

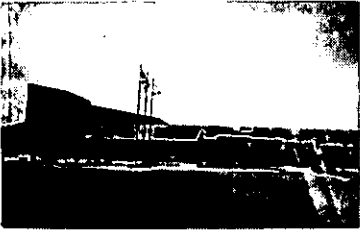
1988-89

Dallas County Community College District Catalog



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1988-89 Dallas County Community College District Catalog



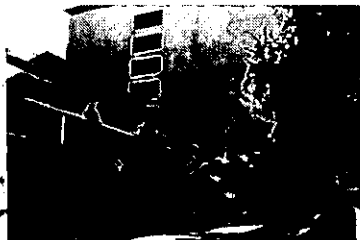
Brookhaven College
3939 Valley View Lane
Farmers Branch, Texas 75244-4997



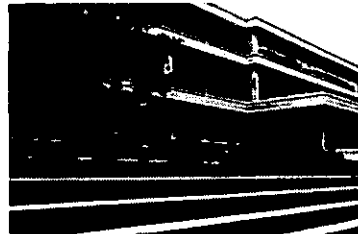
Cedar Valley College
3030 North Dallas Avenue
Lancaster, Texas 75134-3799



Eastfield College
3737 Motley Drive
Mesquite, Texas 75150-2099



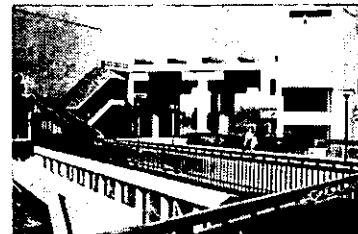
El Centro College
Main & Lamar Streets
Dallas, Texas 75202-3604



Mountain View College
4849 West Illinois Avenue
Dallas, Texas 75211-6599



North Lake College
5001 N. MacArthur Blvd.
Irving, Texas 75038-3899



Richland College
12800 Abrams Road
Dallas, Texas 75243-2199

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This publication prepared by the Dallas County Community College District Office of Public Information.

The Dallas County Community College District is an equal opportunity institution.

Academic Calendar For 1988-89

Summer Sessions, 1988

First Summer Session: (Based on 4 day class week)

May 30 (M)	Memorial Day Holiday
June 2 (R)	Registration
June 6 (M)	Classes Begin
June 9 (R)	4th Class Day
June 10 (F)	Friday Class Meeting
June 23 (R)	Last Day to Withdraw with "W"
July 7 (R)	Final Exams
July 7 (R)	Semester Closes
July 11 (M)	Grades due in Registrar's Office at 10 a.m.

Second Summer Session: (Based on 4 day class week)

July 12 (T)	Registration
July 13 (W)	Classes Begin
July 19 (T)	4th Class Day
August 4 (R)	Last Day to Withdraw with "W"
August 16 (T)	Final Exams
August 16 (T)	Semester Closes
August 18 (R)	Grades due in Registrar's Office at 10 a.m.

Fall Semester, 1988

August 22 (M)	Faculty Reports
August 22-25 (M-R)	Registration Period (Varies by Campus)
August 26 (F)	Faculty Professional Development
August 26 (F)	Friday Only Classes Begin
August 27 (S)	Saturday Only Classes Begin
August 29 (M)	Classes Begin (M-R Classes)
September 2 (F)	No Friday Only Classes
September 3 (S)	No Saturday Only Classes
September 5 (M)	Labor Day Holiday
September 10 (S)	12th Class Day
November 3 (R)	Last Day to Withdraw with a Grade of "W"
November 24 (R)	Thanksgiving Holidays Begin
November 28 (M)	Classes Resume
December 9 (F)	Final Exams for Friday Only Classes
December 10 (S)	Final Exams for Saturday Only Classes
December 12-15 (M-R)	Final Exams for M-R Classes
December 15 (R)	Semester Closes
December 19 (M)	Grades due in Registrar's Office by 10 a.m.

Spring Semester, 1989

January 9 (M)	Faculty Reports
January 9-12 (M-R)	Registration Period (varies by campus)
January 13 (F)	Faculty Professional Development
January 13 (F)	Friday Only Classes Begin
January 14 (S)	Saturday Only Classes Begin
January 16 (M)	Classes Begin (M-R Classes)
January 26 (R)	12th Class Day
February 16 (R)	District Conference Day
February 17 (F)	Faculty Professional Development (TJCTA)
February 17 (F)	No Friday Only Classes
February 18 (S)	No Saturday Only Classes
March 6 (M)	Spring Break Begins
March 10 (F)	Spring Break Holiday for All Employees
March 13 (M)	Classes Resume
March 24 (F)	Religious Holidays Begin
March 27 (M)	Classes Resume
March 30 (R)	Last Day to Withdraw With a Grade of "W"
May 5 (F)	Final Exams for Friday Only Classes
May 6 (S)	Final Exams for Saturday Only Classes
May 8-11 (M-R)	Final Exams for M-R Classes
May 11 (R)	Semester Closes
May 11 (R)	Graduation
May 15 (M)	Grades Due in Registrar's Office by 10:00 a.m.

Summer Sessions, 1989

First Summer Session: (Based on 4 day class week)

May 29 (M)	Memorial Day Holiday
May 31 (W)	Registration (Richland College Only)
June 1 (R)	Registration (All Campuses)
June 5 (M)	Classes Begin
June 8 (R)	4th Class Day
June 9 (F)	Class Day
June 22 (R)	Last Day to Withdraw with a Grade of "W"
July 4 (T)	Fourth of July Holiday
July 6 (R)	Final Exams
July 6 (R)	Semester Closes
July 10 (M)	Grades Due in Registrar's Office by 10:00 a.m.

Second Summer Session: (Based on 4 day class week)

July 11 (T)	Registration (All Campuses)
July 12 (W)	Classes Begin
July 18 (T)	4th Class Day
August 3 (R)	Last Day to Withdraw With a Grade of "W"
August 15 (T)	Final Exams
August 15 (T)	Semester Closes
August 17 (R)	Grades Due in Registrar's Office by 10:00 a.m.

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Dallas County Community College District Board of Trustees



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Chairman



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Vice Chairman



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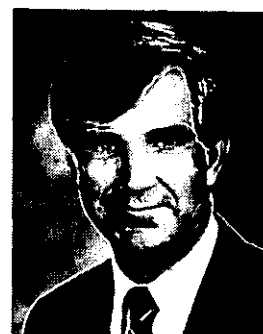
Kenneth M. Pace



Pattie T. Powell



James W. Smith



Lawrence W. Tyree
Chancellor

Dallas County Community College District Administrators

Chancellor	Lawrence W. Tyree
Vice Chancellor of Business Affairs	Ted B. Hughes
Vice Chancellor of Educational Affairs	Jack Stone
Assistant Chancellor of Planning and Development Affairs	Bill Tucker
Executive Assistant to the Chancellor	Jackie Caswell
Associate Vice Chancellor/Educational Affairs	Rodger A. Pool
Associate Vice Chancellor of Business Affairs	Robb Dean
Director of Development	Carole Shlipak
Legal Counsel	Robert Young
Consultant to the Chancellor	Nancy Armes
Director of Career & Continuing Education	Ted Martinez
Director of Information Technology	Jim Hill
Director of Educational Telecommunications	Pam Quinn
Director of Personnel Services and Development	Barbara K. Corvey
Director of Planning, Research and Evaluation	Felix Aquino
Director of Public Information	Claudia Robinson
Director of Purchasing	Mavis Williams
Director of Resource Development	Bonny Franke-Hill
Director of Student and International Programs	Richard McCrary
Director of Technical Services	Paul Dumont

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 per semester 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 wide 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 19 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 disability. 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 high 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 12 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 the Education Amendment of 1980, Public Law 96-374, the College provides all students with information about its academic programs and financial aid available to students.



Standard 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.

If you are unable to complete the course (or courses) for which you have registered, it is your responsibility to withdraw formally from the course (or courses). Failure to do so will result in your receiving a performance grade, usually a grade of "F".

II. IMPORTANT TERMS

Academic advisor: A member of the college staff who assists students in planning appropriate academic programs.

Add: During any single semester, to enroll in additional course(s) after registration.

Admission: Formal application and acceptance as a credit student. A person wishing to enroll must complete an application, be accepted, and receive a letter of acceptance from the Registrar before registering.

Audit: Enrollment in a credit program in a course without receiving academic credit.

Catalog: The book containing course descriptions, degree plans, and general information.

Class Schedule: The list of courses offered for a specific semester. Names of teachers, days, times, location, fees and registration instructions are included.

Common Learning: "General Education" as defined by the Dallas County Community College District. Common Learning courses contain learning experiences which provide knowledge and skills necessary for living well and functioning competently in rapidly changing local, state, national, and world communities.

Concurrent enrollment: (a) Enrollment by the same student in two different DCCCD colleges at the same time; (b) Enrollment by a high school senior in one of the DCCCD colleges while still enrolled in high school; (c) Enrollment by a student in two related courses in the same semester; (d) Enrollment in both a DCCCD institution and a four-year institution at the same time; (e) Enrollment in both credit and Continuing Education courses at the same time.

Course load: The number of hours or courses in which a student is enrolled in any given semester.

Credit: The numerical value assigned to a course (see "CREDIT HOURS/SEMESTER HOURS").

Credit Hours/Semester Hours: The unit of credit earned for course work. Each college course is worth a certain number of credit or semester hours. This number is determined by the type of class it is and the number of hours per week it meets. For example, a 3 credit hour class (English, History, etc.) meets 3 hours per week during the fall/spring semesters; a 4 credit hour class (science, languages, etc.) meets 6 hours. Check this catalog or class schedule for the value of any course you wish to take.

Credit/non-credit: Credit classes are those which award academic credit and may apply toward a degree. Non-credit classes do not apply toward a degree and are usually offered through Continuing Education.

Campus class schedule: A booklet which is published prior to each semester listing classes, sections, dates, times, instructors' names, and meeting places and which is used by students to prepare their personal class schedules each semester.

Developmental Studies Courses: Courses which provide prerequisite skills in reading, writing, and mathematics. Because of the nature of these courses, the credit earned will not count toward graduation requirements.

Drop: The act of officially withdrawing from a particular course without penalty before a specified date. See calendar in this catalog for "Last Day to Withdraw." It is the student's responsibility to drop a course by the date published.

Early Registration: A method of selecting and reserving courses for subsequent semesters. Consult with an advisor prior to going to early registration.

Electives: Courses which do not count toward major but are required for most college degrees. Electives are selected for personal interest, skill development or to increase one's knowledge or understanding. Consult with an advisor before deciding upon electives.

Fee: A charge which the college requires for services in addition to tuition charges.

Flexible-entry course: A course beginning and ending on dates which are different from the regular semester. This is also referred to as "flex-entry" or "short semester registration". Consult the campus class schedule for further information.

Former Student: One who has attended a DCCCD college in the past but not during the previous long semester.

Full-time student: A student who is enrolled in at least 12 credit hours during a semester or for 6 credit hours during a summer session.

GPA: Grade Point Average. For further explanation, see catalog section entitled "Scholastic Standards."

Grade Points: See catalog section entitled "Scholastic Standards."

Grades: See catalog section entitled "Scholastic Standards."

Lab hours: The number of hours a student spends each week in a laboratory or other learning environment.

Lecture hours: The number of hours a student spends each week in a classroom other than a laboratory.

Major: The subject or field of study in which the student plans to specialize. For example, one "majors" in Automotive Technology, Business, etc.

Part-time student: A student who is enrolled for less than 12 credit hours during a semester or less than 6 credit hours in a summer session.

Performance grade: A grade of A, B, C, D, or F. This does not include the grades of W, I, or WX. See catalog section on "Academic Information" for more on grades and grade point averages.

Prerequisite: A requirement which must be met BEFORE enrolling for a specific course. For example, the prerequisite for ENGLISH 102 is the successful completion of ENGLISH 101. A prerequisite may be another



course (high school or college), an appropriate assessment score, or permission of the instructor.

Probation: A warning for a student whose academic work or behavior is unsatisfactory. Students on academic probation may be suspended if their academic performance does not improve.

Registration: The official process for enrolling in courses. This involves selecting classes with the help of an advisor, completing all registration forms and paying fees. Check the Class Schedule for registration dates.

Section: A number indicating day/evening, hour, room number, and name of instructor for a particular course. For example, the section number differentiates among the various classes of English 101.

Semester: A term denoting the length of time a student is enrolled in a specific course. For example, there are two long semesters (Fall and Spring) which last approximately 16 weeks. There are two summer sessions or "semesters" (Summer I and Summer II) which last approximately 5½ weeks.

Skills for Living: Skills needed for living well with oneself, others, and changing environments. Skills for Living are discussed and learned throughout the curriculum and provide basic goals for all Common Learning courses.

Technical/occupational courses: Courses which lead to a certificate or two-year degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be utilized in the job market. Consult an advisor regarding transferability if you plan to attend a four-year institution.

Telecourses: Courses providing flexibility and convenience for students seeking college credit with minimum campus visits. Students watch the course television programs at home on regular broadcasts or cablecasts, complete the study guide and reading assignments, take tests on campus, and attend optional discussion meetings. Instructors are available during regular office hours or via telephone when assistance is needed.



Transfer courses: Courses which are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transferability of specific courses. Because a course will transfer does not

mean it will apply toward a specific major or degree at a four-year college or university.

Transcript: An official copy of a student's academic record which can be obtained through the Admissions Office. An *official* transcript must have the seal of the college affixed and the signature of the Registrar.

Withdrawal: The act of terminating enrollment. A student withdrawing must go through a formal procedure. It is the student's responsibility to withdraw officially by the appropriate date. See the calendar in this catalog or the Class Schedule for the "Last Day to Withdraw."

III. 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 admission.

Admission Requirements

Documentary evidence of Texas residency must be provided by all applicants. This evidence must be submitted with the application for admission and must prove twelve (12) months of Texas residency immediately prior to the semester of enrollment. Failure to provide evidence will result in an applicant being classified as a nonresident for tuition/fee purposes. Contact the Admissions Office for specific information detailing required documentation.

Beginning Freshmen

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

- a. 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.
- b. Graduates of an unaccredited high school who are 18 years of age or older.
- c. 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.
- d. 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 six hours of special study each semester, as long as the combined high school and college class load does not exceed sixteen (16) semester hours. (Each high school course is normally counted as the equivalent of one three-hour course.) 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 records. 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 the Office of Career and Continuing Education.

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:

- a. complete a personal interview with the international student counselor and receive approval from the college administration,
- b. present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher and take the DCCCD assessment tests,
- c. be proficient in English and provide a letter in their own handwriting indicating educational and vocational plans,
- d. show evidence of sufficient financial support for the academic year by submitting an I-134 (Affidavit of support) Immigration and Naturalization Service document,
- e. provide written proof of negative tuberculin skin test or chest x-ray, polio immunization if applicant is under nineteen years of age, measles and rubella vaccines taken since January 1, 1968, and diphtheria/tetanus injections taken within the last ten years.
- f. fulfill all admission requirements for international students at least 30 days prior to registration,
- g. enroll as a full-time student (minimum of 12 credit hours),
- h. supply official transcripts for all previous academic work with a minimum "C" average.





In addition to the requirements stated above, international students wishing to transfer from another U.S. higher education institution must also:

1. Present documentation indicating "bona fide" non-immigrant status as an F-1 or M-1 student.
2. Have pursued a full course of study at the institution last authorized to attend by I.N.S.
3. Present official transcripts verifying that the student:
 - a. Was "in-status" for the term immediately preceding this transfer, and
 - b. Has a minimum GPA of 2.00 in all college work attempted.

Contact the Admissions Office for information.

Application and Admission Procedures

Applications may be submitted any time prior to registration. Earlier application is desirable because the student's place in registration is determined by the date of the applicant's file; submitting admissions documents early also insures that there is adequate time for effective counseling and schedule planning. A later place in registration often means that the classes a student desires are already filled.

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

- a. An official application, available from the Admissions Office.
- b. Official Transcripts: The following must be submitted: (1) for beginning college students an official high school transcript from the last high school attended; (2) for college transfer students, official transcripts for all previous college work attempted. The college's accrediting agency requires transcripts, and the college uses them in program advisement.

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 the Flexible Entry Courses section in this catalog and contact the Registrar's Office for additional information.

Students entering with academic deficiencies or low assessment scores may be admitted on probation and may be required to enroll in developmental or other programs designated by the college.

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).

Class Fee: Variable special costs of course not otherwise defined as "Laboratory Fee." Rental costs of specialized equipment and off-campus facilities are examples of "class fees."

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. This fee can change without prior notice.

Refund Policy

The refund policy of the District is based upon state regulations and on the fact that student tuition and fees provide only a fraction of the cost of offering educational opportunities. When students enroll in a class, they reserve places which cannot be made available to other students until they officially drop the class. In addition, the original enrollment of students represents a sizable cost to the District regardless of continuance in that class. Therefore, a refund is made only under the following conditions:

- (1) Official withdrawal:

Students who officially withdraw from the institution shall have their tuition and mandatory fees refunded according to the following schedule:

Continued on page 11
following Tuition & Fees Schedule

TUITION AND STUDENT SERVICES FEE Fall and Spring Sessions

Semester Credit Hours	Dallas County			Out-of-District			Out-of-State or Country		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	\$ 36	\$ 3	\$ 39	\$ 100	\$ 3	\$ 103	\$ 200	\$ 3	\$ 203
2	36	3	39	100	3	103	200	3	203
3	36	3	39	100	3	103	200	3	203
4	48	4	52	132	4	136	244	4	248
5	60	5	65	165	5	170	305	5	310
6	72	6	78	198	6	204	366	6	372
7	84	7	91	231	7	238	427	7	434
8	96	8	104	264	8	272	488	8	496
9	108	9	117	297	9	306	549	9	558
10	120	10	130	330	10	340	610	10	620
11	130	11	141	342	11	353	671	11	682
12	140	12	152	354	12	366	732	12	744
13	150	12	162	366	12	378	793	12	805
14	160	12	172	378	12	390	854	12	866
15	170	12	182	390	12	402	915	12	927
16	180	12	192	402	12	414	976	12	988
17	190	12	202	414	12	426	1037	12	1049
18	200	12	212	426	12	438	1098	12	1110
19	210	12	222	438	12	450	1159	12	1171
20	220	12	232	450	12	462	1220	12	1232

TUITION Summer Sessions

Semester Credit Hours	Dallas County		Out-of-District		Out-of-State or Country	
	Tuition		Tuition		Tuition	
1	\$ 36		\$100		\$200	
2	36		100		200	
3	42		138		200	
4	56		184		268	
5	70		230		335	
6	84		276		402	
7	92		286		469	
8	100		296		536	
9	108		306		603	

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

TUITION REQUIREMENTS FOR LONG TERM:

- Dallas County Residents***** \$12.00 per credit unit through ten credit units and \$10.00 for each additional credit unit over ten credit hours; minimum of \$36.00
- Out-of-District Residents*** \$33.00 per credit unit through ten credit units and \$12.00 for each additional credit unit over ten credit units; minimum of \$100.00
- Out-of-State Residents**** \$61.00 per credit unit; minimum of \$200.00
- Out-of-Country Residents** \$61.00 per credit unit; minimum of \$200.00

SUMMER SESSION

- Dallas County Residents***** \$14.00 per credit unit through six credit units and \$8.00 for each additional credit unit over six credit units; minimum of \$36.00
- Out-of-District Residents*** \$46.00 per credit unit through six credit units and \$10.00 for each additional credit unit over six credit units; minimum of \$100.00
- Out-of-State Residents**** \$67.00 per credit unit; minimum of \$200.00
- Out-of-Country Residents** \$67.00 per credit unit; minimum of \$200.00

The charge for auditing a course is the same as taking the course for credit.

*Provided he has established legal residence in the State of Texas, a student's county of residence is the county in which his legal guardian resides, if he is under 18 years of age and unmarried. Students 18 years of

age and older and all married students are deemed to be residents of the county in which they reside.

**An "Out-of State Resident" is defined to be a student of less than 18 years of age, living away from his family and whose family resides in another state or whose family has not resided in Texas for twelve months immediately preceding the date of registration; or a student 18 years of age or older who has not been a resident of the state twelve months subsequent to his 18th birthday or for the twelve months immediately preceding the date of registration.

***A full-time District employee or his dependent who resides outside Dallas County is eligible for Dallas County tuition rates.

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.

The description of resident and non-resident status contained above are generally applicable, but the determination of residence status for tuition purposes is specifically governed by the provisions of V.T.C.A. Education Code, Section 54.052, the rules and regulations of the Coordinating Board, Texas College and University System, and judicial and/or administrative interpretations thereof. In the event of conflict between the above-noted descriptions and the latter authorities, the latter shall govern.

Pursuant to the authorization contained in the Texas Education Code Section 130.003, subsection (b)(4), the Board has waived the difference in the rate of tuition for non-resident and resident students for a person or his dependent, who owns property which is subject to ad valorem taxation by the District.

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.

Continued from page 9

Fall and Spring Semesters

Prior to the first class day	100%
During the first five class days	80%
During the second five class days	70%
During the third five class days	50%
During the fourth five class days	25%
After the fourth five class days	NONE

Summer Semesters

Prior to the first class day	100%
During the first, second or third class day	80%
During the fourth, fifth or sixth class day	50%
After the sixth class day	NONE

(2) Official drop of a course or courses:

Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule:

Regular Session

During the first twelve class days	100%
After the twelfth class day	NONE

Summer Session

During the first four class days	100%
After the fourth class day	NONE

Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment,*parking, etc.

Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

(3) A student dropping a portion of his or her class load after the twelfth class day of a fall or spring semester (fourth class day of a summer session) is not entitled to a refund unless approved by the Refund Petitions Committee.

(a) Refund petitions, accompanied by an explanation of any existing circumstances, shall be submitted to the Refund Petitions Committee on the campus.

(b) If the petition is approved by the committee, the student shall be notified and shall receive a refund of tuition and fees according to the appropriate schedules in this policy.

(4) The student must submit the request for refund before the end of the semester or summer session for which the refund is requested.

(5) Mandatory fees shall include, but not be limited to, student activity fees, laboratory fees, private lesson fees, and physical education activity fees.

(6) Flexible entry courses are to be handled as regular semester length courses. The refund schedule will be prorated accordingly.

(7) Refund checks normally require a minimum of one month from date of approval for processing.

(8) The college academic calendar shall specify the last day for withdrawal with refund.

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 the 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 Development may also implement disciplinary procedures.

Assessment and Advisement Procedures

Assessment is the process of evaluating readiness for certain college courses and the probabilities for success in those courses. The College has an assessment program for entering students which is a required part of the enrollment process.

The assessment program includes the completion of a questionnaire which documents information on career and work plans, previous academic achievement and other relevant information. Assessment also includes an examination of individual skill levels in reading, writing and mathematics. Information on skills may come from ACT or SAT results, previous *college-level* work or from scores on the standardized tests administered free of charge by the College.

Because of the importance of such information, students should have official copies of ACT and/or SAT scores and transcripts mailed to the Admissions Office or bring them personally at the time of application. It is the responsibility of the student to make these available.

The assessment program provides information needed in advisement. Academic advisement sessions provide a framework for informed decision-making on the part of students and advisors. Information on a student's skills, abilities, career plans, educational background, life experiences, and motivation is important in helping the student and advisor make selections from the many educational options available.

Details of assessment and advisement procedures are available through the College Counseling Center or in the "Schedule of Classes" each semester.

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 or she 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, except that a student service fee may not be charged.

Transfer Of Credits

Transfer of credit is generally given for all attempted work at colleges and universities recognized by a national accrediting agency equivalent to the Southern Association Commission on Colleges. 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.

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.

TASP (Texas Academic Success Program)

The Texas State Education Code requires that all students "...who enter public institutions of higher education in the fall of 1989 and thereafter must be tested for reading, writing and mathematics skills." This includes all "...full-time and part-time freshmen enrolled in a certificate or degree program...", any non-degree students prior to the "accumulation of nine or more [college] credit hours or the equivalent," and "...any transfer students with fewer than 60 semester credit hours or the equivalent who has not previously taken the tests."

Performance on the test will not be used as a condition of admission.

A student may not "...enroll in any upper division course [the] completion of which would give the student 60 or more semester credit hours or the equivalent until the student's test results meet or exceed the minimum standards in all test scores." Other assessment procedures may be used in exceptional cases to allow a student to enroll in upper division courses "...in cases where student test results do not meet minimum standards" (Texas Education Code, Sec. 51.306).

The test fee will be paid by the student.



IV. ACADEMIC INFORMATION

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:
12		35
$35 \div 12 = 2.93$		



For repeated courses, only the latest grade earned is included in cumulative grade point averages, even if the latest grade is lower than a preceding grade. However, transcripts do indicate all work completed in the District. 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 90 days after the first day of classes in the subsequent regular semester. If the work is not completed after 90 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 reenroll 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 complete the course requirements, 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, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199 cannot be used to meet graduation requirements.

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 appropriate college official to carry a heavier load. Employed students carrying a full load (12 credit hours or more) should not work more than 20 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 six credit hours. The recommended load limit in a six-week summer session is six credit hours. A total of 14 credit hours is the maximum that may be earned in any 12-week summer period.

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.

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. If a student is unable to complete a course (or courses) in which he/she is registered, it is the student's responsibility to withdraw from the course by the appropriate date. (The date is published in the academic calendar each year.) If the student does not withdraw, he/she will receive a performance grade, usually a grade of "F."

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 Tx. Educ. Code.





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 prescribed procedure. It is the student's responsibility to drop or withdraw. Failure to do so will result in receiving a performance grade, usually a grade of "F." 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. See "Refund Policy" for possible eligibility for a refund.

Academic Recognition

Full-time students who complete at least 12 hours of credit and earn a grade point average of 3.5-3.79 are listed on the Vice President's Honor Roll. Full-time students who complete at least 12 hours of credit and average 3.8-4.0 are placed on the President's Honor Roll. Part-time students who take six-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 sessions 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 Development.

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 DCCCD 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.")

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. A fee will be charged for each transcript requested. The transcript may be withheld, however, until the student has settled all obligations with the College.

Degree Requirements

The College confers the Associate in Arts and Sciences Degree upon students who have completed all 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.

Students seeking certificates or associate degrees must submit official transcripts of all previous work attempted before a certificate or degree will be awarded. Failure to submit official transcripts directly from the institutions attended will result in the degree or certificate not being awarded.

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.

The Common Learning Curriculum

The Common Learning curriculum is composed of required courses and clusters of courses designed to advance the learning which is common to all candidates for a degree.

The Core Curriculum consists of English 101, Speech Communication 101, and a math course numbered 100 or above. A grade of "C" or better in each of the three courses is required for graduation. Students are strongly advised to enroll in these courses in the first two semesters of study because skills necessary for success in other courses are taught in Core courses.

Common Learning course requirements beyond the Core are designed to help ensure that all graduates have general knowledge as well as the specific knowledge ordinarily associated with a major course of study or a technical program. Candidates for the Associate in Arts and Sciences must take 34-36 hours in approved Common Learning courses beyond the Core. Candidates for the Associate in Applied Arts and Sciences must choose six to eight hours of course work from two of the following clusters: Laboratory Science, Behavioral/ Social Science, Business, and Humanities.

Associate in Arts and Sciences Degree

Students must have a minimum of 61 credit hours, a grade of "C" or better in each of the three Core courses, and a grade point average of at least "C" (2.0) to receive the Associate in Arts and Sciences Degree. These 61 hours may be earned at any District college and must include:

- English 101, Speech Communication 101, and a math course numbered 100 or above. (9 credit hours)
- English 102 and a sophomore literature course. (6 credit hours)

- Laboratory Science (8 credit hours) chosen from Astronomy, Biology, Chemistry, Geology, Physical Science, or Physics. (For Astronomy to count as a lab science, the student must complete successfully Astronomy 101 in combination with 103 and Astronomy 102 in combination with 104.)
- Humanities (3 credit hours) to be chosen from Art 104, a foreign language, Humanities 101, Literature, Music 104, Philosophy 102, or Theatre 101.
- Physical Education activity course (1 credit hour).
- Behavioral Science (3 credit hours) to be chosen from Anthropology, Human Development, Psychology, or Sociology.
- History 101-102 (6 credit hours) and Government 201-202 (6 credit hours). Only three credit hours of history and three credit hours of government may be earned through credit by examination.
- Business (3 credit hours) to be chosen from Business, Accounting, Management, Computer Information Systems, or Economics. Cooperative Work Experience courses may not be used to meet Common Learning degree requirements.
- Electives (16-18 credit hours).

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. The G.P.A. for graduation is based on the credit earned for all DCCCD work completed and all transfer work. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

All students planning to transfer to a four-year institution may complete their four semester requirements in physical education during their freshman and sophomore years. 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

Students must have a minimum of 60 credit hours, a grade of "C" or better in each of the three Core courses, and a grade point average of at least "C" (2.0) to receive the Associate in Applied Arts and Sciences Degree. These 60 hours must include:

- English 101 or Communications 131, Speech Communication 101, and a math course numbered 100 or above. (9 credit hours)
- Six to eight credit hours chosen from two of the following clusters:
Laboratory Science: Astronomy, Biology, Chemistry, Geology, Physical Science, or Physics. (For Astronomy to count as a lab science, the student must complete successfully Astronomy 101 in combination with 103 and Astronomy 102 in combination with 104.)
Behavioral/Social Science: Anthropology, Government, History, Human Development, Psychology, or Sociology.

Humanities: Art 104, a foreign language, Humanities 101, Literature, Music 104, Philosophy 102, or Theatre 101.

Business: Business, Accounting, Management, Computer Information Systems, or Economics. Cooperative Work Experience courses may not be used to meet Common Learning degree requirements.

Where a technical/occupation program heavily emphasizes a specific cluster as part of its requirements, students are encouraged to select from other clusters to satisfy this requirement. For example, students pursuing an A.A.S. degree in accounting must enroll in many courses from the business cluster as part of their program requirements. Therefore, to meet Common Learning requirements, the 6-8 additional hours should be selected from the other three clusters: Behavioral/Social Sciences, Humanities, or Laboratory Science.

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 the catalog for a more detailed explanation. A maximum of four physical education activity hours may be counted as credit toward graduation. The G.P.A. for an Applied Arts and Sciences Degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

Certificate Career Programs

The requirements for certificates are detailed under specific programs in the Technical/Occupational Programs section of this catalog. A "C" (2.0) grade point average is required. The G.P.A. for a certificate is based only on the hours used to meet certificate requirements. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

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. December graduates may participate in the next commencement if they desire and July and August graduates may participate in the spring commencement if they desire, but neither is 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 prior to commencement.

In addition to other graduation requirements, a student has five (5) years from the date of original enrollment in the college granting the degree to complete the specific course requirements detailed in the college catalog. If the student does not fully complete the course requirements within five (5) years, the student must select a subsequent catalog year, provided the requisite courses are still being offered in the program.

The student has the ultimate responsibility to select and register for courses meeting graduation requirements.

Waiving Of Scholastic Deficiency

Any student in an academic transfer program may transfer to Applied Arts and Sciences degree or Certificate 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.

V. EDUCATIONAL AND SPECIAL OPPORTUNITIES

Academic Transfer Programs

Students who desire to earn a bachelor's degree may complete freshman and sophomore courses in the DCCCD before transferring to a four-year institution. The academic transfer curriculum is coordinated with four-year colleges and universities to aid the transfer of credits to these schools. Students must understand that each four-year institution establishes its own course requirements for its majors and degrees. Even in the same major, what one four-year institution requires may differ greatly from the requirements of another four-year institution. Students should consult with a DCCCD counselor or advisor and the four-year institution on a regular basis to insure enrollment in courses appropriate to the selected degree or program.

Below is a list of some majors which students can begin within the DCCCD. For specific majors and programs, students should consult with an advisor or counselor.

- Accounting
- Advertising
- Agriculture
- American Studies

- Anthropology
- Architecture
- Art
- Biochemistry
- Biological Sciences
- Botany
- Business Administration (including Accounting, Finance, Management, Marketing)
- Business Education
- Chemistry
- City and Regional Planning
- Communications
- Computer Science
- Dance
- Dentistry
- Dietetics
- Drama
- Economics
- Elementary Education
- Engineering
- English
- Entomology
- Fine Arts
- Finance
- Foreign Languages
- Forestry
- Geography
- Geology
- Health Science
- History
- Home Economics
- Industrial Arts
- Industrial Design
- Journalism
- Law
- Liberal Arts
- Life Science
- Management
- Marine Biology
- Marketing
- Mathematics
- Medical Technology
- Medicine (Pre-Med)
- Meteorology
- Microbiology
- Music
- Natural Sciences
- Nursing
- Occupational Therapy
- Oceanography
- Optometry
- Pharmacy
- Philosophy
- Photography
- Physical Education
- Physical Science
- Physical Therapy
- Physics
- Political Science
- Pre-Dental, Pre-Medical, Pre-Veterinary
- Psychology
- Public Relations
- Radio/Television/Film
- Recreation



Secondary Education
 Sociology
 Special Education
 Speech Communications
 Speech Pathology and Audiology
 Theatre
 Telecommunications
 Theology
 Veterinary Medicine
 Urban Studies
 Wildlife Management
 Zoology

The fields of dentistry, law, medicine, optometry, pharmacy, veterinary medicine, and theology generally require graduate study. Students who plan eventually to get a graduate degree in one of these fields or areas should consult with a counselor or advisor about an appropriate undergraduate major.

Students are encouraged to consult counselors about the transfer information and resources which are available in the college counseling center. Counselors and advisors can assist students in interpreting information from university and college catalogs. The number of credit hours which are transferable will vary from institution to institution. Most colleges and universities will accept at least 60 hours in transfer. In addition, some colleges and universities may have specific grade point average requirements for transfer students. IT IS THE RESPONSIBILITY OF STUDENTS TO KNOW ANY SPECIFIC REQUIREMENT OF THE COLLEGE OR UNIVERSITY TO WHICH THEY WISH TO TRANSFER. THIS RESPONSIBILITY INCLUDES KNOWING COURSE REQUIREMENTS, NUMBER OF CREDIT HOURS ACCEPTED, AND GRADE POINT AVERAGE REQUIREMENTS.

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 are accredited college courses which lead 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 exist in business and industry.

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 who 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 needs.

Many technical/occupational courses can be offered on company sites for their employees.

Credit By Examination

Students who believe they already meet the requirements of a course by experience or previous training may request credit by examination. The Registrar's Office has knowledge of courses available through this method. The examination may be a section of the College Level Examination Program (CLEP), Advanced Placement Exams (CEEB), or a teacher-made test, depending on the course.

The student pays an examination fee for each course examination. This fee must be paid prior to taking the examination and is not refundable. The College's 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.

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 will evaluate these learning experiences and grant equivalent college credit according to the following guidelines:

1. The student must be currently enrolled in the college to receive equivalent credit for non-traditional learning.
2. Credit for specific courses offered by the college may be granted for non-traditional learning experiences after proper assessment of those experiences. Credit

will be awarded on a course by course basis only. The student must be enrolled in the college which is assessing the learning experiences.

3. A student is required to complete at least 12 semester hours of course work with the District, six of which are in the student's major occupational area, 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 Coordinating Board of Colleges and Universities.
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.

High School Articulation

The College has established a process for evaluating the work of high school vocational graduates to determine if a student can receive college credit for competencies mastered in the high school vocational program. Students should check with the College Dean of Career and Continuing Education or the Counseling Center for more information.

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 which are called "telecourses." Telecourses require the viewing of video programs on local cable systems, KERA/Channel 13 or at campus Learning Resource Centers. Reading, writing and study guide assignments are required, as well as attendance at an on-campus orientation session. Three or four tests are administered on campus during each telecourse, and some courses require discussion meetings, laboratory sessions or field trips. Campus visits are scheduled for times convenient to students.

Content and credit for telecourses are equivalent to that of courses taken on campus. All telecourses are noted in the course description section of this catalog and their schedules included in the college class schedule. Telecourses may be taken in conjunction with on-campus classes, and students may enroll for them through normal registration processes. For more information, call the Telecourse Hotline: 324-7780.

Cooperative Work Experience

Students may enrich their education by enrolling in cooperative education courses. Cooperative education is a method of instruction that offers the student the opportunity to earn college credit for the development and achievement of learning objectives which are accomplished through current on-the-job experience.

Work experience must be related to a field of study and an occupational goal. This work experience takes place at work training stations approved by the College. Employers must be willing to enter into training agreements with the College and the student/employee. The College will assist a student in seeking approvable employment, if needed.

To enroll in a cooperative education course, students must:

- have completed at least six semester hours in an occupational major or secure waiver of requirement from the instructor;
- be currently enrolled in a course related to the major area of study;
- be approved by the instructor.

Additional information regarding cooperative education may be secured from the Cooperative Education Office, the Division Office, or Counseling Office at each college. Technical/occupational programs which include cooperative education are indicated in this catalog.

International Studies

Each year a number of selected programs combine learning experiences with foreign travel. Such study-travel is under the direct supervision of faculty, and college credit may be earned by students who successfully meet the learning objectives established for these courses. Most of these courses are offered during the summer, and a complete listing for 1988-89 can be secured from the District Office of Student and International Programs (746-2410).

Human Development Courses

In human development courses, students can learn skills useful in everyday living to promote their personal growth. Much of the 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 obtain and practice skills in these important areas.

These courses are taught by counselors and other qualified instructors. They offer academic credits which transfer 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.

Campuses also offer special topics courses relevant to life issues. In addition, Speech Communications 101, a course combining aspects of interpersonal communications and public speaking, is required for DCCCD associate degrees.

Developmental Studies

Students whose assignment test scores indicate they are performing below college level skills will be advised to enroll in developmental courses. Successful completion of these courses will provide prerequisite skills for college-

level work. Other students who want to review and improve basic skills may also elect to take one or more developmental courses.

Reading, writing and mathematics courses are offered in classroom settings with laboratory support. These developmental courses provide instruction directly relevant to students' personal, academic and career goals.

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, virtually every course offered during the day is also available in the evening and weekend college. 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.

Learning Resources Center and Library Obligations

The Learning Resources Center (LRC) supports the entire instructional program. The two major parts of the LRC are the library and instructional Media Services.

The library 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 library helps students to learn in their own way and at their own speed. It provides books, slides, tapes, reference help, videotapes, 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.

Instructional Media Services supports the classroom instructional program and is responsible for all campus audio-visual equipment and non-print materials used in the classroom 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.

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.

Continuing Education Programs

Continuing education classes expand the available opportunities for persons of all ages to participate in college programs. A wide spectrum of courses is offered to adults and children through each campus's Continuing Education Division. Continuing education programs are offered throughout the year to meet a variety of needs such as:

- Educational 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.

Continuing education 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 learning experience. This is accomplished through seminars, workshops, and institutes.

The type of course is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations. Usually 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. Registration is simple, quick and easy; you may even want to register by phone.

Classes and activities are held on the campus of each College and in a variety of locations throughout the community. Most classes and activities are conducted on weekday evenings, but are also held on weekdays and weekends.

Although most continuing education 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 afforded continuing education students during the term in which they are registered. Scholarship money is available for specific vocationally oriented courses. To apply for this type of scholarship, please inquire at the Continuing Education Office.

Continuing Education Units (CEU's)

Although no college credit is awarded for continuing education class participation, Continuing Education Units are transcribed for successful completion of most courses. One 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.

The Business and Professional Institute

The Business and Professional Institute (B.P.I.) develops and delivers training programs and provides services to businesses, industries, government agencies, and professional associations. The Institute custom designs training or provides college credit programs or request to be taught on any of the college campuses or on-site at an office or plant. The duration of training or services is adjusted to meet special requirements and is based on a per-hour contract cost. A B.P.I. office is located on each campus and is staffed with training experts to assist the business community in identifying needs, developing programs and delivering training requests. Other B.P.I. services include conference planning, fitness/wellness programs, tele-conferencing, basic skills assessment, and small business development assistance.

VI. STUDENT DEVELOPMENT

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.

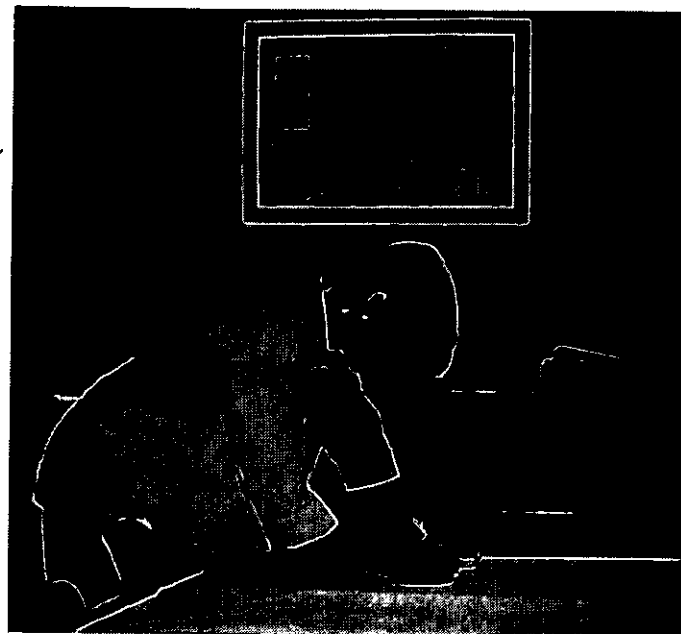
Student Programs and Resources

The Student Programs and Resources Office plans and presents programs and activities for the general campus population and the surrounding community. Programs often are coordinated with the various instructional divisions to provide students with valuable educational experiences. Many programs and activities are offered to help the student develop leadership and life enrichment 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 programs is highly encouraged.

Counseling Center 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. 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 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. Referral sources to provide in-depth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or psychological problems.

Tutoring Services

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

Testing/Appraisal Center

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

1. Psychological tests of personality, vocational interests, and aptitudes.
2. Academic tests for college instructional programs. Many courses are individualized and self-paced, permitting students to be tested at appropriate times.
3. Assessment tests, required for appropriate class placement.
4. Tests for selected national programs.

Health Center

Health is the most fundamental human need, and a high standard of physical and mental health is desirable for 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, 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.

Placement Services

The Dallas County Community College District provides job placement services free of charge to DCCCD students (credit and non-credit), alumni, and those in the process of enrolling. Staff members provide assistance by utilizing the computerized Student Placement System. This system contains lists of job openings in a variety of fields throughout the Metroplex. Staff members also provide assistance with establishing employment contacts, job interviewing, writing a resume and cover letter, and developing job search strategies leading to success.

Services for Disabled Students

The Services for Disabled Students Office offers a variety of support services to enable disabled students to participate in the full range of college experiences. Services are arranged to fit the individual needs of the student and may include sign language interpreters; notetakers; tutors; mobility assistants; and loan of wheelchairs, audio tape recorders, talking calculators and audio texts (for those students with visual impairments or learning disabilities). Academic, career and personal counseling are also available. Disabled 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 Disabled Students Office or the Counseling Center.

Student Organizations

Information about participation in any organization may be obtained through the Student Programs and Resources 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. Some sports are associated with the National Junior College Athletic Association. For more information regarding eligibility, rules, standards, and sports offered, contact the Physical Education Office.

Intramural Sports

The College provides a campus intramural program for students and staff and encourages participation. For additional information contact the intramural director in the Physical Education Office or the Student Programs and Resources 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. Limited housing for DCCCD students may be available at Bishop College. Interested persons should contact the Vice President of Students at Bishop.

Campus Safety Department

Campus safety is provided within the framework of state law to "protect and police buildings and grounds of state institutions of higher learning." Because all laws of the state are applicable within the campus community, specially trained and educated personnel are commissioned to protect college property, personal property, and individuals on campus. Officers of the Campus Safety Department are licensed Peace Officers of the State of Texas. These officers are vested with full authority to enforce all Texas laws and rules, regulations, and policies of the College, including the Code of Student Conduct.

VII. FINANCIAL AID

Financial aid is available to help those students who, without such aid, would be unable to attend college. The primary resources for meeting the cost of education are the student, the parents and/or spouse. Financial aid, however, can remove the barriers for those families who cannot afford the cost of education beyond high school and can fill in the gap for families who can afford only part of the cost.

How to Apply

All students must complete the Financial Aid Application and return it to the Financial Aid office of the DCCCD college the student plans to attend. The Financial Aid Form of the College Scholarship Service must be completed using data from the 1040 Income Tax Return. This form is used to provide an analysis of financial need. It may be obtained from a high school counselor or from any DCCCD Financial Aid office. The FAF is to be mailed directly to the College Scholarship Service with the required processing fee noted on the form. Allow 4 to 6 weeks for the processing. The student should mail the FAF at least one month before the priority deadline for the semesters for which the student is applying.

The Department of Education will randomly select about 50% of all applicants and require that information reported on the FAF or PELL Grant application be verified for accuracy. If the student's application is one that is selected, the student will be required to provide additional documents before financial assistance can be awarded. An eligible non-citizen must submit a copy of an INS card as proof of immigration status before financial assistance can be awarded.

For students who attended other colleges, universities, vocational or trade schools (including our DCCCD colleges), a Financial Aid Transcript must be sent from each institution to the Financial Aid office of the school where the student is applying. This procedure is required even though the student may not have received financial assistance at the previous institution.

Students born after December 31, 1959, and who are required under the Military Selective Service Act to register for the draft, must do so before financial aid can be approved. All students who apply for financial aid must sign a Registration Compliance Statement giving their selective service registration status before financial aid can be awarded.

Deadlines for Applying

Application for financial assistance received by the following dates will be given first priority:

Academic Year — July 1
Spring Only — November 1
Summer Sessions — May 1

Applications received after these dates will be processed as time and availability of funds permit.

The student must reapply for financial assistance every year. The award does not continue automatically beyond the period awarded.

Grants

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 8-10 weeks. 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 all copies 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 six credit hours each semester. Students must apply each year.

Supplemental Educational Opportunity Grant (SEOG)

The SEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. The maximum award for an academic year is \$4,000; however, the actual amount of the grant may be limited to less than this, depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving. Priority is given to students receiving Pell Grant. Students must apply each year for the SEOG.

Texas Public Educational Grant (TPEG)

The TPEG Program was enacted by the 64th Texas Legislature to assist needy students attending state supported colleges in Texas. To be eligible students must show financial need and be making satisfactory academic progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving. This grant is available to students enrolled in 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 Program is a state grant that is matched with federal funds to provide financial assistance to needy students attending state-supported colleges in Texas. No more than 10% of the funds may be awarded to non-resident students. To qualify, students must enroll for at least six credit hours per semester, make satisfactory academic progress toward their educational goal, and have financial need. The maximum grant for an academic year is \$2,500; however, the actual amount of the grant award may be less depending on the availability of funds and the degree of financial need. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPE-SSIG.

Scholarships

DCCCD Foundation Scholarships

The DCCCD Foundation provides a sizeable scholarship program for students who attend one of the colleges of the DCCCD. These funds are made available through the colleges to deserving students who, also, meet additional criteria of the scholarship funds. Application forms for these Foundation scholarships are available in the Financial Aid Office at each college.

Miscellaneous Scholarships

Several of the colleges have a limited number of scholarships available as a result of gifts from individuals, private industry, and community organizations. Generally, the eligibility criteria is the same as noted for the DCCCD Foundation Scholarships, and application forms are available in the Financial Aid Office.

Loans

Guaranteed Student Loans (GSL):

The Higher Education Act of 1965, as amended, provided for student loans from private commercial lending agencies such as banks, savings and loan associations, credit unions and insurance companies. To be eligible students must now have financial need, make satisfactory academic progress toward their educational goal, and be enrolled for at

least six (6) credit hours. As an undergraduate, the student may borrow up to \$2,625 per year for the first two academic years and a maximum of \$17,250 for all years of undergraduate study. The actual loan amount may be limited to less than this, depending on the cost of attendance, other financial aid, and family financial condition.

The interest rate is set by Congress and is currently 8%. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Dept. of Education pays the interest during the time the student is enrolled and during the grace period of six months following enrollment. Repayment begins six months after the student leaves school or drops to less than half-time enrollment. The minimum payment will be \$50 per month, and the loan must be repaid within 10 years.

Lenders may charge a 5% loan origination fee on each loan in addition to the insurance premium charged on the loan. These charges will be deducted from the proceeds of the loan.

Under the new Supplemental Loans to Students (SLS) Program, independent undergraduate students are eligible to borrow up to \$4,000 per academic year at 10.03% interest for the current year. The loan maximum is \$20,000 for all the years of undergraduate study. Repayment begins within 60 days after disbursement of the loan, except that the borrower is entitled to a deferment of the principal for at least half time enrollment.

Under the PLUS Program, parents may now borrow up to \$4,000 per year for each dependent undergraduate student with the loan maximum for each eligible student of \$20,000. The current interest rate is 10.03%. Repayment begins within 60 days after disbursement of the loan.

Hinson-Hazelwood College Student Loan Program (HHCSLP)

The Hinson-Hazelwood Loan is a state-funded Guaranteed Student Loan Program for students who are attending Texas colleges and are eligible to pay Texas resident tuition rates.

All Hinson-Hazelwood Loan applicants must demonstrate financial need before a loan can be approved. The loan limit has been raised to \$2,625 for the first two years of undergraduate study and a maximum of \$17,250 for all one's years of undergraduate study. The actual loan amount may be limited to less than this depending on the cost of attendance, other financial aid, and the family's financial condition. A 5% loan origination fee and an insurance premium on the life of the student will be taken from the total amount of each loan. The interest rate currently is 7% per year simple interest. No interest or payments are paid by the student while enrolled at least half-time or during the six month grace period. The minimum payment will be \$50 per month over a 5 to 10 year period depending on the total amount borrowed.

Emergency Short-Term Loans

The colleges of the DCCCD have limited short-term loan funds available which have been established by individuals and organizations, including the DCCCD Foundation, to meet emergency needs of students. Loans are usually limited to the amount of tuition and fees or books and

supplies and bear no interest. These loans must be repaid within the semester for which they are borrowed. A late fee of \$5 will be added for late payment. Delinquent loans are turned over to a collection agency for recovery, and the student must pay the entire cost of collection. Because there is heavy use of these short-term loan funds at registration, students should apply *before* registration if help from this program is needed.

Employment

College Work-Study Program (CWSP)

The College Work-Study Program provides part-time employment for students with financial need who are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. The wage rate is \$4.25 per hour and most students work 15 to 25 hours per week. You will be paid on the last working day of the month. The amount you can earn in a school year is determined by the amount of your financial need and other aid awarded as part of your financial aid package. The majority of the students are employed on campus; however, some off-campus employment is also available. Students must apply each year for College Work-Study.

Student Assistants Employment Program (Non-Work-Study)

Part-time employment for students who do *not* have financial need is available on campus. The wage rate and the average hours worked per week are the same as the College-Work Study Program.

Off-Campus Employment

Students who need help finding a job off-campus should apply at the Placement Office of the college they plan to attend. The wage rate varies with each job and financial need is not a requirement of employment.





Tuition Exemption Programs

In addition to the grants, scholarships, employment and loan programs already mentioned, the State of Texas and DCCCD offer a number of exemptions from tuition and fee charges. These exemptions are often overlooked simply because of their unusual nature. They are not related to family income or "financial need," nor do they require completion of a regular financial aid application. Check with the Financial Aid Office for additional information on these tuition exemption programs and the criteria for eligibility.

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.

Social Security Administration

The Social Security Administration has offered benefits to students who met its criteria. However, this program of educational benefits is being phased out so 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

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. 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.
2. A veteran student enrolled in television courses must be pursuing more on-campus credit hours than hours taken by television.
3. 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.
4. A veteran student must enroll in courses required for a degree program. Information on degree requirements may be obtained from the Registrar's Office.
5. A veteran student who withdraws 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 this 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 application, a copy of their discharge papers and a Student Aid Report stating ineligibility to the Financial Aid Office.

Academic Progress Requirements:

Students who receive financial aid or V.A. benefits are required by government regulations to make measurable progress toward the completion of their course of study.

Academic Progress Requirements

Federal law requires that students must be making satisfactory progress in their course of study in order to receive financial aid. DCCCD's policy requires that the following:

The Grade Point Average (GPA) Requirement:

1. A student must maintain a 2.0 GPA for each semester or the combined summer sessions for which an award is approved.
2. A new applicant must have a cumulative 2.0 GPA on all credit hours earned from District colleges prior to the semester for which aid is requested.
3. A transfer student from a college outside the District must have a cumulative 2.0 GPA as evidenced by an academic transcript. If no academic transcript is available at the time of the award, aid may be awarded on a probationary basis for one semester only.

Completion Requirement:

1. A student enrolled full-time (12 credit hours or more) must complete a minimum of 9 credit hours for any semester or the combined summer sessions for which funding is received.
2. A student enrolled three-quarter time (9-11 credit hours) or half-time (6-8 credit hours) must complete a minimum of 6 credit hours for any semester or the combined summer sessions for which funding is received.

Failure to Meet the Standards of Academic Progress:

In these provisions, probation or suspension means financial aid probation or suspension, not academic probation or suspension.

1. Following the first semester in which the above standards of academic progress are not met, the student will be placed on probation for the duration of the next semester of funding.
2. A new applicant with less than a cumulative 2.0 GPA will not have met the standards of academic progress; however, financial aid may be awarded on a probationary basis for one semester only.
3. The student who fails to meet the standards of academic progress during the semester of attendance while on probation will be placed on suspension and denied further funding for one semester or combined summer session.
4. During the first period of suspension, the student must enroll at least half-time for one semester at a District college, pay the expenses related to that enrollment and maintain the standards of academic progress before eligibility for financial aid will be reestablished.

5. If failure to meet satisfactory progress results in a second suspension from financial aid, the student must enroll at least half-time for the equivalent of two semesters at a District college, pay the expenses related to that enrollment and maintain the standards of academic progress before eligibility for financial aid will be reestablished.
6. Following any period of suspension, the student will again be eligible for funding on a probationary basis for one semester or combined summer session.
7. If failure to meet satisfactory progress results in a third suspension from financial aid, no additional aid will be awarded.
8. The colleges of the District shall enforce probation or suspension status of any student who transfers from one college to another within the District.

Notification:

A student who is placed on probation or suspension will be notified in writing of the student's status.

Incremental Measurement of Progress:

Academic progress of recipients will be measured three times a year following the Fall and Spring semesters and Summer II session for the entire summer enrollment.

Maximum Time Period for Completion of Educational Objective:

1. Each student receiving financial aid funds will be expected to complete their educational objective or course of study within a reasonable period of time. The maximum hour limit for the District is 75 credit hours.
2. Funding beyond the maximum hour limit may be approved by the Director of Financial Aid due to mitigating circumstances.

Appeal Process

1. A student who has been denied financial aid because of a failure to meet any of the criteria of the standards of academic progress may petition the Director of Financial Aid to consider mitigating circumstances.
2. A student who has been denied financial aid may make written appeal of the Financial Aid Director's decision to the Vice President of Student Development. The President of the College shall be the final appeal authority.

Effects on Funding:

1. Certain courses not considered for funding are:
 - a. courses taken by audit; and
 - b. courses taken outside the degree plan; however, developmental courses, if required as a prerequisite to enable a student to successfully complete a student's educational goal, will be considered for funding.
2. Credit hours earned by a placement test will not be considered for funding.
3. Courses for which an "I" (incomplete), "WX" or "W" (withdrawal) grade is received will not be treated as completed courses.
4. Repeated courses will be considered for funding.

VIII. DALLAS COUNTY COMMUNITY COLLEGE DISTRICT STUDENT RIGHTS AND RESPONSIBILITIES

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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 holistic 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 to 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 Development" means the Vice President of Student Development, his delegate(s) or his representative(s);
- (3) "Director of Student Programs" means the Director of Student Programs, 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 chairman 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 Development and Student Programs. 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 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's 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 Programs Office.

Activities which appear to be incompatible or in opposition to the purposes of education are normally disapproved. It is imperative that a decision be made prior to an event in order to fulfill the trust of the public. No public facility could be turned over to the indiscriminate use of anyone for a platform or forum to promote random causes. 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 Programs 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 a orderly conduct, non-interference with college functions or activities, and identification of sponsoring groups or individuals. Meetings must be registered with the Student Programs Office. An activity may be called a meeting when the following conditions prevail at the activity:

- (a) When two or more persons are sitting, standing, or lounging so as to hear or see a presentation or discussion of a person or a group of persons.

(b) When any special effort to recruit an audience has preceded the beginning of discussions or presentations.

(c) When a person or group of persons appears to be conducting a systematic discussion or presentation on a definable topic.

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

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

(a) Blocking or in any other way interfering with access to any facility of the College.

(b) Inciting others to violence and/or participating in violent behavior, e.g., assault; loud or vulgar language spoken publicly; or any form of behavior acted out for the purpose of inciting and influencing others.

(c) Holding rallies, demonstrations, or any other form of public gathering without prior approval of the College.

(d) Conducting any activity which causes college officials to be drawn off their scheduled duties to intervene, supervise or observe the activity in the interest of maintaining order at the College.

Furthermore, the Vice President of Student Development shall enforce the provisions of the Texas education Code, Section 4.30 (following)

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 vocation 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 of campus without the authorization of the administration of the school.

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

(d) A person who violates any provision 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 six months, or both.

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

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

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

(6) 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 Community College District, as a matter of principle and because it is a violation of state law, is opposed to and will endeavor to prevent hazing activities which involve any of the following factors singly or in conjunction:

(a) Any actions which seriously imperil the physical well-being of any student (all walks and all calisthenics are held to be actions which seriously imperil the physical well-being of students and are, therefore, accordingly specifically prohibited).

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

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

The institutional policy is one discouraging all activities incompatible with the dignity of the college student and exercising disciplinary correction over such 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 within the policy limits detailed above. Individual activity falling in this category shall be disciplinary action.

(9) Academic Dishonesty

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

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

(c) "Cheating on a test" includes:

(i) Copying from another student's test paper;

(ii) Using, during a test, materials not authorized by the person giving the test;

(iii) Collaborating with another student during a test without authority;

(iv) Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test;

(v) Substituting for another student, or permitting another student to substitute for one's self, to take a test; and

(vi) Bribing another person to obtain an unadministered test or information about an unadministered test.

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

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

(10) Financial Transactions with the College

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

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

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

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

(11) Other Offenses

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

(i) Conducts himself in a manner that significantly interferes with college teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions, or with other authorized activities on college premises;

(ii) Damages, defaces or destroys college property or property of a member of the college community or campus visitor;

(iii) Knowingly gives false information in response to requests from the College;

(iv) Engages in hazing, as defined by state law and college regulations;

(v) Forges, alters or misuses college documents, records or I.D. cards;

(vi) Violates college policies or regulations concerning parking, registration of student organizations, use of college facilities, or the time, place and manner of public expression;

(vii) Fails to comply with directions of college officials acting in the performance of their duties;

(viii) Conducts himself in a manner which adversely affects his suitability as a member of the academic community or endangers his own safety or the safety of others

(ix) Illegally possesses, uses, sells, or purchases drugs, narcotics, hallucinogens, or alcoholic beverages on or off campus;

(x) Commits any act which is classified as an indictable offense under either state or federal law.

4. Disciplinary Proceedings

a. Administrative Disposition

(1) Investigation, Conference and Complaint

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

(i) Dismiss the allegations as unfounded, either before or after conferring with the student; or

(ii) Proceed administratively and impose disciplinary action; or

(iii) Prepare a complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

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

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

(2) Summons

(a) A student may be summoned to appear in connection with an alleged violation by sending him a letter by certified mail, return receipt

requested, addressed to the student at his address appearing in the Registrar's Office records. It is the student's responsibility to immediately notify the Registrar's Office of any change of address.

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

- (a) At a conference with a student in connection with an alleged minor or major violation, the Vice President shall advise the student of his rights.
- (b) A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to a hearing. If a student accepts administrative disposition, he shall sign a statement that he understands the nature of the charges, his right 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.
- (c) The Vice President of Student Development 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 Programs and to the Director of Campus Security.
- (d) The Vice President of Student Development may impose disciplinary action as follows:
 - (i) For minor violations, any action authorized by this code in the section on **Penalties** (from 1-8, i.e. Admonition through Suspension of eligibility).
 - (ii) 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

- (a) When a student refuses administrative disposition of either a major or a minor violation, he is entitled to a hearing before the Student Discipline Committee. This request must be made in writing on or before the 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.
- (b) 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.
- (c) The chairman shall set the date, time, and place for the hearing and may summon witnesses, and require the production of documentary and other evidence.
- (d) The Vice President of Student Development 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 Development may be assisted by legal counsel when in the opinion of the Vice President of Student Development the best interests of the student or the College would be served by such assistance.

(2) Notice

- (a) The committee chairman shall by letter notify the student concerned of the date, time and place for the hearing. The letter shall specify a hearing date not less than three (3) nor more than ten (10) class days after the date of the letter. If the student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian.
- (b) The chairman may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time and place.
- (c) The Student Discipline Committee may hold a hearing at any time if the student has actual notice of the date, time, and place of the hearing, and consents in writing thereto, and the President, or his designated representative in his absence, states in writing to the committee that, because of extra-ordinary circumstances the requirements are inappropriate.
- (d) The notice shall specify whether the charge or charges are considered minor violations or major violations, shall direct the student to appear before the committee on the date and at the time and place specified, and shall advise the student of the following rights:
 - (i) To a private hearing;
 - (ii) To appear alone or with legal counsel (if charges have been evaluated as a major violation or if the College is represented by legal counsel);
 - (iii) To have his parents or legal guardian present at the hearing;
 - (iv) To know the identity of each witness who will testify against him;
 - (v) To cause the committee to summon witnesses, require the production of documentary and other evidence possessed by the

College, and to offer evidence and argue in his own behalf;

- (vi) To cross-examine each witness who testifies against him;
 - (vii) To have a stenographer present at the hearing to make a stenographic transcript of the hearing, at the student's expense, but the student is not permitted to record the hearing by electronic means;
 - (viii) To appeal to the Faculty-Student Board of Review, subject to the limitations established by the **Faculty-Student Board of Review** section.
- (e) The Vice President of Student Development 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 Development 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 the 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 Development's 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 Development shall read the complaint;
 - (ii) The Vice President of Student Development shall inform the student of his rights, as stated in the notice of hearing;
 - (iii) The Vice President of Student Development shall present the College's case;
 - (iv) The student may present his defense;
 - (v) The Vice President of Student Development 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 Development 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 Development, 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 Development 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 the 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 Development 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 Development 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 findings 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) If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he shall file the petition with the Chairman of said Board on or before the third class day after the day after the Chancellor rejects the petition in writing.

(d) 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 Development, 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 Development 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 may be placed on disciplinary probation for engaging in activities such as the following, being intoxicated, misuse of I.D. card, creating a disturbance in or on campus facilities, and gambling.
- (4) "Withholding of transcript or degree" is imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.
- (5) "Bar against readmission" is imposed on a student who has left the College on enforced withdrawal for disciplinary reasons.
- (6) "Restitution" is reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- (7) "Disciplinary suspension" may be either or both of the following:
 - (a) "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.
 - (b) Suspension of eligibility for official athletic and non-athletic extracurricular activities; prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may 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.M. 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. A fee may be assessed for unauthorized parking in an area designated for handicapped persons. (Not to exceed \$200).
- (9) The College is not responsible for the theft of vehicles on campus or their contents.

Student Grievance Procedure

A copy of the Student Grievance Procedure designed to provide students with the opportunity to question conditions which the student believes impede his/her education or instruction is available in the office of the Vice President of Student Development.

BROOKHAVEN COLLEGE

Brookhaven College, the seventh newest Dallas County Community College, is conveniently located in the city of Farmers Branch. Its primary service area is northwest Dallas county — the core of one of the fastest growing business communities in the nation. Since it began operation in 1978, Brookhaven College has experienced phenomenal growth and is now an integral part of the North Dallas communities it serves.

Designed to easily incorporate expansion, the Brookhaven College campus is fully accessible to those with disabilities. Situated on a 200-acre site at 3939 Valley View Lane just north of LBJ Freeway between Midway Road and Marsh Lane, the campus architecture and design emphasize open spaces and encourage outdoor activities. The state-of-the-art facilities include a 750-seat performance hall; a fully equipped Center for Business Studies; a top-notch Child-Parent Study Center which features licensed daycare facility; an automotive shop and labs which boast the latest equipment; and a 1.8 mile walking/jogging trail. The landscaping features native Texas plants.

You will find a full range of accredited freshman- and sophomore-level college courses which are fully transferable to four-year colleges and universities offered at Brookhaven College. Students may pursue a two-year associate degree; work toward certification in technical/occupational programs; lay the foundation for transfer to a four-year institution; gain a new skill or refresh an existing one; or simply explore an area of interest.

Counseling and advisement is available for all students enrolling in courses for academic credit. Brookhaven College also offers career counseling and job placement as well as special programs and services for women, veterans, returning adults, students for whom English is a second language and those with disabilities.

A variety of student and community cultural enrichment offerings complement Brookhaven College's academic programs.

Foremost among the cultural offerings which involve the community is the Performing Arts and Lectures Series presented by Brookhaven College in conjunction with the city of Farmers Branch. Through this exciting jointly sponsored program a wide variety of high-quality performing artists and lecturers have been made accessible to the Dallas community. Past Series features include the National Shakespeare Company, William Windom as James Thurber, the North Texas State University One O'clock Lab Band, The Tommy Dorsey Orchestra, The Second City National Touring Company, the Fort Worth Chamber Orchestra, poet Nikki Giovanni, the Peter Nero Trio, satirist Mark Russell, humorist and storyteller John Henry Faulk, the Acting Company, Toronto Dance Theatre, and Peter Maxwell's Ballroom Dance Theatre.

The outstanding faculty, excellent facilities and innovative programs offered at Brookhaven College combine to make an impressive educational package. We are equipped to serve the changing, growing community of which we are a part and because we provide a wide variety of educational, cultural and recreational opportunities, Brookhaven College is recognized as a valuable community resource.

Accreditation

Brookhaven College is accredited by the Southern Association of Colleges and Schools.

Institutional Memberships

The American Association of Community and Junior Colleges

The Texas Public Community/Junior College Association

The Texas Association of Colleges and Universities

The League for Innovation in the Community College

Brookhaven College is recognized and sanctioned by the Coordinating Board of the Texas Education Agency, and is an Affirmative Action Equal Opportunity Institution.

BROOKHAVEN COLLEGE ADMINISTRATION

President	Patsy J. Fulton	620-4803
Vice President of Instruction	Larry J. Darlage	620-4802
Vice President of Student Development	Joseph R. Sullivan	620-4801
Vice President of Business Services	Brenda Floyd	620-4822
Dean of Educational Resources	Larry M. Wilson	620-4850
Associate Dean, Continuing Education	Lindle Grigsby	620-4719
Director of Admissions/Registrar	Barbara Burke	620-4700
Director of Business Operations	Maxine Rogers	620-4814
Director of Counseling Services	Jacquelyn Tulloch	620-4830
Director of Financial Aid	Kathryn Kelley	620-4110
Director of Physical Plant	Duane H. Grant	620-4798
Director of Public Information	Pamela Ice	620-4823
Director of Student Programs and Resources	Lou A. King	620-4115
Director of Testing Services	Mary Read	620-4868
Program Director	Sue Lichten	620-4723
Program Director	Diane Bohlcke	620-4725
Program Director	Patty S. Forsyth	620-4722
Asst. Director of Student Programs and Resources	Carrie Schweitzer	620-4117
Coordinator of Special Services	Jeri L. Evans	620-4844

DIVISION CHAIRPERSONS

Automotive/Technical Occupational Special Services	Marilyn A. Kolesar	620-4189
Business	Leighton Chaplin	620-4160
Communications	Joy E. Babb	620-4770
Fine Arts and Physical Education	Brenda Dillon	620-4730
Human Development	Jacquelyn Tulloch	620-4830
Science and Mathematics		620-4750
Social Science and Child Development	Eugene H. Gibbons	620-4130

BROOKHAVEN FACULTY AND STAFF

Alders, Johnyce Counselor/Instructor Human Development Oklahoma State Univ., B.S., M.A.; Univ. of Texas at Austin, Ph.D.	Gray, Sylvia Stewart Counselor/Instructor Human Development North Texas State Univ., B.S., M.S., Ed.D.
Attner, Raymond E., Jr. Business California State Univ. at Long Beach, B.S.; Northeast Louisiana Univ. M.B.A.	Grigaby, Lndle Associate Dean, Continuing Education Abilene Christian University, B.S., M.S.; North Texas State Univ., Ed.D.
Austin, Robert F. Music North Texas State Univ., B. Mus., M. Mus., D.M.A.	Hamm, Michael Mathematics Univ. of Texas at Arlington, B.A., M.A.
Babb, Joy E. Chairperson, Communications North Texas State Univ., B.S., M.Ed., Ed.D.	Hammond, Jay History Univ. of Missouri, B.S., M.A.
Bohlicke, Diane Program Director Univ. of Houston, B.S., North Texas State Univ., M.S., Ph.D.	Hammerschlag, William B. Engineering Tech Carnegie-Mellon Univ., B.S.E.E.; Southern Methodist Univ., M.S.E.E.
Brisley, Pete Automotive Wayland Baptist College, B.S.O.E.	Hardin, Carol Coordinator of Health Services Univ. of Texas, B.S.N.; Texas Woman's Univ., M.S.N.
Brumbach, Mary A. Resource Consultant, ID/RD Univ. of Mary Hardin-Baylor College, B.A.; North Texas State Univ., M.A., Ph.D.	Herring, Gus W. Economics/Computer Science St. Edward's Univ., B.S.; Univ. of Dallas, M.B.A., M.S.
Burke, Barbara Director, Admissions/Registrar Missouri Valley College, B.A.	Herron, Carolyn German/English Southern Methodist Univ., B.A.; Univ. of Colorado, M.A.
Burton, Sharon LaVeme Office Occupations Lamar Univ., B.B.A.; North Texas State Univ., M.B.E.	Hilton, Maynard Mid-Management Univ. of New Hampshire, B.S.; Univ. of Arkansas, M.S.; Boston Univ., M.Ed.
Butler, Rodney H. Music California State Univ., B.A.; Univ. of California at Santa Barbara, M.A., Ph.D.	Horton, Dianne Counselor/Instructor, Human Development Southeastern Louisiana Univ., B.A.; North Texas Univ., M.Ed., Ph.D.
Caffee, Claude Counselor/Instructor, Human Development East Texas State Univ., B.S., M.E., Ed.D.	Hoyt, Thomas Business Univ. of Texas, B.B.A., M.B.A.
Carlos, Hazel English Jackson State Univ., B.A.; Western Michigan University, M.A.	Hueston, Robert Stewart Physical Education Univ. of Texas at Austin, B.S.; North Texas State Univ., M.Ed. Southern Methodist Univ., M.L.A.
Chaplin, Leighton Chairperson, Business Kansas State Univ., B.S.; Central State Univ., Oklahoma, M.B.A.	Ice, Pamela E. Director, Public Information Fisk University, B.A.
Chatman, Blossie Nursing Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.	Jackman, Hilda Child Development Texas Christian Univ., B.A.; North Texas State Univ., M.S.
Cinclair, Carol L. Developmental Studies Mount Mary College, B.S.; Northern State College, M.S.; North Texas State Univ., Ed.D.	Jackman, Philip H. Theatre Nebraska Wesleyan Univ., B.A.; Univ. of Texas at Austin, M.F.A.
Conway, Jean English as a Second Language North Texas State Univ., B.A., M.A.	Jacobs, Greg Counselor/Instructor, Human Development North Texas State Univ., B.A., M.Ed.
Cox, Beverly Anne Director of Library Services Oklahoma State Univ., B.S.; Univ. of Oklahoma, M.L.S.	Jamleson, Avis T. Physical Education University of Texas at Austin, B.S., M.Ed. Southern Methodist Univ., M.F.A.
Cross, Sue H. Communications Lab Coordinator/Instructor North Texas State Univ., B.A.; Southern Methodist University, M.A.	Johnson, Barbara A.D. Nursing Texas Woman's Univ., B.S., M.S.; Univ. of Texas at Dallas, M.S.
Darlage, Larry James Vice President of Instruction Univ. of Indianapolis, A.B.; Iowa State Univ., Ph.D.	Johnson, Maceo Business Detroit Institute of Technology, B.B.A. Univ. of Southwestern Louisiana, M.Sc.
Detwiler, Cheryl A.D. Nursing Univ. of Kansas, B.S.N.; Texas Woman's Univ., M.S.	Jones, Donald Automotive De Anza College, A.A.S.
Dillon, Brenda Marie Chairperson, Fine Arts/Physical Education North Texas State Univ., B.A., M.M.	Kalady, Mary Lou Mid-Management Illinois Institute of Technology, B.S.; Governor's State Univ., M.B.A.
Ehrich, Lisa Art Univ. of Texas at Austin, B.F.A.; North Texas State Univ., M.F.A.	Kasparian, Glenn D. Biology Tufts Univ., B.S.; Univ. of Texas at Dallas, M.S.
Evans, Jeri L. Coordinator, Special Services Univ. of Texas Health Science Center, B.S.; East Texas State Univ., M.S.	Kauffman, Judith Advertising Art Cornell Univ., B.F.A.; Antioch Univ., M.F.A.
Fleming, Delryn English Southwestern Univ., B.A.; East Texas State Univ., M.A.	Kelley, Kathryn Director, Financial Aid Richland College, A.A.
Flint, Juanita Zapata A.D. Nursing Texas Woman's Univ., B.S., M.S.	Khrallah, Michael T. Special Programs Instructor Univ. of Texas at Tyler, B.A.; Southern Methodist Univ., M.A.
Flowers, Annette L. Director of Enrollment Management Southern Univ., B.S.; North Texas State Univ., M.B.E.	King, H. Gill Instructor, Biology/Anthropology Southern Methodist Univ., B.A., M.A., Ph.D.; Institute of Forensic Science, post-doctoral work.
Floyd, Brenda Vice President, Business Services Dallas Baptist College, B.S.; North Texas State Univ., M.S.; East Texas State Univ., Ed.D.	King, Lou A. Director of Student Programs and Resources East Texas State Univ., B.S.
Forrest, Patricia Art North Texas State Univ., B.F.A., M.F.A.	Kolesar, Marilyn Ann Chairperson, Automotive North Texas State Univ., B.B.A., M.B.E.
Forsyth, Patty S. Program Director Univ. of Mary Hardin-Baylor, B.A.; North Texas State Univ., M.Sc.	Landenberger, Anita M. Office Careers Indiana State Univ., B.S., M.S.; Certified Professional Secretary
Fulton, Patsy J. President North Texas State Univ., B.B.A., M.B.E., Ph.D.	LaVarta, Rick Automotive Arizona Automotive Institute
Funnell, Marcia Rea Mathematics Michigan State Univ., B.S., M.A.; Georgia State Univ., Ed.S., Ph.D.	Lee, Linda Hope Director of Instructional Development Fisk Univ., B.A.; American Univ., M.A.
Garza, Mike Psychology Univ. of Corpus Christi, B.S.; East Texas State Univ., M.A., Ed.D.	Lichten, Sue Program Director Bryn Mawr College, B.A.
Gibbons, H. Eugene Chairperson, Social Science/Child Development Ouachita College, B.A.; Oklahoma City Univ., M.A.; Univ. of Oklahoma, Ph.D.	Link, Stephen William Instructor, Social Science State Univ. of New York at Oneonta, B.A.; State Univ. of New York at Albany, M.S., E.D.S., NTSU, Ph.D.
Grant, Duane H. Director, Physical Plant U.S. Navy (Ret.), Cameron University	Little, Robert Douglas Government North Texas State Univ., B.S.; State Univ. of New York at Buffalo, Ed.M.

