



richland college catalog 1983~84

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### Children and Youth

Special Programs are designed each semester for young persons with more extensive programs occurring during the summer months. A variety of courses including Drawing, Theater, Decision Making, Math Review, Ice Skating, Chemistry, Computers, and Spanish are just a few of the offerings.

During the summer, Educational Day Camps are provided along with a special two-week camp for Talented and Gifted children. The programs are designed to capitalize on the unique resources and personnel at Richland College and meet the unmet educational needs of young persons in the area. These programs complement rather than compete with programs offered by public and private schools. For more information call 238-6005.

### ADULT RESOURCE CENTER

Richland College is aware of the large number of persons returning to school after being out of the academic arena for an extended period of time. In response to the unique needs of these students — as well as others in the community who are potential students — the Adult Resource Center was established in the spring of 1983. The center's focus is the integration of efforts in instruction, community service, student services and counseling in order to meet the needs of the returning student. These efforts include orientation counseling, staff development, programming and interaction with other community agencies as they relate to adult development.

### EVERYWOMAN PROGRAM

"Everywoman" is a vital part of the Adult Resource Center. Services, programs, and referrals are offered by the Everywoman staff. Programs are designed to meet the continuing education needs of the woman in today's society — whether she is a homemaker, mother, career woman, student, single, or married. Counseling for the displaced homemaker is also offered. For further information or appointments call 238-6034.

### 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, as well as in learning how to complete such class assignments as the writing of different types of papers. Tutors in most subjects are free to students for one hour per week per subject, on a first come, first serve basis. Students may elect to earn credit through CLS100 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. Although a referral or recommendation is not necessary, a student must make an appointment to receive assistance.





## PERFORMANCE OPPORTUNITIES

**Instrumental Music Performance** opportunities are available for non-music majors in the Symphonic Band, Jazz Band, Brass Ensemble and String Ensemble. For more information, contact the Humanities Division Office, M132 or phone 238-6250.

**Choral Music Performance** opportunities are available for non-music majors in the Select Choir, Madrigal Singers and General Chorus through auditions with the choral director. For more information, contact the Humanities Division Office, M132 or phone 238-6250.

**Theatre Productions** The Richland Theatre department presents two productions per semester. For information, contact the Humanities Division Office, M132 or phone 238-6250.

## RICHLAND HONORS PROGRAM

The Richland Honors Program promotes academic excellence in students who are

intellectually gifted, academically well-prepared, highly motivated, unusually creative, or especially talented. Honors courses are offered across various areas of the curriculum with specific courses varying from semester to semester. Smaller classes, increased faculty-student interaction, and opportunities to work with distinguished visitors are a few of the many benefits of honors courses.

Students may participate in the Honors Program in either of two ways. First, the students may enroll in an honors course if they have the necessary background and if there is space available. Second, students may apply for acceptance into the Honors Scholar portion of the program. Honors Scholars must meet and maintain certain program requirements. They have the additional benefit of qualifying for renewable, merit tuition scholarships. For more information, contact Dr. Janet Elder, Coordinator, Honors Program, 238-6223.

## 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 Eikenburg 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.

## 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.

## 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.





## RICHLAND COLLEGE ADMINISTRATION

President .....	Stephen K. Mittelstet	238-6200
Vice President of Instruction .....	Jesse Jones	238-6193
Vice President of Student Development .....	Jean Sharon Griffith	238-6202
Vice President of Business Services .....	Lee Bacon	238-6205
Dean, Career and Continuing Education .....	Susan Muha	238-6193
Dean, Instructional Services .....	Tom McLaughlin	238-6193
Associate Dean, Learning Resources Center .....	Larry Kitchens	238-6151
Associate Dean, Evening & Weekend Programs .....	Ken Permenter	238-6140
Special Assistant to the President .....	Luke Barber	239-6208
Director of Admissions / Registrar .....	Dana Goodrich	238-6100
Director of Adult Resource Center .....	Katharine Bryan	238-6331
Director of Campus Police .....	John MacMicken	238-6175
Director of Counseling .....	John Harwood	238-6112
Director of Continuing Education .....	Lesa Taylor	238-6005
Director of Financial Aid .....	Huan T. Luong	238-6188
Director of Physical Plant .....	Wes Hayes	238-6170
Director of Public Information .....	Valenda Archer	238-6194

### DIVISION CHAIRPERSONS

Business .....	David Chamberlin	238-6210
Communications .....	Mary Osentowski	238-6220
Developmental Studies .....		238-6230
Humanities .....	George Massingale	238-6250
Math/Science .....	Ray Canham	238-6248
P.E./Nursing .....	Louis Stone (Lead Instructor)	238-6260
Social Science .....	Steve Ellis	238-6290
Technology .....	Jackie Claunch	238-6191

## RICHLAND FACULTY AND STAFF

Acrea, Patricia .....	Secretarial Science
Texas Christian Univ., B.S.C.; North Texas State Univ., M.B.E.	
Aguren, Carolyn .....	Counselor
Univ. of Texas, Austin, B.S.; Southern Methodist Univ., M.A.; North Texas State Univ., Ed.D.	
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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
Indiana Univ., P. A., M.A.	
Anders, Sue Stallings .....	Assistant Director of Community Service
Univ. of Texas, B.A.	
Archer, Valenda K. ....	Director of Public Information
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Barber, Luke .....	Assistant to the President
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.	
Beck, Larry A. ....	Mid-Management/General Business
Drake Univ., B.S.; North Texas State Univ., M.B.E.	
Bell, David .....	Business
Stephen F. Austin State Univ., B.B.A., M.B.A.	
Bell, Michael C. ....	Biology
East Texas State Univ., B.S., M.S.	
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East Texas State Univ., B.A., M.A., Ed.D.	
Blackburn, Jo. ....	Chemistry
Newcomb College, B.S.; Tulane Univ., M.S.	
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Texas Tech Univ., B.S., Univ. of Texas, Dallas, M.A.T.	
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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.	
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Univ. of California, Los Angeles, B.S.; Brigham Young Univ., Ph.D.	
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North Texas State Univ., B.A., M.A. Southern Methodist Univ., M.S., Ph.D.	
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Canham, Raymond P.	Chairperson, Div. of Math/Science
Univ. of London, B.Sc., Univ. of Alberta, Ph.D.	
Carter, Perry	Educational Paraprofessional
Stephen F. Austin State Univ., B.S., M.Ed.	
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Texas Tech Univ., B.A.; Univ. of Southern California, M.B.A.; Univ. of Southern Mississippi, M.S., Ph.D.	
Chapman, Sidney	Philosophy
Roberts Wesleyan College, B.A., Michigan State Univ., M.A., Ph.D.	
Christopherson, Craig W.	General Business
Drake Univ., B.S., Southern Methodist Univ., M.B.A.; Texas, C.P.A.	
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Howard Payne Univ., B.S.; East Texas State Univ., M.Ed.; Texas A & M Univ., S.O.A.R.S.	
Cimarolli, Mary L.	English
Texas Woman's Univ. B.S.; East Texas State Univ., M.A., Ed.D.	
Cirigliana, Mary 'Hatz'	Art
Texas Woman's Univ., B.S., M.A.	
Claunch, Jackie L.	Chairperson; Div. of Technology
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East Texas State Univ., B.S., M.S.	
Cooper, Ray E.	Engineering Technology
Univ. of Texas, Austin, B.S., Ph.D.	
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North Texas Agricultural College, A.A.; Southern Methodist Univ., B.S., M.A.	
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North Texas State Univ., B.S., M.B.A.	
Davis, Roger Guion	History
Union College, B.A.; George Washington Univ., M.A., Ph.D.	
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Ouachita Baptist Univ., B.A.; Memphis State Univ., M.A.	
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Southern Methodist Univ., B.S.; North Texas State Univ., M.S.	
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Wiley College, B.A.; North Texas State Univ., M.Ed.	
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Saint Francis College, B.A., M.S.	
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Colorado State Univ., B.A.; Univ. of Colorado, M.A.	

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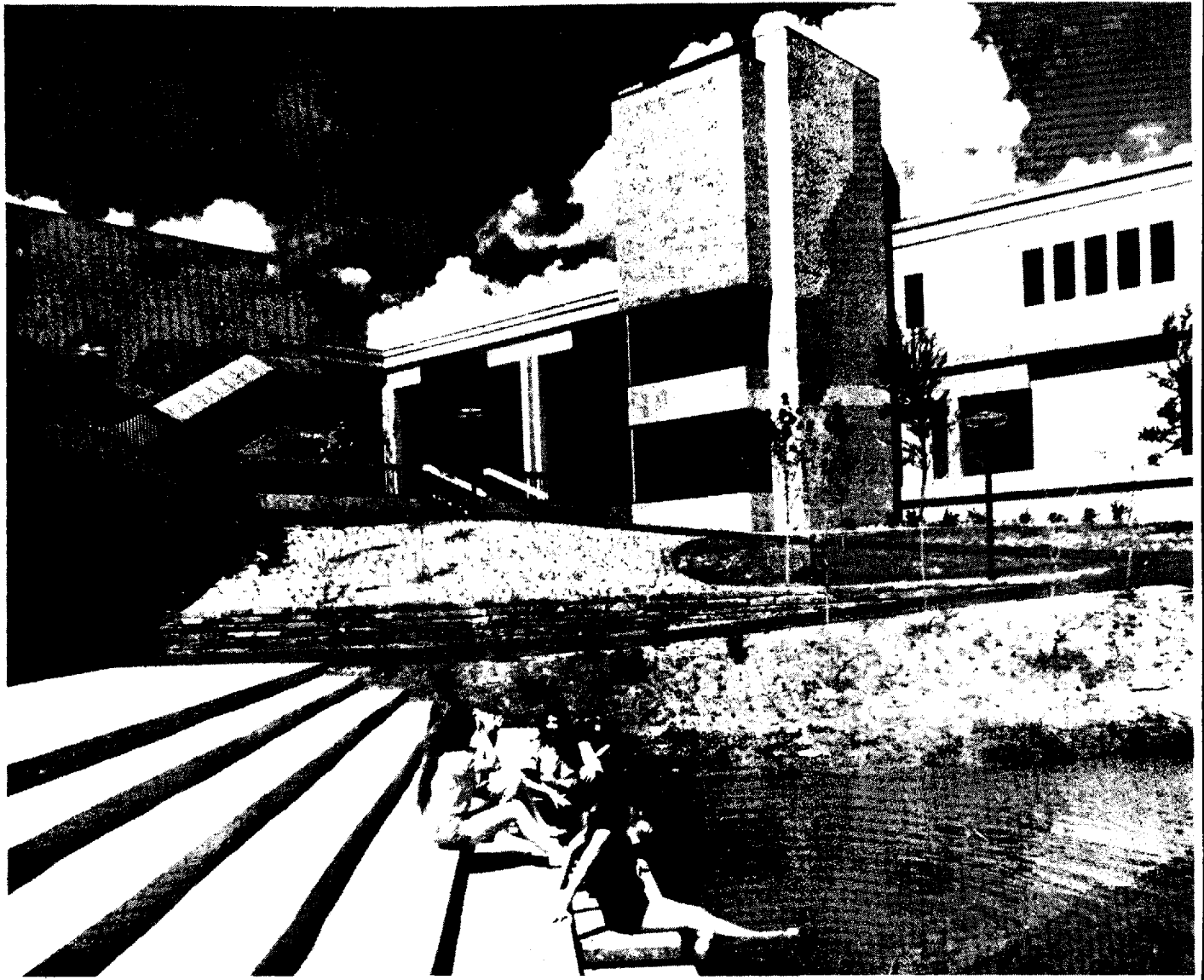
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Millsap, Franklin	Horticulture
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Southern Methodist Univ., B.A.; Univ. of Florida, M.Ed.	
Penner, Gary R.	Mathematics
Nebraska State Teacher's College, B.S.; Univ. of Illinois, M.A.	
Pepper, La Vada	Sociology
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Perkins, Dan G.	Psychology
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Peteet, Joanne	Mathematics
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North Texas State Univ., B.S., M.S.	
Rager, Ernest F.	Humanities
North Texas State Univ., B.M.; Univ. of Illinois, M.S.	
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Rittenhouse, Jerri D.	Government
Northwestern State College, B.A.; Oklahoma State Univ., M.S.	
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Univ. of Tulsa, B.S.; Illinois Institute of Technology, Ph.D.	
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Sheffield, Charles	Theatre Design
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Casper College, A.B.S.; Texas Christian Univ.; B.B.A., M.B.A.	
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Florida State Univ., B.A., M.A.; Univ. of Texas, Austin, Ph.D.	
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Queens College, C.U.N.Y., B.A.; Univ. of Wisconsin, M.A.	
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Stanco, Joe	Instructional Development
Univ. of Dallas, B.A.; Univ. of Texas, Austin, M.A.	
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State Univ. of New York, Buffalo, B.S.; Texas Tech Univ., M.S.	
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Southwestern State Univ., B.S.; Oklahoma State Univ., M.S. Texas A.M. Univ., S.D.A.R.S.	
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Stupp, William E.	English
Pennsylvania State Univ., B.A., M.A.	
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Turney, Sandra P.	Theatre
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Verett, Gary D.	History/Psychology
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Walker, Glen D.	Engineering Technology
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Wallace, Jerry D.	Music
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Warwick, Noreen M.	Political Science
El Centro College, A.A.; Southern Methodist Univ., B.A., M.A.	
Watson & Warren	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.	
Williams, John O.	Astronomy
Centenary College, B.A.; Univ. of Texas, Austin, M.A.	
Wingo, Peggy Dent	Data Processing
Oklahoma Univ., B.S., Southern Methodist Univ., M.A.S.	
Wood, Hugh G.	Western Civics/U.S. History
Western State College, B.A.; Univ. of Colorado, M.A., Ph.D.	
Yates, Kathryn	Government
Midwestern State Univ., B.A., M.A.	
Zamorano, E. Hector	Counselor
Texas Christian Univ., B.A., M.A.	



## 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. 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 17 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 requires certain assessment procedures for use in course placement prior to admission to a certificate or degree program, 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 or those who have earned a General Education Diploma (G.E.D.), who are 18 years of age or older, and whose high school class has graduated.

- Graduates of an unaccredited high school who are 18 years of age or older.

- Persons who do not hold a high school diploma or G.E.D. (but who are 18 years of age or older and whose high school class has graduated) may be admitted by giving evidence of an ability to profit from college instruction. Such admission will be on a probationary basis.

- High school seniors 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 advisor 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),
- supply official transcripts for all previous academic work with a minimum "C" average.

Contact the Admissions Office for 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:

- An official application, available from the Admissions Office.
- 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.

- 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 (Tex. ED. Code 2.09). 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 the course schedule 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:* \$45 for one hour per week (maximum) for one course, \$25 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:* A fee will be charged for each examination.\*\*

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

\*\*This fee can change without prior notice.

### 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:

#### **DROPS- Dropping a**

course or courses, but remaining in at least one credit hour-

Fall and spring: During first 12 college class days - 100%.

Afterwards none.

Summer sessions: During the first 4 college class days - 100%. Afterwards none.

#### **WITHDRAWALS- Dropping all courses, no credit hours remaining-**

Fall and Spring: Prior to the first college class day - 100%  
During the first 5 college class days - 80%

During the 6th-10th college class days - 70%

During the 11th-15th college class days - 50%

During the 16th-20th college class days - 25%

After the 20th day of classes - none

Summer sessions: Prior to the first college class day - 100%

During the first 3 college class days - 80%

During the 4th-6th college class days - 50%

After the 6th college class day - none

#### **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 is returned by a bank for any reason, including stop payment, the college business office may submit the check to the Justice of the Peace for appropriate legal action and collection. The Vice President of Student Services may also implement disciplinary procedures.

#### **ADVISEMENT PROCEDURES**

Individual assessment of skill levels is an important part of student success in college. Therefore, the District has provided an assessment process available through the assessment centers at each of the District colleges. Information gained from assessment is used to advise students in the selection of courses which can provide the best possible opportunity for academic success. All students are required to go through an assessment process and should schedule it prior to initial registration. Developmental studies are available for students who need skill development in reading, writing, or math. Test data, transcripts, previous work, and advisement 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.

#### **NON-CREDIT STUDENT (AUDIT)**

A person who meets the admission requirements of the District may, with the consent of the division chairperson and instructor, enroll in a credit course as a non-credit student. A non-credit student may attend class, but may not receive a final grade or credit for a course. An instructor may give an examination if he determines the examination is an essential component of the learning process. The fee in a credit course is the same for a non-credit student as for a credit student.

#### **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.

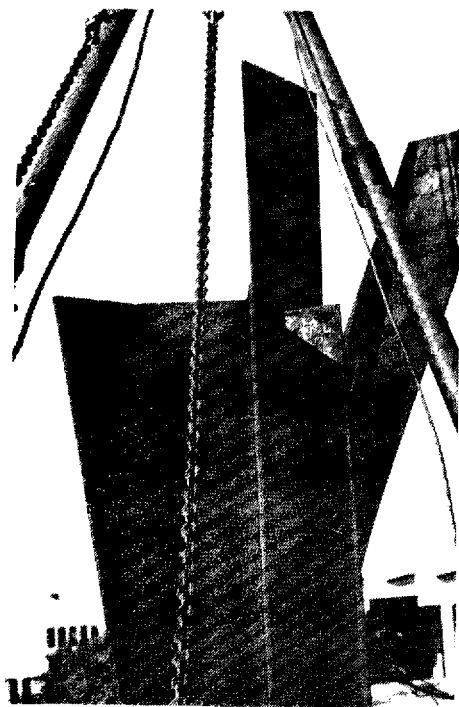
#### **DROPPING A COURSE OR WITHDRAWING FROM COLLEGE**

To drop a class or withdraw from the College, students must obtain a drop or withdrawal form and follow the from the counseling center 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 must be awarded by the college which offers the program in which the student majored. If two or more schools offer the program, the student is granted the degree where the majority of the hours were taken. 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 will substitute Music 101-102 for this requirement.)
- 12 credit hours of History 101-102 and Government 201-202. No substitutions are allowed. Only 3 credit hours of history and 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 Theater 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.



Within five years of initial enrollment a student may graduate according to the catalog requirements in effect at the time of first enrollment or any subsequent catalog provided the requisite courses are still being offered. If a student fails to complete within five years all requirements of the catalog in effect at the time of initial enrollment, then the student may be required to graduate under a later catalog at the discretion of the institution.

#### 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. 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 by the instructor. After this time, it is the responsibility of the student to withdraw from the course. A student, however, may be dropped from the class roll prior to the published withdrawal deadline notice for lack of attendance at the discretion of the instructor.

If an instructor drops a student, 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."

## 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
F	Failing	0 points
I	Incomplete	Not Computed
WX	Progress; re-enrollment required	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.

If a student believes an error has been made in determining a course grade, the instructor or appropriate division office should be contacted as soon as possible. Requests for grade changes will not be considered later than two years following the last day of the semester for which the grade was assigned.

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 regular 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.

Students who do not complete course requirements may receive a "WX" grade when the instructor determines that reasonable progress has been made and when the student can re-enroll for course completion prior to the certification date in the next regular semester. If the student re-enrolls and completes the course requirements, the "WX" remains for the first enrollment; a performance grade is given for the second

enrollment. If the student does not re-enroll, the "WX" is converted to a performance grade.

## 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.

## 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 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 the immediately following semester or summer session without special permission. 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 the procedure for waiving scholastic deficiency should so state in writing to the Registrar prior to

registration and should inform a counselor of such intentions 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.

#### **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.

#### **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 District 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.

Counseling and the Testing Center have a list of courses available through this method. The examination may be one of the Subject Exams of the College Level Examination Program (CLEP), or an instructor-made Credit-By-Exam (CBE)

fee for each 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 may not be earned through credit by examination except as approved by the Vice President of Instruction.

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.

(CLEP exam does not meet this requirement.)

### **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 often 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 and on cable, 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 the faculty. 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 learn skills useful in everyday living to promote their personal growth. Much of success and satisfaction in life is dependent on good interpersonal communication skills, making healthy adjustments to our changing society, and pursuing a satisfying career. The Human Development curriculum gives the student an opportunity to attain and practice skills in these important areas.

