10	450
12	80	10	90	210	10	220	480	10	490
13	85	10	95	215	10	225	520	10	530
14	90	10	100	220	10	230	560	10	570
15	95	10	105	225	10	235	600	10	610
16	100	10	110	230	10	240	640	10	650
17	105	10	115	235	10	245	680	10	690
18	110	10	120	240	10	250	720	10	730
19	115	10	125	245	10	255	760	10	770
20	120	10	130	250	10	260	800	10	810

TUITION SCHEDULE FOR SUMMER SESSIONS, 1981

Semester Cr. Hours	Dallas County*	Out-of-District**	Out-of-State, or Out-of-Country***
1	25	30	45
2	25	60	90
3	30	90	135
4	40	120	180
5	50	150	225
6	60	180	270
7	64	184	310
8	68	188	350
9	72	192	390

*The Dallas County Community College District Board of Trustees has waived the difference in the rate of tuition for non-resident and resident students for a person or his dependent, who owns property which is subject to ad valorem taxation by the District.

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

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

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

REFUND POLICY

Student tuition and fees provide only a fraction of the cost of education. When students enroll in a class, they reserve places which cannot be made available to other students unless they officially drop the class during the first week of the semester. Also, the original enrollment of students represents a sizable cost to the District whether or not they continue in the class. Therefore, a refund is made only under the following conditions:

- a. No 100% refund is granted unless College error is involved.
- b. An 80% refund of tuition and fees may be obtained through the date noted in the college calendar. An 80% refund may be given through the first two class days of a six-week summer session or fast track semester. Refunds for Flexible Entry Courses are considered through completion of the second day of class from the date of enrollment.
- c. No refund is given for advanced placement or College Level Examination Program (CLEP) tests.
- d. A physician's statement must be submitted along with petitions when medical reasons account for withdrawal. Requests for refunds must be submitted before the end of the semester for which the refund is requested.
- e. No refund of less than \$4 for tuition and fees is made.

Refund Petition Forms are available in the Counseling Center and the Office of the Vice President of Student Services. Students who believe their refund requests are due to extenuating circumstances beyond the limits of the refund policy should state explicitly their circumstances on the Refund Petition Form. All requests for refunds are referred to the Refund Petition Committee. The Committee's recommendations are made to the Vice President of Student Services who notifies the student of the action taken. Refund checks normally require a minimum of one month from date of approval for processing.

RETURNED CHECKS

Checks returned to the Business Office must be paid with cash or a cashier's check within the time limits prescribed by the notification letter. An additional fee is added for returned checks. If a check for tuition payment is returned, the student's enrollment is considered void.

ADVISEMENT PROCEDURES

When students are admitted to the College, they are invited to an advisement session. This session may be conducted individually or in a group with a counselor.

New students are expected to attend a Self-Assessment Lab or New Student Orientation for advisement. These sessions help students choose courses and programs of study. They are designed for students who are enrolling in college for the first time and who expect to attend full-time. The College may use tests and other means to counsel students about placement in courses and programs. Developmental studies are available for students who need skill development in reading, writing, or math. Test data, transcripts, previous work, and counseling may be used to determine placement in this program.

COURSE PREREQUISITES

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

CHANGE OF SCHEDULE

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

AUDITING A COURSE

Any person 18 years of age or older may, with the consent of the instructor, enroll in a course as an "audit student." Audit students may attend classes but do not take examinations or receive credit for the course unless they enroll in the course again as a regular student. The charge for auditing a course is the same as for taking it for credit, except that a student services fee is not assessed. Procedures for auditing a course are administered by the Registrar. No audits are approved prior to the first day of the second week of classes in the fall or spring semester. The deadline for auditing is the twelfth class day for a fall or spring semester and the fourth class day for a summer session. Most courses with laboratories may not be audited.

TRANSFER OF CREDITS

Transfer of credit is generally given for all passing work completed at accredited colleges and universities. The Registrar's Office evaluates all transfer credit. Transfer students admitted with a grade point deficiency cannot graduate until the deficiency is cleared by earning additional grade points.

Credits earned in military service schools or through the U.S. Armed Forces Institute are reviewed by the Registrar and credit granted if applicable.

DROPPING A COURSE OR WITHDRAWING FROM COLLEGE

To drop a class or withdraw from the College, students must obtain a drop or withdrawal form from a counselor and follow the prescribed procedure.



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

ADDRESS CHANGES AND SOCIAL SECURITY NUMBER

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

III. ACADEMIC INFORMATION

DEGREE REQUIREMENTS

The College confers the Associate in Arts and Sciences Degree upon students who have completed all general and specific requirements for graduation. Each degree candidate must earn the last 15 hours as a resident student in the District colleges or accrue 45 hours in residence. The degree is granted by the District college at which the student took the last 15 hours or where the majority of hours were accrued.

Correspondence work must be approved by the Registrar for graduation credit. No more than one-fourth of the work required for any degree or certificate may be taken by correspondence.

ASSOCIATE IN ARTS AND SCIENCES DEGREE

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

- English 101-102 plus an additional 6 hours of English for a total of 12 credit hours in English.
- 8 credit hours in Laboratory Science (Music majors are exempt from this requirement. Check listing under subject field).
- 12 credit hours of History 101-102 and Government 201-202. No substitutions are allowed. Only 3 credit hours of history or 3 credit hours of government may be earned through credit by examination. CLEP credit may not be used to meet this requirement.
- 3 credit hours in Humanities, selected from Theater 101, Art 104, Music 104, Humanities 101 or Philosophy 102. A maximum of 4 physical education activity hours may be counted as credit toward requirements for graduation. Courses numbered 99 and below cannot be included to meet degree or

certificate requirements. Music 199, Art 199, and Theatre 199 may not be counted toward the 60 hour minimum. All students planning to transfer to a four-year institution may complete their four semester requirements in physical education during their freshman and sophomore year. Students are urged to consult the catalogs of the institutions to which they may transfer for their special requirements. These catalogs should be used by students and advisors in planning programs.

ASSOCIATE IN APPLIED ARTS AND SCIENCES DEGREE AND CERTIFICATE CAREER PROGRAMS

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

The requirements for certificates are detailed under specific programs listed in the Technical/Occupational Programs section of this catalog. A "C" (2.0) grade point average is required.

A maximum of 4 physical education activity hours may be counted as credit toward graduation. Courses numbered 99 and below may not be included to meet degree or certificate requirements.

Music 199, Art 199, and Theatre 199 may not be counted toward the 60-hour minimum.

PROCEDURE FOR FILING DEGREE AND CERTIFICATE PLANS AND FOR GRADUATION

Students should request a degree plan from the Registrar's Office at the end of their freshman year.

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

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

Candidates for any degree or certificate must meet the requirement set forth in the catalog for the year of first enrollment unless they elect to graduate under the requirements of a later catalog. Candidates must indicate the catalog of their choice when they file a degree or certificate plan.

RECOMMENDED ACADEMIC LOAD

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. Students must receive permission of the Registrar or the appropriate college official to carry a heavier load. Employed students carrying a full load (12 credit hours or more) should not work more than twenty hours per week. Students working more hours should reduce their academic load proportionately. The recommended load limit for day or evening students who are employed full-time is 6 credit hours.



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

CLASS ATTENDANCE

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

Instructors are responsible for describing attendance policy and procedures to all students enrolled in their classes. Generally, when absences reach a total equal to the number of credit hours for the course, the instructor files a drop for excessive absences. The student is notified by a letter from the Registrar's Office sent to the student's address of record. The effective drop date is stated in the letter. A student who desires to remain in class must contact the instructor within the time specified in the instructor's letter. With the instructor's approval, a student may be reinstated. Students dropped for excessive absences prior to the published withdrawal deadline receive a grade of "W." Students who do not attend class during the first twelve days of a long semester or the first four days of a summer session are dropped.

**SCHOLASTIC STANDARDS:
GRADES AND GRADE POINT AVERAGE**

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

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

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

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

$35 \div 12 = 2.93$

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

emergency prevents a student from completing the work in a course. The "I" must be converted to a performance grade (one with a grade point value) within ninety days after the first day of classes in the subsequent semester. If the work is not completed after ninety days, the "I" is converted to a performance grade. An *Incomplete Contract* is used to convert an incomplete grade to a performance grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, the student and the division chairperson and submitted with the final grade report. When an Incomplete Contract must be submitted without the student's signature, the instructor must include a statement indicating that the student is aware of and in agreement with the contract. The "P" grade (Progress) may be awarded when a student has attended class regularly and the instructor has evidence that the student has made significant progress toward meeting course objectives, but the student has not met those objectives at a level appropriate for a performance grade (A-F). "P" grade may be computed as an "F" grade at some receiving colleges and universities. To earn credit for a course in which the student has a "P" grade, the student must re-enroll in that course.

ACCEPTABLE SCHOLASTIC PERFORMANCE

College work is measured in terms of credit hours. The number of credit hours offered for each course is given with the course description. Acceptable scholastic performance is the maintenance of a grade point average of 2.0 (on a 4.0 scale) or better. Students may not be graduated from any degree or certificate program unless they have a cumulative grade point average of 2.0 or better. Grade points and hours earned in courses numbered 99 and below are included

in computing a student's scholastic standing, but they cannot be used to meet graduation requirements.

HONORS

Full-time students who complete at least 12 hours of credit and earn a grade point average of 3.00-3.49 are listed on the College's Honor Roll. Full-time students who complete at least 12 hours of credit and average 3.50-4.00 are placed on the Vice President's Honor List. Part-time students who take 6-11 credit hours and maintain a 3.5 or higher grade point average are placed on the Academic Recognition List. The Honor Roll, the Vice President's Honor List, and the Academic Recognition List are published each semester.

SCHOLASTIC PROBATION AND SCHOLASTIC SUSPENSION

Full-time and part-time students who have completed a total of 12 credit hours are placed on probation if they fail to maintain a 2.0 cumulative grade point average. Students may be removed from probation when they earn a 2.0 cumulative grade point average. Students on scholastic probation who achieve either a cumulative grade point average of 1.5 or above or a previous semester grade point average of 2.0 or above are continued on scholastic probation. Students previously enrolled in college who are placed on scholastic probation are encouraged to enroll in a Human Development Course. Under special circumstances this course may be required for probationary students. Students on probation who do not meet the requirements for continued probation are placed on scholastic suspension. Students on suspension for the first time may not register for one regular semester. For subsequent suspensions, students may not register for two regular semesters. Suspended students must file a petition for readmission. The conditions for readmission are established and administered by the Vice President of Student Services.



GRADE REPORTS

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

WAIVING OF SCHOLASTIC DEFICIENCY

Any student in an academic transfer program may transfer to a career program. In such a case, the student may choose to have any grades below "C" disregarded. However, the procedure for disregarding low grades may only be exercised while the student is in a career program. If the student changes to an academic transfer program, the original

conditions of the academic transfer program must be followed, including the calculation of a cumulative grade point average of all college credits earned. The procedure for waiving scholastic deficiency applies both to students of this college and to students transferring from other institutions. The student who wishes to use this opportunity should state his or her intentions in writing to the Registrar prior to registration. The student should also inform a counselor during the pre-registration advisement session.

TRANSCRIPTS OF CREDIT

Upon the written request of a student, the Registrar's Office will send an official transcript to the individual student or to any college or agency named. The transcript may be withheld, however, until the student has settled all obligations with the College. The first request for a transcript is filled without charge. Later requests are filled for a \$1 charge.

CLASSIFICATION OF STUDENTS

Freshman:

A student who has completed fewer than 30 credit hours.

Sophomore:

A student who has completed 30 or more credit hours.

Part-time:

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

Full-time:

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

INSTRUCTORS

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



LEARNING RESOURCES CENTER AND LIBRARY OBLIGATIONS

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

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

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

IV. EDUCATIONAL AND SPECIAL OPPORTUNITIES

ACADEMIC TRANSFER STUDIES

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

TECHNICAL/OCCUPATIONAL PROGRAMS

Students who desire to enter a chosen field as a skilled employee after one or two years of college work may enroll in one of the many Technical/Occupational Programs offered by the College. Technical/occupational courses carry college credit leading to a Certificate of Completion or an Associate in Applied Arts and Sciences Degree. These programs are established only after studies verify that employment opportunities will exist at the time the student completes training. The College attempts to match the community's labor requirements with the ambitions and goals of its students. This realistic approach to occupational education is made possible by the excellent cooperation of local industry, business, and public agencies. They increasingly depend on DCCCD colleges to supply skilled personnel. A continuous liaison is maintained with prospective employers to help place graduates and to keep the training programs current with job requirements. Recommendations for adding new programs to the College offerings are made periodically and are based on community studies which identify additional training needs.

CREDIT BY EXAMINATION

Students who believe they already meet the requirements of a course by experience or previous training may request credit by examination. The Counseling Center has a list of courses available through this method.

The examination may be a section of the College Level Examination Program (CLEP), Advanced Placement Exams (CEEB), or a teacher-made test, depending on the course. The student pays an examination fee of \$20 per course examination. This fee must be paid prior to taking the examination and is not refundable.

The colleges credit by examination program is coordinated with similar programs of four-year institutions. Final acceptance of credit by examination for specific degree purposes is determined by the degree-granting institution. Students planning to use credit by examination to meet degree requirements at other institutions should check the requirements of the *receiving* institution.

Students must be currently enrolled at this college to receive credit by examination. Students may not request credit by examination in courses for which they are currently enrolled. Students may earn as many credits through examination as their ability permits and needs require, but the last 15 credit hours required for graduation in any degree or certificate program must be earned in residency. Credit by examination may be attempted only one time in any given course, and a grade of "C" or better must be earned in order for credit to be recorded. A student may use credit by examination for only three (3) credit hours to apply toward the degree requirements in history and only three (3) credit hours to apply toward the degree requirements in government.

NON-TRADITIONAL LEARNING

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

1. A student must be currently enrolled in the College to receive equivalent credit for non-traditional learning.
2. Credit may be granted for non-traditional learning as it relates to specific courses offered by the college assessing the learning experiences. Credit will be awarded on a course by course basis only.
3. A student is required to complete at least 12 semester hours of course work with the District prior to awarding of equivalent credits for non-traditional activities. The "CR" grade is awarded for non-traditional course work accepted for credit.
4. Credit may be granted for occupational courses approved by the Texas Education Agency.
5. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree objective. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by this policy.

Students desiring to take advantage of this opportunity should consult with the College Advocate For Non-traditional Learning for additional information.

Students making application for assessment of prior learning through life experiences are required to enroll in a Human Development Course to facilitate the process.

FLEXIBLE ENTRY COURSES

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

TELECOURSES

Students may take a variety of college credit courses via television. The schedule of telecourses varies each semester and may include courses in anthropology, astronomy, business, earth science, ecology, biology, English, economics, government, history, humanities, psychology, religion, and sociology. Content and credit for these courses are the same as for similar courses taken on campus. Telecourses include the viewing of television programs on KERA/Channel 13, plus reading, study guide and writing assignments. Students come to the campus for an orientation session at the beginning of the semester, for one to four discussion meetings, for three or four tests, and for laboratory sessions in science courses having laboratories. These campus visits are normally scheduled for a time convenient to the students. Field trips are required in some courses. Telecourses may be taken in conjunction with on-campus courses or by persons who are not enrolled in any on-campus courses. Students may register for telecourses by mail or through the regular on-campus registration process.

COOPERATIVE WORK EXPERIENCE EDUCATION

Students may enrich their education in certain career programs by enrolling in Cooperative Work Experience Courses. These courses allow students to combine classroom study with on-the-job experience at training stations approved by the College.

Students must have completed at least two courses in their occupational major to be eligible for Cooperative Work Experience.

A full-time student (carrying 12 credit hours or more) must take two courses which relate to the student's work experience, and a maximum of 4 credit hours may be in Cooperative Work Experience. Part-time students (carrying under 12 credit hours) may take a maximum of 4 credit hours of work experience. They must be concurrently enrolled in a course related to their work experience (or a support course to be applied toward their occupational degree or certificate).

To enroll in a Cooperative Work Experience Course, students must have the approval of their instructor/coordinator. Course credit is awarded at the rate of 1 credit hour for each 80 hours of approved work experience during the semester. The 80 hours is approximately 5 hours per week during a fall or spring semester.

Additional information regarding Cooperative Work Experience may be secured from the Cooperative Education Office. The Technical/Occupational Programs having work experiences are indicated in the Course Descriptions Section of this catalog.

INTERNATIONAL STUDIES

Selected programs combine learning experiences with foreign travel. This travel-study is under the direct supervision of regular faculty members of this college or other colleges in the District. These courses support

specific learning objectives, and college credit may be earned by students who successfully meet the objectives.

HUMAN DEVELOPMENT

In Human Development Courses students can explore the relationship between meaningful education and some of the dilemmas or questions commonly brought to college. "Why learn" and "how to learn" are put in a perspective of "who is to learn." These courses are taught by counselors and other qualified instructors. They offer academic credit which transfers to most surrounding four-year institutions. The courses in human development enhance the total curriculum and blend in with the total concept of the community college.

EVENING AND WEEKEND COLLEGE

In dynamic, growing communities such as those encompassing this college, people have continuing educational needs, yet many of them have work schedules and personal involvements which make it impossible for them to attend college during normal daytime hours. For this reason, evening and weekend college courses offer the same broad spectrum of programs available for full-time day students. Courses are offered both on campus and at selected community locations. Evening and weekend courses offer high quality instruction, excellent facilities, and a variety of student services, including counseling, health, library, bookstore, food services, financial aid, and recreation. Instructors are selected from the College's own full-time staff, from outstanding Dallas area educators, and from other professional specialists interested in teaching. To enroll in the evening and weekend courses, contact the Director of Admissions. Information may also be obtained by contacting the Extended Day Administration Office.

SERVICEMEN'S OPPORTUNITY COLLEGE

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

For further information, contact the Admissions Office.

COMMUNITY SERVICE PROGRAMS

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

Community Service Programs are offered in the following categories:

- Continuing education opportunities for individuals who want to broaden their knowledge or learn new skills for different occupational fields.
- Cultural and community enrichment studies for groups and individuals seeking to enhance their quality of life.
- Personal entertainment and recreation for individuals wishing to explore new activities for personal growth and enjoyment.
- Resources for industry, government and professional groups needing to supplement their own training and development programs.

Community Service Programs offer short courses, seminars, workshops, and institutes. The type of course offering is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations.

Generally there are no entrance requirements or examinations. Some courses may have age restrictions or may require a certain amount of experience for enrollment. Admission

is on a first-come, first-served basis. All one need do to register is fill out the form and pay the fee. Classes and activities are held on campus and in a variety of locations throughout the community. Most classes and activities are conducted on weekday evenings, but many are also held on weekdays and weekends.

Community Service Program instructors are professional men and women from the community who have proven experience in their fields. Their objective is to share their knowledge, insight, and experience, and to insure that students acquire a greater perspective of the subject and have a meaningful experience.

Although most Community Service Courses do not require textbooks, the nature of some special offerings do require the purchase of books or supplies. Students are notified of the need for texts and other materials at the first meeting.

Library privileges are available for Community Service students during the term they are registered. Contact the Community Service Office for further information.

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

V. STUDENT SERVICES

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

STUDENT DEVELOPMENT AND ACTIVITIES

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

GUIDANCE AND COUNSELING SERVICES

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

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



TUTORING SERVICES

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

TESTING AND EVALUATION CENTER

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

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

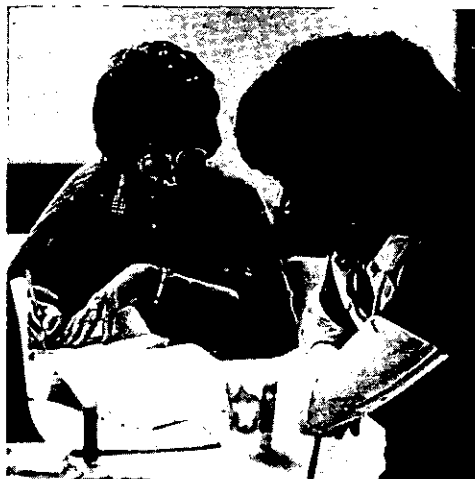
HEALTH CENTER

Health is the most fundamental human need, and a high standard of physical and mental health is a basic right of every human being. The Health Center helps maintain and promote the health of students, faculty, and staff. Services provided by the Health Center include education and counseling about physical and emotional health, emergency first aid treatment, referral services to community agencies and physicians, free tuberculin skin tests and other screening programs, and programs of interest to students and faculty.

Students are encouraged to make an appointment with the nurse to discuss specific health problems. No information on a student's health is released without written permission from the student, except as required by law.

SERVICES FOR HANDICAPPED STUDENTS

The Services for Handicapped Students Office offers a variety of support services to enable handicapped students to participate in the



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

STUDENT ORGANIZATIONS

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

- Co-curricular organizations pertinent to the educational goals and purposes of the College.
- Social organizations to provide an opportunity for friendships and promote a sense of community among students.
- Service organizations to promote student involvement in the community.
- Pre-professional and academic organizations to contribute to the development of students in their career fields.

INTERCOLLEGIATE ATHLETICS

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

INTRAMURAL SPORTS

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

HOUSING

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

CAMPUS SECURITY

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



VI. FINANCIAL AID

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

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. Early application allows the Financial Aid Office to prepare a realistic financial aid package.

Some of the grant, scholarship, loan and job programs available to students are outlined in the following paragraphs. Contact the Financial Aid Office for detailed information about any program.

BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG)

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

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

the SER and the number of hours for which the student enrolls. In order to be eligible, a student must enroll for at least 6 credit hours for each semester.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The SEOG is a Federal program to help pre-baccalaureate students of exceptional need. The amount of a SEOG award depends on the individual student's needs, the total number of applicants, and funds available. The SEOG must be matched by other sources of aid, such as BEOG, College Work/Study Program, private scholarships, etc. To be eligible, students must enroll for at least 6 credit hours, make satisfactory progress toward their educational goal and have financial need. Students must apply each year for the SEOG.

TEXAS PUBLIC EDUCATIONAL GRANT (TPEG)

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

TEXAS PUBLIC EDUCATIONAL GRANT STATE STUDENT INCENTIVE GRANT (TPEG-SSIG)

The TPEG-SSIG is a State program. To qualify, students must enroll and remain in 12 credit hours per semester, make satisfactory progress toward their educational goal, be enrolled in an undergraduate course of study (not possess a bachelor's or graduate degree), be a Texas resident, and have financial need. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPEG-SSIG.

HINSON-HAZLEWOOD COLLEGE STUDENT LOAN PROGRAM

The Hinson-Hazlewood College Student Loan Program is a state operated, federally insured student loan program. To qualify, students must enroll on at least a half-time basis (6 credit hours in the fall or spring semester), be a Texas resident, and demonstrate financial need. Students must apply for all other types of aid before applying for this loan, and they must apply each year to renew the loan.

Repayment begins nine to twelve months after the student ceases to be enrolled for at least one-half the normal course load. Repayment may extend up to 10 years, but a minimum payment of \$30 a month is required. The interest rate is 7% a year (adjusted).

SOCIAL SECURITY ADMINISTRATION

The Social Security Administration offers benefits to students who meet its criteria. The Admissions Office acts as liaison between students and the Social Security Administration. Students need to contact the regional Social Security Administration Office regarding eligibility.

BUREAU OF INDIAN AFFAIRS

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

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

VOCATIONAL REHABILITATION

The Texas Rehabilitation Commission offers assistance to students who are vocationally handicapped as a result of a physical or mental disability. For further information, contact the closest office of the Texas Rehabilitation Commission listed in the telephone white pages under "Texas-State of" and "Rehabilitation Commission."



VETERANS' BENEFITS PROGRAM

The Veterans' Benefits Program is coordinated by the Veterans' Affairs Office of the College. Services of this office include counseling the veteran concerning benefits, Veterans Administration loans, Veterans Administration work study programs, financial problems, career counseling, and other areas related to the veteran's general welfare.

When testing indicates that a veteran should enroll in developmental courses such as reading, writing, or math, the student may pursue these courses with no charge to his or her benefits.

Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of some of the Veterans Administration guidelines. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

1. Class attendance is mandatory. Failure to attend class results in suspension from class.
2. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.

3. A veteran student enrolled in television courses must be pursuing more on-campus credit hours than hours taken by television.
4. A veteran student who has successfully completed credit hours at another college or university must submit a transcript from that college or university before applying for V.A. benefits. The transcript is evaluated and credit granted when applicable.
5. A veteran student must enroll in courses required for a degree program. Information on degree requirements may be obtained from the Registrar's Office.
6. A veteran student who withdraws or who is dropped from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose future benefits. A veteran student must also maintain a satisfactory grade point average as outlined in the catalog.

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

HAZLEWOOD ACT

Under the Hazlewood Act certain veterans who have exhausted remaining educational benefits from the Veterans Administration can attend Texas state-supported institutions and have their tuition and fees waived. To be eligible, students must have been residents of Texas at the time they entered the service, have an honorable discharge and must now be residents of Texas. To apply, students must submit a Hazlewood Act application and a copy of their discharge papers to the Financial Aid Office.

STUDENT EMPLOYMENT

The College Work/Study Program is a Federal program to assist students through jobs both on and off campus. To be eligible, students must demonstrate financial need, be enrolled in 6 or more credit hours, and make satisfactory progress toward their educa-

tional goal. Students may work a maximum of 20 hours per week. *The Student Employment Program* provides some jobs on campus for students who do not meet the financial need requirement of the College Work/Study Program. Students must be enrolled in 6 or more credit hours and make satisfactory progress toward their educational goal. Students may work a maximum of 20 hours per week. The Placement Office helps any student who wants on-campus employment. This part-time employment may be in the form of on-campus placement, work-study programs, and off-campus student assistantships. See also the "Job Placement" section in this catalog.

ACADEMIC PROGRESS REQUIREMENT

Students who receive financial aid are required by government regulations to make measureable progress toward the completion of their course of study.

The 2.0 Grade Point Average (GPA) Requirement

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

Academic Compliance

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

made. If the 2.0 GPA requirement is not met three times, no award is made for two years.

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

Students may appeal the Financial Aid Director's decisions to the Vice President of Student Services. The appeal must be in writing.

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



SHORT-TERM LOANS

The College offers students short-term loans. Students may borrow up to \$100 at no interest if funds are available. The loan must be repaid within sixty to ninety days or before the end of the semester in which the money is borrowed.

JOB PLACEMENT SERVICES

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

VII. STUDENT CODES AND EXPECTATIONS

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

(d) A person who violates any 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 institutions' 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 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 the 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 authorized as 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 members 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 students 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 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.