Lynch, Eileen	Government
North Texas State Univ., B.A., M.A., Ph.D.	
Maness, Marie Y.	Instructor, Physical Education
Florida Atlantic Univ., B.S.; Georgia State Univ., M.Ed.	
Martinez, Ivan	Assistant to the President
St. Petersburg Junior College, A.A.; Florida State Univ., B.A., M.A.	
Meersman, Key	Dance
Marymount Manhattan College, B.A.; Southern Methodist Univ., M.F.A.	
McAdams, Charles D.	Fine Arts
Memphis State Univ., M.A.; Louisiana State Univ., B.M.Ed.; East Texas State University, Ph.D.	
McClelland, Sue Annette	A.D. Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.N.	
McCoy, Margaret	Business
Southeastern Oklahoma State Univ., B.S.; East Texas State Univ., M.B.A.	
Moore, Michael Lee	Director of Media Service
Kilgore Jr. College, A.A.; East Texas State Univ., B.S., M.S.	
Neal, John F.	Journalism
University of Houston, B.A.; Univ. of Texas at Austin, M.A. East Texas State Univ., M.S.	
Nelson, Eileen	French/Spanish
Univ. of Dallas, B.A.; Tulane Univ., M.A.; Univ. of Dallas, M.A.	
Nelson, Elizabeth	A.D. Nursing
St. Olaf College, B.A.; Texas Woman's Univ., M.S.	
Park, Nancy	Nursing
Univ. of Iowa, B.S.N.; Texas Woman's Univ., B.S.	
Pendleton, Jullenne K.	Mathematics
Univ. of Texas at Austin, B.A., M.Ed., Ph.D.	
Perdue, Beth	A.D. Nursing
West Texas State Univ., B.S.N.; Texas Woman's Univ., M.S.N.	
Perez, Julie Marie	Counselor/Instructor, Human Development
North Texas State Univ., B.S., M.Ed.	
Perl, Michel A.	Business
Texas Christian Univ., B.A.; Wichita State Univ., M.S.	
Proctor, Robert D.	Automotive
Odessa College, A.A.S.; Tarleton State College, B.S.	
Quetin, Jane	Dance
San Jose State Univ., B.A.; Univ. of Utah, M.F.A.	
Read, Mariella	Director, Testing Services
North Texas State Univ., B.A.; Texas Woman's Univ., M.Ed.	
Reding, Diana L.	A.D. Nursing
Hatwick College, B.S.; East Texas State Univ., M.S.	
Reese, Steve	Automotive
Stephen F. Austin State Univ., B.B.A., M.Ed.	
Rogers, Maxine	Director, Testing Services
Prairie View A&M Univ., B.A.	
Russell, Bob	Automotive
Anderson College, B.A.	
Schuchat, Marjorie	English
Allegheny College, B.A.; Wayne State Univ., M.A.; Texas Woman's Univ., Ph.D.	
Schuster, Steve	History
Texas Christian Univ., B.A., M.A., Ph.D.; Univ. of Utah, M.S.	
Schweitzer, Carrie	Assistant Director of Student Programs and Resources
Univ. of Texas at Austin, B.A.	
Shelp, Philip R.	Biology
Concordia Teachers College, B.S.; Arizona State Univ., M.S.	
Shirey, Jack Raymond	Accounting
North Texas State Univ., B.B.A.; Univ. of Dallas, M.B.A.	
Smith, James Patrick	Chemistry
North Texas State Univ., B.S.; Southern Methodist Univ., M.B.A.; Texas Tech Univ., Ph.D.	
Stewart, W. Gene	Mid-Management
Univ. of Arkansas, B.S.E.; Southern Methodist Univ., M.Ed.; North Texas State Univ., Ed.D.	
Stock, Bob	Physical Education
San Jose State College, B.A.; East Texas State Univ., M.S.	
Strickland, Eva Lorene	English
Stephen F. Austin Univ., B.A., M.A.	
Sullivan, Joseph R.	Vice President, Student Development
Holy Cross Seminary, B.A.; Univ. of Wisconsin, M.A.	
Sullivan, Marilyn	Retail Distribution and Marketing
Kansas State Univ., B.S., M.S.	
Taylor, Donald Lee	Art
Louisville School of Art, B.F.A.; Washington Univ., M.F.A.	
Thompson, Dora Jean	Philosophy
North Texas State Univ., B.A.; Texas Christian Univ., M.A.	
Thompson, Tommy	Mathematics
Southeastern Louisiana Univ., B.S.; Univ. of Texas at Austin, M.A., Ph.D.	
Thrash, Mary	Reading
Texas Wesleyan College, B.S.; Southern Methodist Univ., M.A.	
Todd, Susan	Geology
Univ. of Texas at Austin, B.S.; Univ. of Texas at Dallas, M.A.T.	
Trammell, Deborah	A.D. Nursing
Univ. of Virginia, B.S.N.; Univ. of Texas at Arlington, M.S.N.	
Tulloch, Jacquelyn	Director of Counseling/ Chairperson, Human Development
Salem College, B.A.; Univ. of Virginia, M.Ed., Ed.D.	
Varnell, Gayle M.	A.D. Nursing
Univ. of Texas, B.S.N., M.S.N.	
Venza, Stephanie	English
Lamar Univ., B.A.; Univ. of Texas at Austin, M.A.; Univ. of Texas at Arlington, M.A.	
Villarreal, Ramiro	Mathematics
Univ. of Texas at San Antonio, B.S.; Texas A&M Univ., M.S.	
Ward, Marilyn	History
Univ. of Texas at Austin, B.A.; Southern Methodist Univ., M.A.; Univ. of New Mexico, Ph.D.	
Weaver, David L.	Accounting
Oklahoma State Univ., B.S.; North Texas State Univ., M.B.A.	
Weston, Joan Laveson	Sociology
Univ. of Michigan, B.A.; Southern Methodist Univ., M.A.; North Texas State Univ., Ph.D.	
Whitson, Kathleen K.	Administrator, Business & Prof. Inst.
Dallas Baptist Univ., B.A.; Southern Methodist Univ., M.L.A.	
Wieland, Janice Carole	Communications/Speech
Univ. of Illinois, B.A.; Southern Methodist Univ., M.A.; East Texas State Univ., Ed.D.	
Williams, Gerald	Automotive
East Texas State Univ., B.S.	
Williams, John D.	Counselor/Instructor, Human Development
Louisiana Technical Univ., B.A., M.A.; North Texas State Univ., Ph.D.	
Wilson, Larry M.	Dean, Educational Resources
East Texas State Univ., B.S., M.Ed.; North Texas State Univ., Ph.D.	
Wimbish, Jennifer	Counselor/Instructor Human Development
Hampton Institute, B.S., Texas A&I, M.A.	
Wood, Jane Roberts	English
Texas Tech. Univ., B.A.; Texas Christian Univ., M.A.	
Ziegler, Maria	Art
McMurry College, B.A.; Southern Methodist Univ., M.A.	

CEDAR VALLEY COLLEGE

Cedar Valley College opened in 1977 on a 353-acre site at 3030 North Dallas Avenue in Lancaster. The school occupies a strategically important position in southern Dallas County, east of Interstate 35 and south of Interstate 20/635. Continuing residential and industrial expansion in this area has thrust Cedar Valley into an increasingly vital role of service to the community.

Cedar Valley provides a broad range of academic transfer programs for students desiring to continue their education at four-year institutions. In addition to these, Cedar Valley's technical/occupational programs provide many options for gaining needed training for area job markets in business, industry and the arts. Continuing Education courses provide people of all ages with exciting opportunities for personal growth, recreation and for improvement of job skills. All these are coupled with an outstanding program of career planning and guidance from a competent counseling staff.

The Campus

Cedar Valley's award winning architecture and careful attention to landscaping have given the College a reputation for being one of the most scenic areas in the Metroplex. An internal courtyard punctuated with flower beds and shade trees provides a hub of activity between the main buildings. The entire campus stretches along the shore of a twelve-acre man-made lake. Functional building design is blended well with the natural impact of sky and water to give the campus a feeling of openness and light. Students can lounge or study on lakeside terraces, and the free use of windows opens classrooms, lounges and eating areas to spacious scenic vistas.

Accreditation

The Southern Association of Colleges and Schools

Institutional Memberships

The American Association of Community and Junior Colleges

The League for Innovation in the Community College

Cedar Valley is recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency, and is an Affirmative Action Equal Opportunity Institution.

Academic Transfer Program

At Cedar Valley College students may take the first two years of a bachelor's degree and transfer to a four-year senior institution for the remaining two years. If students know the senior institution to which they wish to transfer, a curriculum will be designed which will result in a smooth, trouble-free transfer.

Listed below are many of the possible majors a student may consider:

Agriculture	Political Science
Art	Psychology
Business Administration	Public Administration
Computer Science	Science
Criminal Justice	Sociology
Liberal Arts	Speech
Music	Teacher Education

For students who have not yet chosen a major field of study, but who wish to eventually earn a Bachelor's Degree, the following courses can be used in nearly any major chosen at a later date:

COURSE	CREDIT HOURS
English 101, 102	6
History 101, 102	6
Laboratory Science	8
Social Science Electives	6
Mathematics and/or	
Fine Arts Elective	6
Physical Education	2

CEDAR VALLEY COLLEGE ADMINISTRATION

President	Floyd S. Elkins	372-8250
Vice President of Instruction	James Butzek	372-8242
Vice President of Business Services	Walter N. Beene	372-8228
Vice President of Student Development	Jim Harlow	372-8261
Dean of Career and Continuing Education	Cecil H. Brewer, Jr.	372-8216
Dean of Educational Resources		372-8149
Dean of Evening Office	Claire Gauntlett	372-8258
Director of Business Operations	Bobbie McClung	372-8290
Director of Continuing Education	Rose Gafford	372-8212
Dean of Student Support Services		372-8262
Director of Financial Aid/Job Placement	Frank Ellis	372-8280
Director of Information Retrieval/Dissemination Services		372-8152
Director of Instructional Resources	Edna White	372-8147
Director of Physical Plant	Robert Kostelecky	372-8186
Director of Public Information	Janet Gifford	372-8258
Director of Safety and Security	Johnny Hullett	372-8286
Director of Special Services	Pam Gist	372-8119
Registrar and Director of Admissions	John Williamson	372-8200

DIVISION CHAIRPERSONS

Business and Social Science	Gerald Stanglin	372-8110
Communication and Humanities	Helen Spencer	372-8120
Math, Science, Physical Education, Animal Medical Technology and Industrial Technology	Mike R. Huddleston	372-8160

CEDAR VALLEY COLLEGE FACULTY AND STAFF

Adkins, James A. Physics and Astronomy
Univ. of Texas at Arlington, B.S., M.A.

Beecham, Ron Biology
East Texas State Univ., B.S., M.S.

Beene, Walter N. Vice President-Business Services
Univ. of Houston, B.S.

Benzamin, Russell E. Music
Southwest Missouri State Univ., B.S.; North Colorado State Univ., M.A.

Blibrey, Keith Air Conditioning/Refrigeration/Major Appliance Repair
Tarrant County Junior College, A.A.S.

Brewer, Cecil H. Dean of Career & Continuing Ed.
Univ. of Texas at Arlington, B.A.; East Texas State Univ., M.S., Ph.D.;
Certified Technician, N.I.A.S.E.

Brodnax, Randall Art
Northwestern State Univ., B.A., M.A.

Brown, Jean Billingslee English
Rutgers Univ., A.B.; Atlanta Univ., M.A.

Butzek, Jim Vice President of Instruction
Loyola Univ., B.S.; Illinois Institute of Technology, Ph.D.

Christman, Calvin L. History
Dartmouth College, A.B.; Vanderbilt Univ., M.A., M.A.T.;
Ohio State Univ., Ph.D.

Dawson, C. Edward Music
Univ. of North Carolina, B.A., M.M.

Desai, Suryakant Accounting
Univ. of Bombay, B.S.; Univ. of Texas at Arlington, M.B.A., M.P.A.

Dismore, Roger E. Music
North Texas State Univ., B.M.E., M.M.E.

Earle, Brian D. Science
North Texas State Univ., B.S.; Univ. of Texas at Dallas, M.A.

Elshen, David Air Conditioning/Refrigeration/Major Appliance Repair
Tarrant County Junior College, A.A.S.

Elkins, Floyd S. President
Univ. of Texas at Austin, B.S., M.Ed., Ph.D.

Ellis, Frank Director of Financial Aid
Texas Christian Univ., B.B.A.

Fant, Milton Automotive Technology Apprenticeship
Certified Technician, N.I.A.S.E.

Fletcher, Norman R. Mathematics
Texarkana College, A.S.; East Texas Univ., B.S., M.S., Ed.D.

Gafford, Rose Director of Continuing Education
Texas Woman's Univ., B.S.

Garcia, Edward H. Journalism
Univ. of Texas at Austin, B.A.; Ohio State Univ., M.A.;
Univ. of Texas at Austin, Ph.D.

Gauntlett, Claire Director of Evening Office
University of Arizona, B.A.; North Texas State University, M.A.

Germany, Sam Music
Anderson College, B.A.; Western Michigan Univ., M.M.

Gifford, Janet Director of Public Information
North Texas State Univ., B.A.

Hampton, LeRoyal Automotive Technology
East Texas State Univ.; Certified Technician, N.I.A.S.E.

Harlow, Diane Office Occupations
North Texas State Univ., B.S., M.B.Ed.

Harlow, Jim Vice President of Student Development
East Texas State Univ., B.B.A., M.S.

Hester, Ed Automotive Technology Apprenticeship
Certified Technician, N.I.A.S.E.

Huddleston, Mike Div. Chairperson, Math/Science/PE/AMT/Ind. Tech Division
East Texas State Univ., B.S., M.S.

Lineberry, William L. Animal Medical Technology
Texas A&M Univ., B.S.; Univ. of Texas at Dallas, M.A.T.
Animal Technician Registered

May, Sheryl College Nurse
Texas Woman's Univ., B.S.; Univ. of Houston, M.Ed.

McClung, Bobbie Director Business Operations
Cedar Valley College, A.A.A.S.

Meachum, Bettie M. Psychology
Northwestern State Univ., B.M.E., M.Ed.; Baylor Univ., Ed.D.

Paul, Duncan A. Motorcycle, Outboard Marine Engine & Small Engine Mech.
North Texas State Univ., B.S.

Pharr, John Business and Retail Management
North Texas State Univ., B.A., M.S.

Pool, Linda English
Stephen F. Austin, B.A.; East Texas State University, M.S.

Powell, Joyce English
Mississippi College, B.A.; Univ. of Mississippi, M.A.Ed.;
East Texas State, Ed.D.

Pratt, John Business Law & Government
Southern Methodist Univ., J.D., B.A., Texas Law License

Reyes, George Counselor
Southwest Texas State, B.S.; Texas A&M, M.Ed.

Riley, Joel L. Counselor
Bishop College, B.S.; North Texas State Univ., M.Ed.

Robinson, Eddie Mathematics
Northeast Oklahoma State Univ., B.S.; Oklahoma State Univ., M.S.

Rolling, Lincoln, Jr. History
Sam Houston State Univ., B.A., M.A.

Schwend, Gordon R. Automotive Technology
Santa Rosa Junior College, A.A.; Certified Technician, N.I.A.S.E.

Stone, Ronald G. Mid-Management Coordinator/Business
East Texas State Univ., B.B.A., M.B.A.

Snapp, Webster Data Processing
Univ. of North Florida, B.A.; Univ. of North Carolina, M.S.

Spencer, Helen Div. Chairperson, Communications/Humanities Division
Bishop College, B.S.; Texas Woman's University, M.E.

Stanglin, Gerald Div. Chairperson, Business/Social Science Division
Ablene Christian Univ., B.A.; North Texas State Univ., M.A.

Stewart, M. Kerby, Jr. Music
Texas Christian Univ., B.F.A.

Sullivan, Tim Anthropology/Sociology/Religion
Univ. of Southern California, B.A.; Southern Methodist Univ., M.A.

White, Edna Director, Instructional Resources
University of Texas, Arlington, B.A.; North Texas State University, M.L.S.

Wilkie, Dave Physical Education
Ball State Univ., B.S., M.A.

Williams, Bob Agriculture
East Texas State Univ., B.S., M.S.

Williamson, John W. Director of Admissions & Registrar
Kilgore Junior College, A.A.; East Texas State Univ., B.S., M.S.

Willson, Burlene Office Occupations
Oklahoma State Univ., B.S., M.S.

Wright, David L. Animal Medical Technology
Texas A&M Univ., B.S., D.V.M.

Yeager, Nora Developmental Reading
Ball State Univ., B.A., M.A.; Univ. of Evansville, Ed.D.

Young, Rebecca Fashion Merchandising
Iowa State Univ., B.S.; Texas Woman's Univ., M.S., Ph.D.

Youngblood, Mary Ann English
Univ. of Texas at Arlington, B.A.; North Texas State Univ., M.A.

EASTFIELD COLLEGE

Eastfield College serves the eastern part of Dallas County, including East Dallas, Garland and Mesquite. Sometimes known as the "Educational Village" because of its unique architecture, it is located on 244 acres at the intersection of Interstate 30 and Motley Drive in Mesquite. Eastfield began operation in 1970 and has continually strived to assess the educational and cultural needs of students and the community in order to provide the finest in educational services.

Eastfield provides a full range of academic transfer programs balanced with technical/occupational programs that are designed to equip students for rewarding careers in Metroplex businesses and industries. In addition, thousands of people each semester find rewarding growth opportunities through the extensive continuing education course offerings.

The Campus

The Eastfield campus rises impressively from the plains of eastern Dallas County and is the scene of many seasonal athletic events held on its beautiful grass-covered playing fields.

Functional building clusters give students easy access to classrooms and labs and the overall aesthetic effect has earned Eastfield several architectural awards of excellence. The careful landscape planning includes many trees, shrubs and terraced areas as well as a beautiful outdoor swimming pool. In addition, the campus boasts an outstanding Performance Hall which serves the community for a variety of fine arts events.

Accreditation

Eastfield College is a member of:
The Southern Association of Colleges and Schools

Institutional Memberships

The American Association of Community and Junior Colleges
Southern Association of Junior Colleges
Association of Texas Colleges and Universities
The League for Innovation in the Community College

Eastfield is recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency, and is an Affirmative Action Equal Opportunity Institution.

EASTFIELD COLLEGE ADMINISTRATION

President	Justus D. Sundermann	324-7600
Vice President of Instruction	Jerry Henson	324-7196
Vice President of Student Development	Felix A. Zamora	324-7610
Vice President of Business Services	Victor J. Rizzo	324-7603
Dean, Career and Continuing Education	Lu McClellan	324-7198
Dean, Learning Resources	Beverly Negri	324-7169
Assoc. Dean, Continuing Education	Carolyn Stock	324-7113
Director of Counseling	David Amidon	324-7106
Director of Instructional Resources	Gerald Kozlowski	324-7668
Director of Business Operations	Ed DesPlas	324-7612
Director of Library	Emma Cronin	324-7171
Director of Admissions and Registrar	Bobbie J. Trout	324-7100
Director of Physical Plant	George Clark	279-9768
Director of Public Information	Sharon Cook	324-7629
Director of Student Programs & Resources	Lynn Newman	324-7185
Director of Financial Aid and Placement	Furman Milton	324-7188
Director of Health Services	Donnine Ballance	324-7190
Director of Appraisal Center/CAI Lab	Charles Helton	324-7010
Director of Security	Jim Baylor	324-7695
Coordinator, Services for Disabled Students	Reva Rattan	342-7032

DIVISION CHAIRMEN

Business and Mathematics	James D. Baynham	324-7116
Communications and Developmental Studies	Michael Burke	324-7124
Engineering, Technology & Computer Science	Edward Ruggiero	324-7143
Humanities	John Stewart	324-7132
Physical Education and Science	Wilbur Dennis	324-7140
Social Science and Technology	Richard Cinclair	324-7156

EASTFIELD COLLEGE FACULTY AND STAFF

Allison, Joe F.	Mathematics
Stephen F. Austin State College, B.S.; Texas A&M Univ. M.Ed., Ph.D.	
Amidon, David C. Jr.	Director of Counseling
Univ. of Houston, B.A., M.Ed.; Further study: East Texas State Univ., Univ. of Texas at Austin	
Arnold, Jackie	Auto Body
Study, East Texas State Univ., Paris Junior College, General Motors	
Attner, Donnelle K.	Mid-Management
Univ. of North Carolina at Chapel Hill, B.A., Univ. of Oklahoma, M.Ed.	
Bailey, Kenneth	Graphic Arts
Ballance, Donnine	
Baylor Univ., B.A.; Texas Woman's Univ., M.Ed.	

Balvin, Kenneth	Physical Education
Springfield College, B.S., M.S.	
Further study: Ohio State Univ., Azusa Pacific College	
Baynham, James D.	Division Chairman, Business and Mathematics
Eastfield College, A.A.S.; Abilene Christian Univ., B.B.A., M.S.	
Bennett, James	Developmental Mathematics
Univ. of Texas at Austin, B.A.; Univ. of Houston, M.S.; Further study: East Texas State Univ.	
Blair, Oscar T.	Physical Education
North Texas State Univ., B.S., M.S.; Further study: North Texas State Univ., Texas Woman's Univ., East Texas State Univ.	

- Boldt, Chris E.** Mathematics
Texas Tech Univ., B.B.A.; Texas Christian Univ., M.S.;
East Texas State Univ., Ed.D.; Further study: Texas Christian Univ.,
North Texas State Univ., Univ. of Texas at Austin, Syracuse Univ.,
Univ. of Colorado, Univ. of Hawaii, Stanford Univ., Ohio Univ.
- Bowers, James** Developmental Reading
Arizona State Univ., B.A., M.A.
- Bradshaw, Curt** Jazz
Northern Iowa, B.S.; North Texas State Univ., M.M.
- Bradshaw, Patti J.** Child Development, Dir. of Co-op Ed.
North Texas State Univ., B.S., M.Ed.
- Brown, Beverly** English
Birmingham Southern College, B.S.; Univ. of Alabama, M.A.;
Further study: East Texas State Univ., North Texas State Univ.
- Brown, Emmett D.** Counselor
North Texas State Univ., B.A., M.Ed.; Further study: El Centro College,
Prairie View A&M, Naval School of Photography
- Brumbach, Virginia** English
Cumberland College, A.A.; Western Kentucky State Univ., B.A.;
Baylor Univ., M.A.; North Texas State Univ., Ed.D.; Post-doctoral,
Texas Univ., North Texas State Univ., Texas Christian Univ.
- Burden, Jacqueline** History
State Univ. of New York College at Buffalo, B.A.;
Univ. of Michigan, M.A.; Further study: Univ. of Pittsburgh
- Burke, Michael** Division Chairman, Communications/Developmental Studies
Univ. of Houston, B.A., M.A.; Univ. of Texas at Austin, Ph.D.
- Carandang, Amado I.** Philosophy
Kings College, B.A.; Univ. of Notre Dame, M.A., Ph.D.; Further study:
California Institute of Asian Studies, San Francisco Brock Univ., Ontario
- Carpenter, Robert W.** Accounting
North Texas State Univ., B.B.A., M.B.A.; C.P.A. State of Texas;
Further study: North Texas State Univ.,
Western State College of Colorado
- Carr, Laura V.** Training Paraprofessionals for the Deaf Program
Illinois State Univ., B.S.; New York Univ., M.A.;
Further study: East Texas State Univ.
- Carter, James Damon** Automotive Technology
Southern Methodist Univ., NIASE;
Further study: General Motors Training Center
- Cate, Franklin M.** History
East Texas State Univ., B.A.; Univ. of Virginia, M.A.;
Further study: Univ. of Texas, Vanderbilt Univ.
- Christian, Allen L.** Mathematics
Arlington State College, B.S.; East Texas State Univ., M.S.;
North Texas State Univ., Ed.D.
- Cinclair, Richard** Division Chairman, Social Science & Technology
Northern State College, B.S.; Univ. of Wisconsin, M.S.;
Ball State Univ., Ph.D.
- Clark, George** Director of Physical Plant
USAF, Colorado, B.S.; Southern Methodist Univ., M.S.
- Clarke, Curtis R.** Economics
Southern Methodist Univ., B.B.A., M.B.A.;
Further study: Southern Methodist Univ., North Texas State Univ.,
Univ. of Texas at Arlington
- Clayton, Glenn N., Jr.** English
North Texas State Univ., B.A., M.A.;
Further study: East Texas State Univ., North Texas State Univ.
- Cook, Sharon** Director of Public Information
Baylor Univ., B.A.
- Cronin, Emma** Director of Library
Univ. of Oklahoma, B.A.; North Texas State Univ., M.L.S.;
Further study: East Texas State Univ.
- Dale, Charles W.** Electronics
Southeastern State College of Oklahoma, B.S.;
Southern Illinois Univ., M.S.; East Texas State Univ., Ed.D.
- Davis, Vivian** English
Ball State Teachers College, A.B.; Univ. of Chicago, M.A.T.;
Northwestern Univ., Ph.D.; Texas Woman's Univ., M.Ed.
- Dennis, Vivian A.** Mathematics
East Texas State Univ., B.A., M.S., Ed.D.;
Further study: North Texas State Univ.
- Dennis, Wilbur** Division Chairman, Physical Education and Science
North Texas State Univ., B.S., M.S., M.Ed.;
Further study: East Texas State Univ.
- DesPlas, Ed** Director of Business Operations
Univ. of Texas, Dallas, B.S.
- DiPietro, Lawrence N.** Learning Resource Center
Rutgers Univ., B.A.; Drexel Univ., M.S.L.;
Further study: North Texas State Univ.
- Drake, Helen N.** English
Southern Methodist Univ., B.A.; North Texas State Univ., M.A.;
Further study: East Texas State Univ.
- Erwin, Robert J.** Theatre
Univ. of South Florida, B.A.; Univ. of Alberta, M.F.A.;
Further study: Paul Mann's Acting Workshop, New York City
- Etheredge, John W.** Counselor
Baylor Univ., B.A., M.S.; Further study: Univ. of Houston,
Baylor Univ., Texas A&M Univ.
- Ewing, George E.** Drafting
North Texas State Univ., B.S., M.S.; Univ. of Arkansas, Ed.D.
- Felder, Bob** Economics
Sam Houston State Univ., B.A., M.A.
- Flickner, Robert E.** Physical Education
Bethel College, B.S.; Kansas Univ., M.S.
- Forrest, Mary L.** Speech
North Texas State Univ., B.A.; Southern Methodist Univ., M.F.A.;
North Texas State Univ., Ed.D.
- Franke, Marvin H.** Air Conditioning and Refrigeration
Juneau County Teachers College, A.A.; Milwaukee School of
Engineering, A.S.
- Gammage, Jodie K.** Computer Information Systems
Southern Methodist Univ., B.A., M.L.A.; North Texas State Univ., Ph.D.
- Gornly, Donna A.** English
Texas Woman's Univ., B.A., M.A.; Further study: Texas Christian Univ.
- Hager, Colleen T.** Program Director, Continuing Education
Southern Methodist Univ., B.F.A.; Further study: North Texas State Univ.
- Hamilton, Hance H.** Chemistry
Texas A&M Univ., B.S., Ph.D.
- Hegar, E. Aylene** Psychology
Texas Tech Univ., B.A.; North Texas State Univ., M.Ed., Ed.D.
- Helton, Charles E.** Director of Appraisal Center/CAI Lab
East Texas State Univ., B.S.; Further study: East Texas State Univ.
- Henrickson, Marja** Spanish
El Centro College, A.A.; North Texas State Univ., B.A., M.A.;
Further study: East Texas State Univ., Texas Tech Univ.
- Henry, Robert** Physical Education
Southern Methodist Univ., B.A.; Univ. of Illinois, M.S.;
Further study: Univ. of Texas, North Texas State Univ.,
East Texas State Univ., Texas Tech Univ., Texas A&M Univ.
- Henson, Jerry C.** Vice President of Instruction
Hardin-Simmons Univ., B.A.;
Southwestern Baptist Theological Seminary, B.D.; Baylor Univ., Ph.D.
- Herd, Clarence W.** Automotive Technology
East Texas State Univ., B.A.; Further study: East Texas State Univ.
- Hill, H. Rayburn** Government
Paris Junior College, A.A.; East Texas State Univ., B.S., M.S.;
Further study: Univ. of Oklahoma, East Texas State Univ.
- Hinide, John L.** English
Baylor Univ., B.A.; East Texas State Univ., M.A.;
Further study: Baylor Univ., East Texas State Univ.
- Holloway, Ralph** Director of Telecommunications
Amarillo College, A.A.; Hardin-Simmons Univ., B.A.;
North Texas State Univ., M.L.S.; Further study: Univ. of Texas at Austin,
East Texas State Univ.
- Holman, Morris H.** History
East Texas State Univ., B.A., M.A.;
Dallas Theological Seminary, M.A.B.S.;
Further study: North Texas State Univ.
- Hughes, W. Tim, Jr.** History, Government
Henderson State Teachers College, B.S.E.;
George Peabody College for Teachers, M.A.;
Further study: Baylor Univ., East Texas State Univ.,
Univ. of the Americas, Texas A&M Univ.
- Hutchins, Michael E.** Drafting
East Texas State Univ., B.S., M.S., Ed.D.
- Jeffus, Larry** Air Conditioning and Refrigeration
Hiwassee College, A.A.; Univ. of Tennessee, B.S.;
Further study: Univ. of Tennessee
- Jessen, Joel A.** Counselor
Univ. of Iowa, B.A., M.A.
- John, Margaret** Counselor
Austin College, B.A.; East Texas State Univ., M.A.
- Jordan, M. Diane** English
North Texas State Univ., B.A.; California State College at Fullerton, M.A.;
Univ. of Texas at Austin, Ph.D.
- Kennedy, Pat** Child Development
North Texas State Univ., B.A., M.S.
- Kirkpatrick, James Michael** Drafting
Oklahoma City Univ., B.I.A.; North Texas State Univ., M.Ed., Ed.D.
- Knight, Carl E.** Biology
Michigan State Univ., B.S., M.S., Ph.D.
- Kozlowski, Gerald** Director of Instructional Resources
Eastfield College, A.A.S.; North Texas State Univ., B.A.;
East Texas State Univ., M.S.; Further study: North Texas State Univ.
- Latham, Jim** Auto Body
East Texas State Univ., B.A.; Further study: East Texas State Univ.,
Texas A&M Univ.
- Lopez, Frank** Mathematics
Southwest Texas State College, B.S.; Univ. of Texas at Austin, M.A.;
Further study: Texas A&M Univ.
- Love, James L.** Electronics
Michigan Tech. Univ., B.S.; Further study: Wayne State Univ.,
Colorado State Univ., Univ. of Minnesota
- Lucky, Harrell C.** Music
Bethany Nazarene College, B.M.Ed.;
Southwestern Baptist Seminary, M.C., M.C.M., D.M.E.;
Further study: Academy of Music, Vienna, Austria

- Madriguera, Enric F.** Music
Royal Conservatory of Music, Madrid, Spain;
Oscar Espla Conservatory of Music, Alicante, Spain; East Carolina Univ.;
Univ. of Texas at Dallas, M.A.
- Massey, Aaron W.** Counselor
Southwest Texas State, B.S.; East Texas State Univ., M.S.;
Further study: East Texas State Univ., North Texas State Univ.,
Abilene Christian Univ., Texas A&M Univ.
- Mathus, Don L.** Physical Education
South Plains College, A.A.; Texas Tech Univ., B.S., M.S.;
Further study: North Texas State Univ.
- Maxwell, Rick** Art
Univ. of Dallas, B.A.; Southern Methodist Univ., M.F.A.
- McClellan, Lu** Dean, Career and Continuing Education
Baylor Univ., B.A.; East Texas State Univ., M.Ed., Ed.D.
- McClung, Ray O.** Counselor, Psychology
Texas A&M Univ., B.S.; Univ. of Illinois, M.S.;
North Texas State Univ., Ph.D.
- McCoy, David L.** Photography
Southeastern State College of Oklahoma, B.A.;
East Texas State Univ., M.S., Ph.D.
- McMahon, Jerry D.** Chemistry
Texas Tech Univ., B.S.; Princeton Univ., M.A.
- McNeill, Earldene** Child Development
North Texas State Univ., B.S.; Southern Methodist Univ., M.L.A.
- Milton, Furman D.** Director of Financial Aid and Placement
Troy State Univ., B.S.; East Texas State Univ., M.Ed., Ph.D.
- Moorhead, Michael** English
Texas Tech Univ., B.A., M.A.; Further study: Texas Tech Univ.
- Mouledoux, Pierrette M.** Piano
Performer's Certificate, Ecole Normale de Musique;
Southern Methodist Univ., M.M.
- Nagri, Beverly** Dean, Educational Resources
Eastfield College, A.A.S.; Abilene Christian Univ., B.S.;
Abilene Christian Univ., M.B. HR
- Neil, Mary Lou** English
Texas Christian Univ., B.A.; Univ. of Dallas, M.A.;
Further study: Univ. of Dallas
- Newman, Lynn A.** Director of Student Programs and Resources
Southern Methodist Univ., B.A.S., M.S.
- Palmer, Ursula** Training Paraprofessionals for the Deaf Program
Salve Regina College, B.A.; Univ. of Arizona, M.S.;
Further study: Univ. of Arizona
- Penney, Jane A.** Sociology/Human Resources
East Texas State Univ., B.S., M.S.
- Phillips, Jim G.** Counselor
East Texas State Univ., B.A., M.A., Ph.D.;
Further study: North Texas State Univ.
- Pitt, J. Michael** Physics
Southern Methodist Univ., B.S.E.E.; Univ. of Texas at Austin, Ph.D.
- Pleasant, P. Leon, Jr.** Accounting
North Texas State Univ., B.B.A.; East Texas State Univ., M.B.A.;
Further study: East Texas State Univ.
- Preston, David E.** Computer Information Systems
East Texas State Univ., B.S., M.S.; North Texas State Univ., Ed.D.
- Priest, Andy J.** Automotive Technology
North Texas State Univ., B.S.; Southern Methodist Univ., M.L.A.;
Further study: East Texas State Univ.
- Privette, Parnell** Electronics
Univ. of Texas at Austin, B.S.E.E.
- Purdy, Earlyne** Secretarial Science
North Texas State Univ., B.S.; East Texas State Univ., M.S.
- Rawlins, John Clayton** Electronics
Southern Methodist Univ., B.S.E.E.; East Texas State Univ., M.S.Ed.
- Reeves, Ed R.** Biology
West Texas Univ., B.S.; East Texas State Univ., M.S.;
Further study: Texas Tech Univ.
- Richardson, Douglas M.** Mid Management
North Texas State Univ., B.B.A., M.B.A.;
Further study: East Texas State Univ.
- Rizzo, Victor J.** Vice President of Business Services
Southwest Texas State Univ., B.B.A., M.B.A.;
North Texas State Univ., Ph.D.
- Robinson, Yvonne** Secretarial Science
D.C. Teachers College, B.S.; North Texas State Univ., M.B.E.;
East Texas State Univ., Ed.D.
- Ruggiero, Edward** Division Chairman, Engineer, Tech. and Comp. Science
Fordham Univ., B.S.; City Univ. of New York, M.S.;
Further study: City Univ. of New York, Univ. of Texas at Dallas
- St. Clair, Anita J.** Secretarial Science
Abilene Christian College, B.S.E.; North Texas State Univ., M.B.E.;
Further study: Southern Methodist Univ., North Texas State Univ.,
East Texas State Univ.
- Schmitt, Allan B.** Electronics
Univ. of Texas at Austin, B.E.S., M.S.E.E., Ph.D.E.E.
- Schrup, Sara J.** Art
Art Institute of Chicago, B.F.A.; Univ. of Dallas, M.A., M.F.A.
- Scott, Ray R.** Physics
North Texas State Univ., B.A.; East Texas State Univ., M.S.;
Purdue Univ., M.S.; Further study: East Texas State Univ.
- Sharp, Robert G.** American History
Whitworth College, B.A.; Purdue Univ., M.A.;
Further study: Univ. of Denver, Univ. of New Mexico
- Sherrill, Theodore B., III** Biology
Lamar State Univ., B.S.; East Texas State Univ., M.S.;
Further study: Southern Methodist Univ., North Texas State Univ.,
East Texas State Univ.
- Slovak, Pauline A.** English
Univ. of Arkansas at Monticello, B.S.E.;
East Texas State Univ., M.A., Ed.D.
- Smith, Maryle Bea** Business
North Texas State Univ., B.B.A., M.B.E.;
Further study: East Texas State Univ.
- Solganick, Harvey** English, German Philosophy
North Texas State Univ., B.A., M.Ed.; Southern Methodist Univ., M.L.A.;
Further study: Univ. of Texas at Arlington,
Univ. of Dallas, Univ. of Texas at Dallas,
Univ. of California at Santa Barbara, East Texas State Univ.,
Goethe Institute at Lueneberg, Univ. of London
- Stewart, John D.** Division Chairman, Humanities
East Texas State Univ., B.M.Ed., M.Ed.; Indiana Univ., Ph.D.
- Stock, Carolyn** Associate Dean of Continuing Education
Ohio Univ., B.A.
- Stover, Harryette B.** English
Southern Methodist Univ., B.A., M.A.;
Further study: North Texas State Univ., East Texas State Univ.
- Streeter, C. Allen** Engineering
Louisiana State Univ., B.S., M.S.;
Further study: Southern Methodist Univ.;
Professional Engineer Registration
- Streng, Adolph C., Jr.** Psychology
Texas Lutheran College, B.A.; Wartburg Seminary, M.Div.;
The University of Chicago, M.A.; Roosevelt Univ., M.A.;
Further study: Univ. of Maine, Iowa State Univ., Univ. of Colorado
- Sundermann, Justus D.** President
Ohio State Univ., B.S.; Univ. of Cincinnati, Ed.M., Ed.D.
- Swindling, James A.** Developmental Reading
Daytona Beach Community College, A.A.; Florida State Univ., B.A., M.S.;
Further study: Univ. of Nevada, East Texas State Univ.
- Thorne, John M.** Accounting
East Texas State Univ., B.B.A., M.B.A.; Further study: Univ. of Oklahoma
- Thornton, Carolyn** Counselor
Univ. of Cincinnati, B.A.; East Texas State Univ., M.S.
- Tinsley, Sammy J.** Developmental Mathematics
Quachita Baptist Univ., B.A.; Univ. of Mississippi, M.S., Ph.D.
- Trout, Bobbie** Director of Admissions and Registrar
Univ. of Texas at Austin, B.A.; Univ. of Texas at Dallas, M.A.
- Weaver, Gayle M.** Biology
East Texas State Univ., B.S., M.S.; Univ. of Oklahoma, M.S.;
East Texas State Univ., Ph.D.;
Further study: Oak Ridge Institute of Nuclear Studies
- Whisnant, Robert A., Jr.** Humanities
Univ. of South Florida, B.A., M.A.; Further study: East Texas State Univ.
- Williams, Jerome** Biology
East Texas State Univ., B.S., M.S.; Further study: East Texas State Univ.,
North Texas State Univ.
- Winn, Jerry M.** Developmental Mathematics
Oklahoma Univ., B.S.E.E.; Southern Methodist Univ., M.S.
- Wisdom, Hardy** Auto Body Technology
North Texas State Univ., B.A.
- Zamora, Felix A.** Vice President of Student Development
School for International Training, B.I.S.;
Southern Methodist Univ., M.P.A.

EL CENTRO COLLEGE

El Centro College opened its doors in 1966, the first campus of the Dallas County Community College District. Centrally located in downtown Dallas, El Centro shares the excitement and challenge offered by a vibrant urban setting and plays a vital role in the educational and cultural atmosphere of the area.

El Centro's convenient location allows students from all parts of Dallas County to take advantage of pre-professional courses transferable to four-year institutions, as well as career training in over 40 exciting fields. Students can also enjoy one of the college's non-credit continuing education courses, such as aerobics, physical conditioning, English-as-a-Second-Language and many others.

El Centro offers people opportunities to meet a wide range of goals. There is no typical student at El Centro. Students are of all ages and come from all walks of life. Their common goal is to use the rich educational resources at El Centro to fulfill individual needs for growth.

El Centro is an exciting place to be. Offering theater, ballet and musical performances, lunch hour forums and lectures by visiting authors and celebrities of national renown, it is an integral part of the numerous cultural experiences available in downtown Dallas.

The Campus

El Centro College covers a two-square-block site in the West End Historic District of downtown Dallas. It is bounded by Main, Lamar, Elm and Market streets. The campus gained wide attention for making use of a nine-story, turn-of-the-century department store, renovated to accommodate classroom space, student center and administrative offices. Today, the campus architecturally combines the historic and the modern with a new wing that houses labs, arts facilities, a cafeteria, gymnasium and library. Nestled between the two wings is an inviting green space which has been commended for beautifying the downtown area.

Accreditation

The Southern Association of Colleges and Schools

Institutional Memberships

The American Association of Community and Junior Colleges

The Association of Texas Colleges and Universities

The League for Innovation in the Community College

El Centro College is recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency and is an Affirmative Action Equal Opportunity Institution.

EL CENTRO COLLEGE ADMINISTRATION

President	Wright Lassiter, Jr.	746-2010
Vice President of Instruction	Curtis Ivery	746-2019
Vice President of Student Development	Bettie Tully	746-2017
Vice President of Business Services	Greg Lewis	746-2015
Administrative Assistant to the President	John Dvorak	746-2010
Dean of Career and Continuing Education	Ray Witherspoon	746-2023
Dean of Learning Resources	Ruth Watkins	746-2167
Dean of Health Occupations	Kay Eggleston	746-2269
Associate Dean, Career and Continuing Education	Judy Pouncey	746-2147
Associate Dean, Allied Health	Sondra Flemming	746-2271
Associate Dean, Nursing	Carol Speyerer	746-2269
Director of Admissions and Registrar	Robert Bennett	746-2311
Director of Business Operations	Charlene Lee	746-2044
Director of Counseling	Micheal Jackson	746-2067
Director of Financial Aid	Diane Girard	746-2199
Director of Health Center	Lelani Starks	746-2113
Director of Public Information	Janet James	746-2037
Director of Physical Plant	Bobby Hunt	746-2057
Director of Special Services	Jim Handy	746-2082
Director of Student Programs and Resources	Howard Finney	746-2137
Director of Testing	Velma Hargis	746-2178

DIVISION CHAIRPERSONS

Business	Joseph Dean	746-2202
Communications/Math/Developmental Studies	Georgia Francis	746-2247
Fine and Applied Arts	Betty Moran	746-2337
Health Occupations	Kay Eggleston	746-2269
Physical and Social Sciences	Robert Trotter	746-2392

EL CENTRO COLLEGE FACULTY & STAFF

Alexander, LaVerne E......AD Nursing
Tuskegee Institute, B.S.; Texas Women's Univ., M.S.

Alfaro, Felicitas.....AD Nursing
Incarnate Word College, B.S.; Antioch College, M.Ed.

Alford, Marshall E......Counselor
Baylor Univ., B.A.; East Texas State Univ., M.Ed.

Allen, Benja.....Biology
Baylor Univ., B.A.; North Texas State Univ., M.S., M.Ed.

Arnold-Roquemore, Brenda J......AD Nursing
Texas Woman's Univ., B.S., M.S.

Babcock, Rosa B......Library Resources Consultant
Smith College, B.A.; North Texas State Univ., M.L.S.

Barnhart, William G......Accounting
Lamar Univ., B.B.A.; Western State College of Colorado, M.A.

Beasley, Sharman.....Legal Assistant
Univ. of Texas at Austin, B.A.; Southern Methodist Univ., M.L.A.

Bell, Mildred J......Counselor
Huston-Tillotson College, B.A.; Texas Southern Univ., M.Ed.;
Washington State Univ., Professional Counseling Certificate;
Nova Univ., Ed.D.

Bennett, Robert C......Director of Admissions/Registrar
Univ. of Colorado, B.A.; Univ. of Toronto, M.A.

Berry, John W......Management
Prairie View A&M Univ., B.B.A.; East Texas State Univ., M.B.A.

Berryman, Kenneth.....Counselor
East Texas State Univ., B.S., M.S.

Blackshear, Reba D......Law and Accounting
Troy State Univ., B.S.; Samford Univ., M.S.;
Southern Methodist Univ., M.L.A.

Borman, Laura.....Vocational Nursing
Texas Woman's Univ., B.S., M.S.

Branson, Kaye.....Interior Design
North Texas State Univ., B.A.

Bread, Aubrey H......Radiologic Sciences
Parkland School of Radiographic Technology, R.T. (R), A.R.R.T.;
Abilene Christian Univ., B.S.; East Texas State Univ., M.S.

Bryant, Jan.....Radiologic Sciences
Univ. of Texas Health Science Center, B.S., R.T. (R), A.R.R.T.,
R.D.M.S.

Busby, Nora.....Director, Instructional Development and CAL
Florida State Univ., B.S., M.S.

Chambers, Robert W......English
North Texas State Univ., B.A., M.A.

Chandler, Sandra.....AD Nursing
Northwestern State Univ., B.S.N.; Texas Woman's Univ., M.S.

Chapoton, Jean.....AD Nursing
Univ. of Maryland, B.S.N., M.S.N.

Chatman, Blossie.....AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.

Cheney, Bobby W......History
Southern Methodist Univ., B.A., M.A.

Childers-Anderson, Eva.....AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.

Claborn, Jo Carol.....AD Nursing
Odessa Junior College, A.D.N.; Texas Woman's Univ., B.S., M.S.

Clendenen, Kay.....Surgical Technology
Univ. of Texas Medical Branch, B.S.N.

Conline, Randy.....English
Univ. of Texas at Arlington, B.A., M.A.

Currier, Glenn.....Sociology
Univ. of St. Thomas, B.A.; Sam Houston State Univ., M.A.

David, Joe.....Library Resources Consultant
Texas A&I Univ., B.A.; Univ. of Texas, M.L.S.

Davidson, Joy.....AD Nursing
Texas Woman's Univ., B.S., M.S.

Day, O.D. Parker.....Interior Design
Univ. of Texas at Arlington, B.F.A.;
New York School of Interior Design

Dean, Joseph F......Chairperson, Division of Business
Univ. of Texas at Arlington, A.S.E.E.; Texas Wesleyan, B.S.;
Pepperdine Univ., M.B.A.; Certified Educator, C.D.E.

Deen, Gary.....Developmental Writing
Univ. of Texas at Arlington, B.A.; North Texas State Univ., M.Ed.

Detwiler, Cheryl.....AD Nursing
Univ. of Kansas, B.S.N.; Texas Woman's Univ., M.S.

deWit, Susan.....AD Nursing
El Centro College, A.A.S.; Southern Methodist Univ., B.A.;
Texas Woman's Univ., B.S.; Univ. of Texas at Arlington, M.S.N.

Dupree, Donn.....Refugee ESL
Univ. of Dallas, B.A., M.A.

Dvorak, John C......Assistant to the President
Marquette Univ., B.N.S.; Southern Methodist Univ., M.Th.

Eggleston, Kay.....Dean of Health Occupations
Mankato State Univ., B.S.; Texas Woman's Univ., M.S.N.

Fauley, Carlota.....Vocational Nursing
Washington Univ., School of Nursing, R.N.;
East Texas State Univ., B.S., M.S.

Field, Barbara.....AD Nursing
Texas Woman's Univ., B.S., M.S.

Finney, W. Howard.....Director, Student Programs and Resources
East Texas State Univ., B.S., M.S.

First, Klar.....AD Nursing
Texas Woman's Univ., B.S., M.S.N.

Fleming, Walter Lee, III.....Management
Univ. of Notre Dame, B.B.A.; Southern Methodist Univ., M.B.A.

Flemming, Sondra.....Associate Dean, Allied Health
Fort Hays Kansas State College, B.S.N.;
Texas Woman's Univ., M.S.

Flint, Juanita Zapata.....AD Nursing
Texas Woman's Univ., B.S., M.S.

Fowler, Wilton R......Counselor
Stephen F. Austin State Univ., B.S., M.A.; Baylor Univ., Ed.D.

Francis, Georgia.....Chairperson, Communications/Math
Texas Christian Univ., B.A., M.S.; Florida State Univ., Ph.D.

Fuslier, Linda.....Continuing Education Program Director
Louisiana State Univ., B.A.

Galloway, Wende.....AD Nursing
Tuskegee Institute, B.S.N.; Texas Woman's Univ., M.S.N.

Gewertz, Irving D......Architecture
Corpus Christi Junior College, Kansas City Art Institute,
Texas A&M Univ., B. of Arch.; East Texas State Univ., M.S.;
Registered Architect, State of Texas

Gillett, Grover.....Accounting and Economics
Texas Technological Univ., B.B.A.; Univ. of Texas at Austin, M.B.A.;
C.P.A., State of Texas

Girard, Diane R......Director of Financial Aid
Missouri Western Univ., Certificate in Financial Aid Administration

Gobar, Bernard A., Jr......Director of Media Services
Texas A&I Univ., B.S.; East Texas State Univ., M.Ed.

Goering, James.....Food and Hospitality Services Institute
Culinary Institute of America, Certificate;
Waldorf Astoria Hotel Apprenticeship, Certificate

Goff, Larry.....Psychology
North Texas State Univ., B.S., M.S., Ph.D.

Gordon, Betty.....Vocational Nursing
Duke Univ., B.S.N., B.S.; Texas Woman's Univ., M.S.

Green, Charlotte.....AD Nursing
Texas Woman's Univ., B.S.N.; Southern Methodist Univ., M.L.A.

Grubbs, Sharon A......Counselor
North Texas State Univ., B.A.; East Texas State Univ., M.S.

Grundy, Eddie.....Respiratory Therapy
Tarrant County Junior College, A.A.S.; Univ. of Texas Health
Science Center at Dallas, B.S., C.R.T.T., R.R.T., R.C.P.

Hamm, Robert D......Counselor
East Texas State Univ., B.S., M.Ed.

Handy, Jim.....Director of Special Services
Univ. of Texas at Austin, B.A.;
Univ. of Texas Health Science Center at Dallas, M.S.

Hardin, Carol L......AD Nursing
Univ. of Texas, B.S.N.; Texas Woman's Univ., M.S.N.

- Hares, David R.**.....Developmental Mathematics
Southwestern Univ., B.A.; East Texas State Univ., M.S.
- Hargis, Velma F.**.....Director of Testing
Ball State University, B.S., Voc. Ed., M.A.
- Harman, Martha**.....Mathematics
North Texas State Univ., B.A.; Southern Methodist Univ., M.A.
- Harvey, James R.**.....Physical Education
Lamar Univ., B.B.A., M.B.A., M.S.; Louisiana State Univ., Ph.D.
- Henslee, Jimmie J.**.....Business and Accounting
East Texas State Univ., B.S., M.Ed.
- Hickman, Philip L.**.....Respiratory Therapy
Tarrant County Junior College, A.A.S.; University of Texas Health
Science Center at Dallas, B.S.; R.R.T., C.R.T.T., C.P.F.T., R.C.P.
- Hitt, Frances F.**.....Food and Hospitality Services Institute
Auburn Univ., B.S.; Univ. of Alabama, M.S.;
Texas Woman's Univ., Ph.D.
- Holmes, Beverly J.**.....Director of Library Services
Barnard College, B.A.; Texas Woman's Univ., M.L.S.
- Hucks, Louise**.....Vocational Nursing
Columbia Hospital School of Nursing, R.N.
- Hunt, Bobby**.....Director of Physical Plant
- Ivery, Curtis L.**.....Vice President of Instruction
Texas A&I, B.S.; West Texas State Univ., M.A.;
Univ. of Arkansas, Ed.D.
- Jackson, Micheal**.....Director of Counseling
Langston Univ., A.A., B.S.; Ohio State Univ., M.A., Ph.D.
- James, Janet**.....Director of Public Information
Univ. of Texas at Austin, B.M.
- Jimenez, Hector**.....Counselor
East Texas State Univ., B.S., M.Ed.
- Johnson, Barbara**.....AD Nursing
Texas Woman's Univ., B.S., M.S.; Univ. of Texas at Dallas, M.S.
- Johnson, Rosa Lee**.....Physical Education
Prairie View A&M Univ., B.S.; North Texas State Univ., M.S.;
Texas Woman's Univ., Ph.D.; Univ. of Texas Health Science
Center at Dallas
- Jones, Jerry C.**.....Music Coordinator
Evansville Univ., B.M.E.; Southern Methodist Univ., M.M.
- Katsigris, Costas**.....Director, Food and Hospitality Services Inst.
Columbia College, A.B.;
Columbia Univ. Graduate School of Business, M.S.
- Kelso, Genell O.**.....English and Speech
Univ. of Oklahoma, B.A., M.A.; Nova Univ., Ed.D.
- Knox, Dudley**.....Legal Assistant
Texas Christian Univ., B.S.; Southern Methodist Univ., M.L.A.;
Baylor Univ. Law School, J.D.
- Koepnick, Frances E.**.....Biology
Univ. of Dayton, Ohio, B.S.; Univ. of Kansas, M.A.
- Larsen, Leonard R.**.....Criminal Justice
Abilene Christian Univ., B.S.; Univ. of Texas at Dallas, M.A.
- Lassiter, Wright L., Jr.**.....President
Alcorn State Univ., B.S.; Indiana Univ., M.B.A.; Auburn Univ., Ed.D.
- Lee, Charlene**.....Director of Business Services
- Lewis, Gregory E.**.....Vice President of Business Services
Univ. of West Florida, B.S., C.P.A.
- Litle, Marianne**.....Radiologic Sciences
Parkland School of Radiologic Technology, R.T., A.R.R.T.; Univ. of
Texas Health Science Center, B.S.; East Texas State Univ., M.Ed.
- Logan, Ralph H.**.....Chemistry
Univ. of North Dakota, B.S.; Univ. of Texas, M.S.
- Lucas, Patricia**.....AD Nursing
Texas Woman's Univ., B.S., M.S.
- Lunsford, Terry**.....Interior Design
Texas Tech Univ., B.A.A.D.; East Texas State Univ., M.S., Ed.D.
- McGown, Caroline**.....English
Texas Christian Univ., B.A.; Texas Woman's Univ., M.A.
- McLelland, Sue Annette**.....AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.N., R.C.P.
- McPherson, M. LaCheeta**.....Medical Lab Technology
North Texas State Univ., B.S.; Baylor School of Medical
Technology, M.T.; East Texas State Univ., M.Ed.
- Menchaca, Richard V.**.....Developmental Reading
North Texas State Univ., B.S., M.Ed.
- Michaels, Barbara**.....AD Nursing
Ohio State Univ., B.S.N.; Univ. of Texas at San Antonio, M.S.N.
- Mims, Robert L., Jr.**.....Geology/Physics
Univ. of Texas at El Paso, B.S., M.S.; East Texas State Univ., Ed.D.
- Minnett, John**.....Respiratory Therapy
El Centro College, A.A.S.;
Stephen F. Austin State Univ., B.S., C.R.T.T., R.R.T., R.C.P.
- Montgomery, Barbara**.....History
Univ. of Illinois, B.S.; California State Univ., M.A.;
Loyola Univ. of Chicago, Ph.D.; Fulbright Fellow
- Moore, Harris Paxton**.....English
Univ. of Texas at Austin, B.A.; Texas Christian Univ., M.A.
- Moore, John W., Jr.**.....Counselor
Grambling Univ., B.S.; Prairie View A&M Univ., M.Ed.
- Moran, Betty W.**.....Chairperson, Fine and Applied Arts
North Texas State Univ., B.S.; Texas Tech Univ., M.Ed.;
Texas Woman's Univ., Ph.D.
- Morgan, Charlie R.**.....Counselor
East Texas State Univ., B.S., M.S.
- Murray, Darrel**.....Interior Design Coordinator
Univ. of Oklahoma, B.A.;
Parsons School of Design, New York City, Certificate
- Myers, H. Wayne**.....Biology
Emporia State Univ., B.A., M.S.
- Neeley-Plog, Claudia**.....Computer Information
Texas A&I Univ., B.Mu., M.S.; Certificate of Data Processing,
E.C.P.I.; East Texas State Univ., M.S., Ed.D.
- Nelson, Elizabeth**.....AD Nursing
St. Olaf College, B.A.; Texas Woman's Univ., M.S.
- Norman, Lois**.....AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.
- Olson, Carole**.....Legal Assistant
Texas Tech Univ., B.S.; Southern Methodist Univ., M.A.;
Univ. of Houston Law Center, J.D.
- O'Neal, Kay**.....AD Nursing
Texas Christian Univ., B.S.N.; Univ. of Texas at Arlington, M.S.
- Page, Jean**.....Counselor
North Texas State Univ., B.S., M.Ed., Ed.D.
- Paine, Diane S.**.....Respiratory Therapy
Temple Junior College, A.A.A.; Univ. of Texas Health Science
Center, B.S., C.R.T.T., R.R.T., R.C.P.; Texas Christian Univ., M.Ed.
- Park, Nancy**.....AD Nursing
Univ. of Iowa, B.S.N.; Texas Woman's Univ., M.S.
- Penn, Howard**.....Mathematics
Southeastern State College, B.S.;
North Texas State Univ., M.S., Ph.D.
- Perdue, Beth**.....AD Nursing
West Texas State Univ., B.S.N.; Texas Woman's Univ., M.S.
- Phillips, Arbra M.**.....Developmental Mathematics
Paul Quinn College, B.S.; East Texas State Univ., M.Ed.
- Pollard, Jennie**.....Office Careers
Prairie View A&M Univ., B.S., M.S.
- Potter, Frances M.**.....Apparel Design
Southern Methodist Univ., Certificate in Costume Designing
- Pouncey, Judy**.....Associate Dean of Continuing Education
North Texas State Univ., B.S.
- Pouncy, Gene E.**.....English
Southern Methodist Univ., B.F.A., M.L.A.
- Powers-Prather, Ann**.....AD Nursing
Paris Junior College, A.D.N.;
Univ. of Texas at Arlington, B.S.N., M.S.N.
- Pritchett, Kathy**.....AD Nursing
Incarnate Word College, B.S.; Texas Woman's Univ., M.S.
- Purnell, Melvin J.**.....Dance Coordinator
Formerly with Arthur Hall Afro-American Dance Ensemble, Dance
Theatre of Harlem, Jacques d'Amboise's National Dance Institute
- Ramsey, George E.**.....Spanish
Southern Methodist Univ., B.A.; Texas Christian Univ., M.A.
- Reding, Diana L.**.....AD Nursing
Hartwick College, B.S.; East Texas State Univ., M.S.

Rippetoe, William L......Mathematics
East Central State College, B.S.; Southeastern State College, M.T.

Ripsey, Margaret.....Coordinator, Jail Education
Baylor Univ., B.A.; North Texas State Univ., M.A.

Robinson, Emily B......Office Careers
Abilene Christian Univ., B.S.E.; North Texas State Univ., M.B.E.

Robinson, Judith Christine.....Radiologic Sciences
Physicians and Surgeons, R.T. (R), A.R.R.T.

Rodriguez, Joan.....Reading
Barry College, Florida, B.A., M.A.; New Mexico State, Ed.D.

Rountree, Rhuwan C......Government
East Texas State Univ., B.A., M.A.

Rouze, Pamela K......Developmental Reading
North Texas State Univ., B.A.; Texas Woman's Univ., M.Ed.

Rust, Tommy.....Respiratory Therapy
El Centro College, A.A.S.; Univ. of Texas Health Science Center,
B.S.; East Texas State Univ., M.Ed., C.R.T.T., R.R.T., R.C.P.

Samuel, John.....Computer Information
Univ. of Texas at Arlington, B.B.A., M.B.A.; American Production &
Inventory Control Society, Certified in Production and Inventory
Management, C.P.I.M.

Scardina, Patricia.....Computer Information
Baton Rouge Business School; Dallas Baptist College, B.C.A.

Schrup, John E......Art Coordinator
Univ. of Wisconsin, B.S., M.S., M.F.A.

Schuster, Patrick.....Criminal Justice
Univ. of Texas at Arlington, B.A.

Seaton, Norman.....Computer Information
Univ. of Plano, B.A.; Univ. of Dallas, M.B.A.

Simonetti-Arnold, Lucille.....Art
Hunter College, B.A.; Univ. of Dallas, M.A.;
The Cooper Union, Certificate of Art

Skibell, Leslie.....Program Director, Vocational Rehabilitation
Univ. of Texas at Dallas, B.S., M.S.

Smith, Arlette.....Developmental Writing
Tougaloo College, B.A.; Michigan State Univ., M.A.

Smith, Laura V......Vocational Nursing
Oak Park Hospital School of Nursing, R.N.;
East Texas State Univ., B.S., M.S.

Speyerer, Carol.....Associate Dean of Nursing
Incarnate Word College, B.S.; Texas Woman's Univ., M.S.;
Nova Univ., Ed.D.

Stahl, Dana.....AD Nursing
Oklahoma Baptist Univ., B.S.; Texas Woman's Univ., M.S.

Starks, Lelani.....Director, Health Center
Metropolitan State College, R.N., B.S.

Steffen, Rosemarie.....AD Nursing
Texas Woman's Univ., B.S.N.; Univ. of Texas at Arlington, M.S.

Stiles, Janet.....Medical Transcription
Lille Jolly School of Nursing, R.N.;
Univ. of Texas at Arlington, B.S.N.

Stimson, Ronald.....Management and Computer Information
Kent State University, B.S., M.Ed.

Stirman, Nan E......Dental Assisting
Board of the American Dental Assistants Assoc., C.D.A.;
El Centro College, A.A.S.; Dallas Baptist College, B.C.A.;
East Texas State Univ., M.S.

Thomas, Charles Edward.....Theatre and Humanities
West Texas State Univ., B.A., M.A.; Actor's Equity; Screen Actor's
Guild; American Guild of Variety Artists

Thomas, Joe P......Chemistry
Texas Wesleyan College, B.S.; Oklahoma State Univ., M.S.

Tolentino, Albert E......Counselor
New Mexico Highlands Univ., B.A., M.A.

Trammell, Deborah.....AD Nursing
Univ. of Virginia, B.S.N.; Univ. of Texas at Arlington, M.S.N.

Trotter, Robert S., Jr......Chairperson, Physical and Social Science
Univ. of Texas, B.A.; North Texas State Univ., M.Ed., Ed.D.

Tubbs, AndyEvening Administrator, Recruitment/Enrollment Manager
Metropolitan State College, B.S.

Tully, Bettie L......Vice President of Student Development
Our Lady of the Lake College, B.A., M.Ed.;
East Texas State Univ., Ed.D.

Varnell, Gayle M......AD Nursing
Univ. of Texas at Austin, B.S.N., M.S.N.

Watkins, Ruth.....Dean of Learning Resources
California State Univ. at Los Angeles, B.A., M.A.

Williams, Dianne J......Program Manager, CPTPC
Mississippi State Univ., B.S., M.S.

Wilson, Doris P......Office Careers
Prairie View A&M Univ., B.S.;
Teachers College, Columbia Univ., M.A.

Witherspoon, Joseph RayDean of Career and Continuing Education
North Texas State Univ., B.B.A.; Southern Methodist Univ., M.L.A.

Young, Lee.....Architecture Coordinator and Interior Design
Univ. of Oklahoma, B.Arch., M.B.A.

Zerwekh, JoAnn.....AD Nursing
Univ. of Arizona, B.S.N.; Univ. of Texas at Arlington, M.S.N.;
East Texas State Univ., Ed.D.

Zimmermann, George A......Computer Information
Fordham Univ., B.S.; Univ. of Texas at Dallas, M.A.S.

MOUNTAIN VIEW COLLEGE

In southwestern Dallas County, Mountain View College is the community learning center for thousands of people. The second of seven colleges in the Dallas County Community College District, Mountain View opened in the fall of 1970. It is located at 4849 West Illinois Avenue in the southwestern section of Oak Cliff in Dallas and serves residents of South Dallas, Oak Cliff, Duncanville, Cedar Hill and parts of Grand Prairie.

The various programs at Mountain View are designed to meet a broad range of educational needs. Students may elect to complete their first two years of study leading toward a bachelor's degree, or they may prepare for a career in an occupational or technical area. Many students attend Mountain View to train for advancement in their present employment or to train for an entirely new career opportunity. Non-credit courses also are available for people of all ages to gain personal enrichment, cultural awareness or to participate in productive leisure time activities.

The Mountain View student body is composed of people of all ages and all backgrounds. The College represents a cross section of the community which it serves. This rich opportunity to interact with many varied people is an important part of the educational process and is well established in the Mountain View tradition.

The Campus

The campus sits on the crest of a ridge that gives students an outstanding view of the downtown Dallas skyline to the north. Care has been taken to preserve the natural beauty of the 200-acre site. The long, flat-roofed buildings stretch out gracefully along both sides of a rocky ravine and natural creek which has been landscaped into a very pleasant interior courtyard and garden. Footpaths and stone terraces provide a beautiful area to walk, study or relax. An enclosed pedestrian bridge spans the ravine, giving easy access to all parts of the campus and providing a beautiful architectural focal point to the College.

Accreditation

Mountain View College is a member of:
The Southern Association of Colleges and Schools

Institutional Memberships

The American Association of Community and Junior Colleges
The League for Innovation in the Community College

Mountain View College is recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency and is an Affirmative Action Equal Opportunity Institution.

MOUNTAIN VIEW COLLEGE ADMINISTRATION

President	W. H. Jordan	333-8700
Vice President of Business Service	Bob Brown	333-8705
Vice President of Instruction	Linda Stegall	333-8710
Vice President of Student Development	John Nelson	333-8696
Evening Administrator	Dick Smith	333-8610
Dean, Career & Continuing Education	Don Perry	333-8755
Dean, Educational Resources	Ann Cunningham	333-8664
Dean, Student Support Services		
Counseling	Donna Richards	333-8606
Health/Disabled Student Services	Donna Richards	333-8699
Director of Admissions/Registrar	Don Gentsch	333-8600
Director of Business Operations	Jim Jones	333-8705
Director of Financial Aid	Wilma Robinson	333-8688
Director of Public Information	Sharron Colburn	333-8678
Director of Student Programs & Resources	Guy Gooding	333-8685

DIVISION CHAIRPERSONS

Business	Tom Goza	333-8616
Communications and Technology	David Wickham	333-8624
Aviation/Fine Arts/Physical Education		333-8632
Science and Mathematics Technology	Clifford Miller	333-8649
Social Science and Technology	William F. Mugleston	333-8656

MOUNTAIN VIEW COLLEGE FACULTY AND STAFF

Akers, Kenneth G.	History
Creighton Univ., B.A., M.A.; George Washington Univ., M.Ph., Ph.D.	
Allen, Gemmy	Mid-Management
Univ. of Texas, Arlington, B.B.A.; North Texas State Univ., M.B.A.	
Battles, Fred	Physical Education
Kilgore Jr. College, A.A.; Baylor Univ., B.S., M.S.; North Texas State Univ., Ed.D.	
Benson, Paul F.	English
Pacific Lutheran Univ., B.A.; Colorado State Univ., M.A.; North Texas State Univ., Ph.D.	
Brown, Bob	Vice President of Business Services
North Texas State Univ., B.B.A., C.P.A.	
Brown, David L.	Drafting
East Texas State Univ., B.S., M.Ed.	
Brown, Jean W.	Music
Texas Woman's Univ., B.S., M.A.	
Caldwell, Lelesonia E.	Reading
Bishop College, B.S.; Southeastern State College, M.Ed.	

Coad, Bruce	English
Wittenburg Univ., B.A.; Univ. of North Carolina, M.A.; Duke Univ., Ph.D.	
Colburn, Sharron	Director, Public Information
Dallas Baptist Univ., B.C.A.	
Cook, E. Wayne	English
Hardin-Simmons Univ., B.A.; Texas Tech Univ., M.A., Ph.D.	
Cortez, Lionel M., Jr.	Counselor
Univ. of Texas, Austin, B.A.; Our Lady of the Lake College, M.Ed.; Nova Univ., Ed.D.	
Corvey, Sanford James	Director, Educational Computing
Florida Atlantic Univ., B.A., M.Ed.; State Univ. of New York, Geneseo, M.L.S.	
Cowan, John A.	Art
Kansas State Univ., B.S., M.A.	
Cunningham, Ann R.	Chairperson, Aviation/Fine Arts/Physical Education
Baylor Univ., B.S., M.S.	
Curtis, Ed	Aviation Technology
Southeastern Oklahoma State Univ., B.S., A.T.P., Flight Instructor, Ground Instructor, Pilot Examiner	
DeLong, J. Richard	Mathematics
Southern Methodist Univ., B.A.; North Texas State Univ., M.Ed.	

Dershem, Don	 Data Processing	Oxsheer, Billy W.	 Sociology
Colorado State Univ., B.S.M.E.; Amber Univ., M.S.		Texas Christian Univ., B.A., M.A.	
Dexter, Rawlings P.	 English	Parker, Sue	 English
Colorado State Univ., B.A., M.A.		University of Mary Hardin-Baylor, B.M.E.; Texas Woman's University, M.A.	
Dodge, Tom	 English	Payne, John	 Aviation
Univ. of Texas, Arlington, B.A.; North Texas State Univ., M.A.		Univ. of Texas, Arlington, B.B.A.; East Texas State Univ., M.B.A.; F.A.A. Airline Transport Pilot; Single and Multi-Engine, Basic, Advanced and Instrument Ground Instructor	
Duval, Johnny W.	 Mathematics	Perry, Don	 Dean, Career and Continuing Education
East Texas State Univ., B.S.; Univ. of Illinois, M.A.		Memphis State Univ., B.A., M.Ed.	
Dye, Arch F.	 Engineering Technician	Pierce, L. Jack	 Biology
Mountain View College, A.A.A.S.; Univ. of Texas, Dallas, B.S.		Sam Houston State Univ., B.S., M.A.; Texas A&M Univ., Ph.D.	
England, Daniel B.	 Drafting	Pike, Patsy	 Office Careers
Univ. of Oregon, B.S.; Dallas Seminary, Th.M.; North Texas State Univ., M.F.A.		Baylor Univ., B.B.A.; East Texas State Univ., M.B.A.	
Faulkner, Ann	 Learning Skills	Pollock, Guy W.	 Data Processing
Univ. of Texas, Austin, B.A., M.A.		Univ. of Houston, B.B.A.; East Texas State Univ., M.S.	
Felty, Larry T.	 Art	Pool, Larry	 History/Government
East Texas State Univ., B.S., M.S.		Stephen F. Austin State Univ., B.S., M.A.	
Ferguson, Susan French	 English	Pritchett, John L.	 Economics
Univ. of Dallas, B.S.; North Texas State Univ., M.A., Ph.D.		Southern Methodist Univ., B.A.; North Texas State Univ., M.S.	
Fletcher, Ann	 Counselor	Richards, Donna	 Dean, Student Support Services
DePauw Univ., B.A.; Univ. of Houston, M.Ed.		Texas Woman's Univ., B.S., M.S.	
Fulton, Stan	 Electronics	Roberts, Mary	 Accounting
Univ. of Arkansas, B.S.E., M.Ed.; East Texas State Univ., Ed.D.		Louisiana State Univ., B.S.; Southern Methodist Univ., M.B.A., C.P.A.	
Gentsch, Don	 Registrar and Director of Admissions	Robinson, Wilma W.	 Director, Financial Aid
East Texas State Univ., B.S., M.S.; Nova Univ., Ed.D.		Savannah State College, B.S.; East Texas State Univ., M.S.	
Gooding, Guy	 Director, Student Programs and Resources	Rodgers, Samuel A.	 Mathematics
Texas Tech Univ., B.A.; North Texas State Univ., M.Ed.		North Texas State Univ., B.A., M.S.; Univ. of Kentucky, Ph.D.	
Goss, Raye	 Counselor	Roy, Dewayne	 Welding
Prairie View A&M College, B.S.; East Texas State Univ., M.S.		Studies: Oscar Rose Junior College, Eastfield College	
Goza, Tom	 Chairperson, Business Division	Salter, Daniel M.	 Pilot Technology
Austin College, A.B.; East Texas State Univ., M.S., Ph.D.		San Jacinto College, A.S.; F.A.A. Commercial Pilot Certificate; F.A.A. Flight Instructor Ratings; F.A.A. Ground Instructor Ratings; F.C.C. Radio Operator License; Dallas Baptist Univ., B.C.A.	
Gregory, David A.	 Physical Education	Salter, M. Jo	 Counselor
Temple Junior College, A.A.; Southwest Texas State Univ., B.S.; North Texas State Univ., M.Ed.		Southwestern Univ., B.A.; East Texas State Univ., M.S.	
Grimes, Geoffrey A.	 English	Sayers, Lew C.	 Developmental Writing
Austin College, B.A.; Texas Tech Univ., M.A., Ph.D.		Dartmouth College, B.A.; Reed College, M.A.T.	
Grisson, Anne	 Speech	Singleton, Emma	 Office Careers
Baylor Univ., B.A., M.A.; North Texas State Univ., Ph.D.		Texas Southern Univ., B.S., M.B.Ed.	
Hall, J.	 Dance	Sink, D. Michael	 English
Studies: Mountain View College; American Univ.; Univ. of Texas, Dallas		Ball State Univ., B.S., M.A.; Auburn Univ., Ed.D.	
Hamilton, Ramona	 Office Careers	Skinner, Ted R.	 Librarian
Hardin-Simmons Univ., B.B.A.; North Texas State Univ., M.B.E.		East Texas State Univ., B.S., M.S. in L.S.	
Harris, Allatia	 Speech	Smith, Richard E.	 Evening Administrator
North Texas State Univ., B.A., M.A.		Harding Univ., B.A.; Univ. of Texas, Austin, M.A.	
Hegar, Kathryn W.	 Business	Smith, Tommy E.	 Physical Education
North Texas State Univ., B.B.A., M.B.E., Ph.D.		North Texas State Univ., B.S., M.Ed.; Nova Univ., Ed.D.	
Hettle, Mark	 Music	St. John, Sue	 Program Director, Continuing Education
North Texas State Univ., B.M., M.Ed.		North Texas State Univ., B.S.	
Holland, Ronald C.	 Physical Education	Strain, Jimmie F.	 Government/History
Northeastern State College, B.S.; East Texas State Univ., M.Ed.		Univ. of Texas, Austin, B.S.; East Texas State Univ., M.A.; Southern Methodist Univ., M.L.A.	
Jones, Jim	 Director, Business Operations	Stegall, Linda	 Vice President of Instruction
Univ. of Texas, Arlington, B.B.A.		North Texas State Univ., B.B.A., M.B.E., Ed.D.	
Jordan, W. H.	 President	Stupp, Mary	 Philosophy/Psychology
North Texas State Univ., B.S., M.Ed., Ed.D.		El Centro College, A.A.; North Texas State Univ., B.A.; Southern Methodist Univ., M.L.A.	
Kavaller, Jim	 Acting Associate Dean, Continuing Education	Terry, Joanne	 Counselor
Univ. of Oregon, B.S., M.S.		Texas Lutheran College, B.S.; Texas Tech Univ., M.A.	
Knott, Allan	 Director, Physical Plant	Thompson, Darrell H.	 Mid-Management
Korman, Frank	 Accounting	Sam Houston State Univ., B.B.A., M.B.A.	
Texas Christian Univ., B.B.A.; Univ. of Texas, Austin, M.A., Ph.D., C.P.A.		Tipple, Karl	 Electronics
Legg, Larry	 Biology	Southern Methodist Univ., B.S., M.S.	
Univ. of Southern Mississippi, B.S.; Northwestern Louisiana State Univ., M.S.		Walsh, John	 Machine Shop
Lockley, J. Elaine	 Mathematics	Studies: Univ. of Texas, Arlington; Univ. of Texas, Austin, Extension; Voc. Teaching Cert., Texas A&M Egr. Extension Voc., Teaching Cert.	
Wiley College, B.S.; Texas Southern Univ., M.S.; Stanford Univ., M.S., Ph.D.		White, Marjorie A.	 Chemistry
Lovelace, Curtis	 Electronic Studies	Our Lady of the Lake College, B.A.; Univ. of Texas, Austin, M.A., Ph.D.	
Univ. of Texas, Arlington; Mountain View College, Assoc. Applied Science		Whitefield, Geneva	 Computer Science
McCaIn, Charles	 Computer Science	Univ. of Arkansas, B.S., B.A.; East Texas State Univ., M.B.A.	
East Texas State Univ., B.S., M.S., Ph.D.		Wickersham, Charles H.	 Developmental Mathematics
McLoda, William S.	 Geology/Geography	North Texas State Univ., B.B.A.; East Texas State Univ., M.S.	
Ohio State Univ., B.S.; Indiana Univ., M.A.T.		Wickham, David W.	 Chairperson, Communications
Means, Richard L.	 History	Southern Methodist Univ., B.A., M.L.A.	
Henderson State Teachers College, B.A.; Univ. of Arkansas, M.A.		Willis, John A.	 Mid-Management
Melkus, Roger A.	 Counselor	Univ. of Arkansas, B.S.; North Texas State Univ., M.B.A.	
St. Thomas Seminary College, B.A.; Creighton Univ., M.S.; North Texas State Univ., Ph.D.		Wilson, William A.	 Counselor
Miller, Clifford D.	 Chairperson, Science/Math/Technology	The City College of the City Univ. of New York, B.A.; Teachers College, Columbia Univ., M.A., Ed.D.	
Wayne State Univ., B.S.; Washington Univ., M.A.; Univ. of Kentucky, Ph.D., Studies: Max Planck Institute		Wilson, Rodney M.	 Theatre
Mount, George	 Psychology	Northern Iowa Univ., B.A.; Kansas State Univ., M.A.	
Univ. of Texas, Arlington, B.A.; North Texas State Univ., Ph.D.		Wolfe, David J.	 Journalism
Mugleston, William F.	 Chairperson, Social Science and Technology	Southern Methodist Univ., B.A.; Univ. of California, Los Angeles, M.A.	
Johns Hopkins Univ., B.A.; Univ. of Virginia, M.A.; Univ. of Georgia, Ph.D.			
Nelson, John	 Vice President of Student Development		
Huston-Tillotson College, B.A.; Univ. of Denver, M.A.			
Olesen, Spencer	 English/Developmental Writing		
Stephen F. Austin State Univ., B.A.; East Texas State Univ., M.Ed.			
Oliver, Gwendolyn L.	 Supervisor, Library Services		
Texas Woman's Univ., B.A.; North Texas State Univ., M.L.S.			
Ortega, Diana L.	 Office Careers		
Univ. of New Mexico, B.S.			