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 PROGRAMS AND RESOURCES

The Student Development Office plans and presents programs and activities for the general campus population. Programs often are coordinated with the various instructional division 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.

### COUNSELING AND ADVISEMENT 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 SERVICES

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

- 1) Psychological tests of character, vocational interests, and aptitudes (based on counselor recommendations).
- 2) Academic tests for college instructional programs. Many courses are individualized and self-paced, permitting students to be tested when needed.
- 3) Assessment tests for appropriate class placement. These tests are strongly recommended to insure student success.
- 4) Tests for selected national programs.
- 5) Correspondence examinations.

### 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.

## 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.

## 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.

## 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. The Financial Aid Needs Analysis Forms take 8 to 10 weeks to process. 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 and deadlines for applying. Some of the colleges have established priority deadlines for state grants and scholarships.

## SELECTIVE SERVICE

Students who are born after December 31, 1959, and who are required under the Military Selective Service Act to register for draft, are requested to file a statement of compliance and provide a copy of the registration acknowledgement letter for Selective Service to the Financial Aid Office. Female students must also file the statement of compliance. Failure to comply constitutes ineligibility to receive any grants, loans, or work assistance under Title IV of the Higher Education Act of 1965.

## TELEVISION COURSES

For financial aid purposes, T.V. courses are considered to be the same as correspondence courses by the Federal Government.

Enrollment in T.V. courses may affect your financial aid award, therefore, please contact your financial aid office if you intend to enroll in any of these classes.

## PELL GRANT

The PELL 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 PELL Grant. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for PELL Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the PELL Grant Program are available in the Financial Aid Office and in the counseling offices of most high schools. The application process takes approximately 8 to 10 weeks to process. In response to the PELL Grant application, a Student Aid Report (SAR) will be mailed directly to the student. The student should immediately review the SAR to make sure it is correct and bring it to the Financial Aid Office. The exact amount of the PELL Grant award will depend upon the aid index on the SAR 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 each semester. Students must apply each year.

## SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The SEOG is a Federal program to help pre-baccalaureate students with eligibility based solely on need. The

amount of a SEOG award depends on the individual student's needs, the total number of applicants, and funds available. 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 the 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 for credit and some non-credit courses. Students must apply each year for the TPEG.



### **TEXAS PUBLIC EDUCATIONAL — STATE STUDENT INCENTIVE GRANT (TPE-SSIG)**

The TPE-SSIG is a state program. To qualify, students must enroll for at least 6 credit hours per semester, make satisfactory progress toward their educational goal, be a Texas resident, and have financial need. Grants are awarded by eligibility on a first-come, first-served basis. Student must apply each year for the TPE-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. New students must have applied for and been denied a Texas Guaranteed Student Loan before applying for this loan.

Repayment begins six 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 9% a year (adjusted).

Repayment begins six 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 the minimum payment of \$50 a month is required. The interest rate is 9% a year (adjusted).

### **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 educational goal. Students will generally work 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 will generally work 20 hours per week.





### **SOCIAL SECURITY ADMINISTRATION**

The Social Security Administration has offered benefits to students who met its criteria. However, most students who are not currently receiving Social Security Educational Benefits will not be eligible in Fall, 1982, because of a phase out of this program as part of the Omnibus Budget Reconciliation Act. Students need to contact the regional Social Security Administration Office regarding eligibility. The Admissions Office on campus acts as liaison between students and the Social Security Administration after eligibility has been established.

### **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 for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information, contact Texas Rehabilitation Commission, 13612 Midway, Suite 530, Dallas, Texas 75234.

### **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 some fees waived.

To be eligible, students must have been residents of Texas at the time they entered the service, have an honorable discharge, must now be residents of Texas, and be ineligible for Federal Financial Aid. Applications are available at the Financial Aid Office and will take a minimum of eight weeks to process. To apply, students must submit a Hazlewood Act applications, a copy of their discharge papers and a Student Aid Report stating ineligibility to the Financial Aid Office.

### **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. For a detailed description of the requirements, contact the Financial Aid Office.

#### *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 or course load requirement is not met once, a warning notice is mailed to the student. Transfer students entering the District on probations are considered to be in this category.
- b. If the 2.0 GPA or course load requirement is not made 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 or course load 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 Service. 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. Normally, a loan would not exceed tuition, fees, and books, but check with the Financial Aid Office for further details. 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 AND PROGRAMS

The Placement Office is available to help students find part or full-time off-campus career employment. In addition to listing immediate employment opportunities through the computerized job bank CAPERS, the Placement Office staff teaches students to develop their own job prospects, write resumes, prepare for job interviews, evaluate employment opportunities, and make job/career transitions. In addition, resources on job search strategies, resume writing, job keeping and information concerning occupations and companies are available in the Placement office to help students with job and career exploration. The Placement office is open both day and evenings.

#### TUITION SCHEDULE FOR SUMMER SESSIONS

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

#### DALLAS COUNTY COMMUNITY COLLEGE DISTRICT TUITION AND STUDENT SERVICES FEE\*

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	\$ 41	\$ 1	\$ 42
2	25	2	27	42	2	44	82	2	84
3	25	3	28	63	3	66	123	3	126
4	32	4	36	84	4	88	164	4	168
5	40	5	45	105	5	110	205	5	210
6	48	6	54	126	6	132	246	6	252
7	56	7	63	147	7	154	287	7	294
8	64	8	72	168	8	176	328	8	336
9	72	9	81	189	9	198	369	9	378
10	80	10	90	210	10	220	410	10	420
11	86	10	96	216	10	226	451	10	461
12	92	10	102	222	10	232	492	10	502
13	98	10	108	228	10	238	533	10	543
14	104	10	114	234	10	244	574	10	584
15	110	10	120	240	10	250	615	10	625
16	116	10	126	246	10	256	656	10	666
17	122	10	132	252	10	262	697	10	707
18	128	10	138	258	10	268	738	10	748
19	134	10	144	264	10	274	779	10	789
20	140	10	150	270	10	280	820	10	830

The following definitions are brief guidelines only; please discuss any questions regarding proper tuition classification with Admissions Office personnel.

A Dallas County resident is one who (1) resides in Dallas County and (2) qualifies as an in-state resident. Texas law defines an in-state resident as an individual "who is employed full-time in Texas for the 12-month period preceding registration." The Dallas County Community College District Board of Trustees has waived the difference in tuition between the out-of-state or out-of-district rates and Dallas County rates for a person and his/her dependents who owns real estate, business or personal, within Dallas County. For information on documents necessary to prove such ownership or dependency, consult the Admissions Office. Classification as a state resident or qualification for a waiver of out-of-state fees applies only to U.S. citizens or permanent resident aliens.

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 or (2) a student who is less than eighteen (18) years of age whose parents live in a Texas county other than Dallas County. In either case, state residency requirements must be fulfilled (see above).

An out-of-state student is one who has come to Texas from out-of-state within the 12-month period prior to registration. Anyone who enrolls as an out-of-state student is presumed to remain out-of-state as long as the residence of the individual in Texas is for the purpose of attending school. An individual who would have been classified as a resident for the first five of the six years immediately preceding registration but who resided in another state for all or part of the year immediately preceding registration shall be classified as a resident student.

A foreign national on any other than a permanent resident visa must pay out-of-country tuition and fees.

\*The tuition schedule above is subject to change without notice by action of the District Board of Trustees or the State of Texas.

## RECIPROCAL TUITION AGREEMENT

### 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

Advertising Art  
Animal Medical Technology  
Apparel Design  
Aviation Technology  
Air Cargo  
Air Traffic Control  
Aircraft Dispatcher  
Airline Marketing  
Career Pilot  
Fixed Base Operations  
Avionics  
Automotive Parts  
Automotive Machinist  
Building Trades

#### Campus

BHC  
CVC  
ECC  
MVC

Carpentry  
Electrical  
Commercial Design & Advertising  
Commercial Music  
Construction Management  
Diesel Mechanics  
Distribution Technology  
Engineering Technology  
Food Service Operations  
Graphic Communications  
Horology  
Hotel/Motel Operations  
Human Services  
Interior Design  
Motorcycle Mechanics  
Optical Technology  
Outboard Marine  
Engine Mechanics  
Pattern Design  
Purchasing Management  
Retail Management  
Solar Energy Technology  
Vocational Nursing

EFC, NLC  
BHC, CVC  
NLC  
ECC

### TCJC PROGRAMS

The following programs offered by Tarrant County Junior College may be taken by Dallas County residents at in-county tuition rates:

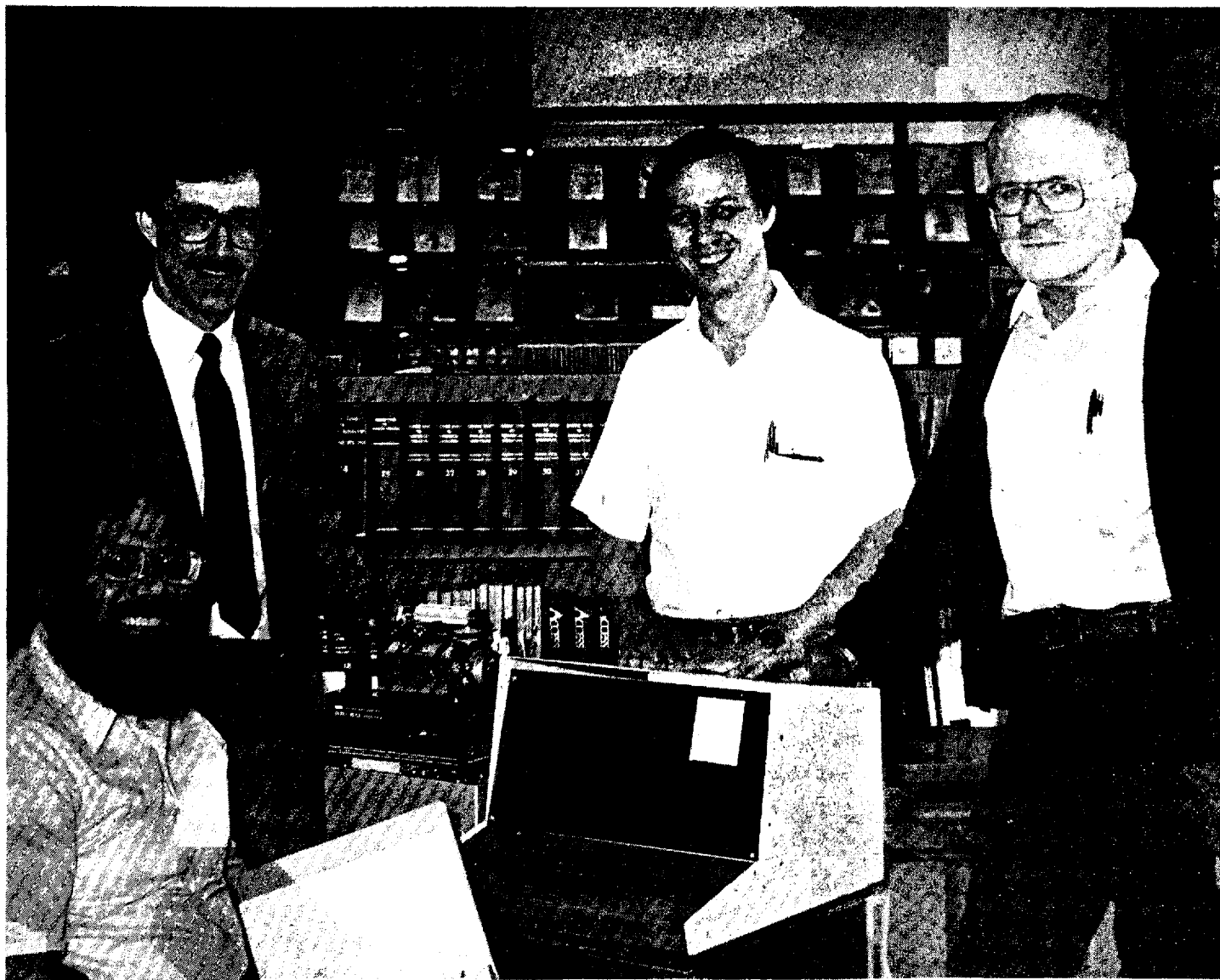
#### Program

Agribusiness  
Cast Metals Technology  
Civil/Construction Technology  
Dental Hygiene  
Emergency Medical Technology  
Industrial Supervision  
Long Term  
Health Care Administration  
Media Technology  
Medical Records Technology  
Nondestructive  
Evaluation Technology  
Physical Therapist Assistant  
Property Tax Appraisal  
Radio-TV Repair

#### Campus\*

NW  
NE  
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\*NE — Northeast Campus, NW — Northwest Campus, S — South Campus.





# VII. DALLAS COUNTY COMMUNITY COLLEGE DISTRICT STUDENT RIGHTS AND RESPONSIBILITIES

## SYNOPSIS:

1. General Provisions
  - a. Preamble
  - b. Scope
  - c. Definitions
2. Acquaintance with Policies, Rules Regulations
3. Campus Regulations
  - a. Basic Standard
  - b. Enumerated Standards
    - (1) Student Identification
    - (2) Use of District Facilities
    - (3) Speech and Advocacy
    - (4) Disruptive Activities
    - (5) Alcoholic Beverages
    - (6) Drugs
    - (7) Gambling
    - (8) Hazing
    - (9) Academic Dishonesty
    - (10) Financial Transactions
    - (11) Other Offenses
4. Disciplinary Proceedings
  - a. Administrative Disposition
    - (1) Investigation
    - (2) Summons
    - (3) Disposition
  - b. Student Discipline Committee
    - (1) Composition; Organization
    - (2) Notice
    - (3) Preliminary Matters
    - (4) Procedure
    - (5) Evidence
    - (6) Record
  - c. Faculty-Student Board of Review
    - (1) Right to Appeal
    - (2) Board Composition
    - (3) Consideration of Appeal
    - (4) Petition for Administrative Review
5. Penalties
  - a. Authorized Disciplinary Penalties
  - b. Definition of Penalties
6. Parking and Traffic Regulations

## 1. General Provisions

### a. Preamble

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. The District's primary concern is the student. Each college attempts to provide an environment which views students in a wholistic manner encouraging and inviting them to learn and grow independently, stressing the process and the acquisition of skills. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn and of room for growth and development. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus and, indeed, in the larger community. Students must exercise these freedoms with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn and to grow is shared by all members of the college community. Dallas County Community College District has a duty to develop policies and procedures which provide and safeguard this liberty and this environment. The purpose of this statement is to enumerate the essential provisions for student freedom to learn and grow and the responsibilities which go with these liberties as established by the Dallas County Community College District Board of Trustees.

### 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. Acquaintance with Policies, Rules, Regulations

The Student Rights and Responsibilities statement is subject to change by action of the Board of Trustees. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College, copies of which shall be available to each student for review at the offices of the Vice President of Student Services and Student Development. The college will hold each student responsible for compliance with these policies, rules and regulations. The student is responsible for obtaining published materials to update the items in this statement. Students are also expected to comply with all federal, state and local laws. This principle extends to conduct off campus which is likely to have an adverse effect on the College or on the educational process.

## 3. Campus Regulations

### 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 and must be shown on request of a representative of the college. Students are required to be in possession of their I.D. cards at all times and are prohibited from loaning their I.D. cards to any other person for any reason. Likewise, it is prohibited to use any other card except the one issued by the college.

**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 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. These reasonable controls are exercised by college officials for 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 that 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 (following page).

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## Education Code Section 4.30 provides:

- (a) No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.
- (b) For the purposes of this section, disruptive activity means
  - (1) Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
  - (2) Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
  - (3) Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration;
  - (4) Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
  - (5) Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school
- (c) For the purposes of this section, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.
- (d) A person who violates any provisions of this section is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed \$200 or by confinement in jail for not less than 10 days nor more than 6 months, or both.
- (e) Any person who is convicted the third time of violating this section shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.
- (f) Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas.

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- (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) **Drugs:** Each college of the Dallas County Community College District specifically forbids the illegal possession, use, sale or purchase of drugs, narcotics, or hallucinogens on or off campus.
- (7) **Gambling:** State law expressly forbids gambling of any kind on state property.
- (8) **Hazing:** Each college of the Dallas County 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:
- Any activities 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).
  - Activities which are by nature indecent, degrading, or morally offensive.
  - 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 activities as escape from reasonable control, regulation, and decency. From the institution's point of view, the responsibility for the control of hazing activities, if engaged in by an organization, rests in the elected and responsible officials of the group, as individuals, and in the group as a whole, since it sets and approves the policy to be followed in these matters. It is accordingly recommended that all groups be informed that both their officers and the group as a whole, 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.

#### (9) Academic Dishonesty

- The Vice President of Student Services may initiate disciplinary proceedings against a student accused of academic dishonesty.
- "Academic dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion.
- "Cheating on a test" includes:
  - Copying from another student's test paper;
  - Using, during a test, materials not authorized by the person giving the test;
  - Collaborating with another student during a test without authority;
  - Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test
  - Substituting for another student, or permitting another student to substitute for one's self, to take a test; and
  - Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work on one's written work offered for credit.
- "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.

#### (10) Financial Transactions with the College

- No student may refuse to pay or fail to pay debt he owes to the college.
- No student may give the college a check, draft or order with intent to defraud the college.
- A student's failure to pay the college the amount due on a check, draft, or order, on or before the fifth class 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.
- The Vice President of Student Services may initiate disciplinary proceedings against a student who has allegedly violated the provisions of this section.

#### (11) Other Offenses

- The Vice President of Student Services may initiate disciplinary proceedings against a student who:
  - 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;

- Damages, defaces or destroys college property or property of a member of the college community or campus visitor;
- Knowingly gives false information in response to requests from the college;
- Engages in hazing, as defined by state law and college regulations;
- Forges, alters or misuses college documents, records or I.D. cards;
- Violates college policies or regulations concerning parking, registration of student organizations, use of college facilities, or the time, place and manner of public expression;
- Fails to comply with directions of college officials acting in the performance of their duties;
- 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;
- Illegally possesses, uses, sells, or purchases drugs, narcotics, hallucinogens, or alcoholic beverages on or off campus;
- Commits any act which is classified as an indictable offense under either state or federal law

#### 4. Disciplinary Proceedings

##### a. Administrative Disposition

###### (1) Investigation, Conference and Complaint

- 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:
  - Dismiss the allegations as unfounded, either before or after conferring with the student; or
  - Proceed administratively and impose disciplinary action; or
  - Prepare a complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.
- 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.
- No person shall search a student's personal possessions for the purpose of enforcing this code unless the individual's prior permission has been obtained. Searches by law enforcement officers of such possessions shall be only as authorized by law.

###### (2) Summons

- A 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.
- 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.
- 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 as stated below in the sections of **Disposition and Penalties**.

###### (3) Disposition

- 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.
- A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to a hearing, 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 of appeal.
- 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.
- The Vice President of Student Services may impose disciplinary action as follows:

- For minor violations, any action authorized by this code in the section on **Penalties** (from 1-8, i.e. Admonition through Suspension of eligibility).
- For major violations, any action authorized by this code in the section on **Penalties** (from 1-11, i.e. Admonition through Expulsion).

#### b. Student Discipline Committee

##### (1) Composition; Organization

- 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 sixth working day following administrative disposition. The Committee shall be composed of **equal numbers of students, administrators and faculty** of the college. The committee shall be appointed by the President for each hearing on a rotating basis or on a basis of availability.
- The Student Discipline Committee shall elect a Chairman from the 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.
- 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.
- 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

- 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.
- 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.
- 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.
- 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:
  - To a private hearing;
  - 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);
  - To have his parents or legal guardian present at the hearing;
  - To know the identity of each witness who will testify against him;
  - 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;
  - To cross-examine each witness who testifies against him;
  - 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;
  - To appeal to the Faculty-Student Board of Review, subject to the limitations established by the **Faculty-Student Board of Review** section.
- 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 upon request by one of the students-in-interest, separate hearings may be held.
- (b) At least three (3) class days before the hearing date, the student concerned shall furnish the Committee Chairman with:
  - (i) The name of each witness he wants summoned and a description of all documentary and other evidence possessed by the college which he wants produced.
  - (ii) An objection that, if sustained by the Chairman of the Student Discipline Committee, would prevent the hearing.
  - (iii) The name of legal counsel, if any, who appear with him;
  - (iv) A request for a separate hearing, if any, and the grounds for such a request.
- (c) When the hearing is set under waiver of notice or for other good cause determined by the Committee Chairman, the student concerned is entitled to furnish the information described in paragraph (b) hereof at any time before the hearing begins.