General Education Courses



For the Seven
Member Colleges
of the Dallas County
Community College District

DEFINITION OF TERMS

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

1. *Concurrent Enrollment*
(a) Enrollment by the same student in two different colleges of the District at the same time, or (b) enrollment by a high school senior in a high school and one of the District colleges at the same time, or (c) enrollment by a student in two related courses in the same semester.
2. *Contact Hours* - The number of clock hours a student spends in a given course during the semester.
3. *Credit Hours (Cr.)* - College work is measured in units called credit hours. A credit hour value is assigned to each course and is normally equal to the number of hours the course meets each week. Credit hours are sometimes referred to as semester hours.
4. *Elective* - A course chosen by the student that is not required for a certificate or degree.
5. *Flexible Entry Course* - A course that permits beginning or ending dates other than the beginning or ending of the semester. Consult the class schedule for further information.
6. *Laboratory Hours (Lab.)* - The number of clock hours in the fall or spring semester the student spends each week in the laboratory or other learning environment.
7. *Lecture Hours (Lec.)* - The number of clock hours in the fall or spring semester the student spends each week in the classroom.
8. *Major* - The student's main emphasis of study (for example, Automotive Technology, Psychology, etc.)
9. *Performance Grades* - Grades assigned point values, including A, B, C, D, and F.
10. *Prerequisite* - A course that must be successfully completed or a requirement such as related life experiences that must be met before enrolling in another course.

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

All courses listed in this catalog may not be offered during the 1980-1981 year.

ANTHROPOLOGY (ANT) 100 (3) INTRODUCTION TO ANTHROPOLOGY (3 LEC.)

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

ANTHROPOLOGY (ANT) 101 (3) CULTURAL ANTHROPOLOGY (3 LEC.)

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

ANTHROPOLOGY (ANT) 104 (3) AMERICAN INDIAN CULTURE (3 LEC.)

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

ANTHROPOLOGY (ANT) 110 (3)
THE HERITAGE OF MEXICO (3 LEC.)

Students may register for either History 110 or Anthropology 110 but may receive credit for only one of the two. This course (cross-listed as History 110) deals with the archeology of Mexico beginning with the first humans to enter the North American Continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is archaic cultures, the Maya, the Toltec, and Aztec empires.

ANTHROPOLOGY (ANT) 208 (3)
MULTICULTURAL STUDIES (3 LEC.)

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

ANTHROPOLOGY (ANT) 210 (3)
LANGUAGE, CULTURE AND PERSONALITY (3 LEC.)

Prerequisite: Anthropology 101 or consent of instructor. Interrelated aspects of language, culture and personality are presented. Special consideration is given to intellectual, social and behavioral problems characteristic of multilingual, multicultural societies.

ANTHROPOLOGY (ANT) 231 (3)
INTRODUCTION TO ARCHEOLOGY (3 LEC.)

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

ART (ART) 103 (1)
INTRODUCTION TO ART (3 LAB.)

Materials and techniques of studio art are introduced for the non-major. Included are basic design concepts and traditional media. Laboratory fee.

ART (ART) 104 (3)
ART APPRECIATION (3 LEC.)

Films, lectures, slides and discussions focus on the theoretical, cultural and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness.

ART (ART) 105 (3)
SURVEY OF ART HISTORY (3 LEC.)

This course covers the history of art from prehistoric time through the Renaissance. It explores the cultural, geophysical and personal influences on art styles.

ART (ART) 106 (3)
SURVEY OF ART HISTORY (3 LEC.)

This course covers the history of art from the Baroque period through the present. It explores the cultural, geophysical and personal influences on art styles.

ART (ART) 110 (3)
DESIGN I (2 LEC., 4 LAB.)

Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape and size in composition is considered.

ART (ART) 111 (3)
DESIGN II (2 LEC., 4 LAB.)

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement and texture is considered. Laboratory fee.

ART (ART) 114 (3)
DRAWING I (2 LEC., 4 LAB.)

This beginning course investigates various media, techniques and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself.

ART (ART) 115 (3)
DRAWING II (2 LEC., 4 LAB.)

Prerequisite: Art 114. This course is an expansion of Art 114. It stresses the expressive and conceptual aspects of drawing, including advanced compositional arrangements, a range of wet and dry media, and the

development of an individual approach to theme and content.

ART (ART) 116 (3)

INTRODUCTION TO JEWELRY I (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 111, or the consent of the instructor. The basic techniques of fabrication and casting of metals are presented. Emphasis is on original design. Laboratory fee.

ART (ART) 117 (3)

INTRODUCTION TO JEWELRY II (2 LEC., 4 LAB.)

Prerequisite: Art 116. This course continues Art 116. Advanced fabrication and casting techniques are presented. Emphasis is on original design. Laboratory fee.

ART (ART) 118 (3)

CREATIVE PHOTOGRAPHY FOR THE ARTIST I (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 114, or the consent of the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is black and white processing and printing techniques. Laboratory fee.

ART (ART) 119 (3)

CREATIVE PHOTOGRAPHY FOR THE ARTIST II (2 LEC., 4 LAB.)

Prerequisite: Art 118 or the consent of the instructor. This course is a continuation of Art 118. Emphasis is on individual expression. Laboratory fee.

ART (ART) 199 (1)

ART SEMINAR (1 LEC.)

Area artist, critics and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society.

ART (ART) 201 (3)

DRAWING III (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 111, Art 115, Sophomore standing and/or permission of the division chair. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee.

ART (ART) 202 (3)

DRAWING IV (2 LEC., 4 LAB.)

Prerequisites: Art 201, Sophomore standing and/or permission of the division chair. This course continues Art 201. Emphasis is on individual expression. Laboratory fee.

ART (ART) 203 (3)

ART HISTORY (3 LEC.)

Prerequisites: Art 105 and Art 106. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe.

ART (ART) 204 (3)

ART HISTORY (3 LEC.)

Prerequisites: Art 105 and Art 106. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America.

ART (ART) 205 (3)

PAINTING I (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 111, Art 115 or the consent of the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models and the imagination.

ART (ART) 206 (3)

PAINTING II (2 LEC., 4 LAB.)

Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression.

ART (ART) 208 (3)

SCULPTURE I (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 111, Art 115 or the consent of the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee.

ART (ART) 209 (3)

SCULPTURE II (2 LEC., 4 LAB.)

Prerequisite: Art 208. This course continues Art 208. Emphasis is on individual expression. Laboratory fee.

ART (ART) 210 (3)

COMMERCIAL ART I (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 111, Art 115 or the consent of the instructor. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee.

ART (ART) 211 (3)

COMMERCIAL ART II (2 LEC., 4 LAB.)

Prerequisite: Art 210. This course continues Art 210. Added emphasis is on layout and design concepts. Work with simple art form reproduction techniques and the development of a professional portfolio are also included. Laboratory fee.

ART (ART) 212 (3)

ADVERTISING ILLUSTRATION (2 LEC., 4 LAB.)

Prerequisite: Art 210. Problems of the illustrator are investigated. Elements used by the illustrator are explored. Problem-solving projects are conducted.

ART (ART) 215 (3)

CERAMICS I (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 111, Art 115 or the consent of the instructor. This course focuses on the building of pottery forms by coil, slab and use of the wheel. Glazing and firing are also included. Laboratory fee.

ART (ART) 216 (3)

CERAMICS II (2 LEC., 4 LAB.)

Prerequisite: Art 215 or the consent of the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee.

ART (ART) 220 (3)

PRINTMAKING I (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 111, Art 115, or the consent of the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee.

ART (ART) 228 (3)

THREE-DIMENSIONAL DESIGN (2 LEC., 4 LAB.)

Prerequisite: Art majors: Art 110, 111, 114. Drafting Technology majors: Drafting 183, Engineering 186. Development of three-dimensional projects in metal, plastic, and wood through the stages of design: idea, sketches, research, working drawing, model and finished product. Emphasis is on function, material and esthetic form. Laboratory fee.

ASTRONOMY (AST) 101 (3)

DESCRIPTIVE ASTRONOMY (3 LEC.)

This course surveys the fundamentals of astronomy. Emphasis is on the solar system. Included is the study of the celestial sphere, the earth's motions, the moon, planets, asteroids, comets, meteors and meteorites. (This course is offered on campus and may be offered via television.)

ASTRONOMY (AST) 102 (3)

GENERAL ASTRONOMY (3 LEC.)

Stellar astronomy is emphasized. Topics include a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way Galaxy and external galaxies.

ASTRONOMY (AST) 103 (1)

ASTRONOMY LABORATORY I (3 LAB.)

Prerequisite: Credit or concurrent enrollment in Astronomy 101. The student uses simple equipment to make elementary astronomical observations of the motions of celestial objects. Also covered are elementary navigational techniques, graphical techniques of calculating the position of a planet or comet, and construction of simple observing equipment. This course includes night observations. Laboratory fee.

ASTRONOMY (AST) 104 (1)

ASTRONOMY LABORATORY II (3 LAB.)

Prerequisite: Credit or concurrent enrollment in Astronomy 102. The student makes and uses elementary

astronomical observations. Topics include timekeeping, the various uses of spectra, and the motions of stars and galaxies. This laboratory includes night observations. Laboratory fee.

ASTRONOMY (AST) 111 (4)
FUNDAMENTALS OF ASTRONOMY (3 LEC., 3 LAB.)

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee.

ASTRONOMY (AST) 112 (4)
GENERAL INTRODUCTORY ASTRONOMY (3 LEC., 3 LAB.)

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of time-keeping, use of spectra, and motions of stars and galaxies. Laboratory fee.

BIOLOGY (BIO) 101 (4)
GENERAL BIOLOGY (3 LEC., 3 LAB.)

This course is a prerequisite for all higher level biology courses and should be taken in sequence. Topics include the cell, tissue, and structure and function in plants and animals. Laboratory fee.

BIOLOGY (BIO) 102 (4)
GENERAL BIOLOGY (3 LEC., 3 LAB.)

This course is a continuation of Biology 101. Topics include Mendelian and molecular genetics, evolutionary mechanisms, and plant and animal development. The energetics and regulation of ecological communities are also studied. Laboratory fee.

BIOLOGY (BIO) 110 (4)
INTRODUCTORY BOTANY (3 LEC., 3 LAB.)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee.

BIOLOGY (BIO) 115 (4)
BIOLOGICAL SCIENCE (3 LEC., 3 LAB.)

Selected topics in biological science are presented for the non-science major. Topics include the cell concept and basic chemistry as it relates to biology. An introduction to genetics, evolution, cellular processes, such as mitosis, meiosis, respiration, and photosynthesis, and plant and animal reproduction is also covered. Laboratory fee. (This course is offered on campus and may be offered via television.)

BIOLOGY (BIO) 116 (4)
BIOLOGICAL SCIENCE (3 LEC., 3 LAB.)

Selected topics in biological science are presented for the non-science major. Topics include the systems of the human body, disease, drug abuse, aging, evolution, ecology, and people in relation to their environment. Laboratory fee.

BIOLOGY (BIO) 120 (4)
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (3 LEC., 3 LAB.)

This course is a foundation course for specialization in Associate Degree Nursing and Allied Health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. No science background is presupposed. Major topics include cell structure and function, organization of the body, tissues, organs, the blood and cardiovascular system, and the respiratory system. Emphasis is on homeostasis. Laboratory fee.

BIOLOGY (BIO) 121 (4)
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (3 LEC., 3 LAB.)

Prerequisites: Biology 120. This course is a continuation of Biology 120. Major

topics include the neuro-muscular, digestive, excretory, and endocrine systems. Laboratory fee.

BIOLOGY (BIO) 203 (4)

INTERMEDIATE BOTANY (3 LEC., 3 LAB.)

Prerequisite: Biology 101 and 102.

The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. Laboratory fee.

BIOLOGY (BIO) 211 (4)

INVERTEBRATE ZOOLOGY (3 LEC., 3 LAB.)

Prerequisite: 8 hours of biological science. This course surveys the major groups of animals below the level of chordates. Consideration is given to phylogeny, taxonomy, morphology, physiology, and biology of the various groups. Relationships and importance to higher animals and humans are stressed. Laboratory fee.

BIOLOGY (BIO) 216 (4)

GENERAL MICROBIOLOGY (3 LEC., 4 LAB.)

Prerequisite: Biology 102 or the consent of the instructor. Microbes are studied. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms. Laboratory activities constitute a major part of the course. Laboratory fee.

BIOLOGY (BIO) 217 (4)

FIELD BIOLOGY (3 LEC., 4 LAB.)

Prerequisite: 8 hours of biological science. Plant and animal life are surveyed in relationship to their environment. Aquatic and terrestrial communities are studied with reference to ecological principles and techniques. Emphasis is on the classification, identification, and collection of specimens in the field. Laboratory fee.

BIOLOGY (BIO) 221 (4)

ANATOMY AND PHYSIOLOGY I (3 LEC., 3 LAB.)

Prerequisite: Biology 102 or the consent of the instructor. This course examines the skeletal, muscular, and circulatory systems as related to humans. Emphasis is on structure,

function, and the interrelationships of the systems. Laboratory fee.

BIOLOGY (BIO) 222 (4)

ANATOMY AND PHYSIOLOGY II (3 LEC., 3 LAB.)

Prerequisite: Biology 221 or the consent of the 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 interrelationships of these systems. Laboratory fee.

BIOLOGY (BIO) 224 (4)

ENVIRONMENTAL BIOLOGY (3 LEC., 3 LAB.)

Prerequisite: 6 hours of biology. The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee.

BIOLOGY (BIO) 226 (4)

GENETICS (3 LEC., 3 LAB.)

This course focuses on genetics. Topics include Mendelian inheritance, recombination genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. Laboratory fee.

BIOLOGY (BIO) 230 (4)

MAMMALIAN PHYSIOLOGY (3 LEC., 3 LAB.)

Prerequisite: 12 hours of biology, 8 hours of inorganic chemistry, or concurrent registration in organic chemistry, and the consent of the instructor. This course is a study of the function of various mammalian systems. Emphasis is on interrelationships. Instruments are used to measure various physiological features. Laboratory fee.

BIOLOGY (BIO) 235 (4)

COMPARATIVE ANATOMY OF THE VERTEBRATES (3 LEC., 4 LAB.)

Prerequisites: Biology 101 and 102. For science majors and pre-medical and pre-dental students. Major groups of vertebrate class is studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee.

BUSINESS (BUS) 105 (3)
INTRODUCTION TO BUSINESS (3 LEC.)

This course provides an overall picture of business operations. Specialized fields within business organizations are analyzed. The role of business in modern society is identified. (This course is offered on campus and may be offered via television.)

BUSINESS (BUS) 143 (3)
PERSONAL FINANCE (3 LEC.)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems.

BUSINESS (BUS) 234 (3)
BUSINESS LAW (3 LEC.)

This course presents the historical and ethical background of the law and current legal principles. Emphasis is on contracts, property, and torts.

BUSINESS (BUS) 237 (3)
ORGANIZATIONAL BEHAVIOR (3 LEC.)

The persisting human problems of administration in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included.

CHEMISTRY (CHM) 101 (4)
GENERAL CHEMISTRY (3 LEC., 3 LAB.)

Prerequisite: Developmental Mathematics 093 or the equivalent. This course is for science and science-related majors. It covers the laws and theories of matter. The laws and theories are used to understand the properties of matter, chemical bonding, chemical reactions, the physical states of matter, and changes of state. The fundamental principles are applied to the solution of quantitative problems relating to chemistry. Laboratory fee.

CHEMISTRY (CHM) 102 (4)
GENERAL CHEMISTRY (3 LEC., 3 LAB.)

Prerequisite: Chemistry 101. This course is for science and science-related majors. It is a continuation of Chemistry 101. Previously learned and new concepts are applied. Topics include solutions and colloids,

chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is also included. Laboratory fee.

CHEMISTRY (CHM) 115 (4)
GENERAL CHEMISTRY (3 LEC., 3 LAB.)

Prerequisite: Developmental Mathematics 091 or the equivalent. This course is for non-science majors. It traces the development of theoretical concepts. These concepts are used to explain various observations and laws relating to chemical bonding reactions, states of matter, solutions, electrochemistry, and nuclear chemistry. Also included is the descriptive chemistry of some common elements and inorganic compounds. Laboratory fee.

CHEMISTRY (CHM) 116 (4)
GENERAL CHEMISTRY (3 LEC., 3 LAB.)

Prerequisite: Chemistry 115. This course is for non-science majors. It covers organic chemistry and biochemistry. The important classes of organic compounds are surveyed. The concept of structure is the central theme. Biochemistry topics include carbohydrates, proteins, lipids, chemistry of heredity, disease and therapy, and plant biochemistry. Laboratory fee.

CHEMISTRY (CHM) 201 (4)
ORGANIC CHEMISTRY I (3 LEC., 4 LAB.)

Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces organic chemistry. The fundamental types of organic compounds are presented. Their nomenclature, classification, reactions, and applications are included. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory. Emphasis is on reaction mechanisms, stereo-chemistry, transition state theory, and organic synthesis. Laboratory fee.

CHEMISTRY (CHM) 202 (4)
ORGANIC CHEMISTRY II (3 LEC., 4 LAB.)

Prerequisite: Chemistry 201. This course is for science and science-

related majors. It is a continuation of Chemistry 201. Topics include aliphatic and aromatic systems, polyfunctional compounds, amino acids, proteins, carbohydrates, sugars, and heterocyclic and related compounds. Instrumental techniques are used to identify compounds. Laboratory fee.

CHEMISTRY (CHM) 203 (4)

QUANTITATIVE ANALYSIS (2 LEC., 6 LAB.)

Prerequisite: Chemistry 102, Mathematics 101 or Mathematics 104 or the equivalent. Principles for quantitative determinations are presented. Topics include gravimetry, oxidation-reduction, indicators, and acid-base theory. Gravimetric and volumetric analysis is emphasized. Colorimetry is introduced. Laboratory fee.

CHEMISTRY (CHM) 205 (2)

CHEMICAL CALCULATIONS (2 LEC.)

Prerequisite: Chemistry 102. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium.

CHEMISTRY (CHM) 234 (4)

INSTRUMENTAL ANALYSIS (2 LEC., 6 LAB.)

Prerequisite: Chemistry 203 or the consent of the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee.

COLLEGE LEARNING SKILLS

(CLS) 100 (1)

COLLEGE LEARNING SKILLS (1 LEC.)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills and composition. This course may be repeated for a maximum of three credits.

COMMUNICATIONS (COM) 131 (3)

APPLIED COMPOSITION AND SPEECH (3 LEC.)

Communication skills are studied as a

means of preparing for one's vocation. Practice in writing letters, applications, resumes, and short reports is included.

COMMUNICATIONS (COM) 132 (3)

APPLIED COMPOSITION AND SPEECH (3 LEC.)

Prerequisite: Communications 131 or consent of instructor. The study of communication processes is continued. Emphasis is on written persuasion directly related to work. Expository techniques in business letters and documented reports are covered. Practice in oral communication is provided.

DANCE (DAN) 150 (3)

BEGINNING BALLET I (1 LEC., 3 LAB.)

This course explores basic ballet techniques. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Theory, terminology, ballet history, and current attitudes and events in ballet are also studied. Barre exercises and centre floor combinations are given. Laboratory fee.

DANCE (DAN) 151 (3)

BEGINNING BALLET II (1 LEC., 3 LAB.)

Prerequisite: Dance 150. This course is a continuation of Dance 150. Emphasis is on expansion of combinations at the barre. Connecting steps learned at centre are added. Jumps and pirouettes are introduced. Laboratory fee.

DANCE (DAN) 155 (1)

JAZZ I (3 LAB.)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee.

DANCE (DAN) 156 (1)

JAZZ II (3 LAB.)

Prerequisite: Dance 155 or the consent of the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee.

DANCE (DAN) 160 (3)

INTRODUCTION TO DANCE HISTORY (3 LEC.)

A history of dance forms is presented. Primitive, classical, and contemporary forms are included.

DANCE (DAN) 250 (3)

INTERMEDIATE BALLET I (1 LEC., 3 LAB.)

Prerequisite: Dance 151. The development of ballet technique is continued. More complicated exercises at the barre and centre floor are included. Emphasis is on long series of movements, adagio and jumps. Precision of movement is stressed. Laboratory fee.

DANCE (DAN) 251 (3)

INTERMEDIATE BALLET II (1 LEC., 3 LAB.)

Prerequisite: Dance 250. This course begins pointe work for women. Specialized beats and tours are begun for men. Individual proficiency and technical virtuosity are developed. Laboratory fee.

DANCE (DAN) 252 (1)

COACHING AND REPERTOIRE (2 LAB.)

Prerequisite: Dance 251 and the consent of the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. Laboratory fee.

DEVELOPMENTAL COMMUNICATIONS (DC) 095 (3)

COMMUNICATION SKILLS (3 LEC.)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs.

DEVELOPMENTAL COMMUNICATIONS (DC) 120 (3)

COMMUNICATION SKILLS (2 LEC., 2 LAB.)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a

semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students.

DEVELOPMENTAL LEARNING**(DL) 094 (1)**

LEARNING SKILLS IMPROVEMENT (2 LAB.)

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits.

DEVELOPMENTAL MATHEMATICS

Developmental Mathematics Courses offer a review of mathematics skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 104, 111, and 115. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130, 139, and 195.

DEVELOPMENTAL MATHEMATICS**(DM) 060 (1)**

BASIC MATHEMATICS I (1 LEC.)

This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions.

DEVELOPMENTAL MATHEMATICS**(DM) 061 (1)**

BASIC MATHEMATICS II (1 LEC.)

This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percent, and basic operations with fractions.

DEVELOPMENTAL MATHEMATICS**(DM) 062 (1)**

PRE BUSINESS (1 LEC.)

This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, area and volume.

DEVELOPMENTAL MATHEMATICS**(DM) 063 (1)**

PRE ALGEBRA (1 LEC.)

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

DEVELOPMENTAL MATHEMATICS**(DM) 064 (1)**

NURSING (1 LEC.)

This course is designed to develop an understanding of the measurements and terminology in medicine and calculations used in problems dealing with solutions and dosages. It is designed primarily for students in the nursing program.

DEVELOPMENTAL MATHEMATICS**(DM) 070 (1)**

ELEMENTARY ALGEBRA I (1 LEC.)

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

DEVELOPMENTAL MATHEMATICS**(DM) 071 (1)**

ELEMENTARY ALGEBRA II (1 LEC.)

Prerequisite: Developmental Mathematics 070 or equivalent. This course includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions.

DEVELOPMENTAL MATHEMATICS**(DM) 072 (1)**

ELEMENTARY ALGEBRA III (1 LEC.)

Prerequisite: Developmental Mathematics 071 or equivalent. This course includes selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables.

DEVELOPMENTAL MATHEMATICS**(DM) 073 (1)**

INTRODUCTION TO GEOMETRY (1 LEC.)

This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed.

DEVELOPMENTAL MATHEMATICS**(DM) 080 (1)**

INTERMEDIATE ALGEBRA I (1 LEC.)

Prerequisites: Developmental Mathematics 072, 091 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers.

DEVELOPMENTAL MATHEMATICS**(DM) 081 (1)**

INTERMEDIATE ALGEBRA II (1 LEC.)

Prerequisite: Developmental Mathematics 080 or equivalent. This course includes selected topics such as sets, relations, functions, inequalities, and absolute values.

DEVELOPMENTAL MATHEMATICS**(DM) 082 (1)**

INTERMEDIATE ALGEBRA III (1 LEC.)

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

DEVELOPMENTAL MATHEMATICS**(DM) 090 (3)**

PRE ALGEBRA MATHEMATICS (3 LEC.)

This course is designed to develop an understanding of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals and percentages and to strengthen basic skills in mathematics. It is the most basic mathematics course and includes an introduction to algebra.

DEVELOPMENTAL MATHEMATICS**(DM) 091 (3)**

ELEMENTARY ALGEBRA (3 LEC.)

Prerequisite: Developmental Mathematics 090. This course is comparable to the first-year algebra course in high school. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

DEVELOPMENTAL MATHEMATICS**(DM) 093 (3)**

INTERMEDIATE ALGEBRA (3 LEC.)

Prerequisite: One year of high school algebra or Developmental Mathematics 091. This course is comparable to the second-year algebra course in high school. It includes terminology of

sets, properties of real numbers, fundamental operations of polynomials and fractions, products, factoring, radicals, and rational exponents. Also covered are solutions of linear, fractional, quadratic and systems of linear equations, and graphing.

DEVELOPMENTAL READING

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

DEVELOPMENTAL READING

(DR) 090 (3)

TECHNIQUES OF
READING/LEARNING (3 LEC.)

Comprehension, vocabulary development, and study skills are the focus of this course. Emphasis is on learning how to learn. Included are reading and learning experiences to strengthen the total educational background of each student. Meeting individual needs is stressed.

DEVELOPMENTAL READING

(DR) 091 (3)

TECHNIQUES OF READING AND
LEARNING (3 LEC.)

This course is a continuation of developmental reading 090. Meeting individual needs is stressed.

DEVELOPMENTAL WRITING

Students can improve their writing skills by taking Developmental Writing. These courses are offered for one to three hours of credit. Emphasis is on organization skills and research paper styles, and individual writing weaknesses.

DEVELOPMENTAL WRITING

(DW) 090 (3)

WRITING (3 LEC.)

Basic writing skills are developed. Topics include spelling, grammar, and vocabulary improvement. Principles of sentence and paragraph structure are

also included. Organization and composition are covered. Emphasis is on individual needs and strengthening the student's skills.

DEVELOPMENTAL WRITING

(DW) 091 (3)

WRITING (3 LEC.)

This course is a sequel to Writing 090. It focuses on composition. Included are skills of organization, transition, and revision. Emphasis is on individual needs and personalized assignments. Brief, simple forms as well as more complex critical and research writing may be included.

DEVELOPMENTAL WRITING

(DW) 092 (1)

WRITING LAB (3 LAB.)

This course is a writing workshop. Students are given instruction and supervision in written assignments. The research paper and editing are both included.

EARTH SCIENCE (ES) 117 (4)

EARTH SCIENCE (3 LEC., 3 LAB.)

This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. Laboratory fee. (This course is offered on campus and may be offered via television.)

ECOLOGY (ECY) 291 (3)

PEOPLE AND THEIR
ENVIRONMENT II (3 LEC.)

Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy, resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (This course may be offered via television.)

ECONOMICS (ECO) 201 (3)

PRINCIPLES OF ECONOMICS I (3 LEC.)

Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic

organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations, and growth. (This course is offered on campus and may be offered via television.)