NORTH LAKE COLLEGE

North Lake College makes educational and cultural opportunities available to all area citizens with its accessible location and active involvement within the community. This commitment to serve the community has resulted in a fine balance of academic courses, technical programs and continuing education offerings.

Outstanding facilities provide a stimulating and pleasant environment for students, and faculty and staff work hard to implement the best-known concepts in teaching and learning. This combination makes North Lake an exciting center for personal growth for each of its nearly 10,000 students.

The College is proud of its \$21 million campus, but recognizes that learning can also take place outside of the traditional classroom. For that reason, North Lake has extended many of its course offerings into businesses, community and public centers and a variety of other places where learning is important. North Lake also provides the auxiliary benefits of a complete counseling center, job placement service, flexible entry registration, self-paced study and other services that help students learn more efficiently.

The Campus

Opened in the fall of 1977, North Lake occupies 276 wooded acres in the Las Colinas area of Irving, at 5001 MacArthur Boulevard. This architecturally remarkable college is surrounded by gently rolling hills accentuated by a beautiful nine-acre lake. The energy-efficient buildings are designed in a series of terraces which follow the natural elevations of the building site.

North Lake's excellent facilities include a 450-seat Performance Hall, a 2,000-seat gymnasium and a covered natatorium, complemented by exceptionally well-equipped laboratories, studios and learning centers.

Accreditation

North Lake College is a fully recognized member of:
The Southern Association of Colleges and Schools

Institutional Memberships

The American Association of Community and Junior Colleges
The Texas Public Community/Junior College Association
The Texas Association of Colleges and Universities
The League for Innovation in the Community College

North Lake College is recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency, and is an Affirmative Action Equal Opportunity Institution.

NORTH LAKE COLLEGE ADMINISTRATION

President	James F. Horton, Jr.	659-5229
Vice President of Instruction	Joel E. Vela	659-5240
Vice President of Student Development	Margaret Lewis	659-5242
Vice President of Business Services	James P. Hughes	659-5235
Dean of Career & Continuing Education	Dale Cummings	659-5204
Assistant Director, Continuing Education	Nancy Kinsey	659-5203
Dean of Learning Resources Center	Jim Picquet	659-5340
Director of Admissions and Registration	Stephen Twenge	659-5225
Director of Cooperative Education	Dale Cummings	659-5370
Director of Financial Aid	Nancy Crumrin	659-5227
Director of Public Information	David A. Wright	659-5231
Director of Student Programs and Resources	Sharon Beauchamp	659-5307
Director of Special Needs Program	Mary Ciminelli	659-5237
Natatorium Director	Jean Blair	659-5358

DIVISION CHAIRPERSONS

Business Management	Gary Bacon	659-5290
Communications and Humanities	Patricia Mullin	659-5270
Mathematics and Technology	Grady Grizzle	659-5320
Natural and Social Sciences and P.E.	Bob Agnew	659-5250
Technology	Clifton Weaver	659-5233

OTHER TELEPHONE NUMBERS

Admissions and Registration	659-5220
Business Office	659-5244
College Information	659-5230
Continuing Education Office	659-5200
Data Center	659-5269
Health Center	659-5209
Library	659-5347
Personnel	659-5246
Physical Plant	659-5310
Placement Office	659-5218
Public Information	659-5230
Safety and Security	659-5300
Wallace Bookstore	550-0509
Women's Center	659-5373

NORTH LAKE COLLEGE FACULTY AND STAFF

Abetso, Yvonne	Director, Women's Center/Human Development Wheaton College, B.A., University of Chicago, M.A., Ph.D.	
Agnew, Robert L.	Chairperson, Natural & Social Sciences/PE/Natorium Division North Texas State University, B.A., M.A., Ph.D.	
Ates, Clarence	Counselor Oakwood College, B.S., Oklahoma State University, M.S.	
Bacon, Gary	Chairperson, Business/Management Division U.S. Military Academy, B.S., Southern Methodist Univ., M.B.A., University of Arizona Naval War College, Study	
Beauchamp, Sharon	Director, Student Programs and Resources Brigham Young Univ., B.A., North Texas State Univ., M.Ed.	
Bishop, Joe R.	Electricity North Texas State Univ., B.A., East Texas State Univ., Study	
Blair, Jean Collins	Natorium Director Texas A&M Univ., B.S., Michigan State Univ., M.A.	
Blankenship, Patsy	Office Careers North Texas State Univ., B.B.A., M.B.E.	
Blevins, Larry G.	Electricity Cooke County College, A.A., Wayland Baptist College, B.S.O.E.	
Bolin, Bill	Solar Energy Technology East Texas State Univ. B.S., M.Ed.	
Bravo, Luis	Accounting Univ. of Arizona, B.A., Univ. of Texas, B.B.A. Univ. of Houston at Clear Lake City, M.S., Univ. of Houston, M.S., Texas, C.P.A.	
Briggs, Cathy	French/Spanish Oklahoma State Univ., B.S., Univ. of Oklahoma, M.A., Ph.D.	
Brink, Lynn	Government Southwestern Univ., B.A., North Texas State Univ., M.A., Study	
Burns, Robert	Electronics Technology Southwest Texas State University, B.S.	
Butler, Alice	Theater North Texas State Univ., B.S., Stephen F Austin Univ., M.A.	
Castilla, Rene	Journalism The Univ. of New Mexico, B.S., East Texas State Univ., M.A.	
Chamberlain, Enrique A.	Head Librarian North Texas State Univ., B.A., East Texas State Univ., M.L.S. Ph.D.	
Cherry, Grady	English Stephen F Austin Univ., B.A., M.A., Texas A&M Univ., Ph.D.	
Cimlinell, Mary	Coordinator/Counselor, Special Needs Program State Univ. of New York at Buffalo, B.S., North Texas State Univ., M.S.	
Coppola, William	Video Technology Michigan State University, B.A.	
Crowley, Lee B.	Instructional Development Consultant Lamar Univ., B.S., Texas A&M Univ., M.Ed., Ph.D.	
Crumrin, Nancy	Director of Financial Aid Barat College, B.S.; Indiana State University, Study.	
Joseph Cudmore	Diesel Mechanics Tarrant County Junior College, East Texas State University, Texas A&M University, The University of Texas at Arlington, Study.	
Cummings, Dale	Dean of Career and Continuing Education San Diego State University, B.A., M.A.; Utah State University, Ph.D.	
Davis, Jeanne	Psychology Univ. of Texas, B.A., M.A., North Texas State Univ., Study	
Downey, Janice	Senior Account Executive, Business & Professional Institute Baylor University, B.B.A.	
Edwards, Lynda	Counselor Howard University, B.A., Univ. of Pennsylvania, M.A. Texas Southern Univ., Study	
Fleming, Richard	Computer Science/Data Processing/Mid-Management Memphis State Univ., B.S., Univ. of Dallas, M.S., M.B.A.	
Franklin, George Lynn	Video Technology B.A., Univ. of Oklahoma	
Giles, Charles P.	Counselor Univ. of Arkansas, B.S., B.A., M.Ed., Ed.D.	
Gonzalez, Carlos	Chemistry/Aviation College of the City of New York, B.J. Texas Christian Univ., M.S., Ph.D.	
Green, Kim	Director of Business Operations Principia College, B.A., University of Florida, M.A.	
Grizzle, Grady	Chairperson, Math/Technology North Texas State Univ., B.A., M.A., Ph.D.	
Horton, James F Jr.	President Univ. of Illinois, B.A., M.A., North Texas State Univ., Ph.D.	
Hughes, James P.	Vice President of Business Services Marquette University, B.A.; Southern Methodist University, M.B.A.; North Texas State University, Ph.D.	
Hunter, Paul	English Univ. of Texas, B.A., Univ. of Florida, M.A.	
Ironsides, Robert	Mid-Management U.S. Military Academy, B.S., Univ. of Arizona, M.B.A. Univ. of Texas at Arlington, B.A., Study -North Texas State Univ., Study	
Jones, Nancy	English East Texas State Univ., B.A., M.A., North Texas State Univ., Ph.D.	
Keleman, Paul	Counselor Univ. of Texas, B.A., Univ. of Houston at Clear Lake City, M.A., North Texas State Univ., Study	
King, Floyd	Chemistry Colorado College, B.S., M.A.T.	
Kinsey, Nancy	Assistant Director, Continuing Education Univ. of Texas at Arlington, B.A., M.A.	
Kirchhoff, Edwin E.	Economics Univ. of Kansas, B.A., M.A.	
Knowles, Jim	Physics Texas Christian Univ., B.S., Ph.D.	
Kubicek, Leonard	Geology/Environmental Science Lamar Univ., B.S., Southern Illinois Univ. M.S. Univ. of Northern Colorado, Ed.D.	
Lewis, Margaret	Vice President of Student Development Univ. of New Mexico, B.A., Univ. of North Carolina, Chapel Hill, Ph.D.	
Lindsey, Paul	Air Conditioning/Refrigeration Eastfield College, A.A.S., U.S. Air Force Training Program, AC/R	
Lindstrom, Peter	Mathematics Allegheny College B.S., Kent State Univ., M.A. State Univ. of New York at Buffalo, Ed.D.	
Long, Linda	Speech El Centro College, A.A., Southern Methodist Univ., B.F.A. North Texas State Univ., M.S., East Texas State Univ., Ed.D.	
Madewell, D'Ann	English Kansas State College of Pittsburgh, B.A., North Texas State Univ., M.A. Ph.D.	
Magee, Paul	Sociology Harding College, B.A., M.A., Washington Univ., M.A., Ph.D.	
Mancusi, Dennis	Program Director, Continuing Education Carthage College, B.S., University of Wisconsin, M.S.	
Mays, Marilyn	Mathematics Texas Tech Univ., B.A., M.S., Southern Methodist Univ., Study	
McClung, Rachel	Art Univ. of Dallas, B.A., M.A.	
Miller, Harvey	Physical Education Sam Houston Univ., B.S., M.Ed., Texas A&M Univ., Study	
Mokhtari, Kouider	Director, Center for Independent Study Universite' Med V, B.A.; Ohio University, M.A., Ph.D.	
Morman, Shelia Jean	Mathematics Southern Arkansas Univ., B.S., Louisiana State Univ., M.A., University of Houston, Ed.D.	
Morton, Thomas	Real Estate Univ. of Texas, B.A., Western States Univ. for Professional Studies, M.A., Ph.D.	
Mullin, Patricia L.	Chairperson, Communications/Humanities Miami University, B.A.; University of Iowa, M.A.; The University of Texas at Austin, Ph.D.	

Norwood, Annetta Accounting
Southern Methodist University, B.B.A., M.B.A.
University of Texas at Arlington, Study

Olson, Margot Instructional Development Consultant
Carnegie-Mellon Univ., B.S., Florida State Univ., M.S., Ph.D.

Osentowski, Francis Music
Kearney State College, B.M.Ed., North Texas State University, M.M. Ed.,
D.M.A.

Parr, Lona Physical Education
Univ. of Texas, B.S., Southern Methodist Univ., M.S.

Peterson, Robert Account Executive, Business & Professional Institute
Univ. of Texas, B.A.

Picchioni, Anthony History
Univ. of Texas at Arlington, B.A., M.A.
North Texas State Univ., M.Ed., Ph.D.

Picquet, Jim Dean of Educational Resources
Texas A&I Univ., B.S., East Texas State Univ., M.S.

Powell, Joyce English
Mississippi College, B.A., University of Mississippi, M.Ed., East Texas
State University, D.Ed.

Proctor, William H. Real Estate
Univ. of Texas, B.A., Princeton Theological Seminary, Th.M.

Rainwater, Walter M. Director, Physical Plant
Lawrence Institute of Technology, Extensive Bachelor's level
coursework, Certification with the National Institute of Technology.

Ray, Marty Art
East Texas State Univ., B.A., Southern Methodist Univ., M.F.A.

Reppond, Kent M. Biology
Midwestern Univ., B.S., East Texas State Univ., M.S.

Rike, Charlotte History
Univ. of Arkansas, B.A., M.A.; Univ. of Wyoming, Study

Robbins, Dalton O. Diesel Mechanics
U.S.A.F. Schools; National Institute for Automotive Excellence
International Correspondence Schools; Dana Parts, Doctor of Motors for
Diesel Mechanics

Seeley, Robert Music
North Texas State Univ., B.A., M.M.Ed.,
Southwestern Baptist Theological Seminary, D.M.A.

Sims, Ruth Biology
Texas Women's Univ., B.A.,
Univ. of Texas Southwestern Medical School, M.A., Ph.D.

Swalm, Gary D. Humanities
Univ. of California, Riverside, B.A.,
Univ. of Redlands/Claremont Graduate School, Ph.D.

Taylor, Jackie Personnel Coordinator
North Lake College, A.A.

Thompson, Shirley Physical Education
American River College, A.A., Texas Women's Univ., B.S., M.A., Univ. of
Texas at Arlington, Study

Thorpe, Diane Counselor
North Texas State Univ., B.S., M.Ed.

Todes, Jay Mid-Management
Univ. of Texas, B.A., M.A., Univ. of Houston, Ed.D.

Twenge, Stephen R. Director Admissions/Registration
St. Cloud State Univ., B.S., M.A.

Vela, Joel Vice President of Instruction
Incarnate Word College, B.A., Angelo State Univ., M.A.
Univ. of Wyoming, Ed.D.

Weaver, Clifton Chairperson, Technical Division
Southeastern State Univ., B.S., North Texas State Univ., M.Ed.

White, James Mid-Management
Texas A&M Univ., B.B.A., North Texas State Univ., M.B.A.
North Texas State Univ., Study

Wilson, Kay Real Estate
Texas Woman's Univ., B.S., Study

Wilson, Roger Carpentry
Texas State Technical Institute, A.A., B.A.

Wright, David Director, Public Information
Univ. of Dallas, B.A., The Univ. of Texas at Dallas, M.A., Study

RICHLAND COLLEGE

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

Richland was the fourth of the seven colleges in the Dallas County Community College District enrolling its first students in 1972. It has subsequently become the largest DCCCD college, enrolling more than 13,500 college credit students and 10,000 non-credit continuing education students each semester.

A comprehensive curriculum is offered at Richland including academic transfer programs, technical/occupational programs and non-credit continuing education courses. In addition, the college offers:

- Honors courses and an Honors Scholar program
- Classics courses and a Classics Scholar program
- Adult Resource Center, meeting the needs of older students returning to college through services like the popular Everywoman Program
- Career Services, helping students with career decisions and offering placement services for part-time and full-time employment
- Center for Independent Study, offering tutoring services and help in developing reading, writing, and study skills
- Testing Services, including academic, career, and psychological assessment

- Community Counseling, offering personal counseling to staff, students and the community
- Business and Professional Institute, providing training on campus or on site for our business community.

The Campus

Richland is located on 259 acres at 12800 Abrams Road just north of LBJ Freeway. The campus plan enhances the natural beauty of the site. Campus facilities are linked by pedestrian bridges which extend along both sides of a spring-fed creek and two picturesque lakes. Richland has a performance hall, a greenhouse with demonstration gardens, and a cosmic theater and planetarium featuring programs for the community. The campus athletic complex includes an outdoor swimming pool and a fitness trail.

Accreditation

The Southern Association of Colleges and Schools
The Coordinating Board of the Texas College and University System

Institutional Memberships

The American Association of Community and Junior Colleges

The League for Innovation in the Community College
The National Institute for Staff and Organizational Development

Richland College is an affirmative action equal opportunity institution.

RICHLAND COLLEGE ADMINISTRATION

President	Stephen K. Mittelstet	238-6200
Vice President of Instruction	Jesse Jones	238-6200
Vice President of Student Development	Deana Graham	238-6200
Vice President of Business Services	Lee Bacon	238-6200
Dean of Instructional Services	Tom McLaughlin	238-6200
Dean of Career Services & Continuing Education	Susan Muha	238-6200
Associate Dean of Tech/Occ Programs	Linda Morable	238-6200
Associate Dean, Evening & Weekend College	Ken Permenter	238-6140
Special Assistant to the President	Dana Goodrich	238-6200
Director of Admissions/Registrar	Gary Matney	238-6100
Director of Adult Resource Center	Elaine Sullivan	238-6331
Director of Business Operations	Ron Clark	238-6277
Director of Financial Aid	Maria Perez-Jacome	238-6188
Director of Physical Plant	Wes Hayes	238-6170
Director of Public Information	Valenda Archer	238-6194
Director of Security	Sam Showman	238-6175
Director of Student Programs	Cynthia Stewart	238-6130
Director of Testing	Deborah Somero	238-6161

DIVISION CHAIRPERSONS

Business	Mike Ross	238-6210
Communications	Mary Osentowski	238-6220
Counseling	Mary Darin	238-6106
Developmental Studies	Barbara Branum	238-6230
Humanities	George Massingale	238-6250
Math/Science	Ray Canham	238-6248
P.E.	Louis Stone (Lead Instructor)	238-6193
Social Science	Corina Gardia	238-6290
Technology	Jackie Claunch	238-6191

RICHLAND FACULTY AND STAFF

Acree, Patricia Office Careers
Texas Christian University, B.S.C.; North Texas State University, M.B.E.

Albertson, Harold D. Engineering Technology
University of Houston, B.S.; Southern Methodist University, M.S.;
University of Texas, Austin, Ph.D.

Allen, Floyd A., Jr. English
University of Michigan, B.A., M.A.; North Texas State University, Ph.D.

Alther, Robert C. History
Indiana University, B.A., M.A.

Anderson, Loretta G. Accounting
University of Connecticut, B.S.; Columbia University, M.P.H., M.B.A.;
University of New Orleans, M.S.; CPA, Texas

Anderson, Lorrle Career Planning/Placement Specialist
Austin College, B.A.; University of Texas, Dallas, M.S.

Archer, Valenda K. Director of Public Information
Richland College, A.A.; University of Texas, Arlington, B.A.

Bacon, Lee Vice President of Business Services
University of Texas, Dallas, M.S.

Barber, Luke Assistant to the President
Southern Methodist University, B.A., M.L.A.

Barnett, George Career Planning/Placement Specialist
East Texas State University, B.S., M.S.

Barrett, John W. English
University of Houston, B.A.; University of Wisconsin, M.A.
University of Notre Dame, Ph.D.

Beck, Larry A. Mid-Management/General Business
Drake University, B.S.; North Texas State University, M.B.E.

Bell, David Business
Stephen F. Austin State University, B.B.A., M.B.A.

Bell, Michael C. Biology
East Texas State University, B.S., M.S.

Bird, Sharon W. Developmental Mathematics
University of Texas, Austin, B.S.; Southern Methodist University, M.Ed.;
East Texas State University, Ed.D.

Black, Jane M. Developmental Writing
East Texas State University, B.A., M.A., Ed.D.

Blackburn, Jo Chemistry
Newcomb College, B.S.; Tulane Univ., M.S.

Blackerby, Robert A. Mathematics
Hardin Simmons University, B.A.; North Texas State University, M.Ed.;
University of Illinois, M.A.

Blackman, Sharon Coordinator of Career Services
University of Tennessee, Chattanooga, B.S., M.Ed.

Blaydes, Bart Ornamental Horticulture
Texas Tech University, B.S.; University of Texas, Dallas, M.A.T.

Bonner, Larry Coordinator, Special Services
East Texas State University, M.Ed.

Bourgeois, Helen D. Mathematics
Tulane University, B.E., M.S.

Boyle, Robert B. History
Southern Methodist University, B.A., M.A.

Branum, Barbara Chairperson, Div. of Developmental Studies
Trinity University, B.A.; University of Kentucky, M.A.

Brewer, Jeanne Director, Learning Disabilities Program
Southern Methodist University, B.S.; University of Texas at Dallas, M.S.

Brownlee, Don D. Engineering Technology
Louisiana Tech University, B.S.E.E.; East Texas State University, M.S.

Burke, Rose W. Biology
Bennett College, B.S.; Southern Methodist University, M.A.

Burnham, Weldon S. Chemistry
University of California, Los Angeles, B.S.;
Brigham Young University, Ph.D.

Cadenhead, C. T. Computer Science
North Texas State University, B.A., M.A.;
Southern Methodist University, M.S., Ph.D.

Calkin, Allan G. Developmental Mathematics Film
San Angelo College, A.A.; University of Texas, Austin, B.A.
Southern Methodist University, M.L.A.

Canham, Raymond P. Chairperson, Div. of Math Science
University of London, B.Sc.; University of Alberta, Ph.D.

Carter, Perry Educational Paraprofessional
Stephen F. Austin State University, B.S., M.Ed.

Chapman, Sidney Philosophy
Roberts Wesleyan College, B.A.; Michigan State University, M.A., Ph.D.

Christopherson, Craig W. General Business
Drake University, B.S.;
Southern Methodist University, M.B.A.; Texas C.P.A.

Chumbley, Richard L. Real Estate
Howard Payne University, B.S.; East Texas State University, M.Ed.;
Texas A&M University, S.O.A.R.S.

Cimeroli, Mary L. English
Texas Woman's University, B.S.; East Texas State University, M.A., Ed.D.

Cirigliano, Mary 'Hatz' Art
Texas Women's University, B.S., M.A.

Clark, Ron Director, Business Operations
Richland College, A.A.

Claunch, Jackie L. Chairperson; Div. of Technology
Trinity University, B.A.; Texas A&M University, M.A.;
North Texas State University, Ph.D.

Clements, Cynthia L. Librarian
University of Dallas, B.A.; Texas Woman's University, M.L.S.
University of Texas, Dallas, M.A.

Coldwell, Patricia C. English
Southwestern College, B.A.; Yale University, M.A., M.Phil., Ph.D.

Collins, Dan Director of Media Services
East Texas State University, B.S., M.S.

Cooper, Ray E. Engineering Technology
University of Texas, Austin, B.S., Ph.D.

Cortina, Joe Developmental Reading
Citrus College, A.A.; San Diego State University, B.A.;
North Texas State University, M.Ed., Ed.D.

Daigh, John D. Engineering
United States Military Academy, B.S.; University of Illinois, M.S., Ph.D.;
Professional Engineer Registration.

Darin, Mary Coordinator of Career Services
Augustana College, B.A.; University of Texas, Austin, M.Ed.

Daughtery, Jean H. Construction Management
North Texas Agricultural College, A.A.;
Southern Methodist University, B.S., M.A.

Davis, Roger Gulon History
Union College, B.A.; George Washington University, M.A., Ph.D.

Dawson, Phyllis English
Ouachita Baptist University, B.A.; Memphis State University, M.A.

Deek, Sami D. Mathematics
Grace College, B.A.; Ball State University, M.S.

DeLafield, Charles H. II History
Southern Methodist University, B.S.; North Texas State University, M.S.

Denmon, Carl Developmental Reading
Wiley College, B.A.; North Texas State University, M.Ed.

Dewey, Marilyn Dance
University of Kansas, B.S.; Ithaca College, M.S.

Dobbs, Sharon Career Planning and Placement Specialist
University of Mississippi, B.A., M.Ed.

Dogger, Barbara Developmental Studies
Concordia College, B.A.; Syracuse University, M.A.;
North Texas State University, Ph.D.

Dolance, John Spanish
Colorado State University, B.A.; University of Colorado, M.A.

Duke, Jimmy Dan Government
North Texas State University, B.S., M.S.

Edwards, Willie J. Sociology
East Texas State University, B.A., M.A.

Elder, Jane R. Developmental Reading
University of Texas, Austin, B.A.; Southern Methodist University, M.A.;
Texas Woman's University, Ph.D.

Esparza, Ralph Jr. Mathematics
Midwestern University, B.S.; Oklahoma State University, M.S.

Ezell, Vailye E. History
Southern Methodist University, B.A.; M.L.A.

Flowers, Jana Psychology
University of Southern California, B.A., M.A., Ph.D.

Garcia, Rica English
University of Texas, Austin, B.A.; Southern Methodist University, M.A.

Gardia, Corina Chairperson, Div. of Social Science
Texas Woman's University, B.A.;
University of Texas, Austin, M.Ed., Ph.D.

Gateson, Carolyn Career Planning/Placement Specialist
Wheaton College, B.A., M.A.

Georges, Carolyn M. Biology
North Texas State University, B.A.; Southern Methodist University, M.A.

Gibbons, Mary Frances English
Sam Houston State University, B.A., M.A.

Glass, Victoria Luna Counselor
University of Arkansas, B.A.; North Texas State University, M.Ed.

Gloyd, Jane R. Ornamental Horticulture
Richland College, A.A.A.S.; Kansas State University, B.S.;
East Texas State University, M.S.

Gonnet, Katherine Developmental Reading
Texas Woman's University, B.S.; Southern Methodist University, M.Ed.;
North Texas State University, Ed.D.

Gooch, Stephen E. History
Baylor University, B.A., M.A.

Goodrich, Dana Special Assistant to the President
University of Dallas, B.A.; Southern Methodist University, M.A.

Graham, Deana Vice President, Student Development
University of Texas, Austin, B.A.; M.Ed.; Ph.D.

Graham, Stephen Philosophy
Southern Methodist University, B.A., M.A.

Green, Gloria Academic Advisor
East Texas State University, B.A.

Guerrero, Paul Jr. Music
North Texas State University, B.A., M.Ed.

Gussis, Jerri D. Government
Northwestern State College, B.A.; Oklahoma State University, M.S.

- Hall, James W.** English
Southern Methodist University, B.A., M.A.
- Hanson, Carolyn** Counselor
University of Texas, Austin, B.S.; Southern Methodist University, M.A.;
North Texas State University, Ed.D.
- Harrison, Bobbie J.** Assistant Director of Student Programs
Southwestern Christian College, A.S.; Texas Tech University, B.S.;
East Texas State University, M.S.
- Harwood, Deborah A.** Program Director, Continuing Education
- Harwood, John** Counselor
North Texas State University, B.S.; M.Ed.
- Hayes, Wes** Director, Physical Plant
Tuskogee Institute, B.S.
- Hayter-Hall, Pricilla** Placement Specialist
Florida A&M University, B.S.; University of Florida, M.A.
- Henderson, Jim R.** Music
Midwestern University, B.M.Ed.; North Texas State University, M.E.
- Henderson, Thomas P.** Real Estate
University of Illinois, B.S.; Illinois State University, M.S.
- Henry, David** Career Planning/Placement Specialist
Hendrix College, B.A.; East Texas State University, M.S.
- Herring, Marlis** Counselor
Wake Forest University, B.A.; Arkansas State University, M.R.C.
- Hester, Gwendolyn L.** Office Careers
Michigan State University, M.A.; Wayne State University, B.S., Ed.D.
- Hodge, Jewell E.** Developmental Mathematics
Arlington State College, B.A.; Stetson University, M.S.
- Hubbard, Mary Kay** Program Director, Continuing Education
University of North Dakota, B.A.
- Hughes, Robert J.** Business
Central College, A.A.; Bethany Nazarene College, B.S.;
North Texas State University, M.B.E., Ed.D.
- Irwin, Jim** Music
University of Iowa, B.M.; Indiana University, M.M.
- Irwin, Peter** Computer Science
Southern Methodist University, B.B.A., M.B.A.;
North Texas State University, Ed.D.
- Jeffrey, Gloria** Counselor
Fisk University, B.A.; North Texas State University, M.Ed.
- Jeser-Skaggs, Sharlee** Library Instructor/Reference Librarian
Southwest Texas State University, B.A.;
University of Texas, Austin, M.L.S.
- Jettan, Karen** Financial Management
Texas A&M, B.S.; M.B.A.
- John, Gary G.** Counselor
Austin College, B.A., M.A.; East Texas State University, Ed.D.
- Johnson, Carole** Director, Library Sciences
West Texas State University, B.S.; North Texas State University, M.L.S.
- Jones, Jesse** Vice President of Instruction
North Texas State University, B.A., M.A., Ph.D.
- Kelly, Jane** Accounting
East Texas State University, B.B.A., M.B.A.; Texas, C.P.A.
- Kelso, Mark** English
Stephen F. Austin State University, B.A., M.A.
- Kerr, James E.** English
University of Iowa, B.A., M.A., M.F.A.
- Lambert, James W.** Media Consultant, Audio Video
Northwestern State College, B.S.; Indiana University, M.S.
- Lambert, Judy** English
Southern Methodist University, B.A.; North Texas State University, M.Ed.
University of Texas at Austin, M.A.
- Landfair, Wilene** Office Careers
University of Arkansas, Monticello, B.S.;
North Texas State University, M.B.E.
- Leech, Virginia** Journalism
University of Texas, Austin, B.S.; Southern Methodist University, M.L.A.
- Leff, Gladys R.** History
New York University, B.A., M.A.; North Texas State University, Ph.D.
- Little, Peggy** German
Indiana University, A.B., M.A.T.
- Lokke, Donald H.** Geology
Wheaton College, B.S.; Texas Tech University, M.S.
- Longbotham, Katherine A.** Accounting
Texas A&M University, B.B.A., M.B.A.; CPA, Texas
- Lott, Kenneth** Mathematics
University of Texas, Austin, B.A.; North Texas State University, M.S.
- Luke, Paul J.** Physics, Physical Science
North Texas State University, B.S., M.S.
- Luter, Edward C.** English
University of Dallas, B.A.; University of Miami, M.A.
- MacPhee, Carolyn S.** Program Director, Continuing Education
Washington State University, B.A.
- Massingale, George W.** Chairperson, Div. of Humanities
Northeast Louisiana University, B.A., M.M.E.;
North Texas State University, Ph.D.
- Matlock, Jerry L.** Developmental Mathematics
University of Texas, Austin, B.A.; East Texas State University, M.S.
- Matney, Gary** Registrar, Director of Admissions
Washburn University, B.S.; Southern Illinois University, M.S.
- Matter, William W.** English
Texas Tech University, B.A., M.A., Ph.D.
- McElveen, Jerry D.** English
Southeastern Louisiana University, B.A.; Louisiana State University, M.A.
- McLaughlin, Thomas A.** Dean of Instructional Services
Coalingua College, A.A.; Wisconsin State University, B.S.;
Southern Illinois University, M.S.
- McCluney, Amos R.** Career Planning/Placement Specialist
Sacred Heart College, B.S.; Emporia State University, M.S.
- McWilliams, Katie** Career Planning/Placement Specialist
Baylor University, B.S., M.S.
- Meador, James E.** Director of Cooperative Education
Texas A&I, B.S.; Southwest Texas State University, M.Ed.
- Mecom, John O.** Biology
Louisiana Tech, B.S.; Northwestern University, M.S.;
University of Colorado, Ph.D.
- Miles, John Mike** Aquatics
Southern Illinois University, B.S.; New Mexico State University, M.A.
- Millisap, Franklin** Horticulture
Muskogee Junior College, A.A.; Oklahoma State University, B.S., M.S.
- Milton, Annette S.** Developmental Writing
East Texas State University, B.A., M.S.L.S.
- Mitchell, Don** French
Roanoke College, B.A.; Tulane University, M.A.T.
- Mittelstet, Stephen K.** President
McMurray College, B.A.; University of Texas, Austin, Ph.D.
- Molanphy, Helen** Government
Marymount College, B.A.; Hunter College, M.A.;
University of Texas, Dallas, Ph.D.
- Morable, Linda R.** Associate Dean of Technical/Occupational Programs
Texas Woman's University, B.S., M.B.A.; Florida State University, Ph.D.
- Morris, Conde** Horticulture
Texas Christian University, B.A.; Ohio State University, M.S.
- Mosely, Joe** Developmental Writing
Texas Tech University, B.A.; University of Arkansas, M.A.
- Motley, Tom D.** Art
University of Texas, Arlington, B.F.A.; University of Dallas, M.A., M.F.A.
- Muha, Susan** Dean of Career and Continuing Education
University of Georgia, B.S.; University of Central Arkansas, M.S.
- Muyskens, Lois Anne** Humanities Art
Dakota Wesleyan University, B.A.; North Texas State University, M.Ed.;
East Texas State University, Ph.D.
- Neal, William B.** Physical Education
Hiram College, B.A.; Southern Illinois University, M.S.
- Nelson, Susan J.** Mathematics
Austin College, B.A.; Southern Methodist University, M.S.
- Newbury, Fred** Economics
Howard Payne University, B.A.;
North Texas State University, M.Ed., Ed.D.
- Northcut, Mary N.** English
University of Texas, Arlington, B.A.; Southern Methodist University, M.A.;
Texas Christian University, Ph.D.
- Nunley, John Parker** Anthropology
University of Texas, Austin, B.A., M.A.;
Southern Methodist University, M.A., Ph.D.
- O'Connor, Linda** Biology
University of Texas, Austin, B.A.; Southern Methodist University, M.A.
- O'Dea, Michael D.** Construction Management
State University of New York, DELHI, A.A.S.;
Missouri Western State College, B.S.; Amber University, M.S.
- Ohlhausen, Orlan D.** Mathematics
Abilene Christian University, B.A., M.A.
- Osborne, May** Academic Advisor
University of Texas at Arlington, B.A.
- Osentowski, Mary** Chairperson, Div. of Communications
Kearney State College, B.A.; North Texas State University, M.S.;
North Texas State University, Ph.D.
- Parker, Carolyn** Assistant to the President
Southern Methodist University, B.A.; University of Florida, M.Ed.
- Pascal, Nanette** Spanish & Latin
Texas Woman's University, M.A.;
Villanova University, Havana, Cuba, Ph.D.;
North Texas State University, Ph.D.; East Texas State University, Ph.D.
- Penner, Gary R.** Mathematics
Nebraska State Teacher's College, B.S.; University of Illinois, M.A.
- Pepper, LaVada** Sociology
Texas Woman's University, B.S.M.A.
- Perkins, Dan G.** Psychology
Canton Community College, A.A.; Bradley University, B.S., M.A.;
North Texas State University, Ph.D.
- Perkin, Randy T.** Business
North Texas State University, B.S., M.B.E.
- Permenter, Kenneth L.** Associate Dean of Evening and Weekend College
Hardin Simmons University, B.A.; Texas Tech University, M.A.
- Peterson, Jane E.** English
Bethel College, B.A.; University of Arkansas, M.A., Ph.D.
- Pilcher, Rose Marie** Business
Tyler Junior College, A.S.; North Texas State University, B.B.A., M.B.E.

Plocek, Pat	Management
North Texas State University, B.B.A., M.B.A.;	
Southern Methodist University, M.L.A.	
Polk, Larry	Counselor
East Texas State University, B.A., M.S.	
Price, Jack Randall	Psychology
North Texas State University, B.S., M.S., Ph.D.	
Rager, Ernest F.	Humanities
North Texas State University, B.M.; University of Illinois, M.S.	
Reynolds, Jackie S.	Biology
Texas A&M, B.S.; University of Hawaii, M.S.	
Ricks, Gay S.	Counselor
East Texas State University, B.S., M.S.	
Ritter, John T.	Physics
University of Tulsa, B.S.; Illinois Institute of Technology, Ph.D.	
Ross, Michael	Chairperson, Div. of Business
East Texas State University, B.S., M.S.	
Schroeder, Al	Computer Science
Southwest Texas State University, B.S.;	
Western Michigan University, M.A.; East Texas State University, M.B.A.	
Sconce, Evelyn	Management
George Mason College University of Virginia, B.A.;	
University of Missouri, M.A.; East Texas State University, Ph.D.	
Scott, Gregory L.	Computer Science
Washington University, B.S., M.S.	
Sheffield, Charles	Theatre Design
University of Texas, Austin, B.F.A., M.F.A.	
Shilling, Gerald	Economics
Central State University, B.B.A.; University of Dallas, M.B.A.	
Shorow, David	Economics
Texas Christian University, B.B.A., M.B.A.	
Sidner, Joe D.	Ornamental Horticulture
Oklahoma State University, B.S., M.S.	
Stonecker, William G.	Engineering Technology/Humanities
Olympic College, A.A.; Oregon State University, B.S., M.A.	
Somero, Debbie	Career Planning/Placement Specialist
University of Texas, Dallas, B.A.	
Somerville, Georgia Lee	Counselor
University of the Americas, B.A.; West Virginia College of Graduate	
Studies, M.A.; North Texas State University, Ph.D.	
Spence, Patricia R.	English/Speech/Film
Queens College, C.U.N.Y., B.A.; University of Wisconsin, M.A.	
Stacy, Marilyn	Counselor
Richland College, A.A.; North Texas State University, B.S.	
Texas Woman's University, M.A.	
Stanson, John D.	Physical Education
State University of New York, Buffalo, B.S.; Texas Tech University, M.S.	
Stewart, Cynthia	Director of Student Programs
Virginia Commonwealth University, B.S., M.S.	
Stone, Louis R.	Lead Instructor, Physical Education
Abilene Christian University, B.S.E., M.E.	
Stout, Dean	Real Estate/Accounting
Southwestern State University, B.S.; Oklahoma State University, M.S.;	
Texas A&M University, S.O.A.R.S.	
Stover, James W.	Art
Baylor University, B.F.A.; Columbia University, M.A.;	
Texas Woman's University, M.F.A.	
Straley, Ann	Handicapped Student Specialist
University of Texas Health Science Center, B.S.	
Stupp, William E.	English/German
Pennsylvania State University, B.A., M.A.	
Sullivan, Elaine	Counselor
Loyola University, B.S., M.S.	
Swedlund, Trudi J.	English
University of Houston, B.A.; Southern Methodist University, M.A.;	
North Texas State University, M.Ed.	
Taubee, Thomas L.	Psychology/Sociology
Illinois State University, B.S.; East Texas State University, M.S., Ed.D.	
Teagardin, Steffani S.	Physical Education
Richland College, A.A.; North Texas State University, B.S.;	
East Texas State University, M.S., Ed.D.	
Tennant, Audrey	Program Director, Continuing Education
University of Wisconsin, B.S.; Grace Bible College, B.S.;	
University of Wisconsin, M.S.	
Thompson, Donald E.	Counselor
State University of New York, Buffalo, B.A.;	
North Texas State University, M.Ed., Ph.D.	
Tinnin, Joe	Psychology
Southern Methodist University, B.A.; Texas Christian University, M.A.	
Towles, Lorraine	Director, Division of Instructional Technology
Brigham Young University, B.A., M.L.S.	
Trickel, John A.	American History
University of Tulsa, B.A., M.A.; North Texas State University, Ed.D.	
Verett, Gary D.	History/Psychology
Abilene Christian College, B.S., M.Ed.;	
North Texas State University, Ph.D.	
Vines, Martha	Director, Learning Skills
East Texas State University, B.A.; Amber University, M.S.P.D.	
Walker, Glen D.	Engineering Technology
University of Oklahoma, B.S.; University of Texas at Dallas, M.A.T.	
Wallace, Jerry D.	Music
Texas Christian University, B.M., M.A.; North Texas State University, Ph.D.	
Warwick, Noreen M.	Political Science
Southern Methodist University, B.A., M.A.	
Watson, Ronald M.	Placement Specialist
North Texas State University, B.A.; M.Ed.	
White, Bill D.	Physical Education
Texas Wesleyan College, B.S.; North Texas State University, M.Ed.	
Williams, Rebecca	Chemistry
Louisiana State University, B.S.; Southern Methodist University, M.S.	
Wingo, Peggy Dent	Computer Science/Data Processing
University of Oklahoma, B.S.; Southern Methodist University, M.A.S.	
Wood, Hugh G.	Western Civ./U.S. History
Western State College, B.A.; University of Colorado, M.A., Ph.D.	
Yates, Kathryn	Government
Midwestern State University, B.A., M.A.	
Young, Gordon D.	Art
University of Nebraska, B.F.A.; Tulane University, M.F.A.	
Zimmerman, Patricia	Computer Science
University of Texas at Austin, B.A., M.A.	

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

1988-89 Technical/Occupational Programs Offered On Our Campuses

Career Education Programs

	BHC	CVC	EFC	MVC	NLC	RLC
Accounting Associate	•	•	•	•	•	•
Advertising Art	•	•	•	•	•	•
Air Conditioning & Refrigeration—Residential	•	•	•	•	•	•
Air Conditioning & Refrigeration Technology	•	•	•	•	•	•
Animal Medical Technology	•	•	•	•	•	•
Apparel Design	•	•	•	•	•	•
Architectural Technology	•	•	•	•	•	•
Associate Degree Nursing	•	•	•	•	•	•
LVN Option	•	•	•	•	•	•
Auto Body Technology	•	•	•	•	•	•
Automotive Technology	•	•	•	•	•	•
Dealership-Sponsored Technician	•	•	•	•	•	•
Electronic Engine Control Technician	•	•	•	•	•	•
Service Technician	•	•	•	•	•	•
Automotive Technology Apprenticeship	•	•	•	•	•	•
Aviation Technology	•	•	•	•	•	•
Career Pilot	•	•	•	•	•	•
Air Cargo Transport	•	•	•	•	•	•
Air Traffic Control	•	•	•	•	•	•
Aircraft Dispatcher	•	•	•	•	•	•
Airline Marketing	•	•	•	•	•	•
Fixed Base Operations/Airport Management	•	•	•	•	•	•
Carpentry	•	•	•	•	•	•
Child Development Associate	•	•	•	•	•	•
Administrative	•	•	•	•	•	•
CDA Training Certificate	•	•	•	•	•	•
Infant-Toddler	•	•	•	•	•	•
Special Child Certificate	•	•	•	•	•	•
Commercial Music	•	•	•	•	•	•
Arranger/Composer/Copyist	•	•	•	•	•	•
Music Retailing	•	•	•	•	•	•
Performing Musician	•	•	•	•	•	•
Recording Technology	•	•	•	•	•	•
Computer Information Systems	•	•	•	•	•	•
Business Computer Assistant	•	•	•	•	•	•
Business Computer Information Systems	•	•	•	•	•	•
Business Computer Programmer	•	•	•	•	•	•
Computer Center Specialist	•	•	•	•	•	•
Computer Operations Technician	•	•	•	•	•	•
Personal Computer Support	•	•	•	•	•	•
Construction Management & Technology	•	•	•	•	•	•
Criminal Justice	•	•	•	•	•	•
Dental Assisting Technology	•	•	•	•	•	•
Diesel Mechanics	•	•	•	•	•	•
Digital Electronics	•	•	•	•	•	•
Drafting & Computer Aided Design	•	•	•	•	•	•
Electronic Design	•	•	•	•	•	•
Educational Personnel	•	•	•	•	•	•
Bilingual/ESL	•	•	•	•	•	•
Educational Assistant	•	•	•	•	•	•
Electrical Technology	•	•	•	•	•	•
Electronic Telecommunications	•	•	•	•	•	•
Electronics Technology	•	•	•	•	•	•
Avionics	•	•	•	•	•	•
Engineering Technology	•	•	•	•	•	•
Electro-Mechanical	•	•	•	•	•	•
Electronic Controls	•	•	•	•	•	•
Electronic Quality Control	•	•	•	•	•	•

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

Career Education Programs

	BHC	CVC	EFC	MVC	NLC	RLC
Industrial Technology	•	•	•	•	•	•
Manufacturing Engineering	•	•	•	•	•	•
Mechanical Quality Control	•	•	•	•	•	•
Mechanical Technology	•	•	•	•	•	•
Quality Control	•	•	•	•	•	•
Robotics Technology	•	•	•	•	•	•
Robotics and Fluid Power	•	•	•	•	•	•
Fashion Marketing	•	•	•	•	•	•
Financial Management	•	•	•	•	•	•
Fire Protection Technology	•	•	•	•	•	•
Food And Hospitality Service	•	•	•	•	•	•
Graphic Communications	•	•	•	•	•	•
Graphic Arts	•	•	•	•	•	•
Interior Design	•	•	•	•	•	•
Interpreter Training Program	•	•	•	•	•	•
Sign Language Studies	•	•	•	•	•	•
Legal Assistant	•	•	•	•	•	•
Machine Parts Inspection	•	•	•	•	•	•
Machine Shop	•	•	•	•	•	•
Management Careers	•	•	•	•	•	•
Administrative Management	•	•	•	•	•	•
Mid-Management	•	•	•	•	•	•
Postal Service Administration	•	•	•	•	•	•
Sales, Marketing & Retail Management	•	•	•	•	•	•
Small Business Management	•	•	•	•	•	•
Transportation and Logistics Management	•	•	•	•	•	•
Medical Assisting Technology	•	•	•	•	•	•
Medical Laboratory Technology	•	•	•	•	•	•
Medical Transcription	•	•	•	•	•	•
Motorcycle Mechanics	•	•	•	•	•	•
Office Careers	•	•	•	•	•	•
Administrative Assistant	•	•	•	•	•	•
Legal Secretary	•	•	•	•	•	•
General Office Certificate	•	•	•	•	•	•
Office Information Systems Specialist	•	•	•	•	•	•
Word Processing Operator	•	•	•	•	•	•
Ornamental Horticulture Technology	•	•	•	•	•	•
Greenhouse Florist	•	•	•	•	•	•
Landscape Management	•	•	•	•	•	•
Landscape Nursery	•	•	•	•	•	•
Florist	•	•	•	•	•	•
Landscape Gardener	•	•	•	•	•	•
Outboard Marine Engine Mechanics	•	•	•	•	•	•
Pattern Design	•	•	•	•	•	•
Physical Fitness Technology	•	•	•	•	•	•
Radiologic Sciences	•	•	•	•	•	•
Diagnostic Medical Sonography	•	•	•	•	•	•
Radiography Technology	•	•	•	•	•	•
Real Estate	•	•	•	•	•	•
Respiratory Therapy Technology	•	•	•	•	•	•
Small Engine Mechanics	•	•	•	•	•	•
Social Work Associate	•	•	•	•	•	•
Human Services	•	•	•	•	•	•
Surgical Technology	•	•	•	•	•	•
Surgical Technology for Graduate R.N.	•	•	•	•	•	•
Video Technology	•	•	•	•	•	•
Vocational Nursing	•	•	•	•	•	•
Welding Technology	•	•	•	•	•	•

RECIPROCAL TUITION AGREEMENT

TCJC PROGRAMS

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

Program	Campus*
Agribusiness Technology	NORTHWEST
Banking and Finance	NORTHEAST
Business	NORTHEAST, NORTHWEST, SOUTH
Civil/Construction	NORTHEAST
Dental Hygiene	NORTHEAST
Emergency Medical Technology	NORTHEAST
Fashion Merchandising	NORTHEAST
Industrial Supervision	SOUTH
Major Appliance Repair	SOUTH
Marketing	NORTHEAST, NORTHWEST, SOUTH
Media Communications	NORTHEAST
Medical Record Technology	NORTHEAST
Mental Health/Mental Retardation Technology	NORTHEAST
Motorcycle Service Technician	NORTHWEST
Nondestructive Evaluation Technology	SOUTH
Physical Therapist Assistant	NORTHEAST
Consumer Electronics Technician	SOUTH
Small Gasoline Engine Repair	NORTHEAST
Surveying Technology	NORTHEAST

ACCOUNTING ASSOCIATE

Offered at all seven campuses

(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 66 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

SEMESTER I

ACC 201	Principles of Accounting I.....	3
BUS 105	Introduction to Business.....	3
ENG 101	Composition I.....	3
MTH 130	Business Mathematics or	
MTH 111	Mathematics for Business and	
	Economics.....	3
OFC 160	Office Calculating Machines.....	3

15

SEMESTER II

ACC 202	Principles of Accounting II.....	3
ENG 102	Composition II.....	3
CIS 103	Introduction to Computer Information	
	Systems.....	3
MGT 136	Principles of Management.....	3
OFC 172	Beginning Typing*.....	3
SC 101	Introduction to Speech	
	Communication.....	3

18

SEMESTER III

ACC 203	Intermediate Accounting I.....	3
ACC 204	Managerial Accounting.....	3
ACC 250	Microcomputer-Based Accounting	
	Applications.....	3
ECO 201	Principles of Economics I.....	3
†Elective		3

ACC 803	Cooperative Work Experience or	
ACC 804	Cooperative Work Experience or	

†††Elective.....3-4

18-19

SEMESTER IV

ACC 238	Cost Accounting or	
ACC 239	Income Tax Accounting.....	3
BUS 234	Business Law.....	3
ECO 202	Principles of Economics II.....	3
OFC 231	Business Communications.....	3
††Elective		3

15

Minimum Hours Required..... 66

†Elective must be selected from the following:

ANT 100	Introduction to Anthropology.....	3
GVT 201	American Government.....	3
GVT 202	American Government.....	3
HST 101	History of the United States.....	3
HST 102	History of the United States.....	3
HD 105	Basic Process of Interpersonal Relationships.....	3
HD 106	Personal and Social Growth.....	3
PSY 101	Introduction to Psychology.....	3
PSY 103	Human Sexuality.....	3
PSY 131	Applied Psychology and	
	Human Relations.....	3
SOC 101	Introduction to Sociology.....	3
SOC 102	Social Problems.....	3

††Elective must be selected from the following:

ART 104	Art Appreciation.....	3
ENG 201	British Literature.....	3
ENG 202	British Literature.....	3
ENG 203	World Literature.....	3
ENG 204	World Literature.....	3
ENG 205	American Literature.....	3
ENG 206	American Literature.....	3
HUM 101	Introduction to the Humanities.....	3
MUS 104	Music Appreciation.....	3
PHI 102	Introduction to Philosophy.....	3
THE 101	Introduction to the Theatre.....	3
	Foreign Language.....	

†††Electives may be selected from the following:

Any CIS or CS Programming Course		
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
ACC 704-714	Cooperative Work Experience.....	4
ACC 813	Cooperative Work Experience.....	3
ACC 814	Cooperative Work Experience.....	4
BUS 143	Personal Finance.....	3
BUS 237	Organizational Behavior.....	3
CIS 262	Contemporary Topics in Computer	
	Information Systems.....	3
CIS 264	Special Topics in Computer	
	Information Systems.....	4
MKT 206	Principles of Marketing.....	3

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

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ADVERTISING ART

Brookhaven only

(Associate Degree)

This program will provide entry level skills for careers in graphic design and illustration. Courses in the program provide for the development of adequate technical, interpersonal, business and communication skills to function effectively as a free-lance illustrator or designer or as a staff person with an advertising agency or department.

CREDIT HOURS

SEMESTER I

ADV 110	Introduction to Advertising Art.....	3
ART 110	Design I.....	3
ART 114	Drawing I.....	3
COM 131	Applied Communications or	
ENG 101	Composition I.....	3
MTH 130	Business Mathematics.....	3
		15

SEMESTER II

ADV 111	History and Psychology of Visual Communications.....	3
ADV 120	Basic Design and Production.....	4
ADV 121	Beginning Illustration.....	4
SC 101	Introduction to Speech Communication.....	3
+ Elective		3-4
		17-18

SEMESTER III

ADV 201	Illustration for Reproduction.....	4
ADV 203	Advanced Graphics Design.....	4
ADV 213	Computer Graphics.....	4
ADV 703	Cooperative Work Experience or	3
ADV 704	Cooperative Work Experience	(4)
		15-16

SEMESTER IV

ADV 202	Advanced Illustration.....	4
ADV 204	Advanced Presentations.....	4
ADV 205	Professional Practices.....	3
PSY 131	Applied Psychology and Human Relations.....	3
ADV 713	Cooperative Work Experience or	3
ADV 714	Cooperative Work Experience or	(4)
+ + Elective		3-4
		17-18
Minimum Hours Required.....		64

+ Elective—must be selected from the following:

ACC 201	Principles of Accounting I or	
ACC 131	Bookkeeping I.....	3
MGT 153	Small Business Management.....	3
MKT 206	Principles of Marketing.....	3

+ + Suggested Electives:

ADV 214	Computer Graphics II.....	4
DES 135	Textiles.....	3
DFT 183	Basic Drafting.....	3
GA 134	Basic Camera Operations.....	3
GA 136	Copy Preparation.....	3
HUM 101	Introduction to the Humanities.....	3
MGT 136	Principles of Management.....	3
MKT 292	Fashion Design.....	3
PHO 110	Introduction to Photography and Photo-Journalism.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

AIR CONDITIONING AND REFRIGERATION—RESIDENTIAL

Cedar Valley, Eastfield, and North Lake only
(Associate Degree)

This program is designed to train students to meet employment requirements in the field of residential air conditioning. This will include the installation, repair and maintenance of residential air conditioning equipment. Included in this program is the study of residential air conditioners, heat pumps, gas and electric furnaces, humidifiers, and the design of residential air conditioning systems. Throughout the entire program an emphasis is placed on current techniques used by service technicians.

CREDIT HOURS

SEMESTER I

ACR 120	Principles of Refrigeration or	6
ACR 121	Principles of Refrigeration I and	(3)
ACR 122	Principles of Refrigeration II	(3)
ACR 125	Principles of Electricity or	6
ACR 126	Principles of Electricity I and	(3)
ACR 127	Principles of Electricity II	(3)
MTH 195	Technical Mathematics I or	
MTH 139	Applied Mathematics	3
		15

SEMESTER II

ACR 130	Residential Cooling Systems or	6
ACR 131	Residential Cooling Systems I and	(3)
ACR 132	Residential Cooling Systems II	(3)
ACR 140	Residential Heating Systems or	6
ACR 141	Residential Heating Systems I and	(3)
ACR 142	Residential Heating Systems II	(3)
PHY 131	Applied Physics	4
		16

SEMESTER III

ACR 200	Contractor Estimating or	6
ACR 209	Contractor Estimating I and	(3)
ACR 210	Contractor Estimating II	(3)
ACR 212	System Servicing or	6
ACR 213	System Servicing I and	(3)
ACR 214	System Servicing II	(3)
COM 131	Applied Communications or	
ENG 101	Composition I	3
		15

SEMESTER IV

SC 101	Introduction to Speech Communication	3
PSY 131	Applied Psychology and Human Relations	3
+ Electives		8-9
		14-15

Minimum Hours Required: 60

+ Electives—must be selected from the following:

Any ACR (Air Conditioning and Refrigeration) course		
ACR 109	Contemporary Topics I	2
ACR 110	Contemporary Topics II	3
ACR 221	Refrigeration Loads	3
ACR 222	Advanced Systems	3
ACR 223	Medium Temperature Refrigeration Systems	3
ACR 224	System Testing and Balancing	3
ACR 227	Low Temperature Refrigeration Systems	3
ACR 228	Air Conditioning System Equipment Selection	3
ACR 229	Refrigeration Equipment Selection	3
ACR 230	Energy Conservation	3
ACR 703-713	Cooperative Work Experience	3
ACR 704-714	Cooperative Work Experience	4
ACR 803-813	Cooperative Work Experience	3
ACR 804-814	Cooperative Work Experience	4
ACC 131	Bookkeeping I	3
BPR 177	Blueprint Reading	2
BUS 105	Introduction to Business	3
CIS 103	Introduction to Computer Information Systems	3
DFT 182	Technician Drafting	2
MGT 153	Small Business Management	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

AIR CONDITIONING AND REFRIGERATION—RESIDENTIAL

Cedar Valley, Eastfield, and North Lake only

(Certificate)

This program is designed to train students to meet entry level requirements in the field of air conditioning. This will include the installation, repair and maintenance of residential air conditioning equipment. Included in this program is the study of residential air conditioners, humidifiers, heat pumps, gas and electric furnaces. Throughout the entire program an emphasis is placed on current techniques used by service technicians.

CREDIT HOURS

SEMESTER I

ACR 120	Principles of Refrigeration or	6
ACR 121	Principles of Refrigeration I and	(3)
ACR 122	Principles of Refrigeration II	(3)
ACR 125	Principles of Electricity or	6
ACR 126	Principles of Electricity I and	(3)
ACR 127	Principles of Electricity II	(3)
MTH 195	Technical Mathematics I or	
MTH 139	Applied Mathematics	3
		15

SEMESTER II

ACR 130	Residential Cooling Systems or	6
ACR 131	Residential Cooling Systems I and	(3)
ACR 132	Residential Cooling Systems II	(3)
ACR 140	Residential Heating Systems or	6
ACR 141	Residential Heating Systems I and	(3)
ACR 142	Residential Heating Systems II	(3)
+ Elective		3-4
		15-16

Minimum Hours Required: 30

+ Elective—must be selected from the following:

ACC 131	Bookkeeping I	3
ART 104	Art Appreciation	3
BUS 105	Introduction to Business	3
CIS 103	Introduction to Computer Information Systems	3
HUM 101	Introduction to the Humanities	3
MGT 136	Principles of Management	3
MGT 153	Small Business Management	3
PHY 131	Applied Physics	4
SPA 101	Beginning Spanish	4

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

Eastfield only

(Associate Degree)

This program furnishes both the theory and practice required to qualify a person for employment in the various areas of the air conditioning and refrigeration industry. Special emphasis is placed on commercial and industrial air conditioning and refrigeration during the second year. Hands-on experience stresses operation and troubleshooting of medium and low temperature refrigeration and chilled water air conditioning systems.

	CREDIT HOURS
SEMESTER I	
ACR 120 Principles of Refrigeration or	6
ACR 121 Principles of Refrigeration I and	(3)
ACR 122 Principles of Refrigeration II...	(3)
ACR 125 Principles of Electricity or	6
ACR 126 Principles of Electricity I and	(3)
ACR 127 Principles of Electricity II.....	(3)
MTH 195 Technical Mathematics I or	
MTH 139 Applied Mathematics	3
	15
SEMESTER II	
ACR 130 Residential Cooling Systems or	6
ACR 131 Residential Cooling Systems I and	(3)
ACR 132 Residential Cooling Systems II...	(3)
ACR 140 Residential Heating Systems or	6
ACR 141 Residential Heating Systems I and	(3)
ACR 142 Residential Heating Systems II...	(3)
COM 131 Applied Communications or	
ENG 101 Composition I	3
	15
SEMESTER III	
ACR 221 Refrigeration Loads.....	3
ACR 223 Medium Temperature Refrigeration Systems.....	3
ACR 227 Low Temperature Refrigeration Systems.....	3
ACR 229 Refrigeration Equipment Selection..	3
PSY 131 Applied Psychology and Human Relations or,	
PSY 101 Introduction to Psychology.....	3
+ Elective	3-4
	18-19
SEMESTER IV	
ACR 222 Advanced Systems.....	3
ACR 224 System Testing and Balancing.....	3
ACR 228 Air Conditioning System Equipment Selection	3
ACR 230 Energy Conservation.....	3
ACR 803 Cooperative Work Experience or	3

++ Elective	(2-6)
SC 101 Introduction to Speech Communication	3
	17-21

Minimum Hours Required..... 66

+ Electives—must be selected from the following:

ACC 131 Bookkeeping I.....	3
ART 104 Art Appreciation.....	3
BUS 105 Introduction to Business.....	3
BUS 143 Personal Finance.....	3
CIS 103 Introduction to Computer Information Systems	3
HUM 101 Introduction to the Humanities.....	3
MGT 136 Principles of Management.....	3
MGT 153 Small Business Management.....	3
MUS 104 Music Appreciation.....	3
PHY 131 Applied Physics.....	4
SPA 101 Beginning Spanish.....	4

+ + Electives—must be selected from the following:

ACR 109 Contemporary Topics I.....	2
ACR 110 Contemporary Topics II.....	2
ACR 200 Contractor Estimating.....	6
ACR 209 Contractor Estimating I.....	3
ACR 210 Contractor Estimating II.....	3
ACR 212 System Servicing.....	6
ACR 213 System Servicing I.....	3
ACR 214 System Servicing II.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ANIMAL MEDICAL TECHNOLOGY

Cedar Valley only

(Associate Degree)

This program is designed to help meet the need for graduate animal technicians as indicated by the Texas Veterinary Medical Association. The American Veterinary Medical Association (AVMA) describes an "Animal Technician" as "a person knowledgeable in the care and handling of animals, in basic principles of normal and abnormal life processes and in routine laboratory and clinical procedures." The person is primarily an assistant to veterinarians, biological research workers and other scientists.

The Animal Medical Technician curriculum is designed to provide the graduate with information, experience and skills needed to perform all technical duties in a practice excluding diagnosis, prescription and surgery and whose performance of such duties is not in conflict with the state practice act.

Admission to the Animal Medical Technician program is limited and applicants will be screened for approval. Students are encouraged to have a strong academic background in the sciences, including mathematics, biology and chemistry.

CREDIT HOURS

SEMESTER I

AMT 101	Medical Terminology for Animal Technicians.....	1
AMT 130	Introduction to Animal Medical Technology.....	4
AMT 140	Introduction to General, Organic and Biochemistry.....	5
COM 131	Applied Communications or	
ENG 101	Composition I.....	3
MTH 139	Applied Mathematics.....	3
		<u>16</u>

SEMESTER II

AMT 110	Animal Care and Sanitation: Canine.....	2
AMT 137	Comparative Mammalian Anatomy and Physiology I.....	4
AMT 139	Pharmacology for Technicians.....	3
PSY 131	Applied Psychology and Human Relations.....	3
SC 101	Speech Communication.....	3
		<u>15</u>

SUMMER SESSION

AMT 111	Animal Care and Sanitation: Feline, Porcine.....	2
AMT 231	Comparative Mammalian Anatomy and Physiology II.....	4
AMT 241	Clinical Pathology Techniques and Practices I.....	5
AMT 245	Clinical Seminar.....	2
		<u>13</u>

SEMESTER III

AMT 112	Animal Care and Sanitation: Equine.....	2
AMT 230	Anesthetic and Surgical Assisting Techniques.....	4
AMT 243	Clinical Pathology Techniques and Practices II.....	5
AMT 244	Large Animal Assisting Techniques.....	3
MGT 153	Small Business Management.....	3
		<u>17</u>

SEMESTER IV

AMT 210	Animal Care and Sanitation: Bovine.....	2
AMT 237	Principles and Practice of Radiography.....	3
AMT 242	Exotic and Research Animal Care and Management.....	3
AMT 249	Animal Hospital Nursing.....	4
AMT 703	Cooperative Work Experience.....	3
		<u>15</u>

Minimum Hours Required..... 76

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

APPAREL DESIGN

El Centro only

(Associate Degree)

The apparel designer converts the design idea into an industrial paper pattern used in the mass production of clothing. New style trends each season demand individual creative thinking to develop saleable designs. Upon successful completion of the program, the student enters a women's wear or children's wear manufacturing company as an assistant in the design department.

	CREDIT HOURS
SEMESTER I	
DES 128 Introduction to Mass Production and Apparel.....	2
DES 129 Industrial Garment Construction (1st 8 weeks).....	1
DES 234 History of Costume.....	3
DES 110 Basic Color Theory and Application (1st 8 weeks).....	3
PDD 151 Pattern Drafting I (2nd 8 weeks).....	3
ENG 101 Composition I.....	3
	15
SEMESTER II	
DES 135 Textiles.....	3
DES 136 Fashion Sketching.....	3
DES 235 History of Costume.....	3
PDD 152 Pattern Drafting II (1st 8 weeks)....	3
PDD 153 Pattern Drafting III (2nd 8 weeks)...	3
SC 101 Introduction to Speech Communication	3
	18
SEMESTER III	
DES 229 Advanced Garment Construction....	3
PDD 254 Pattern Drafting IV (1st 8 weeks)....	3
PDD 255 Pattern Drafting V (2nd 8 weeks)....	3
APP 232 Design Development I.....	3
APP 237 Style Trends and Research I.....	2
MTH 139 Applied Mathematics.....	3
	17
SEMESTER IV	
PDD 256 Pattern Drafting VI (1st 8 weeks)....	3
PDD 257 Pattern Drafting VII (2nd 8 weeks)...	3
APP 233 Design Development II.....	3
APP 238 Style Trends and Research II.....	2
DES 140 Draping or	1
PDD 812 Cooperative Work Experience or	(2)
PDD 813 Cooperative Work Experience or	(3)
PDD 814 Cooperative Work Experience....	(4)
+ Elective	3
+ Elective	3
	18-21
Minimum Hours Required.....	68

+ Elective—must be selected from the following:

HD 105	Basic Processes of Interpersonal Relationships	3
HUM 101	Introduction to the Humanities.....	3
PSY 101	Introduction to Psychology.....	3

+ + Elective—must be selected from the following:

BUS 105	Introduction to Business.....	3
CIS 103	Introduction to Computer Information Systems	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ARCHITECTURAL TECHNOLOGY

El Centro only

(Associate Degree)

This program is designed to provide flexibility for student employment within the construction industry in an architect's office, engineer or contractor's office, material supplier's office or for the student who wishes to continue the study of architecture or environmental design at a senior institution.

CREDIT HOURS

SEMESTER I

ARC 130	Architectural Graphics I	3
ARC 151	Materials & Methods of Construction	3
ARC 161	Architectural Design I	3
ENG 101	Composition I	3
MTH 195	Technical Mathematics I or	
MTH 116	College Mathematics II	3
		15

SEMESTER II

ARC 133	Architectural Graphics II	3
ARC 134	Freehand Drawing I	3
ARC 153	Construction Drawings I — Wood	
	Frame	3
ARC 162	Architectural Design II	3
SC 101	Introduction to Speech	
	Communication	3
		15

SEMESTER III

ARC 230	History of Modern Architecture	3
ARC 240	Media Skills I	3
ARC 261	Architectural Design III	3
ARC 271	Basic Structural Design	3
CIS 103	Introduction to Computer Information	
	Systems	3
		15

SEMESTER IV

ARC 257	Computer Graphics	3
PSY 131	Applied Psychology & Human	
	Relations	3
+ Architectural Electives		6
		12
Minimum Hours Required		57

+ Architectural electives:

ARC 232	Basic Architectural Photography	3
ARC 233	History of Architecture Survey to 1850	3
ARC 241	Media Skills II	3
ARC 245	Design Sketching	3
ARC 251	Construction Drawings — Heavy Construction	3
ARC 252	Specifications & Office Practice	3
ARC 254	Construction Drawings — Steel Frame	3
ARC 256	Construction Drawings IV — Detailing	3
ARC 262	Architectural Design IV	3
ARC 272	Building Equipment	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ASSOCIATE DEGREE NURSING

El Centro and Brookhaven only

(Associate Degree)

The Associate Degree Nursing Program is a two-year, 70 credit hour program, leading to the Associate Degree in Applied Arts and Sciences. The program prepares graduates to be eligible to write the NCLEX-RN Examination to become licensed as a Registered Nurse (R.N.) in Texas. The program is accredited by the Board of Nurse Examiners for the State of Texas, and the National League for Nursing.

The program combines classroom and skills laboratory experience with hospital clinical experience. Students are required to be covered by professional liability insurance.

The program offered at Brookhaven is under the administration and accreditation of the El Centro College Associate Degree Nursing Program. Students apply for admission and attend classes at Brookhaven but receive their degrees from El Centro.

ADMISSION TO THE PROGRAM

Students Must:

1. Fulfill all requirements for admission to both the college and the Associate Degree Nursing Program.
2. Attend a pre-admission orientation session and complete the designated assessment testing process.
3. Complete the prerequisite English and Biology courses with a grade of "C" or better.

(August Admission — El Centro and Brookhaven)

	CREDIT HOURS
SEMESTER I — Prerequisites to Program Admission	
BIO 120 Introduction to Human Anatomy and Physiology* or	
BIO 221 Anatomy and Physiology I	4
ENG 101 Composition I	3
	<u>7</u>
FALL SEMESTER I	
NUR 144 Nursing I	8
BIO 121 Introduction to Human Anatomy and Physiology or	
BIO 222 Anatomy and Physiology II	4
MTH 139 Applied Mathematics or	
MTH 101 College Algebra	3
PSY 101 Introduction to Psychology	3
	<u>18</u>
SEMESTER II	
NUR 146 Nursing II	9
BIO 216 General Microbiology	4
PSY 201 Developmental Psychology	3
	<u>16</u>

SUMMER SESSION

NUR 244 Nursing III	4
	<u>4</u>

SEMESTER III

NUR 250 Nursing IV	9
SC 101 Introduction to Speech Communication	3
	<u>12</u>

SEMESTER IV

NUR 258 Nursing V	9
NUR 259 Nursing V-A	1
**Elective	3
	<u>13</u>

Minimum Hours Required 70

*Biology 115 recommended prior to Biology 120 if no previous high school biology.

**Electives — must be selected from the following:

NUR 101 Basic Pharmacology	3
NUR 102 Introduction to Pathophysiology	3
NUR 201 Special Topics: Applied Management in Health Care Setting	3
NUR 202 Special Topics: Geriatric Care	3
NUR 203 Practicum: Care of the Psychiatric Patient	3
NUR 204 Special Topics: Home Health Care Nursing	3
SOC 101 Introduction to Sociology	3

Any other course above the 100 level in humanities or business.

A "C" grade is required in all courses. Support courses may be completed before but not after the semester indicated.

(January Admission - El Centro Only)

	CREDIT HOURS
SEMESTER I — Prerequisites to Program Admission	
BIO 120 Introduction to Human Anatomy and Physiology* or	
BIO 221 Anatomy and Physiology I	4
ENG 101 Composition I	3
	<u>7</u>
SPRING SEMESTER I	
NUR 144 Nursing I	8
BIO 121 Introduction to Human Anatomy and Physiology or	
BIO 222 Anatomy and Physiology II	4
PSY 101 Introduction to Psychology	3
MTH 139 Applied Mathematics or	
MTH 101 College Algebra	3
	<u>18</u>
FALL SEMESTER I	
NUR 146 Nursing II	9
BIO 216 General Microbiology	4
PSY 201 Developmental Psychology	3
	<u>16</u>

FALL SEMESTER II		
NUR 250	Nursing IV	9
SC 101	Introduction to Speech Communication	3
		<u>12</u>
SUMMER SESSIONS		
NUR 244	Nursing III	4
		<u>4</u>
SEMESTER IV		
NUR 258	Nursing V	9
NUR 259	Nursing V-A	1
**Elective		3
		<u>13</u>
Minimum Hours Required		70

*Biology 115 recommended prior to Biology 120 if no previous high school biology.

**Electives — must be selected from the following:

NUR 101	Basic Pharmacology	3
NUR 102	Introduction to Pathophysiology	3
NUR 201	Special Topics: Applied Management in Health Care Setting	3
NUR 202	Special Topics: Geriatric Care	3
NUR 203	Practicum: Care of the Psychiatric Patient	3
NUR 204	Special Topics: Home Health Care Nursing	3
SOC 101	Introduction to Sociology	3
Any other course above the 100 level in humanities or business.		

A "C" grade is required in all courses. Support courses may be completed before but not after the semester indicated.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ASSOCIATE DEGREE NURSING — LVN OPTION

El Centro only

(Associate Degree)

A Licensed Vocational Nurse in Texas may qualify to complete the Associate Degree Nursing program at an accelerated pace. Students must meet all entrance requirements for the Associate Degree Nursing Program, and complete twenty-four hours of prerequisite courses to enter this articulation option. Upon completion of the "bridging" course, which focuses on the change in role from LVN to RN, the student is granted equivalency credit for the first two semesters of the Associate Degree Nursing Program. The student will then complete the second year of the curriculum. Graduates of this program will receive an Associate in Applied Arts and Sciences Degree, and they will be eligible to write the NCLEX-RN Examination to become licensed as a Registered Nurse (RN) in Texas.

CREDIT HOURS

Prerequisites to Program Admission		
BIO 120	Introduction to Human Anatomy and Physiology* or	
BIO 221	Anatomy and Physiology I	4
ENG 101	Composition I	3
BIO 121	Introduction to Human Anatomy and Physiology or	
BIO 222	Anatomy and Physiology II	4
MTH 139	Applied Mathematics or	
MTH 101	College Algebra	3
PSY 101	Introduction to Psychology	3
BIO 216	General Microbiology	4
PSY 201	Developmental Psychology	3
		<u>24</u>
Σ		6

SEMESTER I		
NUR 147	Nursing II A**	5

SUMMER SESSION		
NUR 244	Nursing III	4

SEMESTER III		
NUR 250	Nursing IV	9
SC 101	Introduction to Speech Communication	3
		<u>12</u>

SEMESTER IV		
NUR 258	Nursing V	9
NUR 259	Nursing V-A	1
+ Elective		3
		<u>13</u>

Minimum Hours Required 70

*Biology 115 recommended prior to Biology 120 if no previous high school biology.

**Upon successful completion of Nursing IIA, 17 hours equivalency credit for Nursing 144 and 146 is awarded in addition to the 5 credit hours earned for Nursing IIA.

+ Electives — must be selected from the following:

NUR 101	Basic Pharmacology	3
NUR 102	Introduction to Pathophysiology	3
NUR 201	Special Topics: Applied Management in Health Care Setting	3
NUR 202	Special Topics: Geriatric Care	3
NUR 203	Practicum: Care of the Psychiatric Patient	3
NUR 204	Special Topics: Home Health Care Nursing	3
SOC 101	Introduction to Sociology	3
Any other course above the 100 level in humanities or business.		

A "C" grade is required in all courses. Support courses may be completed before but not after the semester indicated.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

AUTO BODY TECHNOLOGY

Eastfield only

(Associate Degree)

This program introduces the student to all facets of auto body repair and painting. Emphasis is placed upon the development of the necessary skills and knowledge required to function successfully in this industry. The program of study includes technical aspects of metal behavior combined with correct repair and refinishing procedures.

	CREDIT HOURS
SEMESTER I	
*AB 111 Basic Metal Principles.....	3
*AB 112 Applied Basic Metal Principles.....	2
*AB 121 Basic Paint Principles.....	3
*AB 122 Applied Basic Paint Principles.....	2
AB 245 Welding for Auto Body.....	3
MTH 195 Technical Mathematics I.....	3
	16
SEMESTER II	
*AB 113 Minor Metal Repair.....	3
*AB 114 Applied Minor Metal Repair.....	2
*AB 123 Paint Blending and Spot Repair Techniques.....	3
*AB 124 Applied Paint Blending and Spot Repair Techniques.....	2
COM 131 Applied Communications or ENG 101 Composition I.....	3
PHY 131 Applied Physics.....	4
	17
SEMESTER III	
*AB 211 Major Panel Replacement.....	3
*AB 212 Applied Major Panel Replacement.....	2
AB 213 Major Collision and Frame Repair.....	3
SC 101 Introduction to Speech Communication.....	3
+ Elective.....	3
	14
SEMESTER IV	
AB 139 Body Shop Operations.....	3
AB 221 Advanced Paint Techniques.....	3
AB 222 Applied Advanced Paint Techniques.....	2
AB 235 Estimating.....	3
AB 803 Cooperative Work Experience or.....	3
AB 804 Cooperative Work Experience..... (4)	
	14-15
Minimum Hours Required:.....	61

+ Elective—must be selected from the following:

ACC 131	Bookkeeping I.....	3
ART 104	Art Appreciation.....	3
BUS 105	Introduction to Business.....	3
CIS 103	Introduction to Computer Information Systems.....	3
GVT 201	American Government.....	3
HST 101	History of the United States.....	3

HD 105	Basic Processes of Interpersonal Relationships.....	3
HD 106	Personal and Social Growth.....	3
HUM 101	Introduction to the Humanities.....	3
MGT 136	Principles of Management.....	3
MGT 153	Small Business Management.....	3
PSY 131	Applied Psychology and Human Relations.....	3

*Must be enrolled concurrently in: AB 111/112, AB 113/114, AB 121/122, AB 123/124, and AB 211/212.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

AUTO BODY TECHNOLOGY

Eastfield only

(Certificate)

This program is designed to train a student in all facets of auto body repair and painting. Emphasis is placed upon those skills needed by the student to become a successful auto body repair person. This program offers the student a certificate in auto body technology upon successful completion of the program.