**(4) Procedure**

- (a) The hearing shall be informal and the Chairman shall provide reasonable opportunities for witnesses to be heard. The college may be represented by staff members of the Vice President of Student Services' office, legal counsel and other persons designated by the President. The hearing shall be open to the public so long as space is available, but may include the following persons on the invitation of the student:
  - (i) Representatives of the College Council;
  - (ii) A staff member of the College newspaper;
  - (iii) Representatives of the Faculty Association;
  - (iv) Student's legal counsel; and
  - (v) Members of the student's immediate family.
- (b) The Committee shall proceed generally as follows during the hearing:
  - (i) The Vice President of Student Services shall read the complaint.
  - (ii) The Vice President of Student Services shall inform the student of his rights, as stated in the notice of hearing.
  - (iii) The Vice President of Student Services shall present the College's case;
  - (iv) The student may present his defense;
  - (v) The Vice President of Student Services and the student may present rebuttal evidence and argument;
  - (vi) The Committee will vote the issue of whether or not there has been a violation of Board policy, college regulation or administrative rule; if the Committee finds the student has violated a Board policy, college regulation or administrative rule, the Committee will determine an appropriate penalty.
  - (vii) The Committee shall inform the student of the decision and penalty, if any.
  - (viii) The Committee shall state in writing each finding of a violation of Board policy, college regulation or administrative rule, and the penalty determined. Each committee member concurring in the finding and penalty shall sign the statement. The Committee may include in the statement its reasons for the finding and penalty.

**(5) Evidence**

- (a) Legal rules of evidence shall not apply to hearings before the Student Discipline Committee, and the Committee may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable men in the conduct of their affairs. The Committee shall exclude irrelevant, immaterial and unduly repetitious evidence. The Committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling and Guidance Center, or the Office of the Vice President of Student Services where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.
- (b) The Committee shall presume a student innocent of the alleged violation until it is convinced by clear and convincing evidence that the student violated a Board policy, college regulation or administrative rule.
- (c) All evidence shall be offered to the Committee during the hearing and made a part of the hearing record. Documentary evidence may be admitted in the form of copies of extracts, or by incorporation by reference. Real evidence may

be photographed or described.

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

**(6) Record**

- (a) The hearing record shall include: a copy of the notice of hearing; all documentary and other evidence offered or admitted in evidence, written motions, pleas, and any other materials considered by the Committee; and the Committee's decisions.
- (b) If notice of appeal is timely given as hereinafter provided, the Vice President of Student Services, at the direction of the Committee Chairman, shall send the record to the Board of Review, with a copy to the student appellant on or before the tenth class day after the notice of appeal is given.

**b Faculty-Student Board of Review****(1) Right to Appeal**

- (a) In those cases in which the disciplinary penalty imposed was as prescribed in the section on **Penalties**, (6) Restitution through (11) Expulsion, the student may appeal the decision of the Student Discipline Committee, or the decision of the President in an interim action to the Faculty-Student Board of Review. Disciplinary actions taken under the section on **Penalties**, (1) Admonition through (5) Bar against readmission, 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 the section on **Disciplinary Disposition** which authorizes the President to take immediate interim disciplinary action.

**(2) Board Composition**

- (a) The President shall appoint Boards of Review to hear appeals under this code. Each such Board shall have three faculty representatives and two students appointed by the President in alphabetical rotation from available members of the Review Panel.
- (b) The Review Panel shall have twenty-five (25) members, selected as follows:
  - (i) Fifteen (15) representatives from the faculty, recommended by the President of the Faculty Association and appointed by the President of the college for three-year staggered terms.
  - (ii) Ten (10) students shall be appointed by the President of the college for one-year terms. Student members must have an overall 2.0 average on all college work attempted at the time of the nomination and must not have a discipline case pending.
- (c) The President shall instruct the Board of Review members on student disciplinary policies, rules, and hearing procedures as soon as practicable after the members are appointed.

**(3) Consideration of Appeal**

- (a) The Board of Review shall consider each appeal on the record of the Student Discipline Committee and for good cause shown, original evidence and newly discovered evidence may be presented.
- (b) Upon timely appeal, the President shall select a Board of Review as aforesaid and shall notify the student appellant and the Vice President of Student Services in writing of the time, date, and place of the hearing as determined by the President.
- (c) The President will designate one of the members of the Board of Review to serve as chairman.
- (d) Appellate hearings will follow the procedure prescribed in 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, 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.
  - (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.

**5 Penalties**

- a. **Authorized Disciplinary Penalties:** The Vice President of Student Services, the Student Discipline Committee, or the Faculty-Student Board of Review 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 above.

- (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 of degree" is imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.
- (5) "Bar against readmission" is imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.
- (6) "Restitution" is reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- (7) "Disciplinary suspension" may be either or both of the following:
  - (a) "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.
  - (b) "Suspension of eligibility for official athletic and non-athletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students will be placed on disciplinary suspension for engaging in activities such as the following: having intoxicating beverages in any college facility; destroying state property or

student's personal property; giving false information in response to requests from the college; instigating a disturbance or riot; stealing; possession, use, sale or purchase of illegal drugs on or off campus; any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required, and conviction of any act which is classified as a misdemeanor or felony under state or federal law.

- (8) "Denial of Degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.
- (9) "Suspension from the College" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons, and from registering, either for credit or for non-credit, for scholastic work at or through the college.
- (10) "Expulsion" is permanent severance from the college. This policy shall apply uniformly to all of the colleges of the Dallas County Community College District.

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

## 6. Parking and Traffic

### (a) Reserved Parking Areas

These reserved areas are designated by signs; all other parking areas are open and are non-reserved

- (1) Handicapped persons, College visitors
- (2) Motorcycles

### (b) Tow Away Areas

- (1) Handicapped persons area
- (2) Fire Lanes
- (3) Parking or driving on campus in areas other than those designated for vehicular traffic
- (4) Parking in "No Parking" zone
- (5) Parking on courtyards

### (c) General Information

- (1) College parking areas are regulated by state, municipal and campus statutes. College campus officers are commissioned to cite violators.
- (2) All vehicles which park on the campus of the College must bear a parking decal emblem. The parking decal may be secured from the College Security Division or during fall and spring registration periods. No fee is charged for the decal.
- (3) Placement of decal emblem:
  - (a) Cars: Lower left corner of rear bumper.
  - (b) Motorcycles, Motor Bikes, etc., Gas tank
- (4) Campus Speed Limits\*
  - (a) 10 M.P.H. in parking areas
  - (b) 20 M.P.H. elsewhere on campus.

\*Unless otherwise posted.
- (5) All handicapped parking must be authorized and handicapped decal displayed on vehicle prior to parking in handicapped reserved areas.

### (d) Campus Parking and Driving Regulations

- (1) The Colleges, acting by and through their Board of Trustees are authorized by state law to promulgate, adopt and enforce campus parking and driving regulations. Campus officers are commissioned police officers, and as such, all traffic and criminal violations are within their jurisdiction.
- (2) The College has authority for the issuance and use of suitable vehicle identification insignia as permits to park and drive on campus. Permits may be suspended for the violation of campus parking and driving regulations.
- (3) The College campus officers have the authority to issue the traffic tickets and summons of type now used by the Texas Highway Patrol. It is the general policy to issue these tickets for violations by visitors and persons holding no College permit. These tickets are returnable to the Justice of Peace Court in which the college is located. Furthermore the campus officers are authorized to issue campus citations which are returnable to the Department of Safety and Security at the Business Office.
- (4) Under the direction of the College President, the Department of Safety and Security shall post proper traffic and parking signs.
- (5) Each student shall file an application for a parking permit with the Security Office upon forms prescribed by the College.
- (6) These traffic regulations apply not only to automobiles but to motor bikes, motorcycles and ordinary bicycles

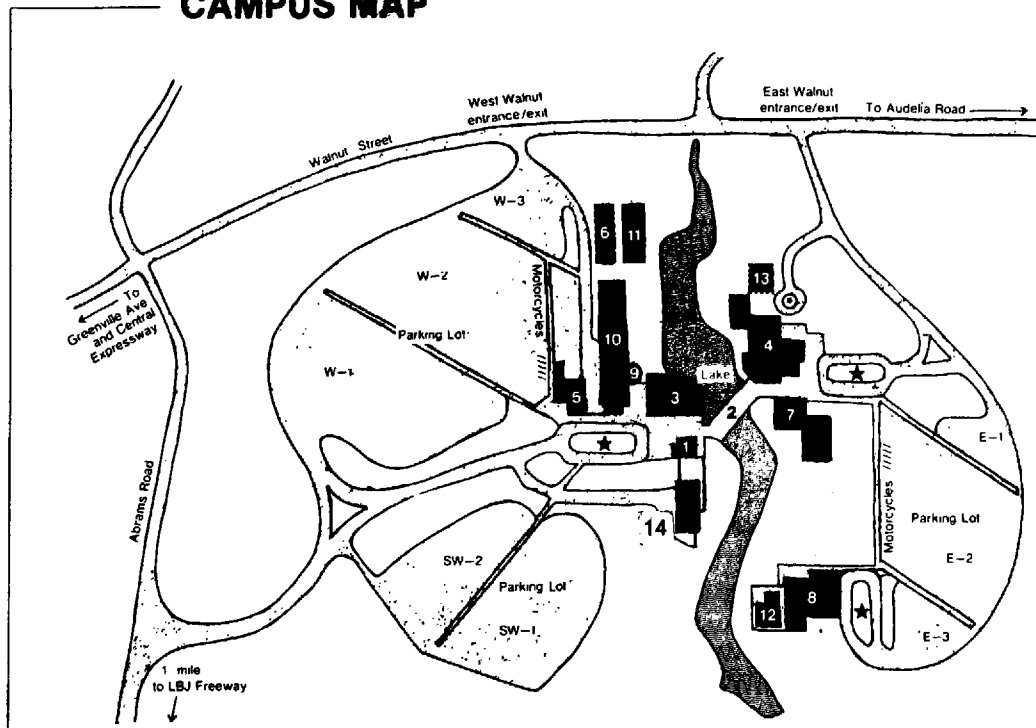
### (e) Procedures

- (1) All motor vehicles must be parked in the parking lots between the parking lines. Parking in all other areas, such as campus drives, curb areas, courtyards, and loading zones, will be cited.
- (2) Citations may be issued for:
  - (a) Speeding (the campus speed limit is 20 M.P.H. except where posted)
  - (b) Reckless driving
  - (c) Double parking
  - (d) Driving wrong way in one-way lane
  - (e) Parking in "No Parking" lane
  - (f) Improper parking (parts of car outside the limits of a parking space)
  - (g) Parking in wrong area (for example, handicapped or "No Parking" areas)
  - (h) Parking trailers or boats on campus
  - (i) Parking or driving on campus in areas other than those designated for vehicular traffic
  - (j) Violations of all state statutes regulating vehicular traffic.
  - (k) Failure to display parking permit
  - (l) Collision with another vehicle or any sign or immovable object
- (3) A citation is notice that a student's parking permit has been suspended. The service charge to reinstate the parking and driving permit must be paid at the Business Office. Failure to pay the service charge will result in the impoundment of a vehicle that is parked on campus and whose decal has been suspended



- (4) A person who receives a campus citation shall have the right within ten days to appeal in writing to the Vice President of Business, accompanied by whatever reason the person feels that the citation should not have been issued.
- (5) If it becomes necessary to remove an improperly parked vehicle, an independent wrecker operator may be called. The owner of the vehicle will be charged the wrecker fee in addition to the service charge for reinstatement of driving and parking privileges.
- (6) Visitors to campus are also required to follow College regulations.
- (7) The service charge for reinstatement of the parking and driving permit will be \$5.00 per citation.
- (8) Four citations per car during an academic year will result in permanent suspension of parking and driving permit for the balance of that academic year. A new total commences on August 1 of each year.
- (9) The College is not responsible for the theft of vehicles on campus or their contents

## CAMPUS MAP



### Richland College

Administration	1
Bridge	2
Campus Center	3
Fine Arts	4
Horticulture	5
Data Processing	6
LRC/Business	7
Physical Education	8
Planetarium	9
Science	10
Service	11
Swimming Pool	12
Classrooms	13
Administration	13
Brazos Gallery	14
Assessment	14
Business Office	14
Handicapped Parking	15

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT ADMINISTRATORS



## DALLAS COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

*Top from Left: Don Buchholz, Chairman; Bob Beard, Vice Chairman; Jerry Gilmore; Pattie T. Powell. Bottom from left: Trammell Crow; J.D. Hall; Bob Bettis; R. Jan LeCroy, Chancellor.*

## DALLAS COUNTY COMMUNITY COLLEGE DISTRICT ADMINISTRATORS

Chancellor .....	R. Jan LeCroy
Vice Chancellor of Business Affairs .....	Ted B. Hughes
Vice Chancellor of Educational Affairs .....	Terry O'Banion
Assistant Chancellor of Planning and Development Affairs .....	Bill Tucker
Associate Vice Chancellor of Educational Affairs .....	Ruth Shaw
Assistant to the Chancellor .....	Jackie Caswell
Director of Development .....	Carole Shlipak
Legal Counsel .....	Robert Young
Special Assistant to the Chancellor .....	Lehman Marks
Director of Business Services .....	Robb Dean
Director of Educational Resources .....	Rodger Pool
Director of Computer Services .....	Jim Hill
Director of Community & Student Programs .....	Richard McCrary
Director of Facilities Management .....	Edward Bogard
Director of Personnel Services and Development .....	Barbara K. Barnes
Director of Planning, Research and Evaluation .....	Colin Shaw
Director of Public Information .....	Claudia Robinson
Director of Purchasing .....	Mavis Williams
Director of Resource Development .....	Bonny Franke
Director of Technical Services .....	Paul Dumont



## 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.



**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) 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)

**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.

**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.)

This course (cross-listed as History 110) is taught in two parts each

semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 110 or Anthropology 110 but may receive credit for only one of the two.

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

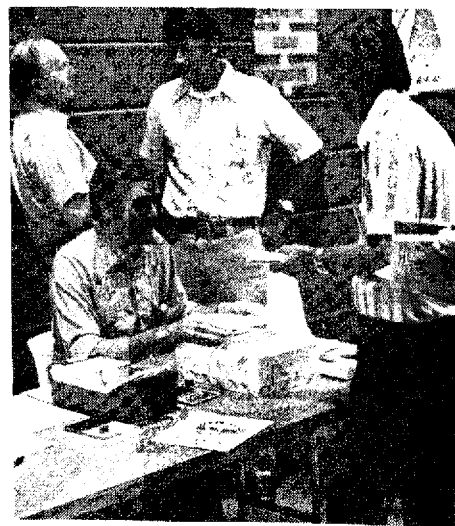
Prerequisite: Anthropology 101 or consent of instructor. This course is a multicultural approach to the study of modern Texas. Emphasis is on African, Anglo and Hispanic cultures. Field experiences and interviews are interspersed with lecture to provide opportunities for personal contact with various 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) 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) 199 (1)**

ART SEMINAR (1 LEC.)

Area artists, 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. This course may be repeated for credit.

**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) 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) 222 (3)**

PRINTMAKING II (2 LEC., 4 LAB.)

Prerequisite: Art 220. This course is a continuation of Printmaking I. 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.

**BIOLOGY (BIO) 101 (4)**

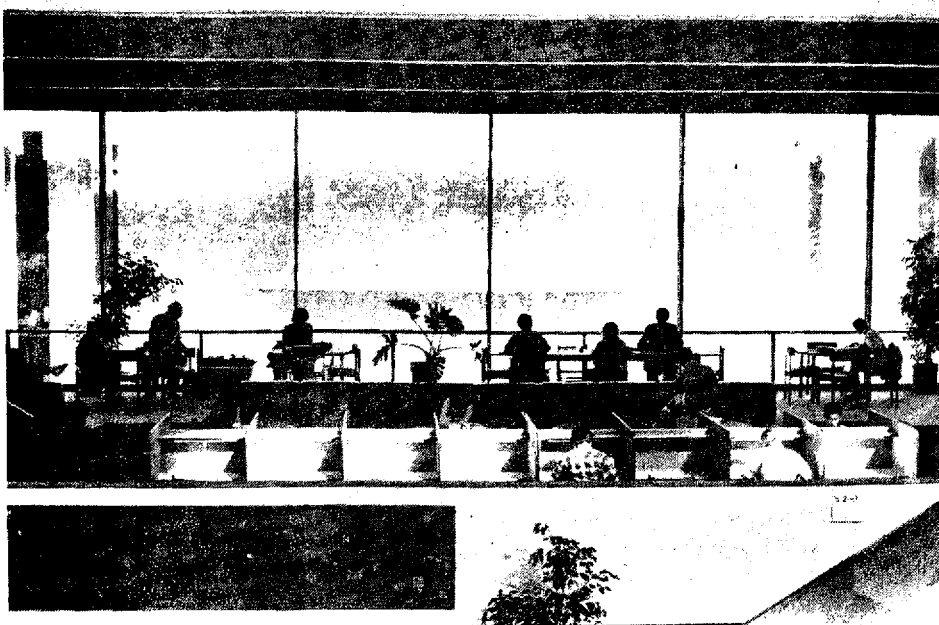
GENERAL BIOLOGY (3 LEC., 3 LAB.)

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) 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.)

Prerequisites: Biology 102 or Biology 121 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: Eight hours of biological science or the consent of the division chairperson. Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit.

**BIOLOGY (BIO) 221 (4)**  
ANATOMY AND PHYSIOLOGY I (3 LEC., 3 LAB.)

Prerequisite: Biology 102 or the consent of the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function,

and the interrelationships of the human 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 circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems. Emphasis is placed on the interrelationships of these systems. 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.)  
Prerequisites: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry, Chemistry 115, or 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)**  
CHEMICAL SCIENCES (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)**  
CHEMICAL SCIENCES (3 LEC., 3 LAB.)  
Prerequisite: Chemistry 115 or the consent of the instructor. 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.



**CHINESE (CHI) 101 (4)**  
BEGINNING CHINESE I (3 LEC., 2 LAB.)  
This course is a beginning course in Chinese. Oral practice, elementary reading, and grammar will be stressed. Laboratory fee.

**CHINESE (CHI) 102 (4)**  
BEGINNING CHINESE II (3 LEC., 2 LAB.)  
Prerequisite: Chinese 101 or the equivalent. This course continues the oral practice, elementary reading, and grammar studies begun in Chinese 101. Laboratory fee.

**CHINESE (CHI) 201 (3)**  
INTERMEDIATE CHINESE I (3 LEC.)  
Prerequisite: Chinese 102 or the equivalent. Reading, cultural background, conversation, and composition are stressed in this course.

**CHINESE (CHI) 202 (3)**  
INTERMEDIATE CHINESE II (3 LEC.)  
Prerequisite: Chinese 201 or the equivalent. This course is a continuation of Chinese 201, with stress on reading, cultural background, conversation, and composition.

**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.

**COMPUTING SCIENCE (CS) 174 (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 towards a minor or major in computer science or other scientific field. It includes a study of algorithms and an introduction to a procedure-oriented language with general applications.

**COMPUTING SCIENCE (CS) 175 (3)**  
**INTRODUCTION TO COMPUTER SCIENCE (3 LEC.)**

This course is an introduction to the fundamentals of information processing machines. Topics include history of computers, vocabulary, cultural impact, development of basic algorithms, number systems, and applications of elementary programming logic made through the use of the BASIC programming language.

**COMPUTING SCIENCE (CS) 181 (3)**  
**INTRODUCTION TO FORTRAN PROGRAMMING (2 LEC., 2 LAB.)**

Prerequisites: Computing Science 174 or Computing Science 175 and Math 101 or the consent of the instructor based on equivalent experience. This course is an introduction to computing techniques using the FORTRAN language. Emphasis is on applications used to solve numeric problems in engineering, physical science, and mathematics. Laboratory fee.