ECONOMICS (ECO) 202 (3)
PRINCIPLES OF ECONOMICS II (3 LEC.)

Prerequisite: Economics 201 or the consent of the instructor. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is on international economics and contemporary economic problems.

ENGINEERING (EGR) 101 (2)
ENGINEERING ANALYSIS (2 LEC.)

Prerequisite: Two years of high school algebra or Developmental Mathematics 093 or the consent of the instructor. This course surveys the field of engineering. Topics include the role of the engineer in society and branches and specialties in engineering. Engineering analysis and computer programming are introduced. Practice is provided in analyzing and solving engineering problems. Computational methods and devices with an introduction to computer programming are also covered.

ENGINEERING (EGR) 105 (3)
ENGINEERING DESIGN
GRAPHICS (2 LEC., 4 LAB.)

Graphic fundamentals are presented for engineering communications and engineering design. Topics include standard engineering graphical techniques, auxiliaries, sections, graphical analysis, and pictorial and working drawings. Laboratory fee.

ENGINEERING (EGR) 106 (3)
DESCRIPTIVE GEOMETRY (2 LEC., 4 LAB.)

Prerequisite: Drafting 183 or Engineering 105. This course provides training in the visualization of three-dimensional structures. Emphasis is on accurately representing these structures in drawings by analyzing the true

relationship between points, lines, and planes. Included are the generation and classification of lines, surfaces, intersections, developments, auxiliaries, and revolutions. Laboratory fee.

ENGINEERING (EGR) 107 (3)
ENGINEERING MECHANICS I (3 LEC.)

Prerequisite: Credit or concurrent enrollment in Mathematics 126. This course is a study of the statics of particles and rigid bodies with vector mathematics in three-dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual work, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented.

ENGINEERING (EGR) 108 (3)
COMPUTER METHODS IN
ENGINEERING (3 LEC.)

Prerequisite: Credit or concurrent enrollment in Mathematics 126. Fundamental methods of numerical analysis with applications by computer programming are presented. Topics include computer programming, recursion formulas, successive approximations, error analysis, non-linear equations, and systems of linear equations and matrix methods. Probabilistic models, interpolation, determination of parameters, numerical integration, and solution of ordinary differential equations are also covered.

ENGINEERING (EGR) 201 (3)
ENGINEERING MECHANICS II (3 LEC.)

Prerequisites: Engineering 107 and credit or concurrent enrollment in Mathematics 227. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered.

ENGINEERING (EGR) 202 (3)
ENGINEERING MECHANICS OF
MATERIALS (3 LEC.)

Prerequisites: Engineering 107 and

credit or concurrent enrollment in Mathematics 227. Simple structural elements are studied. Emphasis is on forces, deformation, and material properties. The 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 (EGR) 203 (3)
ENGINEERING PRODUCTION (1 LEC., 5 LAB.)

Prerequisite: Engineering 105 or the consent of the instructor. The standard machining of metals is covered. Layout, turning, boring, shaping, drilling, threading, milling, and grinding are all included. The manufacturing of interchangeable parts, fixtures, and jigs with applications is studied. Laboratory fee.

ENGINEERING (EGR) 204 (3)
ELECTRICAL SYSTEMS
ANALYSIS (3 LEC.)

Prerequisite: Credit of concurrent enrollment in Mathematics 227. Electrical science is introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also covered.

ENGINEERING (EGR) 205 (3)
PLANE SURVEYING (2 LEC., 4 LAB.)

Prerequisites: Mathematics 102 or 196 and Engineering 105 or Drafting 183. This course focuses on plane surveying. Topics include surveying instruments, basic measuring procedures, vertical and horizontal control, error analysis, and computations. Traverse, triangulation, route alignments, centerlines, profiles, mapping, route surveying, and land surveying are also included. Laboratory fee.

ENGINEERING (EGR) 206 (1)
ELECTRICAL ENGINEERING
LABORATORY (3 LAB.)

Prerequisite: Credit or concurrent enrollment in Engineering 204. Various

instruments are studied and used. These include the cathode ray oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators, and bridges. Basic network laws, steady state and transient responses, and diode characteristics and applications are demonstrated. Computer simulation is introduced. Laboratory fee.

ENGLISH

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

ENGLISH IN THE SOPHOMORE YEAR

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

ENGLISH (ENG) 101 (3)
COMPOSITION AND
EXPOSITORY READING (3 LEC.)

The development of skills is the focus of this course. Skills in writing and in the critical analysis of prose are included. (This course is offered on campus and may be offered via television.)

ENGLISH (ENG) 102 (3)
COMPOSITION AND
LITERATURE (3 LEC.)

Prerequisite: English 101. This course continues the development of skills in writing. Emphasis is on analysis of literary readings, expository writing, and investigative methods of research. (This course is offered on campus and may be offered via television.)

ENGLISH (ENG) 201 (3)
BRITISH LITERATURE (3 LEC.)

Prerequisite: English 102. Significant works of British literature are studied. The Old English Period through the 18th century is covered.

ENGLISH (ENG) 202 (3)

BRITISH LITERATURE (3 LEC.)

Prerequisite: English 102. Significant works of British literature are studied. The Romantic Period to the present is covered.

ENGLISH (ENG) 203 (3)

WORLD LITERATURE (3 LEC.)

Prerequisite: English 102. Significant works of continental Europe are studied. The Greek Classical Period through the Renaissance is covered.

ENGLISH (ENG) 204 (3)

WORLD LITERATURE (3 LEC.)

Prerequisite: English 102. Significant works of continental Europe, England, and America are studied. The time period since the Renaissance is covered.

ENGLISH (ENG) 205 (3)

AMERICAN LITERATURE (3 LEC.)

Prerequisite: English 102. Significant works of American writers before Walt Whitman are studied. Emphasis is on the context of the writers' times.

ENGLISH (ENG) 206 (3)

AMERICAN LITERATURE (3 LEC.)

Prerequisite: English 102. Significant works of American writers from Walt Whitman to the present are studied.

ENGLISH (ENG) 209 (3)

CREATIVE WRITING (3 LEC.)

Prerequisite: English 102. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama.

ENGLISH (ENG) 210 (3)

TECHNICAL WRITING (3 LEC.)

Prerequisite: English 101 and 102 or Communications 131 and 132. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions.

ENGLISH (ENG) 215 (3)

STUDIES IN LITERATURE (3 LEC.)

Prerequisite: English 102. Selections in literature are read, analyzed, and discussed. Selections are organized by genre, period, or geographical region.

Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit.

ENGLISH (ENG) 216 (3)

STUDIES IN LITERATURE (3 LEC.)

Prerequisite: English 102. Selections in literature are read, analyzed, and discussed. Selections are organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit.

FRENCH (FR) 101 (4)

BEGINNING FRENCH (3 LEC., 2 LAB.)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee.

FRENCH (FR) 102 (4)

BEGINNING FRENCH (3 LEC., 2 LAB.)

Prerequisite: French 101 or the equivalent. This course is a continuation of French 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee.

FRENCH (FR) 201 (3)

INTERMEDIATE FRENCH (3 LEC.)

Prerequisite: French 102 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed.

FRENCH (FR) 202 (3)

INTERMEDIATE FRENCH (3 LEC.)

Prerequisite: French 201 or the equivalent. This course is a continuation of French 201. Contemporary literature and composition are studied.

FRENCH (FR) 203 (3)

INTRODUCTION TO FRENCH LITERATURE (3 LEC.)

Prerequisite: French 202 or the consent of the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization.

FRENCH (FR) 204 (3)

INTRODUCTION TO FRENCH LITERATURE (3 LEC.)

Prerequisite: French 202 or the consent of the instructor. This course is a continuation of French 203. It includes readings in French literature, history, culture, art, and civilization.

GEOGRAPHY (GPY) 101 (3)

PHYSICAL GEOGRAPHY (3 LEC.)

The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography.

GEOGRAPHY (GPY) 102 (3)

ECONOMIC GEOGRAPHY (3 LEC.)

The relation of humans to their environment is studied. Included is the use of natural resources. Problems of production, manufacturing, and distributing goods are explored. Primitive subsistence and commercialism are considered.

GEOGRAPHY (GPY) 103 (3)

CULTURAL GEOGRAPHY (3 LEC.)

This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion.

GEOLOGY (GEO) 101 (4)

PHYSICAL GEOLOGY (3 LEC., 3 LAB.)

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee.

GEOLOGY (GEO) 102 (4)

HISTORICAL GEOLOGY (3 LEC., 3 LAB.)

This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils,

geologic maps, and field studies are used to interpret geologic history. Laboratory fee.

GEOLOGY (GEO) 202 (3)

INTRODUCTION TO ROCK AND MINERAL IDENTIFICATION (1 LEC., 3 LAB.)

Prerequisites: Geology 101 and Geology 102. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. Laboratory fee.

GEOLOGY (GEO) 205 (4)

FIELD GEOLOGY (3 LEC., 3 LAB.)

Geological features, landforms, rocks, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification, and collection of specimens in the field. Laboratory fee.

GERMAN (GER) 101 (4)

BEGINNING GERMAN (3 LEC., 2 LAB.)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee.

GERMAN (GER) 102 (4)

BEGINNING GERMAN (3 LEC., 2 LAB.)

Prerequisite: German 101 or the equivalent. This course is a continuation of German 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee.

GERMAN (GER) 201 (3)

INTERMEDIATE GERMAN (3 LEC.)

Prerequisite: German 102 or the equivalent or the consent of the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed.

GERMAN (GER) 202 (3)

INTERMEDIATE GERMAN (3 LEC.)

Prerequisite: German 201 or the equivalent. This course is a continuation of German 201. Contemporary literature and composition are studied.

GOVERNMENT (GVT) 201 (3)

AMERICAN GOVERNMENT (3 LEC.)

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

GOVERNMENT (GVT) 202 (3)

AMERICAN GOVERNMENT (3 LEC.)

Prerequisite: Sophomore standing recommended. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. This course satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.)

GOVERNMENT (GVT) 205 (3)

STUDIES IN GOVERNMENT (3 LEC.)

Prerequisite: Sophomore standing and 6 hours of history or government. Selected topics in government are presented. The course may be repeated once for credit when different topics are presented.

GOVERNMENT (GVT) 231 (3)

MUNICIPAL AND COUNTY GOVERNMENT (3 LEC.)

The structure of municipal and county government is examined. Topics include organs of government, administration, court systems, taxation, utilities and public works, education, welfare, and other public services. Presentations are given by local officials. Surveys of area problems are stressed.

HISTORY (HST) 101 (3)

HISTORY OF THE UNITED STATES (3 LEC.)

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

HISTORY (HST) 102 (3)

HISTORY OF THE UNITED STATES (3 LEC.)

Prerequisite: History 101 recommended. This course is a continuation of History 101. The history of the United States is surveyed from the reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (This course is offered on campus and may be offered via television.)

HISTORY (HST) 105 (3)

WESTERN CIVILIZATION (3 LEC.)

The civilization in the West from ancient time through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization.

HISTORY (HST) 106 (3)

WESTERN CIVILIZATION (3 LEC.)

This course is a continuation of History 105. It follows the development of civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, the 19th century, the social, economic, and political factors of recent world history.

HISTORY (HST) 110 (3)

THE HERITAGE OF MEXICO (3 LEC.)

Students may register for either History 110 or Anthropology 110 but

may receive credit for only one of the two. This course (cross-listed as Anthropology 110) deals with the archaeology of Mexico beginning with the first humans to enter the North American Continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, Toltec, and Aztec empires.

HISTORY (HST) 112 (3)
LATIN AMERICAN HISTORY (3 LEC.)

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course.

HISTORY (HST) 120 (3)
AFRO-AMERICAN HISTORY (3 LEC.)

The role of the Black in American history is studied. The slave trade and slavery in the United States are reviewed. Contributions of black Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of the 20th century.

HISTORY (HST) 204 (3)
AMERICAN MINORITIES (3 LEC.)

Prerequisites: Sociology 101 or 6 hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one of the two. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes.

HISTORY (HST) 205 (3)
STUDIES IN U.S. HISTORY (3 LEC.)

Prerequisite: Sophomore standing and 6 hours of American history. Selected topics in the history of the United States are presented. The course may be repeated once for credit when different topics are presented.

HUMAN DEVELOPMENT
(HD) 100 (1)
EDUCATIONAL ALTERNATIVES (1 LEC.)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars.

HUMAN DEVELOPMENT
(HD) 102 (1)
ORIENTATION (1 LEC.)

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

HUMAN DEVELOPMENT
(HD) 104 (3)
EDUCATIONAL AND CAREER PLANNING (3 LEC.)

This course is designed to teach students the on-going process of decision making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered.

HUMAN DEVELOPMENT
(HD) 105 (3)
BASIC PROCESSES OF INTERPERSONAL RELATIONSHIPS (3 LEC.)

Interpersonal relations are explored through an applied study of theory and concepts of small group processes. Students are given an opportunity to participate in experiences to increase

one's sensitivity to self and to others. A variety of activities is planned, partly by each class, to meet specific needs of the students in the class.

HUMAN DEVELOPMENT

(HD) 106 (3)
PERSONAL AND SOCIAL
GROWTH (3 LEC.)

The interaction between a person and society is explored. Topics include understanding of self, influences of society contributing to the development of self, and success of the individual within a society. Adjustment to family, school, and society is developed.

HUMAN DEVELOPMENT

(HD) 107 (3)
DEVELOPING LEADERSHIP
BEHAVIOR (3 LEC.)

The basic purpose of this course is to help the student develop leadership and human relation skills. Topics include individual and group productivity, value systems, appropriate communications skills, and positive attitudes in a group environment. The concepts of leadership are explored through both theory and practice. These leadership activities can be applied to the student's personal, business, and professional interactions.

HUMANITIES (HUM) 101 (3)
INTRODUCTION TO THE
HUMANITIES (3 LEC.)

Related examples of humans' creative achievements are examined. Emphasis is on understanding the nature of humans and the values of human life. (This course is offered on campus and may be offered via television. Laboratory fee required for television course.)

HUMANITIES (HUM) 102 (3)
ADVANCED HUMANITIES (3 LEC.)

Prerequisite: Humanities 101 and/or the consent of the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and

hating being is also studied. Emphasis is on the human as seen by artists, playwrights, filmmakers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed.

JOURNALISM (JN) 101 (3)
INTRODUCTION TO MASS
COMMUNICATIONS (3 LEC.)

This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society.

JOURNALISM (JN) 102 (3)
NEWS GATHERING AND
WRITING (2 LEC., 3 LAB.)

Prerequisite: Typing ability. Beginning reporting is presented. Topics include types of news, leads, body treatment of a story, feature in the lead, facts, and background. A practice in writing straight news stories is provided.

JOURNALISM (JN) 103 (3)
NEWS GATHERING AND
WRITING (2 LEC., 3 LAB.)

Prerequisite: Journalism 102. This course is a continuation of Journalism 102. Complex news stories are written. Specialized writing is covered for sports, police news, markets, finance, society, amusements, government, and women's stories. Laboratory work on the student newspaper is required.

JOURNALISM (JN) 104 (1)
STUDENT PUBLICATIONS (3 LAB.)

This course may not be taken for credit concurrently with Journalism 102 or 103. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may be repeated for a total of three credits.

JOURNALISM (JN) 105 (1)
STUDENT PUBLICATIONS (3 LAB.)

This course may not be taken for credit concurrently with Journalism 102 or 103. The course is a continuation of Journalism 104.

JOURNALISM (JN) 201 (3)

EDITORIAL AND FEATURE WRITING (3 LEC.)

Prerequisites: 6 hours of journalism or the consent of the instructor. This course covers difficult news stories, editorials, and features. Research, interviewing techniques, and the development of feature stories for use in newspapers and magazines are emphasized.

JOURNALISM (JN) 202 (1)

STUDENT PUBLICATIONS (3 LAB.)

Prerequisite: The consent of the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Students are required to work at prescribed periods under supervision and must attend staff meetings.

JOURNALISM (JN) 203 (1)

STUDENT PUBLICATIONS (3 LAB.)

This course may not be taken for credit concurrently with Journalism 102 or 103. The course is a continuation of Journalism 202.

JOURNALISM (JN) 204 (3)

NEWS EDITING AND COPY READING (3 LEC.)

Prerequisite: Journalism 102. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages.

LIBRARY SKILLS (LS) 101 (3)

INTRODUCTION TO LIBRARY RESEARCH (3 LEC.)

In this course the student explores the various types of print and non-print sources of information and learns to document research. Emphasis is on practical skills with a great deal of hands-on experience. The course skills consist of lectures as well as the following learning experiences:

- (1) examination of the specific materials covered in the lecture,
- (2) completion of appropriate exercises

designed to build basic skills used in research, and (3) conference with each student to determine rate of progress and to provide guidance on an individual basis.

MATHEMATICS

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

MATHEMATICS (MTH) 101 (3)

COLLEGE ALGEBRA (3 LEC.)

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

MATHEMATICS (MTH) 102 (3)

PLANE TRIGONOMETRY (3 LEC.)

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

MATHEMATICS (MTH) 104 (5)

ELEMENTARY FUNCTIONS AND COORDINATE GEOMETRY I (5 LEC.)

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

MATHEMATICS (MTH) 105 (5)

ELEMENTARY FUNCTIONS AND COORDINATE GEOMETRY II (5 LEC.)

Prerequisite: Mathematics 104. This course is a continuing study of the topics of Mathematics 104.

MATHEMATICS (MTH) 106 (5)

ELEMENTARY FUNCTIONS AND COORDINATE GEOMETRY III (5 LEC.)

Prerequisites: Two years of high school algebra and one semester of trigonometry. This course is a study of the algebra of functions. It includes polynomial, rational, exponential, logarithmic and trigonometric functions, functions of two variables, complex numbers, vectors and analytic geometry which includes conics, transformation of coordinates, polar coordinates, and parametric equations.

MATHEMATICS (MTH) 107 (3)
FUNDAMENTALS OF COMPUTING (3 LEC.)

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

MATHEMATICS (MTH) 111 (3)

MATHEMATICS FOR BUSINESS AND ECONOMICS I (3 LEC.)

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

MATHEMATICS (MTH) 112 (3)

MATHEMATICS FOR BUSINESS AND ECONOMICS II (3 LEC.)

Prerequisite: Mathematics 111. This course includes sequences and limits, differential calculus, integral calculus, and appropriate applications.

MATHEMATICS (MTH) 115 (3)

COLLEGE MATHEMATICS I (3 LEC.)

Prerequisites: One year of high school

algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of logic, mathematical patterns, mathematical recreations, systems of numeration, mathematical systems, sets and statements and sets of numbers. Historical aspects of selected topics are emphasized.

MATHEMATICS (MTH) 116 (3)

COLLEGE MATHEMATICS II (3 LEC.)

Prerequisite: One year of high school algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability and geometry. Historical aspects of selected topics are emphasized.

MATHEMATICS (MTH) 117 (3)

FUNDAMENTAL CONCEPTS OF MATHEMATICS FOR ELEMENTARY TEACHERS (3 LEC.)

This course includes the structure of the real number system, geometry, and mathematical analysis. Emphasis is on the development of mathematical reasoning needed for elementary teachers.

MATHEMATICS 121 (3)

ANALYTIC GEOMETRY (3 LEC.)

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

MATHEMATICS (MTH) 126 (5)

INTRODUCTORY CALCULUS (5 LEC.)

Prerequisite: Mathematics 105 or 106 or 121 or equivalent. This course is 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 (MTH) 130 (3)
BUSINESS MATHEMATICS (3 LEC.)

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

MATHEMATICS (MTH) 139 (3)
APPLIED MATHEMATICS (3 LEC.)

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

MATHEMATICS (MTH) 202 (3)
INTRODUCTORY STATISTICS (3 LEC.)

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

MATHEMATICS (MTH) 207 (3)
FORTRAN PROGRAMMING WITH APPLICATIONS (3 LEC.)

Prerequisites: Mathematics 107 or equivalent and Mathematics 101 or Mathematics 111 or Mathematics 104 or its equivalent. This course is a study of Fortran with emphasis on applications and programming of algorithmic language to solve numerical problems. Writing, testing, and executing typical Fortran programs are stressed. Emphasis is on applications for majors and minors in engineering, the sciences, mathematics, or business.

MATHEMATICS (MTH) 209 (3)
INTRODUCTORY APL PROGRAMMING (3 LEC.)

Prerequisites: Mathematics 101 or Mathematics 104 or Mathematics 111

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

MATHEMATICS (MTH) 221 (3)
LINEAR ALGEBRA (3 LEC.)

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

MATHEMATICS (MTH) 222 (3)
CALCULUS I (3 LEC.)

Prerequisite: Mathematics 121. This course includes limits, continuity, differentiation of algebraic and transcendental functions, and applications, maxima and minima, antiderivatives and indeterminate forms.

MATHEMATICS (MTH) 223 (3)
CALCULUS II (3 LEC.)

Prerequisite: Mathematics 222. This course includes the indefinite integral, definite integral, and applications, techniques of integration, improper integrals, and infinite series.

MATHEMATICS (MTH) 224 (3)
ADVANCED CALCULUS (3 LEC.)

Prerequisite: Mathematics 223. This course includes multiple integrals, partial differentiation, vector analysis, series and hyperbolic functions.

MATHEMATICS (MTH) 227 (4)
MATHEMATICAL ANALYSIS I (4 LEC.)

Prerequisite: Mathematics 126 or equivalent. This course is 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 (MTH) 228 (3)
MATHEMATICAL ANALYSIS II (3 LEC.)

Prerequisite: Mathematics 227 or equivalent. This course is a continued study of vectors, functions of several variables, partial derivatives, multiple

integrals, indeterminate forms, infinite series, and an introduction to differential equations.

MATHEMATICS (MTH) 230 (3)

DIFFERENTIAL EQUATIONS (3 LEC.)

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

MUSIC (MUS) 101 (4)

FRESHMAN THEORY (3 LEC., 3 LAB.)

Musicianship skills are developed. Emphasis is on tonal and rhythmic perception and articulation. The essential elements of music are presented, and sight-singing, keyboard, and notation are introduced.

MUSIC (MUS) 102 (4)

FRESHMAN THEORY (3 LEC., 3 LAB.)

Prerequisite: Music 101 or the consent of the instructor. This course introduces part-writing and harmonization with triads and their inversions. Also included are the classification of chords, seventh chords, sight-singing, dictation, and keyboard harmony.

MUSIC (MUS) 103 (1)

GUITAR ENSEMBLE (3 LAB.)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit.

MUSIC (MUS) 104 (3)

MUSIC APPRECIATION (3 LEC.)

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed.

MUSIC (MUS) 105 (1)

ITALIAN DICTION (2 LAB.)

The phonetic sounds of the Italian language are studied. Included is

selected vocabulary. This course is primarily for voice majors.

MUSIC (MUS) 106 (1)

FRENCH DICTION (2 LAB.)

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors.

MUSIC (MUS) 107 (1)

GERMAN DICTION (2 LAB.)

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors.

MUSIC (MUS) 110 (3)

MUSIC LITERATURE (3 LEC.)

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance and Baroque eras.

MUSIC (MUS) 111 (3)

MUSIC LITERATURE (3 LEC.)

Prerequisite: Music 110. This course is a continuation of Music 110. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods.

MUSIC (MUS) 112 (3)

GUITAR LITERATURE AND MATERIALS (3 LEC.)

The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance.

MUSIC (MUS) 113 (3)

FOUNDATIONS OF MUSIC I (3 LEC.)

This course focuses on participation and skills for satisfactory performance in singing, playing an instrument, listening, and creating rhythmic responses. The ability to manage notation (music reading) is developed.

MUSIC (MUS) 114 (3)

FOUNDATIONS IN MUSIC II (3 LEC.)

Prerequisite: Music 113. This course prepares students with limited music training for Music 101 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music.

MUSIC (MUS) 115 (2)

JAZZ IMPROVISATION (1 LEC., 2 LAB.)

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit.

MUSIC (MUS) 117 (1)

PIANO CLASS I (2 LAB.)

This course is primarily for students with no knowledge of piano skills. It develops basic musicianship and piano skills. This course may be repeated for credit.

MUSIC (MUS) 118 (1)

PIANO CLASS II (2 LAB.)

The study of piano is continued. Included are techniques, skills, harmonization, transposition, improvisation, accompanying, sight-reading, and performing various styles of repertoire. This course may be repeated for credit.

MUSIC (MUS) 119 (1)

GUITAR CLASS I (2 LAB.)

This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit.

MUSIC (MUS) 120 (1)

GUITAR CLASS II (2 LAB.)

Prerequisite: Music 119 or the equivalent. This course is a continuation of Music 119. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit.

MUSIC (MUS) 121-143 (1)

APPLIED MUSIC-MINOR (1 LEC.)

This course is open to students enrolled in music theory, ensembles,

and other music major and minor courses. It provides private instruction in the student's secondary area, and consists of a one half-hour lesson a week. Fee required. Private music may be repeated for credit.

MUSIC (MUS) 150 (1)

CHORUS (3 LAB.)

Prerequisite: Consent of instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit.

MUSIC (MUS) 151 (1)

VOICE CLASS I (2 LAB.)

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit.

MUSIC (MUS) 152 (1)

VOICE CLASS II (2 LAB.)

This course is a continuation of Music 151. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit.

MUSIC (MUS) 155 (1)

VOCAL ENSEMBLE (3 LAB.)

A group of mixed voices concentrates on excellence of performance. Membership is open to any student by audition. The director selects those who possess special interest and skill in the performance of advanced choral literature. This course may be repeated for credit.

MUSIC (MUS) 156 (1)

MADRIGAL SINGERS (3 LAB.)

A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 160 (1)

BAND (3 LAB.)

Prerequisite: The consent of the

instructor is required for non-wind instrument majors. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit.

MUSIC (MUS) 170 (1)
ORCHESTRA (3 LAB.)

Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit.

MUSIC (MUS) 171 (1)
WOODWIND ENSEMBLE (3 LAB.)

A group of woodwind instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 172 (1)
BRASS ENSEMBLE (3 LAB.)

A group of brass instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 173 (1)
PERCUSSION ENSEMBLE (3 LAB.)

A group of percussion instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 174 (1)
KEYBOARD ENSEMBLE (3 LAB.)

A group of keyboard instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 175 (1)
STRING ENSEMBLE (3 LAB.)

A group of string instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 176 (1)
SYMPHONIC WIND ENSEMBLE (3 LAB.)
In the symphonic wind ensemble

students study and perform stylistic literature of all periods. This course may be repeated for credit.

MUSIC (MUS) 177 (1)
CHAMBER ENSEMBLE (3 LAB.)