	CREDIT HOURS
SEMESTER I	
*AB 111 Basic Metal Principles.....	3
*AB 112 Applied Basic Metal Principles.....	2
*AB 121 Basic Paint Principles.....	3
*AB 122 Applied Basic Paint Principles.....	2
*AB 123 Paint Blending and Spot Repair Techniques.....	3
*AB 124 Applied Paint Blending and Spot Repair Techniques.....	2
AB 245 Welding for Auto Body.....	3
	18
SEMESTER II	
*AB 113 Minor Metal Repair.....	3
*AB 114 Applied Minor Metal Repair.....	2
*AB 211 Major Panel Replacement.....	3
*AB 212 Applied Major Panel Replacement.....	2
AB 221 Advanced Paint Techniques.....	3
AB 222 Applied Advanced Paint Techniques.....	2
	15
SEMESTER III	
AB 139 Body Shop Operations.....	3
AB 213 Major Collision and Frame Repair.....	3
AB 235 Estimating.....	3
AB 803 Cooperative Work Experience or.....	3
AB 804 Cooperative Work Experience..... (4)	
	12-13
Minimum Hours Required:.....	45

*Must be enrolled concurrently: AB 111/112, AB 113/114, AB 121/122, AB 123/124, and AB 211/212.

AUTOMOTIVE TECHNOLOGY

Cedar Valley and Eastfield only

(Associate Degree)

The purpose of this program is to prepare students for entry level employment as an automotive technician. This program of study will include theory, diagnosis, repair, overhaul and maintenance of automobiles. Emphasis is placed on operational theory, practical skills and accepted shop procedures.

	CREDIT HOURS
SEMESTER I	
AT 109 Minor Vehicle Services.....	3
AT 110 Engine Repair I.....	4
AT 112 Engine Repair II.....	4
COM 131 Applied Communications or	
ENG 101 Composition I.....	3
MTH 195 Technical Mathematics I.....	3
	17

SEMESTER II	
AT 114 Engine Analysis and Tune-Up.....	4
AT 116 Fuel and Emission Systems.....	4
AT 119 Electrical Systems.....	3
PHY 131 Applied Physics.....	4
SC 101 Introduction to Speech	
Communication	3
	18

SEMESTER III	
AT 222 Heating and Air Conditioning.....	3
AT 223 Brake Systems.....	4
AT 225 Front End Systems.....	4
AT 248 Automotive Electronics.....	3
+ Elective	3
	17

SEMESTER IV	
AT 227 Standard Transmissions and Drive	
Trains	4
AT 229 Automatic Transmissions I.....	4
AT 231 Automatic Transmissions II.....	4
AT 703 Cooperative Work Experience or	
AT 714 Cooperative Work Experience	(4)
+ + Elective	3
	18-19

Minimum Hours Required:..... 70

+ Elective—must be selected from the following:

AB 245	Welding for Auto Body.....	3
AT 212	Special Automotive Applications.....	1
AT 803	Cooperative Work Experience or	
AT 814	Cooperative Work Experience	(4)
BUS 105	Introduction to Business.....	3
WE 101	Basic Welding and Cutting Practices.....	3

+ + Elective—must be selected from the following:

ACC 131	Bookkeeping I.....	3
ART 104	Art Appreciation.....	3
BUS 105	Introduction to Business.....	3
CIS 103	Introduction to Computer Information	
	Systems	3
GVT 201	American Government.....	3
HST 101	History of the United States.....	3
HD 105	Basic Processes of Interpersonal	
	Relationship	3
HD 106	Personal and Social Growth.....	3
HUM 101	Introduction to the Humanities.....	3
MGT 136	Principles of Management.....	3
MGT 153	Small Business Management.....	3
PSY 131	Applied Psychology and	
	Human Relations	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY

Cedar Valley and Eastfield only

(Certificate)

The purpose of this program is to train persons for entry level positions in the field of automotive technology. A certificate is issued upon successful completion of the program.

	CREDIT HOURS
SEMESTER I	
AT 109 Minor Vehicle Services.....	3
AT 110 Engine Repair I.....	4
AT 112 Engine Repair II.....	4
	11

SEMESTER II	
AT 114 Engine Analysis and Tune-Up.....	4
AT 116 Fuel and Emission Systems.....	4
AT 119 Electrical Systems.....	3
	11

SEMESTER III	
AT 222 Heating and Air Conditioning.....	3
AT 223 Brake Systems.....	4
AT 225 Front End Systems.....	4
AT 248 Automotive Electronics.....	3
	14

SEMESTER IV	
AT 227 Standard Transmissions	
and Drive Trains	4
AT 229 Automatic Transmissions I.....	4
AT 231 Automatic Transmissions II.....	4
AT 703 Cooperative Work Experience or	
AT 714 Cooperative Work Experience	(4)
	15-16

Minimum Hours Required:..... 51

AUTOMOTIVE TECHNOLOGY — DEALERSHIP-SPONSORED TECHNICIAN

Brookhaven Only

(Associate Degree)

This specialized program is designed to prepare students for entry level employment as automotive technicians in specific manufacturer's dealership service organizations. Students entering this program must be sponsored by participating dealerships approved by the College. Emphasis is placed upon the development of the necessary skills and knowledge required to function in automotive dealerships repairing and maintaining late-model automobiles with electronic systems. This program includes operational theory, practical skills, and accepted shop procedures reinforced by intensive practice during cooperative work experience periods in the sponsoring dealership.

	CREDIT HOURS
SEMESTER I	
AT 163	Introduction to Automotive Service. 3
AT 164	Engine Systems I..... 3
AT 165	Engine Systems II..... 3
MTH 195	Technical Mathematics I..... 3
AT 743	Cooperative Work Experience..... 3

15

SEMESTER II	
AT 166	Brake Systems..... 3
AT 167	Steering and Suspension..... 3
AT 168	Standard Transmissions and Drive Trains 3
PHY 131	Applied Physics..... 4
AT 753	Cooperative Work Experience..... 3

16

SEMESTER III	
AT 240	Basic Automotive Electronics..... 2
AT 241	Automatic Transmissions I..... 3
AT 242	Automatic Transmissions II..... 3
COM 131	Applied Communications..... 3
AT 843	Cooperative Work Experience..... 3

14

SEMESTER IV	
AT 243	Electrical Systems..... 3
AT 244	Heating and Air Conditioning Systems 3
SC 101	Introduction to Speech Communication 3
PSY 131	Applied Psychology and Human Relations 3
AT 853	Cooperative Work Experience..... 3

15

SEMESTER V

AT 245	Ignition, Fuel and Emission Systems I..... 3
AT 246	Ignition, Fuel and Emission Systems II..... 3
AT 247	Ignition, Fuel and Emission Systems III..... 3
HUM 101	Introduction to the Humanities..... 3

12

Minimum Hours Required..... 72

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY — ELECTRONIC ENGINE CONTROL TECHNICIAN

Brookhaven Only

(Certificate)

The purpose of this program is to provide entry level skills for individuals desiring to enter the field of automotive technology in the specialized area of engine performance diagnosis and analysis. Emphasis is placed on the development of knowledge and skills related to electronic engine controls. A certificate is issued upon successful completion of the program.

	CREDIT HOURS
SEMESTER I	
AT 163	Introduction to Automotive Service. 3
AT 164	Engine Systems I..... 3
AT 165	Engine Systems II..... 3
AT 244	Heating and Air Conditioning Systems 3
MTH 195	Technical Mathematics I..... 3
PHY 131	Applied Physics..... 4

19

SEMESTER II	
AT 240	Basic Automotive Electronics..... 2
AT 243	Electrical Systems..... 3
AT 245	Ignition, Fuel and Emission Systems I..... 3
AT 246	Ignition, Fuel and Emission Systems II..... 3
AT 247	Ignition, Fuel and Emission Systems III..... 3
AT 804	Cooperative Work Experience..... 4

18

Minimum Hours Required..... 37

AUTOMOTIVE TECHNOLOGY — SERVICE TECHNICIAN

Brookhaven Only

(Associate Degree)

The purpose of this program is to prepare students for entry level employment as an automotive technician. This program reflects a building-block approach from simple to complex and includes theory, diagnosis, repair and maintenance of automobiles, including late model vehicles with electronic systems. Emphasis is placed on operational theory, practical skills and accepted shop procedures.

	CREDIT HOURS
SEMESTER I	
AT 163 Introduction to Automotive Service	3
AT 164 Engine Systems I	3
AT 165 Engine Systems II	3
MTH 195 Technical Mathematics I	3
COM 131 Applied Communications or	
ENG 101 English 101	3
	<u>15</u>
SEMESTER II	
AT 166 Brake Systems	3
AT 167 Steering and Suspension	3
AT 168 Standard Transmissions and	
Drive Trains	3
PHY 131 Applied Physics	4
PSY 131 Applied Psychology and Human	
Relations	3
	<u>16</u>
SEMESTER III	
AT 240 Basic Automotive Electronics	2
AT 241 Automatic Transmissions I	3
AT 242 Automatic Transmissions II	3
AT 243 Electrical Systems	3
AT 244 Heating and Air Conditioning	
Systems	3
SC 101 Introduction to Speech	
Communication	3
	<u>17</u>
SEMESTER IV	
AT 245 Ignition, Fuel and Emission	
Systems I	3
AT 246 Ignition, Fuel and Emission	
Systems II	3
AT 247 Ignition, Fuel and Emission	
Systems III	3
AT 212 Special Automotive Applications	1
AT 703 Cooperative Work Experience	3
	<u>13</u>
Minimum Hours Required	61

NOTE: Students enrolling in this program may plan to transfer to a four-year institution. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY — SERVICE TECHNICIAN

Brookhaven Only

(Certificate)

The purpose of this program is to provide entry level skills for individuals desiring to enter the field of automotive technology in specialized areas excluding automatic transmissions and areas dealing with engine performance, diagnosis and analysis. A certificate is issued upon successful completion of the program.

	CREDIT HOURS
SEMESTER I	
AT 163 Introduction to Automotive Service	3
AT 164 Engine Systems I	3
AT 165 Engine Systems II	3
AT 166 Brake Systems	3
MTH 195 Technical Mathematics I	3
PHY 131 Applied Physics	4
	<u>19</u>
SEMESTER II	
AT 167 Steering and Suspension	3
AT 168 Standard Transmissions and	
Drive Trains	3
AT 240 Basic Automotive Electronics	2
AT 243 Electrical Systems	3
AT 244 Heating and Air Conditioning	
Systems	3
AT 704 Cooperative Work Experience	4
	<u>18</u>
Minimum Hours Required	37

AUTOMOTIVE TECHNOLOGY APPRENTICESHIP

Cedar Valley only

(Associate Degree)

The Automotive Technology Apprenticeship Program is offered in cooperation with the National Automobile Dealer Association and the Bureau of Apprenticeship Training, U.S. Department of Labor. This is a three-year program that provides full-time on-the-job apprenticeship training along with college credit courses. Upon successful completion of the program, the apprentice will receive an Associate in Applied Arts and Sciences Degree.

	CREDIT HOURS
SEMESTER I	
ATA 100 Automotive Fundamentals.....	3
ATA 101 Basic Electrical Systems.....	3
ATA 107 Automotive Service Department Management	3
ATA 191 Internship I.....	3
MTH 195 Technical Mathematics I or MTH 139 Applied Mathematics	3
	15
SEMESTER II	
ATA 200 Advanced Electrical Systems.....	3
ATA 202 Basic Engine Repair.....	3
ATA 203 Engine Overhaul.....	3
ATA 192 Internship II.....	3
COM 131 Applied Communications or ENG 101 Composition I	3
	15
SUMMER SESSION	
ATA 201 Automotive Air Conditioning and Heating Systems	3
ATA 193 Internship III.....	3
HD 105 Basic Processes of Interpersonal Relationships or HD 106 Personal and Social Growth	3
	9
SEMESTER III	
ATA 103 Suspension, Steering and Brake Systems	3
ATA 105 Engine Tune-Up Procedures.....	3
ATA 294 Internship IV.....	3
+ Elective	3
	12
SEMESTER IV	
ATA 209 Standard Transmissions and Drive Lines.....	3
ATA 210 Automatic Transmissions.....	3
ATA 295 Internship V.....	3
SC 101 Introduction to Speech Communication.....	3
	12

SUMMER SESSION

ATA 106 Automotive Fuel Injection Systems.	3
ATA 296 Internship VI.....	3
PHY 131 Applied Physics.....	4
	10

Minimum Hours Required..... 73

+ Electives to be selected from the following:

GVT 201 American Government.....	3
GVT 202 American Government.....	3
HST 101 History of the United States.....	3
HST 102 History of the United States.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

AVIATION TECHNOLOGY

Mountain View only

Because of the varied and interrelated aviation career options available, Mountain View's Aviation Technology Program is designed to allow students to take a group of core courses which includes selected aviation, business, English, mathematics and human relations courses and then proceed with specialized courses in the specific career option they wish to enter.

The Associate of Applied Arts and Sciences degree options are (1) Career Pilot including flight instructor certificate, multi-engine rating, flight engineer and air transport pilot ground school and type-rating for small, multi engine, turbo-jet powered airplane; (2) Air Cargo Transport; (3) Airline Marketing; (4) Fixed Base Operations/Airport Management; (5) Aircraft Dispatcher and (6) Air Traffic Control. A one year certificate program is available in Aircraft Dispatcher.

AVIATION TECHNOLOGY— CAREER PILOT OPTION

Mountain View only

(Associate Degree)

The Career Pilot Option provides students with flight training and ground school through the commercial certificate. All ground school instruction and flight training conform to Part 61 and 141 of the Federal Aviation Administration Regulations. Prior to admission to the program, registration and payment of fees, consultation with and approval by an Aviation Technology instructor is necessary. Simulator fees, flight fees and fees for pre- and post-flight briefing are in addition to the regular tuition charge.

Students completing this option may find employment opportunities as an airline pilot, corporate pilot, flight engineer, flight instructor and other general aviation positions. It is recommended that students in the Career Pilot Option schedule flight training during the summer months in addition to the Spring and Fall semesters to aid in completing the program within a two year period.

	CREDIT HOURS
SEMESTER I	
AVT 110 Introduction to Aviation.....	3
AVT 121 Ground School Private.....	3
AVT 122 Aviation Law.....	3
AVT 135 Flight Basic*.....	2
AVT 210 FAA Regulations.....	3
AVT 226 Meteorology.....	3
	17
SEMESTER II	
AVT 123 Ground School Commercial.....	3
AVT 128 Aero Engines and Systems.....	3
AVT 137 Flight Private Pilot*.....	1
AVT 220 Aero Dynamics.....	3
ENG 101 Composition I.....	3
+ Mathematics Elective.....	3
	16

SEMESTER III

AVT 221	Advanced Navigation.....	3
AVT 224	Ground School Instrument.....	3
AVT 265	Flight Commercial I*.....	2
AVT 266	Flight Commercial II*.....	3
PSY 131	Applied Psychology and Human Relations or	
PSY 101	Introduction to Psychology.....	3
CIS 103	Introduction to Computer Information Systems.....	3
		17

SEMESTER IV

AVT 212	Airport Management.....	3
AVT 267	Flight Commercial III - Instrument*.....	3
AVT 268	Flight Commercial IV*.....	3
AVT 250	Flight Instructor Ground School or	2
AV 129	Introduction to Aircraft Electronic Systems.....	(3)
SC 101	Introduction to Speech Communication.....	3
		14-15

Minimum Hours Required..... 64

+ Mathematics Elective—must be selected from the following:

MTH 101	College Algebra.....	3
MTH 111	Mathematics for Business and Economics.....	3
MTH 130	Business Mathematics.....	3
MTH 195	Technical Mathematics I.....	3

*Flight courses are flexible enrollment and may be taken in sequence regardless of semester.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ADDITIONAL CERTIFICATION AVAILABLE FOR CAREER PILOT OPTION

	CREDIT HOURS
Flight Instructor Certificate	
AVT 250	Flight Instructor Ground School.... 2
AVT 251	Flight Instructor - Airplane* 2
AVT 252	Instrument Flight Instructor Ground School 3
AVT 253	Flight Instructor - Airplane Instrument* 1
Multi-Engine Rating	
AVT 254	Flight Advanced I* 1
Flight Engineer	
AVT 263	Flight Engineer Ground School.... 3
Air Transport Pilot	
AVT 264	Air Transport Pilot Ground School.. 3
Type-Rating (small, multi-engine, turbo-jet)	
AVT 255	Type-Rating Turbo-Jet Ground School 3
AVT 256	Flight Advanced II-Jet Type-Rating*.. 1

*Flight courses are flexible enrollment and may be taken in sequence regardless of semester.

AVIATION TECHNOLOGY— AIR CARGO TRANSPORT OPTION

Mountain View only

(Associate Degree)

This option is designed to provide students with an overview of transportation methods and technology associated with the aviation industry. Upon completion of the program, students may be eligible to be employed in positions such as air cargo sales, air freight transportation and cargo loading.

	CREDIT HOURS
SEMESTER I	
AVT 110	Introduction to Aviation..... 3
AVT 121	Ground School Private..... 3
AVT 122	Aviation Law..... 3
AVT 210	FAA Regulations..... 3
BUS 105	Introduction to Business..... 3
	15
SEMESTER II	
AVT 226	Meteorology..... 3
AVT 249	Air Transportation, Traffic and Cargo..... 3
ACC 201	Principles of Accounting I..... 3
ENG 101	Composition I..... 3
+ Elective	 3
	15
SEMESTER III	
AVT 212	Airport Management..... 3
AVT 223	Airline Management..... 3
MGT 136	Principles of Management..... 3
PSY 131	Applied Psychology and Human Relations or
PSY 101	Introduction to Psychology..... 3
SC 101	Introduction to Speech Communication..... 3
	15
SEMESTER IV	
AVT 225	Aviation Marketing..... 3
AVT 703	Cooperative Work Experience or
BUS 234	Business Law..... 3
ACC 202	Principles of Accounting II..... 3
CIS 103	Introduction to Computer Information Systems..... 3
ECO 201	Principles of Economics I..... 3
	15
Minimum Hours Required	60
+ Elective—must be selected from the following:	
MTH 101	College Algebra..... 3
MTH 130	Business Mathematics..... 3
MTH 195	Technical Mathematics I..... 3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

AVIATION TECHNOLOGY— AIR TRAFFIC CONTROL OPTION

Mountain View only

(Associate Degree)

Mountain View offers a specialized degree program in air traffic control in conjunction with the Southwest Region ARTC. The program provides students with the background and general experience in aviation which may enable them to enter an air traffic control career with the FAA. Career opportunities in air traffic control include positions such as control tower operator, approach control, air route traffic control and flight service station specialist.

Students interested in admission to the air traffic control program must have completed 15 credit hours (Aviation Technology courses recommended) prior to enrollment into the specialized air traffic control courses and must meet FAA eligibility requirements.

CREDIT
HOURS

SEMESTER I

AVT 121	Ground School Private.....	3
AVT 135	Flight Basic*.....	2
AVT 137	Flight Private Pilot*.....	1
AVT 210	FAA Regulations, Airspace and Air Traffic Control.....	3
AVT 221	Advanced Navigation.....	3
AVT 226	Meteorology.....	3

15

SEMESTER II

AVT 270	Orientation to Air Traffic Control...	5
AVT 272	Aircraft Types/Air Traffic Control Communications.....	2
AVT 274	Air Traffic Control Computer Operations.....	3
AVT 704	Cooperative Work Experience.....	4

14

SEMESTER III

AVT 224	Ground School Instrument.....	3
ENG 101	Composition I.....	3
MTH 195	Technical Mathematics I.....	3
PSY 131	Applied Psychology and Human Rela- tions.....	3
SC 101	Introduction to Speech Communication.....	3

15

SEMESTER IV

AVT 212	Airport Management or	
MGT 136	Principles of Management.....	3
AVT 223	Airline Management or	
MGT 242	Personnel Administration.....	3
AVT 804	Cooperative Work Experience.....	4
ENG 102	Composition II.....	3

13

SEMESTER V

AVT 814	Cooperative Work Experience.....	4
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Minimum Hours Required..... 61

*Flight courses are flexible enrollment and may be taken in sequence regardless of semester.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

AVIATION TECHNOLOGY— AIRCRAFT DISPATCHER OPTION

Mountain View only

(Associate Degree)

The job performed by an aircraft dispatcher is an integral part of the overall flight operations for airlines. An individual in this position works in conjunction with an airline pilot and is responsible for regulation compliance, weather and loading procedures prior to take-off. In the Aircraft Dispatcher Program students may earn a certificate after approximately one year or choose to complete the Associate in Applied Arts and Sciences Degree.

Entry into either program will be in accordance with Federal Aviation Administration regulations and with instructor approval. Upon completion of the courses in the desired program, students may be recommended to apply to take the FAA written examination for aircraft dispatcher.

	CREDIT HOURS
SEMESTER I	
AVT 110 Introduction to Aviation.....	3
AVT 121 Ground School Private.....	3
AVT 122 Aviation Law.....	3
AVT 210 FAA Regulations, Airspace and Air Traffic Control	3
AVT 226 Meteorology	3
	15
SEMESTER II	
AVT 123 Ground School Commercial.....	3
AVT 128 Aero Engine and Systems.....	3
AVT 221 Advanced Navigation.....	3
CIS 103 Introduction to Computer Information Systems.....	3
ENG 101 Composition I.....	3
	15
SEMESTER III	
AVT 224 Ground School Instrument.....	3
AVT 261 Aircraft Dispatcher.....	3
MTH 195 Technical Mathematics I.....	3
PSY 131 Applied Psychology and Human Relations.....	3
SC 101 Introduction to Speech Communication.....	3
	15
SEMESTER IV	
AVT 262 Practical Dispatching.....	3
AVT 129 Introduction to Aircraft Electrical Systems.....	3
BUS 105 Introduction to Business.....	3
MGT 136 Principles of Management.....	3
MTH 196 Technical Mathematics II.....	3
	15
Minimum Hours Required.....	60

AVIATION TECHNOLOGY— AIRCRAFT DISPATCHER

Mountain View only

(Certificate)

The job performed by an aircraft dispatcher is an integral part of the overall flight operations for airlines. An individual in this position works in conjunction with an airline pilot and is responsible for regulation compliance, weather and loading procedures prior to take-off. In the Aircraft Dispatcher Program students may earn a certificate after approximately one year or choose to complete the Associate in Applied Arts and Sciences Degree.

Entry into either program will be in accordance with Federal Aviation Administration regulations and with instructor approval. Upon completion of the courses in the desired program, students may be recommended to apply to take the FAA written examination for aircraft dispatcher.

	CREDIT HOURS
SEMESTER I	
AVT 110 Introduction to Aviation.....	3
AVT 121 Ground School Private.....	3
AVT 122 Aviation Law.....	3
AVT 210 FAA Regulations, Airspace and Air Traffic Control	3
AVT 226 Meteorology.....	3
AVT 261 Aircraft Dispatcher.....	3
	18
SEMESTER II	
AVT 123 Ground School Commercial.....	3
AVT 128 Aero Engine and Systems.....	3
AVT 221 Advanced Navigation.....	3
AVT 224 Ground School Instrument.....	3
AVT 262 Practical Dispatching.....	3
	15
Minimum Hours Required.....	33

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

AVIATION TECHNOLOGY— AIRLINE MARKETING OPTION

Mountain View only

(Associate Degree)

The Airline Marketing Option stresses the significance and functions of marketing from the airline viewpoint. Students completing the program may opt to enter a variety of marketing related positions in the areas of customer service, sales and promotion, crew scheduling or entry level management.

CREDIT
HOURS

SEMESTER I

AVT 110	Introduction to Aviation.....	3
AVT 121	Ground School Private.....	3
AVT 122	Aviation Law.....	3
AVT 210	FAA Regulations.....	3
BUS 105	Introduction to Business.....	3
		15

SEMESTER II

AVT 249	Air Transportation, Traffic and Cargo.....	3
ACC 201	Principles of Accounting I.....	3
CIS 103	Introduction to Computer Information Systems.....	3
ENG 101	Composition I.....	3
+ Elective		3
		15

SEMESTER III

AVT 212	Airport Management.....	3
AVT 223	Airline Management.....	3
ECO 201	Principles of Economics I.....	3
PSY 131	Applied Psychology and Human Relations or	
PSY 101	Introduction to Psychology.....	3
SC 101	Introduction to Speech Communication.....	3
		15

SEMESTER IV

AVT 225	Aviation Marketing.....	3
AVT 703	Cooperative Work Experience or	
+ Elective		3
ACC 202	Principles of Accounting II.....	3
ECO 202	Principles of Economics II.....	3
+ + Elective		3
		15

Minimum Hours Required..... 60

+ Elective — must be selected from the following:

MTH 101	College Algebra.....	3
MTH 130	Business Mathematics.....	3
MTH 195	Technical Mathematics I.....	3

+ + Elective — must be selected from the following:

MKT 208	Principles of Marketing.....	3
MKT 230	Salesmanship.....	3
MKT 233	Advertising and Sales Promotion.....	3
BUS 234	Business Law.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

AVIATION TECHNOLOGY— FIXED BASE OPERATIONS/ AIRPORT MANAGEMENT OPTION

Mountain View only

(Associate Degree)

This option provides students with a general administrative overview combining aviation and business courses stressing terminology, management techniques and functions as they apply to the aviation industry. Students completing this program may qualify for support or training positions in airport management, as staff members to operations superintendents or aviation authority boards. Positions as fixed base operators for aircraft dealers may include equipment sales and service and aircraft sales.

CREDIT
HOURS

SEMESTER I

AVT 110	Introduction to Aviation.....	3
AVT 121	Ground School Private.....	3
AVT 122	Aviation Law.....	3
AVT 210	FAA Regulations.....	3
BUS 105	Introduction to Business.....	3
		15

SEMESTER II

AVT 226	Meteorology.....	3
AVT 249	Air Transportation, Traffic and Cargo.....	3
CIS 103	Introduction to Computer Information Systems.....	3
ENG 101	Composition I.....	3
+ Elective		3
		15

SEMESTER III

AVT 223	Airline Management.....	3
ACC 201	Principles of Accounting I.....	3
ECO 201	Principles of Economics I.....	3
PSY 131	Applied Psychology and Human Relations or	
PSY 101	Introduction to Psychology.....	3
SC 101	Introduction to Speech Communication.....	3
		15

SEMESTER IV

AVT 212	Airport Management.....	3
AVT 703	Cooperative Work Experience or	
MGT 153	Small Business Management.....	3
ACC 202	Principles of Accounting II.....	3
BUS 234	Business Law.....	3
ECO 202	Principles of Economics II.....	3
		15

Minimum Hours Required..... 60

+ Math elective — must be selected from the following:

MTH 101	College Algebra.....	3
MTH 195	Technical Mathematics I.....	3
MTH 130	Business Mathematics.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

CARPENTRY

North Lake only

This program is designed to prepare the student for entry-level employment as a carpenter in the building construction field. Specific training is provided in the use and care of hand tools and power equipment, scheduling, layout and construction of residential and light commercial type buildings, cabinet-making, blueprint reading and cost estimating. Students may elect to receive a certificate or may apply the certificate courses required in this program toward an Associate in Applied Arts and Sciences Degree.

CARPENTRY

North Lake only

(Associate Degree)

Students wishing to earn an Associate in Applied Arts and Sciences Degree with a major in carpentry must complete the following courses:

	CREDIT HOURS
SEMESTER I	
CAR 101	Woodworking Tools and Materials 3
CAR 102	Site Preparation 3
CAR 103	Construction Safety 1
BPR 177	Blueprint Reading 2
COM 131	Applied Communications 3
MTH 195	Technical Mathematics I 3
	15
SEMESTER II	
CAR 104	Residential Framing 3
CAR 105	Roof Framing I 3
CAR 106	Exterior Trim and Finish 3
CAR 107	Construction Cost Estimating 3
SS 131	American Civilization 3
	15
SEMESTER III	
CAR 201	Cabinet Building I 3
CAR 205	Roof Framing II 3
CAR 208	Interior Finish I 3
BUS 105	Introduction to Business 3
SC 101	Introduction to Speech Communication 3
	15
SEMESTER IV	
CAR 202	Cabinet Building II 3
CAR 203	Stair Building 3
CAR 703	Cooperative Work Experience or 3
CAR 704	Cooperative Work Experience (4)
ACC 131	Bookkeeping I 3
PSY 131	Applied Psychology and Human Relations 3
	15-16
Minimum Hours Required	60

CARPENTRY

North Lake only

(Certificate)

The Carpentry Certificate is designed to prepare the student for entry-level employment as a carpenter in all phases of residential and light commercial construction.

	CREDIT HOURS
SEMESTER I	
CAR 101	Woodworking Tools and Materials . . . 3
CAR 102	Site Preparation 3
CAR 103	Construction Safety 1
BPR 177	Blueprint Reading 2
MTH 195	Technical Mathematics I 3
	12
SEMESTER II	
CAR 104	Residential Framing 3
CAR 105	Roof Framing I 3
CAR 106	Exterior Trim and Finish 3
CAR 107	Construction Cost Estimating 3
	12
SEMESTER III	
CAR 201	Cabinet Building I 3
CAR 205	Roof Framing II 3
CAR 208	Interior Finish I 3
	9
SEMESTER IV	
CAR 202	Cabinet Building II 3
CAR 203	Stair Building 3
CAR 703	Cooperative Work Experience or . . . 3
CAR 704	Cooperative Work Experience (4)
	9-10
Minimum Hours Required	42

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

CHILD DEVELOPMENT ASSOCIATE

Brookhaven and Eastfield only

(Associate Degree)

The Child Development Program offers students an in-depth study of young children from birth to twelve years of age in conjunction with the Parent/Child Study Center that provides students day-to-day involvement with young children. The program is designed to enable students to provide an optimal learning and caring environment for children.

CREDIT
HOURS

SEMESTER I

**CD 135	Introduction to Early Childhood Programs and Services.....	4
**CD 140	Early Childhood Development, 0-3 Years.....	3
COM 131	Applied Communications or	
ENG 101	Composition I.....	3
SOC 101	Introduction to Sociology.....	3
+ Elective		3-4
		16-17

SEMESTER II

**CD 137	Early Childhood Learning Environments, Activities and Materials.....	4
**CD 141	Early Childhood Development, 3-5 Years.....	3
CD 812	Cooperative Work Experience or	2
CD 813	Cooperative Work Experience or	(3)
CD 814	Cooperative Work Experience...	(4)
PSY 101	Introduction to Psychology or	
PSY 131	Applied Psychology and Human Relations.....	3
+ Elective		3-4
		15-18

SEMESTER III

*CD 100	Directed Participation in Early Childhood Programs or	
CD 233	Directed Participation in Early Childhood Programs.....	4
**CD 239	Studies in Child Guidance.....	3
GVT 201	American Government.....	3
SC 101	Introduction to Speech Communication.....	3
+ Elective		2-4
+ + Elective		3
		18-22

SEMESTER IV

**CD 150	Nutrition Health and Safety of the Young Child.....	3
*CD 200	Application of Child Development Learning Theories or	4
CD 244	Application of Child Development Learning Theories.....	
MTH 115	College Mathematics or	
MTH 117	Fundamental Concepts of Mathematics for Elementary Teachers or	
MTH 130	Business Mathematics or	
MTH 139	Applied Mathematics.....	3
SOC 203	Marriage and the Family.....	3
+ + + Elective		3-4
		16-17

Minimum Hours Required:..... 65

+ Electives—must be selected from the following:

CD 125	Infant and Toddler Learning Environments, Activities and Materials.....	4
CD 127	Early Childhood Development, 5-12 Years.....	3
CD 203	Parents and the Child Caregiver/Teacher.....	3
CD 209	Early Childhood Development Special Projects.....	3
CD 236	The Special Child: Growth and Development.....	3
CD 250	Supportive Services for Exceptional Children.....	3
CD 251	Learning Programs for Children with Special Needs.....	3
CD 253	Abuse Within the Family.....	3
CD 254	Introduction to Administration of Child Care Programs.....	3
CD 256	Advanced Administrative Practices for Child Care.....	3
CD 812	Cooperative Work Experience or	(2)
CD 813	Cooperative Work Experience or	(3)
CD 814	Cooperative Work Experience.....	4
PEH 108	Social Recreation.....	3

+ + Elective—must be selected from the following:

ACC 131	Bookkeeping I.....	3
ACC 201	Principles of Accounting I.....	3
BUS 105	Introduction to Business.....	3
CIS 103	Introduction to Computer Information Systems.....	3
MGT 153	Small Business Management.....	3
OFC 172	Beginning Typing.....	3

+ + + Elective—must be selected from the following:

ART 104	Art Appreciation.....	3
BIO 115	Biological Science.....	4
MUS 104	Music Appreciation.....	3
SPA 101	Beginning Spanish.....	4
ITP 141	Beginning Sign Language.....	4

*CD 100 and CD 200 are taken as one-hour courses concurrently with the six (6) required CD courses (**) and two (2) of the following CD electives: CD 125, CD 127, CD 203, CD 254, or CD 256. CD 100 and CD 200 are repeated for credit for a total of eight (8) hours and are equivalent to CD 233 and CD 244.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

CHILD DEVELOPMENT — ADMINISTRATIVE OPTION

Brookhaven and Eastfield only

(Certificate)

This certificate program will provide an opportunity for the student to study administrative procedures for child care facilities.

	CREDIT HOURS
SEMESTER I	
CD 135 Introduction to Early Childhood Programs and Services	4
CD 140 Early Childhood Development, 0-3 Years or	
CD 141 Early Childhood Development, 3-5 Years	3
CD 254 Introduction to Administration of Child Care Programs	3
COM 131 Applied Communications or	
ENG 101 Composition I	3
+ Elective	3
	16

SEMESTER II	
CD 150 Nutrition, Health and Safety of the Young Child	3
CD 239 Studies in Child Guidance	3
CD 256 Advanced Administrative Practices for Child Care Facilities	3
SC 101 Introduction to Speech Communication	3
+ Elective	3
++ Elective	3
	18

Minimum Hours Required: 34

+ Electives—must be selected from the following:

CD 100 Directed Participation of Early Childhood Programs	1
CD 127 Child Development, 5-12 years	3
CD 200 Application of Child Development Learning Theories	1
CD 203 Parents and the Child Caregiver	3
CD 209 Early Childhood Special Projects	3
CD 253 Abuse Within the Family	3
CD 813 Cooperative Work Experience	3

+ + Electives—must be selected from the following:

CIS 103 Introduction to Computer Information Systems	3
HD 106 Personal and Social Growth	3
MTH 115 College Math	3
MTH 117 Fundamental Concepts of Math for Elementary Teachers	3
MTH 130 Business Math	3
PSY 101 Introduction to Psychology	3

CHILD DEVELOPMENT — CDA TRAINING CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

This certificate program provides course work to assist the student to prepare for the CDA (Child Development Associate) assessment process. Students interested in applying for this national credential should consult a Child Development Instructor.

	CREDIT HOURS
SEMESTER I	
CD 135 Introduction to Early Childhood Programs and Services	4
CD 140 Early Childhood Development, 0-3 Years	3
CD 150 Nutrition, Health and Safety of the Young Child	3
CD 239 Studies in Child Guidance	3
HD 106 Personal and Social Growth	3
+ Elective	3-4
	19-20

SEMESTER II	
CD 137 Early Childhood Learning Environments, Activities and Materials	4
CD 141 Early Childhood Development, 3-5 Years	3
CD 812 Cooperative Work Experience or	2
CD 813 Cooperative Work Experience or	(3)
CD 814 Cooperative Work Experience	(4)
COM 131 Applied Communications or	
ENG 101 Composition I	3
+ Elective	6-8
	18-22

Minimum Hours Required: 37

+ Electives—must be selected from the following:

CD 125 Infant and Toddler Learning Environments, Activities and Materials	4
CD 203 Parents and the Child Caregiver/Teacher	3
CD 209 Early Childhood Development Special Projects	3
CD 236 The Special Child: Growth and Development	3
CD 250 Supportive Services for Exceptional Children	3
CD 251 Learning Programs for Children with Special Needs	4
CD 253 Abuse Within the Family	3
CD 254 Introduction to Administration of Child Care Programs	3
CD 256 Advanced Administration Practices for Child Care Facilities	3
ITP 141 Beginning Sign Language	4

CHILD DEVELOPMENT — INFANT-TODDLER OPTION

Brookhaven and Eastfield only

(Certificate)

This certificate program provides for an in-depth study of infant-toddler growth and development, programs, and services.

	CREDIT HOURS
SEMESTER I	
CD 135 Introduction to Early Childhood Programs and Services	4
CD 140 Early Childhood Development, 0-3 Years	3
CD 239 Studies in Child Guidance	3
COM 131 Applied Communications or ENG 101 Composition I	3
+ Elective	3
	16

SEMESTER II	
CD 150 Nutrition, Health and Safety of the Young Child	3
CD 125 Infant and Toddler Learning Environments, Activities and Materials	4
CD 203 Parents and the Child Caregiver/Teacher	3
SC 101 Introduction to Speech Communication	3
SOC 203 Marriage and the Family	3
+ Elective	3
	19

Minimum Hours Required: 35

+ Electives—must be selected from the following:

CD 100 Directed Participation of Early Childhood Programs	1
CD 200 Application of Child Development Learning Theories	1
CD 209 Early Childhood Special Projects	3
CD 253 Abuse Within the Family	3
CD 813 Cooperative Work Experience	3

CHILD DEVELOPMENT — SPECIAL CHILD CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

This certificate program is planned to emphasize the needs of special children and their families.

	CREDIT HOURS
SEMESTER I	
CD 140 Early Childhood Development, 0-3 Years	3
CD 150 Nutrition, Health and Safety of the Young Child'	3
CD 236 The Special Child: Growth and Development	3
CD 239 Studies in Child Guidance	3
HD 106 Personal and Social Growth	3
	15

SEMESTER II	
CD 141 Early Childhood Development, 3-5 Years	3
CD 250 Supportive Services for Exceptional Children	3
CD 251 Learning Programs for Children with Special Needs	4
CD 812 Cooperative Work Experience or	2
CD 813 Cooperative Work Experience or	(3)
CD 814 Cooperative Work Experience	(4)
COM 131 Applied Communications or ENG 101 Composition I	3
+ Elective	3-4
	18-20

Minimum Hours Required: 33

+ Elective—must be selected from the following:

CD 125 Infant and Toddler Learning Environments, Activities and Materials	4
CD 127 Early Childhood Development, 5-12 Years	3
CD 253 Abuse Within the Family	3
ITP 141 Beginning Sign Language	4

COMMERCIAL MUSIC ARRANGER/COMPOSER/COPYIST

Cedar Valley only

(Associate Degree)

This program is designed to prepare the student with the writing skills required for arranging and composing for small and large instrumental and vocal groups in all areas of commercial music, i.e., jazz, rock, pop, country/western. Standard manuscript techniques will be emphasized in actual writing assignments.

CREDIT HOURS

SEMESTER I

MUS 145	Music Theory I.....	3
MUS 161	Musicianship I.....	1
MUS 117	Piano Class I.....	1
MUS 190	Survey of Recording.....	2
MUS 191	Survey of Recording Lab.....	1
MUS 192	Music in America.....	3
MUS 199	Recital.....	1
MTH 139	Applied Mathematics.....	3
+ Ensemble		1
++ Applied Music		1-2

17-18

SEMESTER II

MUS 146	Music Theory II.....	3
MUS 162	Musicianship II.....	1
MUS 118	Piano Class II.....	1
MUS 196	Business of Music.....	3
MUS 199	Recital.....	1
BUS 105	Introduction to Business.....	3
PSY 131	Applied Psychology and Human Relations.....	3
+ Ensemble		1
++ Applied Music		1-2

17-18

SEMESTER III

MUS 193	Improvisation.....	3
MUS 195	Introduction to Synthesizer.....	2
MUS 199	Recital.....	1
MUS 292	Arranging/Orchestration.....	3
MUS 293	Independent Study.....	3
+ Ensemble		1
++ Applied Music		1-2

14-15

SEMESTER IV

MUS 199	Recital.....	1
MUS 203	Composition.....	3
MUS 293	Independent Study.....	3
COM 131	Applied Communications or Composition I.....	3
SC 101	Introduction to Speech Communication.....	3
+ Ensemble		1
++ Applied Music		1-2

15-16

Minimum Hours Required..... 63

+ Ensembles — must be selected from the following:

MUS 103	Guitar Ensemble.....	1
MUS 150	Choir.....	1
MUS 155	Vocal Ensemble.....	1
MUS 160	Band.....	1
MUS 171	Woodwind Ensemble.....	1
MUS 172	Brass Ensemble.....	1
MUS 173	Percussion Ensemble.....	1
MUS 174	Keyboard Ensemble.....	1
MUS 176	Symphonic Wind Ensemble.....	1
MUS 181	Lab Band.....	1
MUS 185	Stage Band.....	1

+ + Applied Music — courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMMERCIAL MUSIC — MUSIC RETAILING

Cedar Valley only

(Associate Degree)

This program is designed to prepare the music major in retailing for the music industry job market. Training is provided in music skills as well as in business, i.e., business of music, salesmanship, small business management. The training is culminated with work experience coordinated through local merchants.

CREDIT HOURS

SEMESTER I

MUS 145	Music Theory I.....	3
MUS 161	Musicianship I.....	1
MUS 117	Piano Class I.....	1
MUS 196	Business of Music.....	3
MUS 199	Recital.....	1
BUS 105	Introduction to Business.....	3
COM 131	Applied Communications or	
ENG 101	Composition I.....	3
+ Ensemble		1
++ Applied Music		1
		17

SEMESTER II

MUS 146	Music Theory II.....	3
MUS 162	Musicianship II.....	1
MUS 118	Piano Class II.....	1
MUS 199	Recital.....	1
MKT 137	Principles of Retailing.....	3
MKT 230	Salesmanship.....	3
SC 101	Introduction to Speech	
	Communication.....	3
+ Ensemble		1
++ Applied Music		1
		17

SEMESTER III

MUS 190	Survey of Recording.....	2
MUS 191	Survey of Recording Laboratory...	1
MUS 199	Recital.....	1
MUS 803	Cooperative Work Experience or	3
MUS 804	Cooperative Work Experience....	(4)
MTH 130	Business Mathematics.....	3
PSY 131	Applied Psychology and	
	Human Relations.....	3
++ Applied Music		1
		14-15

SEMESTER IV

MUS 195	Introduction of Synthesizer.....	2
MUS 199	Recital.....	1
MUS 813	Cooperative Work Experience or	3
MUS 814	Cooperative Work Experience....	(4)
ACC 201	Principles of Accounting I.....	3
MGT 153	Small Business Management.....	3
++ Applied Music		1-2
		13-15

Minimum Hours Required..... 61

+ Ensembles — must be selected from the following:

MUS 103	Guitar Ensemble.....	1
MUS 150	Choir.....	1
MUS 155	Vocal Ensemble.....	1
MUS 160	Band.....	1
MUS 171	Woodwind Ensemble.....	1
MUS 172	Brass Ensemble.....	1
MUS 173	Percussion Ensemble.....	1
MUS 174	Keyboard Ensemble.....	1
MUS 176	Symphonic Wind Ensemble.....	1
MUS 181	Lab Band.....	1
MUS 185	Stage Band.....	1

+ + Applied Music — courses must be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMMERCIAL MUSIC — MUSIC RETAILING CERTIFICATE

Cedar Valley only

(Certificate)

This program is designed to prepare the music major in retailing for the music industry job market. Training is provided in music skills as well as in business, i.e., business of music, salesmanship, retailing techniques.

CREDIT HOURS

SEMESTER I

MUS 113	Fundamentals of Music I.....	3
MUS 117	Piano Class I.....	1
MUS 196	Business of Music.....	3
MUS 199	Recital.....	1
COM 131	Applied Communications or	
ENG 101	Composition I.....	3
BUS 105	Introduction to Business.....	3
+ Ensemble		1
++ Applied Music		1
		16

SEMESTER II

MUS 118	Piano Class II.....	1
MUS 199	Recital.....	1
SC 101	Introduction to Speech	
	Communication.....	3
MTH 130	Business Mathematics.....	3
MKT 137	Principles of Retailing.....	3
MKT 230	Salesmanship.....	3
+ Ensemble		1
++ Applied Music		1
		16

Minimum Hours Required..... 32

+ Ensembles — must be selected from the following:

MUS 103	Guitar Ensemble.....	1
MUS 150	Choir.....	1
MUS 155	Vocal Ensemble.....	1
MUS 160	Band.....	1
MUS 171	Woodwind Ensemble.....	1
MUS 172	Brass Ensemble.....	1
MUS 173	Percussion Ensemble.....	1
MUS 174	Keyboard Ensemble.....	1
MUS 176	Symphonic Wind Ensemble.....	1
MUS 181	Lab Band.....	1
MUS 185	Stage Band.....	1

+ + Applied music courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

COMMERCIAL MUSIC— PERFORMING MUSICIAN

Cedar Valley only

(Associate Degree)

This program is designed to prepare the instrumental and vocal student for performances in commercial music, i.e., jazz, rock, pop, country/western. This training will include work in performance techniques, styles, solo and ensemble work, repertoire for small and large groups, and actual performances.

CREDIT HOURS

SEMESTER I

MUS 145	Music Theory I.....	3
MUS 161	Musicianship I.....	1
MUS 117	Piano Class I.....	1
MUS 190	Survey of Recording.....	2
MUS 191	Survey of Recording Lab.....	1
MUS 192	Music in America.....	3
MUS 199	Recital.....	1
MTH 139	Applied Mathematics.....	3
+ Ensemble		1
++ Applied Music		1-2
		17-18

SEMESTER II

MUS 146	Music Theory II.....	3
MUS 162	Musicianship II.....	1
MUS 118	Piano Class II.....	1
MUS 196	Business of Music.....	3
MUS 199	Recital.....	1
BUS 105	Introduction to Business.....	3
COM 131	Applied Communications or	
ENG 101	Composition I.....	3
+ Ensemble		1
++ Applied Music		1-3
		17-19

SEMESTER III

MUS 193	Improvisation.....	3
MUS 199	Recital.....	1
MUS 292	Arranging/Orchestration.....	3
MUS 293	Independent Study or	
MUS 803	Cooperative Work Experience ...	3
SC 101	Introduction to Speech	
	Communication	3
+ Ensemble		1
++ Applied Music		1-2
		15-16

SEMESTER IV

MUS 199	Recital.....	1
MUS 194	Jazz Workshop.....	3
MUS 813	Cooperative Work Experience.....	3
PSY 131	Applied Psychology and	
	Human Relations	3
+ Ensemble		1
++ Applied Music		1-2
		12-13

Minimum Hours Required..... 61

+ Ensembles — must be selected from the following:

MUS 103	Guitar Ensemble.....	1
MUS 150	Choir.....	1
MUS 155	Vocal Ensemble.....	1
MUS 160	Band.....	1
MUS 171	Woodwind Ensemble.....	1
MUS 172	Brass Ensemble.....	1
MUS 173	Percussion Ensemble.....	1
MUS 174	Keyboard Ensemble.....	1
MUS 176	Symphonic Wind Ensemble.....	1
MUS 181	Lab Band.....	1
MUS 185	Stage Band.....	1

+ + Applied Music — courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMMERCIAL MUSIC RECORDING TECHNOLOGY

Cedar Valley only

(Associate Degree)

This program is designed to prepare commercial musicians with additional skills in the field of recording technology. In addition to preparing the student in vocal or instrumental commercial music techniques, training is provided in the basic console recording skills such as microphone selection and placement, mixdown techniques, master tape production, studio techniques, troubleshooting, and session procedures. Emphasis is placed on the specific needs of the commercial musician in the field of recording.

	CREDIT HOURS
SEMESTER I	
MUS 145 Music Theory I.....	3
MUS 161 Musicianship I.....	1
MUS 117 Piano Class I.....	1
MUS 190 Survey of Recording.....	2
MUS 191 Survey of Recording Laboratory...	1
MUS 192 Music in America.....	3
MUS 199 Recital.....	1
MTH 139 Applied Mathematics.....	3
+ Ensemble	1
++ Applied Music	1-2

17-18

SEMESTER II	
MUS 146 Music Theory II.....	3
MUS 162 Musicianship II.....	1
MUS 118 Piano Class II.....	1
MUS 180 Audio Production for Voice.....	2
MUS 197 Studio Technology.....	2
MUS 198 Studio Technology Laboratory.....	1
MUS 199 Recital.....	1
COM 131 Applied Communications or	
ENG 101 Composition I	3
+ Ensemble	1
++ Applied Music	1-2

16-17

SEMESTER III	
MUS 195 Introduction to Synthesizer.....	2
MUS 199 Recital.....	1
MUS 293 Independent Study or	
MUS 803 Cooperative Work Experience ...	3
MUS 296 Recording Studio Practices.....	3
PSY 131 Applied Psychology and	
Human Relations	3
SC 101 Introduction to Speech	
Communication	
+ Ensemble	1
++ Applied Music	1-2

17-18

SEMESTER IV	
MUS 196 Business of Music.....	3
MUS 199 Recital.....	1
MUS 293 Independent Study or	
MUS 813 Cooperative Work Experience ...	3
MUS 297 Studio Production.....	3
BUS 105 Introduction to Business.....	3
+ Ensemble	1
++ Applied Music	1-2

15-16

Minimum Hours Required..... 65

+ Ensembles — Must be selected from the following:

MUS 103	Guitar Ensemble.....	1
MUS 150	Choir.....	1
MUS 155	Vocal Ensemble.....	1
MUS 160	Band.....	1
MUS 171	Woodwind Ensemble.....	1
MUS 172	Brass Ensemble.....	1
MUS 173	Percussion Ensemble.....	1
MUS 174	Keyboard Ensemble.....	1
MUS 176	Symphonic Wind Ensemble.....	1
MUS 181	Lab. Band.....	1
MUS 185	Stage Band.....	1

+ + Applied Music — courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMMERCIAL MUSIC— RECORDING TECHNOLOGY CERTIFICATE

Cedar Valley only

(Certificate)

This program is designed to prepare commercial musicians with additional skills in the field of recording technology. In addition to preparing the student in vocal or instrumental commercial music techniques, training is provided in the basic console recording skills such as microphone selection and placement, mixdown techniques, master tape production, studio techniques, troubleshooting, and session procedures. Emphasis is placed on the specific needs of the commercial musician in the field of recording.

CREDIT HOURS

SEMESTER I

MUS 113	Fundamentals of Music I.....	3
MUS 190	Survey of Recording.....	2
MUS 191	Survey of Recording Laboratory....	1
MUS 192	Music in America.....	3
MUS 199	Recital.....	1
MTH 139	Applied Mathematics.....	3

13

SEMESTER II

MUS 196	Business of Music.....	3
MUS 197	Studio Technology.....	2
MUS 198	Studio Technology Laboratory.....	1
MUS 199	Recital.....	1
COM 131	Applied Communications or	
ENG 101	Composition I.....	3
MUS 180	Audio Production for Voice.....	2
+ Elective		1

13

SUMMER SESSION

MUS 296	Recording Studio Practices.....	3
MUS 297	Studio Production.....	3

6

Minimum Hours Required..... 32

+ Elective — must be selected from any music course.

COMPUTER INFORMATION SYSTEMS — BUSINESS COMPUTER ASSISTANT

El Centro only

(Certificate)

This one-year certificate program is designed to develop skills and knowledge related to the use of personal computers for business. The graduate will be qualified to be a trainee in any number of categories: personal computer operator/software package user, data entry specialist, or information processing assistant. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
SEMESTER I	
CIS 108 PC Software Applications	4
BUS 105 Introduction to Business	3
SC 101 Introduction to Speech Communication	3
CIS 111 Data Entry Applications and Concepts	3
	13
SEMESTER II	
CIS 160 Data Communications	3
CIS 118 Text Processing Applications	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology	3
CIS 116 Operations I	4
CIS 114 Problem Solving with the Computer	4
	17

Minimum Hours Required: 30

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

CIS 210 or CS 211
CIS 172 or CS 122
CIS 103 or CS 111
CIS 173 or CS 112

COMPUTER INFORMATION SYSTEMS — BUSINESS COMPUTER INFORMATION SYSTEMS

Offered at all seven campuses

(Associate Degree)

This option is designed to develop entry-level skills and knowledge in computer information systems. The option includes several business courses found in university degree programs as well as CIS courses which will prepare students for CIS course work at a university. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
SEMESTER I	
CIS 103 Introduction to Computer Information Systems	3
BUS 105 Introduction to Business or MGT 136 Principles of Management	3
MTH 111 Mathematics for Business and Economics I	3
ENG 101 Composition I	3
+ Elective	3
	15

SEMESTER II	
CIS 162 COBOL Programming I	4
MTH 112 Mathematics for Business and Economics II	3
SC 101 Introduction to Speech Communication	3
CIS 150 Computer Program Logic and Design	3
ACC 201 Principles of Accounting I*	3
	16

SEMESTER III	
CIS 164 COBOL Programming II	4
ECO 201 Principles of Economics I	3
ACC 202 Principles of Accounting II	3
++ Elective	3
+++ Elective	3-4
	16-17

SEMESTER IV	
CIS 210 Assembly Language I	4
ECO 202 Principles of Economics II	3
Any CIS/CS or Accounting course	3
++++ Elective	3-4
	13-14

Minimum Hours Required: 60

+ Elective—must be selected from the following:

Anthropology
Government
History
Human Development
Psychology
Sociology

++ Elective—must be selected from the following:

ART 104	Art Appreciation	3
ENG 102	Composition II	3
ENG 201	British Literature	3
ENG 202	British Literature	3
ENG 203	World Literature	3
ENG 204	World Literature	3
ENG 205	American Literature	3
ENG 206	American Literature	3
ENG 210	Technical Writing	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
	Foreign Language	3

+++ Recommended Electives

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

Any 200 level accounting course not listed.

++++ Electives—must be selected from the following:

CIS 167	C Programming	4
CIS 168	4th Generation Language Concepts	3
CIS 170	RPG Programming	3
CIS 172	BASIC Programming	3
CIS 173	PASCAL Programming for Business	3

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

CIS 172 or CS 122
CIS 210 or CS 211
CIS 103 or CS 111
CIS 173 or CS 112

*ACC 131 and ACC 132 may be substituted for ACC 201. Both courses must be taken for equivalent credit to ACC 201.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMPUTER INFORMATION SYSTEMS — BUSINESS COMPUTER PROGRAMMER

Offered at all seven campuses

(Associate Degree)

This option 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 direct entry into the work environment. It is intended to provide a sufficient foundation so the graduate with experience and continued learning may advance in career paths appropriate to their own particular interests and abilities. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

CREDIT HOURS

SEMESTER I

CIS 103	Introduction to Computer Information Systems	3
BUS 105	Introduction to Business or	
MGT 136	Principles of Management	3
MTH 115	College Mathematics I*	3
ENG 101	Composition I	3
PSY 131	Applied Psychology and Human Relations or	
PSY 101	Introduction to Psychology or	
HD 105	Interpersonal Relationships or	
HD 107	Developing Leadership Behavior ...	3
		15

SEMESTER II

CIS 150	Computer Program Logic and Design	3
CIS 160	Data Communications	3
CIS 162	COBOL Programming I	4
ACC 201	Principles of Accounting I**	3
SC 101	Introduction to Speech Communication	3
		16

SEMESTER III

CIS 164	COBOL Programming II	4
CIS 205	JCL and Operating Systems	4
ACC 202	Principles of Accounting II	3
+ Elective		3-4
++ Elective		3

17-18

SEMESTER IV

CIS 210	Assembly Language I	4
CIS 225	Systems Analysis & Design	4
CIS 258	On-Line Applications or	
CIS 254	Data Base Systems	4
+++ Elective		3-4

15-16

Minimum Hours Required: 63

* Electives—must be selected from the following: Any CIS or CS course (including CIS 700-800 Cooperative Work Experience).

BUS 105	Introduction to Business	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
ECO 201	Principles of Economics I	3
ECO 202	Principles of Economics II	3
MGT 136	Principles of Management	3
MKT 206	Principles of Marketing	3
MTH 202	Introductory Statistics	3
Other 200 level Accounting courses.		

** Electives—must be selected from the following:

ART 104	Art Appreciation	3
ENG 102	Composition II	3
ENG 201	British Literature	3
ENG 202	British Literature	3
ENG 203	World Literature	3
ENG 204	World Literature	3
ENG 205	American Literature	3
ENG 206	American Literature	3
ENG 210	Technical Writing	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
Foreign Language		

+++ Electives—must be selected from the following:

CIS 108	PC Software Applications	4
CIS 114	Problem Solving With the Computer	4
CIS 118	Text Processing Applications	3
CIS 167	C Programming	4
CIS 168	4th Generation Language Concepts	3
CIS 170	RPG Programming	3
CIS 172	BASIC Programming	3
CIS 173	PASCAL Programming for Business	3
CIS 218	Spreadsheet Applications	4

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

CIS 172 or CS 122	
CIS 210 or CS 211	
CIS 103 or CS 111	
CIS 173 or CS 112	

*MTH 111 and MTH 130 may be substituted

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

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMPUTER INFORMATION SYSTEMS — COMPUTER CENTER SPECIALIST

El Centro only

(Associate Degree)

With the tremendous growth of computer technology there is an increased need for people who can function in programmer/analyst/operator positions within a small mainframe shop. This option is intended to prepare students for such employment. It may also serve as a career path for those completing the operations certificate program, as all courses within that curriculum can be applied to the first year of this curriculum. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
SEMESTER I	
CIS 103 Introduction to Computer Information Systems	3
CIS 116 Operations I	4
BUS 105 Introduction to Business	3
SC 101 Introduction to Speech Communication	3
ACC 131 Bookkeeping I*	3
	16
SEMESTER II	
CIS 126 Operations II	4
CIS 205 JCL and Operating Systems	4
CIS 160 Data Communications	3
CIS 108 PC Software Applications	4
CIS 701 Cooperative Work Experience	1
	16
SEMESTER III	
CIS 162 COBOL Programming I	4
MTH 115 College Mathematics I**	3
CIS 150 Computer Program Logic and Design	3
ENG 101 Composition I	3
Elective	3
	16
SEMESTER IV	
CIS 256 Computer Center Management	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology	3
+ Elective	3
++ Elective	3-4
	12-13

Minimum Hours Required: 60

+ Elective—must be selected from the following:

ART 104	Art Appreciation	3
ENG 102	Composition II	3
ENG 201	British Literature	3
ENG 202	British Literature	3
ENG 203	World Literature	3
ENG 204	World Literature	3
ENG 205	American Literature	3
ENG 206	American Literature	3
ENG 210	Technical Writing	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
	Foreign Language	

++ Electives—must be selected from the following:

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

BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
ECO 201	Principles of Economics I	3
ECO 202	Principles of Economics II	3
MKT 206	Principles of Marketing	3
	Other 200 level Accounting courses.	

*ACC 201 may be substituted for ACC 131.

**MTH 111, MTH 130 or an equivalent business mathematics course.

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

CIS 172 or CS 122
CIS 210 or CS 211
CIS 103 or CS 111
CIS 173 or CS 112

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMPUTER INFORMATION SYSTEMS

— COMPUTER OPERATIONS

TECHNICIAN

El Centro only

(Certificate)

This one-year certificate is designed to develop skills and knowledge to meet the demands of computer operations in any mainframe business data processing environment. The graduate will be qualified to be an operator-trainee in any of a number of categories: RJE terminal operator, microcomputer operator, mini computer operator, I/O or peripheral device operator, or junior computer operator. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

CREDIT HOURS

SEMESTER I

CIS 103	Introduction to Computer Information Systems	3
CIS 116	Operations I	4
BUS 105	Introduction to Business	3
SC 101	Introduction to Speech Communication	3
ACC 131	Bookkeeping I*	3
		16

SEMESTER II

CIS 126	Operations II	4
CIS 205	JCL and Operating Systems	4
CIS 160	Data Communications	3
CIS 108	PC Software Applications	4
CIS 701	Cooperative Work Experience	1
		16

Minimum Hours Required 32

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

CIS 172 or CS 122
CIS 210 or CS 211
CIS 103 or CS 111
CIS 173 or CS 112

*ACC 201 may be substituted for ACC 131.

COMPUTER INFORMATION SYSTEMS — PERSONAL COMPUTER SUPPORT

El Centro, Mountain View, and Richland only

(Associate Degree)

This program includes education/training to qualify students to provide support for personal computer users; to troubleshoot software and hardware problems, implementing corrections where possible; to evaluate new software and hardware, matching company standards to product specifics; to install hardware and software, including equipment assembly and diagnostics; and to assist in the development of training courses, providing training for users.

A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

CREDIT HOURS

SEMESTER I

CIS 108	PC Software Applications	4
BUS 105	Introduction to Business or	
MGT 136	Principles of Management.....	3
ENG 101	Composition I.....	3
MTH 130	Business Mathematics or	
MTH 115	College Mathematics II	3
PSY 131	Applied Psychology and	
	Human Relations	3

16

SEMESTER II

CIS 114	Problem Solving with the	
	Computer	4
CIS 118	Text Processing Applications	3
CIS 160	Data Communications	3
ACC 201	Principles of Accounting I.....	3
SC 101	Introduction to Speech	
	Communication	3

16

SEMESTER III

CIS 218	Spreadsheet Applications.....	4
CIS 221	PC Operating Systems and	
	Utilities	4
CIS 223	PC Hardware	3
HUM 101	Introduction to the Humanities	3
OFC 231	Business Communications.....	3

17

SEMESTER IV

CIS 228	Database Applications	4
CIS 239	User Documentation and	
	Training	3
CIS 280	Applied Studies	3
CIS XXX	Any PC Programming Language...	3-4
+ CIS Elective		3-4

16-18

Minimum Hours Required: 65

+ CIS Elective to be selected from any CIS course offered.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY

Richland only

(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
SEMESTER I	
CMT 121 Construction Materials, Methods and Equipment I	3
CMT 123 Construction Graphics	4
CMT 132 Construction Industry	3
CMT 236 Building Codes and Safety	4
MTH 195 Technical Mathematics I*	3
	<u>17</u>

SEMESTER II	
CMT 122 Construction Materials, Methods and Equipment II	3
CMT 124 Electrical and Mechanical Equipment for Buildings	4
CIS 108 PC Software Applications	4
COM 131 Applied Communications*	3
MTH 196 Technical Mathematics II*	3
	<u>17</u>

SEMESTER III	
CMT 136 Surveying and Measurements	4
CMT 138 Construction Management I	4
CMT 231 Construction Contracts and Specifications	3
EGR 289 Mechanics of Structure	3
SC 101 Introduction to Speech Communication	3
	<u>17</u>

SEMESTER IV	
CMT 230 Quality Control and Cost Control	4
CMT 234 Estimating	4
CMT 237 Soils, Foundations, and Reinforced Concrete	4
CMT 238 Construction Management II	4
+ Elective	3-4
	<u>19-20</u>

Minimum Hours Required 70

+ Electives—must be selected from the following:

ANT 100	Introduction to Anthropology	3
ART 104	Art Appreciation	3
GVT 201	American Government	3
HST 101	History of the United States or	
HST 102	History of the United States	3
HST 105	Western Civilization or	
HST 106	Western Civilization	3
HUM 101	Introduction to the Humanities	3
PHI 102	Introduction to Philosophy	3
SPA 101	Beginning Spanish	4
	(Or any higher level Spanish course)	

*The following substitutions for required courses are permitted.

ENG 101 for COM 131
MTH 101 and MTH 102 for MTH 195 and MTH 196

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

CRIMINAL JUSTICE

El Centro only

(Associate Degree)

The curriculum is designed for those with Criminal Justice backgrounds as well as for recent high school graduates interested in preparing for employment in the fields of law enforcement, corrections, probations and paroles or private security.

CREDIT HOURS

SEMESTER I

CJ 130	Fundamentals of Criminal Law....	3
CJ 140	Introduction to Criminal Justice....	3
ENG 101	Composition I.....	3
PSY 101	Introduction to Psychology.....	3
MTH 101	College Algebra.....	3
		15

SEMESTER II

CJ 132	Courts and Criminal Procedure....	3
CJ 139	Crime in America.....	3
ENG 102	Composition II.....	3
SC 101	Introduction to Speech Communication.....	3
SOC 101	Introduction to Sociology.....	3
		15

SUMMER SESSION

+ Electives	6
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SEMESTER III

GVT 201	American Government.....	3
++ Required Support Courses		6
+++ Criminal Justice Electives.		6
		15

SEMESTER IV

PSY 205	Psychology of Personality or	
HD 105	Basic Processes of Interpersonal	
	Relationships or	
SOC 102	Social Problems	3
++ Required Support Course		3
+++ Criminal Justice Elective		3-4
		9-10

Minimum Hours Required..... 60

+ Electives—must be selected from the following:

Anthropology
Business
Humanities
Literature
Theatre

++ Required Support Courses — must be chosen from the following:

CJ 240	Criminal Investigation.....	3
CJ 247	Legal Aspects of Law Enforcement.....	3
CJ 248	Police Systems and Practices.....	3
CJ 250	Correctional Systems and Practices.....	3
CJ 251	Community Resources in Corrections.....	3

+++ Criminal Justice Electives — must be chosen from the following:

CJ 143	Practical Spanish for Public Service Personnel.....	3
CJ 144	Practical Spanish for Public Service Personnel.....	3
CJ 146	Patrol Administration.....	3
CJ 181	Fire Arms Training.....	1
CJ 233	Introduction to Criminalistics.....	3
CJ 242	Juvenile Procedures.....	3
CJ 244	Traffic Planning and Administration.....	3
CJ 245	Traffic Law.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

DENTAL ASSISTING TECHNOLOGY

El Centro only

(Certificate Program-August Admission Only)

The Dental Assisting Technology program is a one year course of study. A certificate is granted upon completion of the program, and the student is eligible to apply for the certification examination offered by the Dental Assisting National Board, Inc.

The program combines classroom and laboratory skills with clinical experiences in dental offices, dental clinics and hospitals in the Dallas area. The program includes a well balanced curriculum of general education and dental courses.

The Dental Assisting program is accredited by the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs of the Council on Dental Education of the American Dental Association.

CREDIT HOURS

SEMESTER I

DA 138	General and Dental Anatomy and Physiology.....	3
DA 142	Dental Assisting I.....	3
DA 147	Dental Microbiology, Sterilization and Pathology.....	3
DA 148	Dental Materials.....	3
DA 149	Dental Roentgenology I.....	4
COM 131	Applied Communications or	
ENG 101	Composition I.....	3
		19

SEMESTER II

DA 150	Dental Roentgenology II.....	3
DA 152	Dental Assisting II.....	3
DA 158	Preventive Dentistry.....	3
DA 161	Dental Internship I.....	3
DA 171	Dental Seminar I.....	2
HD 105	Interpersonal Relations.....	3
		17

SUMMER SESSION I

DA 162	Dental Internship II.....	2
DA 172	Dental Seminar II.....	1
DA 175	Office Administration.....	4
		7

SUMMER SESSION II

DA 163	Dental Internship III.....	4
DA 173	Dental Seminar III.....	1
		5

Minimum Hours, Required 48

DIESEL MECHANICS

North Lake only

(Associate Degree)

This program is designed to prepare the student for entry level employment in the diesel mechanics industry. The student will develop the skills and knowledge necessary for the maintenance, repair and rebuilding of various diesel engines and diesel powered equipment.

Some diesel mechanics courses are completely individualized. This allows students to progress at their own pace in order to fully comprehend theory and develop the necessary skills. The individualized, self-paced instruction also allows the students to take a portion of a course (module) without taking the complete course if some specific knowledge or skill is desired. Credit for prior experience or training may be given by placement testing arranged through the instructor. Students may elect to receive a certificate or may apply the certificate courses required in this program toward an Associate in Applied Arts and Sciences Degree.

Courses required for an Associate in Applied Arts and Sciences Degree with a major in Diesel Mechanics are listed below. The courses may be taken in any order providing the prerequisites have been met and after consultation with the instructor.

	CREDIT HOURS
SEMESTER I	
DME 104 Caterpillar Diesel Engine.....	5
DME 105 Cummins Diesel Engine Overhaul..	5
DME 127 Shop Practices.....	2
MTH 139 Applied Mathematics.....	3
+ Elective	1-3
	16-18
SEMESTER II	
DME 106 Detroit Diesel Engine Overhaul....	5
DME 126 Heavy Truck Air Conditioning.....	2
DME 147 Heavy Truck Electrical Systems...	3
DME 148 Diesel Engine Air Induction, Cooling and Lubrication Systems.....	2
PHY 131 Applied Physics.....	4
	16
SEMESTER III	
DME 123 Air Brake Systems.....	2
DME 125 Automatic Transmissions.....	2
DME 128 Standard Transmissions and Heavy Duty Clutches.....	3
DME 129 Chassis, Differentials and Drive Lines.....	3
DME 704 Cooperative Work Experience.....	4
SC 101 Introduction to Speech Communication.....	3
	17

SEMESTER IV

DME 137	Oxygen/Acetylene and Arc Welding	3
DME 141	Caterpillar Diesel Engine Tune-Up and Fuel System.....	2
DME 142	Cummins Diesel Engine Tune-Up and Fuel System.....	2
DME 143	Detroit Diesel Engine Tune-Up and Fuel System.....	2
ENG 101	Composition I or	
COM 131	Applied Communications	3
BUS 105	Introduction to Business or	
ACC 131	Bookkeeping I or	
HST 102	History of the United States	3
		15

Minimum Hours Required..... 64-66

+ Elective: This elective course must receive the approval of the Division Chair.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

DIESEL MECHANICS

North Lake only

(Certificate)

Completion of the following courses qualifies a student for a certificate in diesel mechanics. The courses may be taken in any order desired after consultation with the instructor.

	CREDIT HOURS
SEMESTER I	
DME 104 Caterpillar Diesel Engine.....	5
DME 105 Cummins Diesel Engine.....	5
DME 127 Shop Practices.....	2
	12
SEMESTER II	
DME 123 Air Brake Systems.....	2
DME 125 Automatic Transmissions.....	2
DME 128 Standard Transmissions and Heavy Duty Clutches.....	3
DME 129 Chassis, Differentials and Drive Lines.....	3
DME 137 Fundamentals of Oxygen/Acetylene and Arc Welding.....	3
	13
SEMESTER III	
DME 126 Heavy Duty Truck Air Conditioning.	2
DME 141 Caterpillar Diesel Engine Tune-Up and Fuel Systems.....	2
DME 142 Cummins Diesel Engine Tune-Up and Fuel Systems.....	2
DME 143 Detroit Diesel Engine Tune-Up and Fuel Systems.....	2
DME 147 Heavy Truck Electrical Systems...	3
DME 148 Diesel Engine Air Induction Cooling and Lubrication Systems.....	2
	13
SEMESTER IV	
DME 106 Detroit Diesel Engine Overhaul....	5
DME 703 Cooperative Work Experience.....	3
MTH 139 Applied Mathematics.....	3
	11
Minimum Hours Required.....	49

DIGITAL ELECTRONICS TECHNOLOGY

Eastfield only

(Associate Degree)

This curriculum is designed to prepare a graduate to work as a technician on devices that require digital circuits such as computers, test equipment, automatic control units and central distribution systems. The student will learn schematic interpretation, test equipment usage, and technical communications.

CREDIT HOURS

SEMESTER I

ET 190	D.C. Circuits and Electrical Measurements*	4
COM 131	Applied Communications or Composition I	3
MTH 195	Technical Mathematics I**	3
PSY 131	Applied Psychology and Human Relations or Introduction to Psychology	3
PSY 101		
+ Elective(s)		3-4
		16-17

SEMESTER II

ET 191	A.C. Circuits*	4
ET 192	Digital Computer Principles	3
ET 193	Active Devices	4
SC 101	Introduction to Speech Communication	3
+ + Elective(s)		3-4
		17-18

SEMESTER III

ET 260	Sinusoidal Circuits	4
ET 263	Digital Computer Theory	4
ET 266	Computer Applications	4
+ + Elective(s)		3-4
		15-16

SEMESTER IV

ET 238	Linear Integrated Circuits	4
ET 264	Digital Systems	4
ET 265	Digital Research	3
ET 267	Microprocessors	4
		15

Minimum Hours Required..... 63

+ Electives — must be chosen from the following:

ACC 131	Bookkeeping I	3
ART 104	Art Appreciation	3
BUS 105	Introduction to Business	3
BUS 143	Personal Finance	3
CIS 103	Introduction to Computer Information Systems	3
HUM 101	Introduction to the Humanities	3
MGT 136	Principles of Management	3
MGT 153	Small Business Management	3
MUS 104	Music Appreciation	3
OFC 172	Beginning Typing	3
PHY 131	Applied Physics	4
SPA 101	Beginning Spanish	4

+ + Electives—must be selected from the following:

ET 101	Introduction to Telecommunications	4
ET 170	Printed Circuit Board Manufacturing	1
ET 172	Soldering	1
ET 174	Oscilloscope Utilization	1
ET 194	Instrumentation	3
ET 200	Special Applications of Electronics	4
ET 261	Pulse and Switching Circuits	4
ET 268	Microprocessor Troubleshooting and Interface	4
ET 290	Advanced Electronic Devices	4
ET 291	Linear Integrated Circuit Applications	4
ET 292	Telephony Switching Systems	4
ET 293	Basic Radio Circuitry	4
ET 294	High Frequency Transmission Systems	4
ET 295	Telecommunications Signaling	4
ET 296	System Installation and Testing	6
ET 703	Cooperative Work Experience	3
ET 704	Cooperative Work Experience	4
ET 803	Cooperative Work Experience	3
ET 804	Cooperative Work Experience	4
CIS 210	Assembly Language I	4
CS 111	Computing Science I	3
CS 122	Introduction to Basic Programming	3
CS 211	Assembly Language	3
DFT 182	Technician Drafting	2
DFT 231	Electronic Drafting	3
DFT 240	Printed Circuit Design	3
DFT 243	Advanced Printed Circuit Design	3
DFT 245	Computer Aided Design	3
EGR 101	Engineering Analysis	2
EGR 105	Engineering Design	3
EGR 204	Electrical Systems Analysis	3
MTH 198	Technical Mathematics II	3
MTH 101	College Algebra	3
MTH 102	Plane Trigonometry	3
MTH 104	Elementary Functions and Coordinate Geometry I	5
MTH 105	Elementary Functions and Coordinate Geometry II	5
MTH 106	Elementary Functions and Coordinate Geometry III	5
MTH 121	Analytic Geometry	3
MTH 124	Calculus	5
MTH 202	Introductory Statistics	3
MTH 221	Linear Algebra	3
MTH 225	Calculus II	4
MTH 226	Calculus III	3
MTH 230	Differential Equations	3

*ET 135 may be substituted for ET 190 and ET 191.

**MTH 101, 102, 121, 124, 225, or 226 may be substituted for MTH 195.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

DRAFTING AND COMPUTER AIDED DESIGN

Eastfield and Mountain View only

(Associate Degree)

This program prepares the student for employment in a wide range of industries as a drafter or engineering aide. Information in related fields is provided to enable the student to work effectively with engineers and professional staff. Enrollment in drafting cooperative work experience courses (co-op) provides students with on-the-job experience while in the program.