**COMPUTING SCIENCE (CS) 182 (3)**  
**INTRODUCTION TO BASIC PROGRAMMING (2 LEC., 2 LAB.)**

Prerequisites: Computing Science 174 or Computing Science 175 or the consent of the instructor based on equivalent experience. An introduction to the BASIC programming language. Proficiency will be developed as the student codes and executes several BASIC programs using interactive computing equipment. Laboratory fee.

**COMPUTING SCIENCE (CS) 183 (3)**  
**INTRODUCTION TO PL/1 PROGRAMMING (2 LEC., 2 LAB.)**

Prerequisites: Computing Science 174 or Computing Science 175 or the consent of the instructor based on equivalent experience. Study of PL/1 language with numeric and non-numeric applications. Computing techniques will be developed in such areas as program design, basic aspects of string processing, recursion, internal search/sort methods, and simple data structures. Laboratory fee.

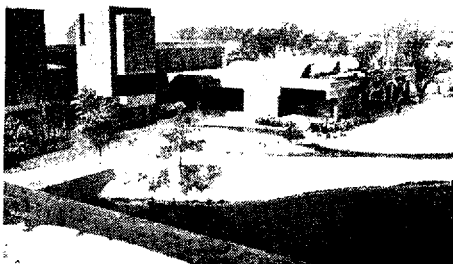
**COMPUTING SCIENCE (CS) 184 (3)**

INTRODUCTION TO COBOL PROGRAMMING (2 LEC., 2 LAB.)

Prerequisites: Computing Science 174 or Computing Science 175 or the consent of the instructor based on equivalent experience. An introduction to the COBOL programming language. Topics will include algorithmic processes, problem solving methods, programming style, flow charts, and various files processing techniques. Emphasis is on the language, its flexibility and power rather than on applications. Laboratory fee.

**COMPUTING SCIENCE (CS) 185 (3)**  
**INTRODUCTION TO PASCAL PROGRAMMING (2 LEC., 2 LAB.)**

Prerequisites: Computing Science 174 or Computing Science 175 and Math 101 or the consent of the instructor based on equivalent experience. This course is an introduction to Pascal. Topics will include problem solving and structured programming techniques introduced through examples from applications such as text processing, numerical computing, and simulation, together with programming assignments. Laboratory fee.

**COMPUTING SCIENCE (CS) 186 (3)**  
**INTRODUCTION TO ASSEMBLY LANGUAGE (2 LEC., 2 LAB.)**

Prerequisites: Computing Science 174 or Computing Science 175 and six semester hours of computer programming or the consent of the instructor based on equivalent experience. This course is an introduction to assembly language programming. Topics will include machine representation of data and instructions, logical input/output control systems, subroutine and addressing concepts, and presentation of selected macro instructions. Laboratory fee.

**COMPUTING SCIENCE (CS) 250 (3)**  
**CONTEMPORARY TOPICS IN COMPUTER SCIENCE (3 LEC.)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of

current interest are studied. Topics may include introduction to micro/mini computer systems, programming languages, or other advanced data processing concepts such as CICS. May be repeated when topics vary.

**COMPUTING SCIENCE (CS) 251 (4)**  
**SPECIAL TOPICS IN COMPUTER SCIENCE (3 LEC., 3 LAB.)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer science and data processing are studied. Such topics may include advanced programming language concepts in BASIC, RPG II and RPG III, and PASCAL, or advanced data entry concepts. May be repeated when topics vary. Laboratory fee.

**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, magni-

tude, 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 Manage-

ment 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 interrelationships 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.

**DANCE (DAN) 116 (1)**  
REHEARSAL AND PERFORMANCE (4 LAB.)

This course supplements beginning dance techniques classes. Basic concepts of approaching work on the concert stage - stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit.

**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) 200 (1)**  
REHEARSAL AND PERFORMANCE (4 LAB.)

Prerequisite: Dance 116 or the consent of the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 116 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit.



**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: Demonstrated ability in at least one technique and the consent of the instructor. This course is designed to give the dancer individual coaching in one or more dance techniques with special attention to the correction of individual problems. This course may be repeated for credit. Laboratory fee.

**DATA PROCESSING (DP) 129 (4)**

DATA ENTRY CONCEPTS (2 LEC., 5 LAB.)

Prerequisite: Office Careers 172 or one year of typing in high school or equivalent. This course provides skills using buffered display equipment. Emphasis is on speed and accuracy. Topics include performing the basic functions record formatting with protected and variable fields, and using a variety of source documents. Program control, multiple programs, and program chaining are also covered. Laboratory fee.

**DATA PROCESSING (DP) 133 (4)**

BEGINNING PROGRAMMING (3 LEC., 4 LAB.)

Prerequisites: Computing Science 175 or the consent of the instructor. Concurrent enrollment in Data Processing 138 is advised. This course introduces programming skills using the COBOL language. Skills in problem analysis, flowcharting, coding, testing, and documentation are developed. Laboratory fee.

**DATA PROCESSING (DP) 136 (4)**

INTERMEDIATE PROGRAMMING (3 LEC., 4 LAB.)

Prerequisites: Data Processing 133 and Data Processing 138 or the consent of the instructor. Study of COBOL language continues. Included are levels of totals, group printing concepts, table build and search techniques, ISAM disk concepts,

matching record, and file maintenance concepts using disk. Laboratory fee.

**DATA PROCESSING (DP) 137 (3)**

DATA PROCESSING MATHEMATICS (3 LEC.)

Prerequisites: One year of high school algebra or Developmental Math 091 or the consent of the instructor. This course introduces the principles of computer computation. Topics include the number system, fundamental processes, number bases, and the application of mathematics to typical business problems and procedures.

**DATA PROCESSING (DP) 138 (3)**

SYSTEMS ANALYSIS AND DATA PROCESSING LOGIC (3 LEC.)

Prerequisite: Computing Science 175 or the consent of the instructor. Concurrent enrollment in Data Processing 133 is advised. This course presents basic logic needed for problem solving with the computer. Topics include flowcharting standards, techniques for basic logic operations, table search and build techniques, types of report printing, conditional tests, multiple record types, and sequential file maintenance. System flowcharting is introduced.

**DATA PROCESSING (DP) 139 (3)**

TECHNICIAN (2 LEC., 4 LAB.)

Prerequisite: Credit or concurrent enrollment in Computing Science 175 or the consent of the instructor. The interrelationships among computer systems, hardware, software, and personnel are covered. The role of personnel in computer operations, data entry, scheduling, data control, and librarian functions is included. Other topics include the importance of job documentations, standards manuals, and error logs. The relationship between operating procedures and the operating system is described. Job control language and system commands are also stressed. The flow of data between the user and the data processing department, and the relationship between operations and the other functional areas within the data processing department are covered. Laboratory fee.

**DATA PROCESSING (DP) 142 (3)**

RPG PROGRAMMING (2 LEC., 2 LAB.)

Prerequisite: Data Processing 133 or the consent of the instructor. This course introduces programming skills using the RPG II language. Emphasis is on language techniques and not on operation and functioning of the equipment. Programming problems emphasize card images and disk

processing, and will include basic listings with levels of totals, multiscard records, exception reporting, look ahead feature, and multifile processing. Laboratory fee.

**DATA PROCESSING (DP) 231 (4)**

ADVANCED PROGRAMMING (3 LEC., 4 LAB.)

Prerequisite: Data Processing 136 or the consent of the instructor. This course focuses on basic concepts and instructions in Assembler language, using the standard instruction set emphasizing the decimal features, with a brief introduction to fixed point operations using registers. Selected macro instructions, table handling, editing printed output, and reading memory dumps are included. Laboratory fee.

**DATA PROCESSING (DP) 232 (4)**

APPLIED SYSTEMS (3 LEC., 4 LAB.)

Prerequisite: Data Processing 136 or the consent of the instructor. This course introduces and develops skills to analyze existing systems and to design new systems. Emphasis is on a case study involving all facets of system design from the original source of data to final reports. Flowcharts and documentation are included.

**DATA PROCESSING (DP) 233 (4)**

OPERATING SYSTEMS AND COMMUNICATIONS (3 LEC., 4 LAB.)

Prerequisite: Data Processing 133 or the consent of the instructor. Concepts and technical knowledge of an operating system, JCL, and utilities are presented. The internal functions of an operating system are analyzed. Training is given in the use of JCL and utilities. The emphasis of the operating system depends on the computer system used. Laboratory fee.

**DATA PROCESSING (DP) 234 (4)**

ADVANCED ASSEMBLY LANGUAGE CODING (3 LEC., 3 LAB.)

Prerequisite: Data Processing 231. The development of programming skills using the assembly language instruction set is covered. Topics include indexing, indexed sequential file organization, table search methods, data and bit manipulation techniques, code translation, advanced problem analysis, and debugging techniques. Floating point operations are introduced. Laboratory fee.

**DATA PROCESSING (DP) 236 (4)**  
**ADVANCED COBOL TECHNIQUES (3 LEC., 4 LAB.)**

Prerequisites: Data Processing 133 and Data Processing 136 or the consent of the instructor. This course provides advanced programming techniques using structured programming with the COBOL language. Random and sequential updating of disk files, table handling, report writer, the internal sort verb, and calling and copying techniques are emphasized. Laboratory fee.

**DATA PROCESSING (DP) 240 (4)**  
**TELECOMMUNICATIONS I (3 LEC., 4 LAB.)**

Prerequisite: A minimum of two semesters of a high level language and credit in Data Processing 138 or the consent of the instructor. Telecommunications concepts are introduced. Topics include configuration of a teleprocessing network on a third generation computer, vocabulary, modems, terminal configuration, polling simulation, and common carrier characteristics. An existing telecommunications system and a student conceived national data system are investigated, analyzed, and designed. Laboratory fee.

**DATA PROCESSING (DP) 241 (4)**  
**TELECOMMUNICATIONS II (3 LEC., 3 LAB.)**  
 Prerequisite: Data Processing 240 or the consent of the instructor. This course is a continuation of Data Processing 240. Topics include basic telecommunications programming, terminal configurations, line configurations, synchronous transmission, asynchronous transmission, and polling techniques at the central unit. Laboratory fee.

**DATA PROCESSING (DP) 244 (3)**  
**BASIC PROGRAMMING (2 LEC., 2 LAB.)**  
 Prerequisite: Computing Science 175 or the consent of the instructor. This course covers the fundamentals of the BASIC programming language. Students gain proficiency by writing and debugging programs using interactive microcomputers. Laboratory fee.

**DATA PROCESSING (DP) 246 (4)**  
**DATA BASE SYSTEMS (3 LEC., 4 LAB.)**  
 Prerequisites: Data Processing 136 or the consent of the instructor. This course is an introduction to applications program development in database environment with emphasis on loading, modifying, and querying a database using a high-level language. Discussion and application of data structures; indexed and direct file organizations; storage devices, data

analysis, design, and implementation; and data administration are included. Laboratory fee.

**DATA PROCESSING (DP) 701, 711, 801, 811 (1)**  
 (See Cooperative Work Experience)

**DATA PROCESSING (DP) 702, 712, 802, 812 (2)**  
 (See Cooperative Work Experience)

**DATA PROCESSING (DP) 703, 713, 803, 813 (3)**  
 (See Cooperative Work Experience)

**DATA PROCESSING (DP) 704, 714, 804, 814 (4)**  
 (See Cooperative Work Experience)

**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 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) 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 Mathe-

tics 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.

**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.

**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.)

**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.

**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) 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) 134 (3)**

INTRODUCTION TO MEDIA (2 LEC., 2 LAB.)

Basic skills for preparing graphic and projected educational materials are developed. The operation of selected audiovisual equipment is also included. ECC, MVC, RLC ONLY

**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) 245 DIVERSIFIED (1 LEC)**

This course provides for specialized study by the Educational Paraprofessional. Possible areas of 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) 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 education, 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) 249 (3)**

THE EXCEPTIONAL CHILD (3 LEC.)

This course is designed as a comprehensive survey of the field of exceptionality with emphasis on the educational, sociological, and psychological effects of handicapping conditions on children.

**EDUCATIONAL****PARAPROFESSIONAL (EP) 803, 813 (3)**

(See Cooperative Work Experience)

**EDUCATIONAL****PARAPROFESSIONAL (EP) 804, 814 (4)**

(See Cooperative Work Experience)

**ELECTRO-MECHANICAL TECHNOLOGY (EMT) 228 (4)**

AMPLIFIER AND ANALOG CONTROL CIRCUITS (3 LEC., 3 LAB.)

Prerequisite: Electronics Technology 193. This course treats analog circuits including conventional amplifiers and operational amplifiers. The use of these circuits in controls.

sensing, and testing is stressed. The laboratory emphasis is on application and characteristics of these circuits as applied to electromechanical controls. Reliance on preassembled or commercially available circuits is emphasized especially semiconductor and integrated circuits. Laboratory fee.

### **ELECTRO-MECHANICAL TECHNOLOGY (EMT) 232 (4)**

APPLIED MECHANICS (3 LEC., 3 LAB)

**Prerequisite:** Mathematics 196 or **equivalent** The theory and applications of mechanics are presented. Basic static and dynamic concepts are included. Topics include forces, vectors, equilibrium, moments, friction, moment of inertia, rectilinear and angular motion, work, energy and power. The construction, testing and analysis of linkage and drive elements in laboratory supports lecture material on related topics.

### **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)**

ELECTROMAGNETIC AND DIGITAL MACHINE CONTROL (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 MICROPROCESSOR CONTROL (3 LEC., 3 LAB.)

**Prerequisite:** Electro-Mechanical Technology 242. 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.

### **ELECTRO-MECHANICAL TECHNOLOGY (EMT) 242 (4)**

DIGITAL CONTROL CIRCUITS (3 LEC., 3 LAB.)

**Prerequisite:** Electronics Technology 193 or **equivalent** This course covers number systems used in computer systems. Alphanumeric and interchange codes are included. Binary arithmetic, including octal, hexadecimal and BCD, is covered with logic functions and Boolean algebra presented at a conceptual level. Logic gates, flip-flops, registers, encoders, decoders, counters, timing circuits. ALU's and memory units are included. Lecture material is supported by laboratory work. Laboratory fee.



### **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.

### **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)**

TECHNICAL PROGRAMMING (3 LEC., 3 LAB.)

Prerequisite: Mathematics 195 or the consent of the instructor. This course introduces the engineering technician to the world of technology. Skills are developed using hand calculators and computers to solve engineering problems. Basic computer programming techniques are introduced in the microcomputer laboratory using high-level languages such as BASIC. Laboratory fee.

**ENGINEERING TECHNOLOGY (EGT) 240 (3)**

ELECTRONIC 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) 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 124. 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 works, 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) 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. 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) 201 (3)**

ENGINEERING MECHANICS II (3 LEC.)

Prerequisites: Engineering 107 and credit or concurrent enrollment in Mathematics 225. 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 225. 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 or concurrent enrollment in Mathematics 225. 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) 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 oscillo-

scope, 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.

**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.

**ENGLISH**

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

**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 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) 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.

**FINANCIAL MANAGEMENT (FM)**

**104 (3)**  
MONEY AND FINANCIAL INSTITUTIONS  
(3 LEC.)

Prerequisite: Economics 201. Basic economic principles related to money are presented. Emphasis is on the practical application of the economics of money to the financial institution. Topics are related to the nature and functions of money. Investments, loans, earnings, and capital are also covered. The Federal Reserve System, The Treasury Department, and the changing international monetary system are included.

**FINANCIAL MANAGEMENT (FM)**  
**105 (3)**  
COMPARATIVE FINANCIAL INSTITUTIONS  
(3 LEC.)

This course is a study of the historical development, organizational structure, internal operation, regulatory agencies, and other distinct characteristics of the Banking Industry, Credit Union Financial System Network, Savings and Loan Industry, and other Credit and Financial Institutions. A comparative analysis is presented of the similarities and differences in the philosophy, target market, and customer services within these financial industries.

**FINANCIAL MANAGEMENT (FM)**

**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.

**FINANCIAL MANAGEMENT (FM)**

**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.



**FINANCIAL MANAGEMENT (FM)****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.

**FINANCIAL MANAGEMENT (FM)****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.

**FINANCIAL MANAGEMENT (FM)****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.

**FINANCIAL MANAGEMENT (FM)****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.

**FINANCIAL MANAGEMENT (FM)****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.

**FINANCIAL MANAGEMENT (FM)****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.

**FINANCIAL MANAGEMENT (FM)****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 pass-books is presented. The concepts of attachments, perfection, priority,

default and foreclosure are also included.

**FINANCIAL MANAGEMENT (FM)****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.

**FINANCIAL MANAGEMENT (FM)****127 (2)**  
TRUST FUNCTIONS AND SERVICES (2 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.

**FINANCIAL MANAGEMENT (FM)****129 (2)**  
CREDIT CARD BANKING (2 LEC.)

This course examines the operation of a bank charge plan. It briefly examines the marketing of credit cards.

**FINANCIAL MANAGEMENT (FM)****130 (2)**  
TELLER TRAINING (2 LEC.)

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.

**FINANCIAL MANAGEMENT (FM)****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.

**FINANCIAL MANAGEMENT (FM)****201 (3)**  
ADVANCED CREDIT ANALYSIS (3 LEC.)

Prerequisites: Accounting 201 and Financial Management 205. 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 trend in various industries.

**FINANCIAL MANAGEMENT (FM)****202 (3)**  
CREDIT LAW (3 LEC.)

Laws regarding credit are examined. Emphasis is on credit regulation and commercial and consumer laws in Texas.

**FINANCIAL MANAGEMENT (FM)****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.

**FINANCIAL MANAGEMENT (FM)****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.

**FINANCIAL MANAGEMENT (FM)****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.

**FINANCIAL MANAGEMENT (FM)****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.

**FINANCIAL MANAGEMENT (FM)****209 (2)**  
FEDERAL REGULATIONS OF BANKING  
(2 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.

**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.

**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.

**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) 201 (4)**INTRODUCTION TO ROCK AND MINERAL  
IDENTIFICATION (3 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.)

Prerequisites: Eight credit hours of geology or the consent of the instructor. Geological features, landforms, 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. This course may be repeated for credit.

**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.)

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, 19th century, and the social, economic, and political factors of recent world history.

**HISTORY (HST) 110 (3)**

THE HERITAGE OF MEXICO (3 LEC.)

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

Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 110 or Anthropology 110, but may receive credit for only one of the two.

**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)**

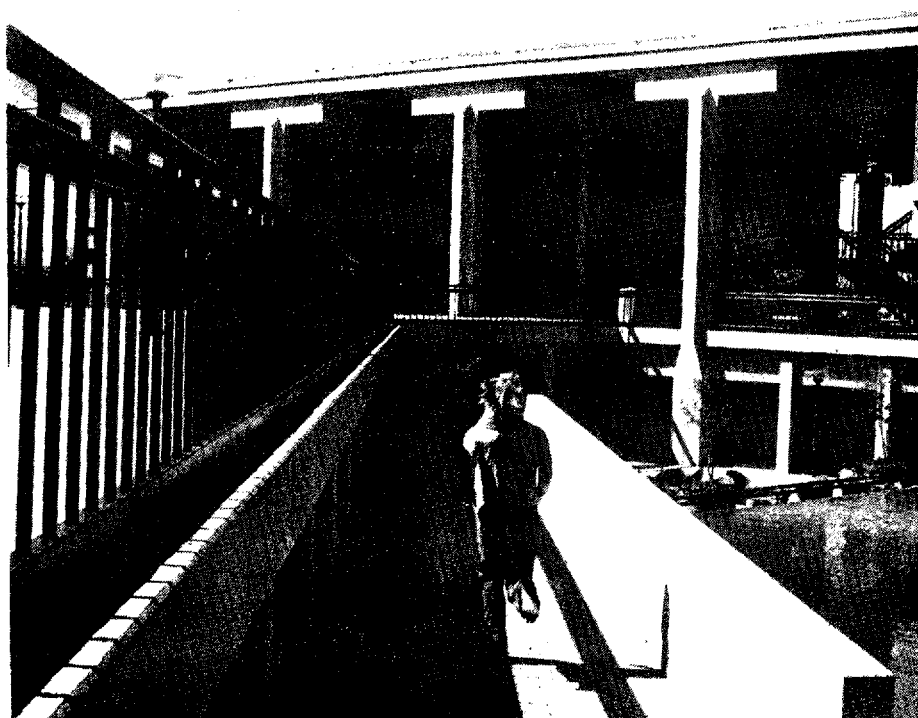
STUDIES IN U.S. HISTORY (3 LEC.)