A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 181 (1)
LAB BAND (3 LAB.)

Prerequisite: The consent of the instructor. In the Lab Band students study and perform all forms of commercial music, such as jazz, pop, avant-garde, and soul. Student arranging, composing, and conducting is encouraged. This course may be repeated for credit.

MUSIC (MUS) 185 (1)
STAGE BAND (3 LAB.)

Prerequisite: The consent of the instructor. In the Stage Band students study and perform a wide variety of music. Emphasis is on the jazz-oriented, big-band styles of the 1960's. This may be repeated for credit.

MUSIC (MUS) 199 (1)
RECITAL (2 LAB.)

Students of private lessons perform before an audience one period each week. Credit for this course does not apply to the Associate Degree. This course may be repeated for credit.

MUSIC (MUS) 201 (4)
SOPHOMORE THEORY (3 LEC., 3 LAB.)

Prerequisite: Music 101 and 102 or the consent of the instructor. This course is a continuation of the study of theory. Topics include larger forms, thematic development, chromatic chords such as the Neapolitan sixth and augmented sixth chords, and diatonic seventh chords. Advanced sight-singing, keyboard harmony, and ear training are also included.

MUSIC (MUS) 202 (4)
SOPHOMORE THEORY (3 LEC., 3 LAB.)

Prerequisite: Music 201 or the

equivalent or the consent of the instructor. This course is a continuation of Music 201. Topics include the sonata-allegro form and the ninth, eleventh, and thirteenth chords. New key schemes, impressionism, melody, harmony, tonality and formal processes of 20th century music are also included. Sight-singing, keyboard harmony, and ear training are developed further.

MUSIC (MUS) 203 (3)
COMPOSITION (3 LEC.)

Prerequisite: Music 101 and 102 or the consent of the instructor. This course covers composing in small forms for simple media in both traditional styles and styles of the student's choice. The course may be repeated for credit.

MUSIC (MUS) 204 (2)
GUITAR PEDAGOGY (2 LEC.)

Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed.

MUSIC (MUS) 221-243 (2)
APPLIED
MUSIC-CONCENTRATION (1 LEC.)

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student's concentration, and consists of two half-hour lessons a week. Fee required. Private music may be repeated for credit.

MUSIC (MUS) 251-270 (3)
APPLIED MUSIC-MAJOR (1 LEC.)

This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student's major instrument, and consists of two half-hour lessons a week. Fee required.

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.

PHILOSOPHY (PHI) 102 (3)
INTRODUCTION TO
PHILOSOPHY (3 LEC.)

The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions.

PHILOSOPHY (PHI) 105 (3)
LOGIC (3 LEC.)

The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed.

PHILOSOPHY (PHI) 202 (3)
INTRODUCTION TO SOCIAL
AND POLITICAL PHILOSOPHY (3 LEC.)

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility.

PHILOSOPHY (PHI) 203 (3)
ETHICS (3 LEC.)

The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life.

PHILOSOPHY (PHI) 207 (3)
HISTORY OF ANCIENT
PHILOSOPHY (3 LEC.)

The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle. Stoicism, Epicureanism, and Scholasticism are considered.

PHILOSOPHY (PHI) 208 (3)HISTORY OF MODERN
PHILOSOPHY (3 LEC.)

The history of philosophy from the Renaissance through the 19th century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th century philosophies. The historical relationship between these schools of thought is explored.

PHILOSOPHY (PHI) 210 (3)

STUDIES IN PHILOSOPHY (3 LEC.)

Prerequisite: 3 hours of philosophy and the consent of the instructor. A philosophical problem, movement, or special topic is studied. The course topic changes each semester. This course may be repeated for credit.

PHOTOGRAPHY (PHO) 110 (3)INTRODUCTION TO
PHOTOGRAPHY AND
PHOTO-JOURNALISM (2 LEC., 4 LAB.)

Photography and photo-journalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is studied. Laboratory fee.

PHOTOGRAPHY (PHO) 111 (3)ADVANCED PHOTOGRAPHY AND
PHOTO-JOURNALISM (2 LEC., 4 LAB.)

Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory fee.

PHOTOGRAPHY (PHO) 120 (4)COMMERCIAL
PHOTOGRAPHY I (3 LEC., 3 LAB.)

Commercial or contract photography is studied. Field, studio, and darkroom experience for various kinds of photography is discussed. Included are social photography, portrait and studio photography, fashion and theatrical portfolio, publicity photography, and convention photography.

The use of natural, stationary, flash, and strobe artificial lights is covered. Laboratory fee.

PHOTOGRAPHY (PHO) 121 (4)COMMERCIAL
PHOTOGRAPHY II (3 LEC., 3 LAB.)

This course is a continuation of Photography 120. Publicity photography, architectural photography, interior photography, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges are made with sample clients, employers, studios, and agencies. Laboratory fee.

**PHYSICAL EDUCATION
ACTIVITY COURSES**

The Physical Education Division provides opportunity for each student to become skilled in at least one physical activity for personal enjoyment of leisure time. Activity courses are open to both men and women. A laboratory fee is required. Students are urged to take advantage of the program by registering for a physical education activity course each semester.

**PHYSICAL EDUCATION
NON-ACTIVITY COURSES**

PEH 101, 108, 109, 110, 144

PHYSICAL EDUCATION**(PEH) 100 (1)**LIFETIME SPORTS
ACTIVITIES (3 LAB.)

Various lifetime sports are offered. Courses offered may include archery, badminton, bowling, golf, handball, racquetball, softball, swimming, tennis, and other sports. Activities may be offered singularly or in combinations. Instruction is presented at the beginner and advanced-beginner levels. Both men and women participate. This course may be repeated for credit when students select different activities. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 101 (3)**

FUNDAMENTALS OF HEALTH (3 LEC.)

This course is for students majoring or

minoring in physical education or having other specific interest. Personal health and community health are studied. Emphasis is on the causes of mental and physical health and disease transmission and prevention.

PHYSICAL EDUCATION

(PEH) 104 (1)

TOUCH FOOTBALL/SOCCER (2 LAB.)

Touch football and soccer are taught and played. Emphasis is on skill development. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 108 (3)

SOCIAL RECREATION (3 LEC.)

The methods and materials for social activities for different age groups are introduced. Planning, organizing, and conducting the activities are included.

PHYSICAL EDUCATION

(PEH) 109 (3)

OUTDOOR RECREATION (3 LEC.)

Outdoor recreation and organized camping are studied. Both the development of these activities and present trends are covered.

PHYSICAL EDUCATION

(PEH) 110 (3)

COMMUNITY RECREATION (3 LEC.)

This course is primarily for students majoring or minoring in health, physical education, or recreation. The principles, organization, and function of recreation in American society are covered.

PHYSICAL EDUCATION

(PEH) 111 (1)

BEGINNING WRESTLING (2 LAB.)

The fundamentals, techniques, rules, and strategy of wrestling are presented. Emphasis is also on spectator appreciation. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 112 (1)

SOFTBALL AND SOCCER (2 LAB.)

Softball and soccer are taught and played. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 113 (1)

HANDBALL AND RACQUETBALL (2 LAB.)

Handball and racquetball are taught and played. Emphasis is on the development of skills. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 114 (1)

BEGINNING BADMINTON (2 LAB.)

The history, rules, and skills of badminton are taught. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 115 (1)

PHYSICAL FITNESS (3 LAB.)

The student's physical condition is assessed. A program of exercise for life is prescribed. Much of the course work is carried on in the Physical Performance Laboratory. A uniform is required. This course may be repeated for credit. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 116 (1)

INTRAMURAL ATHLETICS (2 LAB.)

Intramural competition in a variety of activities is offered for men and women. A uniform is required. This course may be repeated for credit. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 117 (1)

BEGINNING ARCHERY (2 LAB.)

Beginning archery is taught and played. Equipment is furnished. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 118 (1)

BEGINNING GOLF (2 LAB.)

Beginning golf is taught and played. Equipment is furnished. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 119 (1)

BEGINNING TENNIS (2 LAB.)

This course is designed for the beginner. Tennis fundamentals are taught and played. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 120 (1)**

BEGINNING BOWLING (2 LAB.)

Beginning bowling is taught and played. Equipment is furnished. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 121 (1)**

FOLK DANCE (2 LAB.)

Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 122 (1)**

BEGINNING GYMNASTICS (2 LAB.)

Beginning gymnastics is offered. Emphasis is on basic skills in tumbling and in the various apparatus events. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 123 (1)**

BEGINNING SWIMMING (2 LAB.)

This course teaches a non-swimmer to survive in the water. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 124 (1)**

SOCIAL DANCE (2 LAB.)

This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the reel, square dance, and other dances. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 125 (1)**

CONDITIONING EXERCISE (3 LAB.)

This course focuses on understanding exercise and its effect on the body. Physical fitness is improved through a variety of conditioning activities. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 127 (1)**

BASKETBALL AND VOLLEYBALL (2 LAB.)

The techniques, rules, and strategy of basketball and volleyball are covered. Emphasis is on playing the games. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 128 (1)**

SOCIAL AND FOLK DANCE (2 LAB.)

Social and folk dance is introduced. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 129 (1)**

MODERN DANCE (2 LAB.)

This beginning course is designed to emphasize basic dance techniques, including body alignment and placement, floor work, locomotor patterns, and creative movements. A uniform is required.

PHYSICAL EDUCATION**(PEH) 131 (1)**WEIGHT TRAINING AND
CONDITIONING (3 LAB.)

Instruction and training in weight training and conditioning techniques are offered. A uniform is required. This course may be repeated for credit. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 132 (1)**

SELF-DEFENSE (3 LAB.)

Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed.

PHYSICAL EDUCATION**(PEH) 134 (1)**

OUTDOOR EDUCATION (3 LAB.)

Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 144 (3)**INTRODUCTION TO PHYSICAL
EDUCATION (3 LEC.)

This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed.

Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing.

PHYSICAL EDUCATION

(PEH) 147 (3)

SPORTS OFFICIATING I (2 LEC., 2 LAB.)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games.

PHYSICAL EDUCATION

(PEH) 148 (3)

SPORTS OFFICIATING II (2 LEC., 2 LAB.)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games.

PHYSICAL EDUCATION

(PEH) 200 (1)

LIFETIME SPORTS
ACTIVITIES II (3 LAB.)

This course is a continuation of Physical Education 100. Students participate in selected activities. Instruction is at the intermediate and intermediate/advanced levels. This course may be repeated for credit. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 210 (3)

SPORTS APPRECIATION FOR
THE SPECTATOR (3 LEC.)

This course is for students who desire a broader knowledge of major and minor sports. The rules, terminology, and philosophies of many sports are studied. Special emphasis is on football and basketball.

PHYSICAL EDUCATION

(PEH) 217 (1)

INTERMEDIATE ARCHERY (2 LAB.)

This course is for the student who has previous experience in archery. Target shooting and field archery are

emphasized. The student must furnish equipment. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 218 (1)

INTERMEDIATE GOLF (2 LAB.)

Prerequisite: The consent of the instructor. Skills and techniques in golf are developed beyond the "beginner" stage. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 219 (1)

INTERMEDIATE TENNIS (2 LAB.)

Prerequisite: The consent of the instructor. Skills and techniques in tennis are developed beyond the "beginner" stage. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 222 (1)

INTERMEDIATE GYMNASTICS (2 LAB.)

Prerequisite: Physical Education 122. Skills and techniques in gymnastics are developed beyond the "beginner" stage. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 223 (1)

INTERMEDIATE SWIMMING (2 LAB.)

Prerequisite: Beginning swim certificate or deep water swimmer. This course advances the swimmer's skills. Stroke analysis, refinement, and endurance are emphasized. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 225 (2)

SKIN AND SCUBA DIVING (1 LEC., 2 LAB.)

Prerequisite: Physical Education 223 or the consent of the instructor. This course includes the use of equipment, safety, physiology, and open water diving. All equipment is supplied except mask, fins, and snorkel. The student may rent needed equipment at the time on registration. Students completing course requirements receive certification as basic scuba divers from the Professional Association of Diving Instructors (PADI) or the National Association of Underwater Instructors (NAUI). Laboratory fee.

PHYSICAL EDUCATION**(PEH) 226 (1)**

ADVANCED LIFE SAVING (2 LAB.)

Prerequisite: Physical Education 223 or deep water swim ability. This course qualifies students for the Red Cross Advanced Lifesaving Certificate. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 234 (2)**

WATER SAFETY INSTRUCTOR (1 LEC., 2 LAB.)

Prerequisite: Current Advanced Life Saving card. The principles and techniques for instructors in water safety and life saving classes are covered. Completion of the course qualifies the student to test for certification by the Red Cross as a water safety instructor. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 236 (3)**

THE COACHING OF FOOTBALL AND BASKETBALL (2 LEC., 2 LAB.)

The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques.

PHYSICAL EDUCATION**(PEH) 238 (2)**

AQUATICS (1 LEC., 2 LAB.)

The techniques and procedures of selected water-related activities are studied. The use of the activities in recreation programs is included. Pool management, staff training, safety, and supervision of aquatics are also included.

PHYSICAL EDUCATION**(PEH) 257 (3)**

ADVANCED FIRST AID AND EMERGENCY CARE (3 LEC.)

The Advanced First Aid and Emergency Care course of the American Red Cross is taught, presenting both theory and practice. Various aspects of safety education also are included.

PHYSICAL SCIENCE**(PSC) 118 (4)**

PHYSICAL SCIENCE (3 LEC., 2 LAB.)

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee.

PHYSICAL SCIENCE**(PSC) 119 (4)**

PHYSICAL SCIENCE (3 LEC., 2 LAB.)

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. Laboratory fee.

PHYSICS (PHY) 111 (4)

INTRODUCTORY GENERAL PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, pre-medical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee.

PHYSICS (PHY) 112 (4)

INTRODUCTORY GENERAL PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Physics 111. This course is a continuation of Physics 111. Electricity, magnetism, light, and sound are studied. Laboratory fee.

PHYSICS (PHY) 117 (4)

CONCEPTS IN PHYSICS (3 LEC., 3 LAB.)

This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of world-wide energy production are examined. Laboratory fee.

PHYSICS (PHY) 118 (4)

CONCEPTS IN PHYSICS (3 LEC., 3 LAB.)

This is for non-science majors. It intro-

duces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee.

PHYSICS (PHY) 131 (4)

APPLIED PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. This course is primarily for students in technical programs. The properties of matter, mechanics, and heat are introduced. Emphasis is on uses and problem-solving. Laboratory fee.

PHYSICS (PHY) 132 (4)

APPLIED PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Physics 131. This course is a continuation of Physics 131. Concepts of sound, light, electricity, magnetism, and atomic theory are explained. Laboratory fee.

PHYSICS (PHY) 201 (4)

GENERAL PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Credit or concurrent enrollment in Mathematics 126 or 222. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee.

PHYSICS (PHY) 202 (4)

GENERAL PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Physics 201 and credit or concurrent enrollment in Mathematics 223 or 227. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee.

PHYSICS (PHY) 203 (4)

INTRODUCTION TO MODERN PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Physics 202. The principles of relativity, atomic physics, and nuclear physics are covered. Emphasis is on basic concepts, problem-solving, notation, and units. Laboratory fee.

PSYCHOLOGY (PSY) 103 (3)

SEX ROLES IN AMERICAN SOCIETY (3 LEC.)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Human sexuality is studied. The physiological, psychological, and sociological aspects are included.

PSYCHOLOGY (PSY) 105 (3)

INTRODUCTION TO PSYCHOLOGY (3 LEC.)

Principles of human behavior and problems of human experience are presented. Topics include heredity and environment, the nervous system, motivation, learning, emotions, thinking, and intelligence. (This course is offered on campus and may be offered via television.)

PSYCHOLOGY (PSY) 131 (3)

HUMAN RELATIONS (3 LEC.)

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement.

PSYCHOLOGY (PSY) 201 (3)

DEVELOPMENTAL PSYCHOLOGY (3 LEC.)

Prerequisite: Psychology 105. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (This course is offered on campus and may be offered via television.)

PSYCHOLOGY (PSY) 202 (3)

APPLIED PSYCHOLOGY (3 LEC.)

Prerequisite: Psychology 105. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required.

PSYCHOLOGY (PSY) 205 (3)
PSYCHOLOGY OF PERSONALITY (3 LEC.)

Prerequisite: Psychology 105.
 Important factors of successful human adjustment such as child parent relationships, adolescence, anxiety states, defense mechanisms, and psychotherapeutic concepts are considered. Methods of personality measurement are also included.

PSYCHOLOGY (PSY) 207 (3)
SOCIAL PSYCHOLOGY (3 LEC.)

Prerequisite: Psychology 105 or Sociology 101. Students may register for either Psychology 207 or Sociology 207 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

PSYCHOLOGY (PSY) 210 (3)
SELECTED TOPICS IN PSYCHOLOGY (3 LEC.)

Prerequisite: Psychology 105. An elective course designed to deal with specific topics in psychology. Examples of topics might include "adult development," "adolescent psychology," and "behavioral research." Course may be repeated once for credit.

READING (RD) 101 (3)
EFFECTIVE COLLEGE READING (3 LEC.)

Comprehension techniques for reading fiction and non-fiction are presented. Critical reading skills are addressed. Analysis, critique, and evaluation of written material are included. Reading comprehension and flexibility of reading rate are stressed. Advanced learning techniques are developed in listening, note-taking, underlining, concentrating, and reading in specialized academic areas.

READING (RD) 102 (3)
SPEED READING AND LEARNING (3 LEC.)

Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized.

Learning and memory skills are also covered.

RELIGION (REL) 101 (3)
RELIGION IN AMERICAN CULTURE (3 LEC.)

This course examines the nature of religion in America. It covers important influences from the past and characteristics of current religious groups and movements. Emphasis is on understanding the role of religion in American life.

RELIGION (REL) 102 (3)
CONTEMPORARY RELIGIOUS PROBLEMS (3 LEC.)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying.

RELIGION (REL) 201 (3)
MAJOR WORLD RELIGIONS (3 LEC.)

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion.

SOCIAL SCIENCE (SS) 131 (3)
AMERICAN CIVILIZATION (3 LEC.)

Theories and institutions of modern society are introduced. Psychological, historical, sociocultural, political, and economic factors are considered. The nature of the human being and the relationships of the individual are examined. Emphasis is on the national, state, and local experiences which affect daily life.

SOCIAL SCIENCES (SS) 132 (3)
AMERICAN CIVILIZATION (3 LEC.)

Prerequisite: Social Science 131. Topical studies are made of the theories and institutions of modern society. Psychological, historical, sociocultural, political, and economic

factors are all considered. Emphasis is on analyzing and applying theory to life experiences.

SOCIOLOGY (SOC) 101 (3)
INTRODUCTION TO SOCIOLOGY (3 LEC.)

This course is a study of the nature of society and the foundations of group life. Topics include institutions, social change, processes, and problems.

SOCIOLOGY (SOC) 102 (3)
SOCIAL PROBLEMS (3 LEC.)

Prerequisite: Sociology 101 or the consent of the instructor. Current group relationships in society are studied. The background, emergence, and scope of relationships are included. Emphasis is on the total community environment.

SOCIOLOGY (SOC) 103 (3)
SEX ROLES IN AMERICAN SOCIETY (3 LEC.)

Students may register for either Sociology 103 or Psychology 103 but may receive credit for only one. Human sexuality is presented. Topics include physiological, psychological, and sociological aspects.

SOCIOLOGY (SOC) 203 (3)
MARRIAGE AND FAMILY (3 LEC.)

Prerequisite: Sociology 101 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included.

SOCIOLOGY (SOC) 204 (3)
AMERICAN MINORITIES (3 LEC.)

Prerequisite: Sociology 101 or 6 hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes.

SOCIOLOGY (SOC) 205 (3)
INTRODUCTION TO SOCIAL RESEARCH (3 LEC.)

Prerequisite: Sociology 101, Developmental Mathematics 091, or the equivalent. Principles and procedures in social research are presented. Topics include sources of data, techniques of collection, analysis, and statistical description.

SOCIOLOGY (SOC) 206 (3)
INTRODUCTION TO SOCIAL WORK (3 LEC.)

The development of the field of social work is studied. Topics include the techniques of social work and the requirements for training in social work.

SOCIOLOGY (SOC) 207 (3)
SOCIAL PSYCHOLOGY (3 LEC.)

Students may register for either Psychology 207 or Sociology 207 but may receive credit for one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

SOCIOLOGY (SOC) 210 (3)
FIELD STUDIES IN AMERICAN MINORITIES (3 LEC.)

Prerequisite: Sociology 101 or Sociology 204. Experience is provided in Indian, Black, and Mexican-American community centers. Work is under professional supervision in a task-oriented setting.

SOCIOLOGY (SOC) 231 (3)
URBAN SOCIAL PROBLEMS (3 LEC.)

The sociology of social institutions is studied. Topics include urbanization. Theories of formation, and the impact of urbanization on the individual.

SPANISH (SPA) 101 (4)
BEGINNING SPANISH (3 LEC., 2 LAB.)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee.

SPANISH (SPA) 102 (4)

BEGINNING SPANISH (3 LEC., 2 LAB.)

Prerequisite: Spanish 101 or the equivalent. This course is a continuation of Spanish 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee.

SPANISH (SPA) 201 (3)

INTERMEDIATE SPANISH (3 LEC.)

Prerequisite: Spanish 102 or the equivalent or the consent of the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed.

SPANISH (SPA) 202 (3)

INTERMEDIATE SPANISH (3 LEC.)

Prerequisite: Spanish 201 or the equivalent. This course is a continuation of Spanish 201. Contemporary literature and composition are studied.

SPANISH (SPA) 203 (3)

INTRODUCTION TO SPANISH LITERATURE (3 LEC.)

Prerequisite: Spanish 202 or the equivalent or the consent of the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, art, and civilization.

SPANISH (SPA) 204 (3)

INTRODUCTION TO SPANISH LITERATURE (3 LEC.)

Prerequisite: Spanish 202 or the equivalent or the consent of the instructor. This course is a continuation of Spanish 203. It includes readings in Spanish literature, history, culture, art, and civilization.

SPEECH (SPE) 100 (1)

SPEECH LABORATORY (3 LAB.)

This course focuses on preparing speeches, reading dialogue from literature, and debating propositions. Presentations are made throughout the community. This course may be repeated for credit each semester.

SPEECH (SPE) 105 (3)

FUNDAMENTALS OF PUBLIC SPEAKING (3 LEC.)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, and outlining. Emphasis is on giving well prepared speeches.

SPEECH (SPE) 109 (3)

VOICE AND ARTICULATION (3 LEC.)

Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation.

SPEECH (SPE) 110 (1)

FORENSIC WORKSHOP (2 LAB.)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit.

SPEECH (SPE) 201 (1)

FORENSIC WORKSHOP (2 LAB.)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit.

SPEECH (SPE) 205 (3)

DISCUSSION AND DEBATE (3 LEC.)

Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking.

SPEECH (SPE) 206 (3)

ORAL INTERPRETATION (3 LEC.)

Techniques of analyzing various types of literature are examined. Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement.

SPEECH (SPE) 208 (3)

GROUP INTERPRETATION (3 LEC.)

Prerequisite: Speech 105 and 206.

Various types of literature are studied for group presentation. Emphasis is on selecting, cutting and arranging prose and poetry, and applying reader's theatre techniques to the group performance of the literature. Although not an acting class, practical experience in sharing selections from fiction and non-fiction with audiences will be offered.

THEATRE (THE) 100 (1)

REHEARSAL AND PERFORMANCE (4 LAB.)

Prerequisite: To enroll in this course, a student must be accepted as a member of the cast or crew of a major production. Participation in the class will include the rehearsal and performance of the current theatrical presentation of the division. This course may be repeated for credit.

THEATRE (THE) 101 (3)

INTRODUCTION TO THE THEATRE (3 LEC.)

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians.

THEATRE (THE) 102 (3)

CONTEMPORARY THEATRE (3 LEC.)

This course is a study of the modern theatre and cinema as art forms. The historical background and traditions of each form are included. Emphasis is on understanding the social, cultural, and aesthetic significance of each form. A number of modern plays are read, and selected films are viewed.

THEATRE (THE) 103 (3)

STAGECRAFT I (2 LEC., 3 LAB.)

The technical aspects of play production are studied. Topics include set design and construction, stage lighting, make-up, costuming, and related areas.

THEATRE (THE) 104 (3)

STAGECRAFT II (2 LEC., 3 LAB.)

Prerequisite: Theatre 103 or the consent of the instructor. This course is a continuation of theatre 103. Emphasis is on individual projects in set and lighting design and construction. The technical aspects of play production are explored further.

THEATRE (THE) 105 (3)

MAKE-UP FOR THE STAGE (3 LEC.)

The craft of make-up is explored. Both theory and practice are included. Laboratory fee.

THEATRE (THE) 106 (3)

ACTING I (2 LEC., 3 LAB.)

The theory of acting and various exercises are presented. Body control, voice, pantomime, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied for stage presentation.

THEATRE (THE) 107 (3)

ACTING II (2 LEC., 3 LAB.)

Prerequisite: Theatre 106 or the consent of the instructor. This course is a continuation of Theatre 106. Emphasis is on complex characterization, ensemble acting, stylized acting, and acting in period plays.

THEATRE (THE) 108 (3)

MOVEMENT FOR THE STAGE (2 LEC., 3 LAB.)

Movement is studied as both a pure form and as a part of the theatre arts. It is also presented as a technique to control balance, rhythm, strength, and flexibility. Movement in all the theatrical forms and in the development of characterization is explored. This course may be repeated for credit.

THEATRE (THE) 109 (3)

VOICE AND ARTICULATION (3 LEC.)

Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation.

THEATRE (THE) 110 (3)

HISTORY OF THEATRE I (3 LEC.)

Theatre is surveyed from its beginning through the 16th century. The theatre is studied in each period as a part of the total culture of the period.

THEATRE (THE) 111 (3)

HISTORY OF THEATRE II (3 LEC.)

Theatre is surveyed from the 17th century through the 20th century. The theatre is studied in each as a part of the total culture of the period.

THEATRE (THE) 112 (3)

BEGINNING DANCE TECHNIQUE IN THEATRE (2 LEC., 3 LAB.)

Basic movements of the dance are explored. Emphasis is on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movements. Body balance, manipulation of trunk and limbs, and the rhythmic flow of physical energy are developed.

THEATRE (THE) 113 (3)

INTERMEDIATE DANCE (2 LEC., 3 LAB.)