	CREDIT HOURS
SEMESTER I	
DFT 135 Reproduction Processes	2
DFT 183 Basic Drafting	4
COM 131 Applied Communications or	
ENG 101 Composition I	3
MTH 195 Technical Mathematics I or	
MTH 101 College Algebra	3
** Elective	3-4
	15-16

SEMESTER II	
DFT 160 Manufacturing Fundamentals	2
DFT 245 Computer Aided Design	3
+ DFT Course or	
++ Cooperative Work Experience	3-4
MTH 196 Technical Mathematics II or	
MTH 102 Plane Trigonometry	3
SC 101 Introduction to Speech	
Communication	3
	14-15

SEMESTER III	
+ DFT Course	3
EGR 106 Descriptive Geometry	3
HD 105 Basic Processes of Interpersonal	
Relationships or	
PSY 131 Applied Psychology and	
Human Relations	3
** Elective or	
++ Cooperative Work Experience	3-4
* Elective	3
	15-16

SEMESTER IV

DFT 246 Advanced CAD-Electronic or	
DFT 248 Advanced CAD-Mechanical or	
DFT 249 Advanced CAD-Architectural	3
+ DFT Course or	
++ Cooperative Work Experience	3-4
PHY 131 Applied Physics	4
GVT 202 American Government or	
HST 102 History of the United States	3
** Elective	3-4
	16-18

Minimum Hours Required: 60

+ DFT Courses—must be selected from the following:

DFT 136 Geological and Land Drafting	3
DFT 184 Advanced Mechanical Drafting	3
DFT 185 Architectural Drafting	4
DFT 230 Structural Drafting	3
DFT 231 Electronic Drafting	3
DFT 232 Technical Illustration	3
DFT 234 Advanced Technical Illustration	4
DFT 235 Building Equipment	
(Mechanical and Electrical)	3
DFT 236 Pipe Drafting	3
DFT 246 Advanced CAD-Electronic	3
DFT 248 Advanced CAD-Mechanical	3
DFT 249 Advanced CAD-Architectural	3
DFT 250 Sheet Metal Design	3
DFT 251 Industrial Design	3
DFT 255 Selected Topics in Drafting	3

++ Drafting Cooperative Work Experience courses—must be selected from the following:

DFT 703 Cooperative Work Experience	3
DFT 704 Cooperative Work Experience	4
DFT 713 Cooperative Work Experience	3
DFT 714 Cooperative Work Experience	4
DFT 803 Cooperative Work Experience	3
DFT 804 Cooperative Work Experience	4
DFT 813 Cooperative Work Experience	3
DFT 814 Cooperative Work Experience	4

* Elective—must be selected from the following:

ACC 131 Bookkeeping I	3
ACC 201 Principles of Accounting I	3
BUS 105 Introduction to Business	3
ECO 201 Principles of Economics I	3
FR 101 Beginning French	4
HUM 101 Introduction to the Humanities	3
MGT 136 Principles of Management	3
MUS 104 Music Appreciation	3
PHI 102 Introduction to Philosophy	3
SPA 101 Beginning Spanish	4
THE 101 Introduction to Theatre	3

** Electives—must be selected from the following:

BPR 177 Blueprint Reading	2
BPR 178 Blueprint Reading	2
OFC 176 Beginning Typing	1
CIS 103 Introduction to Computer	
Information Systems	3
GA 120 Printing Fundamentals	3

This elective may also be selected from Drafting courses as approved by the Drafting Department.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

DRAFTING AND COMPUTER AIDED DESIGN — ELECTRONIC DESIGN OPTION

Eastfield only

(Associate Degree)

This program prepares the student for employment in a wide range of electronic industries as a drafter or engineering aide. Information in related fields is provided to enable the student to work effectively with the engineer and professional staff. Cooperative work experience (co-op) can be a learning activity within the program.

	CREDIT HOURS
SEMESTER I	
DFT 160 Manufacturing Fundamentals	2
DFT 183 Basic Drafting	4
COM 131 Applied Communications or ENG 101 Composition I	3
ET 190 D.C. Circuits and Electrical Measurements	4
MTH 195 Technical Mathematics I or MTH 101 College Algebra	3
	16
SEMESTER II	
DFT 231 Electronic Drafting	3
DFT 240 Printed Circuit Design	3
MTH 196 Technical Mathematics II or MTH 102 Plane Trigonometry	3
PSY 131 Applied Psychology and Human Relations	3
SC 101 Introduction to Speech Communication	3
	15
SEMESTER III	
DFT 135 Reproduction Processes	2
DFT 241 Integrated Circuit Design or DFT 243 Advanced Printed Circuit Design ..	3
DFT 245 Computer Aided Design	3
ET 192 Digital Computer Principle or ET 250 Principles of Electronic Integrated Circuits	3-4
** Elective	3-4
	14-16

SEMESTER IV

+ DFT Course	3
+ DFT Course	3
DFT 246 Advanced CAD-Electronic	3
* Elective	3
** Elective	3-4
	15-16

Minimum Hours Required: 60

+ DFT Courses—must be selected from the following:

DFT 232	Technical Illustration	3
DFT 242	Advanced Integrated Circuit Design	3
DFT 247	Advanced Printed Circuit Design	3
DFT 249	Advanced CAD-Architectural	3
DFT 250	Sheet Metal Design	3
DFT 255	Selected Topics in Drafting	3
DFT 703	Cooperative Work Experience	3
DFT 704	Cooperative Work Experience	4
DFT 713	Cooperative Work Experience	3
DFT 714	Cooperative Work Experience	4
DFT 803	Cooperative Work Experience	3
DFT 813	Cooperative Work Experience	3
DFT 814	Cooperative Work Experience	4
EGR 106	Descriptive Geometry	3

*Elective—must be selected from the following:

ACC 131	Bookkeeping I	3
ACC 201	Principles of Accounting I	3
BUS 105	Introduction to Business	3
ECO 201	Principles of Economics I	3
FR 101	Beginning French	4
HUM 101	Introduction to the Humanities	3
MGT 136	Principles of Management	3
MGT 153	Small Business Management	3
MGT 160	Principles of Purchasing	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
SPA 101	Beginning Spanish	4
THE 101	Introduction to Theatre	3

**Elective—must be selected from the following:

BPR 177	Blueprint Reading	2
BPR 178	Blueprint Reading	2
CIS 103	Introduction to Computer Information Systems	3
ET 191	AC Circuits	3
GA 120	Printing Fundamentals	3
OFC 176	Beginning Typing I	1

This elective may also be selected from Drafting courses as approved by the Drafting Department.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

EDUCATIONAL PERSONNEL

Richland only

(Associate Degree)

This program is designed to prepare educational personnel 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 Associate in Applied Arts and Sciences Degree.

Educational personnel 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
SEMESTER I	
EP 131 Introduction to Educational Processes I.....	3
EP 135 Arts and Crafts.....	3
SC 101 Introduction to Speech Communication.....	3
HD 105 Basic Processes of Interpersonal Relations.....	3
HST 101 History of the United States or	
+ Elective	3
	15
SEMESTER II	
EP 129 Communication Skills for Educational Paraprofessionals.....	3
EP 133 Introduction to Educational Processes II.....	3
EP 134 Introduction to Media.....	3
ENG 101 Composition I.....	3
HST 102 History of the United States or	
+ Elective	3
	15
SEMESTER III	
EP 249 The Exceptional Child.....	3
EP 804 Cooperative Work Experience.....	4
ENG 102 Composition II.....	3
GVT 201 American Government or	
+ Elective	3
+ + Elective	3
	16

SEMESTER IV

EP 814 Cooperative Work Experience.....	4
GVT 202 American Government or	
+ Elective	3
MTH 101 College Algebra or	
MTH 117 Fundamental Concepts of Mathematics for Elementary Teachers ..	4
+ + + Elective	4-6
	14-16

Minimum Hours Required..... **60**

+ Elective—must be selected from the following:

EP 245 Diversified Studies.....	1
EP 246 Diversified Studies.....	2
EP 247 Diversified Studies.....	3
HD 107 Developing Leadership Behavior.....	3
LS 101 Introduction to Library Research.....	3
PEH 257 Advanced First Aid and Emergency Care.....	3
PSY 101 Introduction to Psychology.....	3
PSY 201 Developmental Psychology.....	3
SOC 101 Introduction to Sociology.....	3
SOC 102 Social Problems.....	3
SOC 204 American Minorities.....	3
TPD 141 Beginning Sign Language.....	4
TPD 143 Intermediate Sign Language.....	4

+ + Elective—must be selected from the following:

ART 104 Art Appreciation.....	3
HUM 101 Introduction to the Humanities.....	3
MUS 104 Music Appreciation.....	3
PHI 102 Introduction to Philosophy.....	3
THE 101 Introduction to the Theatre.....	3

+ + + Elective—must be selected from the following:

AST 101 Descriptive Astronomy.....	3
AST 102 General Astronomy.....	3
BIO 115 Biological Science.....	4
BIO 116 Biological Science.....	4
CHM 115 Chemical Sciences.....	4
CHM 116 Chemical Sciences.....	4
OFC 172 Beginning Typing.....	3
OFC 173 Intermediate Typing.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

EDUCATIONAL PERSONNEL — BILINGUAL/ESL OPTION

Richland only

(Associate Degree)

The Bilingual/ESL Option in the Educational Personnel Program is designed to prepare the student to assist in the instructional development of children who have a limited English proficiency.

The Associate in Applied Arts and Sciences Degree is awarded for successful completion of at least 63 credit hours as outlined.

	CREDIT HOURS
SEMESTER I	
EP 131 Introduction to Educational Processes I.....	3
EP 134 Introduction to Media.....	3
ENG 101 Composition I.....	3
HST 101 History of the United States.....	3
SPA 101 Beginning Spanish.....	4
	<u>16</u>
SEMESTER II	
EP 140 Topics in Child Language Development.....	3
ENG 102 Composition II.....	3
HST 102 History of the United States.....	3
MTH 117 Fundamental Concepts of Mathematics for Elementary Teachers or College Algebra.....	3
SPA 102 Beginning Spanish.....	4
	<u>16</u>
SEMESTER III	
EP 143 Bilingual Education: Philosophy, Techniques, Materials.....	3
EP 247 Diversified Studies.....	3
PSY 101 Introduction to Psychology.....	3
SC 101 Introduction to Speech Communication.....	3
+ Elective.....	3-4
	<u>15-16</u>
SEMESTER IV	
EP 241 Techniques for Teaching English to Non-Native Speakers.....	3
EP 249 Exceptional Child.....	3
EP 804 Cooperative Work Experience.....	4
GVT 201 American Government.....	3
+ + Elective.....	3-4
	<u>16-17</u>
Minimum Hours Required.....	63

+ Elective—must be selected from the following:

ART 104	Art Appreciation.....	3
HUM 101	Introduction to the Humanities.....	3
LS 101	Introduction to Library Research.....	3
MUS 104	Music Appreciation.....	3

+ + Elective—must be selected from the following:

BUS 105	Introduction to Business.....	3
BIO 101	General Biology or	
BIO 115	Biological Science.....	4
OFC 172	Beginning Typing.....	3
PSC 118	Physical Science.....	4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

EDUCATIONAL PERSONNEL — EDUCATIONAL ASSISTANT

Richland only

(Certificate)

CREDIT HOURS

SEMESTER I

EP 131	Introduction to Educational Processes I.....	3
EP 135	Arts and Crafts.....	3
+ Technical Electives		9
		15

SEMESTER II

EP 129	Communication Skills for Educational Paraprofessionals....	3
EP 134	Introduction to Media.....	3
EP 249	The Exceptional Child.....	3
+ Technical Electives		6
		15

Minimum Hours Required..... 30

+ Technical Electives — must be selected from the following:

COM 131	Applied Communications.....	3
EP 133	Introduction to Educational Processes II.....	3
EP 245	Diversified Studies.....	1
EP 246	Diversified Studies.....	2
EP 247	Diversified Studies.....	3
EP 804	Cooperative Work Experience.....	4
EP 814	Cooperative Work Experience.....	4
ENG 101	Composition I.....	3
ENG 102	Composition II.....	3
ENG (200 level)		
HD 104	Educational and Career Planning.....	3
HD 105	Basic Processes of Interpersonal Relationships.....	3
HD 107	Developing Leadership Behavior.....	3
LS 101	Introduction to Library Research.....	3
MTH 117	Fundamental Concepts of Mathematics for Elementary Teachers or Mathematics Elective....	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 101	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
SC 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.

ELECTRICAL TECHNOLOGY

North Lake only

(Associate Degree)

The Electrical Technology program prepares the student for career opportunities by developing technical knowledge and practical skills necessary to enter or advance in the electrical technology field.

Students wishing to earn an Associate in Applied Arts and Sciences Degree with a major in Electrical Technology must complete all of the courses listed below.

	CREDIT HOURS
SEMESTER I	
ELE 106 Fundamentals of Electricity.....	4
ELE 107 Electrical Transformers.....	4
ELE 108 General Electrical Codes.....	2
MTH 195 Technical Mathematics I.....	3
SC 101 Introduction to Speech Communication.....	3
	<u>16</u>
SEMESTER II	
ELE 115 Low Voltage Circuits.....	3
ELE 116 General Electrical Wiring.....	3
ELE 117 General Electrical Planning.....	4
ELE 118 Commercial Codes.....	2
COM 131 Applied Communications.....	3
	<u>15</u>
SEMESTER III	
ELE 205 Commercial Wiring.....	3
ELE 206 Commercial Planning.....	4
ELE 207 Industrial Planning.....	2
ELE 208 Industrial Codes.....	2
ELE 703 Cooperative Work Experience or	3
ELE 704 Cooperative Work Experience ... (4)	
CIS 103 Introduction to Computer Information Systems.....	3
	<u>17-18</u>
SEMESTER IV	
ELE 213 Electrical Motor Fundamentals....	2
ELE 214 Solid State Controls.....	3
ELE 216 Motor Controls.....	3
ELE 218 Electrical Design.....	3
PSY 131 Applied Psychology and Human Relations.....	3
ELE 803 Cooperative Work Experience or	
ELE 804 Cooperative Work Experience or	
Elective	3-4
	<u>17-18</u>

Minimum Hours Required..... 65

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ELECTRICAL TECHNOLOGY

North Lake only

(Certificate)

Completion of all courses listed below qualifies a student for a Certificate in Electrical Technology. The courses may be taken in any order after consultation with the instructor.

	CREDIT HOURS
SEMESTER I	
ELE 105 Introduction to Electrical Technology.....	2
ELE 106 Fundamentals of Electricity.....	4
ELE 107 Electrical Transformers.....	4
ELE 108 General Electrical Codes.....	2
MTH 195 Technical Mathematics I.....	3
	<u>15</u>
SEMESTER II	
ELE 115 Low Voltage Circuits.....	3
ELE 116 General Electrical Wiring.....	3
ELE 117 General Electrical Planning.....	4
ELE 118 Commercial Codes.....	2
COM 131 Applied Communications.....	3
	<u>15</u>
Minimum Hours Required.....	
	30

ELECTRONIC TELECOMMUNICATIONS

Eastfield, Mountain View, and North Lake only

(Associate Degree)

This program is designed to prepare students to work as hardware technicians in the field of telecommunications. The student will be trained to test, interface, troubleshoot, and repair equipment for the telecommunications industry. The student will learn schematic interpretation, test equipment usage, and technical communications.

CREDIT HOURS

SEMESTER I

ET 101	Introduction to Telecommunications	4
ET 190	DC Circuits and Electrical Measurements	4
MTH 195	Technical Mathematics I	3
ENG 101	Composition I	3
PSY 101	Introduction to Psychology or	
PSY 131	Applied Psychology and Human Relations	3

17

SEMESTER II

ET 191	AC Circuits	4
ET 192	Digital Computer Principles	3
ET 193	Active Devices	4
SC 101	Introduction to Speech Communication	3

+ + Electives

3-4

17-18

SEMESTER III

ET 292	Telephony Switching Systems	4
ET 293	Basic Radio Circuitry	4

+ + Electives

3-4

+ + Electives

3-4

14-16

SEMESTER IV

ET 294	High Frequency Transmission Systems	4
ET 295	Telecommunication Signaling	4
ET 296	System Installation and Testing	6

+ Elective(s)

3-4

17-18

Minimum Hours Required 65

+ Electives must be chosen from the following:

ACC 131	Bookkeeping I	3
ART 104	Art Appreciation	3
BUS 105	Introduction to Business	3
BUS 143	Personal Finance	3
CIS 103	Introduction to Computer Information Systems	3
HUM 101	Introduction to the Humanities	3
MGT 136	Principles of Management	3
MGT 153	Small Business Management	3
MUS 104	Music Appreciation	3
OFC 172	Beginning Typing	3
PHY 131	Applied Physics	4
SPA 101	Beginning Spanish	4

+ + Electives must be selected from the following:

CHM 101	General Chemistry	4
CS 111	Computing Science I	3
CS 112	Computing Science II	3
DFT 182	Technician Drafting	2
DFT 231	Electronic Drafting	3
DFT 240	Printed Circuit Design	3
DFT 243	Advanced Printed Circuit Design	3
DFT 245	Computer Aided Design	3
ET 135	DC-AC Theory and Circuit Analysis	6
ET 170	Printed Circuit Board Manufacturing	1
ET 172	Soldering	1
ET 174	Oscilloscope Utilization	1
ET 194	Instrumentation	4
ET 200	Special Applications of Electronics	4
ET 238	Linear Integrated Circuits	4
ET 260	Sinusoidal Circuits	4
ET 261	Pulse and Switching Circuits	4
ET 263	Digital Computer Theory	4
ET 264	Digital Systems	4
ET 265	Digital Research	4
ET 266	Computer Applications	4
ET 267	Microprocessors	4
ET 268	Microprocessor Troubleshooting and Interface	4
ET 290	Advanced Electronic Devices	4
ET 291	Linear Integrated Circuit Applications	4
ET 704	Cooperative Work Experience	4
ET 713	Cooperative Work Experience	3
ET 804	Cooperative Work Experience	4
EGR 101	Engineering Analysis	2
EGR 105	Engineering Design Graphics	3
EGR 204	Electrical Systems Analysis	3
MTH 196	Technical Mathematics	3
MTH 101	College Algebra	3
MTH 102	Plane Trigonometry	3
MTH 104	Elementary Functions and Coordinate Geometry I	5
MTH 105	Elementary Functions and Coordinate Geometry II	5
MTH 106	Elementary Functions and Coordinate Geometry III	5
MTH 121	Analytic Geometry	3
MTH 124	Calculus	5
MTH 202	Introductory Statistics	3
MTH 221	Linear Algebra	3
MTH 225	Calculus II	4
MTH 226	Calculus III	3
MTH 230	Differential Equations	3
PHY 111	Introductory General Physics	4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ELECTRONICS TECHNOLOGY

Mountain View and North Lake only

(Associate Degree)

This program prepares students for work as electronics technicians by familiarizing them with most electronic testing equipment, training them in technical communications and providing them with electronic theory and skills.

	CREDIT HOURS
SEMESTER I	
ET 190 DC Circuits and Electrical Measurements or	4
ET 135 DC-AC Theory and Circuit Analysis.....	(6)
COM 131 Applied Communications or	
ENG 101 Composition I	3
DFT 182 Technician Drafting or	2
DFT 183 Basic Drafting or	(4)
DFT 231 Electronic Drafting.....	(3)
MTH 195 Technical Mathematics I or	
MTH 101 College Algebra	3
+ Elective	3
	15-19
SEMESTER II	
ET 191 AC Circuits (Unless ET 135 Completed)	(4)
ET 193 Active Devices.....	4
ET 194 Instrumentation.....	3
SC 101 Introduction to Speech Communication.....	3
MTH 196 Technical Mathematics II or	
MTH 102 Plane Trigonometry	3
	13-17
SEMESTER III	
ET 231 Special Circuits with Communications Applications	4
ET 232 Analysis of Electronics Logic and Switching Circuits.....	4
ET 238 Linear Integrated Circuits.....	4
ET 240 Electronic Theory and Application of Digital Computers.....	4
PHY 131 Applied Physics or	
PHY 117 Concepts in Physics	3
	20
SEMESTER IV	
ET 234 Electronic Circuits & Systems.....	3
ET 237 Modular Memories & Microprocessors	4
ET 239 Microwave Theory.....	3
+ + Elective	7-8
	17-18
Minimum Hours Required:.....	65

+Electives—must be selected from the following:

GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
HD 104	Educational and Career Planning	3
HD 105	Basic Processes of Interpersonal Relationships	3
PSY 101	Introduction to Psychology	3
PSY 131	Applied Psychology and Human Relationships	3

+ + Electives—must be selected from the following:

ET 210	Basic CRT Display.....	4
ET 268	Microprocessor Troubleshooting and Interface.....	4
ET 803	Cooperative Work Experience.....	3
EGT 243	Robotics I.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ELECTRONICS TECHNOLOGY — AVIONICS OPTION

Mountain View only

(Associate Degree)

The Associate Degree program in Avionics is an option to the Electronics Technology Program. This option provides the student with an electronics background and specialized skills in avionics. In this program a level of knowledge and practical skills adequate to gain entry level employment in the installation and maintenance of aircraft electronics systems (avionics) is gained by students.

		CREDIT HOURS
SEMESTER I		
ET 135	DC-AC Theory and Circuit	6
	Analysis or	
ET 190	DC Circuits and Electrical	
	Measurements	(4)
AV 129	Introduction to Aircraft Electrical	
	Systems	3
COM 131	Applied Communications or	
ENG 101	Composition I	3
MTH 195	Technical Mathematics I or	
MTH 101	College Algebra	3
		13-15
SEMESTER II		
ET 191	AC Circuits (Unless ET	
	135 Completed)	(4)
ET 193	Active Devices	4
AV-235	Operational Testing of Aircraft	
	Electronic Systems	4
SC 101	Introduction to Speech	
	Communication	3
MTH 196	Technical Mathematics II or	
MTH 102	Plane Trigonometry	3
PHY 131	Applied Physics or	
PHY 117	Concepts in Physics	4
		18-22
SEMESTER III		
ET 231	Special Circuits with	
	Communication Applications	4
ET 232	Analysis of Electronic Logic and	
	Switching Circuits	4
ET 238	Linear Integrated Circuits or	4
ET 803	Cooperative Work Experience	(3)
ET 240	Electronic Theory and Applications	
	of Digital Computers	4
+ Elective		3
		18-19
SEMESTER IV		
ET 237	Modular Memories and	
	Microprocessors	4
ET 239	Microwave Technology	3
AV 132	Aircraft Electrical and Electronics	
	Systems Installation	4
MGT 153	Small Business Management	3
		14

Minimum Hours Required 63

+ Elective—must be selected from the following:

GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
HD 104	Educational and Career Planning	3
HD 105	Basic Processes of Interpersonal Relationships	3
PSY 101	Introduction to Psychology	3
PSY 131	Applied Psychology and Human Relations	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ENGINEERING TECHNOLOGY – ELECTRO-MECHANICAL OPTION

Richland only

(Associate Degree)

The Electro-Mechanical option prepares the student for technician level employment with a broad based curriculum involving electronics, mechanics and fluid power devices and systems. Job opportunities exist, in all types of manufacturing, repair and maintenance, and research and development.

	CREDIT HOURS
SEMESTER I	
OCT 121 Introduction to Quality Control	2
EGT 141 Basic Hydraulics and Fluid Mechanics	4
DFT 182 Technician Drafting or	2
DFT 183 Basic Drafting	(4)
EGR 186 Manufacturing Processes	2
ET 190 DC Circuits and Electrical Measurements	4
MTH 195 Technical Mathematics I*	3
	17-19
SEMESTER II	
EGT 143 Technical Programming	4
ET 191 AC Circuits	4
ET 193 Active Devices	4
COM 131 Applied Communications*	3
MTH 196 Technical Mathematics II*	3
	18
SEMESTER III	
EGT 230 Digital Machine Control	4
PHY 131 Technical Physics	4
SC 101 Introduction to Speech Communication	3
+ Elective	3
+ + Elective or Cooperative Work Experience	1-4
	15-18
SEMESTER IV	
EGT 243 Robotics I	3
MTH 297 Technical Mathematics III*	3
PHY 132 Technical Physics*	4
+ + Electives	7
	17
Minimum Hours Required:	67

* Electives – must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HIST, HD, PSY, SOC, Foreign Language, or Literature		

+ + Elective – must be selected from the following:

EGR 187	Manufacturing Processes	2
EGT 144	Instrumentation and Testing	4
EGT 222	Fundamentals of Pneumatics	3
EGT 228	Amplifier and Analog Control Circuits or	
ET 238	Linear Integrated Circuits	4
EGT 232	Applied Mechanics	4
EGT 239	Principles of Microcomputer Control	
ET 237	or Modular Memories and Microprocessors	4
EGT 242	Digital Control Circuits	4
EGT 247	Robotics II	3
EGT 268	Microprocessor Interfacing and Troubleshooting	4
EGT 804	Cooperative Work Experience	4
MT 248	Computer-Aided Drafting	4
OCT 122	Dimensional Measurement	3

*The following substitutions for required courses are permitted:

ET 135 for ET 190 and ET 191
ENG 101 for COM 131
MTH 101, MTH 102, and MTH 124 for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202 for PHY 131 and PHY 132

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ENGINEERING TECHNOLOGY— ELECTRO-MECHANICAL CERTIFICATE

Brookhaven and Richland only

(Certificate)

This one-year program develops the basic skills necessary for entry level positions in electronics and mechanical technician positions. All courses required for the certificate are applicable to the Electro-Mechanical option.

		CREDIT HOURS
SEMESTER I		
ET 190	DC Circuits and Electrical Measurements	4
EGR 186	Manufacturing Processes	2
EGT 141	Basic Hydraulics and Fluid Mechanics	4
MTH 195	Technical Mathematics I*	3
DFT 182	Technician Drafting or	2
DFT 183	Basic Drafting	(4)
		<u>15-18</u>

SEMESTER II		
EGT 143	Technical Programming	4
ET 191	AC Circuits*	4
EGT 144	Instrumentation and Testing or	4
ET 194	Instrumentation	(3)
ET 193	Active Devices	4
EGT 230	Digital Machine Control	4
MTH 196	Technical Mathematics II*	3
		<u>22-23</u>

Minimum Hours Required: 37

*The following substitutions for required courses are permitted:

ET 135 for ET 190 and ET 191

MTH 101 and MTH 102 for MTH 195 and MTH 196

ENGINEERING TECHNOLOGY – ELECTRONIC CONTROLS OPTION

Brookhaven and Richland only

(Associate Degree)

The Electronic Controls option prepares the student for technician level employment in electronics and related industries. The emphasis in this option is on electronic control systems, particularly those that exist in an automated manufacturing environment. The student studies electronic devices and their application in digital and analog control circuits, basic microprocessors and microprocessor interfacing, basic robotics, and digital machine control systems.

	CREDIT HOURS
SEMESTER I	
QCT 121 Introduction to Quality Control	2
EGT 141 Basic Hydraulics and Fluid Mechanics	4
DFT 182 Technician Drafting or	2
DFT 183 Basic Drafting	(4)
EGR 186 Manufacturing Processes	2
ET 190 DC Circuits and Electrical Measurements*	4
MTH 195 Technical Mathematics I*	3
	17-19
SEMESTER II	
EGT 144 Instrumentation and Testing	4
ET 191 AC Circuits*	4
ET 193 Active Devices	4
COM 131 Applied Communications*	3
MTH 196 Technical Mathematics II*	3
	18
SEMESTER III	
EGT 143 Technical Programming	4
EGT 239 Principles of Microprocessor Control**	4
EGT 242 Digital Control Circuits	4
PHY 131 Technical Physics	4
SC 101 Introduction to Speech Communication	3
	19
SEMESTER IV	
EGT 228 Amplifiers and Control Circuits** ..	4
EGT 268 Microprocessor Interfacing and Troubleshooting or	
EGT 230 Digital Machine Control	4
PHY 132 Technical Physics*	4
MTH 297 Technical Mathematics III	3
+ Elective	3
	18
Minimum Hours Required:	72

+ Electives – must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		

**The following substitutions for required courses are permitted:

ET 135	for ET 190 and ET 191
ENG 101	for COM 131
MTH 101, MTH 102 and MTH 124	for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202	for PHY 131 and PHY 132

**Cooperative Work Experience may be substituted.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ENGINEERING TECHNOLOGY – ELECTRONIC CONTROLS CERTIFICATE

Brookhaven and Richland only

(Certificate)

This one-year program develops the basic skills necessary for entry level positions in electronics related industries. All courses required for the certificate are applicable to the Engineering Technology degree, Electronic Controls option.

	CREDIT HOURS
SEMESTER I	
ET 190 DC Circuits and Electrical Measurements*	4
MTH 195 Technical Mathematics I*	3
EGT 143 Technical Programming	4
DFT 182 Technician Drafting or	2
DFT 183 Basic Drafting	(4)
EGR 186 Manufacturing Processes	2
	15-17
SEMESTER II	
ET 191 AC Circuits*	4
ET 193 Active Devices	4
EGT 242 Digital Control Circuits	4
EGT 144 Instrumentation and Testing	4
MTH 196 Technical Mathematics II*	3
	19
Minimum Hours Required:	34

*The following substitutions for required courses are permitted:

MTH 101 and MTH 102	for MTH 195 and MTH 196
ET 135	for ET 190 and ET 191

ENGINEERING TECHNOLOGY – ELECTRONIC QUALITY CONTROL OPTION

Richland only

(Associate Degree)

The Electronic Quality Control Program prepares the graduate to enter the high opportunity area of electronic product quality control.

The objectives of quality control include providing a customer with the highest quality product at the lowest cost and preventing defective products from ever reaching a customer. Specialized quality control courses provide training in applied statistics, metrology, physical and environmental testing, non-destructive testing, as well as an introduction to quality control techniques such as control charts, sampling plans, reliability analysis, cost control and product liability.

The program also includes a strong emphasis in electronics and provides a broad technology background in drafting, manufacturing processes, hydraulics, and technical programming.

		CREDIT HOURS
SEMESTER I		
QCT 121	Introduction to Quality Control	2
EGT 141	Basic Hydraulics and Fluid Mechanics	4
DFT 182	Technician Drafting or	2
DFT 183	Basic Drafting	(4)
EGR 186	Manufacturing Processes	2
ET 190	DC Circuits and Electrical Measurements	4
MTH 195	Technical Mathematics I*	3
		17-19
SEMESTER II		
QCT 122	Dimensional Measurement	3
EGT 144	Instrumentation and Testing	4
ET 191	AC Circuits	4
COM 131	Applied Communications*	3
MTH 196	Technical Mathematics II*	3
		17
SEMESTER III		
EGT 143	Technical Programming	4
ET 193	Active Devices	4
QCT 220	Physical and Environmental Testing	3
PHY 131	Applied Physics*	4
SC 101	Introduction to Speech Communication	3
		18

SEMESTER IV		
QCT 227	Non-Destructive Evaluation**	3
QCT 236	Advanced Quality Control Systems	4
MTH 297	Technical Mathematics III*	3
PHY 132	Technical Physics* or	
CHM 115	Chemical Sciences	4
+ Elective		3
		18

Minimum Hours Required: 69

+ Electives – must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		

*The following substitutions for required courses are permitted:

ENG 101 for COM 131
MTH 101, MTH 102 and MTH 124 for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202 for PHY 131 and PHY 132

**Cooperative Work Experience may be substituted.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ENGINEERING TECHNOLOGY— INDUSTRIAL TECHNOLOGY OPTION

Brookhaven and Mountain View only

(Associate Degree)

The Industrial Technology Option prepares the student for technician level employment with a broad based curriculum involving electronics and computers, mechanical automation equipment, and fluid power devices and systems. Job opportunities exist in all types of manufacturing, equipment repair and maintenance, and research and development of new systems.

		CREDIT HOURS
SEMESTER I		
DFT 182	Technician Drafting or	2
DFT 183	Basic Drafting	(4)
ET 135	DC-AC Theory and Circuit Analysis or	6
ET 190	DC Circuits and Electrical Measurements	(4)
EGT 243	Robotics I	3
MTH 195	Technical Mathematics I or	
MTH 101	College Algebra	3
COM 131	Applied Communications or	
ENG 101	Composition I	3
		17-19
SEMESTER II		
EGT 141	Basic Hydraulics and Fluid Mechanics	4
ET 191	AC Circuits	(4)
	(If ET 135 is not taken)	
ET 193	Active Devices	4
MTH 196	Technical Mathematics II or	
MTH 102	Plane Trigonometry	3
SC 101	Introduction to Speech Communication	3
		14
SEMESTER III		
EGT 143	Technical Programming or	
ET 240	Electronics Theory and Application of Digital Computer	4
EGT 230	Digital Machine Control	4
+ Elective		3
++ Elective		7
		18
SEMESTER IV		
QCT 121	Introduction to Quality Control	2
EGR 186	Manufacturing Processes or	2
ET 234	Electronic Circuits and Systems .	(3)
PHY 131	Applied Physics or	
PHY 201	General Physics	4
++ Elective		8
		16-17
Minimum Hours Required:		65

+ Electives—must be selected from the following:

ART 104	Art Appreciation	3
HD 104	Education and Career Planning	3
HD 105	Basic Processes of Interpersonal Relationships	3
HUM 101	Introduction to Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
PSY 101	Introduction to Psychology	3
PSY 131	Applied Psychology and Human Relations	3
THE 101	Introduction to Theatre	3

++ Electives—must be selected from the following:

QCT 122	Dimensional Measurement	3
EGT 144	Instrumentation and Testing or	
ET 194	Instrumentation	3
EGR 187	Manufacturing Processes	2
EGT 222	Fundamentals of Pneumatics	3
EGT 232	Applied Mechanics	4
EGT 228	Amplifiers and Control Circuits or	
ET 238	Linear Integrated Circuits	4
EGT 239	Principles of Microcomputer Controls or	
ET 237	Modular Memories and Microprocessors	4
EGT 242	Digital Control Circuits or	
ET 232	Analysis of Electronics Logic and Switching Circuits	4
DFT 245	Computer Aided Design or	3
MT 248	Computer Aided Drafting	(4)
EGT 247	Robotics II	3
EGT 251	Advanced Robotics and Automated Systems	3
EGT 268	Microprocessor Interfacing and Troubleshooting	4
EGT 804	Cooperative Work Experience	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ENGINEERING TECHNOLOGY— MANUFACTURING ENGINEERING

Richland only

(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
SEMESTER I		
QCT 121	Introduction to Quality Control	2
EGT 141	Basic Hydraulics and Fluid Mechanics	4
DFT 183	Basic Drafting	4
EGR 186	Manufacturing Processes	2
ET 190	DC Circuits and Electrical Measurements	4
MTH 195	Technical Mathematics I*	3
		19
SEMESTER II		
EGT 143	Technical Programming or	4
CIS 103	Introduction to Computer Information Systems	(3)
EGR 187	Manufacturing Processes	2
ET 191	AC Circuits	4
COM 131	Applied Communications*	3
MTH 196	Technical Mathematics II*	3
		15-16
SEMESTER III		
EGT 124	Industrial Organizations	2
MET 234	Production and Inventory Control**	3
MET 235	Industrial Safety**	3
PHY 131	Applied Physics	4
SC 101	Introduction to Speech Communication	3
+Elective		3
		18
SEMESTER IV		
QCT 122	Dimensional Measurement	3
MET 231	Engineering Materials	3
MGT 136	Principles of Management or	
MGT 171	Introduction to Supervision	3
MTH 297	Technical Mathematics III*	3
PHY 132	Technical Physics*	4
		16
Minimum Hours Required:		68

* Electives—must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to Theatre	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		

*The following substitutions for required courses are permitted:

ENG 101 for COM 131
MTH 101, MTH 102, and MTH 124 for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202 for PHY 131 and PHY 132

**Cooperative Work Experience may be substituted for one asterisked second-year course.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ENGINEERING TECHNOLOGY— MANUFACTURING ENGINEERING CERTIFICATE

Brookhaven and Richland only

(Certificate)

The Manufacturing Engineering Technology certificate provides the student with basic skills needed in an industrial manufacturing environment. All courses required for the one-year certificate are applicable to the Engineering Technology Associate Degree, Manufacturing Engineering Technology option.

CREDIT HOURS

SEMESTER IV

DFT 183	Basic Drafting	4
MTH 195	Technical Mathematics I*	3
EGR 186	Manufacturing Processes	2
ET 190	DC Circuits and Electrical Measurements	4
COM 131	Applied Communications	3
		16

SEMESTER II

EGT 124	Industrial Organizations	2
EGR 187	Manufacturing Processes	2
MET 235	Industrial Safety	3
MET 234	Production and Inventory Control .	3
MET 238	Principles of Work Measurement .	3
QCT 121	Introduction to Quality Control	2
		15

Minimum Hours Required: 31

*The following substitutions for required courses are permitted;

MTH 101 for MTH 195
ENG 101 for COM 131

ENGINEERING TECHNOLOGY – MECHANICAL QUALITY CONTROL OPTION

Richland only

(Associate Degree)

The Mechanical Quality Control Program prepares the graduate to enter the high opportunity area of mechanical product quality control.

The objectives of quality control include providing a customer with the highest quality product at the lowest cost and preventing defective products from ever reaching a customer. Specialized quality control courses provide training in applied statistics, metrology, physical and environmental testing, non-destructive testing, as well as an introduction to quality control techniques such as control and product liability.

The program also includes a broad technology background in DC circuits, hydraulics, pneumatics, drafting, manufacturing processes, CAD/CAM and technical programming.

		CREDIT HOURS
SEMESTER I		
QCT 121	Introduction to Quality Control	2
EGT 141	Basic Hydraulics and Fluid Mechanics	4
DFT 183	Basic Drafting	4
EGR 186	Manufacturing Processes	2
ET 190	DC Circuits and Electrical Measurements	4
MTH 195	Technical Mathematics I*	3
		<u>19</u>
SEMESTER II		
QCT 122	Dimensional Measurement	3
EGR 187	Manufacturing Processes	2
EGT 222	Fundamentals of Pneumatics	3
COM 131	Applied Communications*	3
MTH 196	Technical Mathematics II*	3
		<u>14</u>
SEMESTER III		
EGT 143	Technical Programming	4
QCT 220	Physical/Environmental Testing ..	3
EGT 232	Applied Mechanics**	4
PHY 131	Applied Physics*	4
SC 101	Introduction to Speech Communication*	3
		<u>18</u>

SEMESTER IV

QCT 227	Non-Destructive Testing**	3
QCT 236	Advanced Quality Control	4
MTH 297	Technical Mathematics III*	3
PHY 132	Technical Physics* or	
CHM 115	Chemical Science	4
+ Elective		<u>3</u>
		17

Minimum Hours Required: 68

* Elective – must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		

*The following substitutions for required courses are permitted:

ENG 101 for COM 131
MTH 101, MTH 102, and MTH 124 for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202 for PHY 131 and PHY 132

**Cooperative Work Experience may be substituted

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ENGINEERING TECHNOLOGY – MECHANICAL TECHNOLOGY OPTION

Richland only

(Associate Degree)

The purpose of the Mechanical Technology Option is to prepare the student 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
SEMESTER I		
QCT 121	Introduction to Quality Control	2
EGT 141	Basic Hydraulics and Fluid Mechanics	4
DFT 183	Basic Drafting	4
EGR 186	Manufacturing Processes	2
ET 190	DC Circuits and Electrical Measurements	4
MTH 195	Technical Mathematics I*	3
		19
SEMESTER II		
MT 198	Mechanical Design Technology . .	4
MT 248	Computer-Aided Drafting	4
COM 131	Applied Communications*	3
MTH 196	Technical Mathematics II*	3
SC 101	Introduction to Speech Communication	3
		17
SEMESTER III		
EGT 232	Applied Mechanics	4
MT 249	Applications In Computer-Aided Drafting	4
EGR 106	Descriptive Geometry	3
MTH 297	Technical Mathematics III*	3
PHY 131	Applied Physics**	4
		18
SEMESTER IV		
EGR 187	Manufacturing Processes	2
MT 251	Machine Design	4
PHY 132	Technical Physics*	4
++ Elective		3
+ Elective or Cooperative Work Experience		2-4
		15-17
Minimum Hours Required:		69

+ Elective may be selected from any 2 to 3 credit hour Engineering Technology course.

+ + Electives – must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		

*The following substitutions for required courses are permitted:

ENG 101 for COM 131
MTH 101, MTH 102, and MTH 124 for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202 for PHY 131 and PHY 132

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ENGINEERING TECHNOLOGY – MECHANICAL TECHNOLOGY CERTIFICATE

Richland only

(Certificate)

The Mechanical Technology certificate provides the student with the basic skills development in the area of mechanical design. All courses required for the one-year certificate are applicable to the Engineering Technology Degree, Mechanical Technology option.

		CREDIT HOURS
SEMESTER I		
DFT 183	Basic Drafting	4
MTH 195	Technical Mathematics I*	3
EGR 186	Manufacturing Processes	2
EGT 141	Basic Hydraulics and Fluid Mechanics	4
COM 131	Applied Communications*	3
		<u>16</u>
SEMESTER II		
MT 198	Mechanical Design Technology ..	4
EGR 106	Descriptive Geometry	3
MT 248	Computer Aided Drafting	4
MTH 196	Technical Mathematics II*	3
QCT 121	Introduction to Quality Control	2
		<u>16</u>
Minimum Hours Required:		32

*The following substitutions for required courses are permitted:

MTH 101 and MTH 102 for MTH 195 and MTH 116
ENG 101 for COM 131

ENGINEERING TECHNOLOGY – QUALITY CONTROL CERTIFICATE

Richland only

(Certificate)

This one-year program develops the basic skills necessary for advancement in a purchased materials, machine shop or assembly inspection department. All of the courses required for the certificate are applicable to the Engineering Technology Associate Degree, either the Electronic Quality Control option or the Mechanical Quality Control option.

		CREDIT HOURS
SEMESTER I		
QCT 121	Introduction to Quality Control	2
QCT 122	Dimensional Measurement	3
ET 190	DC Circuits and Electrical Measurements	4
MTH 195	Technical Mathematics I*	3
DFT 183	Basic Drafting	4
EGR 186	Manufacturing Processes	2
		<u>18</u>
SEMESTER II		
QCT 220	Physical/Environmental Testing ..	3
QCT 227	Non-Destructive Evaluation	3
EGT 143	Technical Programming or Electronics Theory and Application of Digital Computers	4
ET 240		
MTH 196	Technical Mathematics II*	3
COM 131	Applied Communications*	3
		<u>17</u>
Minimum Hours Required:		35

*The following substitutions for required courses are permitted:

MTH 101 and MTH 102 for MTH 195 and MTH 196
ENG 101 for COM 131

ENGINEERING TECHNOLOGY – ROBOTICS TECHNOLOGY OPTION

Mountain View only

(Associate Degree)

The Robotics Technology Option prepares the student for technician level employment in industrial robotics and automated manufacturing systems. The student also receives training in electronics and computers, manufacturing processes, control systems and computer aided design.

		CREDIT HOURS
SEMESTER I		
DFT 182	Technician Drafting or	2
DFT 183	Basic Drafting	(4)
ET 135	DC-AC Theory and Circuit Analysis or	6
ET 190	DC Circuits and Electrical Measurements	(4)
EGT 243	Robotics I	3
MTH 195	Technical Mathematics I or	
MTH 101	College Algebra	3
COM 131	Applied Communications or	
ENG 101	Composition I	3
		<u>17-19</u>
SEMESTER II		
EGT 141	Basic Hydraulics and Fluid Mechanics	4
ET 191	AC Circuits	(4)
	(If ET 135 is not taken)	
ET 193	Active Devices	4
MTH 196	Technical Mathematics II or	
MTH 102	Plane Trigonometry	3
SC 101	Introduction to Speech Communication	3
		<u>14</u>
SEMESTER III		
EGT 143	Technical Programming or	
ET 240	Electronics Theory and Application of Digital Computers	4
EGT 230	Digital Machine Control	4
+ Elective		3
++ Elective		7
		<u>18</u>
SEMESTER IV		
QCT 121	Introduction to Quality Control	2
EGR 186	Manufacturing Processes or	
ET 234	Electronic Circuits and Systems	(3)
EGT 247	Robotics II	3
PHY 131	Applied Physics or	
PHY 201	General Physics	4
++ Electives		5
		<u>16-17</u>

Minimum Hours Required: 65

+ Electives—must be selected from the following:

ART 104	Art Appreciation	3
HD 104	Education and Career Planning	3
HD 105	Basic Processes of Interpersonal Relationships	3
HUM 101	Introduction to Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
PSY 101	Introduction to Psychology	3
PSY 131	Applied Psychology and Human Relations	3
THE 101	Introduction to Theatre	3

++ Electives—must be selected from the following:

QCT 122	Dimensional Measurement	3
EGT 144	Instrumentation and Testing or	4
ET 194	Instrumentation	(3)
EGR 187	Manufacturing Processes	2
EGT 222	Fundamentals of Pneumatics	3
EGT 232	Applied Mechanics	4
EGT 228	Amplifiers and Control Circuits or	
ET 238	Linear Integrated Circuits	4
EGT 239	Principles of Microcomputer Controls or	
ET 237	Modular Memories and Microprocessors	4
EGT 242	Digital Control Circuits or	
ET 232	Analysis of Electronics Logic and Switching Circuits	4
DFT 245	Computer Aided Design or	3
MT 248	Computer Aided Drafting	(4)
EGT 251	Advanced Robotics and Automated Systems	3
EGT 268	Microprocessor Interfacing and Troubleshooting	4
EGT 804	Cooperative Work Experience	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ENGINEERING TECHNOLOGY— ROBOTICS AND FLUID POWER OPTION

Brookhaven and Richland only

(Associate Degree)

The Robotics and Fluid Power option prepares the student for technician level employment in industrial robotics and/or industrial hydraulics and pneumatics. The student also receives training in electronics, microcomputers, quality control, drafting and computer aided design, and manufacturing processes.

		CREDIT HOURS
SEMESTER I		
QCT 121	Introduction to Quality Control	2
EGT 141	Basic Hydraulics and Fluid Mechanics	4
DFT 182	Technician Drafting or	2
DFT 183	Basic Drafting	(4)
EGR 186	Manufacturing Processes	2
ET 190	DC Circuits and Electrical Measurements	4
MTH 195	Technical Mathematics I *	3
		17-19

SEMESTER II		
ET 191	AC Circuits	4
EGT 222	Fundamentals of Pneumatics	3
EGT 243	Robotics I	3
COM 131	Applied Communications*	3
MTH 196	Technical Mathematics II*	3
		16

SEMESTER III		
EGT 143	Technical Programming	4
ET 193	Active Devices	4
EGT 247	Robotics II	3
PHY 131	Applied Physics*	4
SC 101	Introduction to Speech Communication	3
		18

SEMESTER IV		
EGT 230	Digital Machine Control	3
MTH 297	Technical Mathematics III*	3
PHY 132	Technical Physics*	4
+ Elective		3
++ Electives		6
		19

Minimum Hours Required: 70

* Electives—must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		3

* + Electives—must be selected from the following:

QCT 122	Dimensional Measurement	3
EGT 144	Instrumentation and Testing	4
EGR 187	Manufacturing Processes	2
EGT 225	Advanced Fluid Power Systems	4
EGT 232	Applied Mechanics	4
EGT 239	Principles of Microcomputer Controls	4
EGT 242	Digital Control Circuits	4
EGT 251	Advanced Robotics and Automated Systems	3
MT 248	Computer-Aided Drafting	4
EGT 268	Microprocessor Interfacing and Troubleshooting	4
EGT 804	Cooperative Work Experience	4

*The following substitutions for required courses are permitted:

ENG 101 for COM 131
MTH 101, MTH 102, and MTH 124 for MTH 195, MTH 196, and MTH 297
PHY 201 and PHY 202 for PHY 131 and PHY 132

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ENGINEERING TECHNOLOGY— ROBOTICS AND FLUID POWER CERTIFICATE

Brookhaven, Mountain View, and Richland only

(Certificate)

This one-year program provides the student with the basic skills needed in the industrial robotics and/or industrial hydraulics and pneumatics industry. All of the courses for the one-year certificate are applicable to the Engineering Technology Associate Degree, Robotics and Fluid Power option.

		CREDIT HOURS
SEMESTER I		
ET 190	DC Circuits and Electrical Measurements	4
EGR 186	Manufacturing Processes	2
EGT 141	Basic Hydraulics and Fluid Mechanics	4
EGT 243	Robotics I	3
MTH 195	Technical Mathematics I*	3
		16

SEMESTER II		
DFT 182	Technician Drafting	2
EGT 222	Fundamentals of Pneumatics	3
EGT 225	Advanced Fluid Power Systems ..	4
EGT 247	Robotics II	3
MTH 196	Technical Mathematics II*	3
Technical Elective		2-4
		17-19

Minimum Hours Required: 33

Technical Electives—must be selected from the following:

EGR 187	Manufacturing Processes	2
EGT 144	Instrumentation and Testing	4
EGT 143	Technical Programming	4
EGT 251	Advanced Robotics and Automated Systems	3

*MTH 101 and MTH 102 may be substituted for MTH 195 and MTH 196.

FASHION MARKETING

Brookhaven and Cedar Valley only

(Associate Degree)

This two-year program is designed to prepare students for career opportunities in fashion marketing. Upon completion of the program, the student will receive an Associate in Applied Arts and Sciences Degree. Credit can be earned for on-the-job experience.

	CREDIT HOURS
SEMESTER I	
MKT 137 Principles of Retailing	3
MKT 240 Computers in Fashion Marketing ..	3
MKT 291 Fashion Merchandising	3
BUS 105 Introduction to Business	3
ENG 101 Composition I	3
MTH 130 Business Mathematics	3
	<u>18</u>
SEMESTER II	
MKT 230 Salesmanship	3
MKT 292 Fashion Design	3
HUM 101 Introduction to the Humanities or	
ART 104 Art Appreciation	3
ENG 102 Composition II	3
SC 101 Introduction to Speech	
Communication	3
+ Elective	3
	<u>18</u>
SEMESTER III	
MKT 206 Principles of Marketing	3
MKT 249 Visual Merchandising:	
Fundamentals and Equipment ..	2
MKT 290 Fashion Buying	3
MKT 703 Cooperative Work Experience	3
ACC 201 Accounting I or	
ACC 131 Bookkeeping I	3
+ Elective	3
	<u>17</u>
SEMESTER IV	
MKT 233 Advertising and Sales Promotion ..	3
MKT 250 Visual Merchandising: Trends and	
Applications	2
MKT 803 Cooperative Work Experience	3
DES 135 Textiles	3
PSY 131 Applied Psychology and Human	
Relations	3
	<u>14</u>
Minimum Hours Required	67

+ Electives — may be selected from the following:

BUS 234	Business Law	3
CIS 103	Introduction to Computer Information Systems ...	3
CIS 260	Contemporary Topics in Computer Information	
	Systems	1
CIS 262	Contemporary Topics in Computer Information	
	Systems	3
ECO 201	Principles of Economics I	3
ECO 202	Principles of Economics II	3
MGT 136	Principles of Management	3
MGT 153	Small Business Management	3
MGT 212	Special Problems in Business	1
MGT 242	Personnel Administration	3
MKT 211	Special Topics in Fashion Marketing	1
MKT 212	Special Topics in Fashion Marketing	2
MKT 223	Special Topics in Fashion Marketing	3
MKT 241	Fashion Show Production	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

FINANCIAL MANAGEMENT

Richland only

(Associate Degree)

The Financial Management Program is designed to prepare students to enter the finance industry. Students completing the program will be prepared to assume positions in commercial banks, savings and loan associations, credit unions, and other financial organizations.

	CREDIT HOURS
SEMESTER I	
FM 105 Comparative Financial Institutions . . .	3
ENG 101 Composition I	3
ECO 201 Principles of Economics I	3
MGT 136 Principles of Management	3
MTH 130 Business Mathematics or	
MTH 111 Mathematics for Business and	
Economics	3
	15
SEMESTER II	
ECO 202 Principles of Economics II	3
FM 115 Credit & Collection Principles	3
CIS 103 Introduction to Computer	
Information Systems	3
OFC 231 Business Communications	3
SC 101 Speech Communication	3
Elective	3
	18
SEMESTER III	
ACC 201 Principles of Accounting I	3
FM 104 Money and Financial Institutions . . .	3
FM 205 Analyzing Financial Statements* . . .	3
GVT 201 American Government	3
Financial Management Elective	3
*Humanities Elective	3
	18
SEMESTER IV	
FM 203 Public Relations and Marketing of	
Financial Services	3
FM 206 Negotiable Instruments and the	
Payments Mechanism* or	3
FM 201 Advanced Credit Analysis	
ACC 202 Principles of Accounting II	3
BUS 237 Organizational Behavior	3
Financial Management Elective or	
Cooperative Work Experience	3
	15
Minimum Hours Required	66

*A Humanities elective may be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	MUS Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

FIRE PROTECTION TECHNOLOGY

El Centro only

(Associate Degree)

The curriculum is primarily designed to provide professional training for firemen. Students who do not work for a fire department may be admitted to the program after a review of their backgrounds by the FPT consultant, the FPT counselor or the Physical and Social Science Division Chairperson. Three courses are offered each long semester at night on the "flip-flop" basis to accommodate work shift changes. The following curriculum guide is designed for full-time students; those attending part-time will find the program takes considerably longer. The sequence of FPT courses through 1988 may be obtained by contacting the Physical and Social Science Division. Students may enter the sequence at the beginning of any long semester. The sequence is designed to cycle the student through the entire program.

CREDIT HOURS

SEMESTER I

FPT 131	Fundamentals of Fire Protection...	3
FPT 132	Fire Prevention.....	3
ENG 101	Composition I.....	3
MTH 130	Business Mathematics.....	3
+ Elective		3
		15

SEMESTER II

FPT 135	Fire Administration I.....	3
FPT 136	Fire and Arson Investigation.....	3
SC 105	Fundamentals of Public Speaking..	3
GVT 201	American Government.....	3
+ Elective		3
		15

SEMESTER III

FPT 140	Fire Fighting Tactics and Strategy.	3
FPT 231	Building Codes and Construction..	3
CHM 115	Chemical Sciences.....	4
		10

SEMESTER IV

FPT 232	Industrial Fire Protection I.....	3
FPT 137	Hazardous Materials I.....	3
CHM 116	Chemical Sciences.....	4
		10

SEMESTER V

FPT 233	Fire Protection Systems.....	3
FPT 234	Industrial Fire Protection II.....	3
+ + Elective		3
		9

SEMESTER VI

FPT 235	Fire Administration II.....	3
FPT 243	Technical Writing for Firefighters.....	3
+ + Elective		3
		9

Minimum Hours Required..... 68

+ Electives—must be selected from the following:

FPT 236	Legal Aspects of Fire Protection.....	3
FPT 237	Hazardous Materials II.....	3
FPT 238	Fire Safety Education.....	3
FPT 239	Fire Service Communications.....	3
FPT 240	Fire Insurance Fundamentals.....	3
FPT 241	Advanced Fire Loss Statistical Systems.....	3
FPT 242	Urban Fire Problem Analysis.....	3

+ + Electives—must be selected from the following:

HD 105	Basic Processes of Interpersonal Relationships.....	3
PSY 101	Introduction to Psychology.....	3
SOC 101	Introduction to Sociology.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

FOOD AND HOSPITALITY SERVICE

El Centro only

(Associate Degree)

The Food and Hospitality Service Program trains students to assume responsible positions in the Food Hospitality industry. Courses are designed to cover the various operational functions of restaurants, clubs, cafeterias, coffee shops and other types of hospitality service.

	CREDIT HOURS
SEMESTER I	
FHS 110 Principles of Food and Beverage Administration* or	
FHS 112 Organization and Management* or	
FHS 115 Principles of Hotel Administration.	3
FHS 119 Food Service Equipment.....	3
FHS 120 Basic Food Preparation.....	3
FHS 124 Food Service Sanitation and Safety	3
COM 131 Applied Communications or	
ENG 101 Composition I	3
MTH 130 Business Math.....	3
	18
SEMESTER II	
FHS 116 Supervision for Hospitality Services.....	3
FHS 122 Advanced Food Preparation.....	3
FHS 132 Food Purchasing, Handling and Storage.....	3
FHS 135 Nutrition and Menu Planning.....	3
SC 101 Introduction to Speech Communication.....	3
	15
SEMESTER III	
FHS 220 Quantity Food Preparation and Service.....	4
FHS 233 Food Marketing** or	
FHS 248 Advanced Nutrition and Dietetics** or	
FHS 249 Child Nutrition or	
FHS 210 Hotel-Motel Sales Development**	3
FHS 804 Cooperative Work Experience.....	4
+ Elective	3
+ + Elective	3
	17
SEMESTER IV	
FHS 138 Food Service Cost Control.....	3
FHS 222 Advanced Quantity Food Preparation and Service.....	4
FHS 814 Cooperative Work Experience.....	4
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology or	
HD 105 Basic Processes of Interpersonal Relationships.....	3
+ Elective	3
	17
Minimum Hours Required.....	67

+ Electives—must be selected from the following:

FHS 114	Front Office Procedures.....	3
FHS 140	Elementary Bakery Training.....	3
FHS 201	Hotel-Restaurant-Institution-Special Topics.....	1
FHS 202	Hotel-Restaurant-Institution-Special Topics.....	2
FHS 203	Hotel-Restaurant-Institution-Special Topics.....	3
FHS 214	Hotel-Motel Law.....	3
FHS 233	Food Marketing.....	3
FHS 238	Garde-Mange Training.....	3
FHS 239	Saucier Training.....	3
FHS 245	Advanced Pastry Shop Training.....	3
FHS 247	Beverage Operations and Service.....	3
FHS 248	Advanced Nutrition and Dietetics.....	3
FHS 249	Child Nutrition.....	3
ACC 201	Principles of Accounting I.....	3
BUS 234	Business Law.....	3
ECO 105	Economics of Contemporary Social Issues.....	3
ECO 201	Principles of Economics I.....	3

+ + Electives—must be selected from the following:

ART 104	Art Appreciation.....	3
ENG 201	British Literature.....	3
ENG 202	British Literature.....	3
ENG 203	World Literature.....	3
ENG 204	World Literature.....	3
ENG 205	American Literature.....	3
ENG 206	American Literature.....	3
HUM 101	Introduction to the Humanities.....	3
MUS 104	Music Appreciation.....	3
PHI 101	Introduction to Philosophy.....	3
THE 101	Introduction to Theatre.....	3
Foreign Language		

*FHS 110 is recommended for those interested in Commercial Food Service such as restaurants.

*FHS 112 is recommended for those interested in Institutional Food Service such as school, hospitals.

*FHS 115 is recommended for those interested in Hotel-Motel Management.

**FHS 233 is suggested for those interested in Restaurant Management.

**FHS 248 is suggested for those interested in the areas of hospital dietetics.

**FHS 249 is suggested for those interested in the fields of child nutrition.

**FHS 210 is suggested for those interested in Hotel and Motel Sales.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

FOOD AND HOSPITALITY SERVICE

El Centro only

(Certificate)

This certificate program prepares the student to function as a hospitality services worker. All credits earned in this program may be applied toward the Associate Degree in Food and Hospitality Service.

CREDIT
HOURS

SEMESTER I

FHS 110	Principles of Food and Beverage Administration or	
FHS 112	Organization and Management or	
FHS 115	Principles of Hotel Administration.....	3
FHS 119	Food Service Equipment.....	3
FHS 120	Basic Food Preparation.....	3
FHS 124	Food Service Sanitation and Safety.....	3
MTH 130	Business Math.....	3
		15

SEMESTER II

FHS 116	Supervision for Hospitality Services.....	3
FHS 122	Advanced Food Preparation.....	3
FHS 135	Nutrition and Menu Planning.....	3
FHS 138	Food Service Cost Control.....	3
FHS 233	Food Marketing or	
FHS 248	Advanced Nutrition and Dietetics or	
FHS 249	Child Nutrition and Dietetics or	
FHS 210	Hotel-Motel Sales Development.....	3
		15

Minimum Hours Required..... 30

GRAPHIC COMMUNICATIONS

Eastfield only

(Associate Degree)

The student's understanding of graphic processes is developed for employment in a commercial printing firm or publication facility such as a newspaper or magazine. Students also learn production and management concepts and techniques useful in the field of graphic communications including photography and journalism.

	CREDIT HOURS
SEMESTER I	
GA 120 Printing Fundamentals.....	3
GA 136 Beginning Copy Preparation.....	3
ENG 101 Composition I or	
COM 131 Applied Communications.....	3
JN 101 Introduction to Mass	
Communications.....	3
OFC 172 Beginning Typing.....	3
	15
SEMESTER II	
GA 134 Basic Camera Operations.....	3
GA 140 Beginning Offset Printing.....	3
MTH 130 Business Mathematics or	
MTH 115 College Mathematics I.....	3
SC 101 Introduction to Speech	
Communication.....	3
+ Elective.....	3
	15
SEMESTER III	
GA 142 Basic Typesetting.....	3
GA 234 Intermediate Camera Operations.....	3
GA 236 Advanced Copy Preparation.....	3
GA 714 Cooperative Work Experience or	4
+ Elective.....	(3)
PHO 110 Introduction to Photography	
and Photo-Journalism.....	3
	15-16
SEMESTER IV	
GA 240 Advanced Offset Printing or	
GA 242 Intermediate Typesetting.....	3
GA 814 Cooperative Work Experience or	4
+ + Elective.....	(3)
JN 102 News Gathering and Writing or	
PHO 111 Advanced Photography and	
PhotoJournalism.....	3
PSY 101 Introduction to Psychology or	
PSY 131 Applied Psychology and	
Human Relations.....	3
+ + Elective.....	3
	15-16
Minimum Hours Required.....	61

+ Electives—must be selected from the following:

GA 206	Graphic Projects.....	3
GA 225	Special Topics.....	3
CIS 103	Introduction to Computer Information	
	Systems.....	3
DFT 232	Technical Illustrations.....	3
JN 103	News Gathering and Writing.....	3
PHO 111	Advanced Photography and PhotoJournalism.....	3
PHO 207	Photography for Publication.....	3

+ + Electives—must be selected from the following:

ACC 131	Bookkeeping I.....	3
BUS 105	Introduction to Business.....	3
MGT 136	Principles of Management.....	3
MGT 153	Small Business Management.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

GRAPHIC COMMUNICATIONS — GRAPHIC ARTS

Eastfield only

(Certificate)

This certificate program provides the student with skill development opportunities in the field of graphic arts. Successful completion of this certificate program qualifies a person for employment in a commercial printing firm or in the printing division of a large company.

	CREDIT HOURS
SEMESTER I	
GA 120	Printing Fundamentals..... 3
GA 136	Beginning Copy Preparation..... 3
ENG 101	Composition I or
COM 131	Applied Communications 3
JN 101	Introduction to Mass Communications..... 3
OFC 172	Beginning Typing..... 3
	15
SEMESTER II	
GA 134	Basic Camera Operations..... 3
GA 140	Beginning Offset Printing..... 3
MTH 130	Business Mathematics or
MTH 115	College Mathematics I 3
SC 101	Introduction to Speech Communication..... 3
+ Elective	 3
	15
Minimum Hours Required.....	30
+ Elective—must be selected from the following:	
GA 225	Special Topics..... 3
GA 206	Graphic Projects..... 3
CIS 103	Introduction to Computer Information Systems..... 3
DFT 232	Technical Illustration..... 3
JN 103	News Gathering and Writing..... 3
PHO 111	Advanced Photography and PhotoJournalism..... 3

INTERIOR DESIGN

El Centro only

(Professional Certificate in Interior Design)

(Associate Degree)

The interior designer provides design solutions for environmental spaces of public structures and private residences. In the designer's presentation, the needs of the client are met by shaping the physical environment. A knowledge of construction and materials, both structural and decorative, is essential for the planning of aesthetic yet functional spaces.

The program consists of six semesters of study in interior design and related courses. A professional certificate is awarded upon successful completion of all courses identified in the six semester curriculum. The student is required to complete at least six semesters of interior design education and three years of apprenticeship after graduation to apply to take the national examination, National Council for Interior Design Qualification (NCIDQ). The certificate in interior design qualifies the graduate to enter the profession of interior design as a beginning professional.

This program is provisionally accredited by F.I.D.E.R. (Foundation for Interior Design Education Research).

CREDIT HOURS

SEMESTER I

ART 165	Fundamental Design Studio I.....	4
INT 171	Drafting for Interior Designers.....	3
ART 105	Survey of Art History.....	3
ENG 101	Composition I or	
COM 131	Applied Communications.....	3
MTH 116	College Mathematics II.....	3
		<u>16</u>

SEMESTER II

INT 164	Color Theory and Applications for Interior Designers.....	3
INT 166	Interior Design Studio II.....	4
INT 174	Perspective Drawing for Interior Designers.....	2
ART 106	Survey of Art History.....	3
ART 114	Drawing.....	3
SC 101	Introduction to Speech Communication.....	3
		<u>18</u>

(All Interior Design courses must be successfully completed before a student will be admitted into the second year of study.)

SEMESTER III

INT 261	Interior Design Studio III.....	3
INT 273	Construction Drawings for Interior Designers.....	3
INT 281	Textiles for Interior Design.....	3
INT 291	History of the Interior Arts.....	3
ARC 245	Design Sketching.....	3
		<u>15</u>

SEMESTER IV

INT 262	Interior Design Studio IV.....	3
INT 276	Delineation Techniques for Interior Designers.....	3
INT 282	Materials for Interior Design.....	3
INT 284	Lighting Design.....	3
INT 292	Comparative Survey of Styles.....	3
ACC 131	Bookkeeping I or	
ACC 201	Accounting I.....	3
		<u>18</u>

(All Interior Design courses must be successfully completed before a student will be admitted into the third year of study.)

SEMESTER V

INT 363	Interior Design Studio V.....	3
INT 385	Professional Practice for Interior Designers.....	3
INT 391	History of Modern Design.....	3
INT 395	Restoration and Preservation.....	3
Art Studio Elective.....		3
		<u>15</u>

SEMESTER VI

INT 364	Interior Design Studio VI.....	3
DFT 245	Computer Aided Design.....	3
INT 802	Cooperative Work Experience*.....	2
HD 105	Basic Processes of Interpersonal Relationships or	
PSY 101	Introduction to Psychology or	
PSY 131	Applied Psychology and Human Relations.....	3
Art Studio Elective.....		3
		<u>14</u>

Minimum Hours Required For Professional Certificate.....

96

*Required Work Experience

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

INTERPRETER TRAINING PROGRAM

Eastfield only

(Associate Degree)

This program is designed to train individuals at a paraprofessional level to work with the deaf. Course work will provide skills to work as an interpreter for the deaf, educational assistant, aide with the multiply handicapped, or house parent in residential schools.

	CREDIT HOURS
SEMESTER I	
ITP 140 Introduction to Deafness.....	3
ITP 141 Beginning Sign Language.....	4
ITP 144 Psychosocial Aspects of Deafness..	3
ITP 148 Receptive Fingerspelling.....	1
ENG 101 Composition I.....	3
	14
SEMESTER II	
ITP 143 Intermediate Sign Language.....	4
ITP 147 Language Development of the Deaf	3
ITP 150 Management Techniques for the Interpreter/Aide.....	4
ITP 802 Cooperative Work Experience.....	2
+ Elective	3
	16
SEMESTER III	
ITP 231 Interpreting: Ethics and Specifics..	3
ITP 240 Advanced Sign Language.....	4
ITP 250 Interpreting: Sign to Voice.....	3
BIO 101 General Biology.....	4
SC 101 Introduction to Speech Communication.....	3
	17
SEMESTER IV	
ITP 248 Rehabilitation of the Multiply-Handicapped Deaf.....	3
ITP 251 Education/Specialized Signs.....	4
ITP 253 Interpreting: Voice to Sign.....	3
ITP 260 Practicum.....	3
MTH 101 College Algebra or	
MTH 130 Business Mathematics	3
	16

Minimum Hours Required..... 63

+ Electives — must be selected from the following:

ART 104	Art Appreciation.....	3
HUM 101	Introduction to the Humanities.....	3
MUS 104	Music Appreciation.....	3
PHI 102	Introduction to Philosophy.....	3
THE 101	Introduction to the Theatre.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

INTERPRETER TRAINING PROGRAM

Eastfield only

(Sign Language Certificate)

This certificate offers entry level skills toward the development of sign language competency.

	CREDIT HOURS
SEMESTER I	
ITP 140 Introduction to Deafness.....	3
ITP 141 Beginning Sign Language.....	4
ITP 144 Psychosocial Aspects of Deafness..	3
ITP 148 Receptive Fingerspelling.....	1
ENG 101 Composition I.....	3
	14
SEMESTER II	
ITP 143 Intermediate Sign Language.....	4
ITP 147 Language Development of the Deaf	3
ITP 802 Cooperative Work Experience or	2
ITP 803 Cooperative Work Experience ..	(3)
ENG 102 Composition II.....	3
+ + Elective	3-4
	15-17

Minimum Hours Required..... 29

+ + Elective — must be selected from the following:

ITP 150	Management Techniques for the Interpreter/Aide.....	4
ITP 231	Interpreting: Ethics and Specifics.....	3
ITP 247	Special Problems in Deafness.....	3
ITP 248	Rehabilitation of the Multiply-Handicapped Deaf.....	3

LEGAL ASSISTANT

El Centro only

(Associate Degree)

The Legal Assistant Program is an associate degree program designed to prepare the student to function as a technically qualified assistant to the lawyer. The program was developed at the request of and in conjunction with the Dallas Bar Association. The four semester curriculum consists of legal technology courses combined with liberal arts and business courses.

CREDIT HOURS

SEMESTER I

LA 131	Introduction to Legal Technology..	3
LA 135	Texas Legal Systems.....	3
GVT 201	American Government.....	3
ENG 101	Composition I.....	3
ACC 201	Principles of Accounting I.....	3
		15

SEMESTER II

LA 133	Law of Real Property and Real Estate Transactions.....	3
LA 134	Principles of Family Law.....	3
LA 139	Legal Research and Drafting.....	2
PSY 131	Applied Psychology and Human Relations.....	3
SC 101	Introduction to Speech Communication.....	3
ACC 201	Principles of Accounting I.....	3
		17

SEMESTER III

LA 225	Business Organizations.....	3
LA 227	Civil Litigation I.....	3
LA 231	Wills, Trusts and Probate Administration.....	3
ACC 202	Principles of Accounting II.....	3
+ Elective		3-4
		15-16

SEMESTER IV

LA 232	Tort and Insurance Law and Claims Investigation.....	3
LA 234	Personal Property, Sales and Credit Transactions.....	3
LA 235	Techniques of Legal Practice and Procedure.....	4
+ Elective		3-4
+ + Elective		3
		16-17

Minimum Hours Required..... 62

+ Electives—must be selected from the following:

LA 233	Income Taxation and Legal Accounting.....	3
LA 236	Legal Office Management.....	2
LA 248	Constitutional and Criminal Law.....	3
LA 251	Civil Litigation II.....	3
LA 255	Oil and Gas Law.....	3
LA 803, 813	Cooperative Work Experience.....	3
LA 804, 814	Cooperative Work Experience.....	4

+ + Electives—must be selected from the following:

BUS 234	Business Law.....	3
CIS 103	Introduction to Computer Information Systems.....	3
CJ 132	The Courts and Criminal Justice.....	3
ECO 105	Economics of Contemporary Social Issues.....	3
ECO 201	Principles of Economics.....	3
GVT 202	American Government.....	3
OFC 172	Beginning Typewriting.....	3
OFC 173	Intermediate Typewriting.....	3
OFC 190	Principles of Word Processing.....	4
OFC 231	Business Communications.....	3
SOC 101	Introduction to Sociology.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MACHINE PARTS INSPECTION

Mountain View only

(Associate Degree)

The program is designed to prepare the trainee in the techniques of quality control pertaining to machine parts production processes and inspection procedures based on sound metrological concepts. Because of the uniqueness in laboratory facilities required for this program, it is designed for in-plant training. Only support courses and courses requiring no laboratory will be taught on campus.

		CREDIT HOURS
SEMESTER I		
MPI 122	Industrial Quality Control and Procedures	3
COM 131	Applied Communications	3
MTH 195	Technical Mathematics I	3
BPR 177	Blueprint Reading	2
PSY 131	Applied Psychology and Human Relations	3
		14
SEMESTER II		
MPI 124	Basic Inspection Fundamentals	5
BPR 178	Blueprint Reading	2
MTH 196	Technical Mathematics II	3
QCT 122	Dimensional Measurement	3
		13
SEMESTER III		
MPI 135	Intermediate Inspection Concepts ..	5
MPI 138	Geometric Tolerancing and True Positioning	3
EGR 186	Manufacturing Processes	2
SC 101	Introduction to Speech Communication	3
		13
SEMESTER IV		
MPI 220	Introduction to Materials and Processes	3
MPI 227	Non-Destructive Testing	3
MPI 803	Cooperative Work Experience	3
PHY 131	Applied Physics	4
		13
SEMESTER V		
MPI 223	Advanced Inspection Concepts	5
MPI 230	Introduction to Statistical Quality Control Techniques	3
MPI 237	Gage Control Standardization and Precision Measurement	3
MPI 813	Cooperative Work Experience	3
		14
Minimum Hours Required		66

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MACHINE SHOP

Mountain View only

(Associate Degree)

The Machine Shop Program will prepare the student for employment as an entry level machinist in the industry. It will also prepare the student for entry into an apprentice or trainee program for machinist, tool and die-maker, etc. Successful students will find access to supportive type jobs in the metal working field such as planner, programmer, etc.

Enrollment in machine shop courses will be open on the first Monday of October and November in the fall semester and the first Monday of February and March in the spring semester. In each case, such enrollment is subject to completion of specified prerequisite competencies. The program is designed to be self-paced by the student but students can generally plan to spend 18 months of study to complete the entire program.

	CREDIT HOURS
SEMESTER I	
MS 133 Basic Lathe.....	5
MS 134 Basic Milling Machine.....	5
*DFT 183 Basic Drafting.....	4
MTH 195 Technical Mathematics I.....	3
	17
SEMESTER II	
MS 135 Intermediate Lathe.....	5
MS 136 Intermediate Milling Machine.....	5
*DFT 184 Advanced Mechanical Drafting.....	3
MTH 196 Technical Mathematics II.....	3
QCT 122 Dimensional Measurement.....	3
	19
SEMESTER III	
MS 233 Advanced Lathe.....	5
MS 234 Advanced Milling Machine.....	5
COM 131 Applied Communications or	
ENG 101 Composition I.....	3
EGR 186 Manufacturing Processes or	
MS 702 Cooperative Work Experience or	2
+ Elective.....	(1)
PHY 131 Applied Physics.....	4
	18-19
SEMESTER IV	
MS 235 Applied Lathe.....	5
MS 236 Applied Milling Machine.....	5
PSY 131 Applied Psychology and	
Human Relations.....	3
SC 101 Introduction to Speech	
Communication.....	3
	16
Minimum Hours Required.....	70

+ Elective—must be selected from the following:

MS 145 Special Topics..... 1

*Students may substitute Blueprint Reading 177 for Drafting 183 and Blueprint Reading 178 for Drafting 184.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MANAGEMENT CAREERS— ADMINISTRATIVE MANAGEMENT OPTION

Offered at all seven campuses

(Associate Degree)

The Administrative Management Option is designed for students seeking a broad program of study in all phases of business practices. This option focuses not only at the core of management (principles of management, organizational behavior, personnel administration) but also encompasses the critical areas of business operations (principles of marketing, accounting, business law).

	CREDIT HOURS
SEMESTER I	
MGT 136 Principles of Management.....	3
BUS 105 Introduction to Business.....	3
ENG 101 Composition I.....	3
MTH 111 Mathematics for Business and Economics I or MTH 130 Business Mathematics.....	3
+ Elective	3
	15
SEMESTER II	
MKT 206 Principles of Marketing.....	3
ACC 201 Principles of Accounting I.....	3
ENG 102 Composition II.....	3
CIS 103 Introduction to Computer Information Systems.....	3
++ Elective	3
	15
SEMESTER III	
ACC 202 Principles of Accounting II.....	3
BUS 234 Business Law.....	3
ECO 201 Principles of Economics I.....	3
PSY 131 Applied Psychology and Human Relations.....	3
SC 101 Introduction to Speech Communication.....	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
++ Elective	3
+++ Elective	3
	18
Minimum Hours Required:.....	63

+ Elective—must be selected from the following:

ART 104	Art Appreciation.....	3
HUM 101	Introduction to the Humanities.....	3
ENG 201	British Literature.....	3
ENG 202	British Literature.....	3
ENG 203	World Literature.....	3
ENG 204	World Literature.....	3
ENG 205	American Literature.....	3
ENG 206	American Literature.....	3
MUS 104	Music Appreciation.....	3
PHI 102	Introduction to Philosophy.....	3
THE 101	Introduction to the Theatre.....	3
Foreign Language		

+ + Electives— may be selected from the following:

MGT 153	Small Business Management.....	3
MGT 171	Introduction to Supervision.....	3
MGT 212	Special Problems in Business.....	1
MGT 703	Cooperative Work Experience.....	3
MGT 704	Cooperative Work Experience.....	4
MKT 137	Principles of Retailing.....	3
MKT 230	Salesmanship.....	3
MKT 233	Advertising and Sales Promotion.....	3
OFC 160	Office Calculating Machines.....	3
OFC 172	Beginning Typing.....	3

+ + + Elective—must be selected from the following:

GVT 201	American Government.....	3
GVT 202	American Government.....	3
HST 101	History of the United States.....	3
HST 102	History of the United States.....	3
SOC 101	Introduction to Sociology.....	3
SOC 102	Social Problems.....	3
HD 105	Basic Process of Interpersonal Relationship.....	3
HD 106	Personal and Social Growth.....	3
ANT 100	Introduction to Anthropology.....	3
PSY 103	Human Sexuality.....	3
PSY 101	Introduction to Psychology.....	3

*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.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MANAGEMENT CAREERS— MID-MANAGEMENT OPTION

Offered at all seven campuses

(Associate Degree)

The Mid-Management Program provides an opportunity for students to acquire knowledge in the management field and at the same time update and sharpen personal management skills. In addition to learning about supervision, personnel management, human relations psychology, problem-solving, decision-making, and other related business topics, students also participate in an on-the-job management training course with their present employers. These management training courses at work allow students to apply what is learned in the classroom environment and obtain the valuable practical experience necessary to become competent business managers. The Mid-Management Program allows students the opportunity to bridge the gap between theory and practice as professional managers.