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.

**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 TREES (1 LEC., 3 LAB.)

The identification and classification of landscape trees are studied. Characteristics and landscape uses are included. Laboratory fee.

### **HORTICULTURE TECHNOLOGY (HLN) 133 (2)**

LANDSCAPE SHRUBS, VINES, AND GROUND COVER (1 LEC., 3 LAB.)

The identification and classification of landscape shrubs, vines, and ground covers are studied. Characteristics and landscape uses are included. Laboratory fee.

### **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) 227 (4)**

GREENHOUSE HORTICULTURE (2 LEC., 6 LAB.)

Prerequisites: 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 installing, operating, and maintaining equipment for 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.)

Prerequisites: Horticulture Technology 235; Horticulture Technology 226 or 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)**

PROPAGATION OF WOODY ORNAMENTAL PLANTS (1 LEC., 3 LAB.)

Prerequisites: Horticulture

Technology 131 and Horticulture Technology 140. This course covers all phases of propagation of woody ornamental plants including cutting and seed propagation 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) 245 (4)**

PROBLEMS AND PRACTICES IN INDUSTRY (2 LEC., 6 LAB.)

Prerequisite: HLN 234, or HLN 236, or HLN 232, or concurrent enrollment. The student researches current regional problems and practices in industry, prepares reports and makes presentations. The student visits on-site with specialists, observes operations, studies problems, performs innovative procedures and participates in new production and marketing techniques. Laboratory fee.

### **HORTICULTURE TECHNOLOGY (HLN) 704 (4)**

(See Cooperative Work Experience)

### **HUMAN DEVELOPMENT (HD) 102 (1)**

SPECIAL TOPICS IN HUMAN DEVELOPMENT (1 LEC.)

This is a course intended to help the student succeed in college. Topics such as stress management, communications training for the handicapped, career exploration techniques, or educational concerns of adult students may be included. This course may be repeated during the same semester for a maximum of three credits



## **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.)

This course is designed to help the student increase self-awareness and to learn to relate more effectively to others. Students are made aware of their feelings, values, attitudes and behaviors. The course content focuses on developing communication skills such as assertiveness, verbal and non-verbal behavior, listening, and conflict resolution.

## **HUMAN DEVELOPMENT (HD) 106 (3)**

PERSONAL AND SOCIAL GROWTH (3 LEC.)

This course focuses on the interaction between the individual and society. Societal influences, adjustment to social change, personal roles, and problem-solving are stressed. Components of a healthy personality, alternative behaviors, and lifestyles that demonstrate a responsibility to self and society are studied.

## **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 communication 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.

## **HUMAN DEVELOPMENT (HD) 110 (1)**

ASSESSMENT OF PRIOR LEARNING (1 LEC.)

**Prerequisite:** Limited to students in Technical/Occupational programs. The consent of the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educa-

tional/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit.

## **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. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper.

## **JOURNALISM (JN) 103 (3)**

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

**Prerequisite:** Journalism 102 or professional experience approved by the instructor. This course is a continuation of Journalism 102. Students study and practice writing more complex stories, such as features, profiles, follow-up stories, and sidebars. Students are required to write for the campus newspaper.

## **JOURNALISM (JN) 104 (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) 105 (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. This course is a continuation of Journalism 104.

## **JOURNALISM (JN) 106 (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. The course is a continuation of Journalism 105.

## **JOURNALISM (JN) 201 (3)**

FEATURE WRITING (3 LEC.)

**Prerequisite:** Six hours of journalism or the consent of the instructor. This course covers research, interviewing techniques, and the development of feature stories for use in newspapers and magazines.

## **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.

**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.

**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.

**MANAGEMENT (MGT) 150 (4)**

MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Concurrent enrollment in Management 154 or the consent of the instructor. This course consists of supervised on-the-job training, giving practical experience to students of Business Management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge.

**MANAGEMENT (MGT) 151 (4)**

MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Concurrent enrollment in Management 155 or the consent of the instructor. This course consists of supervised on-the-job training, giving practical experience to students of Business Management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge.

**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

**MANAGEMENT (MGT) 154 (2)**

MANAGEMENT SEMINAR: ROLE OF SUPERVISION (2 LEC.)

Prerequisite: Concurrent enrollment in Management 150 or the consent of the instructor. This seminar is designed to explore the role of the supervisor from an applied approach. Emphasis is on improving leadership skills, motivational techniques, effective time management, goal-setting, planning and overcoming communication problems.

**MANAGEMENT (MGT) 155 (2)**

MANAGEMENT SEMINAR: PERSONNEL MANAGEMENT (2 LEC.)

Prerequisite: Concurrent enrollment in Management 151 or the consent of the instructor. This course is designed to explore the manager's role in attracting, selecting, and retaining qualified employees. Planning for and recruiting employees, selecting high performers, improving interviewing skills, conducting performance appraisals, training, EEO legislation, and labor relations are emphasized through an applied approach.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**MANAGEMENT (MGT) 250 (4)**

MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Concurrent enrollment in Management 254 or the consent of the instructor. This course consists of supervised on-the-job training, giving practical experience to students of Business Management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge.

**MANAGEMENT (MGT) 251 (4)**

MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Concurrent enrollment in Management 255 or the consent of the instructor. This course consists of supervised on-the-job training, giving practical experience to students of Business Management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge.

**MANAGEMENT (MGT) 254 (2)**

MANAGEMENT SEMINAR: ORGANIZATIONAL DEVELOPMENT (2 LEC.)

Prerequisite: Concurrent enrollment in Management 250 or the consent of the instructor. The role of managers in managing human resources, group interaction and team building, motivational dynamics, improving interpersonal communication skills, and dealing with company politics and conflict are explored in this course through an applied approach.



**MANAGEMENT (MGT) 255 (2)**  
MANAGEMENT SEMINAR PLANNING, STRATEGY, AND THE DECISION PROCESS (2 LEC.)

Prerequisite: Concurrent enrollment in Management 251 or the consent of the instructor. This course is designed to develop managerial skills in individual and group decision-making and cause analysis. Rational and creative problem-solving skills are developed. Personal and organizational strategy skills are enhanced.

**MANUFACTURING ENGINEERING TECHNOLOGY (MET) 231 (3)**  
ENGINEERING MATERIALS (3 LEC.)

This course is a study of common engineering materials. Emphasis is on material characteristics and modern industrial applications.

**MANUFACTURING ENGINEERING TECHNOLOGY (MET) 234 (3)**  
PRODUCTION AND INVENTORY CONTROL (3 LEC.)

This course is a study of methods used in controlling production and inventory. Areas covered include demand forecasting, order quantities, scheduling and dispatching. Computer applications are introduced.

**MANUFACTURING ENGINEERING TECHNOLOGY (MET) 235 (3)**  
INDUSTRIAL SAFETY (3 LEC.)

This course is a study of accident and loss prevention in modern industry. Inspections, investigations, record keeping, training, laws, codes, workman's compensation, insurance and problem solving are included.

**MANUFACTURING ENGINEERING TECHNOLOGY (MET) 238 (3)**  
PRINCIPLES OF WORK MEASUREMENT (3 LEC.)

This course covers the fundamentals of time and motion study procedures including use of samplings, formulas, charts, diagrams, and equipment. Emphasis is on improving productivity.

**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) 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) 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) 124 (5)**  
CALCULUS I (5 LEC.)

Prerequisite: Mathematics 105 or 106 or 121 or the equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications.

**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) 195 (3)**  
TECHNICAL MATHEMATICS (3 LEC.)

Prerequisite: One year of high school algebra or Developmental 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,



**MATHEMATICS (MTH) 196 (3)**  
TECHNICAL MATHEMATICS (3 LEC.)

Prerequisite: Mathematics 195. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions and the solution of triangles.

**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) 221 (3)**  
LINEAR ALGEBRA (3 LEC.)

Prerequisite: Mathematics 124 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) 225 (4)**  
CALCULUS II (4 LEC.)

Prerequisite: Mathematics 124 or the equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications.

**MATHEMATICS (MTH) 226 (3)**  
CALCULUS III (3 LEC.)

Prerequisite: Mathematics 225 or the equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications.

**MATHEMATICS (MTH) 230 (3)**  
DIFFERENTIAL EQUATIONS (3 LEC.)

Prerequisite: Mathematics 225 or the consent of the 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.

**ENGINEERING TECHNOLOGY (MT) 194 (4)**  
MECHANICAL TECHNOLOGY (2 LEC., 6 LAB.)

Prerequisite: Drafting 183. This course provides an introduction to the design process and creative problem solving. There is continuing emphasis on mechanical assemblies, industrial processes, gears, cams, bearings, threads and tolerances. Handbooks,

manuals, ANSI and military standards are utilized. Laboratory fee.

**MECHANICAL TECHNOLOGY (MT) 245 (4)**  
COMPUTERS IN MANUFACTURING (2 LEC., 6 LAB.)

Prerequisites: Mathematics 195, Mathematics 196, Drafting 183, and Mechanical Technology 194. This course is an introductory course in computer applications in solving mechanical manufacturing problems. Basic programming and plotter applications are included. Laboratory fee.

**MECHANICAL TECHNOLOGY (MT) 246 (4)**  
INDUSTRIAL TOOLING (2 LEC., 6 LAB.)

Prerequisites: Drafting 183 and Mechanical Technology 194. This course provides for the study of tool design theory and application of industrial techniques. Emphasis is on the design of gages, jigs, fixtures, dies, cutting tools and small machines. Conventional standards, references, and resource materials are utilized. Laboratory fee.

**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) 108 (1)**  
ENGLISH DICTION (2 LAB.)

The phonetic sounds of the English 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) 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) 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) 217 (1)**

PIANO CLASS III (2 LAB.)

Prerequisite: Music 118 or the equivalent. This course is a continuation of functional keyboard skills, including harmonization, sightreading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately.

**MUSIC (MUS) 218 (1)**

PIANO CLASS IV (2 LAB.)

Prerequisite: Music 217 or the equivalent. This course is a continuation of functional keyboard skills in Music 217 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately.

**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.

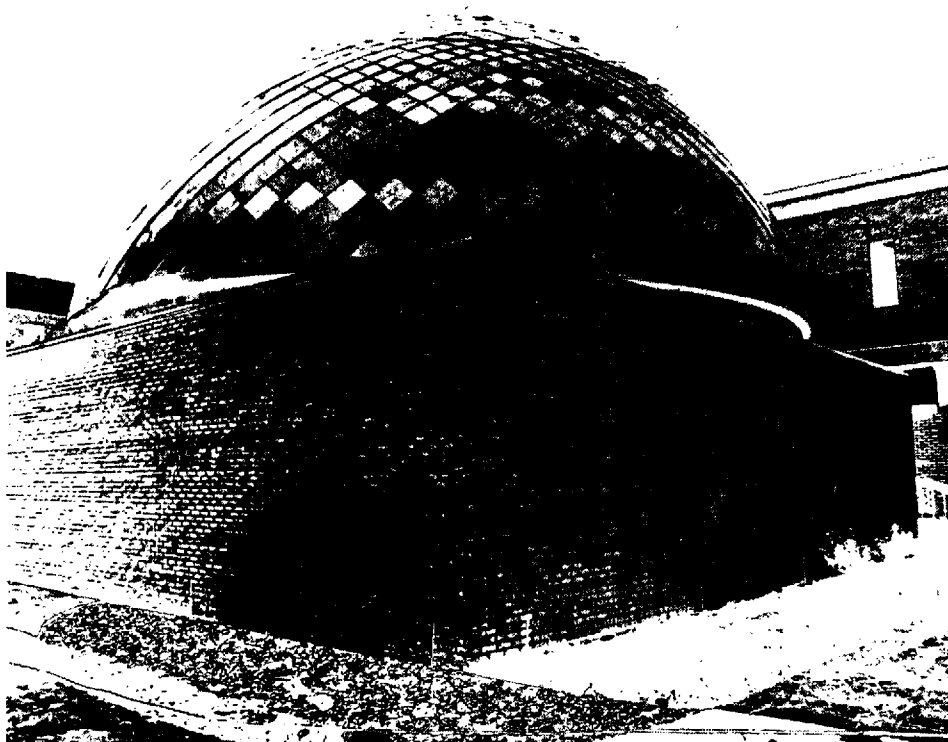
**APPLIED MUSIC**

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

**MUSIC (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.

**NURSING (NUR) 250 (9)**

NURSING IV (5 LEC., 12 LAB.)

Prerequisites: "C" grade in Nursing 141, 142, Biology 120 or 221, 121 or 222, Microbiology 216, Psychology 105, 201 and English 101, 102. "C" grade in Nursing 240 for August admission curriculum plan. "C" grade or concurrent enrollment in Sociology 101. Nursing IV emphasizes a conceptual approach to care of patients in all age groups with complex health care needs pertaining to immobility, problems of moderately impaired oxygen exchange, immunological/inflammatory response, and elimination. Selected clinical experiences focus on application of the nursing process with emphasis on priority setting. A pharmacology application competency is a required component of this course. Laboratory fee.

**NURSING (NUR) 255 (9)**

NURSING V (5 LEC., 12 LAB.)

Prerequisites: "C" grade in Nursing 141, 142, 240, 250, Biology 120 or 221, 121 or 222, Microbiology 216, Psychology 105, 201, English 101, 102, and Sociology 101. Credit or concurrent enrollment in elective

above 100 level. Nursing V emphasizes a conceptual approach to care of patients in all age groups with problems of sensory deprivation and overload, severely impaired oxygen exchange, and severe fluid and electrolyte imbalance. The role transition process and current issues affecting the practice of nursing are explored. Selected clinical experiences focus on continued application of the nursing process to a group of patients, stressing independent decision-making. A pharmacology application competency is a required component of the course. Laboratory fee.

**OFFICE CAREERS (INS) 108 (3)**

PERSONAL AND COMMERCIAL AUTO INSURANCE (3 LEC.)

The principles of personal and commercial auto 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. 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, WORKERS  
COMPENSATION GENERAL LIABILITY AND  
CRIME (3 LEC.)

Prerequisites: Office Careers 108 and Office Careers 109 or the consent of the instructor. The basic facts of casualty insurance worker's compensation, general liability and crime 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 general liability line is examined including manufacturers and contractors; owners, landlords, and tenants; and others. Crime coverage usual to the TMP are examined. The step-by-step procedure for classifying and rating 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 CAREER (INS) 111 (3)**

TMP COMMERCIAL FIRE/COMMERCIAL  
MARINE AND FIDELITY BOND (3 LEC.)

Prerequisites: Credit in or concurrent enrollment in Office Careers 110. This course is a study of the principles of TMP, including the history of and need for TMP. Emphasis is on commercial fire, commercial marine and fidelity bond. Terminology and basic coverage are introduced. Multiple line policies available for commercial enterprises are analyzed, including forms, rating methods, and trends. The method of determining fire insurance rates for commercial properties and of

eliminating or reducing specific changes are presented. The effect on rates of construction, protective devices, exposures, etc., are covered.

Marine and fidelity coverages usual to the TMP are examined. 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, claims adjusters, and clerical and technical personnel.



#### **OFFICE CAREERS (OFC) 159 (4)**

BEGINNING SHORTHAND (3 LEC., 2 LAB.)

Prerequisites: Credit or concurrent enrollment in Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand 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. Laboratory fee.

#### **OFFICE CAREERS (OFC) 160 (3)**

OFFICE CALCULATING MACHINES (3 LEC.)

This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and fundamentals are reviewed.

#### **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.)

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, speedbuilding, and grammar. Laboratory fee.

#### **OFFICE CAREERS (OFC) 172 (3)**

BEGINNING TYPEWRITING (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. Laboratory fee.

#### **OFFICE CAREERS (OFC) 173 (3)**

INTERMEDIATE TYPING (2 LEC., 3 LAB.)

Prerequisites: 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 are also covered. Laboratory fee.

#### **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. Laboratory fee.

**OFFICE CAREERS (OFC) 273 (2)**  
ADVANCED TYPING APPLICATIONS (1 LEC.,  
2 LAB.)

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. Laboratory fee.

**OFFICE CAREERS (OFC) 803, 813 (3)**  
(See Cooperative Work Experience)

**OFFICE CAREERS (OFC) 804, 814 (4)**  
(See Cooperative Work Experience)

**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.

**PHOTOGRAPHY (PHO) 207 (3)**

PHOTOGRAPHY FOR PUBLICATIONS (2 LEC., 4 LAB.)

This course is designed for the student who is interested in journalistic editing, publications photography, and graphic arts procedures. It encourages skills in all three areas and prepares the student for a broad job market that includes photojournalism, printing, editing, composing, and general copy preparation. Students who enroll in this course should have a background in journalism, photography, and graphic arts and be of sophomore standing. 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) 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 (3 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)****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 (3 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 (3 LAB.)

Basic skills, rules and strategies of archery are taught. Equipment is furnished. Laboratory fee.

**PHYSICAL EDUCATION (PEH) 118 (1)**

BEGINNING GOLF (3 LAB.)

Basic skills, rules and strategies of golf are taught. Equipment is furnished. Laboratory fee.

**PHYSICAL EDUCATION (PEH)****119 (1)**

BEGINNING TENNIS (3 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 (3 LAB.)

Basic skills, rules and strategy of bowling are taught. All equipment is furnished at an off campus bowling lane. Laboratory fee.

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

FOLK DANCE (3 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 (3 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 (3 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)****126 (1)**

AEROBIC DANCE (3 LAB.)

This is a dance class which rhythmically combines dance movement with walking, jogging, and jumping to cause sustained vigorous

combination of steps, geared to raise the heart rate to a proper target zone for conditioning purposes. Each routine can be "danced" at different intensities, depending on the physical condition of each participant. A uniform is required. Laboratory fee.

### **PHYSICAL EDUCATION (PEH)**

**127 (1)**  
BEGINNING BASKETBALL AND VOLLEYBALL (3 LAB.)

Basic basketball and volleyball rules, skills and strategies are taught and class tournaments are conducted. Sections using men's rules and women's rules may be offered separately. 24 class hours will be devoted to each sport. Laboratory fee.

### **PHYSICAL EDUCATION (PEH)**

**129 (1)**  
MODERN DANCE (3 LAB.)

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

### **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. 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)**

**218 (1)**  
INTERMEDIATE GOLF (2 LAB.)

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

### **PHYSICAL EDUCATION (PEH)**

**219 (1)**  
INTERMEDIATE TENNIS (3 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)**

**232 (1)**  
INTERMEDIATE SELF DEFENSE (3 LAB.)

Prerequisite: Physical Education 132 or the consent of the instructor. Students will be introduced to intermediate forms of defense and combination of self defense methods. Emphasis is on practical application of self defense movements. Laboratory fee.

### **PHYSICAL EDUCATION (PEH)**

**233 (1)**  
JOGGING FOR FITNESS (3 LAB.)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee.

### **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., 3 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., 3 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 introduces 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) 201 (4)**

GENERAL PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Credit or concurrent enrollment in Mathematics 124. 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.)

Prerequisites: Physics 201 and credit or concurrent enrollment in Mathematics 225. 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.

**PSYCHOLOGY (PSY) 103 (3)**

HUMAN SEXUALITY (3 LEC.)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality.

**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.

**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.

**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.

**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) 241 (3)**  
SPECIAL PROBLEMS IN REAL ESTATE (3 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 6 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.

**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.)

This course is a study of social problems which typically include: crime, poverty, minorities, deviancy, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns.

**SOCIOLOGY (SOC) 103 (3)**  
HUMAN SEXUALITY (3 LEC.)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality.

**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) 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) 209 (3)**  
SELECTED TOPICS (3 LEC.)

Prerequisite: Sociology 101 or the consent of the instructor. This is an elective course designed to deal with specific topics in sociology. Examples of topics might be: "urban sociology," "women in society," or "living with divorce." As the topics change, this course may be repeated once for credit.