Prerequisite: Theatre 112 or the consent of the instructor. Various aspects of dance are surveyed. Topics include the role of dance in total theatre, the evolution of dance styles, and the jazz style. Emphasis is on the flow of movement, body placement, dynamic intensity, level, focus, and direction.

THEATRE (THE) 115 (2)

MIME (1 LEC., 2 LAB.)

Prerequisite: Theatre 108. Mime is studied. Both the expressive significance and techniques of mime are included.

THEATRE (THE) 199 (1)

DEMONSTRATION LAB (1 LAB.)

This course provides practice before a live audience of theory learned in theatre class. Scenes studied in various drama classes are used to show contrast and different perspectives.

THEATRE (THE) 201 (3)

TELEVISION PRODUCTION I (2 LEC., 3 LAB.)

Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and video-tape recording.

THEATRE (THE) 202 (3)

TELEVISION PRODUCTION II (2 LEC., 3 LAB.)

Prerequisite: Theatre 201. This course is a continuation of Theatre 201. Emphasis is on the concept and technique of production in practical situations.

THEATRE (THE) 203 (3)

BROADCASTING COMMUNICATIONS I (3 LEC., 2 LAB.)

The nature and practice of broadcasting are covered. Basic techniques of radio and television studio operations are introduced.

THEATRE (THE) 204 (3)

BROADCASTING COMMUNICATIONS II (3 LEC., 2 LAB.)

This course is a continuation of Theatre 203. Emphasis is on radio and television as mass media and practical applications in both radio and television.

THEATRE (THE) 205 (3)

SCENE STUDY I (2 LEC., 3 LAB.)

Prerequisite: Theatre 106 and 107. This course is a continuation of Theatre 107. Emphasis is on developing dramatic action through detailed study of the script. Students deal with stylistic problems presented by the staging of period plays and the development of realism. Rehearsals are used to prepare for scene work.

THEATRE (THE) 207 (3)

SCENE STUDY II (2 LEC., 3 LAB.)

Prerequisite: Theatre 205. This course is a continuation of Theatre 205. Emphasis is on individual needs of the performer. Rehearsals are used to prepare for scene work.

THEATRE (THE) 208 (3)

INTRODUCTION TO TECHNICAL
DRAWING (2 LEC., 3 LAB.)

Basic techniques of drafting are studied. Isometrics, orthographic projections, and other standard procedures are included. The emphasis is on theatrical drafting, including groundplans, vertical sections, construction elevations, and spider perspective.

THEATRE (THE) 209 (3)

LIGHTING DESIGN (2 LEC., 3 LAB.)

Prerequisite: Theatre 103 and 104. The design and techniques of lighting are covered. Practical experience in departmental productions is required for one semester.

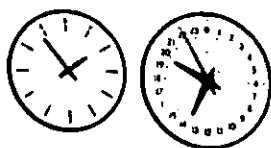
THEATRE (THE) 235 (3)

COSTUME HISTORY (3 LEC.)

Fashion costume and social customs are examined. The Egyptian, Greek, Roman, Gothic, Elizabethan, Victorian, and Modern periods are included.



Technical/Occupational Programs and Course Descriptions



DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Occupational Education Programs 80-81	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Accounting Associate	x	x	x	x	x	x	x
Accounting Technician	x	x	x	x	x	x	x
Advertising Art	x						
Air Conditioning & Refrigeration		x	x			x	
Commercial		x				x	
Residential		x				x	
Animal Medical Technology		x					
Apparel Design				x			
Architecture Technology				x			
Auto Body			x				
Auto Body Repair & Painting	x						
Automotive Technology Apprenticeship		x					
Automotive Machinist	x						
Automotive Mechanics	x	x	x				
Automotive Parts Counter Assistant	x						
Automotive Parts Sales & Service	x						
Automotive Technology	x	x	x				
Aviation Maintenance Technology					x		
Airframe					x		
Powerplant					x		
Aviation Technology					x		
Air Cargo Transport					x		
Aircraft Dispatcher					x		
Airline Marketing					x		
Career Pilot					x		
Fixed Base Operations/Airport Management					x		
Avionics Technology					x		
Banking & Finance				x		x	x
Banking Option				x		x	x
Credit and Financial Management				x		x	x
Credit Union Option				x		x	x
Savings and Loan Option				x		x	x
Building Trade Options						x	
Carpentry						x	
Electricity						x	
Child Development Administrative	x						
Child Development Assistant	x		x				
Child Development Associate	x		x				
Child Development, Infant and Toddler	x		x				
Commercial Music		x					
Arranger/Composer/Copyist		x					
Music Retailing		x					
Performing Musician		x					
Construction Management and Technology							x
Data Processing				x			
Data Processing Operator				x			
Data Processing Programmer				x			
Information Systems				x			
Key Entry/Data Control				x			
Small Computer Systems Information Specialist				x			
Diesel Mechanics						x	
Digital Electronics Technology			x				
Distribution Technology						x	
Drafting and Design Technology			x	x	x		
Educational Paraprofessional				x	x		x
Electronics Technology					x		
Radio/TV Repair					x		
Engineering Technology							x
Electric Power							x
Electro-Mechanical							x

Occupational Education Programs 80-81

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Fluid Power							x
Quality Control							x
Fire Protection Technology				x			
Food Service				x			
Dietetic Assistant				x			
Food Service Operations				x			
School Food Service				x			
Graphic Arts			x				
Graphic Communications			x				
Horology					x		
Hotel/Motel Operations				x			
Human Services Associate							x
Mental Health Assistant							x
Social Work Assistant							x
Interior Design				x			
Legal Assistant				x			
Machine Shop					x		
Major Appliance Repair		x					
Medical: Associate Degree Nursing				x			
Dental Assistant Technology				x			
Medical Assistant Technology				x			
Medical Lab Technician				x			
Medical Transcriptionist				x			
Radiography Technology				x			
Respiratory Therapy Assistant				x			
Respiratory Therapy Technology				x			
Surgical Technology				x			
Vocational Nursing				x			
Mid-Management	x	x	x	x	x	x	x
Small Business Management		x	x	x	x	x	x
Motorcycle Mechanics		x					
Office Careers: General Office Occupations		x	x	x	x	x	x
Insurance Office Careers							x
Office Skills and Systems			x		x		x
Optical Technology						x	
Ornamental Horticulture Technology: Florist							x
Greenhouse Florist							x
Landscape Gardener							x
Landscape Nursery							x
Outboard Marine Engine Mechanics		x					
Pattern Design				x			
Police Science				x			
Postal Service Administration					x		
Real Estate						x	x
Retail Distribution and Marketing and Technology	x	x					
Commercial Design & Advertising		x					
Fashion Merchandising	x	x					
Retail Management	x	x					
Secretarial Careers	x	x	x	x	x	x	x
Administrative Secretary			x				
Educational Secretary							x
General Secretary	x	x	x	x	x	x	x
Legal Secretary		x				x	
Professional Secretary	x	x	x	x	x	x	x
Small Engine Mechanics		x					
Social Work Associate			x				
Solar Energy Technology						x	
Training Paraprofessionals for the Deaf			x				
Transportation Technology			x				
Welding Technology			x		x		

BHC Brookhaven College

CVC Cedar Valley College

EFC Eastfield College

ECC El Centro College

MVC Mountain View College

NLC North Lake College

RLC Richland College

DCCCD PROGRAMS

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

Program	Campus
Advertising Art	BHC
Animal Medical Technology	CVC
Apparel Design	ECC
Audio-Video Technician	MVC
Aviation Technology	MVC
Air Cargo	MVC
Aircraft Dispatcher	MVC
Airline Marketing	MVC
Career Pilot	MVC
Fixed Base Operations	MVC
Avionics	MVC
Automotive Parts	BHC
Automotive Machinist	BHC
Building Trades	
Carpentry	NLC
Electrical	NLC
Chemical Quality Control	
Paint and Coatings Control Technician	MVC
Water Quality Control Tech.	MVC
Commercial Music	CVC
Construction Management	RLC
Diesel Mechanics	NLC
Distribution Technology	NLC
Engineering Technology	RLC
Electro Mechanical	RLC
Fluid Power	RLC
Quality Control	RLC
Food Service Operations	ECC
Graphic Communications	EFC
Horology	MVC
Hotel/Motel Operations	ECC
Human Services	EFC, RLC
Interior Design	ECC
Legal Assistant	ECC
Motorcycle & Marine, Small	
Engine Mechanics	CVC
Pattern Design	ECC
Optical Technology	NLC
Retail Distribution Mktg.	
Commercial Design and Advertising	CVC
Retail Management	BHC, CVC
Solar Energy Technology	NLC
Vocational Nursing	ECC

TCJC PROGRAMS

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

Program	Campus*
Agribusiness	NW
Civil/Construction Technology	NE
Dental Hygiene	NE
Emergency Medical Technology	NE
Food Store Marketing	NE
Industrial Supervision	S
Labor Studies	NE
Mechanical Technology	S
Cast Metals Technology	S
Nondestructive Evaluation	S
Power Transmission	S
Media Technology	NE
Medical Records Technology	NE
Physical Therapist Assistant	NE

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

STUDENTS CONSIDERING TRANSFER TO A FOUR-YEAR INSTITUTION

The following programs have been designated to provide marketable skills in varied occupations. All courses in these technical/occupational programs are credit courses leading to an associate degree. Some courses are transferable to four-year institutions. Students who plan to transfer are advised to consult with a counselor to develop a technical/occupational course plan which best meets the degree requirements of the chosen four-year college or university.

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		LEC. HRS.	LAB HRS.	CR. HRS.
FALL SEMESTER I				
ACC 201	Principles of Accounting I	3	0	3
BUS 105	Introduction to Business	3	0	3
OFC 160	Office Machines	3	0	3
COM 131	Applied Composition and Speech or	3	0	3
ENG 101	Composition and Expository Reading			
MTH 130	Business Mathematics or	3	0	3
MTH 111	Mathematics for Business and Economics I			
				15
SPRING SEMESTER I				
ACC 202	Principles of Accounting II	3	0	3
MGT 136	Principles of Management	3	0	3
CS 175	Introduction to Computer Sciences	3	0	3
COM 132	Applied Composition and Speech or	3	0	3
ENG 102	Composition and Literature			
*OFC 172	Beginning Typing or			3 or 4
ACC 713 or ACC 714	Work Experience			
				15 or 16
FALL SEMESTER II				
ACC 203	Intermediate Accounting I	3	0	3
ACC 238	Cost Accounting or	3	0	3
ACC 239	Income Tax Accounting			
GOV 201	American Government	3	0	3
ECO 201	Principles of Economics I	3	0	3
ACC 803 or ACC 804	Work Experience or Elective*			3 or 4
				15 or 16
SPRING SEMESTER II				
ACC 204	Managerial Accounting	3	0	3
BUS 234	Business Law	3	0	3
OFC 231	Business Communications	3	0	3
ECO 202	Principles of Economics II	2	0	3
ACC 813 or ACC 814	Work Experience or Elective*			3 or 4
				15 or 16

*RECOMMENDED ELECTIVES

BUS 143	ACC 239
ACC 205	MGT 242
MGT 206	PSY 105
ACC 238	PSY 131

**Must have typing skills of 30 words per minute to be waived.

ACCOUNTING TECHNICIAN

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.	CR. HRS.
FALL SEMESTER				
BUS 105	Introduction to Business	3	0	3
ACC 131	Bookkeeping I	3	0	3
OFC 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				
ACC 132	Bookkeeping II	3	0	3
OFC 172	Beginning Typing or	2	3	3
OFC 174	Intermediate Typing	1	2	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:

OFC 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 unions, and other financial organizations.

CURRICULUM PATTERN		LEC. HRS.	LAB HRS.	CR. HRS.
FALL SEMESTER I				
BF 103	Introduction to Banking ^a	3	0	3
MGT 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
SPRING SEMESTER I				
BF 104	Money and Banking ¹	3	0	3
BF 105	Comparative Financial Institutions	3	0	3
ACC 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

FALL SEMESTER II

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
ACC 202	Principles of Accounting II	3	0	3
				18

SPRING SEMESTER II

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
OFC 231	Business Communications	3	0	3
Elective	(Select from General electives)*	3	0	3
Elective	(Select from Banking Functions electives)**	3	0	3
				15

BANKING FUNCTIONS ELECTIVES**

		LEC. HRS.	LAB HRS.	CR. HRS
BF 110	The Federal Reserve System	3	0	3
BF 111	Trust Functions and Services	3	0	3
BF 112	Installment Credit	3	0	3
BF 113	Credit Card Banking	3	0	3
BF 114	Teller Training ²	2	1	3
BF 115	Credit and Collection Principles	3	0	3
BF 116	Construction Lending	1	0	1
BF 117	Letters of Credit	2	0	2
BF 118	Installment Loan Interviews	1	0	1
BF 119	New Accounts	1	0	1
BF 120	Selling Bank Services	1	0	1
BF 121	Loss Prevention	1	0	1
BF 122	Safe Deposit	1	0	1
BF 123	Loan and Discount	1	0	1
BF 124	Stocks and Bonds	1	0	1
RE 131	Real Estate Finance	3	0	3

GENERAL ELECTIVES*

INS 209	Principles of Insurance	3	0	3
BUS 105	Introduction to Business	3	0	3
MTH 130	Business Math	3	0	3
BUS 143	Personal Finance	3	0	3
OFC 159	Beginning Shorthand	3	2	4
OFC 160	Office Machines	3	0	3
OFC 162	Office Procedures	3	0	3
OFC 166	Intermediate Shorthand	3	2	4
OFC 172	Beginning Typing	2	3	3
OFC 174	Intermediate Typing	1	2	2
BUS 234	Business Law	3	0	3
BF 713, 803, 813	Cooperative Work Experience ²	1	15	3

¹Course may be offered through American Institute of Banking (AIB)

²Enrollment only with consent of instructor

³Students may substitute "Principles of Bank Operations" (taken through the American Institute of Banking)

BANKING AND FINANCE

Credit and Financial Management Option

CURRICULUM PATTERN		LEC. HRS.	LAB HRS.	CR. HRS.
FALL SEMESTER I				
BF 101	Credit Management	3	0	3
COM 131	Applied Composition and Speech	3	0	3
MGT 136	Principles of Management	3	0	3
ECO 201	Principles of Economics I	3	0	3
Elective*		3	0	3
				15
SPRING SEMESTER I				
BF 115	Credit and Collection Principles	3	0	3
BUS 234	Business Law	3	0	3
ECO 202	Principles of Economics II	3	0	3
CS 175	Introduction to Computer Science	3	0	3
BF 105	Comparative Financial Institutions	3	0	3
				15
FALL SEMESTER II				
BF 201	Advanced Credit Analysis	3	0	3
BUS 237	Organizational Behavior	3	0	3
ACC 201	Principles of Accounting I	3	0	3
GOV 201	American Government	3	0	3
Elective*		3	0	3
				15
SPRING SEMESTER II				
BF 202	Credit Law	3	0	3
BF 203	Public Relations and Marketing of Financial Services	3	0	3
OFC 231	Business Communications	3	0	3
ACC 202	Principles of Accounting II	3	0	3
Elective*		3	0	3
				15

ELECTIVES

(9 Credits Required for Associate Degree)

		LEC. HRS.	LAB HRS.	CR. HRS.
BF 205	Analyzing Financial Statements*	3	0	3
BF 104	Money and Banking*	3	0	3
INS 209	Principles of Insurance*	3	0	3
MTH 130	Business Math	3	0	3
BUS 143	Personal Finance*	3	0	3
OFC 159	Beginning Shorthand	3	2	4
OFC 160	Office Machines	3	0	3
OFC 162	Office Procedures	3	0	3
OFC 166	Intermediate Shorthand	3	2	4
OFC 172	Beginning Typing	2	3	3
OFC 174	Intermediate Typing	1	2	2
ACC 238	Cost Accounting*	3	0	3
BF 713	803, 813 Cooperative Work Experience**	1	15	0

* To qualify as a candidate for National Institute of Credit Fellow Award, students must complete required courses indicated in the four 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.	CR. HRS.
FALL SEMESTER I				
BF 106	Introduction to the Savings Association Business	2	0	2
MGT 171	Introduction to Supervision	3	0	3
COM 131	Applied Composition & Speech	3	0	3
CS 175	Introduction to Computer Science	3	0	3
*	Elective	3	0	3
				14
SPRING SEMESTER I				
BF 107	Savings Association Operations	2	0	2
MGT 136	Principles of Management	3	0	3
ECO 201	Principles of Economics I	3	0	3
OFC 231	Business Communications	3	0	3
BF 105	Comparative Financial Institutions	3	0	3
*	Elective	3	0	3
				17
FALL SEMESTER II				
BF 207	Savings Account Administration	2	0	2
ACC 201	Principles of Accounting I	3	0	3
ECO 202	Principles of Economics II	3	0	3
BUS 237	Organizational Behavior	3	0	3
*	Elective	3	0	3
				14

Continued

SPRING SEMESTER II

ACC 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 Principles	3	0	3
*	Elective	3	0	3
				15

*RECOMMENDED ELECTIVES:

		LEC. HRS.	LAB. HRS.	CR. HRS.
BF 125	Saving Association Lending	3	0	3
BF 205	Analyzing Financial Statements	3	0	3
BF 115	Credit and Collection Principles	3	0	3
BF 114	Teller Training**	2	1	3
INS 209	Principles of Insurance	3	0	3
BUS 143	Personal Finance	3	0	3
OFC 162	Office Procedures	3	0	3
BUS 234	Business Law	3	0	3
MTH 130	Business Math	3	0	3
RE 131	Real Estate Finance	3	0	3
RE 135	Real Estate Appraisal	3	0	3
BF 713, 803,	813 — Cooperative Work Experience**	1	15	3

* 12 Credit Hours Required for Associate Degree and to qualify for IFE Degree of Distinction

** Enrollment only with the consent of instructor

BANKING AND FINANCE — CREDIT UNION OPTION

CURRICULUM PATTERN		LEC. HRS.	LAB HRS.	CR. HRS.
FALL SEMESTER I				
BF 100	Introduction to the Credit Union Business	3	0	3
COM 131	Applied Composition and Speech	3	0	3
BF 105	Comparative Financial Institutions	3	0	3
ECO 201	Principles of Economics I	3	0	3
	Elective	3	0	3
				15
SPRING SEMESTER I				
BF 115	Credit and Collection Principles	3	0	3
BUS 234	Business Law	3	0	3
CS 175	Introduction to Computer Science	3	0	3
MGT 136	Principles of Management	3	0	3
	Elective	3	0	3
				15
FALL SEMESTER II				
BF 200	Credit Union Management and Administration	3	0	3
BUS 237	Organizational Behavior	3	0	3
ACC 201	Principles of Accounting I	3	0	3
GVT 201	American Government	3	0	3
	Elective	3	0	3
				15

SPRING SEMESTER II

BF 208	Financial Counseling	3	0	3
BF 203	Public Relations and Marketing of Financial Services	3	0	3
OFC 231	Business Communications	3	0	3
ACC 202	Principles of Accounting II	3	0	3
	Elective	3	0	3
				15

ELECTIVES: (12 credits required for Associate Degree)

BF 110	The Federal Reserve System			3
BF 113	Credit Card Banking			3
BF 114	Teller Training			3
BF 205	Analyzing Financial Statements			3
BF 206	Negotiable Instruments and the Payments Mech.			3
OFC 159	Beginning Shorthand or (OFC 166 Intermediate Shorthand)			4
OFC 172	Beginning Typing or (OFC 174 Intermediate Typing)			(4)
OFC 160	Office Machines			3
OFC 162	Office Procedures			3
INS 209	Principles of Insurance			3
RE 130	Real Estate Principles			3
RE 131	Real Estate Finance			3

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.	CR. HRS.
FALL SEMESTER I				
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	3	0	3
ENG 101	Composition and Expository Reading			
CMT 236	Building Codes and Safety	3	3	4
HD 107	Leadership or	3	0	3
HD 105	Human Development or			
PSY 105	Introduction to Psychology			
				16
SPRING SEMESTER I				
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	0	3
				17

Continued

FALL SEMESTER II

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
				<u>14</u>

SPRING SEMESTER II

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
				<u>16</u>

*Recommended electives:

ACC 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.	CR. HRS.
FALL SEMESTER I				
EP 131	Introduction to Educational Processes I	3	0	3
EP 135	Arts and Crafts	3	0	3
	Support and Elective Courses as Appropriate			<u>9-10</u>
				15-16
SPRING SEMESTER I				
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			<u>6-7</u>
				15-16
FALL SEMESTER II				
EP 231	Educational Paraprofessional Seminar I	2	0	2
*EP 232	Educational Paraprofessional Practicum I	0	20	4
	Support and Elective Courses as Appropriate			<u>10-11</u>
				16-17

SPRING SEMESTER II

EP 235	Educational Paraprofessional Seminar II	2	0	2
*EP 236	Educational Paraprofessional Practicum I	0	20	4
	Support and Elective Courses as Appropriate			<u>11-12</u>
				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

OFC 172 PSY 201 PEH 144

OFC 174 SOC 101 PEH 257

OFC 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)

CURRICULUM PATTERN		LEC. HRS.	LAB HRS.	CR. 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			<u>9-10</u>
				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			<u>6-7</u>
				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.

Continued

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

OFC 172 PSY 201

PEH 144

OFC 174 SOC 101

PEH 257

OFC 160 SOC 102

PSY 105 PEH 101

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 educational 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.	CR. HRS.
SEMESTER I				
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 or	1	3	2
	DFT 183 Basic Drafting	2	6	4
				17 or 19
SEMESTER II				
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	3	4
				18
SEMESTER III				
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
	Technical Elective			2-4
				15-17

SEMESTER IV

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
	Technical Elective			2-4
				16-18

TECHNICAL ELECTIVES:

Electric Power majors:

ELP 244 Advanced Electric Power Systems

EMT 237 Electro-Mechanical Systems

Electro-Mechanical majors:

EMT 237 Electro-Mechanical Systems

EMT 239 Principles of Digital Control

Fluid Power majors:

FLP 225 Advanced Fluid Power Systems

EGR 187 Manufacturing Processes

Quality Control majors:

QCT 227 Non-Destructive Testing

QCT 236 Advanced Quality Control Systems

- * A student may take Cooperative Work Experience in lieu of one second year course not in his or her major (excluding Technical Physics and Applied Composition and Speech). Prior division approval is required for this substitution.

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.	CR. 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
				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
				18

Continued

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.	CR. HRS.
FIRST SEMESTER				
ET 190	DC Circuits and 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
				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
				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.	CR. 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
				15
SECOND SEMESTER				
FLP 222	Fundamentals of Pneumatics	2	3	3
FLP 225	Advanced Fluid Power Systems	3	3	4
EGT 142	Instrumentation and Testing	2	3	4
EGT 240	Automatic Control Systems	2	3	3
EGR 187	Manufacturing Processes	1	2	2
				16

QUALITY CONTROL CERTIFICATE PROGRAM

This one-year program develops the basic skill 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.	CR. 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
				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
				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		LEC. HRS.	LAB HRS.	CR. HRS.
SEMESTER I				
ENG 101	Composition and Expository Reading or	3	0	3
COM 131	Applied Composition and Speech			
PSY 105	Introduction to Psychology or	3	0	3
HD 105	Basic Processes of Interpersonal Relationships			
HST 101	History of the United States or	3	0	3
SS 131	American Civilization or			
SOC 101	Introduction to Sociology			
HS 131	Orientation to Human Services	3	0	3
*Elective		3	0	3
				15

Continued

SEMESTER II				
ENG 102	Composition and Literature or	3	0	3
COM 132	Applied Composition and Speech			
PSY 105	Introduction to Psychology or	3	0	3
HD 105	Basic Process of Interpersonal Relationships			
SOC 101	Introduction to Sociology or	3	0	3
SOC 102	Social Problems			
HS 134	Human Services Seminar	3	0	3
*Elective		3	0	3
				15

*Recommended Electives for the First Year:

HD 106	PEH 110	EP 133
SS 132	PEH 257	OFC 173
BIO 116	PEH 101	
HUM 101	DM 090	
SPE 105	DM 091	
SPA 101	RD 101	

MENTAL HEALTH ASSISTANT OPTION

CURRICULUM PATTERN SECOND YEAR		LEC. HRS.	LAB HRS.	CR. 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	0	10	2
HS 241	Work Experience Seminar	2	0	2
*Elective		3	0	3
				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	0	10	2
HS 243	Work Experience Seminar	2	0	2
*Elective		3	0	3
				16

*Recommended Electives for second year Mental Health Options:

PEH 101	PSY 207	EP 133	HS 803	HS 814
PEH 257	SPE 105	ANT 202	HS 804	
PSY 201	GVT 201	SPA 101	HS 813	

SOCIAL WORKER ASSISTANT OPTION

CURRICULUM PATTERN SECOND YEAR		LEC. HRS.	LAB HRS.	CR. 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	0	10	2
HS 241	Work Experience Seminar	2	0	2
*Elective		3	0	3
				16
SEMESTER IV				
SOC 203	Marriage and Family	3	0	3
GVT 231	Municipal and County Government or	3	0	3
GVT 201	American Government			
HS 231	Procedures in Social Work	3	0	3
HS 242	Work Experience in Human Services	0	10	2
HS 243	Work Experience Seminar	2	0	2
*Elective		3	0	3
				16

*Recommended Electives for Second Year Social Worker Option

PEH 101	ANT 101	HS 230
PSY 205	PEH 257	
PSY 207	SPA 101	
HS 233	EP 133	

INSURANCE OFFICE CAREERS

CURRICULUM PATTERN		LEC. HRS.	LAB HRS.	CR. HRS.
FALL SEMESTER				
INS 108	Personal Lines	3	0	3
	—Auto CPL/Personal Umbrella			
INS 109	Personal Lines	3	0	3
	—Homeowners/Fire/Marine			
MTH 130	Business Mathematics	3	0	3
OFC 160	Office Machines	3	0	3
*OFC 172	Beginning Typing or	2	3	3
OFC 174	Intermediate Typing	1	2	2
				14-15
SPRING SEMESTER				
INS 110	Commercial Casualty — Workers	3	0	3
	Compensation/Commercial Auto			
INS 111	TMP/Commercial Fire/General Liability	3	0	3
OFC 162	Office Procedures	3	0	3
**OFC 174	Intermediate Typing or Elective	1	2	2
OFC 231	Business Communications	3	0	3
OFC 803-804	Cooperative Work Experience	1	15-20	3-4
				17-18

Continued

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

**If student took OFC 174 first semester, will take an elective second semester.

RECOMMENDED ELECTIVES:

OFC 165	Introduction to Word Processing
OFC 273	Advanced Typing
CS 175	Introduction to Computer Science

MANAGEMENT CAREERS

This business management program offers several options of study 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 this program leads to the Associate in Applied Arts and Science Degree.