	CREDIT HOURS
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
ENG 101 Composition I.....	3
	15
SEMESTER II	
MGT 151 Management Training.....	4
MGT 155 Management Seminar: Personnel Management.....	2
CIS 103 Introduction to Computer Information Systems.....	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics.....	3
ENG 102 Composition II.....	3
+ Elective.....	3
	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 Applied Psychology and Human Relations.....	3
SC 101 Introduction to Speech Communication.....	3
	18

SEMESTER IV	
MGT 251 Management Training.....	4
MGT 255 Management Seminar: Planning Strategy and the Decision Process	2
ECO 202 Principles of Economics II.....	3
++ Elective.....	3
+++ Elective.....	3
	15

Minimum Hours Required:..... **66**

+ Elective—must be selected from the following:

ART 104 Art Appreciation.....	3
HUM 101 Introduction to the Humanities.....	3
ENG 201 British Literature.....	3
ENG 202 British Literature.....	3
ENG 203 World Literature.....	3
ENG 204 World Literature.....	3
ENG 205 American Literature.....	3
ENG 206 American Literature.....	3
MUS 104 Music Appreciation.....	3
PHI 102 Introduction to Philosophy.....	3
THE 101 Introduction to the Theatre.....	3
Foreign Language	

+ + Elective—may be selected from the following:

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

+ + + Electives—must be selected from the following:

GVT 201 American Government.....	3
GVT 202 American Government.....	3
HST 101 History of the United States.....	3
HST 102 History of the United States.....	3
SOC 101 Introduction to Sociology.....	3
SOC 102 Social Problems.....	3
HD 105 Basic Processes of Interpersonal Relationship.....	3
HD 106 Personal and Social Growth.....	3
ANT 100 Introduction to Anthropology.....	3
PSY 100 Human Sexuality.....	3
PSY 101 Introduction to Psychology.....	3

*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.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MANAGEMENT CAREERS— POSTAL SERVICE ADMINISTRATION OPTION

Mountain View only

(Associate Degree)

The Postal Service Administration curriculum is designed as a two-year program that leads to an Associate Degree in Applied Arts and Sciences. The program aids the student in developing postal skills and provides the student with an insight into multi-level functions employed throughout the postal service system. Emphasis is directed to the areas of methodology, technology, management, and leadership concepts reflected in modern day technology as applied to public service related agencies.

CREDIT HOURS

SEMESTER I

PSA 110	Introduction to Postal Service.....	3
COM 131	Applied Communications or	
ENG 101	Composition I.....	3
MTH 130	Business Mathematics.....	3
PSY 101	Introduction to Psychology.....	3
MGT 171	Introduction to Supervision.....	3

15

SEMESTER II

PSA 122	Customer Service.....	3
CIS 103	Introduction to Computer	
	Information Systems.....	3
PSY 131	Applied Psychology and	
	Human Relations.....	3
SOC 101	Introduction to Sociology.....	3
+ Elective		3

15

SEMESTER III

PSA 120	Mail Processing.....	3
SC 101	Introduction to Speech	
	Communication.....	3
ACC 131	Bookkeeping I.....	3
BUS 237	Organizational Behavior.....	3
+ + Elective		3

15

SEMESTER IV

PSA 216	Postal Management.....	3
MGT 242	Personnel Administration.....	3
GVT 201	American Government.....	3
+ Elective		6

15

Minimum Hours Required..... 60

+ Electives—must be selected from the following:

CS 122	Introduction to BASIC Programming.....	3
ECO 201	Principles of Economics I.....	3
ECO 202	Principles of Economics II.....	3
GVT 202	American Government.....	3
HD 104	Educational and Career Planning.....	3
HD 105	Basic Processes of Interpersonal	
	Relationships.....	3
HST 101	History of the United States.....	3
HST 102	History of the United States.....	3
PSY 202	Applied Psychology.....	3

+ + Elective—must be selected from the following:

ART 104	Art Appreciation.....	3
HUM 101	Introduction to the Humanities.....	3
MUS 104	Music Appreciation.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MANAGEMENT CAREERS—SALES, MARKETING, AND RETAIL MANAGEMENT OPTION

Brookhaven and Cedar Valley only

(Associate Degree)

The Sales, Marketing, and Retail Management Option is designed to prepare students for career opportunities in retail management, sales, or marketing. Students specialize in courses in retail management, sales, and marketing. Students also have the opportunity to work in sales, marketing, or retail areas through a sponsoring business firm.

	CREDIT HOURS
SEMESTER I	
MGT 136 Principles of Management.....	3
MKT 137 Principles of Retailing.....	3
BUS 105 Introduction to Business.....	3
ENG 101 Composition I.....	3
+ + Elective	3
	15
SEMESTER II	
MKT 206 Principles of Marketing.....	3
MKT 230 Salesmanship.....	3
ENG 102 Composition II.....	3
CIS 103 Introduction to Computer Information Systems.....	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics	3
SC 101 Introduction to Speech Communication.....	3
	18
SEMESTER III	
MKT 233 Advertising and Sales Promotion....	3
ACC 201 Principles of Accounting I*.....	3
ECO 201 Principles of Economics I.....	3
PSY 131 Applied Psychology and Human Relations.....	3
MKT 703 Cooperative Work Experience.....	3
	15
SEMESTER IV	
ECO 202 Principles of Economics II.....	3
MKT 245 Sales Management.....	3
MKT 246 Management and Marketing Cases.	3
MKT 803 Cooperative Work Experience.....	3
+ Elective	3
	15
Minimum Hours Required:.....	63

+ Elective— may be selected from the following:

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

+ + Electives— must be selected from the following:

ART 104	Art Appreciation.....	3
HUM 101	Introduction to the Humanities.....	3
MUS 104	Music Appreciation.....	3
PHI 102	Introduction to Philosophy.....	3
THE 101	Introduction to Theatre.....	3

*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.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MANAGEMENT CAREERS— SMALL BUSINESS MANAGEMENT OPTION

Cedar Valley, Mountain View, and Richland only

(Associate Degree)

The Small Business Management Option is designed for students who plan to become owners or managers of a small business. The practical aspects of planning, locating, resources, financing, starting, and operating a business are emphasized. Owners and managers of small businesses may also benefit from the program.

	CREDIT HOURS
SEMESTER I	
MGT 136 Principles of Management.....	3
MGT 153 Small Business Management.....	3
COM 131 Applied Communications or	
ENG 101 Composition I.....	3
SC 101 Speech Communications.....	3
+ Elective	3
	15
SEMESTER II	
MGT 157 Small Business Bookkeeping and	
Accounting*.....	3
ENG 102 Composition II.....	3
CIS 103 Introduction to Computer	
Information Systems.....	3
MTH 111 Mathematics for Business	
and Economics I or	
MTH 130 Business Mathematics	3
BUS 105 Introduction to Business.....	3
	15
SEMESTER III	
MKT 206 Principles of Marketing.....	3
MGT 211 Small Business Operations.....	3
ECO 201 Principles of Economics I.....	3
PSY 131 Applied Psychology and	
Human Relations.....	3
+ + Elective	3
	15
SEMESTER IV	
MGT 210 Small Business Capitalization,	
Acquisition and Finance.....	3
BUS 234 Business Law.....	3
ECO 202 Principles of Economics II.....	3
+ Elective	3
+ + Elective	3
	15
Minimum Hours Required:.....	60

+ Elective—must be selected from the following:

ART 104	Art Appreciation.....	3
HUM 101	Introduction to the Humanities.....	3
MUS 104	Music Appreciation.....	3
PHI 102	Introduction to Philosophy.....	3
THE 101	Introduction to the Theatre.....	3

+ + Elective—may be selected from the following:

ACC 201	Principles of Accounting I.....	3
MGT 212	Special Problems in Business.....	1
OFC 160	Office Calculating Machines.....	3
OFC 172	Beginning Typing.....	3

+ + + Electives—must be selected from the following:

GVT 201	American Government.....	3
GVT 202	American Government.....	3
HST 101	History of the United States.....	3
HST 102	History of the United States.....	3
SOC 101	Introduction to Sociology.....	3
SOC 102	Social Problems.....	3
HD 105	Basic Process of Interpersonal Relationship.....	3
HD 106	Personal and Social Growth.....	3
ANT 100	Introduction to Anthropology.....	3
PSY 103	Human Sexuality.....	3
PSY 101	Introduction to Psychology.....	3

*Students may substitute ACC 201 for MGT 157.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MANAGEMENT CAREERS— TRANSPORTATION AND LOGISTICS MANAGEMENT OPTION

Eastfield only

(Associate Degree)

The Transportation and Logistics Management Option is designed to prepare trained entry-level personnel for the transportation industry with the ability to advance into management positions such as traffic manager, terminal manager, and safety specialist.

	CREDIT HOURS
SEMESTER I	
TRT 146 Transportation and Traffic Management.....	3
BUS 105 Introduction to Business.....	3
ENG 101 Composition I.....	3
• MGT 136 Principles of Management.....	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics	3
	15
SEMESTER II	
TRT 145 Principles of Rates and Pricing.....	3
ACC 201 Principles of Accounting I or	
ACC 131 Bookkeeping I.....	3
SC 101 Introduction to Speech Communication.....	3
MGT 171 Introduction to Supervision	3
+ + Elective or Cooperative Work Experience	3
	15
SEMESTER III	
TRT 215 Physical Distribution.....	3
CIS 103 Introduction to Computer Information Systems.....	3
ECO 201 Principles of Economics I.....	3
MKT 206 Principles of Marketing.....	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology	3
	15
SEMESTER IV	
TRT 243 Export/Import Practices.....	3
TRT 247 Economics of Transportation.....	3
BUS 234 Business Law.....	3
MGT 242 Personnel Administration.....	3
+ Elective or Cooperative Work Experience	3
	15
Minimum Hours Required:.....	60

+ Electives—must be selected from the following:

TRT 260	Studies in Transportation Technology.....	1
TRT 713	Cooperative Work Experience.....	3
TRT 803	Cooperative Work Experience.....	3
TRT 813	Cooperative Work Experience.....	3
ACC 202	Principles of Accounting II.....	3
BUS 237	Organizational Behavior.....	3
MKT 230	Salesmanship.....	3
MKT 233	Advertising and Sales Promotion.....	3
MTH 202	Introductory Statistics.....	3
OFC 231	Business Communications.....	3

+ + Elective—must be selected from the following:

ART 104	Art Appreciation.....	3
HUM 101	Introduction to the Humanities.....	3
ENG 201	British Literature.....	3
ENG 202	British Literature.....	3
ENG 203	World Literature.....	3
ENG 204	World Literature.....	3
ENG 205	American Literature.....	3
ENG 206	American Literature.....	3
MUS 104	Music Appreciation.....	3
PHI 102	Introduction to Philosophy.....	3
THE 101	Introduction to the Theatre.....	3
Foreign Language		3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MEDICAL ASSISTING TECHNOLOGY

El Centro only

(Associate Degree)

The Medical Assisting Technology program provides specialized training in which the student develops basic skills and knowledge necessary to function as an administrative and clinical medical office assistant. Employment is available in medical offices, clinics, hospitals, and other organizations requiring a background in medical office procedures.

The program is designed so that the student may receive a certificate in one year or continue a course of study leading to an associate degree. A student must, in addition to satisfying certificate requirements for the college, comply with the minimum standards for testing prescribed by the Certifying Board of the American Association of Medical Assistants before being able to sit for the National Board Examination.

The Medical Assisting program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the American Association of Medical Assistants, Inc. (AAMA).

	CREDIT HOURS
SEMESTER I	
BIO 123 Applied Anatomy and Physiology..	4
OFC 173 Intermediate Typing + ...	3
MA 151 Medical Terminology.....	4
MA 152 Medical Law and Ethics.....	2
MA 153 Medical Office Microbiology and Sterilization.....	3
MA 154 Introduction to Medical Transcription.....	2
ENG 101 Composition I.....	3
	<u>21</u>
SEMESTER II	
MA 160 Medical Transcription.....	4
MA 161 Medical Office Administrative and Management Procedures.....	3
MA 162 Medical Office Bookkeeping and Insurance Procedures.....	3
MA 163 Medical Office Clinical Medical Assisting Procedures.....	3
MA 164 Medical Office Pharmacology and Drug Administration.....	3
	<u>16</u>
SUMMER SEMESTER I	
MA 170 Medical Office X-Ray Orientation and Electromedical Instrumentation	3
MA 171 Medical Office Laboratory Procedures (summer only).....	3
	<u>6</u>

SUMMER SEMESTER II

MA 172 Medical Assisting Externship (A minimum of 180 hours).....	6
	<u>6</u>

SEMESTER III

SC 101 Introduction to Speech Communication.....	3
HUM 101 Introduction to the Humanities or HD 105 Basic Processes of Interpersonal Relationships.....	3
	<u>6</u>

SEMESTER IV

PSY 101 Introduction to Psychology.....	3
MTH 139 Applied Mathematics.....	3
	<u>6</u>

Minimum Hours Required..... **61**

*If typing skills can be demonstrated with a minimum of 50 correct wpm, OFC 173 will not be required.

+ OFC 173 and MA 151 must be completed in the first semester in order for the student to progress according to the outlined schedule.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MEDICAL ASSISTING TECHNOLOGY

El Centro only

(Certificate)

The Medical Assisting Technology program provides specialized training in which the student develops basic skills and knowledge necessary to function as an administrative and clinical medical office assistant. Employment is available in medical offices, clinics, hospitals, and other organizations requiring a background in medical office procedures.

A student must, in addition to satisfying certificate requirements for the college, comply with the minimum standards for the testing prescribed by the Certifying Board of the American Association of Medical Assistants before being able to sit for the National Board Examination.

The Medical Assisting program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the American Association of Medical Assistants, Inc. (AAMA).

	CREDIT HOURS
SEMESTER I	
BIO 123 Applied Anatomy and Physiology..	4
OFC 173 Intermediate Typing.....	3
MA 151 Medical Terminology.....	4
MA 152 Medical Law and Ethics.....	2
MA 153 Medical Office Microbiology and Sterilization Procedures.....	3
MA 154 Introduction to Medical Transcription.....	2
ENG 101 Composition I.....	3
	<u>21</u>
SEMESTER II	
MA 160 Medical Transcription.....	4
MA 161 Medical Office Administrative and Management Procedures.....	3
MA 162 Medical Office Bookkeeping and Insurance Procedures.....	3
MA 163 Medical Office Clinical Medical Assisting.....	3
MA 164 Medical Office Pharmacology and Drug Administration.....	3
	<u>16</u>

SUMMER I

MA 170	Medical Office X-Ray Orientation and Electromedical Instrumentation	3
MA 171	Medical Office Laboratory Procedures.....	3
		<u>6</u>

SUMMER II

MA 172	Medical Assisting Externship (A minimum of 180).....	6
		<u>6</u>

Minimum Hours Required..... 49

*If typing skills can be demonstrated with a minimum of 50 correct wpm, OFC 173 will not be required.

+ OFC 173 and MA 151 must be completed the first semester in order for students to progress according to outlined schedule.

MEDICAL LABORATORY TECHNOLOGY

El Centro only

(Associate Degree)

The Medical Laboratory Technology program prepares the student to perform tests and related duties in a medical laboratory under the supervision of a medical technologist. The program is a balanced curriculum of science, liberal arts, and technical courses including clinical assignments in local medical laboratories.

Upon successful completion of the program, the student is awarded an Associate Degree in Applied Arts and Sciences. In order to be eligible to take the National Certifying Examination, a graduate must comply with the minimum standards prescribed by the American Society of Clinical Pathologists. The Medical Laboratory Technology program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

	CREDIT HOURS
SEMESTER I	
BIO 101 General Biology.....	4
CHM 101 General Chemistry.....	4
MLT 133 Hematology.....	4
MLT 135 Urinalysis.....	3
MTH 101 College Algebra.....	3
	18
SEMESTER II	
BIO 102 General Biology.....	4
CHM 102 General Chemistry.....	4
MLT 138 Immunology.....	4
PSY 101 Introduction to Psychology or	
HD 105 Basic Processes of Interpersonal	
Relationships.....	3
	15
SUMMER SESSION I (12 weeks)	
MLT 139 Clinical Practice I.....	8
	8
SEMESTER III	
BIO 221 Anatomy and Physiology.....	4
CHM 203 Quantitative Analysis.....	4
ENG 101 Composition I.....	3
MLT 229 Medical Microbiology I.....	4
	15

SEMESTER IV	
BIO 222 Anatomy and Physiology.....	4
SC 101 Introduction to Speech	
Communication.....	3
MLT 231 Clinical Chemistry.....	4
MLT 236 Medical Microbiology II.....	4
	15

SUMMER SESSION II (12 weeks)	
MLT 238 Clinical Practice II.....	8
	8

Minimum Hours Required..... 79

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MEDICAL TRANSCRIPTION

El Centro only

(Certificate)

The nine-month certificate program in Medical Transcription prepares the student to function as a medical typist or medical transcriptionist with a thorough knowledge of medical terminology, advanced typing, word processing skills, and work experience. Proper form, editing abilities, and legal implications are stressed. Entry requirement to this program is a typing skill of 50 words per minute. Job opportunities are available in medical records, pathology and radiology departments of hospitals and clinics; physician's offices; the health insurance industry; public and private health foundations and institutions; medical schools; and research centers. Cooperative work experience is a part of this program.

	CREDIT HOURS
SEMESTER I	
BIO 123 Applied Anatomy and Physiology..	4
OFC 273 Advanced Typing Applications.....	2
MA 151 Medical Terminology.....	4
MA 152 Medical Law and Ethics.....	2
MA 154 Introduction to Medical Transcription.....	2
ENG 101 Composition I.....	3
	<u>17</u>
SEMESTER II	
MA 160 Medical Transcription.....	4
MA 161 Medical Office Administrative and Management Procedures.....	3
MA 166 Introduction to Medical Word Processing.....	2
MA 704 Cooperative Work Experience.....	4
ENG 102 Composition II.....	3
	<u>16</u>
Minimum Hour Required.....	33

MOTORCYCLE MECHANICS

Cedar Valley only

(Certificate)

This program is designed to train students to meet entry level requirements in the field of motorcycle mechanics. This will include diagnosis, repair, and maintenance of foreign and domestic motorcycles. Included in this program is the study of carburetion, ignition, and electrical systems, engine overhaul and tune-up, and motorcycle chassis. Throughout the entire program an emphasis is placed on the latest factory recommended techniques.

	CREDIT HOURS
SEMESTER I	
MM 105 Motorcycle Tune-up.....	3
MM 134 Motorcycle Service Principles.....	4
MM 136 Motorcycle Two Stroke Engine/ Transmission.....	4
	<u>11</u>
SEMESTER II	
MM 137 Motorcycle Four Stroke Engine/ Transmission.....	4
MM 138 Motorcycle Electrical Systems.....	4
MM 139 Motorcycle Chassis and Drive Systems.....	4
	<u>12</u>
SUMMER SESSION	
MM 703 Cooperative Work Experience or	3
MM 704 Cooperative Work Experience.....	(4)
	<u>3-4</u>
Minimum Hours Required.....	26

OFFICE CAREERS

Offered at all seven campuses

The Office Careers freshman student is provided a core study related to working in an office environment. After completing this core, the sophomore student will begin the specialized program tracks of Administrative Assistant Legal Secretary.

	CREDIT HOURS
CORE CURRICULUM (For all first year students in Office Careers)	
SEMESTER I	
ENG 101 Composition I	3
MTH 130 Business Mathematics	3
OFC 150 Automated Filing Procedures	3
**OFC 160 Office Calculating Machines	3
**OFC 172 Beginning Typing*	3
BUS 105 Introduction to Business	3
	<u>18</u>
SEMESTER II	
ENG 102 Composition II	3
OFC 162 Office Procedures	3
OFC 173 Intermediate Typing*	3
ACC 131 Bookkeeping I or	
ACC 201 Principles of Accounting	3
CIS 103 Introduction to Computer	
Information Systems	3
**OFC 179 Office Information Systems	
Concepts	2
**OFC 182 Introduction to Word Processing	
Equipment	1
	<u>18</u>

Minimum Hours Required 36

*Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests. If a student places out, any OFC course may be taken to supplement the minimum hours required.

**Note: OFC 172 Equivalent to 176, 177 and 178
OFC 160 Equivalent to 192, 193 and 194
OFC 190 Equivalent to 179, 182 and 185

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

OFFICE CAREERS — ADMINISTRATIVE ASSISTANT OPTION

Offered at all seven campuses

(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 or 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
SEMESTERS I and II	
Core Curriculum	36
SEMESTER III	
OFC 231 Business Communications	3
SC 101 Introduction to Speech	
Communication	3
PSY 131 Applied Psychology and Human	
Relations or	
HD 105 Basic Processes of	
Interpersonal Relationships ..	3
**OFC 185 Basic Machine Transcription	1
OFC 282 Word Processing Applications ..	1
*OFC 273 Advanced Typing Applications ..	2
OFC 159 Beginning Shorthand or	
OFC 103 Speedwriting	4
	<u>17</u>
SEMESTER IV	
HUM 101 Introduction to the Humanities ..	3
OFC 283 Specialized Software	1
MGT 136 Principles of Management or	
BUS 237 Organizational Behavior	3
OFC 166 Intermediate Shorthand or	
OFC 106 Speedwriting Dictation and	
Transcription	4
OFC 803, 804 Cooperative Work Experience ..	3-4
	<u>14-15</u>

Minimum Hours Required 67

*Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests. If a student places out, any OFC course may be taken to supplement the minimum hours required.

**NOTE: OFC 190 Equivalent to 179, 182 and 185

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

OFFICE CAREERS — LEGAL SECRETARY OPTION

Offered at all seven campuses

(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
SEMESTERS I and II	
Core Curriculum	36
SEMESTER III	
OFC 231 Business Communications	3
SC 101 Introduction to Speech Communication	3
PSY 131 Applied Psychology and Human Relations or	
HD 105 Basic Processes of Interpersonal Relationships ..	3
**OFC 185 Basic Machine Transcription	1
OFC 282 Word Processing Applications ..	1
OFC 273 Advanced Typing Applications* ..	2
HUM 101 Introduction to the Humanities ..	3
	16
SEMESTER IV	
BUS 234 Business Law	3
OFC 167 Legal Terminology and Transcription	3
OFC 274 Legal Secretarial Procedures ...	3
OFC 285 Applied Machine Transcription ..	1
OFC 803-804 Cooperative Work Experience ..	3-4
	13-14

Minimum Hours Required 65

*Students may be placed in typing courses based on proficiency level determined by previous training, experience, and/or placement tests. If a student places out, any OFC course may be taken to supplement the minimum hours required.

**NOTE: OFC 190 Equivalent to 179, 182 and 185

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

OFFICE CAREERS — GENERAL OFFICE

Offered at all seven campuses

(Certificate)

The General Office Certificate Program with a clerical emphasis is designed to provide the student with a basic working knowledge of office procedures.

	CREDIT HOURS
SEMESTER I	
ENG 101 Composition I	3
MTH 130 Business Mathematics	3
**OFC 160 Office Calculating Machines	3
**OFC 172 Beginning Typing*	3
BUS 105 Introduction to Business	3
CIS 103 Introduction to Computer Information Systems	3
	18
SEMESTER II	
OFC 162 Office Procedures	3
OFC 173 Intermediate Typing*	3
**OFC 190 Principles of Word Processing	4
OFC 231 Business Communications	3
ACC 131 Bookkeeping I or	
ACC 201 Principles of Accounting	3
	16
Minimum Hours Required	34

*Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests. If students place out, any OFC course may be taken to supplement the minimum hours required.

**NOTE: OFC 172 Equivalent to 176, 177 and 178
OFC 160 Equivalent to 192, 193 and 194
OFC 190 Equivalent to 179, 182 and 185

OFFICE INFORMATION SYSTEMS SPECIALIST

Offered at all seven campuses

(Associate Degree)

This program introduces the skills for operators, supervisors, and managers in automated office environments. Office Information Systems involves the use of automated equipment and techniques that include speed gathering, processing, storing, and distributing printed materials.

This program develops the skills to work with a group of principals as a part of a team under the direction of an administrative support supervisor/informations systems manager. The specialist handles transcription and manipulation of data using a variety of software applications and provides special secretarial services.

CREDIT HOURS

SEMESTER I

ENG 101	Composition I.....	3
MTH 130	Business Mathematics.....	3
**OFC 160	Office Calculating Machines....	3
*OFC 173	Intermediate Typing.....	3
**OFC 179	Office Information Systems Concepts.....	2
***OFC 182	Introduction to Word Processing Equipment.....	1
		15

SEMESTER II

ENG 102	Composition II.....	3
OFC 162	Office Procedures.....	3
**OFC 185	Basic Machine Transcription....	1
*OFC 273	Advanced Typing Applications....	2
***OFC 282	Word Processing Applications....	1
CIS 103	Introduction to Computer Information Systems.....	3
ACC 131	Bookkeeping I or	
ACC 201	Principles of Accounting.....	3
		16

SEMESTER III

SC 101	Introduction to Speech Communication.....	3
PSY 131	Applied Psychology and Human Relations or	
HD 105	Basic Processes of Interpersonal Relationships....	3
OFC 150	Automated Filing Procedures....	3
OFC 231	Business Communications.....	3
***OFC 283	Specialized Software.....	1
OFC 285	Applied Machine Transcription..	1
+ Elective		3
		17

SEMESTER IV

OFC 256	Office Management.....	3
CIS 160	Data Communications.....	3
OFC 803-804	Cooperative Workd Experience or Elective(s).....	3-4
+ Electives		3
++ Electives		3
		15-16

Minimum Hours Required:..... 63

+ Electives—must be selected from the following:

OFC 143	Contemporary Topics in Office Careers.....	1
OFC 182	Introduction to Word Processing Equipment***	1
OFC 282	Word Processing Applications***	1
OFC 283	Specialized Software.....	1

+ + Electives—must be selected from the following:

BUS 105	Introduction to Business.....	3
BUS 234	Business Law.....	3
MGT 136	Principles of Management.....	3

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

**Note:

OFC 160 Equivalent to 192, 193, and 194

OFC 172 Equivalent to 176, 177 and 178

OFC 190 Equivalent to 179, 182, and 185

***Must be repeated for credit two additional times using different emphasis/equipment/software.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ORNAMENTAL HORTICULTURE TECHNOLOGY GREENHOUSE FLORIST OPTION

Richland only

(Associate Degree)

This option prepares a student to enter the florist industry. 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	Horticulture Science.....	4
HLN 132	Landscape Trees.....	2
HLN 141	Floral Design.....	4
BIO 115	Biological Science or	
BIO 110	Introductory Botany.....	4
COM 131	Applied Communications.....	3
		17

SEMESTER II

HLN 133	Landscape Shrubs, Vines and Ground Cover.....	2
HLN 140	Herbaceous and Exotic Plants.....	3
ART 110	Basic Design I.....	3
BUS 105	Introduction to Business or	
MGT 153	Small Business Management.....	3
SC 101	Introduction to Speech Communication.....	3
MTH 130	Business Mathematics.....	3
		17

SEMESTER III

HLN 227	Greenhouse Horticulture.....	4
HLN 235	Propagation of Woody Ornamental Plants.....	2
HLN 252	Flower Shop Management.....	3
MKT 206	Principles of Marketing or	
MKT 137	Principles of Retailing.....	3
+ Elective		3
		15

SEMESTER IV

HLN 249	Foliage Plants and Interiorscaping.....	3
HLN 248	Advanced Floral Design.....	3
HLN 245	Problems and Practices in Industry or	
HLN 804	Cooperative Work Experience.....	4
ACC 131	Bookkeeping I or	
MGT 157	Small Business Bookkeeping and Accounting.....	3
CHM 115	Chemical Sciences or	
PSC 118	Physical Science.....	4
		17

Minimum Hours Required..... 66

+ Electives—must be selected from the following:

ART 104	Art Appreciation.....	3
HUM 101	Introduction to Humanities.....	3
MUS 104	Music Appreciation.....	3
PHI 102	Introduction to Philosophy.....	3
THE 101	Introduction to Theatre.....	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ORNAMENTAL HORTICULTURE TECHNOLOGY — LANDSCAPE MANAGEMENT OPTION

Richland only

(Associate Degree)

This option prepares the student to enter the landscape contracting and the landscape installation and maintenance businesses. The student expands his preparation to meet his own specific goals through directing two semesters of cooperative work experience toward areas in which he desires greater preparation. Landscape management is the fastest growing field in ornamental horticulture and provides excellent employment opportunities. A student completing this option is also well prepared for work in city park departments and in state and federal park development.

	CREDIT HOURS
SEMESTER I	
HLN 131 Horticulture Science	4
HLN 132 Landscape Trees	2
HLN 145 Landscape Development I	3
HLN 146 Fundamentals of Landscape Planning	3
BIO 115 Biological Science or BIO 110 Introductory Botany	4
	<u>16</u>
SEMESTER II	
HLN 133 Landscape Shrubs, Vines and Ground Cover	2
HLN 140 Herbaceous and Exotic Plants	3
HLN 147 Landscape Development II	3
BUS 105 Introduction to Business	3
SC 101 Introduction to Speech Communication	3
COM 131 Applied Communications	3
	<u>17</u>
SEMESTER III	
HLN 231 Landscape Design	4
HLN 804 Cooperative Work Experience	4
MGT 153 Small Business Management	3
MGT 157 Small Business Bookkeeping and Accounting*	3
ACC 131 Bookkeeping I	3
MTH 130 Business Mathematics	3
	<u>17</u>

SEMESTER IV	
HLN 238 Landscape Management	3
HLN 249 Foliage Plants and Interiorscaping	3
HLN 250 Advanced Landscape Planning	3
HLN 814 Cooperative Work Experience	4
CHM 115 Chemical Sciences or PSC 118 Physical Sciences	4
	<u>17</u>

Minimum Hours Required 67

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ORNAMENTAL HORTICULTURE TECHNOLOGY— LANDSCAPE NURSERY OPTION

Richland only

(Associate Degree)

This option prepares a student to enter both the landscaping industry and the nursery industry at a technician level. The program places emphasis on those skills required for success in landscape service, nursery production and landscape planning business. A student who completes this training is prepared for work in park and recreation departments, production nurseries, industrial parks and gardens.

CREDIT HOURS

SEMESTER I

HLN 131	Horticulture Science.....	4
HLN 132	Landscape Trees.....	2
HLN 145	Landscape Development I.....	3
HLN 146	Fundamentals of Landscape Planning	3
BIO 115	Biological Science or	
BIO 110	Introductory Botany	4
		16

SEMESTER II

HLN 133	Landscape Shrubs, Vines and Ground Cover	2
HLN 140	Herbaceous and Exotic Plants.....	3
HLN 147	Landscape Development II.....	3
MTH 195	Technical Mathematics or	
MTH 130	Business Mathematics	3
SC 101	Introduction to Speech Communication.....	3
COM 131	Applied Communications.....	3
		17

SEMESTER III

HLN 227	Greenhouse Horticulture.....	4
HLN 231	Landscape Design	4
HLN 233	Nursery Operations.....	3
HLN 235	Propagation of Woody Ornamental Plants.....	2
BUS 105	Introduction to Business.....	3
		16

SEMESTER IV

HLN 238	Landscape Management.....	3
HLN 245	Problems and Practices in Industry or	
HLN 804	Cooperative Work Experience ...	4
HLN 249	Foliage Plants and Interiorscaping.	3
HLN 250	Advanced Landscape Planning....	3
CHM 115	Chemical Sciences or	
PSC 118	Physical Science	4
		17

Minimum Hours Required..... 66

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ORNAMENTAL HORTICULTURE TECHNOLOGY — FLORIST OPTION

Richland only

(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
ACC 131	Bookkeeping I or	
MGT 157	Small Business Bookkeeping and Accounting	3
ART 110	Basic Design I.....	3
BUS 105	Introduction to Business or	
MGT 153	Small Business Management	3
MTH 130	Business Mathematics.....	3
		<u>15</u>

SEMESTER II

HLN 133	Landscape Shrubs, Vines and Ground Cover.....	2
HLN 140	Herbaceous and Exotic Plants.....	3
HLN 248	Advanced Floral Design.....	3
HLN 252	Flower Shop Management.....	3
HLN 804	Cooperative Work Experience.....	4
		<u>15</u>

Minimum Hours Required..... 31

ORNAMENTAL HORTICULTURE TECHNOLOGY—LANDSCAPE GARDENER CERTIFICATE

Richland only

(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	Horticulture Science.....	4
HLN 132	Landscape Trees.....	2
HLN 146	Fundamentals of Landscape Planning	3
BUS 105	Introduction to Business or	
MGT 153	Small Business Management	3
MTH 195	Technical Mathematics or	
MTH 130	Business Mathematics	3
		<u>15</u>

SEMESTER II

HLN 133	Landscape Shrubs, Vines and Ground Cover.....	2
HLN 140	Herbaceous and Exotic Plants.....	3
HLN 145	Landscape Development I.....	3
HLN 804	Cooperative Work Experience.....	4
Elective		3
		<u>15</u>

Minimum Hours Required..... 30

OUTBOARD MARINE ENGINE MECHANICS

Cedar Valley only

(Certificate)

This program is designed to train students to meet entry level requirements in the field of outboard marine engine mechanics. This will include theory, diagnosis, repair, overhaul and maintenance of outboard marine engines. Included in this program is the study of outboard marine engine fuel, electrical and ignition systems, engine overhaul and tune-up, and lower units. Throughout the entire program an emphasis is placed on accepted shop techniques used throughout the outboard marine engine service industry.

Since not all courses in this program are transferable, students enrolling in this program who may plan to transfer to a four-year institution should consult with an advisor or counselor regarding transfer requirements.

CREDIT HOURS

SEMESTER I

OE 115	Outboard Engine Tune-up.....	3
OE 144	Outboard Engine Service Principles	4
OE 146	Outboard Engine Powerhead Overhaul.....	4
		<u>11</u>

SEMESTER II

OE 147	Outboard Engine Lower Unit Overhaul.....	4
OE 148	Outboard Engine Electrical Systems	4
OE 723	Cooperative Work Experience or	3
OE 724	Cooperative Work Experience	(4)
		<u>11-12</u>

Minimum Hours Required..... 22

PATTERN DESIGN

El Centro only

(Associate Degree)

The pattern designer converts the fashion sketch or original garment into an industrial paper pattern used in the mass production of clothing. Drafting is the skill of developing a flat pattern with measurements. Draping is the skill of developing a pattern by placing cloth over a dress form. Upon completion of the program, the student enters a women's wear or children's wear manufacturing company as an assistant in the pattern department.

	CREDIT HOURS
SEMESTER I	
DES 110 Basic Color Theory and Application (1st 8 weeks).....	3
DES 128 Introduction to Mass Production and Apparel.....	2
DES 129 Industrial Garment Construction (1st 8 weeks).....	1
DES 234 History of Costume.....	3
PDD 151 Pattern Drafting I (2nd 8 weeks)...	3
ENG 101 Composition I.....	3
	15
SEMESTER II	
DES 135 Textiles.....	3
DES 136 Fashion Sketching.....	3
DES 235 History of Costume.....	3
PDD 152 Pattern Drafting II (1st 8 weeks)...	3
PDD 153 Pattern Drafting III (2nd 8 weeks)...	3
SC 101 Introduction to Speech Communication.....	3
	18
SEMESTER III	
DES 229 Advanced Garment Construction...	3
PDD 254 Pattern Drafting IV (1st 8 weeks)...	3
PDD 255 Pattern Drafting V (2nd 8 weeks)...	3
PSY 101 Introduction to Psychology or HD 105 Basic Processes of Interpersonal Relationships.....	3
MTH 139 Applied Mathematics.....	3
	15
SEMESTER IV	
PDD 256 Pattern Drafting VI (1st 8 weeks)...	3
PDD 257 Pattern Drafting VII (2nd 8 weeks)...	3
DES 141 Grading or.....	1
PDD 812 Cooperative Work Experience or (2)	
PDD 813 Cooperative Work Experience or (3)	
PDD 814 Cooperative Work Experience... (4)	
+ Elective.....	3
+ + Elective.....	3
	13-16
Minimum Hours Required.....	61

+ Elective—must be selected from the following:

GVT 201	American Government.....	3
HUM 101	Introduction to the Humanities.....	3

+ + Elective—must be selected from the following:

BUS 105	Introduction to Business.....	3
CIS 103	Introduction to Computer Information Systems.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

PHYSICAL FITNESS TECHNOLOGY

North Lake only

(Associate)

This program prepares students for employment in the physical fitness industry. Students in this program acquire skills in conducting physical fitness and health risk assessments, prescribing exercise and lifestyle change programs, and instructing individuals and groups in physical fitness and health promotion activities. Areas studied include health risk appraisal, nutrition and weight control, smoking cessation, stress management, body composition analysis, and the development of joint flexibility, muscular strength and endurance, and aerobic capacity. The students acquire the knowledge and skills to supervise the use of physical fitness facilities and to provide exercise leadership and programming.

Upon successful completion of the program, the student will receive an Associate in Applied Arts and Sciences Degree and will be prepared to sit for national certification examinations.

CREDIT HOURS

SEMESTER I

ENG 101	Composition I	3
BIO 120	Introduction to Human Anatomy and Physiology	4
PEH 115	Physical Fitness	1
PFT 101	Exercise Science	3
PFT 110	Aerobic Training Theory and Application	4
		<u>15</u>

SEMESTER II

SC 101	Introduction to Speech Communication	3
BIO 121	Introduction to Human Anatomy and Physiology	4
*PEH Activity		1
PFT 120	Fitness and Exercise Testing I ...	4
PFT 111	Strength Training Theory and Application	4
		<u>16</u>

SEMESTER III

*PEH Activity		1
PEH 257	Advanced First Aid and Emergency Care	3
PFT 200	Instruction in Lifestyle Change ...	3
PFT 290	Practical Application in Physical Fitness Technology I	1
+Elective		3-4
** Mathematics Requirement		3
		<u>14-15</u>

SEMESTER IV

PSY 131	Applied Psychology and Human Relations	3
*PEH Activity		1
PFT 210	Exercise Leadership and Programming	4
PFT 240	Practical Aspects of the Fitness Industry	3
PFT 291	Practical Application in Physical Fitness Technology II	1
++Elective		3-4
		<u>15-16</u>

Minimum Hours Required 60

*Elective — must be selected from the following:

PFT 130	Basic Nutrition	3
PFT 220	Fitness and Exercise Testing II	4
PFT 230	Prevention and Care of Exercise Injury	3
PFT 250	Psychosocial Aspects of Sport and Exercise	3
PFT 281	Selected Topics in Physical Fitness Technology	1
PFT 283	Selected Topics in Physical Fitness Technology	3
PFT 713	Cooperative Work Experience	3
PFT 803	Cooperative Work Experience	3

++Elective — must be selected from the following:

ACC 201	Principles of Accounting I	3
BUS 105	Introduction to Business	3
CHM 101	General Chemistry	4
CIS 105	Introduction to Computer Information Systems	3
ET 200	Special Applications of Electronics	4
HD 105	Basic Processes of Interpersonal Relationships	3
MGT 136	Principles of Management	3
MKT 230	Salesmanship	3
PHY 111	Introductory General Physics	4
VFT 106	Video Production I	4

*PEH Activity — One physical education activity is chosen in consultation with program advisor from each of the following three clusters: Aerobic Activities, Strength Activities, and Recreational/Sport Activities.

**Mathematics Requirement — Any 100 level Mathematics course.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

PHYSICAL FITNESS TECHNOLOGY

North Lake only

(Certificate)

This certificate program in physical fitness technology prepares students to make physical fitness assessments, prescribe exercise programs, and instruct individuals and groups in physical fitness activities. This one-year program is particularly appropriate for those who want to expand or upgrade their skills, e.g. those who already have a degree and/or are employed in a physical fitness or related field. Students completing the certificate program have the option to continue their study toward the completion of the Associate Degree.

	CREDIT HOURS
SEMESTER I	
BIO 120 Introduction to Human Anatomy and Physiology	4
PEH 115 Physical Fitness	1
PEH 257 Advanced First Aid and Emergency Care	3
PFT 101 Exercise Science	3
PFT 110 Aerobic Training Theory and Application	4
	<u>15</u>
SEMESTER II	
BIO 121 Introduction to Human Anatomy and Physiology	4
PFT 111 Strength Training Theory and Application	4
PFT 120 Fitness and Exercise Testing I	4
† Elective	3-4
	<u>15-16</u>
Minimum Hours Required	30

† Elective — must be selected from PEH 101 or any PFT course except PFT 290 and PFT 714.

RADIOLOGIC SCIENCES

El Centro only

(Associate Degree)

Radiologic Sciences

The Radiologic Sciences freshman student is provided a core curriculum of study related to the delivery of health care. The basic health core, along with the general education courses, enables the student to enter a specialized track of either Radiographic Technology or Diagnostic Medical Sonography. Each program track offers didactic and clinical education designed to meet the essentials for certification as specified by each accrediting agency. Upon completion, an Associate in Applied Arts and Sciences Degree is awarded.

	CREDIT HOURS
*CORE CURRICULUM	
SEMESTER I	
RAD 104 Introduction to Radiologic Sciences I	3
BIO 120 Introduction to Human Anatomy and Physiology	4
MTH 139 Applied Mathematics	3
ENG 101 Composition I	3
HD 105 Basic Processes of Interpersonal Relationships or	
PSY 101 Introduction to Psychology	3
	<u>16</u>
SEMESTER II	
RAD 106 Introduction to Radiologic Sciences II	3
BIO 121 Introduction to Human Anatomy and Physiology	4
PHY 118 Concepts in Physics	4
SC 101 Introduction to Speech Communication	3
CIS 103 Introduction to Computer Information Systems	3
	<u>17</u>
Minimum Hours Required	33

*For all first year students in Radiologic Sciences
Upon successful completion of the academic requirements of the Core Curriculum, the student will begin the selected specialty track.

RADIOLOGIC SCIENCES — DIAGNOSTIC MEDICAL SONOGRAPHY

El Centro only

(Associate Degree)

The Diagnostic Medical Sonography program prepares the student to function as a Diagnostic Medical Sonographer.

The diagnostic medical sonographer performs sonography examinations using high frequency sound waves to visualize soft tissue structures, including the gall bladder, kidneys, pregnant uterus and other organs as requested by the physician.

This program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Educational Programs in Diagnostic Medical Sonography (JRCEPDMS).

	CREDIT HOURS
SEMESTERS I and II	
Core Curriculum	33
FALL SESSION III	
DMS 210 Accoustical Physics	3
DMS 208 Cross Sectional Anatomy	3
DMS 216 Ultrasound Science I	2
DMS 218 Clinical Medicine I	4
DMS 219 Clinical Education I	5
	17
SPRING SEMESTER IV	
DMS 220 Instrumentation/Standardization ..	3
DMS 222 Pathophysiology	3
DMS 225 Clinical Medicine II	4
DMS 226 Clinical Education II	7
	17
SUMMER SESSION III	
DMS 233 Clinical Education III	4
DMS 237 Clinical Medicine III	1
	5
SUMMER SESSION IV	
DMS 240 Clinical Education IV	4
DMS 242 Clinical Medicine IV	1
	5
Minimum Hours Required	77

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

RADIOLOGIC SCIENCES — DIAGNOSTIC MEDICAL SONOGRAPHY

El Centro only

(Certificate Only)

The Diagnostic Medical Sonography Certificate Option is for students having at least a previous Associate Degree in a designated Allied Health field or a B.S. degree with a major in a science discipline. Potential students will be considered on an individual basis to determine if they have an adequate background in Anatomy and Physiology, Math and Physics. Upon completion, a Certificate will be awarded.

	CREDIT HOURS
FALL SEMESTER III	
DMS 210 Accoustical Physics	3
DMS 208 Cross Sectional Anatomy	4
DMS 216 Ultrasound Science I	2
DMS 218 Clinical Medicine I	4
DMS 219 Clinical Education I	5
	17
SPRING SEMESTER IV	
DMS 220 Instrumentation/Standardization ..	3
DMS 222 Pathophysiology	3
DMS 225 Clinical Medicine II	4
DMS 226 Clinical Education II	7
	17
SUMMER SESSION III	
DMS 233 Clinical Education III	4
DMS 237 Clinical Medicine III	1
	5
SUMMER SESSION IV	
DMS 240 Clinical Education IV	4
DMS 242 Clinical Medicine IV	1
	5
Minimum Hours Required	44

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

RADIOLOGIC SCIENCES — RADIOGRAPHY TECHNOLOGY

El Centro only

(Associate Degree)

The Radiography Technology program prepares the student for a career as a medical radiographer (X-ray technologist).

The medical radiographer assists the radiologist and other physicians in the use of radiographs to examine patients for broken bones, ulcers, tumors, disease or malfunctioning of various body organs. The radiographer positions the patient and operates radiographic equipment.

This program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education in Radiologic Technology (JRCERT).

	CREDIT HOURS
SEMESTERS I AND II	
Core Curriculum.....	33
SUMMER SESSION I	
RAD 103 Radiographic Positioning and Osteology I.....	2
RAD 105 Principles of Radiographic Exposure I.....	1
RAD 107 Applied Physics I.....	1
RAD 109 Radiation Protection.....	1
	<u>5</u>
SUMMER SESSION II	
RAD 111 Radiographic Positioning and Osteology II.....	2
RAD 113 Principles of Radiographic Exposure II.....	1
RAD 115 Applied Physics II.....	1
RAD 117 Radiation Biology.....	1
	<u>5</u>
SEMESTER III	
RAD 201 Clinical Education I.....	6
RAD 206 Radiographic Positioning and Osteology III.....	3
RAD 205 Principles of Radiographic Exposure III.....	4
	<u>13</u>

SEMESTER IV	
RAD 207 Clinical Education II.....	8
RAD 209 Radiographic Pathology.....	2
RAD 211 Special Procedures.....	2
	<u>12</u>
SUMMER SESSION III	
RAD 215 Clinical Education III (Externship)...	5
	<u>5</u>
SUMMER SESSION IV	
RAD 217 Clinical Education IV (Externship).....	5
	<u>5</u>
Minimum Hours Required.....	78

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

REAL ESTATE

Cedar Valley, North Lake and Richland only

(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. Successful completion of the program leads to the Associate in Applied Arts and Sciences Degree and may be applied toward licensing requirements as determined by the Texas Real Estate Commission.

	CREDIT HOURS
SEMESTER I	
RE 130 Real Estate Principles.....	3
RE 131 Real Estate Finance.....	3
BUS 105 Introduction to Business.....	3
COM 131 Applied Communications or ENG 101 Composition I.....	3
MTH 130 Business Mathematics or MTH 111 Mathematics for Business and Economics I.....	3
	15
SEMESTER II	
RE 133 Real Estate Marketing.....	3
RE 135 Real Estate Appraisal.....	3
RE 136 Real Estate Law.....	3
SC 101 Introduction to Speech Communication.....	3
Elective (Psychology, Sociology, or Human Development).....	3
	15
SEMESTER III	
ECO 201 Principles of Economics I or ECO 105 Economics of Contemporary Social Issues.....	3
RE 230 Real Estate Office Management/Brokerage.....	3
RE 250 Real Estate Internship I*.....	4
RE 254 Real Estate Seminar I*.....	2
+ Elective.....	3
	15
SEMESTER IV	
ACC 201 Principles of Accounting I.....	3
GVT 201 American Government.....	3
+ Elective.....	9
	15
Minimum Hours Required:.....	60

+ Recommended Electives

RE 138	Real Estate Law Contracts.....	3
RE 233	Commercial and Investment Real Estate.....	3
RE 235	Property Management.....	3
*RE 251	Real Estate Internship.....	4
**RE 255	Real Estate Seminar.....	2
RE 240	Special Problems in Real Estate.....	1
RE 241	Special Problems in Real Estate.....	3
ACC 202	Principles of Accounting II.....	3
ECO 202	Principles of Economics II.....	3
SC 105	Fundamentals of Public Speaking.....	3

*RE 250 and RE 254 must be taken concurrently. Preliminary interview by real estate coordinator required.

**RE 251 and RE 255 must be taken concurrently. Preliminary interview by real estate coordinator required.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

RESPIRATORY THERAPY TECHNOLOGY

El Centro only

(Associate Degree)

The Respiratory Therapy Technology program prepares the student to become a respiratory therapist and perform complex patient care procedures in specialized care units and diagnostic laboratories.

In order to be eligible to write the Registry Examination, a student must comply with the minimum standards for testing as required by the National Board for Respiratory Care (NBRC).

The Respiratory Therapist program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee for Respiratory Therapy Education (JRCRTE).

Some courses may be available as self-instructional modules. Interested individuals should contact the program coordinator or counselor for current offerings.

Students who complete the program are eligible to sit for the Entry Level (Registry) Examination as required by the Texas Department of Health for Respiratory Care Practitioners.

	CREDIT HOURS
SEMESTER I	
MTH 139 Applied Mathematics or	
MTH 101 College Algebra	3
CHM 101 General Chemistry or	
CHM 115 Chemical Sciences	4
BIO 120 Human Anatomy and Physiology or	
BIO 221 Anatomy and Physiology I	4
RES 137 Basic Respiratory Skills and	
Procedures	4
RES 151 Pathology and Treatment Rationale	3
	<u>18</u>
SEMESTER II	
CHM 116 Chemical Sciences or	
CHM 102 General Chemistry	4
BIO 121 Human Anatomy and Physiology or	
BIO 222 Anatomy and Physiology II	4
RES 153 Basic Respiratory Skills and	
Procedures II	6
RES 154 Pharmacology	3
ENG 101 Composition I	3
	<u>20</u>
SUMMER I	
RES 156 Basic Respiratory Therapy Skills	
and Procedures III	4
	<u>4</u>
SUMMER II	
RES 158 Respiratory Therapy Skills and	
Procedures IV	5
	<u>5</u>

SEMESTER III	
BIO 216 General Microbiology	4
RES 243 Pulmonary Function	3
RES 257 Advanced Physiology	
and Pathology	3
RES 263 Advanced Pharmacology	2
RES 261 Critical Care Clinical Procedures ..	4
HD 105 Basic Processes of Interpersonal	
Relationships	3
	<u>19</u>

SEMESTER IV	
RES 264 Special Clinical Procedures	4
RES 265 Pulmonary Rehabilitation	5
RES 271 Pediatric Respiratory Therapy	2
SC 101 Introduction to Speech	
Communication	3
	<u>14</u>

Minimum Hours Required..... 80

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

RESPIRATORY THERAPY TECHNOLOGY -

RESPIRATORY THERAPY TECHNICIAN

El Centro only

(Certificate)

The Respiratory Therapy Technician Program prepares individuals with entry-level skills for in-patient care and technical and therapeutic procedures. For individuals already working in the field, the program serves to broaden technical knowledge and upgrade therapeutic skills.

In order to be eligible to write the Certification Examination, a student must comply with the minimum standards for testing as required by the National Board for Respiratory Care (NBRC).

Fall and Spring admission to the program is offered at both on-campus and off-campus hospital sites. Some courses may also be offered as self-instructional modules. Prospective students should contact the program coordinator or counselor for current offerings.

The Respiratory Therapy Technician program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee for Respiratory Therapy Education (JRCRTE).

Students who complete the program are eligible to sit for the Entry Level (Certification) Examination as required by the Texas Department of Health for Respiratory Care Practitioners.

(Fall Admission)

	CREDIT HOURS
SEMESTER I	
PSC 118 Physical Science.....	4
BIO 123 Applied Anatomy and Physiology or BIO 120 and BIO 121 Introduction to Human Anatomy and Physiology.....	4
RES 137 Basic Respiratory Skills and Procedures I.....	4
RES 151 Pathology and Treatment Rationale I.....	3
COM 131 Applied Communications.....	3
	18
SEMESTER II	
RES 135 Applied Pharmacology.....	3
RES 138 Clinical Practice II.....	4
RES 145 Basic Technology I.....	4
RES 149 Pathology and Treatment Rationale II.....	2
	13

SUMMER I	
RES 160 Clinical Practice III.....	3
RES 164 Basic Technology II.....	3
	6
SUMMER II	
RES 162 Clinical Practice IV.....	4
	4
Minimum Hours Required.....	41

(Spring Admission)

	CREDIT HOURS
SPRING SEMESTER I (15 weeks)	
PSC 118 Physical Science.....	4
BIO 123 Applied Anatomy and Physiology or BIO 120 and BIO 121 Introduction to Human Anatomy and Physiology.....	4
RES 137 Basic Respiratory Therapy Skills and Procedures I.....	4
RES 151 Pathology and Treatment Rationale I.....	3
COM 131 Applied Communications.....	3
	18
SUMMER SESSION (15 weeks)	
RES 135 Applied Pharmacology.....	3
RES 138 Clinical Practice II.....	4
RES 145 Basic Technology I.....	4
RES 149 Pathology and Treatment Rationale II.....	2
	13
FALL SESSION I (5 weeks)	
RES 160 Clinical Practice III.....	3
RES 164 Basic Technology II.....	3
	6
FALL SESSION II (5 weeks)	
RES 162 Clinical Practice IV.....	4
	4
Minimum Hours Required.....	41

SMALL ENGINE MECHANICS

Cedar Valley only

(Certificate)

This program is designed to train students to meet entry level requirements in the field of small engine mechanics. This will include theory, diagnosis, repair, overhaul and maintenance of small engines used on lawn mowers, garden tractors, and other small equipment. Included in this program is the study of small engine carburetion and electrical systems, engine overhaul and tune-up, and belt, chain, and direct drive power systems. Throughout the entire program an emphasis is placed on accepted shop techniques used throughout the small engine powered equipment industry.

CREDIT HOURS

SEMESTER I

SE 125	Small Engine Tune-Up.....	3
SE 154	Small Engine Service Principles...	4
SE 156	Small Engine Two-Stroke Overhaul.....	4
		11

SEMESTER II

SE 157	Small Engine Four-Stroke Overhaul.....	4
SE 158	Small Engine Electrical Systems...	4
SE 733	Cooperative Work Experience or...	3
SE 734	Cooperative Work Experience ...	(4)
		11-12

Minimum Hours Required..... 22

SOCIAL WORK ASSOCIATE

Eastfield only

(Associate Degree)

The Social Work Associate Program is designed to prepare individuals interested in working with people to obtain entry-level employment in public and private social service agencies. The social service worker is equipped with skills, knowledge, values, and sensitivity to effectively serve human needs in a variety of community settings. Students have the options to select courses that will prepare them to work in general social services or specialized social services for chemical abuse or the aging.

	CREDIT HOURS
SEMESTER I	
SW 101 Orientation to Social Services	3
SW 103 Social Work Methods	3
SW 105 Basic Interviewing and Counseling Skills	3
ENG 101 Composition I or	
COM 131 Applied Communications	3
HD 106 Personal and Social Growth	3
	15
SEMESTER II	
SW 107 Abnormal Behavior or	
SW 109 Physiology of Addiction	3
SW 111 Aging in America or	
SW 113 Alcoholism Counseling	3
PSY 101 Introduction to Psychology	3
SC 101 Introduction to Speech Communication	3
SOC 101 Introduction to Sociology	3
	15
SEMESTER III	
SW 201 Introduction to Social Work	3
SW 203 Alcoholism Treatment Models or	
SW 205 Social Policies and Programs for the Aging	3
SW 207 Prevention of Chemical Abuse/ Dependency or	
SW 209 Community Services for the Aging	3
SW 703 Cooperative Work Experience or	
SW 704 Cooperative Work Experience	3-4
MTH 101 College Algebra or	
MTH 115 College Math I	3
	15-16

SEMESTER IV

SW 211	Family Intervention in Chemical Abuse or	
SW 213	Chronic Illness and the Aging	3
SW 215	Issues in Chemical Abuse and Addiction or	
†Elective		3
SW 803	Cooperative Work Experience or	
SW 804	Cooperative Work Experience	3-4
CIS 103	Introduction to Computer Information Systems	3
SPA 101	Beginning Spanish or Approved Humanities Elective	3-4
		15-17

Minimum Hours Required 60

†Electives — must be selected from the following:

SW 226	Nursing Home Activity Director Training	4
SW 228	Special Topics in Social Services	3
SW 232	Human Behavior and Social Environment	3
SW 713	Cooperative Work Experience	3
SW 813	Cooperative Work Experience	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

SOCIAL WORK — HUMAN SERVICES

Eastfield only

(Certificate)

This certificate program provides training in three areas: child development, social work, and interpreter training. Students will attain interdisciplinary competencies and select one area in which to do their cooperative work experience. Students completing this certificate may choose to obtain entry level jobs in the human services field or continue their associate degree work in one of the three areas.

		CREDIT HOURS
SEMESTER I		
SW 101	Orientation to Social Services	3
CD 141	Early Childhood Development, 3-5 Years	3
CD 236	Childhood Problems	3
ITP 140	Introduction to Deafness	3
ITP 141	Beginning Sign Language	4
		16
SEMESTER II		
SW 103	Social Work Methods	3
SW 703	Cooperative Work Experience	3
CD 239	Studies in Child Guidance	3
SW 201	Introduction to Social Work	3
ITP 143	Intermediate Sign Language	4
		16
Minimum Hours Required		32

SURGICAL TECHNOLOGY

El Centro only

(Certificate)

The one year certificate program in Surgical Technology teaches the student to provide services in the operating room under the supervision of the operating room supervisor. The technologist, as part of the operating team, aids in providing for the safety, cleanliness and efficiency necessary for good patient care in the operating room. The technologist prepares the materials for use at the operating room table and assists in the use of these materials during surgical procedures.

The Surgical Technology program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education for the Surgical Technologist (JRCEST).

	CREDIT HOURS
SEMESTER I	
ENG 101 Composition I or	
COM 131 Applied Communications	3
BIO 123 Applied Anatomy and Physiology or	
BIO 120 Introduction to Human Anatomy	
and Physiology	4
SGT 140 Medical Terminology	2
SGT 141 Surgical Techniques	8
SGT 155 Surgical Pharmacology	2
	<u>19</u>

SEMESTER II	
BIO 121 Introduction to Human Anatomy and	
Physiology*	4
HD 105 Basic Processes of Interpersonal	
Relationships or	
HD 106 Personal and Social Growth	3
SGT 152 Surgical Procedures	8
	<u>15</u>

SEMESTER I (9 weeks)	
SGT 156 Clinical Procedures	6
SGT 157 Seminar	1
	<u>7</u>
Minimum Hours Required	42

BIO 120 is taken in the Fall. BIO 121 must be taken in the Spring semester.

SURGICAL TECHNOLOGY OPTION FOR GRADUATE REGISTERED NURSES

El Centro only

(Certificate)

The one year Surgical Option for Registered Nurses teaches the R.N. principles of surgical asepsis, patient care and use of surgical supplies. Ethical-Legal aspects and perioperative role responsibilities are emphasized. A certificate is awarded upon completion of the program.

Nurses enrolled in this option must hold a current license from the Board of Nurse Examiners for the State of Texas.

	CREDIT HOURS
SEMESTER I	
SGT 140 Medical Terminology	2
SGT 141 Surgical Techniques	8
	<u>10</u>
SEMESTER II	
HD 105 Basic Processes of Interpersonal	
Relationships	3
SGT 160 Surgical Procedures for Registered	
Nurses	8
	<u>11</u>
Minimum Hours Required	21

VIDEO TECHNOLOGY

North Lake only

(Associate Degree)

The Video Technology program is designed to prepare students for entry level or advanced employment in the video industry. Opportunities in medicine, entertainment, advertising, industry, broadcast, cable, education, military, government, and business are among the career options. Students will develop skills and knowledge necessary to plan, budget, produce, and perform post production of various video projects.

Students wishing to earn an Associate in Applied Arts and Sciences Degree with a major in Video Technology must complete the following courses:

	CREDIT HOURS
SEMESTER I	
VFT 101	Introduction to Video Technology ... 3
VFT 103	Television Lighting 3
VFT 106	Video production I 4
ENG 101	Composition I 3
MTH 101	College Algebra or
MTH 195	Technical Mathematics I 3
	16
SEMESTER II	
VFT 110	Video Production II 4
VDT 112	Video Editing and
	Post Production I 4
VFT 115	Audio Production 3
SC 101	Introduction to Speech
	Communication 3
	14
SEMESTER III	
VFT 203	Video Production III 4
VFT 205	Broadcast Engineering I 3
PHY 131	Applied Physics 4
HUM 101	Introduction to the Humanities or
ART 104	Art Appreciation or
MUS 104	Music Appreciation 3
	14
SEMESTER IV	
VFT 213	Video Editing and
	Post Production II 4
VFT 214	Business Aspects of Video
	Management 3
VFT 803	Cooperative Work Experience or
VFT 804	Cooperative Work Experience (4)
CIS 103	Introduction to Computer
	Information Systems 3
†Elective	 3
	16-17
Minimum Hours Required:	60

†Electives — Must be selected from the following:

VFT 215	Broadcast Engineering II 3
VFT 210	Video Production IV 4
VFT 218	Scriptwriting and Property Management 3
VFT 220	Computer Applications to Video Production 3
VFT 226	Music Video Production 3
VFT 232	Broadcast, Cable, and Satellite Technology 3
VFT 813	Cooperative Work Experience or
VFT 814	Cooperative Work Experience 4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

VOCATIONAL NURSING

El Centro only

(Certificate)

The Vocational Nursing program is a twelve-month program that prepares students to give direct patient care under the supervision of a registered nurse or a physician. The program is accredited by the Board of Vocational Nurse Examiners for the State of Texas. Upon completion of the program, the student is awarded a certificate and may write the Licensing Examination for Vocational Nurses (NCLEX-PN) in order to become a Licensed Vocational Nurse (LVN) in Texas. The program includes classroom and laboratory work on campus as well as clinical experience at various area hospitals.

FALL ADMISSION		CREDIT HOURS
SEMESTER I		
DM 064	Developmental Mathematics Nursing*	(1)
DM 065	Developmental Mathematics Nursing*	(1)
BIO 123	Applied Anatomy and Physiology*	4
HD 100	Study Skills*	1
VN 144	Health Maintenance through the Life Cycle	3
VN 145	Nursing Process I	3
VN 152	Nursing Practice I	6
		<u>17</u>
SEMESTER II		
VN 156	Nursing Process II	10
VN 157	Nursing Practice II	7
		<u>17</u>
SEMESTER III (Summer 12 Weeks)		
VN 153	Maternal Child Health	8
VN 158	Maternal Child Health Clinical	4
		<u>12</u>
Minimum Hours Required		<u>46</u>

*DM 064, 065, HD 100, and BIO 123 may be completed prior to entering the program. DM 064 and 065 are developmental and do not apply toward credit hours.

A grade of "C" or better is required in all courses.

SPRING ADMISSION		CREDIT HOURS
SEMESTER I		
DM 064	Developmental Mathematics Nursing*	(1)
DM 065	Developmental Mathematics Nursing*	(1)
BIO 123	Applied Anatomy and Physiology*	4
HD 100	Study Skills*	1
VN 144	Health Maintenance through the Life Cycle	3
VN 145	Nursing Process I	3
VN 152	Nursing Practice I	6
		<u>17</u>
SEMESTER II (Summer 12 Weeks)		
VN 153	Maternal Child Health	8
VN 158	Maternal Child Health Clinical	4
		<u>12</u>
SEMESTER III		
VN 156	Nursing Process II	10
VN 157	Nursing Practice II	7
		<u>17</u>
Minimum Hours Required		<u>46</u>

*DM 064, 065, HD 100, and BIO 123 may be completed prior to entering the program. DM 064 and 065 are developmental and do not apply toward credit hours.

A grade of "C" or better is required in all courses.

WELDING TECHNOLOGY

Mountain View only

(Associate Degree)

The Welding Technology Program is designed to prepare the student in the basic processes of oxyacetylene and arc welding plus many specialized welding applications as options to fit the specific needs of the student. In addition, instruction is offered in related support areas such as metallurgy, tooling, drafting, pattern layout and characteristics of materials. Thus, the program offers preparation for both entry level jobs as well as welding inspectors.

The student will be required to purchase a basic set of tools which will be used in class and later on the job. Tool lists will be given out by the instructor during the first week of classes.

CREDIT HOURS

SEMESTER I

WE 111	Oxyfuel I.....	2
WE 112	Oxyfuel II.....	2
WE 113	Shielded Metal Arc Welding I.....	2
WE 114	Shielded Metal Arc Welding II.....	2
DFT 182	Technician Drafting.....	2
MTH 195	Technical Mathematics I.....	3
COM 131	Applied Communications or	
ENG 101	Composition I.....	3

16

SEMESTER II

WE 115	Shielded Metal Arc Welding II.....	4
WE 117	General Metal Layout.....	3
WE 118	Welding Inspection and	
	Quality Control.....	4
PSY 131	Applied Psychology and	
	Human Relations.....	3
WE 703	Cooperative Work Experience or	
+ Elective		3
SC 101	Introduction to Speech	
	Communication.....	3

17

SEMESTER III

WE 211	Gas Tungsten Arc Welding I.....	2
WE 212	Gas Tungsten Arc Welding II.....	2
WE 214	Gas Metal Arc Welding I.....	2
WE 215	Gas Metal Arc Welding II.....	2
WE 217	Basic Welding Metallurgy.....	3
PHY 131	Applied Physics.....	4

15

SEMESTER IV

WE 116	Shielded Metal Arch Welding IV... 4
WE 213	Gas Tungsten Arc Welding III..... 4
WE 216	Gas Metal Arc Welding III..... 4
WE 219	Welding Design..... 3

+ + Elective 3

18

Minimum Hours Required:..... 65

+ Electives—must be selected from the following:

WE 218	Applied Welding Metallurgy.....	3
WE 221	Special Welding Applications.....	1
WE 222	Special Welding Applications.....	2
WE 223	Special Welding Applications.....	3
MTH 111	Mathematics for Business and Economics I.....	3

+ + Electives—must be selected from the following:

ACC 131	Bookkeeping I.....	3
BUS 105	Introduction to Business.....	3
CIS 103	Introduction to Computer Information	
	Systems.....	3
GVT 201	American Government.....	3
HST 101	History of the United States.....	3
HD 105	Basic Processes of Interpersonal	
	Relationships.....	3
HD 106	Personal and Social Growth.....	3
HUM 101	Introduction to the Humanities.....	3
MGT 136	Principles of Management.....	3
MGT 153	Small Business Management.....	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

WELDING TECHNOLOGY

Mountain View only

(Certificate)

CREDIT HOURS

SEMESTER I

WE 111	Oxyfuel I.....	2
WE 112	Oxyfuel II.....	2
WE 113	Shielded Metal Arc Welding I.....	2
WE 114	Shielded Metal Arc Welding II.....	2
WE 211	Gas Tungsten Arc Welding I.....	2
WE 212	Gas Tungsten Arc Welding II.....	2
WE 214	Gas Metal Arc Welding I.....	2
WE 215	Gas Metal Arc Welding II.....	2

16

SEMESTER II

WE 115	Shielded Metal Arc Welding III.... 4
WE 116	Shielded Metal Arc Welding IV.... 4
WE 117	General Metal Layout..... 3
*WE 213	Gas Tungsten Arc Welding III..... 4
*WE 216	Gas Metal Arc Welding III..... 4

19

Minimum Hours Required:..... 35

* WE 704 Cooperative Work Experience may be substituted for WE 213 or WE 216.

Course Descriptions

Including General Education and Career Program Courses

- All courses listed in the District catalog are not available at every college. The District catalog contains descriptions of both General Education courses and Technical/Occupational courses offered collectively by the seven colleges of the Dallas County Community College District. The listing is alphabetical by course subject title.
- Each campus within the District publishes a catalog which reflects courses and programs that are offered on that campus.
- All courses listed in this catalog may not be offered during the current year. It is suggested that students plan their schedules with the help of a college counselor well in advance of registration.

Understanding The Course Descriptions

Abbreviation on the general program area name (in this case, "Biology").

Course Number

Name of the Course

Credit Hours - When you complete a course, you are awarded a certain number of credit hours. If you are in a degree program, a specified number of credit hours is required for graduation. Counselors are available to help you determine your course and credit hour requirements.

Prerequisite - A course that must be successfully completed or a requirement such as related life experiences that must be met before enrolling in this course.

(BIO) 221 Anatomy And Physiology I (4)

Prerequisite: Biology 102 or demonstrated competence approved by 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. (3 Lec., 3 Lab.)

A brief paragraph describing the course.

Laboratory Fee - A charge for equipment or services in addition to tuition.

Lecture/Lab - The number of hours that you will spend in a classroom (Lecture) and/or Laboratory each week during the semester. In this example, you would spend three hours in the classroom and three hours in the lab each week. Some course descriptions show the total number of "contact hours" for the entire semester. *Contact hours* are the number of hours you are in contact with the instructor or on-the-job supervisor during the entire semester.

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 be waived only by the appropriate division chairperson.

ACCOUNTING

(ACC) 131 Bookkeeping I (3)

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. (3 Lec.)

(ACC) 132 Bookkeeping II (3)

Prerequisite: Accounting 131. This course covers accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations is introduced. (3 Lec.)

(ACC) 201 Principles of Accounting I (3)

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.)* (3 Lec.)



(ACC) 202 Principles Of Accounting II (3)

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. (3 Lec.)

(ACC) 203 Intermediate Accounting I (3)

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. (3 Lec.)

(ACC) 204 Managerial Accounting (3)

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. (3 Lec.)

(ACC) 205 Business Finance (3)

Prerequisites: Economics 201 or 202 and Accounting 201. This course focuses on the financial structure in the free enterprise system. Topics include interest rates, value analysis, the financing of business firms and government, and security markets. Financial requirements for decision-making and capital formation are analyzed. (3 Lec.)

(ACC) 207 Intermediate Accounting II (3)

This course continues Accounting 203. Principles and problems in fixed liabilities and capital stock are examined. Equities, business combinations and the analysis and interpretation of supplementary statements are also included. (3 Lec.)

(ACC) 238 Cost Accounting (3)

Prerequisite: Accounting 202. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and fac-

tory overhead are studied. Budget, variance analysis, standard costs, and joint and by-product costing are also included. (3 Lec.)

(ACC) 239 Income Tax Accounting (3)

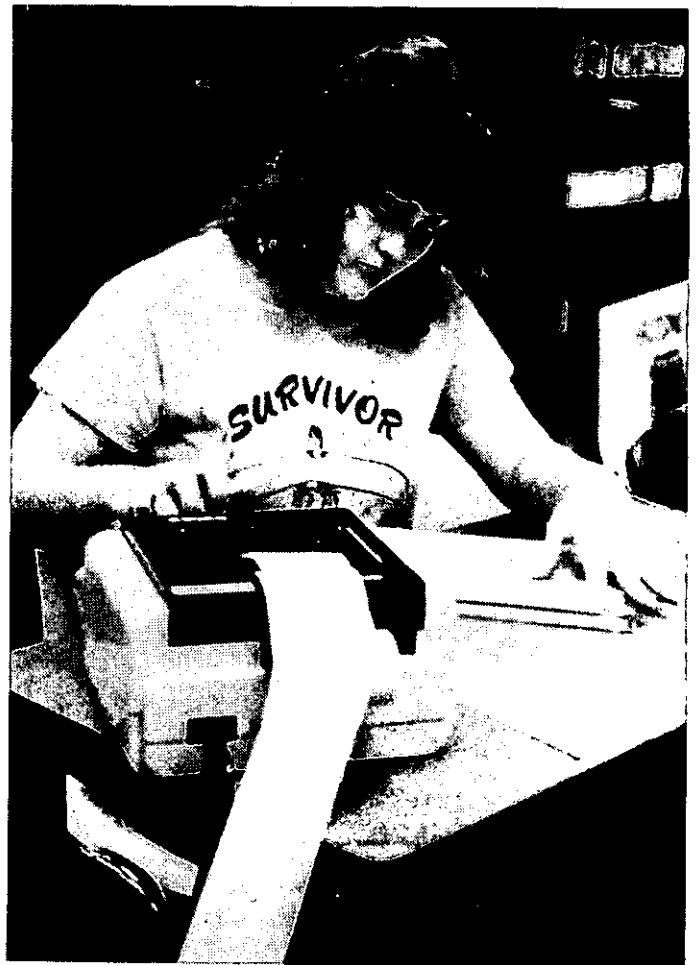
Prerequisite: Accounting 202 or demonstrated competence approved by the instructor. This course examines basic income tax laws which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, capital gains, and losses. Emphasis is on common problems. (3 Lec.)

(ACC) 250 Microcomputer-Based Accounting Applications (3)

Prerequisites: Accounting 202 and Computer Information Systems 103. This course is designed to provide students with an overview of microcomputer-based accounting systems for small businesses. Actual "hands-on" experience will be provided utilizing systems for general ledger, accounts receivable, accounts payable, and payroll. Additional study may be devoted to financial planning and budgeting applications using electronic worksheet programs. Laboratory fee. (2 Lec., 2 Lab.)

(ACC) 703, 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(ACC) 704, 714, 804, 814 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)



ADVERTISING ART

(ADV) 110 Introduction To Advertising Art (3)

Available career options, job descriptions, and practice in concept generation and visual thinking are covered in this survey course. Discussions of the role of advertising in society are also included with emphasis on analysis of effective advertising materials. (48 Contact Hours)

(ADV) 111 History And Psychology Of Visual Communications (3)

This course provides the beginning student with a visual history of art styles, an understanding of the way in which visual images are perceived, and analytical skills in judging the effectiveness of such images. The critical appraisal skills learned in this context should enhance the student's ability to evaluate work in later courses. (48 Contact Hours)

(ADV) 120 Basic Design and Production (4)

Prerequisites: Art 110 and 114 or concurrent enrollment in Art 111 or demonstrated competence approved by the instructor. This laboratory course includes construction of alphabets, introduction to typography, paste-up techniques, and layout formulas and rationales. Pencil, pen, and brush techniques are also covered. (120 Contact Hours)

(ADV) 121 Beginning Illustration (4)

Prerequisites: Art 110 and 114 or concurrent enrollment in Art 111 or demonstrated competence approved by the instructor. The fundamentals of advertising are presented. Techniques for wet and dry media, methods of developing ideas, and requirements of some reproduction processes are included. Both acrylic painting techniques and airbrush are covered. Laboratory fee. (120 Contact Hours)

(ADV) 201 Illustration For Reproduction (4)

Prerequisites: Advertising Art 120, 121 or demonstrated competence approved by the instructor. This course emphasizes the preparation of illustration for reproduction by commercial printing processes. Requirements of paper selection, ink, and printing specifications are covered in the context of project assignments for advertisements. Laboratory fee. (120 Contact Hours)

(ADV) 202 Advanced Illustration (4)

Prerequisite: Advertising Art 121 or demonstrated competence by the instructor. This advanced course involves presentation and further development of the fundamentals of advertising illustration and techniques introduced in Advertising Art 121. Laboratory fee. (120 Contact Hours)

(ADV) 203 Advanced Graphic Design (4)

Prerequisite: Demonstrated competence approved by the instructor. Presentation techniques and requirements for newspapers and magazines, direct mail, poster, and packaging are covered in this advanced course. Emphasis is on typography. (120 Contact Hours)

(ADV) 204 Advanced Presentations (4)

Prerequisite: Advertising Art 203 or demonstrated competence approved by the instructor. This advanced course presents more complex problems dealing with packaging, brochures, annual reports, newspapers and magazines, specialty pieces, billboards, and corporate logos. Laboratory fee. (120 Contact Hours)

(ADV) 205 Professional Practices (3)

Prerequisite: Demonstrated competence approved by the instructor. This course is open to advertising art students only. It is an advanced course covering a wide range of professional practices. Agency, department store, freelance and related procedures are included as well as job opportunities, job-seeking techniques, professional organizations, and other aspects of professional life. (48 Contact Hours)

(ADV) 213 Computer Graphics (4)

Prerequisites: ART 110, 111, ADV 120, 203, 204, or demonstrated competence approved by the instructor. The knowledge and skills necessary to utilize the electronic computer as a design and production tool in advertising art are presented. Areas covered are computer graphics systems, industry trends, applications, and design problems. Laboratory fee. (120 Contact Hours)

(ADV) 214 Intermediate Computer Graphics (4)

Prerequisite: Advertising Art 213 or demonstrated competence approved by the instructor. A continuation of Advertising Art 213 with emphasis on computer application in graphic design, illustration, television and film. The knowledge and skills necessary to utilize painting systems, digitizing systems, animation techniques and electronic storyboarding are presented using a variety of hardware and computer graphic software. Laboratory fee. (2.5 Lec., 5 Lab.)