**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) 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) 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 pre-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.)

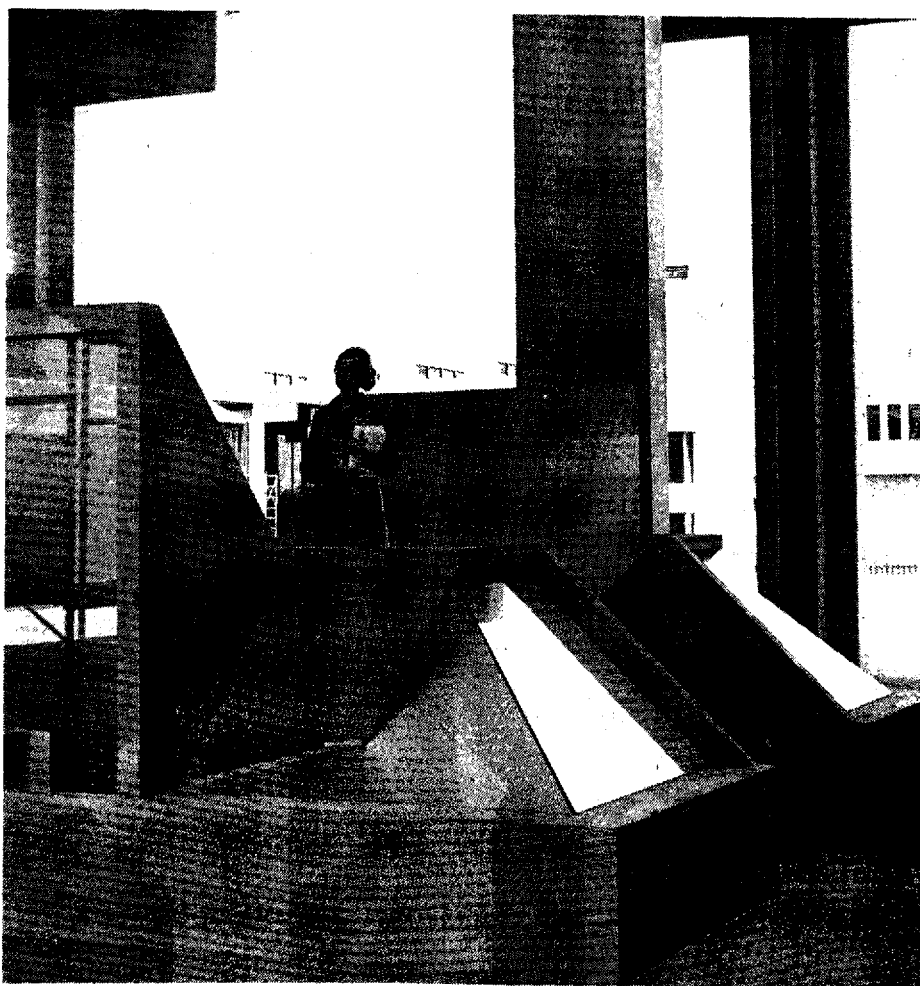
Basic movements of the dance are explored. Emphasis is on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movements. Body balance, manipulation of trunk and limbs, and the rhythmic flow of physical energy are developed.

**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 classes. Scenes studied in various drama classes are used to show contrast and different perspectives. This course may be repeated for credit.

**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 Curriculum Patterns

65

## ACCOUNTING ASSOCIATE

(Associate Degree)

The Accounting Associate two-year program is designed to prepare a student for a career as a junior accountant in business, industry and government. Emphasis will be placed on internal accounting procedures and generally accepted accounting principles.

The Associate in Applied Arts and Sciences Degree is awarded for successful completion of at least 63 credit hours as outlined below. Students desiring a less comprehensive program that emphasizes bookkeeping procedures and practices should consider the General Office Certificate with elective emphasis on accounting careers. The General Office Certificate is available in the Office Careers Program.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACC 201 Principles of Accounting I	3
BUS 105 Introduction to Business	3
COM 131 Applied Composition and Speech or*	3
ENG 101 Composition and Expository Reading	3
MTH 130 Business Mathematics or	3
MTH 111 Mathematics for Business and Economics	3
OFC 160 Office Calculating Machines	3
	15
<b>SEMESTER II</b>	
ACC 202 Principles of Accounting II	3
COM 132 Applied Composition and Speech or*	3
ENG 102 Composition and Literature	3
CS 175 Introduction to Computer Science	3
MGT 136 Principles of Management	3
† OFC 172 Beginning Typing	3
	15
<b>SEMESTER III</b>	
ACC 203 Intermediate Accounting I	3
ACC 204 Managerial Accounting	3
ECO 201 Principles of Economics I	3
GVT 201 American Government	3
† Electives	3-6
	15-18
<b>SEMESTER IV</b>	
ACC 238 Cost Accounting or	3
ACC 239 Income Tax Accounting	3
BUS 234 Business Law	3
ECO 202 Principles of Economics II	3
OFC 231 Business Communications	3

## † Electives

3-6  
15-18  
63

## Minimum Hours Required:

† Electives — A minimum of 9 credit hours must be selected from the following:

ACC 205	Business Finance	3
ACC 207	Intermediate Accounting II	3
ACC 238	Cost Accounting	3
ACC 239	Income Tax Accounting	3
ACC 703-713	Cooperative Work Experience	3
803-813		
ACC 704-714	Cooperative Work Experience	4
804-814		
BUS 143	Personal Finance	3
BUS 237	Organizational Behavior	3
CS 250	Contemporary Topics in Computer Science	3
CS 251	Special Topics in Computer Science and Data Processing	4
MGT 206	Principles of Marketing	3
PSY 105	Introduction to Psychology or	3
PSY 131	Human Relations	
SPE 105	Fundamentals of Public Speaking	3
Any CS or DP Programming course		

\* ENG 101 and ENG 102 may be substituted for COM 131 and COM 132 provided that SPE 105 is also taken.

† Students who can demonstrate proficiency by previous training, experience, or placement tests may substitute a course from the electives listed for this program.

## CONSTRUCTION MANAGEMENT AND TECHNOLOGY

(Associate Degree)

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
CMT 121 Construction Materials, Methods and Equipment I	3
CMT 132 Construction Industry	3
COM 131 Applied Composition and Speech or	3
ENG 101 Composition and Expository Reading	
CMT 236 Building Codes for Safety	4
HD 107 Leadership or	3
HD 105 Human Development or	
PSY 105 Introduction to Psychology	
	16

SEMESTER II							
MTH 195	Technical Mathematics	3	COM 131	Applied Composition and Speech or	3		
CMT 124	Electrical and Mechanical Equipment for Buildings	4	ENG 101	Composition and Expository Reading	3		
			ACC 201	Principles of Accounting I**	15		
CMT 122	Construction Materials, Methods and Equipment II	3					
CMT 123	Construction Graphics	4	SEMESTER II				
† Elective		3-4	DP 133	Beginning Programming (COBOL)	4		
		17-18	DP 138	Systems Analysis and Data Processing Logic	3		
			ECO 201	Principles of Economics I or	3		
SEMESTER III			ECO 202	Principles of Economics II			
CMT 231	Contracts and Specifications	3	ACC 202	Principles of Accounting II	3		
CMT 136	Surveying and Measurements	4	COM 132	Applied Composition and Speech or	3		
CMT 138	Construction Management I	4	ENG 102	Composition and Literature	16		
EGR 289	Mechanics of Structures	3					
		14	SEMESTER III				
SEMESTER IV			DP 136	Intermediate Programming (COBOL)	4		
CMT 230	Quality Control and Cost Control	4	DP 142	RPG Programming or	3		
CMT 234	Estimating	4	DP 244	Basic Programming			
CMT 237	Soils, Foundations, and Reinforced Concrete	4	DP 233	Operating Systems and Communications	4		
CMT 238	Construction Management II	4	ACC 203	Intermediate Accounting or	3		
		16	ACC 238	Cost Accounting	3-4		
Minimum Hours Required:		63	† Elective		17-18		
† Elective - Must be selected from the following:							
ACC 131	Bookkeeping I	3	SEMESTER IV				
BUS 234	Business Law	3	DP 231	Advanced Programming (ALC)	4		
COM 132	Applied Composition & Speech	3	DP 232	Applied Systems	4		
PHY 131	Applied Physics	4	DP 236	Advanced COBOL Techniques or other 200 level DP or CS course	3-4		
				Any approved DP or CS course	3-4		
					14-16		
					62		

## DATA PROCESSING PROGRAMMER

(Associate Degree)

This curriculum is intended for the preparation of entry-level or trainee computer programmers who will work in an applications setting to support the general, administrative, and organizational information processing function of industry, commerce, business and government service. It is designed as a two-year career program to prepare students for jobs. Graduates should be able to work in conjunction with a systems analyst in the programming environment usually found in a medium to large job shop. It is intended to provide a sufficient foundation so that graduates with experience and continued learning may advance in career paths appropriate to their own particular interests and abilities.

		CREDIT HOURS
<hr/>		
SEMESTER I		
CS 175	Introduction to Computer Science	3
BUS 105	Introduction to Business or	3
MGT 136	Principles of Management	
DP 137	Data Processing Mathematics or any business math*	3

Minimum Hours Required:

† Electives — Must be selected from the following:

Any DP or CS course (including DP 700-800 Cooperative Work Experience)

DP 129	Data Entry Concepts	4
MGT 136	Principles of Management	3
MGT 206	Principles of Marketing	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
ECO 202	Principles of Economics II	3
MTH 202	Introductory Statistics	3
ENG 210	Technical Writing	3
BUS 105	Introduction to Business	3
ECO 201	Principles of Economics I	3

\* MTH 111, MTH 112, MTH 130 or an equivalent business math course

\*\*ACC 131 — Bookkeeping I, and ACC 132 — Bookkeeping II may be substituted for ACC 201 — Principles of Accounting

NOTE: Students may obtain credit toward a degree or certificate for only one of each of the pairs of courses listed below:

- DP 133 or CS 184
- DP 231 or CS 186
- DP 244 or CS 182
- CS 175 or CS 174

## EDUCATIONAL PARAPROFESSIONAL

(Associate Degree)

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
EP 131 Introduction to Educational Processes I	3
EP 135 Arts and Crafts	3
‡ Technical Electives	9
	<u>15</u>
<b>SEMESTER II</b>	
EP 129 Communication Skills for Educational Paraprofessionals	3
EP 134 Introduction to Media	3
EP 133 Introduction to Educational Processes II	3
‡ Technical Electives	6
	<u>15</u>
<b>SEMESTER III</b>	
EP 249 The Exceptional Child	3
EP 804 Cooperative Work Experience	4
‡ Technical Electives	8-9
	<u>15-16</u>
<b>SEMESTER IV</b>	
EP 814 Cooperative Work Experience	4
‡ Technical Electives	11-12
	<u>15-16</u>
<b>Minimum Hours Required:</b>	<b>60</b>

‡ Technical Electives — Must be selected from the following:

Communications (twelve hours to be chosen from the following):  
 Developmental Studies Reading and/or Writing  
 COM 131 Applied Composition and Speech  
 COM 132 Applied Composition and Speech  
 ENG 101 Composition and Expository Reading  
 ENG 102 Composition and Literature  
 ENG (200 level) - any two courses at the sophomore level

Additional courses must be selected from the following:

EP 245 Diversified Studies  
 EP 246 Diversified Studies

EP 247	Diversified Studies	3
HD 104	Educational and Career Planning	3
HD 105	Basic Processes of Interpersonal Relations	3
HD 107	Developing Leadership Behavior	3
DM 090	Pre Algebra Mathematics	3
MTH 117	Fundamental Concepts of Mathematics for Elementary Teachers or Mathematics elective	3
LS 101	Introduction to Library Research	3
OFC 172	Beginning Typing	3
OFC 173	Intermediate Typing	3
PEH 101	Fundamentals of Health	3
PEH 144	Introduction to Physical Education	3
PEH 257	Advanced First Aid and Emergency Care	3
PSY 105	Introduction to Psychology	3
PSY 201	Developmental Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
SOC 203	Marriage and Family	3
SOC 204	American Minorities	3
SPE 105	Fundamentals of Public Speaking	3
TPD 141	Beginning Sign Language	4
TPD 143	Intermediate Sign Language	4
Art or Music as appropriate and approved by EP instructor. Other courses occupationally appropriate and approved by the EP instructor.		

## EDUCATIONAL ASSISTANT

(Certificate)

	CREDIT HOURS
<b>SEMESTER I</b>	
EP 131 Introduction to Educational Processes I	3
EP 135 Arts and Crafts	3
‡ Technical Electives	9
	<u>15</u>
<b>SEMESTER II</b>	
EP 129 Communication Skills for Educational Paraprofessionals	3
EP 134 Introduction to Media	3
EP 249 The Exceptional Child	3
‡ Technical Electives	6
	<u>15</u>
<b>Minimum Hours Required</b>	<b>30</b>

‡ Technical Electives - Must be selected from the following:

Developmental Studies Reading and/or Writing  
 COM 131 Applied Composition and Speech  
 COM 132 Applied Composition and Speech  
 ENG 101 Composition and Expository Reading  
 ENG 102 Composition and Literature  
 ENG (200 level)  
 EP 133 Introduction to Educational Processes II  
 EP 245 Diversified Studies  
 EP 246 Diversified Studies  
 EP 247 Diversified Studies  
 EP 804 Cooperative Work Experience

EP 814	Cooperative Work Experience	4
HD 104	Educational and Career Planning	3
HD 105	Basic Processes of Interpersonal Relations	3
HD 107	Developing Leadership Behavior	3
DM 090	Pre Algebra Mathematics	3
MTH 117	Fundamental Concepts of Mathematics For Elementary Teachers or Mathematics Elective	3
LS 101	Introduction to Library Research	3
OFC 172	Beginning Typing	3
OFC 173	Intermediate Typing	3
PEH 101	Fundamentals of Health	3
PEH 144	Introduction to Physical Education	3
PEH 257	Advanced First Aid and Emergency Care	3
PSY 105	Introduction to Psychology	3
PSY 201	Developmental Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
SOC 203	Marriage and Family	3
SOC 204	American Minorities	3
SPE 105	Fundamentals of Public Speaking	3
TPD 141	Beginning Sign Language	4
TPD 143	Intermediate Sign Language	4

Art or music as appropriate and approved by EP instructor. Other courses occupationally appropriate and approved by the EP instructor.

## ENGINEERING TECHNOLOGY

(Associate Degree)

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
ET 190 DC Circuits and Electrical Measurements	4
QCT 121 Introduction to Quality Control	2
EGT 141 Basic Hydraulics and Fluid Mechanics	4
MTH 195 Technical Math	3
EGR 186 Manufacturing Processes	2
DFT 182 Technician Drafting or	2
DFT 183 Basic Drafting	(4)
	17-19
<b>SEMESTER II</b>	
ET 191 AC Circuits	4
EGT 142 Instrumentation & Testing	3
MTH 196 Technical Mathematics	3
ET 193 Active Devices	4
EGT 143 Technical Programming	4
	18

<b>SEMESTER III</b>		
COM 131 Applied Composition & Speech		3
EMT 232 Applied Mechanics*		4
QCT 122 Dimensional Measurement		3
EMT 242 Digital Control Circuits*		4
† Technical Elective		2-4
		16-18
<b>SEMESTER IV</b>		
PHY 131 Technical Physics		4
QCT 220 Physical & Environmental Testing*		3
EMT 228 Amplifiers and Control Circuits*		4
FLP 222 Fundamentals of Pneumatics*		3
EGT 804 Cooperative Work Experience or		2-4
† Technical Elective		
		16-18
<b>Minimum Hours Required:</b>		67

† Technical Elective — Must be selected from the following:

EGT 240 Electronic Control Systems	3
EMT 232 Electromagnetic and Digital Machine Control	3
ELP 244 Advanced Electric Power Systems	4
EMT 239 Principles of Microprocessor Control	4
FLP 225 Advanced Fluid Power Systems	4
EGR 187 Manufacturing Processes	2
QCT 227 Non-Destructive Testing	3
QCT 236 Advanced Quality Control Systems	4
EMT 233 Electrical Machinery	3

\*A student may take Cooperative Work Experience (EGT 803, 804, 813 or 814) in lieu of a second year course not in his or her major (excluding Applied Physics and Applied Composition and Speech). Prior division approval is required for substitution.

## ENGINEERING TECHNOLOGY - ELECTRIC POWER CERTIFICATE

(Certificate)

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
ET 190 DC Circuits and Measurements	4
MTH 195 Technical Mathematics	3
EGR 186 Manufacturing Processes	2
DFT 182 Technical Drafting	2
EMT 233 Electrical Machinery	3
	14



SEMESTER II		
ET 191	AC Circuits	4
EGT 142	Instrumentation & Testing	3
EGT 240	Electronic Control Systems	3
ELP 244	Advanced Electric Power Systems	4
EMT 237	Electromagnetic and Digital Machine Control	3
		17

Minimum Hours Required: 31

### ENGINEERING TECHNOLOGY - ELECTRO-MECHANICAL CERTIFICATE

(Certificate)

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.

		CREDIT HOURS
SEMESTER I		
ET 190	DC Circuits and Measurements	4
EGR 186	Manufacturing Processes	2
EGT 141	Basic Hydraulics and Fluid Mechanics	4
MTH 195	Technical Math	3
EMT 232	Applied Mechanics	4
		17

SEMESTER II		
DFT 182	Technical Drafting	2
ET 191	AC Circuits	4
EGT 142	Instrumentation and Testing	3
ET 193	Active Devices	4
EMT 237	Electromagnetic and Digital Machine Control	3
MTH 196	Technical Mathematics	3
		19

Minimum Hours Required: 36

### ENGINEERING TECHNOLOGY - FLUID POWER CERTIFICATE

(Certificate)

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.

		CREDIT HOURS
SEMESTER I		
EGT 141	Basic Hydraulics and Fluid Mechanics	4
ET 190	DC Circuits and Measurements	4

MTH 195	Technical Mathematics	3
DFT 182	Technical Drafting	2
EGR 186	Manufacturing and Processes	2
		15

SEMESTER II		
FLP 222	Fundamentals of Pneumatics	3
FLP 225	Advanced Fluid Power Systems	4
EGT 142	Instrumentation and Testing	3
EGT 240	Electronic Control Systems	3
MTH 196	Technical Mathematics	3
		16

Minimum Hours Required: 31

### ENGINEERING TECHNOLOGY - QUALITY CONTROL CERTIFICATE

(Certificate)

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.

		CREDIT HOURS
SEMESTER I		
QCT 121	Introduction to Quality Control	2
QCT 122	Dimensional Measurement	3
EGT 141	Basic Hydraulics & Fluid Mechanics	4
EGR 186	Manufacturing and Processes	2
MTH 195	Technical Mathematics	3
DFT 182	Technical Drafting	2
		16

SEMESTER II		
EGT 143	Technical Programming	4
QCT 227	Non-Destructive Testing	3
QCT 220	Physical/Environmental Testing	3
ET 190	DC Circuits	4
MTH 196	Technical Mathematics	3
		17

Minimum Hours Required: 33

### ENGINEERING TECHNOLOGY-MANUFACTURING ENGINEERING OPTION

(Associate Degree)

The Manufacturing Engineering Technology option prepares the student for technician level employment in an industrial manufacturing engineering environment. Training includes processes, tools, materials, drafting, production control, quality control, safety and management.