CORE COURSES (Required for all options)		LEC. HRS.	LAB. HRS.	CR. HRS.
BUS 105	Introduction to Business	3	0	3
ACC 201	Principles of Accounting I or	3	0	3
ACC 131	Bookkeeping I and	(3)	0	(3)
ACC 132	Bookkeeping II	(3)	0	(3)
ECO 201	Principles of Economics I	3	0	3
ECO 202	Principles of Economics II	3	0	3
CS 175	Introduction to Computer Science	3	0	3
MGT 136	Principles of Management	3	0	3
PSY 131	Human Relations	3	0	3
HUM 101	Introduction to the Humanities	3	0	3
				24-27
SUPPORT COURSES (Required for all options)				
COM 131	Applied Composition and Speech*	3	0	3
COM 132	Applied Composition and Speech*	3	0	3
	Social Science elective or			
	Humanities elective	3	0	3
MTH 111	Math. for Business & Economics I or			
MTH 112	Math. for Business & Economics II or	3	0	3
MTH 130	Business Math			
				12
ADMINISTRATIVE MANAGEMENT OPTION		LEC. HRS.	LAB. HRS.	CR. HRS.
ACC 202	Principles of Accounting II	3	0	3
MGT 206	Principles of Marketing	3	0	3
BUS 234	Business Law	3	0	3
MGT 242	Personnel Administration	3	0	3
BUS 237	Organizational Behavior	3	0	3
OFC 231	Business Communication	3	0	3
Electives				9
				27

MID-MANAGEMENT OPTION		LEC. HRS.	LAB. HRS.	CR. HRS.
MGT 150	Management Training	0	20	4
MGT 154	Management Seminar: Role of Supervision	2	0	2
MGT 151	Management Training	0	20	4
MGT 155	Management Seminar: Personnel Management	2	0	2
MGT 250	Management Training	0	20	4
MGT 254	Management Seminar: Organizational Development	2	0	2
MGT 251	Management Training	0	20	4
MGT 255	Management Seminar: Business Strategy, the Decision Process & Problem Solving	2	0	2
Elective				3
				27
SMALL BUSINESS MANAGEMENT OPTION		LEC. HRS.	LAB. HRS.	CR. HRS.
MGT 206	Principles of Marketing	3	0	3
MGT 153	Small Business Management	3	0	3
MGT 157	Small Business Bookkeeping & Accounting Practices	3	0	3
MGT 210	Small Business Organization, Acquisition & Finance	3	0	3
MGT 211	Small Business Operations	3	0	3
MGT 234	Business Law	3	0	3
Electives				9
				27

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

OFFICE CAREERS — EDUCATIONAL SECRETARY

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		LEC. HRS.	LAB HRS.	CR. HRS.
FALL SEMESTER I				
ACC 131	Bookkeeping I or	3	0	3
ACC 201	Principles of Accounting I			
OFC 160	Office Machines	3	0	3
OFC 159	Beginning Shorthand or	3	2	4
OFC 166	Intermediate Shorthand			
OFC 140	Educational Processes	3	0	3
OFC 172	Beginning Typing or	2	3	3
OFC 174	Intermediate Typing	1	2	2
COM 131	Applied Composition and Speech or	3	0	3
ENG 101	Composition and Expository Reading			
				18 or 19
SPRING SEMESTER I				
OFC 165	Introduction to Word Processing	3	0	3
OFC 162	Office Procedures	3	0	3
OFC 166	Intermediate Shorthand or	3	2	4
OFC 266	Advanced Shorthand			
HUM 101	Introduction to Humanities or	3	0	3
PSY 105	Introduction to Psychology or			
SOC 101	Introduction to Sociology			
OFC 174	Intermediate Typing or	1	2	2
OFC 273	Advanced Typing			
				15
FALL SEMESTER II				
OFC 273	Advanced Typing	1	2	2
OFC 231	Business Communications	3	0	3
MTH 130	Business Mathematics	3	0	3
GVT 201	American Government	3	0	3
OFC 803 or	804 Work Experience or			3 or 4
Elective				
				14 or 15
SPRING SEMESTER II				
OFC 141	Current Practical Problems	3	0	3
PSY 131	Human Relations	3	0	3
CS 175	Introduction to Computer Sciences	3	0	3
OFC 275	Secretarial Procedures	3	0	3
OFC 813 or	814 Work Experience or			3 or 4
Elective				
				15 or 16

RECOMMENDED ELECTIVES:

PEH 257 SPE 105
 EP 132 BUS 143
 BUS 105

*Students with previous training in shorthand and/or typing will be placed according to ability.

PROFESSIONAL SECRETARY

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 specialities 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		LEC. HRS.	LAB HRS.	CR. HRS.
FALL SEMESTER I				
BUS 105	Introduction to Business	3	0	3
MTH 130	Business Mathematics	3	0	3
OFC 172	Beginning Typing or	2	3	3
OFC 174	Intermediate Typing	1	2	2
OFC 159	Beginning Shorthand or	3	2	4
OFC 166	Intermediate Shorthand			
COM 131	Applied Composition and Speech or	3	0	3
ENG 101	Composition and Expository Reading			
				15 or 16
SPRING SEMESTER I				
OFC 174	Intermediate Typing or	1	2	2
OFC 273	Advanced Typing			
OFC 166	Intermediate Shorthand or	3	2	4
OFC 266	Advanced Shorthand			
OFC 162	Office Procedures	3	0	3
ACC 131	Bookkeeping I or	3	0	3
ACC 201	Principles of Accounting I			
OFC 160	Office Machines	3	0	3
				15
FALL SEMESTER II				
OFC 266	Advanced Shorthand	3	2	4
OFC 273	Advanced Typing	1	2	2
OFC 165	Introduction to Word Processing	3	0	3
CS 175	Introduction to Computer Science	3	0	3
COM 132	Applied Composition and Speech or	3	0	3
ENG 102	Composition and Literature			
OFC 803 or	804 Cooperative Work Experience or	1	15-20	3 or 4
*Elective				
				18 or 19

Continued

SPRING SEMESTER II

OFC 265	Word Processing Practice & Procedure	3	0	3
OFC 275	Secretarial Procedures	3	0	3
OFC 231	Business Communications	3	0	3
PSY 131	Human Relations	3	0	3
OFC 813 or *Elective	814 Work Experience or			3 or 4
				<hr/> 15 or 16

RECOMMENDED ELECTIVES:

MGT 136	**OFC 274	OFC 804	PSY 105
BUS 143	**OFC 167	OFC 813	SPE 105
BUS 234	OFC 803	OFC 814	BUS 237

*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		LEC. HRS.	LAB HRS.	CR. HRS.
FALL SEMESTER I				
COM 131	Applied Composition and Speech or	3	0	3
ENG 101	Composition and Expository Reading			
OFC 160	Office Machines	3	0	3
OFC 172	Beginning Typing	2	3	3
BUS 105	Introduction to Business	3	0	3
MTH 130	Business Mathematics	3	0	3
				<hr/> 15
SPRING SEMESTER I				
COM 132	Applied Composition and Speech or	3	0	3
ENG 102	Composition and Literature			
ACC 131	Bookkeeping I or	3	0	3
ACC 201	Principles of Accounting I			
OFC 174	Intermediate Typing	1	2	2
OFC 162	Office Procedures	3	0	3
OFC 165	Introduction to Word Processing	3	0	3
				<hr/> 14
FALL SEMESTER II				
ACC 132	Bookkeeping II**	3	0	3
PSY 131	Human Relations	3	0	3
OFC 231	Business Communications	3	0	3
OFC 273	Advanced Typing	1	2	2
OFC 803 or Elective	804 Cooperative Work Experience or			3 or 4
				<hr/> 14 or 15

SPRING SEMESTER II

OFC 275	Secretarial Procedures	3	0	3
CS 175	Introduction to Computer Science	3	0	3
OFC 265	Word Processing Practice & Procedure	3	0	3
BUS 234	Business Law	3	0	3
BUS 237	Organizational Behavior	3	0	3
OFC 813 or Elective	814 Cooperative Work Experience or	1	15-20	3 or 4
				18 or 19

RECOMMENDED ELECTIVES:

MGT 136 PSY 105
 BUS 143 SOC 101
 ECO 201

*Students may go into OFC 174 if they have had a year of typing in high school.

**This course does not have to be taken if ACC 201 has been completed

OFFICE CAREERS — ADMINISTRATIVE SECRETARY

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.	CR. HRS.
FALL SEMESTER				
OFC 273	Advanced Typing	1	2	2
OFC 266	Advanced Shorthand	3	2	4
OFC 162	Office Procedures	3	0	3
ACC 131	Bookkeeping I or	3	0	3
ACC 201	Principles of Accounting I			
MGT 136	Principles of Management	3	0	3
				15
SPRING SEMESTER				
OFC 275	Secretarial Procedures	3	0	3
OFC 231	Business Communications	3	0	3
MTH 103	Business Mathematics	3	0	3
SPE 105	Public Speaking	3	0	3
OFC 165	Introduction to Word Processing	3	0	3
*Elective		3	0	3
				18

SUGGESTED ELECTIVES:

BUS 234
 BUS 237
 OFC 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:

ACC 131	Bookkeeping I	3
OFC 159	Beginning Shorthand	4
OFC 162	Office Procedures	3
OFC 166	Intermediate Shorthand	4
OFC 172	Beginning Typewriting	3
OFC 174	Intermediate Typewriting	2
OFC 231	Business Communications	3
BUS 234	Business Law	3
OFC 275	Secretarial Procedures	3
PSY 131	Human Relations	3
		<hr/> 31

In order to receive credit, the applicant must:

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.

Earned 12 hours credit for courses at Richland College before the advanced standing credit is posted on the applicant's record.

GENERAL SECRETARY

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.	CR. HRS.
FALL SEMESTER				
BUS 105	Introduction to Business	3	0	3
OFC 160	Office Machines	3	0	3
OFC 172	Beginning Typing or	2	3	3
OFC 174	Intermediate Typing	1	2	2
OFC 159	Beginning Shorthand or	3	2	4
OFC 166	Intermediate Shorthand			
COM 131	Applied Composition and Speech or	3	0	3
ENG 101	Composition and Expository Reading			
MTH 130	Business Mathematics	3	0	3
				<hr/> 18 or 19
SPRING SEMESTER				
*OFC 174	Intermediate Typing or	1	2	2
OFC 273	Advanced Typing			
*OFC 166	Intermediate Shorthand or	3	2	4
OFC 266	Advanced Shorthand			
OFC 162	Office Procedures	3	0	3
ACC 131	Bookkeeping I or	3	0	3
ACC 201	Principles of Accounting I			
OFC 165	Introduction to Work Processing	3	0	3
OFC 231	Business Communications	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 (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.	CR. 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
MTH 130	Business Mathematics	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
ACC 131	Bookkeeping I	3	0	3
HLN 240	Seminar in Horticulture Occupations	2	0	2
				16

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 ship management. Successful completion of this option will lead to an associate in applied arts and sciences degree.

CURRICULUM PATTERN		LEC. HRS.	LAB HRS.	CR. HRS.
FALL SEMESTER I				
HLN 131	Horticultural Science	3	3	4
HLN 132	Landscape Plant Materials I	1	3	2
BIO 115	Biology or	3	3	4
BIO 110	Botany	3	3	4
COM 131	Applied Composition and Speech	3	0	3
MTH 195	Technical Mathematics	3	0	3
				16
SPRING SEMESTER I				
HLN 133	Landscape Plant Materials II	1	3	2
HLN 140	Herbaceous and Exotic Plants	2	3	3
CHM 115	General Chemistry or	3	3	4
PSC 118	Physical Science	3	2	4
ART 110	Basic Design I	3	0	3
BUS 105	Introduction to Business	3	0	3
				15
FALL SEMESTER II				
HLN 235	Ornamental Woody Plant Propagation	1	3	2
HLN 226	Greenhouse Horticulture	2	3	3
HLN 141	Floral Design	2	6	4
MGT 230	Salesmanship	3	0	3
	Elective	3	0	3
				15
SPRING SEMESTER II				
HLN 234	Ornamental Crop Production	2	3	3
HLN 236	Florist Management	2	6	4
HLN 239	Applied Horticulture Training	0	10	2
ACC 131	Bookkeeping I	3	0	3
HLN 240	Seminar in Horticulture Occupations	2	0	2
	Elective	3	0	3
				17

ORNAMENTAL HORTICULTURE TECHNOLOGY LANDSCAPE GARDENER CERTIFICATE

CURRICULUM PATTERN		LEC. HRS.	LAB HRS.	CR. HRS.
FALL SEMESTER				
HLN 131	Horticulture Science	3	3	4
HLN 132	Landscape Plant Materials I	1	3	2
HLN 146	Fundamentals of Landscape Planning	1	6	3
BUS 105	Introduction to Business	3	0	3
MTH 195	Technical Mathematics	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 I	1	6	3
HLN 239	Applied Horticulture Training	0	10	2
HLN 240	Seminar in Horticulture Occupations	2	0	2
	Elective	3	0	3
				15

**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 recreational 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		LEC. HRS.	LAB HRS.	CR. HRS.
FALL SEMESTER I				
HLN 131	Horticulture Science	3	3	4
HLN 132	Landscape Plant Materials I	1	3	2
BIO 115	Biology or	3	3	4
BIO 110	Botany	3	3	4
HLN 145	Landscape Development I	1	6	3
HLN 146	Fundamentals of Landscape Planning	1	6	3
				16

SPRING SEMESTER I

HLN 147	Landscape Development II	1	6	3
HLN 133	Landscape Plant Materials II	1	3	2
HLN 140	Herbaceous and Exotic Plants	2	3	3
MTH 195	Technical Mathematics	3	0	3
CHM 115	General Chemistry or	3	3	4
PSC 118	Physical Science	3	2	4
				15

FALL SEMESTER II

HLN 235	Ornamental Woody Plant Propagation	1	3	2
HLN 226	Greenhouse Horticulture	2	3	3
HLN 231	Landscape Design I	2	6	4
HLN 233	Nursery Operations	2	3	3
COM 131	Applied Composition and Speech	3	0	3
				15

Continued

SPRING SEMESTER II

HLN 232	Landscape Planning and Management	2	6	4
HLN 234	Ornamental Crop Production	2	3	3
HLN 239	Applied Horticulture Training	0	10	2
ACC 131	Bookkeeping I	3	0	3
HLN 240	Seminar in Horticulture Occupations	2	0	2
BUS 105	Introduction to Business	3	0	3
				<u>17</u>

REAL ESTATE

The program in real estate is designed to develop the fundamental skills, attitudes and experiences which enable the student 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.	CR. HRS.
FALL SEMESTER I				
COM 131	Applied Composition & Speech or	3	0	3
ENG 101	Composition & Expository Reading			
BUS 105	Introduction to Business	3	0	3
MTH 130	Business Math or	3	0	3
MTH 111	Mathematics for Business			
RE 130	Real Estate Principles	3	0	3
RE 131	Real Estate Finance	3	0	3
				<u>15</u>
SPRING SEMESTER I				
COM 132	Applied Composition & Speech or	3	0	3
ENG 102	Composition & Literature			
RE 133	Real Estate Marketing	3	0	3
RE 135	Real Estate Appraisal	3	0	3
RE 136	Real Estate Law or	3	0	3
BUS 234	Business Law			
	Elective (Psychology, Sociology or Human Development)	3	0	3
				<u>15</u>
FALL SEMESTER II				
ECO 201	Principles of Economics I	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
				<u>15</u>
SPRING SEMESTER II				
GVT 201	American Government	3	0	3
ACC 201	Principles of Accounting I	3	0	3
	Elective*			9
				<u>15</u>

Minimum Hours Required for an Associate Degree

60

*Recommended Electives:

RE 233 Commercial Investment Real Estate

RE 235 Property Management

+ RE 251 Real Estate Internship II

+ RE 255 Real Estate Seminar II

ACC 202 Principles of Accounting II

ECO 202 Principles of Economics II

SPE 105 Fundamentals of Public Speaking

RE 240 Special Problems in Real Estate

+ Preliminary interview by Real Estate Coordinator required

RE 250 and RE 254 must be taken concurrently

RE 251 and RE 255 must be taken concurrently

ACCOUNTING (ACC) 131 (3)

BOOKKEEPING I (3 LEC.)

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

ACCOUNTING (ACC) 132 (3)

BOOKKEEPING II (3 LEC.)

Prerequisite: Accounting 131. Course covers accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations is introduced.

ACCOUNTING (ACC) 201 (3)

PRINCIPLES OF ACCOUNTING I (3 LEC.)

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

ACCOUNTING (ACC) 202 (3)

PRINCIPLES OF ACCOUNTING II (3 LEC.)

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

ACCOUNTING (ACC) 203 (3)

INTERMEDIATE ACCOUNTING I (3 LEC.)

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

ACCOUNTING (ACC) 204 (3)

MANAGERIAL ACCOUNTING (3 LEC.)

Prerequisite: Accounting 202. This course is a study of accounting practices and procedures used to

provide information for business management. Emphasis is on the preparation and internal use of financial statements and budgets. Systems, information, and procedures used in management planning and control are also covered.

ACCOUNTING (ACC) 205 (3)

BUSINESS FINANCE (3 LEC.)

Prerequisites: Economics 201 or 202 and Accounting 201. This course focuses on 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.

ACCOUNTING (ACC) 207 (3)

INTERMEDIATE ACCOUNTING II (3 LEC.)

This course continues Accounting 203. Principles and problems in fixed liabilities and the analysis and interpretation of supplementary statements are also included.

ACCOUNTING (ACC) 238 (3)

COST ACCOUNTING (3 LEC.)

Prerequisite: Accounting 202. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and factory overhead are studied. Budgets, variance analysis, standard costs, and joint and by-products costing are also included.

ACCOUNTING (ACC) 239 (3)

INCOME TAX ACCOUNTING (3 LEC.)

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

ACCOUNTING (ACC) 713, 803, 813 (3)

(See Cooperative Work Experience)

ACCOUNTING (ACC) 714, 804, 814 (4)

(See Cooperative Work Experience)

BANKING AND FINANCE**(BF) 100 (3)**INTRODUCTION TO CREDIT
UNION BUSINESS (3 LEC.)

This course presents a survey of the history and philosophy of credit unions as a part of the U.S. economy. Topics include credit union organizational structure, legal basis, regulatory agencies, general functions, duties of board and committees, reports, procedures, accounting statements, and data processing.

BANKING AND FINANCE**(BF) 101 (3)**

CREDIT MANAGEMENT (3 LEC.)

Prerequisite: Banking and Finance 115. Methods of credit management and control are presented and applied to cases. Topics include making credit decisions, fixing credit limits, and handling complicated accounts. Adjustments, extensions, composition settlements, assignments, reorganizations, and bankruptcies are also covered. Emphasis is on analysis of 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**(BF) 103 (3)**

INTRODUCTION TO BANKING (3 LEC.)

This course is an overview of the internal organization and operation of the departments of a full service bank. Emphasis is on an operational perspective of banking services.

BANKING AND FINANCE**(BF) 104 (3)**

MONEY AND BANKING (3 LEC.)

Basic economic principles related to money and banking are presented. Emphasis is on the practical application of the economics of money and banking to the financial institution. Topics include the structure of the commercial banking system and the nature and functions of money. Bank investments, loans, earnings, and capital are also covered. The Federal Reserve System, the Treasury Depart-

ment, and the changing international monetary system are included.

BANKING AND FINANCE**(BF) 105 (3)**COMPARATIVE FINANCIAL
INSTITUTIONS (3 LEC.)

The nature, functions and relationships of different financial institutions are explored. Money markets and capital are included. Banking, savings and loan, and financial credit institutions are investigated. The role, characteristics, operations, capabilities and customer orientation of each are noted. The effect of state and federal regulatory agencies is also covered.

BANKING AND FINANCE**(BF) 106 (2)**INTRODUCTION TO THE SAVINGS
ASSOCIATION BUSINESS (2 LEC.)

This course is an introduction to the modern business world and to the role of savings associations. The historical development, present-day organization, competition and future direction of associations are presented.

BANKING AND FINANCE**(BF) 107 (2)**SAVINGS ASSOCIATION
OPERATIONS (2 LEC.)

This course is an overview of the internal operations of a savings association. Topics include the responsibilities to various departments and the interrelationship of all job assignments.

BANKING AND FINANCE**(BF) 110 (3)**

FEDERAL RESERVE SYSTEM (3 LEC.)

The operations and policies of the Federal Reserve System are examined. 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 are explored. Federal Reserve efforts to adapt and influence the changing economic environment are included.

BANKING AND FINANCE**(BF) 111 (3)**

TRUST FUNCTIONS AND SERVICES (3 LEC.)

This course covers the services of institutions engaged in trust business. Topics include the history of trust services and institutions, trust powers and government supervision, and trust department services. Also included are property, wills, estates, personal agencies, different kinds of trusts, and guardianship. Investment of trust funds and management of property and mortgages are also presented.

BANKING AND FINANCE**(BF) 112 (3)**

INSTALLMENT CREDIT (3 LEC.)

Installment credit is the focus of this course. Topics include credit evaluation, open-end credit, marketing bank services, and collection policies and procedures. Also included are legal aspects, financial statement analysis, installment lending, and leasing. Management of the credit department, insurance and rate structure and yields are also covered.

BANKING AND FINANCE**(BF) 113 (3)**

CREDIT CARD BANKING (3 LEC.)

This course examines the operation of a bank charge plan. It briefly examines the marketing of credit cards.

BANKING AND FINANCE**(BF) 114 (3)**

TELLER TRAINING (2 LEC., 1 LAB)

The basics of teller operation are presented. The fundamentals of negotiable instruments and the care and handling of money are included. Other topics are 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**(BF) 115 (3)**

CREDIT AND COLLECTION PRINCIPLES (3 LEC.)

This course examines credit and

collections. Topics include the nature and function of credit, types of credit and bank and commercial credit. Also covered are credit risk, sources of information, analysis of agency reports, interchange services and collection procedures.

BANKING AND FINANCE**(BF) 116 (1)**

CONSTRUCTION LENDING (1 LEC.)

Construction lending in commercial banks is presented. Topics include an analysis of applications, permanent financing and loan participations and servicing. Commitment procedures, bonding and developer guarantees, and advances are covered. Inspections, legal work, unsecured construction financing, and land development loans are studied. Bank relationships with mortgage bankers are also included.

BANKING AND FINANCE**(BF)****117 (2)**

LETTERS OF CREDIT (2 LEC.)

This course focuses on letters of credit. Shipping documents, mechanics of letters of credit, payment, reimbursement, and document examination are all included.

BANKING AND FINANCE**(BF) 118 (1)**

INSTALLMENT LOAN INTERVIEWS (1 LEC.)

This course introduces the techniques of interviewing a loan customer. Topics include Regulation B requirements and the handling of problem customers.

BANKING AND FINANCE**(BF) 119 (1)**

NEW ACCOUNTS (1 LEC.)

Basic problems in working with new bank accounts are surveyed. The function of the new account and its relationship with marketing are described. Various legal questions are explored, and the legal rights of survivorship are examined.

BANKING AND FINANCE**(BF) 120 (1)**

SELLING BANK SERVICES (1 LEC.)

The recognition and meeting of customer's needs are the focus of this course. Topics include checking accounts, savings accounts, savings services, loans to individuals, safe deposit, travelers checks and cross-selling.

BANKING AND FINANCE

(BF) 121 (1)

LOSS PREVENTION (1 LEC.)

This course covers check examination and cashing. Check swindles, identification with and without credentials, holdups and security procedures are all included.

BANKING AND FINANCE

(BF) 122 (1)

SAFE DEPOSIT (1 LEC.)

Safe deposit operations are presented. Security concerns, access, insurance, contracts, and powers of attorney are included. Customer relations, record-keeping and safekeeping procedures are also covered.

BANKING AND FINANCE

(BF) 123 (1)

LOAN AND DISCOUNT (1 LEC.)

This course emphasizes promissory notes. Topics include calculating interest and discounting commercial paper. Guarantees and general collateral agreements are also covered. Processing documents are also covered. Processing documents which accompany notes secured by stocks, bonds and savings account passbooks is presented. The concepts of attachment, perfection, priority, default and foreclosure are also included.

BANKING AND FINANCE

(BF) 124 (1)

STOCKS AND BONDS (1 LEC.)

The nature and function of stocks and bonds are presented. Topics include the transfer of ownerships and the kinds of stocks, bonds, and government securities.

BANKING AND FINANCE

(BF) 125 (3)

SAVINGS ASSOCIATION LENDING (3 LEC.)

This course introduces the lending

operations of procedures for handling conventional family mortgage loans, home improvement loans, and mobile home loans. Savings association lending is included. 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

(BF) 200 (3)

CREDIT UNION MANAGEMENT AND ADMINISTRATION (3 LEC.)

This course covers administration and provision of member services. Topics include loan policies, financial planning and analysis, personnel policies, member relations, delinquency control and collections and risk management.

BANKING AND FINANCE

(BF) 201 (3)

ADVANCED CREDIT ANALYSIS (3 LEC.)

Prerequisite: Banking and Finance 115. The techniques of making decisions about credit are studied. Methods of financial analysis are discussed and applied to the solution of business problems. Risk appraisal is also studied in terms of general economic conditions, the natures of particular businesses and the conditions and trends in various industries.

BANKING AND FINANCE

(BF) 202 (3)

CREDIT LAW (3 LEC.)

Laws regarding credit are examined. Emphasis is on credit regulation and commercial and consumer laws in Texas.

BANKING AND FINANCE

(BF) 203 (3)

PUBLIC RELATIONS AND MARKETING OF FINANCIAL SERVICES (3 LEC.)

This course describes the importance of public relations to the finance industry. Public relations is considered for the industry as a whole and also for individual institutions, such as commercial banks, savings and loan associations and credit unions. Emphasis is also placed on the promotion and marketing of financial

services and the evaluation of different marketing practices.

BANKING AND FINANCE

(BF) 204 (3)

FEDERAL REGULATIONS OF BANKING (3 LEC.)

The federal regulation of banking is covered. Topics include regulatory agencies, bank charters, bank reports and examinations, limitations on operations, and the regulation of expansion. Emphasis is on bank supervision rather than influence through fiscal and monetary policies.

BANKING AND FINANCE

(BF) 205 (3)

ANALYZING FINANCIAL STATEMENTS (3 LEC.)

Prerequisite: Accounting 201. This course focuses on the characteristics and analysis of financial statements. The goals, methods, and tools of analysis are covered. Topics for analysis include profit and loss, accounts receivable, inventories, projected statements, cash budgets, and balance sheets. The relationship of balance sheet accounts to sales is also covered.