(ADV) 711 Cooperative Work Experience (1)

(See Cooperative Work Experience). (1 Lec., 5 Lab.)

(ADV) 712 Cooperative Work Experience (2)

(See Cooperative Work Experience). (1 Lec., 10 Lab.)

(ADV) 703, 713 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(ADV) 704, 714 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

AGRICULTURE

(AGR) 100 The Agricultural Industry (2)

This course is a survey of the trends and opportunities in the agricultural industry. It introduces the student to various types of professional and technical jobs in the industry and the types of agricultural businesses, commodity and trade organizations, and governmental agencies where these jobs may be found. Basic methods of utilizing educational resources such as the Learning Resource Center and agricultural resources within the area will be presented. (2 Lec.)

(AGR) 103 Agronomy (4)

This course introduces the student to the scientific principles and modern practices used in the production of field and forage crops. Topics include crop classification, variety selection and performance, soil testing, fertilizers, soil types and conditions, environmental factors, production practices, and crop usage. Laboratory fee. (3 Lec., 3 Lab.)

(AGR) 105 General Animal Science (4)

This course is an introduction to modern animal agriculture. Market classification, selection, basic reproduction and nutrition principles, and general management of cattle, swine, sheep, goats, and horses will be presented. Laboratory fee. (3 Lec., 3 Lab.)

(AGR) 107 General Horticulture (4)

This course is an introduction to the practical and scientific methods used in modern horticulture. Basic principles in plant propagation, landscape, greenhouse operation, plant identification, vegetable and fruit production will be included. Laboratory fee. (3 Lec., 3 Lab.)

(AGR) 111 Introduction To Agricultural Economics (3)

This course is an introduction to economic principles and concepts in agriculture as they relate to the local farm and at the national level. The course will make the student aware of economic principles that affect procedures, processing, and the distribution of farm products. Agricultural economics is an introductory level course providing students with a basis for evaluation of economic factors related to agricultural marketing and the general farm operation. (3 Lec.)

(AGR) 124 Poultry Science (3)

This is a basic course designed to introduce the student to the scientific components of the poultry industry. It will include study of the principles of breeding, incubation, feeding, housing, marketing, and disease control of poultry. Laboratory fee. (2 Lec., 2 Lab.)

(AGR) 200 Agricultural Construction (6)

This is an introduction to construction principles used in agricultural enterprises. Layout and design of agricultural facilities, material types, construction estimating, safety and use of hand and power tools, arc and gas welding and cutting, and basic wiring and plumbing will be included. Laboratory fee. (4 Lec., 4 Lab.)

(AGR) 202 Agricultural Power Units (3)

This course is an introduction to the principles of operating, servicing, and adjusting internal combustion engines used in agricultural enterprises. A comparison of gasoline, LP gas, and diesel engines as well as the function and maintenance of the electrical, ignition, fuel, lubrication, and cooling systems will be included. Laboratory fee. (2 Lec., 2 Lab.)

(AGR) 204 Dairying (3)

This course surveys the dairying industry, dairy breeds, standards for selection and culling, herd replacement, feeding, management, and health maintenance. The food value of milk for the dairy industry, tests for composition and quality utilization and processing of market milk and dairy products will be reviewed. Laboratory fee. (2 Lec., 2 Lab.)

(AGR) 205 Introduction to Food Science (3)

This is an introduction to the basic scientific and technological principles of modern food supply systems. Students will receive instruction in the areas of food classification, modern processing, and quality control methods. Laboratory fee. (2 Lec., 2 Lab.)

(AGR) 211 Computer Applications in Agriculture (3)

Prerequisite: Developmental Mathematics 093 or equivalent. This is an introduction to the use of computers in agricultural operations and management. Software and hardware selection, word processing, spreadsheet, database, and BASIC programming applications will be included. Laboratory fee. (2 Lec., 2 Lab.)

(AGR) 250 Agricultural Entomology (4)

This course is a survey of general and economic entomology as it relates to agriculture. Topics include insect morphology, physiology, identification of the principal orders, economic significance, control of entomological pests of plants, man, animals, and household. Laboratory fee. (3 Lec., 3 Lab.)

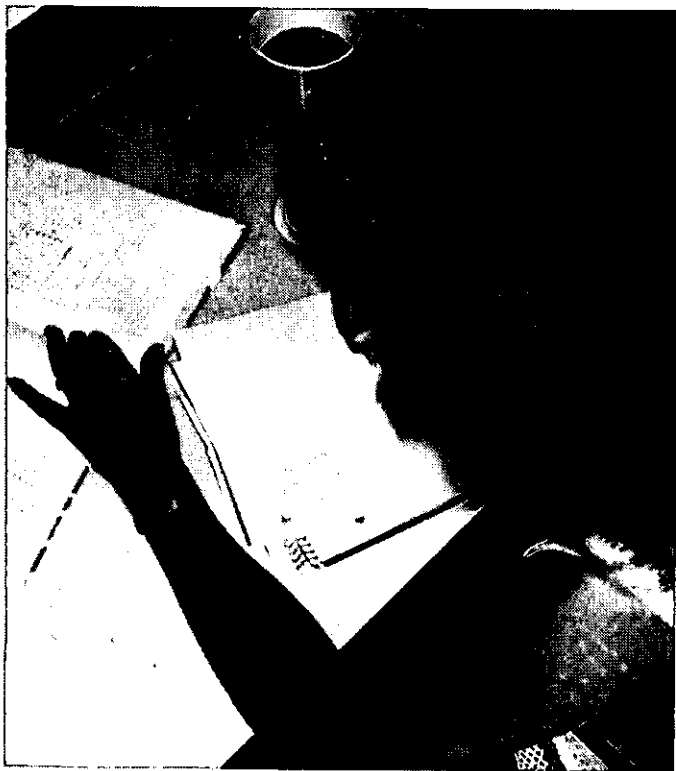
AIR CONDITIONING AND REFRIGERATION

(ACR) 109 Contemporary Topics I (2)

Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. Laboratory fee. (1 Lec., 2 Lab.)

(ACR) 110 Contemporary Topics II (3)

Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 2 Lab.)



(ACR) 120 Principles of Refrigeration (6)

This course is a comprehensive course that includes Air Conditioning 121 and 122. Students may register in the comprehensive course or the inclusive courses. The physical principles applying to refrigeration systems are studied including thermodynamics, gas laws, heat transfer, refrigerants, pressure-enthalpy diagrams, vapor compression systems, safety procedures and the proper safe use of handtools. Laboratory fee. (4 Lec., 5 Lab.)

(ACR) 121 Principles of Refrigeration I (3)

The physical principles applying to refrigeration systems including thermodynamics, gas laws and heat transfer are covered by this course. The proper use of handtools and safety procedures followed in the industry are presented. Laboratory fee. (2 Lec., 2 Lab.)

(ACR) 122 Principles of Refrigeration II (3)

Prerequisite: Air Conditioning and Refrigeration 121. This course is a continued study of the physical principles related to refrigeration systems including basic properties of refrigerants and the construction of pressure-enthalpy diagrams. The operation of vapor compression systems are studied in detail. (2 Lec., 3 Lab.)

(ACR) 125 Principles of Electricity (6)

This course is a comprehensive course that includes Air Conditioning 126 and 127. Students may register in the comprehensive course or the inclusive courses. The electrical principles applied to the air conditioning and refrigeration systems are studied including simple circuits, circuits, basic electrical units, test instruments, construction and diagnosis of complex electrical circuits, alternating current motors and electrical safety procedures. Laboratory fee. (4 Lec., 5 Lab.)

(ACR) 126 Principles of Electricity I (3)

This course is a study of the principles of electricity as applied in the air conditioning and refrigeration service field. Simple circuits, circuit components, basic electrical units and test instruments are covered. Laboratory fee. (2 Lec., 3 Lab.)

(ACR) 127 Principles of Electricity II (3)

Prerequisite: Air Conditioning and Refrigeration 126. This course continues the study of electricity applied to air conditioning and refrigeration. Emphasis is placed on the construction and diagnosis of complex electrical circuits and alternating current motors used in the air conditioning and refrigeration service industry. Laboratory fee. (2 Lec., 2 Lab.)

(ACR) 130 Residential Cooling Systems (6)

Prerequisite: Air Conditioning and Refrigeration 120 and 125. This course is a comprehensive course that includes Air Conditioning 131 and 132. Students may register in the comprehensive course or the inclusive courses. This course covers compressors, condensers, evaporators, metering devices, pipe sizing, piping practices, seasonal maintenance, electrical systems, system troubleshooting and system installation. Laboratory fee. (4 Lec., 5 Lab.)

(ACR) 131 Residential Cooling Systems I (3)

Prerequisite: Air Conditioning and Refrigeration 122 and 127. The principles of refrigeration and electricity are applied to residential cooling systems. Emphasis is placed on compressors, condensers, evaporators, metering devices and electrical components function and relationship. Laboratory fee. (2 Lec., 2 Lab.)

(ACR) 132 Residential Cooling Systems II (3)

Prerequisite: Air Conditioning and Refrigeration 131. This course includes pipe sizing, piping practices, seasonal maintenance, system troubleshooting and system installation. Laboratory fee. (2 Lec., 3 Lab.)

(ACR) 140 Residential Heating Systems (6)

Prerequisite: Air Conditioning and Refrigeration 120 and 125. This course is a comprehensive course that includes Air Conditioning 141 and 142. Students may register in the comprehensive course or the inclusive courses. The servicing of residential heating systems is studied. Topics include gas-fired furnaces, electric furnaces, heat pumps, control circuits and other related topics. Laboratory fee. (4 Lec., 5 Lab.)

(ACR) 141 Residential Heating Systems I (3)

Prerequisite: Air Conditioning and Refrigeration 122 and 127. This course is a study of the procedures and principles used in servicing residential heating systems including gas-fired and electric furnaces. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 142 Residential Heating Systems II (3)**

Prerequisite: Air Conditioning and Refrigeration 141. Heat pumps, heating system control circuits and other topics related to residential heating systems are covered in this course. Laboratory fee. (2 Lec., 2 Lab.)

(ACR) 200 Contractor Estimating (6)

This course is a comprehensive course that includes Air Conditioning 209 and 210. Students may register in the comprehensive course or the inclusive courses. The study of load calculations, air duct design, building plans, construction codes, state and local licenses, job estimating and job scheduling are covered in this course. Laboratory fee. (4 Lec., 5 Lab.)

(ACR) 209 Contractor Estimating I (3)

This course is a study of load calculations, air duct design and building plans used in the industry by service contractors. Laboratory fee. (2 Lec., 3 Lab.)

(ACR) 210 Contractor Estimating II (3)

Prerequisite: Air Conditioning and Refrigeration 209. This course continues the study of contractor estimating including construction codes, state and local licenses, job estimating elements, and job scheduling. Laboratory fee. (2 Lec., 2 Lab.)

(ACR) 212 System Servicing (6)

Prerequisite: Air Conditioning and Refrigeration 130 and 140. This course is a comprehensive course that includes Air Conditioning 213 and 140. Students may register in the comprehensive course or the inclusive courses. This course includes psychrometric air properties, system balancing, the service of humidifiers and electronic air cleaners, advanced system troubleshooting, and system installation. Laboratory fee. (4 Lec., 5 Lab.)

(ACR) 213 System Servicing I (3)

Prerequisite: Air Conditioning and Refrigeration 132 and 142. The topics of psychrometric air properties, system balancing, the service of humidifiers and electronic air cleaners are covered in this course. Laboratory fee. (2 Lec., 2 Lab.)

(ACR) 214 System Servicing II (3)

Prerequisite: Air Conditioning and Refrigeration 213. This course is a continuation of system servicing with emphasis on advanced system troubleshooting and system installation. Laboratory fee. (2 Lec., 3 Lab.)

(ACR) 221 Refrigeration Loads (3)

Prerequisite: Air Conditioning and Refrigeration 130 and 140. This course focuses on the analysis and estimation of refrigeration loads for medium and low temperature systems. Product storage data and procedures for calculating loads with a variety of products and refrigeration equipment are included. Laboratory fee. (2 Lec., 2 Lab.)

(ACR) 222 Advanced Systems (3)

Prerequisites: Air Conditioning and Refrigeration 221. Large commercial and industrial air conditioning systems are introduced. Basic system designs, equipment and control systems are the main topics. Instruction on air handling units, air volume boxes, centrifugal chillers, absorption systems, cooling towers, water treatment, and chilled water systems is included. Laboratory fee. (2 Lec., 3 Lab.)

(ACR) 223 Medium Temperature Refrigeration Systems (3)

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 221. Service and installation procedures for medium temperature equipment as found in food stores, warehouses, distribution centers, and processing plants are presented. Particular attention is given to electrical and mechanical features and to defrost subsystems. Laboratory fee. (2 Lec., 3 Lab.)

(ACR) 224 System Testing And Balancing (3)

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 222. Concepts and procedures for determining the effectiveness and efficiency of an air conditioning system are studied. System balance, capacity, load requirements and energy consumption are considered. Also included are the performance data and the use of test

instruments for measurement of air flow, water flow, energy consumption, and recording of temperature. Laboratory fee. (2 Lec., 2 Lab.)

(ACR) 227 Low Temperature Refrigeration Systems (3)

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 221. Service and installation procedures for low temperature equipment as found in food stores, warehouses, distribution centers, and industrial plants are presented. Particular attention is given to electrical and mechanical characteristics and to defrost system requirements. Laboratory fee. (2 Lec., 3 Lab.)

(ACR) 228 Air Conditioning System Equipment Selection (3)

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 222. Methods of equipment selection are covered for air conditioning load requirements. Consideration is given to system layout, utility service, control schemes, duct sizing, and installation practices. Laboratory fee. (2 Lec., 3 Lab.)

(ACR) 229 Refrigeration Equipment Selection (3)

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 223 or 227. This course presents a procedure for selecting equipment and estimating the capacity of commercial refrigeration systems. Consideration is given to component compatibility, system continuity control, balancing, and efficiency. Laboratory fee. (2 Lec., 2 lab.)

(ACR) 230 Energy Conservation (3)

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 229. The flow of energy in an air conditioning or refrigeration system is examined in depth. Emphasis is on cost effectiveness and energy savings. Practical situations are examined where industry offers a range of equipment or construction designs using various sources of energy with different degrees of efficiency. Laboratory fee. (2 Lec., 2 Lab.)

(ACR) 703, 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)**(ACR) 704, 714, 804, 814 Cooperative Work Experience (4)**
(See Cooperative Work Experience). (1 Lec., 20 Lab.)**ANIMAL MEDICAL TECHNOLOGY****(AMT) 101 Medical Terminology For Technicians (1)**

The fundamentals of medical terminology are covered with emphasis on prefixes, suffixes and root words and the meaning of the most commonly used words in medical areas as they apply to the technician in daily practice. (1 Lec.)

(AMT) 110 Animal Care And Sanitation: Canine (2)

This course covers the common diseases of the canine species and diseases of public health importance, disease transmission and the proper procedures for their prevention. The lab requires the students to help maintain the animals used by the Animal Medical Technology Program for various courses. Laboratory fee. (1 Lec., 2 Lab.)

(AMT) 111 Animal Care And Sanitation: Feline, Porcine (2)

Prerequisite: Animal Medical Technology 110. This course covers the common diseases of the feline and porcine species and diseases of public health importance, disease transmission and the procedures for prevention. The lab requires the students to help maintain the animals used by the Animal Medical Technology Program for various courses. Laboratory fee. (1 Lec., 2 Lab.)

(AMT) 112 Animal Care And Sanitation: Equine (2)

Prerequisite: Animal Medical Technology 111. This course covers the common diseases of the equine species and diseases of public health importance, disease transmission and the proper procedures for prevention. The lab requires the students to help maintain the animals used by the Animal Medical Technology Program for various courses. Laboratory fee. (1 Lec., 2 Lab.)

(AMT) 130 Introduction To Animal Medical Terminology (4)

This course is an introduction to employment areas, ethical and professional requirements, terminology and basic animal handling and care. Included are a survey of common breeds of domestic livestock, pets and research animals and an outline of sanitation and disease principles. Laboratories provide experience and observation in restraint, behavior, grooming and basic animal nursing practices. Laboratory fee. (3 Lec., 3 Lab.)

(AMT) 137 Comparative Mammalian Anatomy And Physiology I (4)

Prerequisite: Animal Medical Technology 140. Mammalian structure is presented on a comparative basis. A histological and gross study of selected organ systems is made using the dog, cat and selected organs of the cow. Laboratory fee. (3 Lec., 3 Lab.)

(AMT) 139 Pharmacology for Technicians (3)

Prerequisite: Animal Medical Technology 140. Various chemicals and drugs used in the veterinary practice are studied. Topics include the measurement of drugs, common routes of administration, proper handling and storage, principles of efficient ordering, dispensing and inventory control. Requirements of narcotic, stimulant and depressant drug control are emphasized. Basic drug categories and their use in relation to disease treatment are outlined. (3 Lec.)

(AMT) 140 Introduction to General, Organic, and Biochemistry (5)

Prerequisite: High school biology or chemistry or the equivalent; Mathematics 139 or concurrent enrollment. This course is an introductory survey of the three areas of chemistry: general, organic and biochemistry. The basic principles of inorganic chemistry — metric system, matter and energy, atomic structure, nomenclature, chemical reactions and equations will be presented. Emphasis will also be placed on organic and biochemical aspects: hydrocarbons, alcohols, acids, esters, carbohydrates, lipids, proteins, enzymes, nucleic acids and their metabolism. Laboratory fee. (4 Lec., 2 Lab.)

(AMT) 210 Animal Care And Sanitation: Bovine (2)

Prerequisite: Animal Medical Technology 112. The course covers the common diseases of the bovine species and diseases of public health importance, disease transmission and the proper procedures for their prevention. The lab requires the students to help maintain the animals used by the Animal Medical Technology Program for various courses. Laboratory fee. (1 Lec., 2 Lab.)

(AMT) 230 Anesthetic And Surgical Assisting Techniques

Prerequisite: Animal Medical Technology 139. This course introduces commonly employed preanesthetic and general anesthetic agents, their methods of administration, patient monitoring while under the effects of these agents and handling of anesthetic emergencies. Principles and techniques of animal, personnel and instrument preparation for surgery, surgical assisting and post operative care are also emphasized. Laboratory periods involve individual practice in anesthetizing and monitoring animal patients and preparing for assisting the veterinarian during surgery. Laboratory fee. (3 Lec., 3 Lab.)

(AMT) 231 Comparative Mammalian Anatomy And Physiology II (4)

Prerequisite: Animal Medical Technology 137. This course is a continuation of Animal Medical Technology 137. Laboratory fee. (3 Lec., 3 Lab.)

(AMT) 237 Principles And Practice Of Radiography (3)

Prerequisite: Animal Medical Technology 230. Lectures present the theory behind the production of X-rays, machine operation and maintenance, technique chart development, factors involved in producing diagnostic quality radiographs and radiation safety procedures and precautions. Laboratory sessions focus on techniques and practice in proper positioning of the patient, calculation of correct KV and MAS settings for adequate radiographic exposure, manual processing of exposed radiographic film, quality analysis and film storage and handling. Laboratory fee. (2 Lec., 3 Lab.)

(AMT) 241 Clinical Pathology Techniques And Practices I (5)

Prerequisite: Animal Medical Technology 130. Clinical laboratory methods are covered. Topics include parasitological, microbiological and tissue sample collection, analysis, identification and reporting to the veterinarian. Laboratory emphasis on identification of common parasites, morphology, cultural and staining characteristics of pathogenic bacteria and preparation of routine microbiological culture media. Blood analysis is introduced, including preparation of routine microbiological culture media, preparation of blood smears, differential cell counts, hemoglobin and packed cell volume determinations. The importance of understanding parasite life cycles and spread of disease by bacteria as well as host tissue changes occurring is stressed. Laboratory fee. (3 Lec., 6 Lab.)

(AMT) 242 Exotic And Research Animal Care And Management (3)

Prerequisite: Animal Medical Technology 230. This course introduces handling, restraint, sexing and uses of the common research laboratory and exotic animal species. Methods of husbandry and management to control or prevent common disease species in each of the species considered. Techniques of rodent anesthesia and surgery are presented and practiced. The purpose, concepts and theory of gnotobiotics and axenic techniques are explained. The ethical differences in functional responsibility occurring between animal medical technicians employed in research institutions as compared to employment in veterinary hospitals are emphasized. Laboratory fee. (2 Lec., 3 Lab.)

(AMT) 243 Clinical Pathology Techniques And Practice II (5)

Prerequisite: Animal Medical Technology 241. This course continues the study and practice of lab methods for blood analysis. Included are red and white cell counts, reticulocyte counts, clotting time, sedimentation rates, cross-matching, serology and various blood chemistry analyses. Practice is provided in urine collection, chemical analysis, and urinary sediment and cellular identification. Emphasis is placed on correlating sample data with changes in affected physiological parameters. Laboratory fee. (3 Lec., 6 Lab.)

(AMT) 244 Large Animal Assisting Techniques (3)

Prerequisites: Animal Medical Technology 130 and 231. This course covers the skills and knowledge needed to support and assist large animal practitioners. Emphasis is on principles and techniques in basic history, physical exams (T.P.R.), administration of drugs on veterinarian's prescription, surgical assistance, bleeding and fluid administration, mastitis control, foot and hoof care, reproductive management assisting and recordkeeping. Laboratory fee. (2 Lec., 4 Lab.)

(AMT) 245 Clinical Seminar (2)

This course is designed to allow the student to receive on-the-job instruction from an authorized veterinarian concerning daily routine procedures. (2 Lec.)

(AMT) 249 Animal Hospital Nursing (4)

Prerequisites: Animal Medical Technology 230, 243 and 244. This course integrates and brings into sharp focus skills, techniques and knowledge acquired in earlier courses. In addition, new material, concepts and methods are presented in the areas of infectious and non-infectious disease, pet animal nursing, emergency first aid, intensive care techniques, dental problems and prophylaxis and client management and relations. Laboratory fee. (3 Lec., 3 Lab.)

(AMT) 250 Special Projects In AMT (2)

This course provides for individual study in some special interest area of the student's major field. The study is under the guidance of a specific faculty member who acts as advisor and performance evaluator. At the discretion of the student's advisor, a technical paper may be required together with an oral presentation for student information and discussion. Professional staff members may be invited

to any special project presentation to aid in discussion of the topic presented. (3 Lec.)

(AMT) 702 Cooperative Work Experience (2)

(See Cooperative Work Experience). (1 Lec., 10 Lab.)

(AMT) 703 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

ANTHROPOLOGY

(ANT) 100 Introduction To Anthropology (3)

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. (3 Lec.)

(ANT) 101 Cultural Anthropology (3)

Cultures of the world are surveyed, and emphasis is given to those of North America. Included are the concepts of culture, social and political organization, language, religion and magic, and elementary anthropological theory. (This course is offered on campus and may be offered via television.) (3 Lec.)



(ANT) 104 American Indian Culture (3)

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. (3 Lec.)

(ANT) 110 The Heritage Of Mexico (3)

This course (cross-listed as History 110) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is 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. (3 Lec.)

(ANT) 231 Introduction To Archeology (3)

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. (3 Lec.)

APPAREL DESIGN

(APP) 232 Design Development I (3)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 237 or demonstrated competence approved by the instructor. The principles of good design for mass-produced apparel are studied, especially as they apply to structural and decorative design. Careful attention is given to fabric selection and trimming that are appropriate for current styles. Laboratory fee. (2 Lec., 4 Lab.)

(APP) 233 Design Development II (3)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 238 or demonstrated competence approved by the instructor. This is a continuation of developing design principles. The garment cost and construction techniques are emphasized along with selection of fabric and trimming. Laboratory fee. (2 Lec., 4 Lab.)

(APP) 237 Style Trends And Research I (2)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 232 or demonstrated competence approved by the instructor. This course is a study of current trends in the apparel industry. The student develops workroom sketches of designs for children, junior-petite, junior, active sportswear, misses, and suits. (2 Lec.).

(APP) 238 Style Trends And Research II (2)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 233 or demonstrated competence approved by the instructor. This course is a continuation of the current trends in the apparel industry. The student develops sketches of designs for half sizes, dressy dresses, and lingerie. The student selects one size range for a complete research report. (2 Lec.)

ARCHITECTURE

(ARC) 130 Architectural Graphics I (3)

Orthographic projection, isometric and oblique drawing, shade and shadow are studied. Linework and lettering in pencil and ink are emphasized. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 133 Architectural Graphics II (3)

Perspective drawing, shade and shadow are presented. Emphasis is on the theory of drawing, linework and lettering in pencil and ink. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 134 Freehand Drawing I (3)

This course covers pencil drawing with emphasis on eye-to-hand coordination. Principles of light, shade, scale, proportion, line and tonal quality using both pencil and conte crayon are included. Exercises use book references, human models, and indoor-outdoor sketching. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 151 Materials and Methods of Construction (3)

An introduction to the nature of materials used in construction including their application in various building systems. Structural systems, building codes, and construction specifications are introduced, along with basic mechanical equipment requirements. (3 Lec.)

(ARC) 153 Construction Drawings-Wood Frame (3)

Prerequisite: Architecture 130 or demonstrated competence approved by the instructor. Construction drawings are introduced. Wood frame construction is studied. The relationship with design and specifications is included. Emphasis is on the total concept of construction documents and detailing. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 161 Architectural Design I (3)

Basic concepts of design are explored via two-dimensional and three-dimensional abstract design exercises. Emphasis is on architectonic explorations of geometric forms, with projects investigating rhythm, balance, harmony, proportion, and other principles of design. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 162 Architectural Design II (3)

Prerequisites: Architecture 130, 161, and concurrent enrollment in Architecture 133. The application of design principles studied in Architecture 161 is explored. Analysis, schematic study, and the development of spatial problems relating to human occupancy and needs are studied. Emphasis is placed on the development of integration of skills needed to formulate and communicate design concepts. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 230 History Of Modern Architecture (3)

Prerequisite: Sophomore standing. The influences and architectural expressions of man are examined. The time period spans the Industrial Revolution to the present day. (3 Lec.)

(ARC) 232 Basic Architectural Photography (3)

Prerequisites: Architecture 147, Photography 110, and sophomore standing. Emphasis is on successful presentation of interior, exterior, and detailed architectural areas and using photography as the visual medium. Equipment and techniques necessary to become proficient in these areas are studied. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 233 History Of Architecture Survey To 1850 (3)

This course surveys architecture and influences upon its development to the time of the Industrial Revolution. (3 Lec.)

(ARC) 240 Media Skills I (3)

This course introduces various media used in presentations. Pencil, water color, pen and ink, colored pencil, and felt tip markers are used on assorted materials in a variety of techniques. (2 Lec., 4 Lab.)

(ARC) 241 Media Skills II (3)

Additional media techniques are presented. Pastel, carbon pencil, tempera, and transparent and opaque water color are included. (2 Lec., 4 Lab.)

(ARC) 245 Design Sketching (3)

Prerequisites: Architecture 133 or Interior Design 123 or Art 115 or demonstrated competence approved by the instructor. This course includes an introduction to and the development of graphic skills needed to formulate and communicate design concepts. Study and practice of visualization and freehand perspective drawing of the students own design are emphasized. Concepts in various media are the main activities covered. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 251 Building Technology II-Heavy Construction (3)

Prerequisite: Architecture 150. This course includes the study of construction materials, systems, and techniques used in heavy construction, with emphasis on steel and concrete. A general overview of mechanical and electrical systems and their requirements is provided. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 252 Building Technology III - Specifications And Office Practice (3)

Prerequisites: Architecture 150 and Architecture 153 or demonstrated competence approved by the instructor. Introduction and practice are provided in specification writing and construction estimating. Exploration is made of the organization of the construction process including the organization of an architect's office, administration of construction contracts, and governmental requirements. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 254 Construction Drawings II-Steel Frame (3)

Prerequisites: Architecture 150 and Architecture 153 or demonstrated competence approved by the instructor. Steel frame construction is studied. Introduction to commercial construction drawings is provided, including plans, elevations, sections, structural drawings, details, and schedules for steel frame buildings. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 256 Construction Drawings IV-Detailing (3)

Prerequisite: Architecture 153. Study is made of the concept of detailing, viewed as a means of controlling the total building process. Detailing subjects include structural, stairs, door and window, interior finish, roof-to-wall, and cabinets. Emphasis is placed upon technique, accuracy, and the ability to solve architectural detail problems. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 257 Computer Graphics (3)

Prerequisite: Architecture 153 or demonstrated competence approved in writing by the program coordinator prior to enrollment in the course. Schematic, presentation, and construction drawings are produced using Computer Assisted Design/Drafting (CADD) equipment. Emphasis is on the development of professional-level drawings. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 261 Architectural Design III (3)

Prerequisites: Architecture 133, Architecture 150, Architecture 153, and Architecture 162. The principles studied in Architecture 162 are expanded in developing solutions to architectural problems. Emphasis is on functional and aesthetic values through three-dimensional problem solving studies. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 262 Architectural Design IV (3)

Prerequisites: Architecture 240, Architecture 261, and Architecture 271. The principles studied in Architecture 261 are expanded involving ever more complex architectural problems. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 271 Basic Structural Design (3)

Prerequisites: Mathematics 195 or Mathematics 116 and Architecture 150. Elementary structural analysis is investigated, including basic statics and applied mechanics. Characteristics of structural properties of common building materials is explored. (3 Lec.)

(ARC) 272 Building Equipment (3)

Prerequisite: Architecture 130. Elementary analysis of building equipment systems is investigated, including plumbing, electrical, and mechanical equipment. (3 Lec.)

(ARC) 802, 812 Cooperative Work Experience (2)

(See Cooperative Work Experience). (1 Lec., 10 Lab.)

(ARC) 803, 813 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(ARC) 804, 814 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

ART

(ART) 104 Art Appreciation (3)

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. (3 Lec.)

(ART) 105 Survey Of Art History (3)

This course covers the history of art from prehistoric time through the Renaissance. It explores the culture, geophysical, and personal influences on art styles. (3 Lec.)

(ART) 106 Survey Of Art History (3)

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. (3 Lec.)

(ART) 110 Design I (3)

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. (2 Lec., 4 Lab.)

(ART) 111 Design II (3)

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement and texture is considered. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 114 Drawing I (3)

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. (2 Lec., 4 Lab.)

(ART) 115 Drawing II (3)

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. (2 Lec., 4 Lab.)

(ART) 116 Jewelry Design and Construction (3)

This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 117 Advanced Jewelry Design and Construction (3)

Prerequisite: Art 116. This course continues Art 116. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 118 Creative Photography For The Artist I (3)

Prerequisites: Art 110, Art 114, or demonstrated competence approved by the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.)



(ART) 119 Creative Photography For The Artist II (3)

Prerequisite: Art 118 or demonstrated competence approved by the instructor. This course is a continuation of Art 118. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 165 Fundamental Design Studio I (4)

Prerequisites: Interior Design program acceptance (major) and concurrent enrollment in Interior Design 171. Basic concepts of design limited to black and white values are studied including form, scale, space, proportion, rhythm, theme, variety, accent, unity, texture, and pattern as applied to two-dimensional and three-dimensional abstract projects. This course is intended for students enrolled in applied arts programs. Laboratory fee. (2 Lec., 5 Lab.)

(ART) 199 Problems In Contemporary Art (1)

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. (1 Lec.)

(ART) 201 Drawing III (3)

Prerequisites: Art 110, Art 111, Art 115, sophomore standing or demonstrated competence approved by the instructor. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 202 Drawing IV (3)

Prerequisites: Art 201, sophomore standing or demonstrated competence approved by the instructor. This course continues Art 201. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 203 Art History (3)

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. (3 Lec.)

(ART) 204 Art History (3)

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. (3 Lec.)

(ART) 205 Painting I (3)

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by 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. (2 Lec., 4 Lab.)

(ART) 206 Painting II (3)

Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(ART) 208 Sculpture I (3)

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 209 Sculpture II (3)

Prerequisite: Art 208. This course continues Art 208. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 210 Commercial Art I (3)

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 215 Ceramics I (3)

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by 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. (2 Lec., 4 Lab.)

(ART) 216 Ceramics II (3)

Prerequisite: Art 215 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 217 Watercolor I (3)

Prerequisites: Art 110, Art 111 and Art 115 or demonstrated competence approved by the instructor. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. (2 Lec., 4 Lab.)

(ART) 218 Watercolor II (3)

Prerequisite: Art 217. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

(ART) 220 Printmaking I (3)

Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 222 Printmaking II (3)

Prerequisite: Art 220. This course is a continuation of Printmaking I. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 227 Design III (3)

Prerequisites: Art 110, 111, 114 and 115. This course is a development of two and three dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 229 Design IV (3)

Prerequisite: Art 227. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 232 Fibers I (3)

Prerequisites: Art 110, 111, 114 and 115. This course explores the problems of design, construction and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)

(ART) 233 Fibers II (3)

Prerequisite: Art 232. This course is a continuation of Art 232. It further explores fiber techniques and processes. (2 Lec., 4 Lab.)

ASTRONOMY

(AST) 101 Descriptive Astronomy (3)

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.) (3 Lec.)



(AST) 102 General Astronomy (3)

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. (3 Lec.)

(AST) 103 Astronomy Laboratory I (1)

Prerequisite: Credit or concurrent enrollment in Astronomy 101. The student uses simple equipment to make elementary astronomical observations of the motions of celestial objects. Also covered are elementary navigational techniques, graphical techniques of calculating the position of a planet or comet, and construction of simple observing equipment. This course includes night observations. Laboratory fee. (3 Lab.)

(AST) 104 Astronomy Laboratory II (1)

Prerequisite: Credit or concurrent enrollment in Astronomy 102. The student makes and uses elementary astronomical observations. Topics include timekeeping, the various uses of spectra, and the motions of stars and galaxies. This laboratory includes night observations. Laboratory fee. (3 Lab.)

(AST) 111 Fundamentals Of Astronomy (4)

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee: (3 Lec., 3 Lab.)

(AST) 112 General Introductory Astronomy (4)

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. Laboratory fee. (3 Lec., 3 Lab.)

AUTO BODY

(AB) 111 Basic Metal Principles (3)

Prerequisite: Concurrent enrollment in Auto Body 112. The use of hand and air tools is covered. Filling of plastic is included. Preparing the metal, sanding, masking, and priming surfaces on minor damages are emphasized. Laboratory fee (90 Contact Hours)

(AB) 112 Applied Basic Metal Principles (2)

Prerequisite: Concurrent enrollment in Auto Body 111. This course emphasizes hands-on use of hand and air tools used in metal repair. Techniques covered in Auto Body 111 will be applied to minor repair. Laboratory fee. (60 Contact Hours)

(AB) 113 Minor Metal Repair (3)

Prerequisite: Concurrent enrollment in Auto Body 114. Body construction and sheet metal alignment are studied. Emphasis is on the various techniques of applying plastic to minor damages. Laboratory fee. (90 Contact Hours)

(AB) 114 Applied Minor Metal Repair (2)

Prerequisite: Concurrent enrollment in Auto Body 113. This course emphasizes the hands-on techniques used in sheet metal alignment and damage correction. Procedures and tools included in Auto Body 113 will be covered. Laboratory fee. (60 Contact Hours)

(AB) 121 Basic Paint Principles (3)

Prerequisite: Concurrent enrollment in Auto Body 122. This course presents the use of sanders and other equipment. Sanding and applying primer and paint are stressed. The use and operation of the spray gun are covered. Laboratory fee. (90 Contact Hours)

(AB) 122 Applied Basic Paint Principles (2)

Prerequisite: Concurrent enrollment in Auto Body 121. This course will cover hands-on techniques in the use of power and hand sanding as well as use of the spray gun. The techniques covered in Auto Body 121 will be covered. Laboratory fee. (60 Contact Hours)

(AB) 123 Paint Blending And Spot Repair Techniques (3)

Prerequisite: Concurrent enrollment in Auto Body 124. The use of manufacturers' codes, mass and tint tone methods, and color selection are examined. Initial color matching, correction, and color tinting are covered. Spray gun maintenance, operation, patterns and corrective adjustments receive particular attention. Polishing, touch-up, and detailing procedures are studied. Topics include the use of rubbing compounds, polishes, and buffing techniques. Minor surface repairs are also included. Laboratory fee. (90 Contact Hours)

(AB) 124 Applied Blending And Spot Repair Techniques (2)

Prerequisite: Concurrent enrollment in Auto Body 123. This course examines potential problems that occur in the application of the finish on today's automobile. Recognition, prevention, and correction of problems are stressed. Laboratory fee. (60 Contact Hours)

(AB) 139 Body Shop Operations (3)

The basic business principles of managing an automobile service shop are studied. Emphasis is on management functions, financial analysis, and governmental regulations. (48 Contact Hours)

(AB) 211 Major Panel Replacement (3)

Prerequisite: Concurrent enrollment in Auto Body 212. The use of power tools and cutting tools is presented. Emphasis is on the repair and replacement of panels. Laboratory fee. (90 Contact Hours)

(AB) 212 Applied Major Panel Replacement (2)

Prerequisite: Concurrent enrollment in Auto Body 211. This course emphasizes repair and replacement of panels on in-service automobiles. The adjustment, repair and replacement of equipment and minor electrical apparatus are also covered. Laboratory fee. (60 Contact Hours)

(AB) 213 Major Collision And Frame Repair (3)

Students learn to use power frame alignment equipment through lecture, demonstration, and actual job repairs. Laboratory fee. (90 Contact Hours)

(AB) 221 Advanced Paint Techniques (3)

This course focuses on the development of painting skills. Emphasis is on mixing colors, matching colors, and texture. Special decorative effects are also covered, such as simulated wood and vinyl application. Transfer repair, renewal, removal, film application, painting and taping techniques are included. Laboratory fee. (90 Contact Hours)

(AB) 222 Applied Advanced Paint Techniques (2)

Prerequisite: Credit or concurrent enrollment in Auto Body 221. This course further develops painting skills with hands-on training, emphasizing mixing colors and matching color and texture of paint on in-service automobiles. Laboratory fee. (60 Contact Hours)

(AB) 225 Special Auto Body Applications (1)

This is a development course designed to allow students to program their own specialized objectives under instructional supervision. This will permit the student to upgrade existing skills or develop a new skill. This course may be repeated for credit as topics vary for a maximum of three credit hours. Laboratory fee. (30 Contact Hours)

(AB) 235 Estimating (3)

The procedures for estimating damage on automobiles are presented. (3 Lec.)

(AB) 245 Welding For Auto Body (3)

This course covers the basics of oxyacetylene welding, spot welding (electric), and electric arc welding. Laboratory fee. (90 Contact Hours)

(AB) 803 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(AB) 804 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

AUTOMOTIVE TECHNOLOGY

(AT) 109 Minor Vehicle Service (3)

This course introduces shop operations, customer relations, flat rate manuals, service manuals, safety, organizational design, pay structure, equipment, tools and basic operational theories. Also included are service procedures for lubrication, batteries, the cooling system, wheels and tires and new car pre-delivery service. Laboratory fee. (90 Contact Hours)

(AT) 110 Engine Repair I (4)

The operational theory of the internal combustion engine is studied. Engine rebuilding, mechanical diagnosis and failure analysis are introduced. Emphasis is on the proper use of hand tools, measuring instruments and equipment. Laboratory fee. (120 Contact Hours)

(AT) 112 Engine Repair II (4)

Prerequisite: Credit or concurrent enrollment in Automotive Technology 110. This course is a continuation of Automotive Technology 110. Engine rebuilding is continued with emphasis on in-service automotive repair. Laboratory fee. (120 Contact Hours)

(AT) 114 Engine Analysis And Tune-Up (4)

Techniques for diagnosing the automobile engine and other areas are covered. Electronics and conventional ignition systems are stressed. Carburetion and fuel injection systems are introduced. Complete tune-up procedures, using the latest test equipment are studied to insure the proper application to the automobile. Laboratory fee. (120 Contact Hours)

(AT) 116 Fuel And Emission Systems (4)

This course covers the principles and functions of the automotive fuel system including the carburetor, fuel pump, gas tank and emission control systems. Diagnosis and repair and adjustment of emission control systems, repair and adjustment of the carburetor, fuel injection and their components are stressed. Laboratory fee. (120 Contact Hours)

(AT) 119 Electrical Systems (3)

This course covers the automobile electrical system, including batteries, wiring, lighting, alternators, generators, starters and voltage regulators. The use of electrical test equipment and schematics are covered. The proper care and use of tools is stressed. Laboratory fee. (90 Contact Hours)

(AT) 163 Minor Vehicle Services (3)

This course introduces shop operations, customer relations, flat rate manuals, service manuals, safety, organizational design, pay structure, equipment, tools and basic operational theories. Also included are service procedures for lubrication, batteries, the cooling system, wheels and tires and new car pre-delivery service. Laboratory fee. (90 Contact Hours)

(AT) 164 Engine Systems I (3)

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course covers the theory, operation, and diagnosis of the internal combustion engine. Cylinder head, valve train, and camshaft repair procedures are studied. Also covered are the repair and diagnosis of the lubrication and cooling systems. Laboratory fee. (90 Contact Hours)

(AT) 165 Engine Systems II (3)

Prerequisite: Automotive Technology 164 or demonstrated competence approved by the instructor. This course is a continuation of Automotive Technology 164. Engine removal and replacement, major engine diagnosis, and repair of the crankshaft, engine block, and rings are stressed, including accurate measurement procedures. Laboratory fee. (90 Contact Hours)

(AT) 166 Brake Systems (3)

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course will cover the fundamental operation of the hydraulic brake system. Basic hydraulic principles will be reviewed. Emphasis will be given to the operation of disc, drum, power boost and anti-lock systems. Laboratory fee. (90 Contact Hours)

(AT) 167 Steering and Suspension (3)

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course includes a thorough study of the various types of automotive front and rear suspension systems, steering systems (both standard and power assisted) and recommended service and repair procedures. Various steering geometry angles will be defined and explained. The principles and procedures of four-wheel or thrust-line alignment will be covered on most common suspension types. Tire service relating to alignment will be stressed. Laboratory fee. (90 Contact Hours)

(AT) 168 Standard Transmissions and Drive Trains (3)

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course includes an in-depth study of torque and gearing as applied to standard transmissions, trans axles, differentials, final drives, drive axles and clutches. Proper methods of diagnosis, adjustment and repair of these components will be covered in both theory and practical application. Laboratory fee. (90 Contact Hours)

(AT) 212 Special Automotive Applications (1)

This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This course will permit the student to upgrade existing skills or develop a new skill. This course may be repeated for credit as topics vary for a maximum of three credit hours. Laboratory fee. (30 Contact Hours)

(AT) 222 Heating and Air Conditioning Systems (3)

This course focuses on the principles of operation and service techniques applied to automobile and air conditioning systems. Topics include components, testing, diagnosing, charging and repair practices. Laboratory fee. (90 Contact Hours)

(AT) 223 Brake Systems (4)

This course covers diagnosis and repair of both drum and disc brake systems, power brake boosters, master cylinders, wheel cylinders and related component parts. Laboratory fee. (120 Contact Hours)

(AT) 225 Front End Systems (4)

This course will cover the proper techniques and procedures for complete front-end service, wheel alignment, replacement of worn parts, balancing wheels and related front-end and steering mechanisms. Laboratory fee. (120 Contact Hours)

(AT) 227 Standard Transmission And Drive Trains (4)

This course includes the operating principles, construction, and maintenance of the manual transmission and related drive-train components. Laboratory fee. (120 Contact Hours)

(AT) 229 Automatic Transmissions I (4)

The theory, operation and diagnosis of automatic transmissions are studied. Rebuilding of automatic transmission is introduced. Laboratory fee. (120 Contact Hours)

(AT) 231 Automatic Transmissions II (4)

Prerequisite: Credit or concurrent enrollment in Automotive Technology 229. This course is a continuation of Automotive Technology 229. Transmission rebuilding is continued with emphasis on in-service automobile repair. Laboratory fee. (120 Contact Hours)

(AT) 240 Basic Automotive Electronics (2)

Prerequisites: Automotive Technology 165 and Physics 131 or demonstrated competence approved by the instructor. A study of solid state and microprocessor electronics as related to an automotive electrical system with emphasis on inputs (sensors), outputs (actuators), and active devices. Diagnosis and repair procedures are covered using analog and digital test equipment. Laboratory fee. (60 Contact Hours)

(AT) 241 Automatic Transmissions I (3)

Prerequisites: Automotive Technology 163 and Physics 131 or demonstrated competence approved by the instructor. This course will cover the theory of automatic transmissions, as well as principles of operation and diagnosis of most popularly used automatic transmissions. This course establishes a firm foundation in principles and fundamentals for advanced application in Automotive Technology 242. All minor services, adjustments, and diagnostic procedures will be demonstrated. Laboratory fee. (90 Contact Hours)

(AT) 242 Automatic Transmissions II (3)

Prerequisites: Automotive Technology 240 and Automotive Technology 241 or demonstrated competence approved by the instructor. This course applies the principles and fundamentals from Automatic Transmissions I in the major repair and overhaul of specific transmissions. Proper safety procedures, disassembly, repair and reassembly procedures will be emphasized in order to accomplish a professional repair. Laboratory fee. (90 Contact Hours)

(AT) 243 Electrical Systems (3)

Prerequisite: Automotive Technology 240 or demonstrated competence approved by the instructor. This course will cover the function of the automotive (high current) electrical system. Included will be a review of basic electrical theory and current flow. Emphasis will be given to alternator operation, D.C. motor operation, and troubleshooting. Also covered will be wiring diagrams, switches, relays, fuses and light operation. Laboratory fee. (90 Contact Hours)

(AT) 244 Heating and Air Conditioning Systems (3)

Prerequisites: Automotive Technology 163 and Physics 131 or demonstrated competence approved by the instructor. This course will cover the fundamental operations of air conditioning and heating systems. Basic heat transfer will be reviewed. Emphasis will be given to the basic system operation as well as climate controls. Laboratory fee. (90 Contact Hours)

AT 245 Ignition, Fuel and Emission Systems I (Basic Ignition Diagnosis and Scope Analysis) (3)

Prerequisites: Automotive Technology 165 and 243 or demonstrated competence approved by the instructor. This course covers the principles and functions of conventional non-computerized ignition systems. Diagnostic procedures and skills are stressed using available test equipment, including the proper diagnosis and service of basic emission controls and components. Carburetor service and electronic computerized systems will be introduced. Laboratory fee. (90 Contact Hours)

(AT) 246 Ignition, Fuel and Emission Systems II (Carbureted Systems) (3)

Prerequisite: Automotive Technology 245 or demonstrated competence approved by the instructor. This course covers the major components and operation of both gasoline and diesel fuel systems and how the combustion process works in both gasoline and diesel fuel systems. Various fuel system components are presented. Operation and service procedures of the carburetor as well as diagnosis and repair of the emission control system are stressed. Electronic computerized control of the fuel emission systems is introduced. Laboratory fee. (90 Contact Hours)

(AT) 247 Ignition, Fuel and Emission Systems III (Fuel-Injected Systems) (3)

Prerequisite: Automotive Technology 246 or demonstrated competence approved by the instructor. This course covers computer-controlled systems which include the fuel system, ignition, emission controls, carburetor controls, fuel injection, and torque converter clutch. The function and service techniques of engine-related electronic components will be covered in detail. The operation, diagnosis, and service procedures for computer-controlled carburetors and fuel injection systems are discussed. Diagnostic techniques and proper use of test equipment will be emphasized. Laboratory fee. (90 Contact Hours)

(AT) 248 Automotive Electronics (3)

Prerequisite: Automotive Technology 118 or demonstrated competence approved by the instructor. A study of solid state and microprocessor electronics used in the automotive electrical system with emphasis on diagnostic and troubleshooting procedures and use of test equipment. Laboratory fee. (90 Contact Hours)

(AT) 703, 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience) (1 Lec., 15 Lab.)**(AT) 704, 714, 804, 814 Cooperative Work Experience (4)**
(See Cooperative Work Experience). (1 Lec., 20 Lab.)**(AT) 743 Cooperative Work Experience (3)**

Prerequisite: Enrollment in the Dealership-Sponsored Program. This course consists of 16 hours of seminars and 10 weeks of full-time, on-the-job experience. Theory and instruction received in the previous courses taught with an emphasis on a particular automobile manufacturer's products are applied at work in the sponsoring dealership. (216 Contact Hours)

(AT) 753 Cooperative Work Experience (3)

Prerequisite: Enrollment in the Dealership-Sponsored Program. This course consists of 16 hours of seminars and 10 weeks of full-time, on-the-job experience. Theory and instruction received in the previous courses taught with an emphasis on a particular automobile manufacturer's products are applied at work in the sponsoring dealership. (216 Contact Hours)

(AT) 843 Cooperative Work Experience (3)

Prerequisite: Enrollment in the Dealership-Sponsored Program. This course consists of 16 hours of seminars and 10 weeks of full-time, on-the-job experience. Theory and instruction received in the previous courses taught with an emphasis on a particular automobile manufacturer's products are applied at work in the sponsoring dealership. (216 Contact Hours)

(AT) 853 Cooperative Work Experience (3)

Prerequisites: Enrollment in the Dealership-Sponsored Program. This course consists of 16 hours of seminars and 10 weeks of full-time, on-the-job experience. Theory and instruction received in the previous courses taught with a GM emphasis are applied at work in the sponsoring dealership. (216 Contact Hours)



AUTOMOTIVE TECHNOLOGY APPRENTICESHIP

(ATA) 100 Automotive Fundamentals (3)

This course introduces general auto maintenance procedures. Topics include shop safety, hand tools, shop equipment, and manuals and schematics. Apprentices who believe they are qualified by experience or previous training may take an examination to establish credit for this course. (48 Contact Hours)

(ATA) 101 Basic Electrical Systems (3)

The theory and principles of electrical systems are presented. Batteries, starters, charging systems, and ignition systems are studied. Testing and basic service procedures are also included. (48 Contact Hours)

(ATA) 103 Suspension, Steering And Brake Systems (3)

Suspension, steering, and brake systems are covered. Disc and drum brakes, front and rear suspension systems, and manual and power steering systems are included. Tires, wheels, and alignment are also studied. Emphasis is on inspection, diagnosis, and service techniques. Upon successful completion of this course, the apprentice is prepared for the N.I.A.S.E. Front End and Brake Systems Examinations (2). (48 Contact Hours)

(ATA) 105 Engine Tune-Up Procedures (3)

Prerequisite: Automotive Technology Apprenticeship 101. Tune-up procedures are presented. The fuel system, carburetor, ignition system, and emission control systems are covered. Emphasis is on precision diagnosis by use of the engine analyzer as well as troubleshooting procedures. Upon successful completion of this course, the apprentice is prepared for the N.I.A.S.E. Engine Tune-Up Examination. (48 Contact Hours)

(ATA) 106 Automotive Fuel Injection System (3)

Principles and functions of automotive fuel injectors, diagnosis and repair are covered. The course also reviews fuel pumps, gas tanks, emission control systems and their diagnosis, repair and adjustment. Upon completion of this course, the apprentice is prepared for the A.S.E. Engine Performance Test. (48 Contact Hours)

(ATA) 107 Automotive Parts and Service Department Management (3)

This course examines automotive parts and service department management. Topics include organizational structure, operation, marketing, promotional methods, management and financial controls. (48 Contact Hours)

(ATA) 191 Internship I (3)

Supervised, on-the-job training, coordinated with classroom activities. (640 Contact Hours)

(ATA) 192 Internship II (3)

Supervised, on-the-job training, coordinated with classroom activities. (640 Contact Hours)

(ATA) 193 Internship III (3)

Supervised, on-the-job training coordinated with classroom activities. (640 Contact Hours)

(ATA) 200 Advanced Electrical Systems (3)

Prerequisite: Automotive Technology Apprenticeship 101. Advanced electrical systems are presented. Topics include chassis electrical systems, integrated circuits, instrument panel controls, wiring vacuum systems, and accessory panel controls. Emphasis is on interpretation of diagrams and schematics. Systematic troubleshooting procedures are also stressed. Upon completion of this course, the apprentice is prepared for N.I.A.S.E. Electrical Systems Examination. (48 Contact Hours)

(ATA) 201 Automotive Air Conditioning And Heating Systems (3)

This course covers basic thermodynamics principles and heating and air conditioning systems. Topics include systems, components, systems testing, diagnosis, and servicing. Also included are control systems. Upon completion of this course, the apprentice is prepared for the N.I.A.S.E. Heating and Air Conditioning Systems Examination. (48 Contact Hours)

(ATA) 202 Basic Engine Repair (3)

The study and repair of engines are the focus of this course. Four-cycle, two-cycle, rotary, and diesel engines are all included. Cooling and lubrication systems, valves and valve trains, cylinder head reconditioning, and the diagnosis of engine problems are studied. (48 Contact Hours)

(ATA) 203 Engine Overhaul Procedures (3)

Prerequisite: Automotive Technology Apprenticeship 202. Procedures to remove, disassemble, rebuild, assemble, and install the engine are covered. Emphasis is on precision measuring techniques. Also included are tune-up and road testing. Upon completion of this course, the apprentice is prepared for the N.I.A.S.E. Engine Repair Examination. (48 Contact Hours)

(ATA) 209 Standard Transmissions and Power Trains (3)

This course includes the study of clutches, standard transmissions, drive line, and differentials. Gear trains, universal joints, axles, and bearings are covered. Emphasis is placed on drive line components for both conventional and transverse applications. Upon completion of this course, the apprentice is prepared for the N.I.A.S.E. Automatic Transmission Examination. (3 Lec.)

(ATA) 210 Automatic Transmission (3)

This course covers the operation, diagnosis, and repair procedures of automatic transmissions. Gear trains, torque converters, hydraulic systems, and control circuits are studied. Emphasis is placed on conventional and transverse applications. Upon completion of this course, the apprentice is prepared for the N.I.A.S.E. Automatic Transmission Examination. (3 Lec.)

(ATA) 294 Internship IV (3)

Supervised on-the-job training, coordinated with classroom activities. (640 Contact Hours)

(ATA) 295 Internship V (3)

Supervised on-the-job training, coordinated with classroom activities. (640 Contact Hours)

(ATA) 296 Internship VI (3)

Supervised on-the-job training, coordinated with classroom activities. (640 Contact Hours)

AVIATION TECHNOLOGY

(AVT) 110 Introduction To Aviation (3)

This course introduces various aspects of the aviation industry. It covers the history, development, and advances in aircraft from balloon flight to the supersonic transport. The industry's economic and sociological effects on people and communities are also included. Special emphasis is on the origin and growth of airlines and the aviation industry. (3 Lec.)

(AVT) 121 Ground School Private (3)

This course includes the study of Federal Aviation Regulations, flight dynamics, meteorology, navigation, use of the radio, and general service of aircraft. The course is designed to fulfill the Ground School Requirements for the FAA Private Pilot Certificate. (3 Lec.)

(AVT) 122 Aviation Law (3)

Prerequisite: Aviation Technology 110 or concurrent enrollment in Air Transportation. Procedural laws and regulations are studied. Local, national, and international procedures are included as well as those relating both to public and private sectors of air commerce. Topics include the development of aviation law, regulatory agencies, and quasi-official study and advisory groups. Special emphasis is on flight procedures (flight plans), ports of entry, customs, clearances, contraband, quarantines, aviation hazards, and liabilities. The present legal structure and possible future changes are covered, including reciprocity agreements. (3 Lec.)

(AVT) 123 Ground School Commercial (3)

Prerequisite: Private Pilot Certificate. This course is an in-depth analysis of all topics covered in the Commercial Pilot written examination. Emphasis is on problem development and solutions. Advanced exercises are included in the areas of aircraft operation, meteorology, navigation, communications, theory and hazards of attitude instrument flight, flight physiology, and emergency procedures. This course is designed to fulfill the Ground School Requirements of the FAA for the Commercial Pilot Certificate. (3 Lec.)

(AVT) 128 Aero Engines And Systems (3)

Prerequisite: Credit or concurrent enrollment in Aviation Technology 110. Electronics Technology 235, or the equivalent. Basic power plant types and principles of operation are presented. Reciprocating, rotary, jet, and rocket engines are included. Also covered are configurations, such as in-line, radial, vee and horizontally opposed, turbo-prop, turbo-jet, fan-jet, and ram-jet. Also included are numerous systems, such as the fuel ignition, electrical, environmental, lubrication, hydraulics, pneumatics, fire detection and extinguishing, cooling, tachometer, monitoring, manual control, and power boosted systems. (3 Lec.)

(AVT) 135 Flight Basic (2)

This course provides 25 hours of flight instruction (15 hours dual, 10 hours solo flight). Two hours in the synthetic flight trainer are required. A current Second-Class Medical Certificate is required. Flight and laboratory fee. (9 Lab., 25 Flight)

(AVT) 137 Flight Private Pilot (1)

This course provides 20 hours of flight instruction (10 hours dual and 10 hours solo flight). Pre-flight instruction and briefing are included. Students receive credit for the course upon completion of the flight prerequisite for the Private Pilot Flight Examination. One hour in the synthetic flight trainer is required. Flight and simulator fee. (24 Contact Hours)

(AVT) 210 Federal Aviation Regulations, Airspace And Air Traffic Control (3)

It is recommended that this course be taken concurrently with one of the ground school courses. This course is an in-depth study of Federal Aviation Regulations, Air Traffic Control Procedures, the National Airspace System, and NTSB Regulations. Rated pilots may take this course to prepare for the 24-month flight review. (3 Lec.)

(AVT) 212 Airport Management (3)

Prerequisites: Required core courses and Management 136. The major functions of airport management are presented. Topics include the adequacy of facilities and services, organization, personnel, maintenance, planning and zoning, operations, revenues and expenses, public relations, ecology, and safety. A study of the socio-economic effect of airports on the communities they serve is also covered. (3 Lec.)

(AVT) 220 Aero Dynamics (3)

Prerequisite: Credit or concurrent enrollment in Mathematics 196. The aeronautical applications of physical laws are studied. Areas considered include gravitational laws, forces and stresses, Bernoulli's principle, gyroscopic principles, and velocity-sonic relationships. The dynamics of airfoils, high efficiency lift devices, energy conversion to reactive forces related to aerobatics, and precision flight are also covered. (3 Lec.)

(AVT) 221 Advanced Navigation (3)

Prerequisite: Credit or concurrent enrollment in Aviation Technology 226 or demonstrated competence approved by the instructor. This course covers flight planning. Consideration is given to adverse atmospheric conditions, navigational capabilities, and safety. The course also includes the analysis of atmospheric maps, charts, and weather radar. The interpretation and use of all operational data are also presented. Laboratory fee. (3 Lec.)

(AVT) 223 Airline Management (3)

Prerequisites: Required core courses and Management 136. This course covers the organization, operation, and management of an airline. Topics include planning, facility requirements, financing, aircraft selection criteria, route feasibility studies, market and passenger trends, and population trends affecting load factors. Problems unique to airline operations are explored. (3 Lec.)

(AVT) 224 Ground School Instrument (3)

Prerequisite: Private or Commercial Pilot Certificate. This course presents aircraft attitude control, flight procedures, and maneuvering by reference solely to cockpit instruments. Completion of this course will qualify the student to take the FAA Instrument Rating Written Examination. (3 Lec.)

(AVT) 225 Aviation Marketing (3)

Prerequisites: Required core courses. The significance and functions of marketing are stressed from the airline viewpoint. Topics include market research, sales, advertising and promotion concepts, traffic, demand analysis, and price determination theory. (3 Lec.)

(AVT) 226 Meteorology (3)

Basic concepts of meteorology are studied. Weather data and measuring devices are covered. Topics include weather maps and symbols, U.S. Weather Bureau documents, structure and general circulation of the atmosphere, theories of air mass, fronts, pressure areas, temperature gradients and inversions, violent atmospheric activities, and ecological considerations. (3 Lec.)

(AVT) 249 Air Transportation, Traffic And Cargo (3)

Prerequisites: Required core courses and credit or concurrent enrollment in Management 136. Transportation methods of passengers and cargo are examined. The need, nature and structure of the air transportation segment of the aviation industry are studied. Emphasis is on the diagnosis and solution of problems at terminals. Topics include air cargo, air mail, air express, air freight, air taxi, air carrier, commuter, business and pleasure. (3 Lec.)

(AVT) 250 Flight Instructor Ground School (2)

Prerequisite: Commercial Pilot Certificate or Private Pilot Certificate with 200 hours logged flight time. Principles of flight and ground instruction are presented. Instructional techniques, analysis of maneuvers, and Federal Aviation Regulations are included. Completion of this course should qualify the student to pass the Flight Instructor Written Examination. (2 Lec.)

(AVT) 251 Flight Instructor Airplane/Single Or Multi-Engine (2)

Prerequisite: Commercial Pilot Certificate or Private Pilot Certificate with 200 hours logged flight time. This course focuses on the science of flight instruction. Evaluation of student performance and maneuver analysis are included. The required instructional flight disciplines are covered in order to qualify students for the FAA Flight Instructor Rating. Simulator fee. (40 Contact Hours)

(AVT) 252 Instrument Flight Instructor Ground School (3)

Prerequisites: Instrument Rating and Commercial Pilot Certificate; pass written examination on airspace and regulations or concurrent enrollment in Aviation Technology 210. Instructional techniques of the synthetic flight trainer are presented. Included are instrument flight rules, instrument charts, instrument procedures, and the use of aircraft instruments for instrument flight. Emphasis is on developing instructional techniques and materials. The course is designed to prepare students for the FAA Instrument Flight Instructor Flight Test and Written Test. Students will be required to conduct instruction in Synthetic Ground Trainers. (48 Contact Hours)

(AVT) 253 Flight Instructor-Airplane Instrument (1)

Prerequisite: Certified Flight Instructor Rating. This course includes 20 hours of flight training in the science of flight instruction including evaluation of student performance and maneuver analysis. The required flight disciplines that qualify the student for the FAA Flight Instructor-Airplane Instrument Rating are covered. Flight fee. (20 Contact Hours)

(AVT) 254 Flight Advanced I (1)

Prerequisite: A Private Pilot Certificate or a Commercial Pilot Certificate. This course includes 10 hours of flight instruction. All flying is in modern twin-engine aircraft and is designed to give the advanced pilot a greater depth of aircraft experience. The course includes pre-flight instruction and briefing. It leads to the FAA Multi-Engine Pilot Rating. Flight fee. (16 Contact Hours)

(AVT) 255 Type Rating Turbo Jet Ground School (3)

Prerequisites: Commercial Pilot Certificate and Instrument Rating. This course will provide an analysis of normal, abnormal and emergency operation of the flight control, engine, fuel, electrical, pneumatic, navigation and auxiliary systems and use of the manufacturer's performance data for a specific make and model (type) of small, multi-engine, turbo-jet powered airplane. A review of procedures related to pre-flight, takeoffs, enroute flight, landings, engine-out procedures, no-flap landings, collision avoidance and wake turbulence avoidance will also be included. (48 Contact Hours)

(AVT) 256 Flight Advanced II-Jet Type Rating (1)

Prerequisites: Commercial Pilot Certificate and Instrument Rating. This course includes ten hours of flight instruction, and ten hours of pre- and post-flight instruction. All flying is in a small multi-engine, turbo-jet powered airplane. It leads to the FAA Multi-Engine Jet airplane type rating. Flight fee. (13 Contact Hours)

(AVT) 261 Aircraft Dispatcher I (3)

This course includes a survey of FAA regulations and duties of an aircraft dispatcher plus basic flight planning for transport category aircraft. (48 Contact Hours)

(AVT) 262 Practical Dispatching (3)

Prerequisite: Aviation Technology 261. The content of this course is described in the current FAA Aircraft Dispatcher Circular. The content is designed to prepare the student for the FAA written exam for aircraft dispatcher. Ten hours are required in the simulated flight trainer. (Simulated instrument flight hours can be accumulated both on and off campus but must be verified by the instructor). Simulator fee. (58 Contact Hours)

(AVT) 263 Flight Engineer Ground School (3)

Prerequisites: Aviation Technology 261 and Aviation Technology 262 or the equivalent experience and/or credentials. This course includes FAA regulations, flight theory and aerodynamics, basic meteorology with respect to engine operations, center of gravity computations, airplane systems and equipment, and normal and emergency operating procedures. This information prepares the student for the flight engineer's written tests. Specific emphasis is placed on the Boeing 727 and Boeing 707 as aircraft which are used for flight engineer training by civil United States air carriers. (48 Contact Hours)

(AVT) 264 Air Transport Pilot Ground School (3)

Prerequisites: Aviation Technology 261 and Aviation Technology 262 or the equivalent experience and/or credentials. This course is designed to prepare the student for the Air Transport Pilot Written Test and includes operations of air carrier aircraft, navigation by instruments, the general system and material relative to weather information collection and dissemination, meteorology, weather conditions, air navigation facilities, airplane weather observations and influence of terrain on meteorological conditions, radio communications, and basic principles of loading and weight distribution. (48 Contact Hours)

(AVT) 265 Flight Commercial I (2)

Prerequisite: Private Pilot Certificate. This course provides 30 hours of flight instruction (10 hours dual and 20 hours solo flight) to apply toward the Commercial Pilot Certificate. Pre-flight instruction and briefing are included. A current Second-Class Medical Certificate is required. Flight and laboratory fee. (8 Lab., 30 Flight)

(AVT) 266 Flight Commercial II (3)

Prerequisite: Aviation Technology 265 and concurrent enrollment in Aviation Technology 123. This course provides 46 hours of flight instruction (10 hours dual instrument instruction and 36 hours of solo flight) to apply toward the Commercial Pilot Certificate. Pre-flight instruction and briefing are included, as are 5 hours of night flight. Flight and laboratory fee. (8 Lab., 46 Flight)

(AVT) 267 Flight Commercial III - Instrument (3)

Prerequisite: Private Pilot Certificate, Aviation Technology 266 and completion of or concurrent enrollment in Aviation Technology 224. This course provides 45 hours of instrument flight instruction. Pre-flight instruction and briefing are included. Flight fee. (46 Contact Hours.)

(AVT) 268 Flight Commercial IV (3)

Prerequisite: Aviation Technology 123 and 266. This course provides 46 hours flight instruction (6 hours dual flight, 30 hours solo flight, and 10 hours dual and practice flight in a more sophisticated aircraft) to fulfill flight law requirements for the Commercial Pilot Certificate. Pre-flight instruction and briefing are included. Students receive course credit upon completion of the flight prerequisites to the Commercial Pilot Flight Examination. Flight fee and laboratory fee. (4 Lab., 46 Flight)

(AVT) 270 Orientation To Air Traffic Control (5)

This course is designed to acquaint new employees with the FAA organization, the options within the air traffic service, and the emergency readiness requirements. It provides a basic orientation to the history, structure, and functions of the FAA with emphasis on air traffic service. National, local, and individual policies and obligations are also presented. (80 Contact Hours)

(AVT) 272 Aircraft Types And Characteristics/Air Traffic Control Communications (2)

This course is designed to introduce developmental controllers to the information necessary to identify the types of aircraft by name or model by their physical characteristics and to state the normal range of operating speeds, altitudes, the weight class and category, as well as developing the ability to identify the procedures, phraseology, and discipline pertaining to radio communications in accordance with FCC regulations. Emergency communications and visual communications used by air traffic control facilities are also presented. (32 Contact Hours)

(AVT) 274 Air Traffic Computer Operations (3)

This course is designed to train the student to operate the components of the central computer complex in an enroute air traffic control center and includes computer operations, input and output devices and their operating characteristics and message format, content, and computer responses. (48 Contact Hours)

(AVT) 701, 711, 801, 811 Cooperative Work Experience (1)
(See Cooperative Work Experience). (1 Lec., 5 Lab.)**(AVT) 702, 712, 802, 812 Cooperative Work Experience (2)**
(See Cooperative Work Experience). (1 Lec., 10 Lab.)**(AVT) 703, 713, 803, 813 Cooperative Work Experience (3)**
(See Cooperative Work Experience). (1 Lec., 15 Lab.)**(AVT) 704, 714, 804, 814 Cooperative Work Experience (4)**
(See Cooperative Work Experience). (1 Lec., 20 Lab.)**AVIONICS TECHNOLOGY****(AV) 129 Introduction To Aircraft Electronic Systems (3)**

This course relates aircraft electronic systems to aircraft flight and navigation. Emphasis is on the operation and function of the electronic systems. The laboratory requirements include demonstrations of the operation of the systems and the use of some ramp test equipment. Laboratory fee. (2 Lec., 2 Lab.)

(AV) 132 Aircraft Electrical And Electronic Systems Installation (4)

Prerequisite: Avionics Technology 129. Suggested pre- or co-requisites: Electronics Technology 191 or Electronics Technology 135. This is a course of study and practical experience in the installing of avionic systems in aircraft, mounting of electronic equipment, construction and installation of electrical wiring and cables, proper use of tools, selection of materials, and accepted methods and procedures to insure aircraft safety, mechanical integrity, electrical reliability, and compliance with applicable FAA regulations. Laboratory fee. (3 Lec., 3 Lab.)

(AV) 235 Operational Testing Of Aircraft Electronic Systems (4)

Prerequisite: Avionics Technology 129. Suggested pre- or co-requisites: Electronics Technology 191 or Electronics Technology 135. This course integrates technical drawing interpretation, wiring interface checkout and the application of ramp test equipment in common usage. In the

laboratory, the student will perform functional checks of aircraft electrical and electronic systems using appropriate procedures for determining the operating condition of the equipment and techniques for correcting equipment malfunctions. The students should gain practical experience in avionics equipment in the aircraft and on the bench. Laboratory fee. (3 Lec., 3 Lab.)

(AV) 701, 711, 801, 811 Cooperative Work Experience (1)
(See Cooperative Work Experience). (1 Lec., 5 Lab.)

(AV) 702, 712, 802, 812 Cooperative Work Experience (2)
(See Cooperative Work Experience). (1 Lec., 10 Lab.)

(AV) 703, 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(AV) 704, 714, 804, 814 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

BIOLOGY

(BIO) 101 General Biology (4)

This course is intended for students majoring and minoring in biology and related disciplines. It is a prerequisite for all higher level biology courses. Topics include the scientific method, fundamental general and biological chemistry, cell structure and function including membrane transport, cell reproduction, cell energetics and homeostatic mechanisms. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 102 General Biology (4)

This course is a continuation of Biology 101 and is intended for students majoring and minoring in biology and related disciplines. Topics include Mendelian and molecular genetics, developmental biology, evolution and the diversity of life, and ecology. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 110 Introductory Botany (4)

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. (3 Lec., 3 Lab.)

(BIO) 115 Biological Science (4)

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.) (3 Lec., 3 Lab.)

(BIO) 116 Biological Science (4)

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. (3 Lec., 3 Lab.)

(BIO) 120 Introduction To Human Anatomy And Physiology (4)

Prerequisite: Prior enrollment in Biology 115 is recommended for those with no previous high school biology.

Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 121 Introduction To Human Anatomy And Physiology (4)

Prerequisite: Biology 120. This course is a continuation of Biology 120. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 123 Applied Anatomy And Physiology (4)

This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

(BIO) 203 Intermediate Botany (4)

Prerequisites: Biology 101 and 102. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 211 Invertebrate Zoology (4)

Prerequisite: Eight 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. (3 Lec., 3 Lab.)

(BIO) 216 General Microbiology (4)

Prerequisite: Biology 102 or 121 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of microorganisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

(BIO) 218 Field Biology (3)

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. (2 Lec., 4 Lab.)

(BIO) 221 Anatomy And Physiology I (4)

Prerequisite: Biology 102 or demonstrated competence approved by 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. (3 Lec., 3 Lab.)

(BIO) 222 Anatomy and Physiology II (4)

Prerequisite: Biology 221 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the inter-relationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 223 Environmental Biology (3)

The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 226 Genetics (4)

This course focuses on genetics. Topics include Mendelian inheritance, recombination genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 230 Mammalian Physiology (4)

Prerequisite: Twelve hours of biology, eight hours of inorganic chemistry or concurrent registration in organic chemistry and demonstrated competence approved by the instructor. This course is a study of the function of various mammalian systems. Emphasis is on interrelationships. Instruments are used to measure various physiological features. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 235 Comparative Anatomy of the Vertebrates (4)

Prerequisites: Biology 101 and 102. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)

BLUEPRINT READING**(BPR) 177 Blueprint Reading (2)**

Engineering drawings are described and explained. Topics include multiview projection, sections, auxiliaries, bill of materials, symbols, notes, conventions, and standards. The skills of visualization, dimensioning, and sketching of machine parts are covered. (1 Lec., 3 Lab.)

(BPR) 178 Blueprint Reading (2)

Prerequisite: Blueprint Reading 177. The different types of prints are read. More complex prints are included. Types of prints include machine, piping, architectural, civil, structural, electrical, electronic, numerical control documents, and aircraft. Calculations required in blueprint reading are emphasized. (1 Lec., 3 Lab.)

BUSINESS**(BUS) 105 Introduction to Business (3)**

This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (This course is offered on campus and may be offered via television.) (3 Lec.)

**(BUS) 143 Personal Finance (3)**

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

(BUS) 234 Business Law (3)

This course presents the legal principles affecting business decisions. The law of contracts, agency sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)

(BUS) 237 Organizational Behavior (3)

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. (3 Lec.)



CARPENTRY

(CAR) 101 Woodworking Tools And Materials (3)

This course focuses on the use of woodworking tools and equipment. Machines used include the table saw, jointer, planer, radial arm saw, router, sander, and various portable power tools. Proper safety procedures are emphasized. Laboratory fee. (90 Contact Hours)

(CAR) 102 Site Preparation (3)

Knowledge and skills for site preparation are presented. Included are laying out and constructing foundations for domestic buildings, constructing and placing piers, erecting concrete foundation forms, and pouring concrete foundations. Laboratory fee. (90 Contact Hours)

(CAR) 103 Construction Safety (1)

Construction safety is covered. This course is based on standards of the Occupational Safety and Health Administration for residential and commercial construction. (30 Contact Hours)

(CAR) 104 Residential Framing (3)

Erection of frame structures is the focus of this course. Both balloon and western framing are included. The construction of floor systems, ceilings, and walls is also covered. Safety procedures are emphasized. Laboratory fee. (90 Contact Hours)

(CAR) 105 Roof Framing I (3)

This course covers the knowledge and skills needed to lay rafters of all types. The cutting and erecting of rafters for gable, shed, and gambrel roofs are included. The styles and terminology of roof framing are also included. Laboratory fee. (90 Contact Hours)

(CAR) 106 Exterior Trim And Finish (3)

Exterior wall coverings, roof cornice, and roofing are the topics of this course. Wall coverings, roof sheathing, shingles, and cornice are applied to different styles of roofs and buildings. Laboratory fee. (90 Contact Hours)

(CAR) 107 Construction Cost Estimating (3)

Prerequisite: Blueprint Reading 177. This course covers cost estimates for residential and small commercial structures. Estimates are made from blueprints and specifications. Emphasis is on the process of bid preparation. (48 Contact Hours)

(CAR) 108 Modern Construction Practices (3)

The basic terminology used in commercial construction is surveyed. The design and erection of tilt-up wall construction are studied. The erection and study of pre-cast panels and other new systems for commercial building are included. Laboratory fee. (90 Contact Hours)

(CAR) 109 Concrete Slabs In Commercial Building (3)

The different designs and systems used in concrete slabs are examined. Both below grade and suspended slabs are included. Emphasis is on practical knowledge in the erection, shoring and scaffolding of slabs. Laboratory fee. (90 Contact Hours)

(CAR) 201 Cabinet Building I (3)

The design and layout of modern cabinets are presented.