		CREDIT HOURS
<b>SEMESTER I</b>		
MTH 195	Technical Mathematics	3
COM 131	Applied Comp. & Speech	3
ET 190	DC Circuits	4
EGR 186	Manufacturing Processes	2
DFT 183	Basic Drafting	4
		<u>16</u>
<b>SEMESTER II</b>		
MTH 196	Technical Mathematics	3
COM 132	Applied Comp. & Speech	3
ET 191	AC Circuits	4
EGR 187	Manufacturing Processes	2
CS 175	Introduction to Computer Science	3
		<u>15</u>
<b>SEMESTER III</b>		
EGT 124	Industrial Organizations	2
MET 235	Industrial Safety	3
MET 234	Production & Inventory Control	3
QCT 121	Introduction to Quality Control	2
HD 105	Interpersonal Relations	3
+ Technical Elective or		
EGT 814	Cooperative Work Experience	3-4
		<u>15-16</u>
<b>SEMESTER IV</b>		
MET 238	Principles of Work Measurement	3
MET 231	Engineering Materials	3
QCT 122	Dimensional Measurement	3
MGT 136	Principles of Management or	3
MGT 171	Introduction to Supervision	
Technical Elective or Cooperative Work Experience		3-4
		<u>15-16</u>
Minimum Hours Required:		63
+ Technical Electives - Must be selected from the following		
PHY 131	Applied Physics	4
Any Engineering Technology Course		

## ENGINEERING TECHNOLOGY - MECHANICAL TECHNOLOGY OPTION

(Associate Degree)

The purpose of the Mechanical Technology Option is to prepare students for employment in the field of Mechanical Design. Both theory and application are provided by courses in mechanisms, fluid power,

manufacturing processes, and mechanical design courses. Technical programming and computer graphics provide the latest in state-of-the-art training in the Mechanical Design field. Emphasis is on the design of machines, the component parts, gages, jigs, fixtures, and special tooling.

		CREDIT HOURS
<b>SEMESTER I</b>		
DFT 183	Basic Drafting	4
MTH 195	Technical Math	3
EGR 186	Manufacturing Processes	2
EGT 141	Basic Hydraulics and Fluid Mechanics	4
COM 131	Applied Composition & Speech	3
		<u>16</u>
<b>SEMESTER II</b>		
MT 194	Mechanical Technology	4
EGR 106	Descriptive Geometry	3
FLP 222	Fundamentals of Pneumatics	3
MTH 196	Technical Math	3
EGT 143	Technical Programming	4
		<u>17</u>
<b>SEMESTER III</b>		
MT 245	Computers in Manufacturing	4
FLP 225	Advanced Fluid Power Systems	4
PHY 131	Applied Physics	4
QCT 122	Dimensional Measurement	3
		<u>15</u>
<b>SEMESTER IV</b>		
MT 246	Industrial Tooling	4
EMT 232	Applied Mechanics	4
EGR 187	Manufacturing Processes	2
Humanities Elective		3
+ Technical Elective or Co-op		3-4
		<u>16-17</u>
Minimum Hours Required		64
+ Technical Electives - may be selected from any Engineering Technology Course.		

## FINANCIAL MANAGEMENT

(Associate Degree)

The Financial Management 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.

		CREDIT HOURS			CREDIT HOURS
<b>SEMESTER I</b>			RE 130	Real Estate Principles	3
FM 105	Comparative Financial Institutions	3	RE 131	Real Estate Finance	3
COM 131	Applied Composition & Speech or	3	INS 209	Principles of Insurance	3
ENG 101	Composition and Expository Reading	3	OFC 160	Office Calculating Machines	3
ECO 201	Principles of Economics I	3	OFC 162	Office Procedures	3
MGT 136	Principles of Management	3	OFC 165	Introduction to Word Processing	3
MTH 130	Business Mathematics or	3	OFC 172	Beginning Typing	3
MTH 111	Mathematics for Business & Economics	3	ACC 238	Cost Accounting	3
		15	BUS 143	Personal Finance	3
			HD 105	Basic Processes of Interpersonal Relationships	3
			HD 107	Developing Leadership Behavior	3
			PSY 105	Introduction to Psychology	3
			PSY 131	Human Relations	3
			*The following courses taught by American Institute of Banking may be approved for Financial Management elective credit.		
<b>SEMESTER II</b>			FM 116	Construction Lending	1
ECO 202	Principles of Economics II	3	FM 117	Letters of Credit	2
FM 115	Credit & Collection Principles	3	FM 118	Installment Loan Interviews	1
CS 175	Introduction to Computer Science	3	FM 119	New Accounts	1
OFC 231	Business Communications or	3	FM 120	Selling Bank Services	1
COM 132	Applied Composition & Speech	3	FM 121	Loss Preventions	1
+ Elective		3	FM 122	Safe Deposits	1
		15	FM 123	Loan and Discounts	1
			FM 124	Stocks and Bonds	1
<b>SEMESTER III</b>			FM 127	Trust Functions and Services	2
ACC 201	Principles of Accounting I	3	FM 129	Credit Card Banking	3
FM 205	Analyzing Financial Statements*	3	FM 130	Teller Training	2
GVT 201	American Government	3	FM 209	Federal Regulations of Banking	2
FM 104	Money and Financial Institutions	3	†Financial Management Electives - must be selected from the following		
†Financial Management Elective		3	FM 200	Credit Union Management and Administration	3
		15	FM 201	Advanced Credit Analysis	3
			FM 202	Credit Law	3
<b>SEMESTER IV</b>			FM 208	Financial Counseling	3
FM 203	Public Relations and Marketing	3	FM 803	Cooperative Work Experience	3
	Of Financial Services	3	FM 804	Cooperative Work Experience	4
ACC 202	Principles of Accounting II	3	<b>MANAGEMENT CAREERS — ADMINISTRATIVE MANAGEMENT OPTION</b>		
FM 206	Negotiable Instruments and the	3	(Associate Degree)		
	Payment Mechanisms* or	3	The Administrative Management option offers a continuation of the traditional		
FM 201	Advanced Credit Analysis	3	management and business studies. This option is designed for students		
Bus 237	Organizational Behavior	3	seeking a detailed examination of management practices, techniques, and		
†Financial Management Elective or		3	theories.		
Cooperative Work Experience		15			
		60			
<b>Minimum Hours Required</b>			<b>CREDIT HOURS</b>		
*Students may substitute approved equivalent courses offered through AIB.					
+ Electives - must be selected from the following					
HUM 101	Introduction to the Humanities	3	<b>SEMESTER I</b>		
SPE 105	Fundamentals of Public Speaking	3	MGT 136	Principles of Management	3
MTH 112	Mathematics for Business and Economics	3	BUS 105	Introduction to Business	3
			COM 131	Applied Composition and Speech*	3
			HUM 101	Introduction to the Humanities	3
			† Elective		3
					15

SEMESTER II			CREDIT HOURS
MGT 206	Principles of Marketing	3	
ACC 201	Principles of Accounting I**	3	
COM 132	Applied Composition and Speech*	3	
CS 175	Introduction to Computer Science	3	
MTH 111	Mathematics for Business and Economics I or	3	
MTH 112	Mathematics for Business and Economics II or		
MTH 130	Business Mathematics		
		15	
SEMESTER III			
ACC 202	Principles of Accounting II	3	
BUS 234	Business Law	3	
ECO 201	Principles of Economics I	3	
PSY 131	Human Relations	3	
† Elective		3	
		15	
SEMESTER IV			
MGT 242	Personnel Administration	3	
BUS 237	Organizational Behavior	3	
ECO 202	Principles of Economics II	3	
OFC 231	Business Communications	3	
	Social Science elective or Humanities elective	3	
† Elective		3	
		18	
Minimum Hours Required:		63	
† Electives — May be selected from the following:			
MGT 137	Principles of Retailing	3	
MGT 153	Small Business Management	3	
MGT 212	Special Problems in Business	1	
MGT 230	Salesmanship	3	
MGT 233	Advertising and Sales Promotion	3	
OFC 160	Office Calculating Machines	3	
OFC 172	Beginning Typing	3	
* 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.			
** Students may substitute ACC 131 and ACC 132 for ACC 201. Only three hours may be applied to the required number of hours for granting the degree.			
SEMESTER I			
MGT 136	Principles of Management	3	
MGT 150	Management Training	4	
MGT 154	Management Seminar: Role of Supervision	2	
BUS 105	Introduction to Business	3	
COM 131	Applied Composition and Speech*	3	
		15	
SEMESTER II			
MGT 151	Management Training	4	
MGT 155	Management Seminar: Personnel Management	2	
COM 132	Applied Composition and Speech*	3	
CS 175	Introduction to Computer Science	3	
HUM 101	Introduction to the Humanities	3	
MTH 111	Mathematics for Business and Economics I or	3	
MTH 112	Mathematics for Business and Economics II or		
MTH 130	Business Mathematics		
		18	
SEMESTER III			
MGT 250	Management Training	4	
MGT 254	Management Seminar: Organizational Development	2	
ACC 201	Principles of Accounting I**	3	
ECO 201	Principles of Economics I	3	
PSY 131	Human Relations	3	
		15	
SEMESTER IV			
MGT 251	Management Training	4	
MGT 255	Management Seminar: Business Strategy, the Decision Process and Problem Solving	2	
ECO 202	Principles of Economics II	3	
	Social Science elective or Humanities elective	3	
† Elective		3	
		15	
Minimum Hours Required:		63	
† Elective — May be selected from the following:			
MGT 137	Principles of Retailing	3	
MGT 153	Small Business Management	3	
MGT 212	Special Problems in Business	1	
MGT 230	Salesmanship	3	
MGT 233	Advertising and Sales Promotion	3	
OFC 160	Office Calculating Machines	3	
OFC 172	Beginning Typing	3	
* 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.			
** Students may substitute ACC 131 and ACC 132 for ACC 201. Only three hours may be applied to the required number of hours for granting the degree.			

### MANAGEMENT CAREERS — MID-MANAGEMENT OPTION

(Associate Degree)

The Mid-Management option is a cooperative plan with members of the business community whereby the student attends college classes in management and related courses and concurrently works at a regular, paid, part-time or full-time job in a sponsoring business firm. To enter the Mid-Management option, students must make formal application and be interviewed by a member of the Mid-Management faculty before final acceptance will be granted.

† Elective — May be selected from the following:

MGT 137	Principles of Retailing	3
MGT 153	Small Business Management	3
MGT 212	Special Problems in Business	1
MGT 230	Salesmanship	3
MGT 233	Advertising and Sales Promotion	3
OFC 160	Office Calculating Machines	3
OFC 172	Beginning Typing	3

\* 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.

\*\* Students may substitute ACC 131 and ACC 132 for ACC 201. Only three hours may be applied to the required number of hours for granting the degree.

## MANAGEMENT CAREERS — SMALL BUSINESS MANAGEMENT OPTION

(Associate Degree)

The Small Business Management option is designed to assist owners and managers of small businesses in developing the skills and techniques necessary for operation. This option is also designed for students who plan to become owners or operators of small businesses.

		CREDIT HOURS
<b>SEMESTER I</b>		
MGT 136	Principles of Management	3
MGT 153	Small Business Management	3
COM 131	Applied Composition and Speech*	3
HUM 101	Introduction to the Humanities	3
† Elective		3
		<hr/> 15
<b>SEMESTER II</b>		
MGT 157	Small Business Bookkeeping and Accounting Practices	3
BUS 105	Introduction to Business	3
COM 132	Applied Composition and Speech*	3
CS 175	Introduction to Computer Science	3
MTH 111	Mathematics for Business and Economics I or	3
MTH 112	Mathematics for Business and Economics II or	
MTH 130	Business Mathematics	
		<hr/> 15
<b>SEMESTER III</b>		
MGT 206	Principles of Marketing	3
MGT 211	Small Business Operations	3
ACC 201	Principles of Accounting I**	3
ECO 201	Principles of Economics I	3
PSY 131	Human Relations	3
		<hr/> 15
<b>SEMESTER IV</b>		
MGT 210	Small Business Capitalization, Acquisition and Finance	3
BUS 234	Business Law	3
ECO 202	Principles of Economics II	3
	Social Science elective or Humanities elective	3
† Elective		3
		<hr/> 15
Minimum Hours Required		60

† Electives — May be selected from the following:

MGT 212	Special Problems in Business	1
OFC 160	Office Calculating Machines	3
OFC 172	Beginning Typing	3

\* 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.

\*\* Students may substitute ACC 131 and ACC 132 for ACC 201. Only three hours may be applied to the required number of hours for granting the degree.

## OFFICE CAREERS — ADMINISTRATIVE ASSISTANT OPTION

(Associate Degree)

The primary objective of the Administrative Assistant Option to the Office Careers Program is to prepare students for positions as assistants to administrators within public and private firms and agencies. Emphasis in this program is on the development of organizational and management skills in addition to basic office skills.

		CREDIT HOURS
<b>SEMESTER I</b>		
OFC 160	Office Calculating Machines*	3
† OFC 172	Beginning Typing** or	3
OFC 173	Intermediate Typing	
‡ COM 131	Applied Composition and Speech	3
MTH 130	Business Mathematics	3
BUS 105	Introduction to Business	3
† Elective		3
		<hr/> 18
<b>SEMESTER II</b>		
† OFC 173	Intermediate Typing or	3
OFC 273	Advanced Typing Applications (2)	(2)
OFC 162	Office Procedures	3
OFC 165	Introduction to Word Processing	3
CS 175	Introduction to Computer Science	3
MGT 136	Principles of Management	3
‡ COM 132	Applied Composition and Speech	3
		<hr/> 17-18
<b>SEMESTER III</b>		
† OFC 273	Advanced Typing Applications or	2
† Elective		
OFC 231	Business Communications	3
ACC 131	Bookkeeping I or	3
ACC 201	Principles of Accounting	
PSY 131	Human Relations or	3
PSY 105	Introduction to Psychology	
† Electives		6
		<hr/> 17

<b>SEMESTER IV</b>		
OFC 256	Office Management or	3
BUS 237	Organizational Behavior	
HUM 101	Introduction to Humanities	3
† Electives		9
		<hr/> 15
Minimum Hours Required:		67

†Electives — Must be taken from the following:

OFC	Any OFC course may be selected	
OFC 803/804	Cooperative Work Experience	3-4
ACC 132	Bookkeeping II	3
ACC 202	Principles of Accounting II	3
BUS 143	Personal Finance	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
MGT 136	Principles of Management	3
MGT 242	Personnel Administration	3
CS 250	Contemporary Topics in Computer Science	3
CS 251	Special Topics in Computer Science	3
ECO 201	Principles of Economics I	3
SPE 105	Fundamentals of Public Speaking	3

†Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests.

‡ Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the Division Chair. However, students must take SPE 105 as an elective when substituting ENG 101 and ENG 102.

\*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

\*\*OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.

## OFFICE CAREERS — LEGAL SECRETARY OPTION

(Associate Degree)

The primary objective of this option is to prepare students to become competent legal secretaries, capable of performing office and clerical duties within public and private firms and agencies. Students enrolled in the program will have an opportunity to secure intensive training in basic skills. An Associate in Applied Arts and Sciences Degree is awarded for successful completion.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFC 159	Beginning Shorthand or
OFC 103	Speedwriting
OFC 160	Office Calculating Machines *
† OFC 172	Beginning Typing** or
OFC 173	Intermediate Typing
‡ COM 131	Applied Composition and Speech
MTH 130	Business Mathematics
	<hr/> 16-19

<b>SEMESTER II</b>		
OFC 166	Intermediate Shorthand*** or	4
OFC 104	Speedwriting Dictation	(3)
† OFC 173	Intermediate Typing or	3
OFC 273	Advanced Typing Applications or	(2)
OFC 162	Office Procedures	3
ACC 131	Bookkeeping I or	3
ACC 201	Principles of Accounting I	
BUS 105	Introduction to Business	3
‡ COM 132	Applied Composition and Speech	3
		<hr/> 16-19

<b>SEMESTER III</b>		
OFC 165	Introduction to Word Processing	3
OFC 167	Legal Terminology and Transcription	3
OFC 231	Business Correspondence	3
# OFC 266	Advanced Shorthand	4
OFC 273	Advanced Typing Applications	2
† Elective		(3)
CS 175	Introduction to Computer Science	3
		<hr/> 18-19

<b>SEMESTER IV</b>		
OFC 265	Word Processing Practices and Procedures	3
OFC 274	Legal Office Procedures	3
OFC 275	Secretarial Procedures or	3
OFC 803	Cooperative Work Experience or	
OFC 804	Cooperative Work Experience	(4)
HUM 101	Introduction to Humanities	3
PSY 131	Human Relations or	3
PSY 105	Introduction to Psychology	
		<hr/> 15-16

Minimum Hours Required:

66

†Electives — Must be taken from the following:

OFC	Any OFC course may be selected	
OFC 803/804	Cooperative Work Experience	3-4
ACC 132	Bookkeeping II	3
ACC 202	Principles of Accounting II	3
BUS 143	Personal Finance	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
MGT 136	Principles of Management	3
MGT 242	Personnel Administration	3
CS 250	Contemporary Topics in Computer Science	3
CS 251	Special Topics in Computer Science & Data Processing	4
ECO 201	Principles of Economics I	3
‡ SPE 105	Fundamentals of Public Speaking	3

†Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests.

‡ Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the Division Chair. However, students must take SPE 105 as an elective when substituting ENG 101 and ENG 102.



# If OFC 103 and OFC 104 are taken, an approved elective may be substituted.

\*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

\*\*OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.

\*\*\*OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.

## OFFICE CAREERS — PROFESSIONAL SECRETARY OPTION

(Associate Degree)

The primary objective of this option is to prepare students to become competent secretaries, capable of performing office and clerical duties within public and private firms and agencies. Students enrolled in the program will have an opportunity to secure intensive training in basic skills. An Associate in Applied Arts and Sciences Degree is awarded for successful completion.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFC 160 Office Calculating Machines*	3
OFC 159 Beginning Shorthand or	4
OFC 103 Speedwriting	
† OFC 172 Beginning Typing** or	3
OFC 173 Intermediate Typing	(3)
‡ COM 131 Applied Composition and Speech	3
MTH 130 Business Mathematics	3
	<u>16-17</u>
<b>SEMESTER II</b>	
OFC 166 Intermediate Shorthand*** or	4
OFC 104 Speedwriting Dictation	(3)
† OFC 173 Intermediate Typing or	3
OFC 273 Advanced Typing Applications	(2)
OFC 162 Office Procedures	3
ACC 131 Bookkeeping I or	3
ACC 201 Principles of Accounting I	
BUS 105 Introduction to Business	3
‡ COM 132 Applied Composition and Speech	3
	<u>17-19</u>
<b>SEMESTER III</b>	
OFC 165 Introduction to Word Processing	3
OFC 231 Business Correspondence	3
CS 175 Introduction to Computer Science	3
# OFC 266 Advanced Shorthand	4
PSY 131 Human Relations or	3
PSY 105 Introduction to Psychology	
OFC 273 Advanced Typing or	2
† Elective	(3)
	<u>18-19</u>

<b>SEMESTER IV</b>		
OFC 265 Word Processing Practices and Procedures	3	
OFC 275 Secretarial Procedures or	3	
OFC 803 Cooperative Work Experience or		
OFC 804 Cooperative Work Experience	(4)	
HUM 101 Introduction to Humanities	3	
† Electives	6-7	
	<u>15-17</u>	

Minimum Required Hours:

66

†Electives — Must be taken from the following:

OFC	Any OFC course may be selected	
OFC 803/804	Cooperative Work Experience	3-4
ACC 132	Bookkeeping II	3
ACC 202	Principles of Accounting II	3
BUS 143	Personal Finance	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
MGT 136	Principles of Management	3
MGT 242	Personnel Administration	3
CS 250	Contemporary Topics in Computer Science	3
CS 251	Special Topics in Computer Science & Data Processing	4
ECO 201	Principles of Economics I	3
‡ SPE 105	Fundamentals of Public Speaking	3

‡Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests.

‡ Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the Division Chair. However, students must take SPE 105 as an elective when substituting ENG 101 and ENG 102.

# If OFC 103 and OFC 104 are taken, an approved elective may be substituted.

\*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

\*\*OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.

\*\*\*OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.