BANKING AND FINANCE

(BF) 206 (3)

NEGOTIABLE INSTRUMENTS AND THE PAYMENTS MECHANISM (3 LEC.)

This course presents the legal aspects of negotiable instruments. Emphasis is on federal and state banking statutes, court decisions, and administrative regulations. Topics include the legal aspects of deposit, collection, dishonor and return, and payment of checks and cash items. The relationship of various parties within a bank and between depositors are explored. Some legal aspects of other bank operations are also introduced.

BANKING AND FINANCE

(BF) 207 (2)

SAVINGS ACCOUNT ADMINISTRATION (2 LEC.)

The administration of savings accounts is described. Topics include insurance, procedures for opening accounts, and procedures for handling inactive

accounts. Loans secured by savings accounts and creditor actions in reaching debtors' accounts are also covered. Liquidity levels, advertising, and additional services to savers are included.

BANKING AND FINANCE

(BF) 208 (3)

FINANCIAL COUNSELING AND CREDIT GRANTING (3 LEC.)

This course covers credit applicant interview and relations, credit investigation, determining credit worthiness, the credit/loan decision, loan rejections, legal considerations, and disclosure. Family resource management, consumer decision making, member benefits, counseling techniques, and applicant personalities are also presented and discussed.

BANKING AND FINANCE

(BF) 713, 803, 813 (3)

(See Cooperative Work Experience)

COMPUTING SCIENCE (CS) 175 (3)

INTRODUCTION TO COMPUTER SCIENCE (3 LEC.)

This course is an introduction to the computer. The history of computers and their cultural impact are explored. Topics include vocabulary, flow charting, data representation, and procedure-oriented languages with general applications.

CONSTRUCTION MANAGEMENT

AND TECHNOLOGY (CMT) 121 (3)

CONSTRUCTION MATERIALS, METHODS AND EQUIPMENT I (2 LEC., 3 LAB.)

This course introduces construction materials, methods, and equipment. The origin, nature, and normal uses of materials are investigated. The integration of materials into finished projects is also covered. Laboratory fee.

CONSTRUCTION MANAGEMENT

AND TECHNOLOGY (CMT) 122 (3)

CONSTRUCTION MATERIALS, METHODS AND EQUIPMENT II (2 LEC., 3 LAB.)

This course continues the study of construction materials, methods, and equipment. Laboratory fee.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 123 (4)

CONSTRUCTION GRAPHICS (2 LEC., 6 LAB.)

Construction technology and construction graphic communications are introduced. The student learns to read blueprints and understand the expressed and implied meanings of symbols, conventions, and drawing. Free hand sketching and basic drafting required of construction supervisors are also included. Laboratory fee.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 124 (4)

ELECTRICAL AND MECHANICAL EQUIPMENT FOR BUILDINGS (3 LEC., 3 LAB.)

The nature and use of materials and equipment in various systems are explained. Included are plumbing, heating, ventilation, air conditioning, electrical, and conveying systems. The design theories and uses of the completed systems are introduced.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 132 (3)

THE CONSTRUCTION INDUSTRY (3 LEC.)

This course surveys the growth, magnitude, and economic importance of the construction industry. Emphasis is on understanding the interrelationship between the many trades, professions, and agencies in construction.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 136 (4)

SURVEYING AND MEASUREMENTS (2 LEC., 6 LAB.)

Prerequisite: Mathematics 195 or the equivalent. This course is for students with little or no training in surveying. It covers the theory, methods, equipment, and problems of surveying and measurement. Field work provides the opportunity to apply the theory.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 138 (4)

CONSTRUCTION MANAGEMENT I (3 LEC., 3 LAB.)

This course covers the responsibilities of a supervisor. Topics include organization, human relations, grievances, training, rating, promotion, quality and quality control, management-employee relations, scheduling of work, and job

and safety instructions. Roles played by labor and management in the development of American industry are studied. Forces affecting labor supply, employment, and industrial relations in a democracy are analyzed. Emphasis is on safety and its value to economic operations and employee morale.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 230 (4)

QUALITY CONTROL AND COST CONTROL (3 LEC., 3 LAB.)

Prerequisite: Construction Management and Technology 121, 122, and 234, or the consent of the instructor. Quality control approaches to construction are included. Construction costs and economics are separated, analyzed, and evaluated. Methods to control costs are explored. CPM scheduling and techniques are covered. Laboratory fee.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 231 (3)

CONSTRUCTION CONTRACTS AND SPECIFICATIONS (2 LEC., 3 LAB.)

Prerequisite: Construction Management and Technology 121, 122, and 123 or consent of the instructor. Written construction communications are the focus of this course. Included is the study of construction contracts and specifications. Their preparation, implementation, modification, administration, and legal pitfalls are covered. Laboratory fee.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 234 (4)

ESTIMATING (2 LEC., 6 LAB.)

Prerequisite: Credit or concurrent enrollment in Construction Management and Technology 123 and 231 or consent of the instructor. Construction estimation is presented. Topics include quality surveying and the interpretation and uses of bid documents. Students learn to compute and assemble labor and material costs, unit and lump sum costs, and preliminary and final estimates. Laboratory fee.

**CONSTRUCTION MANAGEMENT
AND TECHNOLOGY (CMT) 236 (4)**
BUILDING CODES AND SAFETY (3 LEC., 3 LAB.)

This course presents construction methods in relation to zoning and building codes and occupational safety standards and regulations. The inter-relationships among federal, state and municipal authorities and construction operations are examined in detail. Emphasis is placed on the development and implementation of effective loss and accident prevention planning.

**CONSTRUCTION MANAGEMENT
AND TECHNOLOGY (CMT) 237 (4)**
SOILS, FOUNDATIONS AND
REINFORCED CONCRETE (3 LEC., 3 LAB.)

Prerequisite: Construction Management and Technology 121 and 122; Engineering 289 desirable. Soil characteristics for a good foundation are studied. Topics include soil sampling and testing. Concrete design, placement, and testing are also covered. Some study of asphaltic pavements is included. Laboratory fee.

**CONSTRUCTION MANAGEMENT
AND TECHNOLOGY (CMT) 238 (4)**
CONSTRUCTION MANAGEMENT II
(3 LEC., 3 LAB.)

Prerequisite: Construction Management and Technology 138. This course examines project planning and development. Topics include feasibility studies, financing, planning, programming, design, and construction. Office engineering techniques and problem-solving are covered.

**COOPERATIVE WORK
EXPERIENCE**

- 701, 711, 801, 811 (1)**
702, 712, 802, 812 (2)
703, 713, 803, 813 (3)
704, 714, 804, 814 (4)

Prerequisite: Completion of two courses in the student's major or instructor or coordinator approval. These courses consist of seminars and on-the-job experience. Theory and instruction received in the courses of the students' major curricula are applied to the job. Students are placed in work-study positions in their technical occupational fields. Their

skills and abilities to function successfully in their respective occupations are tested. These work internship courses are guided by learning objectives composed at the beginning of each semester by the students, their instructors or coordinators, and their supervisors at work. The instructors determine if the learning objectives are valid and give approval for credit.

DRAFTING (DFT) 182 (2)
TECHNICIAN DRAFTING (1 LEC., 3 LAB.)

This course focuses on the reading and interpretation of engineering drawings. Topics include multiview drawings, pictorial drawings, dimensioning, measurement with scales, schematic diagrams, and printed circuit boards. Laboratory fee.

DRAFTING (DFT) 183 (4)
BASIC DRAFTING (2 LEC., 6 LAB.)

This course is for students who have had little or no previous experience in drafting. Skill in orthographic, axonometric, and oblique sketching and drawing is developed. Topics include lettering, applied geometry, fasteners, sectioning, tolerancing, and auxiliaries. Experience is provided in using handbooks and other resource materials and in developing design skills. U.S.A.S.I., government, and industrial standards are used. Emphasis is on both mechanical skills and graphic theory. Laboratory fee.

DRAFTING (DFT) 184 (3)
INTERMEDIATE DRAFTING (2 LEC., 4 LAB.)

Prerequisite: Drafting 183 or the equivalent. Equivalent is based on high school drafting courses or on student's work experience. Sample of drawings and/or high school transcript must be presented. Drafting problems, design function, and specialized drafting areas are examined. Included are the detailing and assembling of machine parts, gears, cams, jigs, fixtures, metals, and forming processes. Drawing room standards and reproducing drawing are studied. Detail and assembly drawings are made. Laboratory fee.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 129 (3)**

COMMUNICATIONS SKILLS FOR
EDUCATIONAL
PARAPROFESSIONAL (3 LEC.)

This course surveys methods for developing the language skills of students. Topics include creative writing, story telling, appreciation of literature, tutoring, cursive and manuscript handwriting, and listening skills.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 131 (3)**

INTRODUCTION TO
EDUCATIONAL PROCESSES I (3 LEC.)

The role of the educational paraprofessional is defined. The organization and administration of the public school system are described. Special attention is given to the development of effective interpersonal relationships. Through direct experiences with students on a one-to-one basis, the paraprofessional trainee observes and studies the developmental patterns of students. The principles of human growth and development are included.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 132 (3)**

INTRODUCTION TO MEDIA (1 LEC., 4 LAB.)

Basic skills for preparing graphic and projected educational materials are developed. The operation of selected audiovisual equipment is also included.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 133 (3)**

INTRODUCTION TO
EDUCATIONAL PROCESSES II (3 LEC.)

This course focuses on developing a wholesome learning environment in the classroom. The facilitation of learning in small groups is emphasized. Factors affecting the growth and development of students in a pluralistic society are covered. The responsibilities of the educational paraprofessional are covered.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 135 (3)**

ARTS AND CRAFTS FOR
EDUCATIONAL
PARAPROFESSIONALS (3 LEC.)

Creative art materials and methods used in programs for children are presented. Opportunities are provided for the use of these materials. Classroom displays, charts, poster art, and bulletin boards are included. Emphasis is on creating an attractive environment in the classroom.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 231 (2)**

PARAPROFESSIONAL SEMINAR I (2 LEC.)

Classroom strategies, supervision techniques, and instructional skills are discussed. Educational paraprofessional trainees use their practicum experiences in the discussion in this seminar.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 232 (4)**

EDUCATIONAL
PARAPROFESSIONAL
PRACTICUM I (20 LAB.)

(See Cooperative Work Experience 814.) This practicum includes experiences in learning environment under the direct supervision of a teacher. Principles of learning and motivation are applied to the learning situation.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 235 (2)**

EDUCATIONAL
PARAPROFESSIONAL SEMINAR II (2 LEC.)

Experiences in the classroom are combined with professional consultation and group experiences with other education paraprofessionals. Small group interaction enables the trainee to share experiences, demonstrate specific skills, participate in simulated classroom situations, and clarify hypothesis.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 236 (4)**

EDUCATIONAL
PARAPROFESSIONAL
PRACTICUM II (20 LAB.)

(See Cooperative Work Experience 814). This practicum continues experience in classroom under the supervision of a teacher. Principles of learning and motivation are applied to the teaching-learning situation.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 245 (1)**
DIVERSIFIED STUDIES (1 LEC.)

This course provides for specialized study by the educational paraprofessional. Possible areas of study are special education, bilingualism, child development, educational, counseling, and health services. Other areas may be approved by the instructor.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 246 (2)**
DIVERSIFIED STUDIES (2 LEC.)

This course provides for specialized study by the educational paraprofessional. Possible areas for study are special education, bilingualism, child development, educational media, library, physical educational, counseling, and health services. Other areas may be approved by the instructor.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 247 (3)**
DIVERSIFIED STUDIES (3 LEC.)

This course provides for specialized study by the educational paraprofessional. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor.

**EDUCATIONAL
PARAPROFESSIONAL
(EP) 803, 813 (3)**
(See Cooperative Work Experience)

**EDUCATIONAL
PARAPROFESSIONAL
(EP) 804, 814 (4)**
(See Cooperative Work Experience)

**ELECTRIC POWER TECHNOLOGY
(ELP) 244 (4)**
ADVANCED ELECTRIC POWER
SYSTEMS (3 LEC., 3 LAB.)

Prerequisite: Electro-Mechanical Technology 233. Power distribution systems are studied. Generating equipment, transmission lines, plant distribution, and protective devices are included. The laboratory provides hands-on experience in the operation and testing of the various types of

generation and power distribution equipment. Laboratory fee.

**ELECTRONICS TECHNOLOGY
(ET) 190 (4)**
D.C. CIRCUITS AND
ELECTRICAL MEASUREMENTS (3 LEC., 3 LAB.)

Prerequisite: Mathematics 195 or the equivalent recommended. The mathematical theory of direct current circuits is presented in combination with laboratory fundamentals. Emphasis is on elementary principles of magnetism, electric concepts and units, diagrams, and resistance. Electromagnetism, series and parallel circuits, simple meter circuits, conductors, and insulators are also stressed. Laboratory fee.

**ELECTRONICS TECHNOLOGY
(ET) 191 (4)**
A.C. CIRCUITS (3 LEC., 3 LAB.)

Prerequisite: Electronics Technology 190 and credit or concurrent enrollment in Mathematics 195 or the equivalent. This course covers the fundamental theories of alternating current. The theories are applied in various circuits. Included are laboratory experiments on power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, magnetism, and resistance. Laboratory fee.

**ELECTRONICS TECHNOLOGY
(ET) 193 (4)**
ACTIVE DEVICES (3 LEC., 3 LAB.)

Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Electronics Technology 191. Semiconductors (active devices) are the focus of this course. Topics include composition, parameters, linear and non-linear characteristics, in circuit action, amplifiers, rectifiers, and switching. Laboratory fee.

**ELECTRO-MECHANICAL
TECHNOLOGY (EMT) 229 (4)**
ANALOG AND DIGITAL
CIRCUITS (3 LEC., 3 LAB.)

Prerequisite: Electronics Technology 193 or the equivalent. This course covers advanced electronic devices and circuits. Emphasis is on

intergrated circuits. Both analog and digital circuit fundamentals are studied. The use of these circuits in controls, sensing, and testing is stressed. Solid state circuits used in modern industrial systems are included. Laboratory fee.

ELECTRO-MECHANICAL TECHNOLOGY (EMT) 232 (4)

MECHANISMS AND DRIVES (3 LEC., 3 LAB.)

Prerequisite: Mathematics 195 or the equivalent. The mechanism and drive elements of electro-mechanical systems are presented. Individual linkage and drive mechanisms are studied in terms of their function and operating characteristics in integrated electro-mechanical systems. The construction, testing, and analysis of linkage and drive elements are included. Laboratory work is supported by lecture material on the related concepts in mechanics.

ELECTRO-MECHANICAL TECHNOLOGY (EMT) 233 (3)

ELECTRICAL MACHINERY (2 LEC., 3 LAB.)

Prerequisite: Electronics Technology 191 or concurrent enrollment in Electronics Technology 191. The theory and function of power electricity, including AC and DC machines. Electrical and mechanical aspects are stressed. The laboratory provides hands-on experience in operation of machinery, quantitative analysis of performance characteristics, electrical measurements on power circuits and demonstration of principles discussed in class. Safety practices are stressed. Laboratory fee.

ELECTRO-MECHANICAL TECHNOLOGY (EMT) 237 (3)

ELECTRO-MECHANICAL SYSTEMS (2 LEC., 3 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. Problem identification,

problem solving, and reporting techniques are emphasized. Laboratory fee.

ELECTRO-MECHANICAL TECHNOLOGY (EMT) 239 (4)

PRINCIPLES OF DIGITAL CONTROL (3 LEC., 3 LAB.)

Prerequisite: Electro-Mechanical Technology 229. The control of automated industrial systems with digital elements as subsystems is studied. Included are the functions of the various control elements and their interface with other components. The conversion of control information between analog and binary forms is examined. The use and implementation of logical decision elements are covered. Emphasis is on the operation and function of microprocessors in modern control systems. Laboratory fee.

ENGINEERING TECHNOLOGY (EGT) 141 (4)

BASIC HYDRAULICS AND FLUID MECHANICS (3 LEC., 3 LAB.)

Principles of hydraulics and fluid mechanics are examined. Hydraulic pumps, motors, cylinders, and valves are studied. Emphasis is on the application of formulas related to the properties of fluids and the laws which govern fluid flow. Various hydraulic components are tested, and basic hydraulic circuits are set up and evaluated.

ENGINEERING TECHNOLOGY (EGT) 142 (3)

INSTRUMENTATION AND TESTING (2 LEC., 3 LAB.)

Prerequisite: Credit or concurrent enrollment in Electronics Technology 191. Industrial instrumentation and testing are introduced. The characteristics of various instruments are investigated. 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 are studied. Laboratory fee.

ENGINEERING TECHNOLOGY**(EGT) 143 (4)**

INTERPRETATION OF
TECHNICAL DATA (3 LEC., 2 LAB.)

Prerequisite: Mathematics 195 or the consent of the 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 placed on applied examples from the fields of electronic, mechanical, fluid, and quality control technology. Significant use is made of the computer and electronic calculator as analytical aids.

ENGINEERING TECHNOLOGY**(EGT) 240 (3)**

AUTOMATIC CONTROL
SYSTEMS (2 LEC., 3 LAB.)

Electro-Mechanical and electro-hydraulic control systems are explored. The response and stability characteristics of feedback control systems, electro-mechanical and electro-hydraulic control systems are set up and evaluated. The analog computer is used to analyze these systems. Laboratory fee.

ENGINEERING TECHNOLOGY**(EGT) 803 (3)**

(See Cooperative Work Experience)

ENGINEERING TECHNOLOGY**(EGT) 804 (4)**

(See Cooperative Work Experience)

ENGINEERING (EGR) 186 (2)

MANUFACTURING PROCESSES (1 LEC., 2 LAB.)

This course 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.

ENGINEERING (EGR) 187 (2)

MANUFACTURING PROCESSES (1 LEC., 2 LAB.)

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

ENGINEERING (EGR) 203 (3)

ENGINEERING PRODUCTION
TECHNIQUES (1 LEC., 5 LAB.)

Prerequisite: Engineering 105 or the consent of the instructor. The standard machining of metals is covered. Layout, turning, boring, shaping, drilling, threading, milling, and grinding are all included. The manufacturing of interchangeable parts, fixtures, and jigs with applications is studied. Laboratory fee.

ENGINEERING (EGR) 289 (3)

MECHANICS OF STRUCTURES (3 LEC.)

Prerequisite: Mathematics 195. This is a basic course in engineering mechanics for technology students. Topics 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.

FLUID POWER TECHNOLOGY**(FLP) 222 (3)**

FUNDAMENTALS OF
PNEUMATICS (2 LEC., 3 LAB.)

Pneumatic power units, pneumatic controls, and pneumatic cylinders are studied. Both construction and operation are covered. Pneumatic circuits, power operated holding devices, safety circuits, and remote controlled circuits are presented. Manual, mechanical, pilot, and solenoid operated circuits are all included. Laboratory fee.

FLUID POWER TECHNOLOGY**(FLP) 225 (4)**ADVANCED FLUID POWER
SYSTEMS (3 LEC., 3 LAB.)

This course examines fluid power systems. Included is the design of hydraulic and pneumatic systems. Circuit calculations are made for force, torque, power, speed, fluid pressure, flow rate, and velocity. Emphasis is on the selection of pumps, cylinders, valves, motors, compressors, filters, and other fluid power components. The set-up, operation, and testing of various fluid power circuits are covered. Laboratory fee.

HORTICULTURE TECHNOLOGY**(HLN) 131 (4)**

HORTICULTURE SCIENCE (3 LEC., 3 LAB.)

This course covers the science and practices of ornamental horticulture. Stress is on the culture and growth of plants, landscaping, plant production, and nursery propagation. Laboratory fee.

HORTICULTURE TECHNOLOGY**(HLN) 132 (2)**LANDSCAPE PLANT MATERIALS I
(1 LEC., 3 LAB.)

The identification and classification of landscape trees are studied. Characteristics and landscape uses are included.

HORTICULTURE TECHNOLOGY**(HLN) 133 (2)**LANDSCAPING PLANT MATERIALS II
(1 LEC., 3 LAB.)

The identification and classification of landscape shrubs, vines, and ground covers are studied. Characteristics and landscape uses are included.

HORTICULTURE TECHNOLOGY**(HLN) 140 (3)**HERBACEOUS AND EXOTIC
PLANTS (2 LEC., 3 LAB.)

The identification, culture, and use of ornamental herbaceous plants are studied. Plants for homes, gardens, and conservatories are included. Laboratory fee.

HORTICULTURE TECHNOLOGY**(HLN) 141 (4)**

FLORAL DESIGN (2 LEC., 6 LAB.)

This course presents the principles of floral art, flowers, and other design materials. Special and unusual floral designs are included. Laboratory fee.

HORTICULTURE TECHNOLOGY**(HLN) 145 (3)**

LANDSCAPE DEVELOPMENT I (1 LEC., 6 LAB.)

Prerequisite: Horticulture Technology 131 or the consent of the instructor.

This course covers the planning and scheduling of landscape operations, the application of pesticides, the study of pests and diseases in the landscape, maintenance of landscaping tools and equipment, installation of irrigation systems, contracts and construction specifications, and related government regulations. Laboratory fee.

HORTICULTURE TECHNOLOGY**(HLN) 146 (3)**FUNDAMENTALS OF LANDSCAPE
PLANNING (1 LEC., 6 LAB.)

Concepts and practices used in preparing landscape plans and in constructing and improving landscapes are covered. Laboratory fee.

HORTICULTURE TECHNOLOGY**(HLN) 147 (3)**

LANDSCAPE DEVELOPMENT II (1 LEC., 6 LAB.)

Prerequisite: Horticulture Technology 131 or the consent of the instructor.

This course trains the student in the use and maintenance of landscape plants, tree surgery and repair, pruning and training plants in the landscape, and the installation and maintenance of turf grasses in the landscape. Laboratory fee.

HORTICULTURE TECHNOLOGY**(HLN) 226 (3)**

GREENHOUSE HORTICULTURE (2 LEC., 3 LAB.)

Prerequisite: Horticulture Technology 131 and either Chemistry 115 or Physical Science 118. The construction and operation of ornamental horticulture production structures are studied. Included are greenhouses, plastic houses, lath houses, hotbeds, and coldframes. Emphasis is on environmental control and efficiency in production operations. Laboratory fee.

HORTICULTURE TECHNOLOGY (HLN) 231 (4)

LANDSCAPE DESIGN (2 LEC., 6 LAB.)

Prerequisite: Horticulture Technology 132, 133, and 146; Mathematics 195 or the equivalent is desirable. This course introduces the basic principles of landscape design for residences. Plant selection is included. Laboratory fee.

HORTICULTURE TECHNOLOGY (HLN) 232 (4)

LANDSCAPE PLANNING AND
MANAGEMENT (2 LEC., 6 LAB.)

Prerequisite: Horticulture Technology 145 and 231. Landscape business operations and landscape principles are studied in depth. Topics include the landscape horticulture industry, management practices, marketing methods, and advanced skills in landscape planning. Laboratory fee.

HORTICULTURE TECHNOLOGY (HLN) 233 (3)

NURSERY OPERATIONS (2 LEC., 3 LAB.)

Prerequisite: Horticulture Technology 131 and either Chemistry 115 or Physical Science 118. In this course emphasis is placed on nursery site selection and layout, plant growth and plant protection, and production in field nurseries and container nurseries. Laboratory fee.

HORTICULTURE TECHNOLOGY (HLN) 234 (3)

ORNAMENTAL CROP
PRODUCTION (2 LEC., 3 LAB.)

Prerequisite: Horticulture Technology 226 and 233. Advanced methods of crop production in the nursery and greenhouse are presented. Topics include container nursery production, turf grass production, cut flower and pot plant production, and the field propagation and production of nursery stock. Laboratory fee.

HORTICULTURE TECHNOLOGY (HLN) 235 (2)

ORNAMENTAL WOODY PLANT
PROPAGATION (1 LEC., 3 LAB.)

Prerequisite: Horticulture Technology 131. This course covers all phases of the propagation of woody ornamental plants including cutting and seed pro-

pagation and grafting, budding, and layering. It also includes the management of propagation facilities. Laboratory fee.

HORTICULTURE TECHNOLOGY (HLN) 236 (4)

FLORIST MANAGEMENT (2 LEC., 6 LAB.)

Prerequisite: Horticulture Technology 141. Operations and design skills in the retail florist business are studied. Topics include the florist industry, management practices, marketing methods, and advanced techniques in floral art. Laboratory fee.

HORTICULTURE TECHNOLOGY (HLN) 239 (2)

APPLIED HORTICULTURE
TRAINING (10 LAB.)

Prerequisite: Horticulture Technology 141 or 231 and concurrent enrollment in Horticulture Technology 240. This course provides work experience in the ornamental horticulture field. Possible areas of work include park maintenance, landscape construction, landscape maintenance, florist operations, and wholesale and retail sales. All experiences are closely supervised and directed toward the attainment of the student's occupational goals.

HORTICULTURE TECHNOLOGY (HLN) 240 (2)

SEMINAR IN HORTICULTURE
OCCUPATIONS (2 LEC.)

Prerequisite: Concurrent enrollment in Horticulture Technology 239. This course presents problems and problem-solving methods used in ornamental horticulture. Emphasis is on the analysis of skills and the supervision and training of ornamental horticulture workers.

HUMAN SERVICES (HS) 131 (3)

ORIENTATION TO HUMAN
SERVICES (3 LEC.)

This course introduces the field of human services. Students explore their interest and potential for working in a social service agency. Contacts with community social service agencies are made.

HUMAN SERVICES (HS) 134 (3)

HUMAN SERVICES SEMINAR (3 LEC.)

This course continues Human Services 131. Emphasis is on class discussion and sharing of experiences. A problem-solving approach is used for individual, family, and community issues.

HUMAN SERVICES (HS) 230 (3)NURSING HOME ACTIVITY
DIRECTOR TRAINING (2 LEC., 4 LAB.)

The role of the nursing home activity director is the focus of this course. Both the roles of the nursing home and of the activities program are covered. Topics include the nursing home's historical development and relationship to the community, need and resource assessment, specialized knowledge about the aged resident, and interviewing skills. Program planning, working in groups, programming activities, developing an activities department, and therapeutic techniques in the nursing home are also included.

HUMAN SERVICES (HS) 231 (3)

PROCEDURES IN SOCIAL WORK (3 LEC.)

Prerequisites: Sociology 101, Sociology 204, and concurrent enrollment in Human Services 242. The processes of social treatment used by social workers with individuals, groups, and communities are presented. Principles and ethics of social service work and questions of motivation, acceptance, and attitude are covered. Techniques of listening, observing, and recording which aid the student in integrating classroom and work experience are also covered.