## OFFICE CAREERS — GENERAL OFFICE

(Certificate)

The General Office Certificate Program is designed to provide the student with a basic working knowledge and skills in various office activities. A general knowledge of business concepts and procedures is provided.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFC 160 Office Calculating Machines*	3
† OFC 172 Beginning Typing**	3
COM 131 Applied Composition and Speech	3
MTH 130 Business Mathematics	3
† Electives	7
	<u>19</u>

SEMESTER II				CS 175	Introduction to Computer Science	3
ACC 131	Bookkeeping I	3	† Electives			8
BUS 105	Introduction to Business	3				17
CS 175	Introduction to Computer Science	3				
† Electives		7	Minimum Hours Required:			35
		16				
Minimum Hours Required:		35	†Electives — Must be taken from the following:			
†Electives — Must be taken from the following:			OFC 103	Speedwriting Theory	4	
OFC 103	Speedwriting Theory	4	OFC 104	Speedwriting Dictation	3	
OFC 104	Speedwriting Dictation	3	OFC 159	Beginning Shorthand	4	
OFC 159	Beginning Shorthand	4	OFC 162	Office Procedures	3	
OFC 162	Office Procedures	3	OFC 165	Introduction to Word Processing	3	
OFC 165	Introduction to Word Processing	3	OFC 166	Intermediate Shorthand***	4	
OFC 166	Intermediate Shorthand***	4	OFC 173	Intermediate Typing	2	
OFC 173	Intermediate Typing	2	OFC 231	Business Communications	3	
OFC 231	Business Communications	3	ACC 132	Bookkeeping II	3	
ACC 132	Bookkeeping II	3	ACC 201	Principles of Accounting I	3	
ACC 201	Principles of Accounting I	3	COM 132	Applied Composition and Speech	3	
COM 132	Applied Composition and Speech	3	PSY 105	Introduction to Psychology or	3	
PSY 105	Introduction to Psychology or	3	PSY 131	Human Relations		
PSY 131	Human Relations		MGT 136	Principles of Management	3	
MGT 136	Principles of Management	3	BUS 234	Business Law	3	
BUS 234	Business Law	3	CS 250	Contemporary Topics in Computer Science	3	
CS 250	Contemporary Topics in Computer Science	3	OFC 273	Advanced Typing	2	
OFC 273	Advanced Typing Applications	2	OFC 275	Secretarial Procedures	3	
OFC 275	Secretarial Procedures	3	OFC 803	Cooperative Work Experience or	3	
OFC 803	Cooperative Work Experience or	3	OFC 804	Cooperative Work Experience	(4)	
OFC 804	Cooperative Work Experience	(4)				

†Students who can demonstrate proficiency by previous training, experience or placement tests may substitute a course from the electives listed for the program.

\*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

\*\*OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.

\*\*\*OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.

‡ Required if ACC 131 was taken previously.

\*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

\*\*OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.

\*\*\*OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.

## OFFICE CAREERS — GENERAL OFFICE

(Certificate — Accounting Emphasis)

		CREDIT HOURS
SEMESTER I		
OFC 160	Office Calculating Machines*	3
† OFC 172	Beginning Typing**	3
ACC 131	Bookkeeping I or	3
ACC 201	Principles of Accounting I	
COM 131	Applied Composition and Speech	3
MTH 130	Business Mathematics	3
† Elective		3
		18
SEMESTER II		
‡ ACC 132	Bookkeeping II or	3
† Elective		
BUS 105	Introduction to Business	3

## OFFICE CAREERS — GENERAL OFFICE

(Certificate — Office Clerical Emphasis)

		CREDIT HOURS
SEMESTER I		
OFC 160	Office Calculating Machines*	3
OFC 162	Office Procedures	3
† OFC 172	Beginning Typing**	3
COM 131	Applied Composition and Speech	3
MTH 130	Business Mathematics	3
† Elective		3
		18

SEMESTER II	
OFC 165	Introduction to Word Processing
OFC 173	Intermediate Typing
OFC 231	Business Communications
ACC 131	Bookkeeping I
BUS 105	Introduction to Business
CS 175	Introduction to Computer Science

3
3
3
3
3
3
18

Minimum Hours Required:

36

†Electives — Must be taken from the following:

OFC 103	Speedwriting Theory	4
OFC 104	Speedwriting Dictation	3
OFC 159	Beginning Shorthand	4
OFC 166	Intermediate Shorthand***	4
OFC 231	Business Communications	3
ACC 132	Bookkeeping II	3
ACC 201	Principles of Accounting I	3
COM 132	Applied Composition and Speech	3
PSY 105	Introduction to Psychology or	3
PSY 131	Human Relations	
MGT 136	Principles of Management	3
BUS 234	Business Law	3
CS 250	Contemporary Topics in Computer Science	3
OFC 273	Advanced Typing	2
OFC 275	Secretarial Procedures	3
OFC 803	Cooperative Work Experience or	3
OFC 804	Cooperative Work Experience	(4)

†Students who can demonstrate proficiency by previous training, experience or placement tests may substitute a course from the electives listed for the program.

- \*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.
- \*\*OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.
- \*\*\*OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.

# OFFICE CAREERS - INSURANCE

(Certificate)

		CREDIT HOURS
SEMESTER I		
INS 108	Personal and Commercial Auto Insurance	3
INS 109	Personal Lines - Homeowners/Fire/Marine	3
MTH 130	Business Mathematics	3
OFC 160	Office Calculating Machines*	3
OFC 172	Beginning Typing** or	3
OFC 173	Intermediate Typing	(2)
		15

## SEMESTER II

INS 110	Commercial Casualty - Workers Compensation/General Liability/and Crime	3
INS 111	TMP Commercial Fire/Commercial Marine/Fidelity Bond	3
OFC 162	Office Procedures	3
OFC 173	Intermediate Typing** or	3
†Technical Elective		
OFC 231	Business Communications	3
OFC 803	Cooperative Work Experience or	3
OFC 804	Cooperative Work Experience	(4)
		18-19

Minimum Hours Required:

33

†Electives — Must be taken from the following:

OFC 165	Introduction to Word Processing	3
OFC 273	Advanced Typing Applications	2
CS 175	Introduction to Computer Science	3

- \*Students with previous training in typing will be placed according to ability.
- \*\*Students who took OFC 174 first semester, will take a technical elective second semester.

## ORNAMENTAL HORTICULTURE TECHNOLOGY — GREENHOUSE FLORIST OPTION

(Associate Degree)

This option prepares a student to enter the florist industry. The student may direct his training toward his own goals through the selection of appropriate electives and occupational experience. The program places emphasis on those skills required for success in wholesale greenhouse flower production, retail floral design and sales, and retail greenhouse florist production and sales. Upon graduation, a student is qualified to enter a wide number of positions in crop production, sales and distribution, floral design and flower shop management.

		CREDIT HOURS
SEMESTER I		
HLN 131	Horticultural Science	4
HLN 132	Landscape Trees	2
BIO 115	Biological Science or	4
BIO 110	Introductory Botany	
COM 131	Applied Composition and Speech	3
MTH 195	Technical Mathematics or	3
MTH 130	Business Mathematics	
		16
SEMESTER II		
HLN 133	Landscape Shrubs, Vines, & Ground Cover	2
HLN 140	Herbaceous and Exotic Plants	3
CHM 115	General Chemistry or	4

PSC 118	Physical Science	3
ART 110	Basic Design I	3
BUS 105	Introduction to Business or	
MGT 153	Small Business Management	
		<hr/> 15

SEMESTER III		
HLN 235	Propagation of Woody Ornamental Plants	2
HLN 227	Greenhouse Horticulture	4
HLN 141	Floral Design	4
MGT 206	Principles of Marketing or	3
MGT 137	Principles of Retailing	
Electives		3
		<hr/> 16

SEMESTER IV		
HLN 234	Ornamental Crop Production	3
HLN 236	Florist Management	4
HLN 245	Problems and Practices in Industry	4
ACC 131	Bookkeeping or	3
MGT 157	Small Business Bookkeeping and Accounting Practices	
Elective		3
		<hr/> 17

Minimum Hours Required **64**

### **ORNAMENTAL HORTICULTURE TECHNOLOGY — FLORIST CERTIFICATE** (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.

		CREDIT HOURS
SEMESTER I		
HLN 141	Floral Design	4
HLN 132	Landscape Trees	2
ART 110	Basic Design I	3
BUS 105	Introduction to Business or	3
MGT 153	Small Business Management	
MTH 130	Business Mathematics	3
		<hr/> 15

SEMESTER II		
HLN 236	Florist Management	4
HLN 133	Landscape Shrubs, Vines, & Ground Cover	2
HLN 140	Herbaceous and Exotic Plants	3
HLN 804	Cooperative Work Experience	4

ACC 131	Bookkeeping or	3
MGT 157	Small Business Bookkeeping and Accounting Practices	
		<hr/> 16
Minimum Hours Required:		31

### **ORNAMENTAL HORTICULTURE TECHNOLOGY — LANDSCAPE NURSERY OPTION**

(Associate Degree)

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.

		CREDIT HOURS
SEMESTER I		
HLN 131	Horticultural Science	4
HLN 132	Landscape Trees	2
BIO 115	Biological Science or	4
BIO 110	Introductory Botany	
HLN 145	Landscape Development I	3
HLN 146	Fundamentals of Landscape Planning	3
		<hr/> 16

SEMESTER II		
HLN 147	Landscape Development II	3
HLN 133	Landscape Shrubs, Vines, & Ground Cover	2
HLN 140	Herbaceous and Exotic Plants	3
MTH 195	Technical Mathematics or	3
MTH 130	Business Mathematics	
CHM 115	General Chemistry or	4
PSC 118	Physical Science	
		<hr/> 15

SEMESTER III		
HLN 235	Propagation of Woody Ornamental Plants	2
HLN 227	Greenhouse Horticulture	4
HLN 231	Landscape Design I	4
HLN 233	Nursery Operations	3
COM 131	Applied Composition and Speech	3
		<hr/> 16

SEMESTER IV		
HLN 232	Landscape Planning and Management	4
HLN 234	Ornamental Crop Production	3

HLN 245	Problems and Practices in Industry	4
ACC 131	Bookkeeping or	3
MGT 157	Small Business Bookkeeping and Accounting Practices	
BUS 105	Introduction to Business or	3
MGT 153	Small Business Management	
		<hr/>
		17
Minimum Hours Required		<hr/>
		64

### ORNAMENTAL HORTICULTURE TECHNOLOGY — LANDSCAPE GARDENER CERTIFICATE

(Certificate)

This program prepares the student to enter positions in landscape construction, park maintenance, home landscape and garden services, and garden center and nursery sales. Through the selection of electives and occupational experiences the student can guide his training toward specific jobs.

		CREDIT HOURS
SEMESTER I		
HLN 131	Horticultural Science	4
HLN 132	Landscape Trees	2
HLN 146	Fundamentals of Landscape Planning	3
BUS 105	Introduction to Business or	3
MGT 153	Small Business Management	
MTH 195	Technical Mathematics or	3
MTH 130	Business Mathematics	
		<hr/>
		15
SEMESTER II		
HLN 133	Landscape Shrubs, Vines, & Ground Cover	2
HLN 140	Herbaceous and Exotic Plants	3
HLN 145	Landscape Development I	3
HLN 804	Cooperative Work Experience	4
Elective		3
		<hr/>
		15
Minimum Hours Required:		<hr/>
		30

### REAL ESTATE

(Associate Degree)

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.

		CREDIT HOURS
SEMESTER I		
COM 131	Applied Composition & Speech or	3
ENG 101	Composition & Expository Reading	
BUS 105	Introduction to Business	3
MTH 130	Business Mathematics or	3
MTH 111	Mathematics for Business and Economics	
RE 130	Real Estate Principles	3
RE 131	Real Estate Finance	3
		<hr/>
		15
SEMESTER II		
COM 132	Applied Composition and Speech or	3
ENG 102	Composition and Literature	
RE 133	Real Estate Marketing	3
RE 135	Real Estate Appraisal	3
RE 136	Real Estate Law	3
Elective	(Psychology, Sociology or Human Development)	3
		<hr/>
		15
SEMESTER III		
ECO 201	Principles of Economics I	3
RE 230	Real Estate Office Management	3
RE 250	Real Estate Internship I*	4
RE 254	Real Estate Seminar I*	2
† Technical Elective		3
		<hr/>
		15
SEMESTER IV		
GVT 201	American Government	3
ACC 201	Principles of Accounting I	3
† Technical Electives		9
		<hr/>
		15
Minimum Hours Required:		<hr/>
		60
† Technical Electives		
RE 233	Commercial Investment Real Estate	3
RE 235	Property Management	3
RE 251	Real Estate Internship II*	4
RE 255	Real Estate Seminar II*	2
ACC 202	Principles of Accounting II	3
ECO 202	Principles of Economics II	3
SPE 105	Fundamentals of Public Speaking	3
RE 241	Special Problems in Real Estate	3

\* 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.

## DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Career Education Programs	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Accounting Associate	x	x	x	x	x	x	x
Advertising Art	x						
Air Conditioning & Refrigeration		x	x			x	
Animal Medical Technology		x					
Apparel Design				x			
Architectural Technology				x			
Architectural Drafting				x			
Auto Body Technology	x		x				
Automotive Parts, Sales & Service	x						
Automotive Technology Apprenticeship		x					
Automotive Technology	x	x	x				
Aviation Maintenance Technology					x		
Aviation Technology					x		
Air Cargo Transport					x		
Aircraft Dispatcher					x		
Airline Marketing					x		
Air Traffic Control					x		
Career Pilot					x		
Fixed Base Operations/Airport Management					x		
Banking and Finance							x
Banking							x
Credit & Financial Management							x
Credit Union							x
Savings & Loan							x
Building Trades						x	
Carpentry—Residential & Commercial						x	
Electrical						x	
Child Development Associate	x		x				
CDA Training Certificate	x		x				
Special Child	x		x				
Administrative	x		x				
Infant-Toddler	x		x				
Commercial Music		x					
Arranger/Composer/Copyist		x					
Music Retailing		x					
Recording Technology		x					
Construction Management & Technology							x
Data Processing							
Information Systems				x			
Key Entry/Data Control				x			
Operator				x			
Programmer	x	x	x	x	x	x	x
Small Computer Systems Information Specialist				x			
Diesel Mechanics						x	
Distribution Technology						x	
Drafting & Design Technology			x	x	x		
Electronics Design Option			x				
Educational Paraprofessional/Assistant							x
Electronics Technology			x		x		
Avionics					x		
Digital Electronics			x				
Engineering Technology							x
Electric Power							x
Electro-Mechanical							x
Fluid Power							x
Manufacturing Engineering							x
Quality Control							x

BHC — Brookhaven College    ECC — El Centro College    NLC — North Lake College  
 CVC — Cedar Valley College    MVC — Mountain View College    RLC — Richland College  
 EFC — Eastfield College

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Fire Protection Technology				x			
Food Service				x			
Dietetic Assistant & Technician				x			
Food Service Operations				x			
School Food Service				x			
Graphic Arts/Communications			x				
Horology		x					
Hotel-Motel Operations				x			
Interior Design				x			
Legal Assistant				x			
Machine Parts Inspection					x		
Machine Shop					x		
Major Appliance Repair		x					
Management Careers	x	x	x	x	x	x	x
Administrative Management	x	x	x	x	x	x	x
Mid-Management	x	x	x	x	x	x	x
Purchasing Management			x			x	
Sales, Marketing & Retail Management	x	x					
Small Business Management		x		x	x	x	x
Medical				x			
Associate Degree Nursing	x*		x**	x		x**	x**
Dental Assisting Technology				x			
Medical Assisting Technology				x			
Medical Laboratory Technology				x			
Medical Transcription				x			
Radiography Technology				x			
Respiratory Therapy Technology				x			
Surgical Technology				x			
Vocational Nursing			x*	x		x*	
Motorcycle Mechanics		x					
Office Careers	x	x	x	x	x	x	x
Administrative Assistant	x	x	x	x	x	x	x
General Office Certificate	x	x	x	x	x	x	x
Insurance Certificate							x
Legal Secretary	x	x	x	x	x	x	x
Professional Secretary	x	x	x	x	x	x	x
Records Management	x	x		x			
Optical Technology						x	
Ornamental Horticulture Technology							x
Florist & Greenhouse Florist							x
Landscape Nursery & Gardener							x
Outboard Marine Engine Mechanics		x					
Pattern Design				x			
Precision Optics Technology						x	
Police Science Technology				x			
Postal Service Administration					x		
Real Estate						x	x
Retail Distribution and Marketing	x	x					
Commercial Design & Advertising		x					
Fashion Marketing	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		

\* Programs are offered at the designated colleges through El Centro College.

\*\* Second Year courses are offered at the designated colleges through El Centro College.



# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Career Education Programs	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Accounting Associate	x	x	x	x	x	x	x
Advertising Art	x						
Air Conditioning & Refrigeration		x	x			x	
Animal Medical Technology		x					
Apparel Design				x			
Architectural Technology				x			
Architectural Drafting				x			
Auto Body Technology	x		x				
Automotive Parts, Sales & Service	x						
Automotive Technology Apprenticeship		x					
Automotive Technology	x	x	x				
Aviation Maintenance Technology					x		
Aviation Technology					x		
Air Cargo Transport					x		
Aircraft Dispatcher					x		
Airline Marketing					x		
Air Traffic Control					x		
Career Pilot					x		
Fixed Base Operations/Airport Management					x		
Financial Management							x
Banking							x
Credit & Financial Management							x
Credit Union							x
Savings & Loan							x
Building Trades						x	
Carpentry—Residential & Commercial						x	
Electrical						x	
Child Development Associate	x		x				
CDA Training Certificate	x		x				
Special Child	x		x				
Administrative	x		x				
Infant-Toddler	x		x				
Commercial Music		x					
Arranger/Composer/Copyist		x					
Music Retailing		x					
Recording Technology		x					
Construction Management & Technology							x
Data Processing							
Information Systems				x			
Key Entry/Data Control				x			
Operator				x			
Programmer	x	x	x	x	x	x	x
Small Computer Systems Information Specialist				x			
Diesel Mechanics						x	
Distribution Technology						x	
Drafting & Design Technology			x	x	x		
Electronics Design Option			x				
Educational Paraprofessional/Assistant							x
Electronics Technology			x		x		
Avionics					x		
Digital Electronics			x				
Engineering Technology							x
Electric Power							x
Electro-Mechanical							x
Fluid Power							x
Mechanical Technology							x
Quality Control							x

BHC — Brookhaven College  
CVC — Cedar Valley College  
EFC — Eastfield College

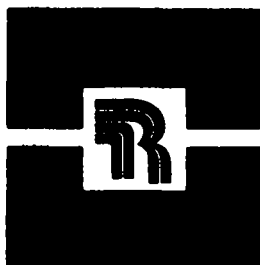
ECC — El Centro College  
MVC — Mountain View College

NLC — North Lake College  
RLC — Richland College

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Fire Protection Technology				x			
Food Service				x			
Dietetic Assistant & Technician				x			
Food Service Operations				x			
School Food Service				x			
Graphic Arts/Communications			x				
Horology		x					
Hotel-Motel Operations				x			
Interior Design				x			
Legal Assistant				x			
Machine Parts Inspection					x		
Machine Shop					x		
Major Appliance Repair		x					
Management Careers	x	x	x	x	x	x	x
Administrative Management	x	x	x	x	x	x	x
Mid-Management	x	x	x	x	x	x	x
Purchasing Management			x			x	
Sales, Marketing & Retail Management	x	x					
Small Business Management		x		x	x	x	x
Medical				x			
Associate Degree Nursing	x*		x**	x		x**	x**
Dental Assisting Technology				x			
Medical Assisting Technology				x			
Medical Laboratory Technology				x			
Medical Transcription				x			
Radiography Technology				x			
Respiratory Therapy Technology				x			
Surgical Technology				x			
Vocational Nursing			x*	x		x*	
Motorcycle Mechanics		x					
Office Careers	x	x	x	x	x	x	x
Administrative Assistant	x	x	x	x	x	x	x
General Office Certificate	x	x	x	x	x	x	x
Insurance Certificate							x
Legal Secretary	x	x	x	x	x	x	x
Professional Secretary	x	x	x	x	x	x	x
Records Management	x	x		x			
Optical Technology						x	
Ornamental Horticulture Technology							x
Florist & Greenhouse Florist							x
Landscape Nursery & Gardener							x
Outboard Marine Engine Mechanics		x					
Pattern Design				x			
Precision Optics Technology						x	
Police Science Technology				x			
Postal Service Administration					x		
Real Estate						x	x
Retail Distribution and Marketing	x	x					
Commercial Design & Advertising		x					
Fashion Marketing	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		

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\*\* Second Year courses are offered at the designated colleges through El Centro College.



Richland College  
12800 Abrams Rd.  
Dallas, Texas, 75243

*an equal opportunity institution*