HUMAN SERVICES (HS) 233 (3)COUNSELING FOR THE
PARAPROFESSIONAL (3 LEC.)

Prerequisite: Permission of the coordinator of the Human Services Program, or concurrent enrollment in Human Services 242. The principles and practices of interviewing and counseling are introduced. The effectiveness of these techniques are explored for counselor aides, mental health or social worker associates, and other "new careers" in people-to-people services.

HUMAN SERVICES (HS) 235 (3)INTRODUCTION TO MENTAL
HEALTH (3 LEC.)

Prerequisite: Psychology 105 or consent of the coordinator of the Human Services Program. Concurrent enrollment in Human Services 240-field work. This course focuses on the field of mental health. Topics include history, terms, concepts, and ethics. Behavior and environmental factors promoting mental health are analyzed. Skills for identifying symptoms of maladjustment are developed. Ways to provide for emotional outlets and emotional control are considered.

HUMAN SERVICES (HS) 240 (2)WORK EXPERIENCE IN HUMAN
SERVICES (FIELD WORK) (10 LAB.)

Prerequisite: Consent of the coordinator of the Human Services Program and concurrent enrollment in Human Services 241 or 243. This course provides work experience in a social agency. Ten hours per week are required during the second year of the program.

HUMAN SERVICES (HS) 241 (2)

WORK EXPERIENCE SEMINAR (2 LEC.)

Prerequisite: Concurrent enrollment in Human Services 240 or 242. Work experiences are discussed and problems analyzed in a seminar with other students in the human services program meeting two hours per week with the program coordinator on campus.

HUMAN SERVICES (HS) 242 (2)WORK EXPERIENCE IN HUMAN
SERVICES (FIELD WORK) (10 LAB.)

Prerequisite: Consent of the coordinator of the Human Services Program and concurrent enrollment in Human Services 241 or 243. This course provides work experience in a social agency. Ten hours per week are required during the second year of the program.

HUMAN SERVICES (HS) 243 (2)
WORK EXPERIENCE SEMINAR (2 LEC.)

Prerequisite: Concurrent enrollment in Human Services 240 or 242. Work experiences are discussed and problems analyzed with other students in Human Services Program, meeting two hours per week with program coordinator on campus.

MATHEMATICS (MTH) 195 (3)
TECHNICAL MATHEMATICS (3 LEC.)

Prerequisite: One year of high school algebra or Development Mathematics 091 or the equivalent. This course is designed for technical students. It covers a general review of arithmetic, the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems.

MATHEMATICS (MTH) 196 (3)
TECHNICAL MATHEMATICS (3 LEC.)

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

MID-MANAGEMENT (MGT) 136 (3)
PRINCIPLES OF MANAGEMENT (3 LEC.)

The process of management is studied. The functions of planning, organizing, leading, and controlling are included. Particular emphasis is on policy formulation, decision-making processes, operating problems, communications theory, and motivation techniques.

MID-MANAGEMENT (MGT) 137 (3)
PRINCIPLES OF RETAILING (3 LEC.)

The operation of the retail system of distribution is examined. Topics include consumer demand requirements, computer use, store location and layout, and credit policies. Interrelationships are emphasized.

MID-MANAGEMENT (MGT) 150 (4)
MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Concurrent enrollment in approved Mid-Management Program. This course provides for supervised employment in the student's chosen field. It gives practical experience to students preparing for careers in business management.

MID-MANAGEMENT (MGT) 151 (4)
MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Concurrent enrollment in approved Mid-Management Program. This course is a continuation of Mid-Management 150. It provides for supervised employment in the student's chosen field.

MID-MANAGEMENT (MGT) 153 (3)
SMALL BUSINESS MANAGEMENT (3 LEC.)

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

MID-MANAGEMENT (MGT) 154 (2)
MANAGEMENT SEMINAR: ROLE OF SUPERVISION (2 LEC.)

Prerequisite: Concurrent enrollment in Mid-Management 150 and preliminary interview by Mid-Management faculty. This course is for students majoring in Mid-Management. Emphasis is on the development of management skills, goal-setting, planning, leadership, communication, and motivation as applied to the student's work experiences.

MID-MANAGEMENT (MGT) 155 (2)
MANAGEMENT SEMINAR: PERSONNEL MANAGEMENT (2 LEC.)

Prerequisite: Mid-Management 150 and 154 and concurrent enrollment in Mid-Management 151. The principles, policies, and practices of the personnel function as applied to the student's work experience are studied.

MID-MANAGEMENT (MGT) 157 (3)
SMALL BUSINESS BOOKKEEPING AND
ACCOUNTING PRACTICES (3 LEC.)

This course focuses on basic bookkeeping and accounting techniques for the small business. The techniques are applied to the analysis and preparation of basic financial statements.

MID-MANAGEMENT (MGT) 171 (3)
INTRODUCTION TO
SUPERVISION (3 LEC.)

Prerequisite: Enrollment in Technical/Occupational Program or the consent of the instructor. This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor's major functions, such as facilitating relations with others, motivation, communicating, handling grievances, recruiting, counseling, and cost accounting.

MID-MANAGEMENT (MGT) 206 (3)
PRINCIPLES OF MARKETING (3 LEC.)

The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed.

MID-MANAGEMENT (MGT) 210 (3)
SMALL BUSINESS CAPITALIZATION
ACQUISITION AND FINANCE (3 LEC.)

The student studies alternative strategies of financial planning, capitalization, profits, acquisition, ratio analysis, and other related financial operations required of small business owners. The preparation and presentation of a loan proposal are included.

MID-MANAGEMENT (MGT) 211 (3)
SMALL BUSINESS OPERATIONS (3 LEC.)

Problems of daily operations of small business are introduced. Topics include compliance with regulations, personnel administration, accounts receivable management, and business insurance.

MID-MANAGEMENT (MGT) 212 (1)
SPECIAL PROBLEMS IN
BUSINESS (1 LEC.)

Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed upon relevant problems and pragmatic solutions that intergrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three hours credit.

MID-MANAGEMENT (MGT) 230 (3)
SALESMANSHIP (3 LEC.)

The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer approach, and sales techniques are studied.

MID-MANAGEMENT (MGT) 233 (3)
ADVERTISING AND SALES
PROMOTION (3 LEC.)

This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of advertising media, and methods of stimulating salespeople and retailers. The management of promotion programs is covered, including goals, strategies, evaluation, and control of promotional activities.

MID-MANAGEMENT (MGT) 242 (3)
PERSONNEL ADMINISTRATION (3 LEC.)

This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered.

MID-MANAGEMENT (MGT) 250 (4)
MANAGEMENT TRAINING (20 LAB.)

Prerequisites: Mid-Management 150 and Mid-Management 151; concurrent enrollment in Mid-Management 254. This course consists of supervised employment in the student's chosen

field. It is intended to provide increased supervisory responsibility for students preparing for careers in business management.

MID-MANAGEMENT (MGT) 251 (4)
MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Mid-Management 150 and 151; concurrent enrollment in Mid-Management 255. This course continues Mid-Management 250. It is intended to provide supervised employment in the student's chosen field.

MID-MANAGEMENT (MGT) 254 (2)
MANAGEMENT SEMINAR:
ORGANIZATIONAL DEVELOPMENT (2 LEC.)

Prerequisites: Mid-Management 151 and Mid-Management 155; concurrent enrollment in Mid-Management 250. Organizational objectives and management of human resources are studied. The various approaches to organizational theory are applied to the student's work experiences.

MID-MANAGEMENT (MGT) 255 (2)
MANAGEMENT SEMINAR: BUSINESS
STRATEGY, THE DECISION PROCESS AND
PROBLEM SOLVING (2 LEC.)

Prerequisite: Mid-Management 250 and Mid-Management 254; concurrent enrollment in Mid-Management 251. Business strategy and the decision-making process are applied to the first-line supervisor and middle-management positions. Emphasis is on applying the student's course knowledge to work experiences.

OFFICE CAREERS (INS) 108 (3)
PERSONAL LINES—AUTO
CPL/PERSONAL UMBRELLA (3 LEC.)

The principles of personal auto insurance and personal umbrella insurance are studied, including the general background of and need for these types of insurance. Terminology and types of coverage are presented. Special emphasis is on rating, writing, billing, and servicing automobile insurance and personal umbrella insurance. Students develop skills in selling policies and processing claims.

All forms used are those prescribed for and approved by the state of Texas. This is a fundamental course for underwriters, agents, claims adjusters, and clerical and technical personnel.

OFFICE CAREERS (INS) 109 (3)
PERSONAL LINES—
HOMEOWNERS/FIRE/MARINE (3 LEC.)

This course is an introduction to the history of and need for homeowners, fire, and marine insurance. Terminology is studied and the fundamentals of coverage are included for all five of the homeowners' forms as well as for fire and marine insurance. Emphasis is on rating, writing, billing, and servicing homeowners, fire, and marine insurance. Students develop skills in selling policies and processing claims. All forms used are those prescribed for and approved by the state of Texas. This is a fundamental course for underwriters, agents, claims adjusters, and clerical and technical personnel.

OFFICE CAREERS (INS) 110 (3)
COMMERCIAL CASUALTY—
WORKER'S COMPENSATION/
COMMERCIAL AUTO (3 LEC.)

Prerequisites: Office Careers 108 and 109 or the consent of the instructor. The basic facts of casualty insurance (worker's compensation and commercial auto) are introduced, including its development, policy structures, and provisions of the contracts. Coverage of various worker's compensation laws is presented as well as analysis of policy and rates. The step-by-step procedure for classifying and rating the coverages is studied. All forms used are those prescribed for and approved by the state of Texas. This is a fundamental course for underwriters, agents, claims adjusters, and clerical and technical personnel.

OFFICE CAREERS (INS) 111 (3)
TMP/COMMERCIAL
FIRE/GENERAL LIABILITY (3 LEC.)

Prerequisites: Office Careers 108 and 109 or the consent of the instructor. This course is a study of the principles of TMP, including the history of and

need for TMP. Emphasis is on commercial fire and general liability insurance. Terminology and basic coverages are introduced. Multiple-line policies available for commercial enterprises are analyzed, including forms, rating methods, and trends. The methods of determining fire insurance rates for commercial properties and of eliminating or reducing specific charges are presented. The effect on rates of construction, protective devices, exposures, etc., are also covered. The general liability line is examined, including manufacturers and contractors; owners, landlords, and tenants; and others. The scope of the coverage, exclusions, and classification procedures are studied. All forms used are those prescribed for and approved by the state of Texas. This is a fundamental course for underwriters, agents, and clerical and technical personnel.

OFFICE CAREERS (INS) 209 (3)
PRINCIPLES OF INSURANCE (3 LEC.)

This course surveys the insurance needs of business and industry. Life, property, and casualty insurance are covered. Emphasis is on a systematic approach to risk management. Topics include credit life insurance, key-person insurance, worker's compensation, and title insurance. Also covered is insurance for property, auto, accounts receivable for property, auto accounts receivable, business interruption, and accident and health, business liability, and bonding.

OFFICE CAREERS (OFC) 140 (3)
EDUCATIONAL PROCESSES (3 LEC.)

This course surveys educational processes from pre-school through college. Both public and private education is included. Emphasis is on the contribution and influence made by education on the culture and the economy.

OFFICE CAREERS (OFC) 141 (3)
CURRENT PRACTICAL PROBLEMS (3 LEC.)

School organization, procedures, and staff utilization are examined. The solution of problems is emphasized.

OFFICE CAREERS (OFC) 159 (4)
BEGINNING SHORTHAND (3 LEC., 2 LAB.)

Prerequisite: Credit or concurrent enrollment in Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand (Diamond Jubilee Series) are introduced. Included is the development of the ability to read, write, and transcribe shorthand outlines. Knowledge of the mechanics of English is also developed.

OFFICE CAREERS (OFC) 160 (3)
OFFICE MACHINES (3 LEC.)

This course focuses on the development of skills in using office machines. Adding machines, printing calculators, electronic display calculators, and electronic printing calculators are included. Emphasis is on developing the touch system for both speed and accuracy.

OFFICE CAREERS (OFC) 162 (3)
OFFICE PROCEDURES (3 LEC.)

Prerequisite: Office Careers 172 or one year of typing in high school. The duties, responsibilities, and personal qualifications of the office worker are emphasized. Topics include filing, reprographics, mail, telephone, financial transactions, and job applications.

OFFICE CAREERS (OFC) 165 (3)
INTRODUCTION TO WORD PROCESSING (3 LEC.)

Prerequisite: Office Careers 174 or concurrent enrollment in Office Careers 174. This course introduces word processing and describes its effect on traditional office operations. Word processing terminology and concepts for organizing work processing centers are studied. Training in the transcription and distribution of business communications is provided. English skills and mechanics are reinforced.

OFFICE CAREERS (OFC) 166 (4)
INTERMEDIATE SHORTHAND (3 LEC., 2 LAB.)

(Formerly Business 164) Prerequisites: Office Careers 159 or one year of shorthand in high school, Office Careers 172 or one year of typing in

high school. The principles of Gregg Shorthand are studied. Emphasis is on increased speed dictation, accuracy in typing from shorthand notes, and beginning techniques of transcription skills. Also included are oral reading of shorthand outlines, speed building dictation, and producing mailable copy. Special attention is given to English fundamentals, such as grammar and punctuation.

OFFICE CAREERS (OFC) 172 (3)
BEGINNING TYPING (2 LEC., 3 LAB.)

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

OFFICE CAREERS (OFC) 174 (2)
INTERMEDIATE TYPING (1 LEC., 2 LAB.)

Prerequisite: Office Careers 172 or one year of typing in high school. Typing techniques are developed further. Emphasis is on problem solving. Increasing speed and accuracy in typing business forms, correspondence, and manuscripts is also stressed.

OFFICE CAREERS (OFC) 231 (3)
BUSINESS COMMUNICATIONS (3 LEC.)

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

OFFICE CAREERS (OFC) 265 (3)
WORD PROCESSING PRACTICES AND PROCEDURES (3 LEC.)

Prerequisite: Office Careers 165. This course concerns translating ideas into words, putting those words on paper, and turning that paper into communication. Emphasis is on training in composing and dictating business communications. Teamwork skills, priorities, scheduling, and procedures

are included. Researching, storing, and retrieving documents, and managing word processing systems are also covered. Transcribing and magnetic keyboarding skills are developed. Typing skills and English mechanics are reinforced.

OFFICE CAREERS (OFC) 266 (4)
ADVANCED SHORTHAND (3 LEC., 2 LAB.)

Prerequisites: Office Careers 166 or two years of shorthand in high school, Office Careers 174 or two years of typing in high school. Emphasis is on building dictation speed. Producing mailable, typed transcriptions under timed conditions is also stressed. Vocabulary and extensive production work capabilities are developed.

OFFICE CAREERS (OFC) 273 (2)
ADVANCED TYPING (1 LEC., 2 LAB.)

Prerequisite: Office Careers 174 or two years of typing in high school. Decision-making and production of all types of business materials under time conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded.

OFFICE CAREERS (OFC) 275 (3)
SECRETARIAL PROCEDURES (3 LEC.)

Prerequisites: Credit or concurrent enrollment in Office Careers 174, credit or concurrent enrollment in either Office Careers 166 or Office Careers 265. Emphasis is on initiative, creative thinking, and follow-through. Topics include in-basket exercises, decision-making problems, and use of shorthand and transcription skills. Public and personal relations, supervisory principles, business ethics, and the organizing of time and work are also covered.

OFFICE CAREERS (OFC) 803, 813 (3)
(See Cooperative Work Experience)

OFFICE CAREERS (OFC) 714, 804, 814 (4)
(See Cooperative Work Experience)

QUALITY CONTROL TECHNOLOGY (QCT) 121 (2)

INTRODUCTION TO QUALITY CONTROL (2 LEC.)

Prerequisite: Credit or concurrent enrollment in Math 195. This course introduces some of the concepts and techniques currently being used by industry to prevent defective products from reaching the consumer. Included are reliability analysis, control charts, inspection and sampling plans. The language, terminology and organization of typical industry Quality Control functions are studied. Elementary probability and statistics concepts are presented as background.

QUALITY CONTROL TECHNOLOGY (QCT) 122 (3)

DIMENSIONAL MEASUREMENT (2 LEC., 2 LAB.)

Prerequisite: Credit or concurrent enrollment in Quality Control Technology 121 or the consent of the instructor. 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. Laboratory fee.

QUALITY CONTROL TECHNOLOGY (QCT) 220 (3)

PHYSICAL AND ENVIRONMENTAL TESTING (2 LEC., 2 LAB.)

Prerequisite: Quality Control Technology 121. This course introduces tests and evaluations used on raw materials and fabricated parts. Topics include tensile and hardness testing, metallurgical cross-sectioning, temperature-humidity cycling, and corrosion resistance testing. Laboratory fee.

QUALITY CONTROL TECHNOLOGY (QCT) 227 (3)

NON-DESTRUCTIVE EVALUATION (2 LEC., 2 LAB.)

Prerequisite: Quality Control Technology 122. This course provides a basic background in such areas as industrial radiography, magnetic particle and penetrant inspection, eddy current, and ultrasonic testing. Laboratory fee.

QUALITY CONTROL TECHNOLOGY (QCT) 236 (4)

ADVANCED QUALITY CONTROL SYSTEMS (3 LEC., 2 LAB.)

Prerequisite: Quality Control Technology 122. A detailed study is made of the control and information systems and decision procedures necessary to effectively operate the quality control function. Topics and problems include reliability process control, failure analysis, and corrective action systems. A problem-prevention and problem-solving approach is emphasized.

REAL ESTATE (RE) 130 (3)

REAL ESTATE PRINCIPLES (3 LEC.)

Real estate principles, law, and operating procedures in the state of Texas are presented. Topics include arithmetical calculations for real estate transactions, conveyancing, land economics and appraisals, obligations between the principal and agent, ethics, and rules and regulations of the State Commission on Real Estate. The purposes of various real estate instruments are also covered, such as deeds, deed of trust, mortgages, land contracts of sale, leases, liens, and listing contracts.

REAL ESTATE (RE) 131 (3)

REAL ESTATE FINANCE (3 LEC.)

Prerequisite: Credit or concurrent enrollment in Real Estate 130. Procedures in financing real estate sales and obtaining funds are covered. Legal aspects of mortgages and related instruments are included. Problems and case studies are also included.

REAL ESTATE (RE) 133 (3)

REAL ESTATE MARKETING (3 LEC.)

Prerequisites: Real Estate 130, 131, and 136. The principles and techniques of marketing real estate are studied. Emphasis is on professional procedures and the satisfaction of all parties. Topics include the relationship between the agent and principal, product knowledge, prospective markets, and customer prospecting. Planning the sales presentation, meeting the prospect, having the interview, over-

coming sales resistance, closing the sale, and building goodwill are also included. Listing and sales contracts are prepared, and case studies are analyzed.

REAL ESTATE (RE) 135 (3)

REAL ESTATE APPRAISAL (3 LEC.)

Prerequisites: Real Estate 130, 131, and 133. This course focuses on principles and methods of appraising used in establishing the market value of real estate.

REAL ESTATE (RE) 136 (3)

REAL ESTATE LAW (3 LEC.)

Prerequisite: Real Estate 130 or the consent of the instructor. The complex parts of real estate law are examined. Topics include ownership, the use and transfer of real property, enforceability of contractual rights, and the impact of litigation.

REAL ESTATE (RE) 230 (3)

REAL ESTATE OFFICE
MANAGEMENT (3 LEC.)

Prerequisite: Real Estate 130, 131, 133, 135, and 136 or the consent of the instructor. Managing a real estate office is covered. Topics include office procedures, relations, communications, and ethics.

REAL ESTATE (RE) 233 (3)

COMMERCIAL AND INVESTMENT
REAL ESTATE (3 LEC.)

Prerequisite: Real Estate 130, 131, 133, 135, and 136 or the consent of the instructor. Commercial and investment real estate are studied. Topics include syndication, "joint venture" or group ownership of real estate, selection financing, and management.

REAL ESTATE (RE) 235 (3)

PROPERTY MANAGEMENT (3 LEC.)

Prerequisites: Real Estate 130, 131, 133, 135, and 136 or the consent of the instructor. This course focuses on all aspects of managing property. Topics include attracting and keeping tenants and obtaining the highest income. Legal aspects, property analysis, location factors, employee relations, maintenance and housekeeping, tenant credits and collections, office

records and accounting are also included. Analysis of market, income, and expense is covered. Management of various kinds of real estate is covered, such as single family, multi-family, retail, and commercial properties.

REAL ESTATE (RE) 240 (1)

SPECIAL PROBLEMS IN REAL
ESTATE (1 LEC.)

This is a special problems study course for organized class instruction in real estate. Examples of topics might include: market analysis and feasibility studies, land economics, international real estate, urban planning and development, tax shelter regulations, international money market, environmental impact and energy conservation. This course may be repeated for credit up to a maximum of three hours of credit.

REAL ESTATE (RE) 250 (4)

REAL ESTATE INTERNSHIP I (20 LAB.)

Prerequisites: Real Estate 130, 131, and 133 and concurrent enrollment in Real Estate 254. Also, the student must submit an application to the instructor, be interviewed, and be approved prior to registration. This course provides practical work experience in the field of real estate. Principles and skills learned in other courses are applied. The employer/sponsor and a member of the real estate faculty provide supervision. Job-related studies and independent research are emphasized.

REAL ESTATE (RE) 251 (4)

REAL ESTATE INTERNSHIP II (20 LAB.)

Prerequisite: Real Estate 130, 131, and 133 and concurrent enrollment in Real Estate 255. Also, the student must submit an application to the instructor, be interviewed, and be approved prior to registration. This course is a continuation of Real Estate 250.

REAL ESTATE (RE) 254 (2)

REAL ESTATE SEMINAR I (2 LEC.)

Prerequisites: Real Estate 130, 131, and 133, and concurrent enrollment in Real Estate 250. Preliminary interview by real estate faculty. This course is for

students majoring in real estate. A particular area or problem beyond the scope of regularly offered courses is studied. Problems are analyzed, and projects are developed.

REAL ESTATE (RE) 255 (2)

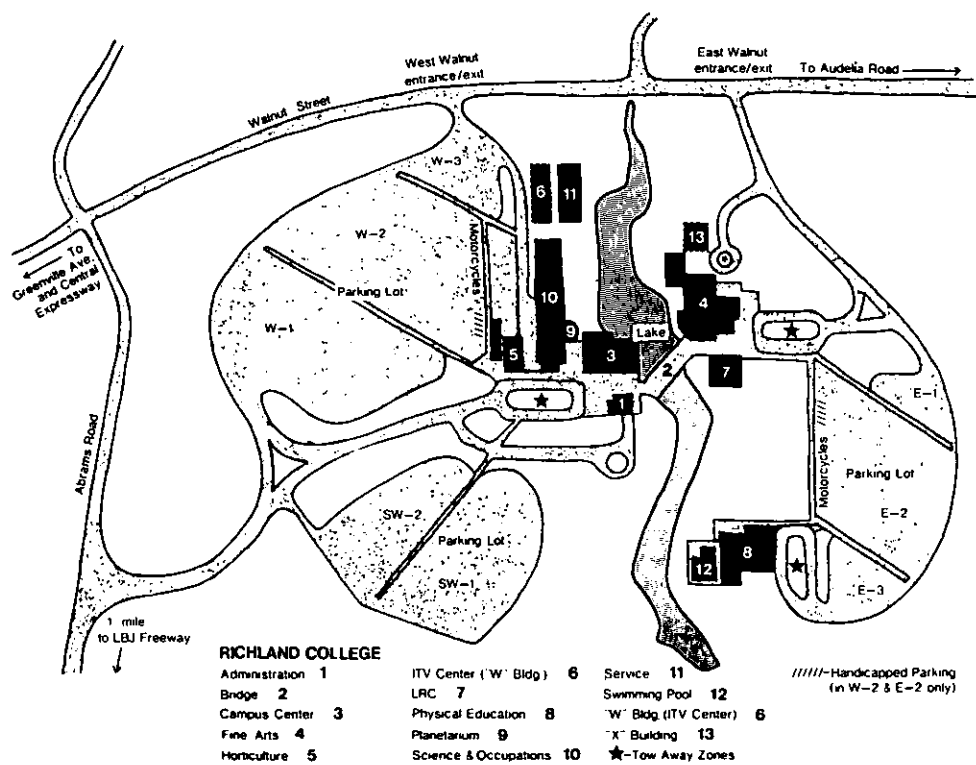
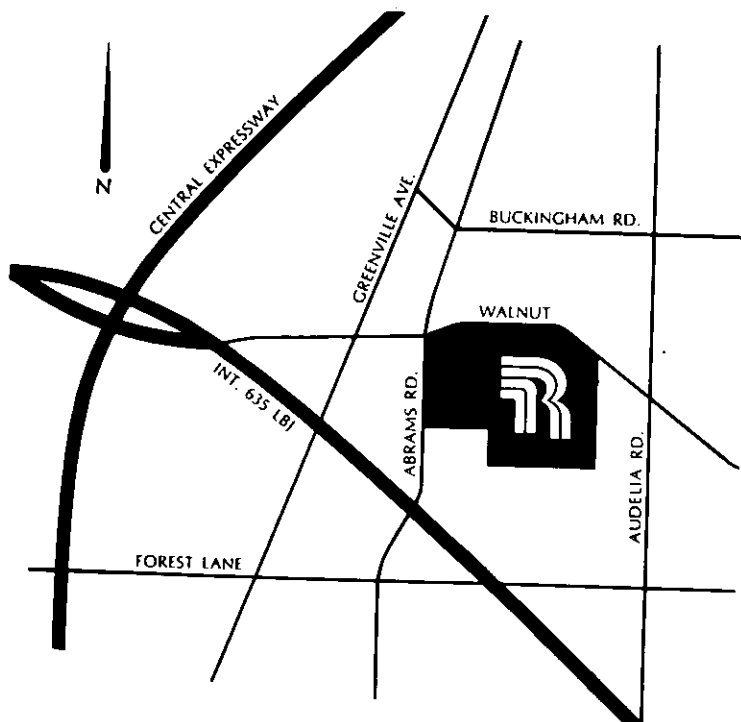
REAL ESTATE SEMINAR II (2 LEC.)

Prerequisites: Real Estate 130, 131 and 133 and concurrent enrollment in Real Estate 251. Preliminary interview by real estate faculty. Business strategy and the decision-making process are applied to trends in the real estate profession. Emphasis is on the use of the intern's course knowledge and work experiences.

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