Emphasis is on quality work. Included are making material lists, drafting cabinet details, and installing factory-built cabinets. Laboratory fee. (90 Contact Hours)

(CAR) 202 Cabinet Building II (3)

This course focuses on cabinet designs and construction. All stages from rough materials to a finished product are covered. Laboratory fee. (90 Contact Hours)

(CAR) 203 Stair Building (3)

The knowledge and skills needed in building stairs are presented. Included are riser and tread calculation, material estimates, layout, and construction. The course also covers the construction of stair forms for concrete stairs. Laboratory fee. (90 Contact Hours)

(CAR) 204 Commercial Wall Forms (3)

Wall systems are examined. Different types and systems of construction are covered. Included are basement walls, retaining walls, patented walls, and job-built walls. Emphasis is on the erection of these walls. Laboratory fee. (90 Contact Hours)

(CAR) 205 Roofing Framing II (3)

Hip and mansard roof systems are presented. Layouts and cutting and erection of each type of roof system are covered. The design and erection of a truss system is also included. Laboratory fee. (90 Contact Hours)

(CAR) 206 Vertical Piers And Columns (3)

The construction of piers and concrete columns is the focus of this course. Different forms are studied. Emphasis is on the layout and erection of different systems. Laboratory fee. (90 Contact Hours)

(CAR) 208 Interior Finish I (3)

This course covers interior finish. Cutting, applying, and finishing panelling is included. Dry wall and trim are also included. The fitting and hanging of interior doors and installing of hardware are covered. Laboratory fee. (90 Contact Hours)

(CAR) 209 Interior Finish II-Commercial (3)

This course covers interior finish of commercial buildings. Included are store fronts, metal frame walls and floor systems, moveable partitions, and dropped and suspended ceiling systems. Layout and erection of systems are practiced. Laboratory fee. (90 Contact Hours)

(CAR) 210 Horizontal Beam Form And Fire Encasement Forms (3)

The design of horizontal beams and fireproof encasement forms is studied. Different types of materials and commercial systems are included. Emphasis is on safety. Laboratory fee. (90 Contact Hours)

(CAR) 211 Properties Of Concrete (1)

The nature of concrete is explored. Emphasis is on the manufacturing of concrete, the selection and design of concrete, and methods used in placing and finishing concrete. Laboratory fee. (30 Contact Hours)

(CAR) 703, 713, 803, 813 Cooperative Work Experience (3) (See Cooperative Work Experience). (1 Lec., 15 Lab.)

(CAR) 704, 714, 804, 814 Cooperative Work Experience (4) (See Cooperative Work Experience). (1 Lec., 20 Lab.)

CHEMISTRY

(CHM) 101 General Chemistry (4)

Prerequisites: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry, Chemistry 115, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 102 General Chemistry (4)

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 reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 115 Chemical Science (4)

Prerequisite: Developmental Mathematics 091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 116 Chemical Science (4)

Prerequisite: Chemistry 115 or demonstrated competence approved by the instructor. This course is for non-scientific majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 170 Chemistry of Flammable Materials (3)

Prerequisite: Chemistry 116. Characteristics and behavior of various materials that burn or react violently are studied. Flammable liquids, combustible solids, and gases are included. Storage, transportation, and handling are covered. Emphasis is on emergency situations and methods of control. (3 Lec.)

(CHM) 201 Organic Chemistry I (4)

Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stereochemistry, nomenclature, and reactions and mechanisms of synthesis. Lab includes: synthesis, purification by distillation, recrystallization, extraction and chromatography, and identification by spectroscopic, physical and chemical methods. Laboratory fee. (3 Lec., 4 Lab.)

(CHM) 202 Organic Chemistry II (4)

Prerequisite: Chemistry 201. This course is for science and science-related majors. It is a continuation of Chemistry 201. Topics studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)

(CHM) 203 Quantitative Analysis (4)

Prerequisites: Chemistry 102, Mathematics 101. A survey of methods used in analytical chemistry: gravimetric and volumetric methods based on equilibria, oxidation-reduction, and acid-base theory, spectrophotometry, chromatography and electroanalytical chemistry. (2 Lec., 6 Lab.)

(CHM) 205 Chemical Calculations (2)

Prerequisite: Chemistry 102. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)

(CHM) 234 Instrumental Analysis (4)

Prerequisite: Chemistry 203 or demonstrated competence approved by the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee. (2 Lec., 6 Lab.)

CHILD DEVELOPMENT

(CD) 100 Directed Participation Of Early Childhood Programs (1)

This course provides in-depth observation and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate child-care facilities. It is repeated four times concurrently with required Child Development core or elective courses. (30 Contact Hours)

(CD) 125 Infant And Toddler Learning Environments Activities And Materials (4)

This course is a study of appropriate learning experiences for infants and toddlers in child-care facilities. Emphasis is on quality environments, learning activities, materials and



effective teaching techniques. The laboratory experience includes observing and participating in the Parent/Child Study Center and community child-care facilities. (3 Lec., 2 Lab.) Laboratory fee.

(CD) 127 Early Childhood Development, 5-12 Years (3)

This course covers the principles of normal child growth and development from five through twelve years of age. Emphasis is on physical, intellectual, emotional, and social growth. Special attention is given to before and after school care. (3 Lec.)

(CD) 135 Introduction To Early Childhood Programs And Services (4)

This course is a study of historical and current early childhood development programs and services, as well as individuals influencing these programs. Laws and standards regulating these child-care facilities are covered. The laboratory experience includes observation of and participation with pre-schools and child-care centers in the community. (3 Lec., 2 Lab.) Laboratory fee.

(CD) 137 Early Childhood Learning Environments, Activities And Materials (4)

This course is a study of appropriate learning experiences for young children in child-care facilities. Emphasis is on quality environments, learning activities, materials and effective teaching techniques. The laboratory experience includes observation and participation in the Parent/Child Study Center and community child-care facilities. (3 Lec., 2 Lab.) Laboratory fee.

(CD) 140 Early Childhood Development, 0-3 Years (3)

This course covers the principles of normal child growth and development from conception through three years. Emphasis is on physical, intellectual, emotional, and social growth. (3 Lec.)

(CD) 141 Early Childhood Development, 3-5 Years (3)

This course covers the principles of normal child growth and development from three through five years of age. Emphasis is on physical, intellectual, emotional, and social growth. (3 Lec.)

(CD) 150 Nutrition, Health And Safety Of The Young Child (3)

Practical experience and information on the nutritional, health, and safety needs of the young child are provided. A survey of community services for parents and teachers is included. Students earn a first aid certificate during this course. (2 Lec., 2 Lab.) Laboratory fee.

(CD) 200 Application Of Learning Theories (1)

This course provides application of child development learning theories with young children at the Parent/Child Study Center and other appropriate child-care facilities. It is repeated four times concurrently with required Child Development core or elective courses. (30 Contact Hours)

(CD) 203 Parents And The Child Caregiver/Teacher (3)

Relationships between caregivers, teacher and parents of young children are studied. Emphasis is on ways to develop parental involvement in child-care facilities. The course includes observation and participation with teachers, parents, and young children in group settings. (3 Lec.)

(CD) 209 Early Childhood Development Special Projects (3)

Registration for this course must be preceded by an interview with a child development instructor. A particular dimension of child-care is explored in depth by the student in an individual project. Participation in a designated child-care center or facility directly related to the student's special project is included. This course is repeatable for credit as topics vary. (3 Lec.)

(CD) 233 Directed Participation Of Early Childhood Programs (4)

This course provides in-depth observation and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate child-care facilities. (2 Lec., 5 Lab.) Laboratory fee.

(CD) 236 The Special Child: Growth And Development (3)

Children with special needs are studied with emphasis on physical, mental, and emotional/behavioral problems. This course provides a broad overview of these problem areas and serves as an introduction to the study of exceptional children. (3 Lec.)

(CD) 239 Studies In Child Guidance (3)

This course is a study of appropriate ways of guiding and teaching young children. Emphasis is on guidance principles that develop a positive self-concept in early childhood while recognizing individual differences and varied family situations. The course includes observation of and participation with young children in child-care facilities and interpretation of anecdotal records and case studies of young children. (2 Lec., 2 Lab.) Laboratory fee.

(CD) 244 Application Of Child Development Learning Theories (4)

This course provides application of child development learning theories with young children at the Parent/Child Study Center and other appropriate child-care facilities. (2 Lec., 5 Lab.) Laboratory fee.

(CD) 250 Supportive Services For Exceptional Children (3)

The focus of this course is on identifying local, state, and 10 national resources for exceptional children and their families. Referral and resource information for special children is gathered through field studies, community involvement, and independent activities. (3 Lec.)

(CD) 251 Learning Programs For Children With Special Needs (4)

This course focuses on successful model programs for encouraging maximum learning from young children with special needs. Materials, activities, and methods of working with children are examined. (2 Lec., 5 Lab.) Laboratory fee.

(CD) 253 Abuse Within The Family (3)

The symptoms and causes of abusive behaviors within the family are the focus of this course. Emphasis is on developing skills and competencies in working with these families to help them lessen and alleviate abusive behaviors and experiences. (2 Lec., 2 Lab.) Laboratory fee.

(CD) 254 Introduction to Administration of Child Care Programs (3)

The management of preschool day care centers is studied. Topics include budgeting, record-keeping, food, health and referral services, and personnel practices. Laboratory fee. (2 Lec., 2 Lab.)

(CD) 256 Advanced Administrative Practices for Child Care Facilities (3)

Prerequisite: Child Development 254. This course is a study of advanced administrative procedures for child-care programs. Topics include planning, financial management, personnel policies, evaluation, leadership styles, and facility design. Laboratory fee. (2 Lec., 2 Lab.)

(CD) 812 Cooperative Work Experience (2)

(See Cooperative Work Experience) (1 Lec., 10 Lab.)

(CD) 813 Cooperative Work Experience (3)

(See Cooperative Work Experience) (1 Lec., 15 Lab.)

(CD) 814 Cooperative Work Experience (4)

(See Cooperative Work Experience) (1 Lec., 20 Lab.)

CHINESE

(CHI) 101 Beginning Chinese I (4)

This course is a beginning course in Chinese. Oral practice, elementary reading, and grammar will be stressed. Laboratory fee. (3 Lec., 2 Lab.)

(CHI) 102 Beginning Chinese II (4)

Prerequisite: Chinese 101 or the equivalent. This course continues the oral practice, elementary reading, and grammar studies begun in Chinese 101. Laboratory fee. (3 Lec., 2 Lab.)

(CHI) 201 Intermediate Chinese I (3)

Prerequisite: Chinese 102 or the equivalent. Reading, cultural background, conversation, and composition are stressed in this course. (3 Lec.)

(CHI) 202 Intermediate Chinese II (3)

Prerequisite: Chinese 201 or the equivalent. This course is a continuation of Chinese 201, with stress on reading, cultural background, conversation, and composition. (3 Lec.)



COLLEGE LEARNING SKILLS

(CLS) 100 College Learning Skills (1)

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. (1 Lec.)

COMMUNICATIONS

(COM) 131 Applied Communications (3)

This course focuses on student writing. It emphasizes reading and analytical thinking skills and introduces research skills. Students practice writing for a variety of audiences and purposes, primarily job-related. (3 Lec.)

COMPUTER INFORMATION SYSTEMS

(CIS) 103 Introduction to Computer Information Systems (3)

This course provides an overview of computer information systems. Topics include history of computers, vocabulary, cultural impact, procedures and systems, development of basic algorithms, and number systems. The fundamentals of computer problem-solving are applied through the use of the BASIC programming language and microcomputer software packages. Laboratory fee. (This course is offered on campus and may be offered via television.) (3 Lec., 1 Lab.)



(CIS) 108 PC Software Applications (4)

This course surveys the use of the microcomputer in conducting professional activities and solving business problems. Topics include the study of hardware and software components of a microcomputer, the function of operating systems and the study and use of contemporary software application packages. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 111 Data Entry Applications and Concepts (3)

Prerequisites: Office Careers 176 or one year typing in high school or demonstrated competence approved by the instructor. This course provides hands on experience using a personal computer for data entry applications. Students will learn to use a data entry utility program to create, change, and modify data sets, as well as enter variable data. Speed and accuracy will be stressed. Laboratory fee. (2 Lec., 4 Lab.)

(CIS) 114 Problem Solving With The Computer (4)

Prerequisites: Business 105 or Management 136 and Computer Information Systems 103 or Computer Information Systems 108, or demonstrated proficiency approved by instructor. This course explores methods of solving business problems with the use of a microcomputer. Analysis and design methods are studied and applied to practical situations involving various business functions. Data security and privacy issues are also considered. (3 Lec., 2 Lab.)

(CIS) 116 Operations I (4)

Prerequisites: Credit or concurrent enrollment in Computer Information Systems 103 or demonstrated competence approved by the instructor. The interrelationships among computer systems, hardware, software, and personnel are

covered. Topics include the role of personnel in computer operations, data entry, scheduling, data control, and librarian functions, the importance of job documentation, standards manuals, error logs, operating procedures, job control language, and the flow of data between the user and the data processing department. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 118 Text Processing Applications (3)

Prerequisites: Computer Information Systems 108 or demonstrated proficiency approved by the instructor. This course covers text entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, utilities including spelling checkers, outliners, and office productivity tools. Office automation concepts including desktop publishing, facsimile and networking are covered. Students will learn to use two commercially available text processors. Laboratory fee. (2 Lec., 3 Lab.)

(CIS) 126 Operations II (4)

Prerequisites: Computer Information Systems 103, and Computer Information Systems 116, or demonstrated competence approved by the instructor. Concepts and functions of an operating system in a multiprocessing environment are presented. Topics include system commands, interpretation of messages and codes, maintaining data and physical security, and an introduction to data communications, data base management systems, and query languages used on mainframes and microcomputer systems. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 150 Computer Program Logic and Design (3)

Prerequisite: Computer Information Systems 103 or demonstrated competence approved by the instructor. This course presents basic logic needed for problem solving with the computer. Topics include structured design tools and their application to general business problems. (3 Lec.)

(CIS) 160 Data Communications (3)

Prerequisite: Computer Information Systems 103. This course provides an introduction to data communications vocabulary, concepts, and uses. Topics include data communications hardware, software, networks, and protocols. (3 Lec.)

(CIS) 162 COBOL Programming I (4)

Prerequisites: Computer Information Systems 103, credit or concurrent enrollment in Computer Information Systems 150, or demonstrated competence approved by the instructor. This course develops structured programming skills using the COBOL language. Topics include input/output, comparisons, control breaks, introductory table concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 164 COBOL Programming II (4)

Prerequisites: Computer Information Systems 150 and 162 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the COBOL language. Topics include advanced table concepts, sort techniques, disk file organizations and maintenance, debugging techniques, copy techniques, and subprograms. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 167 C Programming (4)

Prerequisite: Six credit hours in programming language courses, or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 168 4th Generation Language Concepts (3)

Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course presents an introduction to 4th generation languages and their relationship to software productivity. Topics include survey and definition of available products and their uses, current functions, evaluation standards, selection and implementation. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 170 RPG Programming (3)

Prerequisite: Three credit hours in a programming language course, or demonstrated competence approved by the instructor. This course introduces programming skills using the RPG II language. Topics include basic listings with levels of totals, multi-record input, exception reporting, look-ahead feature, and multi-file processing. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 172 BASIC Programming (3)

Prerequisite: Computer Information Systems 103 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development, Input/Output operations, interactive concepts and techniques, selection and iteration, arrays, functions, string handling, and file processing. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 173 Pascal Programming for Business (3)

Prerequisites: Three credit hours in a programming language course, or demonstrated competence approved by the instructor. This course is an introduction to the Pascal programming language. Topics will include structured programming and problem-solving techniques as they apply to business applications. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 205 JCL and Operating Systems (4)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 164 or Computer Information Systems 116 or demonstrated competence approved by the instructor. This course introduces mainframe operating system concepts, terminology, job control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 210 Assembly Language I (4)

Prerequisites: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current mainframe assembler language and structured programming techniques. Topics include decimal features, fixed point operations using registers, selected macro instructions, introductory table concepts, editing printed output, and reading memory dumps. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 215 Micro Assembly Language (4)

Prerequisite: Six credit hours in programming language courses or demonstrated competence approved by the instructor. The basic elements of the assembler language are introduced and structured programming and top-down design techniques are applied. Topics include architecture and machine definition, data description and other assembler pseudo-ops, logic and shift, arithmetic processing, table concepts, printing, string and screen processing, macro definition, and disk processing. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 218 Spreadsheet Applications (4)

Prerequisites: Computer Information Systems 108 and Computer Information Systems 114 or demonstrated competence approved by the instructor. Using a commercially available spreadsheet package, this course covers the theory and uses of electronic spreadsheets including formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 220 Assembly Language II (4)

Prerequisite: Computer Information Systems 210 or demonstrated competence approved by the instructor. Advanced programming skills will be developed using a current mainframe assembler language. Topics include advanced fixed point operations, indexing, disk file organization and maintenance, advanced table concepts, data and bit manipulation techniques, macro writing, sub-program linkages, advanced problem analysis, debugging techniques, and introduction to floating point operations. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 221 PC Operating Systems and Utilities (4)

Prerequisites: Computer Information Systems 108 and Computer Information Systems 160. This course covers operating system concepts and includes scheduling, data and memory management, the use of batch files, and "path techniques" to facilitate efficient use of secondary storage. Back-up techniques, operating system commands, and operating system enhancer programs and utilities will be analyzed. Laboratory fee. (3 Lec., 3 Lab.)

(CIS) 223 PC Hardware (3)

Prerequisites: Credit or concurrent enrollment in Computer Information Systems 221. This course presents a function systems-level review of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, trouble-shoot minor hardware problems, and prepare and modify short assembler language programs. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 225 Systems Analysis and Design (4)

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing business systems and to design new systems using structured methodology. Emphasis is on a case study involving all facets of systems analysis and design. (3 Lec., 4 Lab.)

(CIS) 228 Database Applications (4)

Prerequisites: Computer Information Systems 108 and Computer Information Systems 114 or demonstrated competence approved by the instructor. Using a commercially available database management program, this course covers terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 239 User Documentation and Training (3)

Prerequisites: Speech Communication 101, Office Careers 231, and Computer Information Systems 118 or comparable word processing course or demonstrated competence approved by the instructor. This course covers the practical application of adult learning theory, product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials, effective training experiences, concepts of desktop publishing, and presentation graphics. (3 Lec.)

(CIS) 254 Data Base Systems (4)

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course is an introduction to applications program development in a data base environment with emphasis on loading, modifying, and querying a data base. Topics include discussion and application of data structures, indexed and direct file organizations, data analysis, design, implementation, and data management. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 256 Computer Center Management (3)

Prerequisite: Computer Information Systems 103 and 116 or demonstrated competence approved by the instructor. The management of a computer center is examined. Topics include introduction to management theory, personnel management, production, scheduling, and processing within a computer center. Methods for computer selection and evaluation are also presented. (3 Lec.)

(CIS) 258 On-Line Applications (4)

Prerequisites: Computer Information Systems 160 and 164 or demonstrated competence approved by the instructor. This course covers teleprocessing monitors and introduces the concepts required to program on-line applications. Topics include on-line applications design, the functions of a teleprocessing monitor, program coding techniques, testing methods, and file handling. The CICS Command Level interface to the COBOL language will be used. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 260 Contemporary Topics in Computer Information Systems (1)

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. May be repeated when topics vary. (1 Lec.)

(CIS) 262 Contemporary Topics in Computer Information Systems (3)

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. May be repeated when topics vary. (3 Lec.)

(CIS) 263 Special Topics in**Computer Information Systems (3)**

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 information systems are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 265 Special Topics in**Computer Information Systems (4)**

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 information systems are studied. May be repeated when topics vary. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 272 Advanced BASIC Techniques (3)

Prerequisite: Computer Information Systems 172 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the BASIC language and its application to typical business problems. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 280 Applied Studies (3)

Prerequisites: Computer Information Systems 223 and twelve additional credit hours from this option or demonstrated proficiency approved by the instructor. This course applies PC analyst skills to real world situations. Topics include planning and implementing solutions to business-related problems, incorporating student knowledge of hardware, software, applications packages, training, documentation, communication skills, and problem solving skills. (3 Lec.)

(CIS) 701, 711, 801, 811 Cooperative Work Experience (1)
(See Cooperative Work Experience) (1 Lec., 5 Lab.)

(CIS) 702, 712, 802, 812 Cooperative Work Experience (2)
(See Cooperative Work Experience) (1 Lec., 10 Lab.)

(CIS) 703, 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience) (1 Lec., 15 Lab.)

(CIS) 704, 714, 804, 814 Cooperative Work Experience (4)
(See Cooperative Work Experience) (1 Lec., 20 Lab.)

COMPUTER SCIENCE

(CS) 111 Computing Science I (3)

Prerequisite: Two years of high school algebra or Developmental Math 093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. Topics covered include computer organization and storage, number systems, and problem-solving using structured programming in Pascal. Laboratory fee. (3 Lec.)



(CS) 112 Computing Science II (3)

Prerequisites: Computer Science 111 and Math 101 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 111 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of Pascal programming, structured problem solving, elementary data structures including arrays, records, files, and the use of pointer variables. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 121 Introduction to FORTRAN Programming (3)

Prerequisite: Math 102 or demonstrated competence approved by the instructor. This course is intended primarily for students pursuing a degree in an engineering, science, or a related field who require a one-semester course in FORTRAN programming. Emphasis is on the use of the FORTRAN language in technical applications. Topics include input/output, structures, and formatting. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 122 Introduction to BASIC Programming (3)

Prerequisite: Developmental Math 093 or demonstrated competence approved by the instructor. This course is an introduction to the BASIC programming language. Topics include input/output, looping, decision structures, functions, arrays, disk files, and formatting. Emphasis is placed on structured programming techniques and algorithm development. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 123 Introduction to PL/I Programming (3)

Prerequisites: Developmental Math 093 and Computer Science 111 or Computer Information Systems 105 or demonstrated competence approved by the instructor. This course is an introduction to the PL/I programming language. Emphasis is placed upon the structured approach to program design using both mathematical and business-applications. Topics include string processing, simple data structures, internal search/sort techniques, and sequential file processing. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 211 Assembly Language (3)

Prerequisite: Computer Science 112 or demonstrated competence approved by the instructor. This course is designed to meet the requirements for a degree in computer science

or a related field. Topics covered include a study of assembly language programming, machine representation of data and instructions, and addressing techniques. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 221 Introduction to Computer Organization (3)

Prerequisite: Computer Science 112 or demonstrated competence approved by the instructor. This course introduces the organization and structuring of the major hardware components of computers, the mechanics of information transfer and control within a digital computer system, and the fundamentals of logic design. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 222 Introduction to File Processing (3)

Prerequisite: Computer Science 112 or demonstrated competence approved by the instructor. This course introduces the concepts and techniques of structuring data. Experience is provided in the use of secondary storage devices and applications of data structures and file processing techniques. Laboratory fee. (2 Lec., 2 Lab.)

CONSTRUCTION MANAGEMENT AND TECHNOLOGY

(CMT) 121 Construction Materials, Methods And Equipment I (3)

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. (2 Lec., 3 Lab.)

(CMT) 122 Construction Materials, Methods And Equipment II (3)

This course continues the study of construction materials, methods, and equipment. (2 Lec., 3 Lab.)

(CMT) 123 Construction Graphics (4)

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. (2 Lec., 6 Lab.)

(CMT) 124 Electrical And Mechanical Equipment For Buildings (4)

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. (3 Lec., 3 Lab.)

(CMT) 132 The Construction Industry (3)

This course surveys the growth, magnitude, and economic importance of the construction industry. Emphasis is on understanding the interrelationship between the many trades, professions, and agencies in construction. (3 Lec.)

(CMT) 136 Surveying and Measurements (4)

Prerequisites: Mathematics 102 or 196 and Engineering 105 or Construction Management Technology 123. This course focuses on plane surveying. Topics include surveying instruments, basic measuring procedures, vertical and horizontal control, error analysis, and computations. Tra-

verse, triangulation, route alignments, centerlines, profiles, mapping, route surveying and land surveying are included. Field work provides application of theory for students with little or no survey training. Laboratory fee. (3 Lec., 5 Lab.)

(CMT) 138 Construction Management I (4)

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. (3 Lec., 3 Lab.)

(CMT) 220 Advanced Surveying and Measurement (4)

Prerequisites: Mathematics 196 and Construction Management Technology 136 or the equivalent. This course reviews the basic principles of surveying and measurements. It covers advanced principles and theories of physical measurements of spatial quantities, theory of errors and error adjustment techniques, the use of modern instruments and measurement systems, vertical and horizontal control measurements and an introduction to land surveying law, application of polynomial curves and polar equations to the vertical and horizontal alignment of route systems. Field problems put the theory into practice. Laboratory fee. (3 Lec., 5 Lab.)

(CMT) 230 Quality Control And Cost Control (4)

Prerequisites: Construction Management Technology 121, 122 and 234, or demonstrated competence approved by the instructor. The different procedures for scheduling construction projects are discussed then applied in lab exercises. Scheduling procedures to be explored include bar charts, precedence and arrow diagrams and the critical path method of scheduling. Methods and techniques for evaluating construction budget estimates, locating and correcting budget overruns are discussed and then implemented in various lab exercises as a means of cost and quality control. Laboratory fee. (3 Lec., 3 Lab.)

(CMT) 231 Construction Contracts And Specifications (3)

Prerequisite: Construction Management and Technology 121, 122 and 123 or demonstrated competence approved by 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. (2 Lec., 3 Lab.)

(CMT) 234 Estimating (4)

Prerequisite: Credit or concurrent enrollment in Construction Management and Technology 123 and 231 or demonstrated competence approved by 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. (2 Lec., 6 Lab.)

(CMT) 236 Building Codes And Safety (4)

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. (3 Lec., 3 Lab.)

(CMT) 237 Soils, Foundations And Reinforced Concrete (4)

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. (3 Lec., 3 Lab.)

(CMT) 238 Construction Management II (4)

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. (3 Lec., 3 Lab.)

COOPERATIVE WORK EXPERIENCE

701, 711, 801, 811 Cooperative Work Experience (1)

(1 Lec., 5 Lab.)

702, 712, 802, 812 Cooperative Work Experience (2)

(1 Lec., 10 Lab.)

703, 713, 803, 813 Cooperative Work Experience (3)

(1 Lec., 15 Lab.)

704, 714, 804, 814 Cooperative Work Experience (4)

(1 Lec., 20 Lab.)

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 student's 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.

CRIMINAL JUSTICE

(CJ) 130 Fundamentals of Criminal Law (3)

A study of the nature of criminal law is presented. The philosophical and historical development of criminal law is covered. Major definitions and concepts are given. The classification of crime is covered. The elements of crimes and penalties are discussed using Texas statutes as illustrations. Criminal responsibility is defined (3 Lec.)

(CJ) 132 The Courts and Criminal Justice (3)

The judiciary in the criminal justice system is explained. The structure of the American Court System is defined. Prosecutorial right to counsel is explained. Other areas covered are pretrial release, grand juries, adjudication process, and types of rules of evidence and sentencing. (3 Lec.)

(CJ) 139 Crime in America (3)

American crime problems are studied in the historical perspective. Social and public policy factors affecting crime are discussed. The impact of crime and crime trends are shown along with the social characteristics of specific crimes. The prevention of crime is emphasized. (3 Lec.)

(CJ) 140 Introduction to Criminal Justice (3)

This course is a study of history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections. (3 Lec.)

(CJ) 143 Practical Spanish for Public Service Personnel (3)

This course is primarily for police officers. It focuses on communication skills with the Spanish-speaking community. Skills in understanding, speaking, and listening to the Spanish of the local area are included. Emphasis is on a highly specialized vocabulary taught in English and Spanish. Extensive conversational drills in Spanish are included. (3 Lec.)

(CJ) 144 Practical Spanish for Public Service Personnel (3)

Prerequisite: Criminal Justice 143. This course is a continuation of Criminal Justice 143. Emphasis continues on the skills of understanding, speaking, and listening. Specialized vocabulary and conversational drills in English and Spanish are also continued. (3 Lec.)

(CJ) 146 Patrol Administration (3)

All aspects of patrol are presented. The philosophy, history, role, functions, organization, and operations are included. Operational and administration problems are studied and alternate solutions analyzed. (3 Lec.)

(CJ) 181 Fire Arms Training (3)

The proper handling and firing of a service revolver will be emphasized. Cleaning and care of the weapon are also stressed. Accuracy in combat situations is required. Laboratory fee. (2 Lec., 2 Lab.)

(CJ) 233 Introduction to Criminalistics (3)

Prerequisites: Criminal Justice 140 and 240. Physical evidence in criminal investigations is studied. Topics include the recognition, collection, preservation, and laboratory processing of evidence. Instrumental methods are surveyed. Photographs of evidence from actual cases are examined using various identification and comparison techniques. (3 Lec.)

(CJ) 240 Criminal Investigation (3)

Prerequisite: Criminal Justice 140. This course covers investigative theory. Topics include the collection and preservation of evidence, sources of information, and interview and interrogation. The uses of forensic sciences and case and trial preparation are also included. (3 Lec.)

(CJ) 242 Juvenile Procedures (3)

Prerequisite: Criminal Justice 140. This course covers recent research and new materials in juvenile procedures. Emphasis is on the major responsibilities of police work with children and youth. (3 Lec.)

(CJ) 244 Traffic Planning and Administration (3)

Prerequisite: Criminal Justice 140. The magnitude and complexities of traffic problems are presented. Topics include techniques used by various agencies to eliminate or control these problems. Emphasis is on evaluation of problems and solutions. (3 Lec.)

(CJ) 245 Traffic Law (3)

Prerequisite: Criminal Justice 140. This course focuses on the principles of traffic control, traffic law enforcement, and traffic court procedures. Texas traffic laws are stressed. Topics include professional approaches to deal with traffic law violators and the police role in accident prevention and investigation. The principles of education, enforcement and engineering are also included. (3 Lec.)

(CJ) 247 Legal Aspects of Law Enforcement (3)

This course covers police authority, responsibilities, and constitutional constraints. Topics include laws of arrest, search and seizure, and police liability. (3 Lec.)

(CJ) 248 Police Systems and Practices (3)

The police profession is studied. The organization of law enforcement systems is explained. Other topics include the police role, police discretion, ethics, and police/community interaction. Current and future issues are emphasized. (3 Lec.)

(CJ) 250 Correctional Systems and Practices (3)

The relationship of corrections in the Criminal Justice system, the organization of correctional systems, and the correctional role are covered. Attention is given to institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (3 Lec.)

(CJ) 251 Community Resources in Corrections (3)

This course is an introductory study of the role of the community in corrections. Community programs for adults and juveniles and the administration of community programs are covered. Legal issues and future trends are presented. (3 Lec.)

DANCE

(DAN) 116 Rehearsal And Performance (1)

This course supplements beginning dance technique 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. (4 Lab.)

(DAN) 155 Jazz I (1)

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. (3 Lab.)

(DAN) 156 Jazz II (1)

Prerequisite: Dance 155 or demonstrated competence approved by 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. (3 Lab.)

(DAN) 160 Introduction To Dance History (3)

A history of dance forms is presented. Primitive, classical, and contemporary forms are included. (3 Lec.)

(DAN) 161 Beginning Ballet I (2)

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. (1 Lec., 3 Lab.)

(DAN) 163 Beginning Ballet II (2)

Prerequisite: Dance 161. This course is a continuation of Dance 161. Emphasis is on expansion of combinations at the barre. Connecting steps learned at centre are added. Jumps and pirouettes are introduced. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 165 Beginning Contemporary Dance I (2)

This course explores basic contemporary techniques. Emphasis is on technique development, and familiarity with contemporary meters and rhythms. An awareness of major influences on concert dance is developed. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 166 Beginning Contemporary Dance II (2)

Prerequisite: Dance 165. This course continues and further develops an exploration of Dance 165. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 200 Rehearsal And Performance (1)

Prerequisite: Dance 116 or demonstrated competence approved by 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. (4 Lab.)

(DAN) 252 Coaching and Repertoire (1)

Prerequisite: Demonstrated competence approved by the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated.

The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(DAN) 253 Improvisation (1)

Prerequisite: Dance 151 or Dance 156. This course consists of creative problem-solving utilizing basic elements of design. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(DAN) 255 Jazz III (1)

Prerequisite: Dance 156. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. Laboratory fee. (3 Lab.)

(DAN) 256 Jazz IV (1)

Prerequisite: Dance 255. This course is a further exploration of Dance 255. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(DAN) 258 Intermediate Ballet I (2)

Prerequisite: Dance 163. The development of ballet techniques 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. (1 Lec., 3 Lab.)

(DAN) 260 Intermediate Ballet II (2)

Prerequisite: Dance 258. This course begins pointe work for women. Specialized beats and tour are begun for men. Individual proficiency and technical virtuosity are developed. This course may be repeated for credit. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 265 Intermediate Contemporary Dance I (2)

Prerequisite: Dance 166. This course consists of the development of complex falls, combinations, phrasing, and dramatic emphasis. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 266 Intermediate Contemporary Dance II (2)

Prerequisite: Dance 265. This course is a further exploration of Dance 265. This course may be repeated for credit. Laboratory fee. (1 Lec., 3 Lab.)



DENTAL ASSISTING

(DA) 138 General And Dental Anatomy And Physiology (3)

Prerequisite: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses, or the demonstrated competence approved by the program coordinator. This course is designed to give an overview of the human body and its related structures. Study will focus on the head, mouth, and neck. Laboratory fee. (2 Lec., 2 Lab.)

(DA) 142 Dental Assisting I (3)

The function of the dental assistant in chairside assisting is studied. Topics include terminology, safety rules and regulations, care and preparation of equipment and operatories, and seating the patient. The identification and use of dental instruments are covered, including use of high-velocity suction apparatus. Four-handed sit-down dentistry is also covered, including different methods of passing instruments. The application and removal of rubber dam, application of topical anesthetics, preparation of local anesthetics, and different methods of charting the oral cavity findings are also covered. Laboratory fee. (2 Lec., 4 Lab.)

(DA) 147 Dental Microbiology, Sterilization And Pathology (3)

Prerequisite: Admission to the Dental Assisting Program and concurrent enrollment in all first semester courses, or the demonstrated competence approved by the program coordinator. This course focuses on microbiology, relating to methods of sterilization and disinfectants used in caring for dental instruments, equipment, and operatories. Oral pathology is studied, including signs and symptoms of diseases of the hard and soft dental tissues and of the oral cavity. Terminology relating to this course is covered. Laboratory fee. (2 Lec., 2 Lab.)

(DA) 148 Dental Materials (3)

Prerequisite: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses, or the demonstrated competence approved by the program coordinator. The student will study the history, terminology, structure, and properties of dental materials. A wide variety of dental materials currently used in a dental operatory are discussed. Laboratory fee. (3 Lec., 2 Lab.)

(DA) 149 Dental Roentgenology I (4)

Prerequisite: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses, or demonstrated competence approved by the program coordinator. The student will study the history, terminology, and theory of roentgenology. Application and care of equipment, safety measures, and mounting of various x-rays will be discussed. The students will develop skills in how to expose an x-ray using the open cone bisecting angle technique. Laboratory fee. (3 Lec., 3 Lab.)

(DA) 150 Dental Roentgenology II (3)

Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses or demonstrated competence

approved by the program coordinator. The student will continue to study dental x-ray procedures, with an introduction to long cone, parallel techniques, occlusal films, extraoral films, and panoramic procedures. Laboratory fee. (2 Lec., 3 Lab.)

(DA) 152 Dental Assisting II (3)

Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will study all eight dental specialties, along with the required instrumentation for each specialty. Vital signs and related patient care skills will be demonstrated and practiced. Laboratory fee. (3 Lec., 2 Lab.)

(DA) 158 Preventive Dentistry (3)

Prerequisite: Minimum grade of "C" in first semester Dental Assisting courses, or demonstrated competence approved by the program coordinator. This course focuses on a variety of topics related to preventive dentistry, including oral hygiene, diet and nutrition, and use of a phase microscope to prepare dental plaque smears. Pharmacology and drug and prescription laws applying to the dental office are also presented. (3 Lec)

(DA) 161 Dental Internship I (3)

Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (10 Lab.)

(DA) 162 Dental Internship II (2)

Prerequisite: Minimum grade of "C" or above in all previous Dental Assisting courses or demonstrated competence approved by the program coordinator. This course is a continuation of Dental Internship I. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (16 Lab.)

(DA) 163 Dental Internship III (4)

Prerequisite: Minimum grade of "C" in all previous Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (28 Lab.)

(DA) 171 Dental Seminar I (2)

Prerequisite: Minimum grade of "C" or above in all first semester Dental Assisting courses, concurrent enrollment in Dental Internship I, or demonstrated competence approved by the program coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 172 Dental Seminar II (1)

Prerequisite: Minimum grade of "C" or above in all previous

Dental Assisting courses, concurrent enrollment in Dental Assisting 162 or demonstrated competence approved by the program coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 173 Dental Seminar III (1)

Prerequisite: Minimum grade of "C" in all previous Dental Assisting courses or demonstrated competence approved by the program coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 175 Office Administration (4)

Prerequisite: Admission to the Dental Assisting Program, or demonstrated competence approved by the program coordinator. This course provides a detailed study of office management procedures commonly associated with a modern day dental practice. Topics include dental team responsibilities, telephone procedures, appointment control, and financial management procedures. (10 Lec.)

DESIGN

(DES) 110 Basic Color Theory And Application (3)

The principles of color theory are studied using a selected color system. The effect of light on color and the psychological impact of color are explored. Color pigment is mixed in opaque media. The content of the course is applied to the student's discipline. Laboratory fee. (2 Lec., 4 Lab.)

(DES) 128 Introduction to Mass Production Apparel (2)

Mass production in the fashion industry is analyzed. (2 Lec.)

(DES) 129 Industrial Garment Construction (1)

The equipment, techniques and skills used in making mass produced apparel are studied. Laboratory fee. (3 Lab.)

(DES) 135 Textiles (3)

This course focuses on fibers, yarns, fabrics, and finishing processes. Included are the identification and analysis of all types of construction methods and their application in industry. The history of traditional textiles is described. Comparisons are made with contemporary developments. A guided design systems approach is used. (2 Lec., 2 Lab.)

(DES) 136 Fashion Sketching (3)

The structure of the fashion figure is explored. Simple methods for making quick sketches which communicate style information are emphasized. (2 Lec., 4 Lab.)

(DES) 140 Draping (1)

Prerequisite: Pattern Design 153. Dress designs are creatively interpreted on individual dress forms. Sketches or abstract designs are translated to muslin. Laboratory fee. (2 Lab.)

(DES) 141 Grading (1)

Prerequisite: Pattern Design 153. The standard production pattern is emphasized. Both large and small sizing is included. Laboratory fee. (2 Lab.)

(DES) 229 Advanced Clothing Construction (3)

Prerequisite: Design 129. Advanced techniques of garment construction are studied. Total garments are completed. Laboratory fee. (2 Lec., 3 Lab.)

(DES) 234 History Of Costume (3)

Prerequisite: Design 135. This course traces the development of garments from the earliest times through the 18th Century. Emphasis is on the customs which affect styles. (3 Lec.)

(DES) 235 History Of Costume (3)

Prerequisite: Design 234 or demonstrated competence approved by the instructor. This course traces the development of garments from the 18th century to the present day. Emphasis is on the customs which affect styles. (3 Lec.)

DEVELOPMENTAL COMMUNICATIONS

(DC) 095 Communication Skills (3)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. (3 Lec.)

(DC) 120 Communication Skills (3)

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. (2 Lec., 2 Lab.)

DEVELOPMENTAL LEARNING

(DL) 094 Learning Skills Improvement (1)

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

DEVELOPMENTAL MATHEMATICS

(DM) Developmental Mathematics

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 111, 115, 116, and 117. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130 and 195.

(DM) 060 Basic Mathematics I (1)

This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)

(DM) 061 Basic Mathematics II (1)

This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percents, and basic operations with fractions. (1 Lec.)

(DM) 062 Pre Business (1)

This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, areas, and volumes. (1 Lec.)

(DM) 063 Pre Algebra (1)

This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers. (1 Lec.)

(DM) 064 Mathematics for Nursing I (1)

This course is designed to develop an understanding of the measurements and terminology in medicine and calculations involving conversions of applicable systems of measurement. It is designed primarily for students in all nursing programs. (1 Lec.)

(DM) 065 Mathematics for Nursing II (1)

Prerequisite: Developmental Mathematics 064. This course includes medical calculations used in problems dealing with solutions and dosages. It is designed primarily for students in the nursing programs. (1 Lec.)

(DM) 070 Elementary Algebra I (1)

Prerequisites: Developmental Mathematics 090, 063 or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers, and integers. (1 Lec.)

(DM) 071 Elementary Algebra II (1)

Prerequisite: Developmental Mathematics 070 or equivalent. This course includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions. (1 Lec.)

(DM) 072 Elementary Algebra III (1)

Prerequisite: Developmental Mathematics 071 or equivalent. This course includes selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables. (1 Lec.)

(DM) 073 Introduction To Geometry (1)

This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed. (1 Lec.)

(DM) 080 Intermediate Algebra I (1)

Prerequisites: Developmental Mathematics 071, 091 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers. (1 Lec.)

(DM) 081 Intermediate Algebra II (1)

Prerequisite: Developmental Mathematics 080 or equivalent. This course includes selected topics such as sets, relations, functions, inequalities, and absolute values. (1 Lec.)

(DM) 082 Intermediate Algebra III (1)

Prerequisite: Developmental Mathematics 081 or equivalent. This course includes selected topics such as graphing, exponents, and factoring. (1 Lec.)

(DM) 090 Pre Algebra Mathematics (3)

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)

(DM) 091 Elementary Algebra (3)

Prerequisite: Developmental Mathematics 090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

(DM) 093 Intermediate Algebra (3)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)

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 courses that require a considerable amount of college-level reading. See the catalog descriptions in reading for full course content.

(DR) 090 Basic Reading Skills (3)

Development of comprehension and vocabulary skills, based on individual needs, is the focus of this course. Basic study skills are introduced. A score of 12 to 19 on the Descriptive Test of Language Skills Reading Comprehension Test would indicate that a student has the reading skills needed for this course. (3 Lec.)

(DR) 091 Preparation for College Reading (3)

This course emphasizes development of comprehension and vocabulary skills, according to individual needs. Also included are critical reading, rate flexibility, and basic study skills. A score of 20 to 27 on the Descriptive Test of Language Skills Reading Comprehension Test would indicate that a student has the reading skills needed for this course. (3 Lec.)

DEVELOPMENTAL WRITING

(DW) Developmental Writing

Students can improve their writing skills by taking Developmental Writing. These courses are offered for one to three hours of credit.

(DW) 090 Developmental Writing (3)

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(DW) 091 Developmental Writing (3)

This course focuses on the writing process. Course topics include inventing, drafting, revising and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

(DW) 092 Developmental Writing (1)

This course is a writing workshop designed to support students enrolled in English 101 and other courses requiring writing. (3 Lab.)

DIAGNOSTIC MEDICAL SONOGRAPHY

(See RADIOLOGIC SCIENCES)

DIESEL MECHANICS

(DME) 104 Caterpillar Diesel Engine (5)

This course focuses on the complete overhaul of a Caterpillar Diesel Engine including the removal, disassembly, servicing, and assembly of each major component. Laboratory fee. (150 Contact Hours)

(DME) 105 Cummins Diesel Engine (5)

This course focuses on the complete overhaul of a Cummins Diesel Engine including the removal, disassembly, servicing, and assembly of each major component. Laboratory fee. (150 Contact Hours)

(DME) 106 Detroit Diesel Engine (5)

This course focuses on the complete overhaul of a Detroit Diesel Engine including the removal, disassembly, servicing, and assembly of each major component. Laboratory fee. (150 Contact Hours)

(DME) 123 Air Brake Systems (2)

This course focuses on air brake systems used in heavy trucks. The inspection, repair, and adjustment of these systems are covered. Laboratory fee. (60 Contact Hours)

(DME) 125 Automatic Transmissions (2)

Automatic transmissions are studied. Included are removal, inspection, repair, and assembly. Laboratory fee. (60 Contact Hours)

(DME) 126 Heavy Truck Air Conditioning (2)

This course is a study of the theory, principles, operating procedures, troubleshooting and component repair of the automotive air conditioning system found in the heavy trucking industry. Laboratory fee. (60 Contact Hours)

(DME) 127 Shop Practices (2)

This course is designed to acquaint the student with hand and power tools used in the repair of diesel engines and diesel powered equipment. The topics covered include use of hand and power tools; precision measuring tools; pullers; and cleaning equipment. Laboratory fee. (60 Contact Hours)

(DME) 128 Standard-Transmissions And Heavy Duty Clutches (3)

Prerequisite: Credit or concurrent enrollment in Physics 131 or demonstrated competence approved by the instructor. Standard transmissions are examined using 5-speed and 10-speed transmissions. Emphasis is placed on theory of operation, removal, disassembly, inspection, assembly and installation. Heavy duty clutches are examined emphasizing removal, repair, and installation. Laboratory fee. (90 Contact Hours)

(DME) 129 Chassis, Differentials and Drive Line (3)

Differentials are studied using removal disassembly, repair, reassembly, and installation. Troubleshooting, failure analysis and appropriate theory of chassis alignment, drive line and universal joint function, and wheel balancing are studied. (90 Contact Hours)

(DME) 137 Fundamentals Of Oxygen/Acetylene And Arc Welding (3)

Two methods of welding are included in this course, oxy-acetylene and arc. Topics include the source of heat, application of each method, supplies necessary for a high weld, safety practices, and metals and their properties. Laboratory fee. (90 Contact Hours)

(DME) 141 Caterpillar Diesel Engine Tune-Up And Fuel Systems (2)

This course focuses on diagnosing, locating, and correcting troubles in Caterpillar Diesel Engines. Included are the removal, inspection, testing, adjustment and installation of fuel system components, such as pumps, injectors, filters, lines, and governors. Laboratory fee. (60 Contact Hours)

(DME) 142 Cummins Diesel Engine Tune-Up And Fuel System (2)

This course focuses on diagnosing, locating, and correcting troubles in Cummins Diesel Engines. Included are the removal, inspection, testing, calibrating, adjustment, and installation of fuel system components, such as pumps, injectors, filters, lines, and governors. Laboratory fee. (60 Contact Hours)

(DME) 143 Detroit Diesel Engine Tune-Up And Fuel System (2)

This course focuses on diagnosing, locating, and correcting troubles in Detroit Diesel Engines. Included are the removal, inspection, testing, repair, adjustment, and installation of fuel system components, such as injectors, filters, lines and governors. Laboratory fee. (60 Contact Hours)

(DME) 147 Heavy Truck Electrical Systems (3)

The fundamentals of electricity and magnetism are intro-

duced. Starting motors, alternators, regulators, switches, and wiring circuits are examined. Emphasis is on troubleshooting, maintenance and repair. Laboratory fee. (90 Contact Hours)

(DME) 148 Diesel Engine Air Induction Cooling and Lubrication/Systems (2)

The theory of diesel engine operation, including engine air induction, cooling, and lubrication systems is studied. The course emphasizes troubleshooting and servicing techniques. Laboratory fee. (60 Contact Hours)

(DME) 703, 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(DME) 704, 714, 804, 814 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

DRAFTING & COMPUTER AIDED DESIGN

(DFT) 135 Reproduction Processes (2)

Equipment and processes used to reproduce technical art are studied. Included are the graphic arts process camera, lithographic offset printing, diazo reproduction, blueprinting, photodrafting, microfilming, photocopying, silk screen printing, printed circuit board etching, thermography, typographics, xerography, engravings, and others. The rapidly expanding field of computer graphics is also covered. Lab work includes the preparation of flats for offset printing of brochures. Laboratory fee. (1 Lec., 3 Lab.)

(DFT) 136 Geological and Land Drafting (3)

Prerequisite: Drafting 183 or the equivalent and Mathematics 196. Equivalence is based on high school drafting courses or on student's work experience. Sample of drawings and/or high school transcript must be presented. This is a specialty course to prepare one to work in civil drafting. Various drawings are completed, such as relief maps, plan and profile drawings, roadways, pipelines, and petroleum and geophysical maps. Calculations are made from surveyor's notes to plot traverse and contour lines and to determine areas and volume. A set of drawings is prepared for residential subdivision, a shopping center, or some other type of land development. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 160 Manufacturing Fundamentals (2)

Manufacturing fundamentals and production methods are studied. Modern fabrication techniques and equipment used in industry are presented. The functions and role of drafting are described. (2 Lec.)

(DFT) 182 Technician Drafting (2)

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. (1 Lec., 3 Lab.)

(DFT) 183 Basic Drafting (4)

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., gov-

ernment, and industrial standards are used: Emphasis is on both mechanical skills and graphic theory. Laboratory fee. (2 Lec., 6 Lab.)

(DFT) 184 Advanced Mechanical Drafting (3)

Prerequisite: Drafting 183 or the equivalent. Equivalence is based on high school drafting courses or on student's work experience. Samples of drawings and/or a high school transcript must be presented. Drafting problems, design function, and specialized drafting areas are examined. Included are the detailing and assembling of machine parts, gears, cams, jigs, fixtures, metals, and metal forming processes. Drawing room standards and reproduction of drawings are studied. Detail and assembly drawings are made. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 185 Architectural Drafting (4)

This course begins with architectural lettering and drafting of construction details. Emphasis is on technique and use of appropriate material symbols and conventions. Working drawings are prepared, including plans, elevations, sections, and details. Drawings for buildings using steel, concrete, and timber structural components are covered. Reference materials are used to provide skills in locating data and in using handbooks. Laboratory fee. (2 Lec., 6 Lab.)

(DFT) 230 Structural Drafting (3)

Prerequisites: Drafting 184 and Mathematics 196. Stresses and thermal and elastic qualities of various materials are studied. Beams, columns, and other materials are included. Structural plans, details, and shop drawings of components are developed for buildings using steel, reinforced concrete, and timber structures. Emphasis is on drafting appropriate drawings for fabrication and erection of structural components. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 231 Electronic Drafting (3)

Prerequisite: Drafting 183. This course focuses on drawings used in the electronics industry. Topics include block and logic diagrams, schematic diagrams, interconnecting wiring diagrams, printed circuit boards, integrated circuits, component packaging, chassis design and current practices. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 232 Technical Illustration (3)

Prerequisite: Drafting 183. The rendering of three-dimensional drawings is covered. Orthographic views and engineers sketches are developed into isometric, dimetric, perspective, and diagrammatic drawings of equipment and their environments. Technical sketching, hand mechanical lettering, air brush retouching of photographs, handling of commercially prepared pressure sensitive materials, and layout of schematics, charts, and graphs are practiced. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 233 Machine Design (4)

Prerequisites: Drafting 184, Physics 131, and credit or concurrent enrollment in Engineering 186 and Mathematics 196. The principles of physics, statics, strength of materials, and physical properties of materials are applied to the design of machine elements. Topics include function, environment, production, problems, and cost. Emphasis is

on the practical application of design principles in graphic form. Laboratory fee. (2 Lec., 6 Lab.)

(DFT) 234 Advanced Technical Illustration (4)

Prerequisite: Drafting 232. An area of specialization is chosen and pursued in depth. Examples are pictorials for color separation printing, air brush renderings, letterforms for logos and hand lettering, complex exploded views in isometric, perspective renderings, design of commercial displays and art for slide presentations. Laboratory fee. (2 Lec., 6 Lab.)

(DFT) 235 Building Equipment (Mechanical And Electrical) (3)

Prerequisite: Drafting 183 or Drafting 185. Plans and details for mechanical equipment are drawn. Equipment includes air conditioning, plumbing, and electrical systems. Emphasis is on the use of appropriate symbols and conventions. Mechanical and electrical features are coordinated with structural and architectural components. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 236 Pipe Drafting (3)

Prerequisites: Drafting 183 and Mathematics 195 or the equivalent. This course presents the methods of piping of fluids for refineries, petrochemical plants, and industrial facilities. ASME codes are applied to the design of pressure vessels, pipe fitting, welded and seamless piping, pumps, and heat exchanges. Drawing techniques are emphasized in orthographic isometric projections. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 240 Printed Circuit Design (3)

Prerequisite: Drafting 231, concurrent enrollment in Drafting 231 or the equivalent. This course develops skills in the design of double-sided and multilayer printed circuit boards. Students design boards from schematics, parts lists, and manufacturing specifications. Some boards are designed for manual parts insertion and taped artworks. Others are designed for automatic parts insertion and digitized inputs for artworks. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 241 Integrated Circuit Design (3)

Prerequisites: Drafting 240, Electronics Technology 190 or the equivalent. Must be taken concurrently with Electronics Technology 250. This course develops skills in the design of integrated circuits. Electronic theory and laboratory exercises in active devices are combined with drafting lectures and laboratory drafting to enable students to design simple integrated circuits from schematic diagrams and given design rules. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 242 Advanced Integrated Circuit Design (3)

Prerequisite: Drafting 241. This course develops skills in the design of complex integrated circuits. Students work from schematic diagrams and two sets of given rules. Work is done to meet industrial standards of current technologies. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 243 Advanced Printed Circuit Design (3)

Prerequisite: Drafting 240. This course includes the design of double-sided, multi-layer, surface-mounted, and flexible printed circuit boards. Students select various types



of integrated circuit chips while applying pen swapping and gate combination techniques. Industry standards are followed in design development. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 245 Computer Aided Design (3)

Prerequisite: Drafting 183 or the equivalent. Capabilities and limitations of the electronic computer as an aid to the designer are studied. Drafting procedures using an interactive system with computer graphics are practiced. Forms and uses of computer aided products are viewed in perspective with the overall design process. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 246 Advanced CAD-Electronic (3)

Prerequisites: Drafting 231 and Drafting 245 or the equivalent. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to printed circuit board or integrated circuit design. Menu and library construction will be practiced while using the interactive graphic system. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 247 Applied Printed Circuit Design (3)

Prerequisite: Drafting 240. Special applications of printed circuit design techniques and principles in particular systems of design are studied. Specialization may be focused by classification of the electronic circuits, of resources for design, and of processes for manufacture of the printed circuits. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 248 Advanced CAD-Mechanical (3)

Prerequisites: Drafting 184 and Drafting 245 or the equivalent. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to three-dimensional design, specifically mechanical. Menu and library construction will be practiced while using the interactive graphic systems. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 249 Advanced CAD-Architectural (3)

Prerequisites: Drafting 185 and 245 or the equivalent. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to architectural drafting as it relates to the single-family residence. Menu and library construction will be practiced while using the interactive graphic system. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 250 Sheet Metal Design (3)

Prerequisite: Drafting 183. This course includes the preparation of drawings for sheet metal developments. Topics include bend allowance, relief, standard bends for specific applications, cost factors to consider in manufacturing, metal specifications, finishing, coating, fasteners, and weldments. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 251 Industrial Design (3)

Prerequisite: Drafting 250. This course includes the design of metal and plastic packages for electronic, optical, and mechanical components. Topics include standard boxes, panels, mounts, brackets, fasteners, grommets, and other standard parts used in the design of packages. Standard catalogs and manuals are used to design packages for specific situations. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 255 Selected Topics in Drafting (3)

Prerequisite: Demonstrated competence as approved by the instructor. Special topics in advanced drafting are covered. Topics will be those with current industry applications and may be individualized for each student. Laboratory fee. (2 Lec., 4 Lab.)

(DFT) 703, 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(DFT) 704, 714, 804, 814 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

EARTH SCIENCE

(ES) 117 Earth Science (4)

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.) (3 Lec., 3 Lab.)



ECOLOGY

(ECY) 291 People And Their Environment II (3)

Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (This course may be offered via television.) (3 Lec.)

ECONOMICS

(ECO) 105 Economics Of Contemporary Social Issues (3)

This course is a study of the economics of current social issues and public policy, including such matters as anti-trust policy, business deregulation, social security, wage and price controls, budget deficits, economic growth, medical care, nuclear power, farm policy, labor unions, foreign trade, and economic stabilization. This course is not intended for economics or business administration majors. (3 Lec.)

(ECO) 201 Principles of Economics I (3)

Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic organization, national income determination, money and banking, monetary and fiscal policy, macroeconomic applications of international trade and finance, economic fluctuations, and growth. (This course is offered on campus and may be offered via television.) (3 Lec.)

(ECO) 202 Principles of Economics II (3)

Prerequisite: Economics 201 or demonstrated competence approved by 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 given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)

EDUCATIONAL PERSONNEL

(EP) 129 Communication Skills For Educational Paraprofessional (3)

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. (3 Lec.)

(EP) 131 Introduction to Educational Processes I (3)

The role of educational support personnel is defined within the framework of contemporary public school organization. Legal guidelines and procedures of local, state, and federal agencies governing public education are described. Special attention is given to the development of effective interpersonal relationships with emphasis on application to the public school setting. (3 Lec.)

(EP) 133 Introduction to Educational Processes II (3)

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 educational personnel are covered. (3 Lec.)

(EP) 134 Introduction To Media (3)

Basic skills for preparing graphic and projected educational materials are developed. The operation of selected audiovisual equipment is also included. (2 Lec., 2 Lab.)

(EP) 135 Arts And Crafts For Educational Paraprofessionals (3)

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. (3 Lec.)

(EP) 140 Child Language Development (3)

This course will cover information on language development for the bilingual and monolingual student with emphasis on cross-cultural awareness and second language acquisition. The role of oral language development will be studied with regard to its application for both ESL and bilingual methods and techniques. (3 Lec.)

(EP) 143 Bilingual Education: Philosophy, Techniques and Materials (3)

This course presents the core techniques in bilingual education. Topics included are: awareness of cultural backgrounds, teaching techniques, material development, historical and philosophical concepts of bilingual/bicultural education, and Spanish technical vocabulary in the content areas. (3 Lec.)

(EP) 241 Techniques for Teaching English to Non-Native Speakers (3)

This course is a practical application of second language learning theory as it relates to the non-English speaking student. The process, contents and management of second language teaching will be discussed, demonstrated and practiced. (3 Lec.)

(EP) 245 Diversified Studies (1)

This course provides for specialized study by educational personnel. 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. This course may be repeated for credit, when the topics vary, up to a maximum of three credit hours. (1 Lec.)

(EP) 246 Diversified Studies (2)

This course provides for specialized study by educational personnel. 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. This course may be repeated for credit, when the topics vary, up to a maximum of four credit hours. (2 Lec.)

(EP) 247 Diversified Studies (3)

This course provides for specialized study by educational personnel. 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. This course may be repeated for credit, when the topics vary, up to a maximum of six credit hours. (3 Lec.)

(EP) 249 The Exceptional Child (3)

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. (3 Lec.)

(EP) 701, 711, 801 Cooperative Work Experience (1)

(See Cooperative Work Experience). (1 Lec., 5 Lab.)

(EP) 702, 712, 802, 812 Cooperative Work Experience (2)

(See Cooperative Work Experience). (1 Lec., 10 Lab.)

(EP) 703, 713, 803, 813 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(EP) 704, 714, 804, 814 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

ELECTRIC POWER TECHNOLOGY

(ELP) 244 Advanced Electric Power Systems (4)

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. (3 Lec., 3 Lab.)

ELECTRICAL TECHNOLOGY

(ELE) 105 Introduction Of Electrical Technology (2)

This course focuses on the nature of the electrical technology industry and employment opportunities. Safety, materials, and the proper use of tools and common test devices are covered. Laboratory fee. (2 Lec., 1 Lab.)

(ELE) 106 Fundamentals Of Electricity (4)

Electrical theory and basic DC and AC circuits are covered. Voltage, current, resistance, reactance, impedance, phase angle, and power factors are calculated and measured in series, parallel and combination circuits. Laboratory fee. (3 Lec., 3 Lab.)

(ELE) 107 Electrical Transformers (4)

This course focuses upon the fundamentals, types and testing procedures of electrical transformers. Power generation, transmission, and distribution systems are presented utilizing both single-phase and three-phase transformers. Laboratory fee. (4 Lec., 2 Lab.)

(ELE) 108 General Electrical Codes (2)

General Electrical Codes as identified in the current National Electric Code are presented. General codes concepts and residential applications are stressed. (2 Lec.)

(ELE) 115 Low Voltage Circuits (3)

This course focuses on types of low voltage electrical circuits. The theory, installation, and testing of low voltage circuits such as bells, chimes, and alarm systems will be presented. Laboratory fee. (2 Lec., 2 Lab.)

(ELE) 116 General Electrical Wiring (3)

This course covers general wiring practices with emphasis on safety and procedures. Topics include materials selection, splicing, switches, receptacles, and lighting circuits for both residential and selected commercial applications. Laboratory fee. (2 Lec., 4 Lab.)

(ELE) 117 General Electrical Planning (4)

This course presents service, feeders, and branch circuit load calculations. Student activities include calculating appliance loads and circuit locations using blueprints, construction drawings and specifications. Laboratory fee. (4 Lec., 2 Lab.)

(ELE) 118 Commercial Codes (2)

This course is an extension of the Basic Electrical Codes to applications frequently encountered in commercial electrical wiring. Information presented is based upon the current National Electric Code. (2 Lec.)

(ELE) 205 Commercial Wiring (3)

Topics in this course are centered on accepted procedures and practices in wiring for commercial applications. Materials, conduit, and circuit layouts are included. Laboratory fee. (2 Lec., 4 Lab.)

(ELE) 206 Commercial Planning (4)

This course stresses applications for service, feeders, and branch circuits for commercial loads. Topics covered include blueprint reading, load calculations, overload protection, and planning for selected commercial environments. Laboratory fee. (4 Lec., 2 Lab.)

(ELE) 207 Industrial Planning (2)

This course covers power applications for industrial locations. Topics include high voltage wiring, feeder bus systems, switching, and system protection. Laboratory fee. (2 Lec., 1 Lab.)

(ELE) 208 Industrial Codes (2)

This course presents those areas of the current National Electric Code dealing with transformer and welder feeder circuits, motor and branch circuit overload protection. (2 Lec.)

(ELE) 213 Electrical Motor Fundamentals (2)

Theory and fundamentals of AC, DC, and three-phase electrical motors are presented. Emphasis is placed on the characteristics, connection, and testing of these machines. Laboratory fee. (2 Lec., 1 Lab.)

(ELE) 214 Solid State Controls (3)

Solid state digital logic concepts and applications for motor controls are presented. System diagnostic procedures are covered. Laboratory fee. (2 Lec., 2 Lab.)

(ELE) 216 Motor Controls (3)

This course focuses on the connection and testing of electrical systems used to control single and multiple-motor operations. Topics included are control circuit diagrams, magnetic starting, overload protecting, jogging, reversing, and sequencing. Laboratory fee. (3 Lec., 2 Lab.)

(ELE) 218 Electrical Design (3)

This course presents topics pertaining to designing and planning residential and commercial projects. Topics include construction drawings, specifications, load calculations, electrical layout and schedules, materials selection, and cost estimating. Activities are centered on major student projects. Laboratory fee. (2 Lec., 4 Lab.)

(ELE) 703, 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)**(ELE) 704, 714, 804, 814 Cooperative Work Experience (4)**
(See Cooperative Work Experience). (1 Lec., 20 Lab.)**ELECTRONICS TECHNOLOGY****(ET) 135 DC-AC Theory And Circuit Analysis (6)**

Prerequisites: Credit or concurrent enrollment in Mathematics 195 or the equivalent. This is an accelerated course combining DC circuits (ET 190) and AC circuits (ET 191) in one semester for students with previous electronics experience or a good mathematics background. Topics include the analysis of resistive, capacitive, inductive, and combination circuits. Magnetism, resonance, schematic symbols, and sine wave analysis are also included. Series, parallel, and series-parallel circuits are covered. Laboratory fee. (5 Lec., 3 Lab.)

(ET) 170 Printed Circuit Board Manufacturing (1)

The student will build a working printed circuit board. The course will begin with a schematic and parts list and progress through all steps necessary to produce a single sided photographically produced board. Laboratory fee. (1 Lec., 1 Lab.)

(ET) 172 Soldering (1)

This course is intended to ensure that the student understands the theory and use of tools and equipment for proper industrial soldering techniques. The prime emphasis is to build the student's skill in soldering. Laboratory fee. (1 Lec., 1 Lab.)

(ET) 174 Oscilloscope Utilization (1)

This course will cover all front panel controls on basic laboratory calibrated oscilloscopes. Emphasis will be placed on utilization of oscilloscope in troubleshooting a circuit. Laboratory fee. (1 Lec., 1 Lab.)

(ET) 190 DC Circuits and Electrical Measurements (4)

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. (3 Lec., 3 Lab.)

(ET) 191 A.C. Circuits (4)

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. (3 Lec., 3 Lab.)

(ET) 192 Digital Computer Principles (3)

Prerequisite: Electronics Technology 190. This course is a study of number systems and arithmetic in various bases.

Included are truth tables, relay and diode logic analysis, logic symbols, and basic functions include NOT, AND, NAND, OR NOR, and EX OR. Logic manipulations include basic laws, minterm, maxterm, sum of products, and product of sums expression forms. Venn diagrams, Veitch and Karnaugh reduction techniques, and circuit synthesis are also covered using design examples. Laboratory fee. (2 Lec., 2 Lab.)

(ET) 193 Active Devices (4)

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. (3 Lec., 3 Lab.)

(ET) 194 Instrumentation (3)

Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Electronics Technology 191 and 193. Electrical devices for measurement and instrumentation are studied and applied to work situations. Included are basic AC and DC measurement meters, impedance bridges, oscilloscopes, signal generators, signal-tracers, and tube and transistor testers. The course concludes with a study of audio frequency test methods and equipment. Laboratory fee. (2 Lec., 3 Lab.)

(ET) 200 Special Applications Of Electronics (4)

This course is intended for use by any given group of students that desire specific topics to be covered. This course may substitute for any 200 level electronics course with the demonstrated competence approved by the instructor. This course is repeatable for credit as topics vary. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 210 Basic CRT Display And Television Theory And Service (4)

Prerequisites: Electronics Technology 190, 191, 193 and 194. This course is designed to introduce CRT display and television theory and to give the student hands-on experience in basic servicing of all major sections of modern television receivers and CRT displays for computers. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 231 Special Circuits With Communications Applications (4)

Prerequisites: Electronics Technology 193 and 194. Active devices are applied to circuitry common to most communications equipment. Both the theory of operation and practical applications of the circuits in laboratory experiments are included. Circuits including power supplies, voltage regulators, tuned and untuned amplifiers, filters, oscillators, modulators and detectors, with application to various types of intelligence transmission and reception are emphasized in the course. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 232 Analysis Of Electronics Logic And Switching Circuits (4)

Prerequisites: Electronics Technology 193 and 194. The course presents circuitry common to electronic control systems and automatic measuring systems. Typical circuit functions covered include clamping, gating, switching, and counting. Circuits include voltage discriminators, multi-

vibrators, dividers, counters, and gating circuits. Boolean algebra and binary numbers are reviewed. Emphasis is on semiconductor devices. Fluidic switching devices are introduced. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 234 Electronic Circuits And Systems (3)

Prerequisites: Completion of all electronics technology courses up to and including Electronics Technology 231; and may take Electronics Technology 232 and Electronics Technology 231 concurrently with Electronics Technology 234. The design, layout construction, and calibration of an electronics project are covered. Students develop independent project and prepare term papers on functions of components, operating specifications and schematics. Laboratory fee. (6 Lab.)

(ET) 235 Fundamentals Of Electricity (4)

This course is an introduction to electricity for students in related programs. Topics include basic AC and DC theory, voltage, current, and resistance, and electrical wiring principles and schematics. Transformers, relays, timers, electrical measuring devices, and basic electrical calculations are also included. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 237 Modular Memories And Microprocessors (4)

Prerequisites: Electronics Technology 232. Read only memories (ROM's), random access memories (RAM's) and microprocessors are presented. Emphasis is on specifications, applications, and operation. Control buses data basics, addressing, coding, and programming of typical microprocessor units are included. Microprocessor system is constructed, tested, coded, and programmed. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 238 Linear Integrated Circuits (4)

Prerequisites: Electronics Technology 190, 191, and 193. Differential amplifiers, operational amplifiers, and integrated circuit timers are investigated. Topics include comparators, detectors, inverting and non-inverting amplifiers, OP AMP adders, differentiating and integrating amplifiers, and instrumentation amplifiers. Digital to analog converters, analog to digital converters, special OP AMP applications, and integrated circuits timers are also included. Limitations and specifications of integrated circuits are covered. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 239 Microwave Technology (3)

Prerequisites: Electronics Technology 194 and Electronics Technology 231. Microwave concepts such as propagation, transmission lines including waveguides, standing waves, impedance matching, basic antennas and various basic microwave measurements are covered. Microwave measurement techniques such as power and frequency meter measurements and calibration, VSWR determinations, klystron characteristics, and waveguide tuning will be demonstrated. A basic radar system is discussed as time permits. (3 Lec.)

(ET) 240 Electronics Theory And Application Of Digital Computers (4)

Prerequisites: Mathematics 196 and Electronics Technology 193. The course presents the electronic switching circuits for digital computer systems. Logic symbology, gates, and related Boolean algebra are covered. Computer terminology and number systems are included. An intro-

duction to BASIC language programming for electronic circuit analysis is also included. Laboratory experiments in addition to computer programming include basic logic gate analysis and test procedures. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 250 Principles of Electronic Integrated Circuits (4)

Prerequisites: Electronics Technology 190 and concurrent enrollment in Drafting 241. This is a survey course of solid state devices and their associated circuitry. This course is intended to teach the student fundamentals of common electronic circuits which contain integrated circuits and to teach elements of solid state devices from the principle of the PN junction through the function of integrated circuits. Laboratory fee. (3 Lec., 2 Lab.)

(ET) 260 Sinusoidal Circuits (4)

Prerequisites: Electronics Technology 191 and 193. Power supply circuits are presented. Included are full wave rectification, filtering, and regulation. Amplifier circuits involving large and small signal analysis, coupling, classes of operation and feedback techniques are also covered. Semiconductor devices considered include the Zener diode, SCR, TRIAC, MOSFET, JFET, CMOS, and unijunction transistors. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 261 Pulse And Switching Circuits (4)

Prerequisites: Electronics Technology 191 and 193. Thevenin's theorem and superposition are applied to AC and DC sources. Waveform analysis is studied including pulse characteristics and pulsetrain measurements of harmonic content. Other topics include RC and RL circuit response to step inputs, exponential forms, diode clipper and clamp circuits, and transistor action in digital circuits involving saturation and cutoff. Gate types of RTL, DTL, TTL, ECL, and MOS technologies are also included. The bistable, monostable, and astable types of multivibrator circuits are covered. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 263 Digital Computer Theory (4)

Prerequisite: Electronics Technology 192. This course focuses on basic computer circuits. Included are flip-flops, shift registers, counters (sequential and nonsequential), operational amplifiers, and A to D converters. Analysis of specific current integrated circuits is also included. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 264 Digital Systems (4)

Prerequisite: Electronics Technology 192 and 263 or concurrent enrollment in Electronics Technology 263. The three major component systems of a digital computer are studied. The arithmetic-logic section covers arithmetic in binary, hexadecimal, counting, and number representation within a machine. The memory studies center around the operation of core and semiconductor memory assemblies which include addressing and data buffering. The control section deals with state, distributive, and ROM type of control circuits. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 265 Digital Research (3)

Prerequisites: Electronics Technology 192 and concurrent enrollment in Electronics Technology 263 and 264. The design, layout, construction, and calibrating of a major electronic project are covered. The project uses digital

circuits. Students develop independent projects and prepare term papers on functions of components, operating specifications, and schematics. Laboratory fee. (1 Lec., 5 Lab.)

(ET) 266 Computer Applications (4)

Prerequisite: Electronics Technology 192. Machine language and assembly language programming are the focus of this course. Emphasis is on problem solving for in-house computers. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 267 Microprocessors (4)

Prerequisite: Electronics Technology 192 and 266. This course is a study of microcomputers. Topics include architecture, software, interfacing, microprocessors, and microcomputer systems. Emphasis is on practical applications using in-house microcomputers. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 268 Microprocessor Troubleshooting and Interface (4)

Prerequisite: Electronic Technology 267. This course studies troubleshooting techniques on microprocessor, disk controls, CRT controls and interfaces. Emphasis is on hardware troubleshooting and peripheral interface. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 802 Cooperative Work Experience (2)

(See Cooperative Work Experience). (1 Lec., 10 Lab.)

(ET) 703, 713, 803 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(ET) 704, 804 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

ELECTRONIC TELECOMMUNICATIONS

(ET) 101 Introduction to Telecommunications (4)

This course is an introduction to the fundamentals of telecommunications, with an emphasis on analog and digital voice transmission techniques and technology. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 290 Advanced Electronic Devices (4)

Prerequisite: Electronics Technology 193 and 101. This course continues the study of solid state devices and circuit theory. Emphasis will be on application of these devices in circuitry relevant to the telecommunications systems: power supplies, regulators, amplifiers and oscillators. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 291 Linear Integrated Circuit Applications (4)

Prerequisite: Electronics Technology 290 or concurrent enrollment in Electronics Technology 290. A study of operational amplifiers and their use as basic building blocks of linear integrated circuitry. Topics will include voltage level detectors, comparators, signal generating circuits, signal processing circuits, inverting and non-inverting amplifiers, differential, instrumentation and bridge amplifiers, active filters, I.C. timers, and selected linear integrated circuits. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 292 Telephony Switching Systems (4)

Prerequisites: Electronics Technology 290 or concurrent enrollment in Electronics Technology 290. This course will familiarize the student with the following topics: telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and an introduction to digital transmission techniques. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 293 Basic Radio Circuitry (4)

Prerequisites: Electronics Technology 290 or concurrent enrollment in Electronics Technology 290. This course covers the theory and practices of modern communications systems. Topics include amplitude modulation, frequency modulation, single sideband techniques and digital radio characteristics. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 294 High Frequency Transmission Systems (4)

Prerequisites: Electronics Technology 291, 292, and 293. The theory and application of longhaul transmission techniques utilized in the telecommunication industry will be covered. Microwave transmission, fiberoptics principles and satellite communication are major areas of emphasis. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 295 Telecommunication Signaling (4)

Prerequisite: Electronics Technology 294 or concurrent enrollment in Electronics Technology 294. This course covers circuit and system application necessary to implement signaling protocols, conversion systems, formats, and loop starts. Specific signaling topics are SF (single frequency) E & M, DX (duplex), and looping systems. Laboratory fee. (3 Lec., 3 Lab.)

(ET) 296 System Installation and Testing (6)

Prerequisites: Electronics Technology 295 or concurrent enrollment in Electronics Technology 295. This course is designed to familiarize the student with the installation of telecommunication switching equipment. Switching equipment theory, operation, maintenance, and troubleshooting techniques will be covered. Laboratory fee. (5 Lec., 2 Lab.)

ENGINEERING

(EGR) 101 Engineering Analysis (2)

Prerequisite: Two years of high school algebra or Developmental Mathematics 093, or demonstrated competence approved by the instructor. A mathematical scheme of analysis appropriate in engineering design is presented. Topics include natural quantities, vectors, Newton's laws, work, energy, first law of thermodynamics, information, dimensional analysis, physical modeling, compatibility, continuity, and interpretation of analytic results. Computer programming is taught and used in processing information for analysis. (2 Lec.)

(EGR) 105 Engineering Design Graphics (3)

Graphic fundamentals are presented for engineering communications and engineering design. A rational engineering design procedure is taught and computer aided design is introduced. Graphical topics include geometric construction, geometric modeling, orthographic drawing



system, auxiliaries, sections, dimensions and tolerances, graphical analysis, pictorial and working drawings. Laboratory Fee. (2 Lec., 4 Lab.)

(EGR) 106 Descriptive Geometry (3)

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. (2 Lec., 4 Lab.)

(EGR) 107 Engineering Mechanics I (3)

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. (3 Lec.)

(EGR) 108 Computer Methods In Engineering (3)

Prerequisite: Credit or concurrent enrollment in Mathematics 124. 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. (3 Lec.)

(EGR) 186 Manufacturing Processes (2)

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. (1 Lec., 2 Lab.)

(EGR) 187 Manufacturing Processes (2)

Prerequisite: Engineering 186. This course is a continuing study of the metal-working processes with emphasis on automation, programming and operation of CNC machines. Laboratory fee. (1 Lec., 2 Lab.)

(EGR) 201 Engineering Mechanics II (3)

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. (3 Lec.)

(EGR) 202 Engineering Mechanics Of Materials (3)

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. (3 Lec.)

(EGR) 204 Electrical Systems Analysis (3)

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. (3 Lec.)

(EGR) 205 Plane Surveying (3)

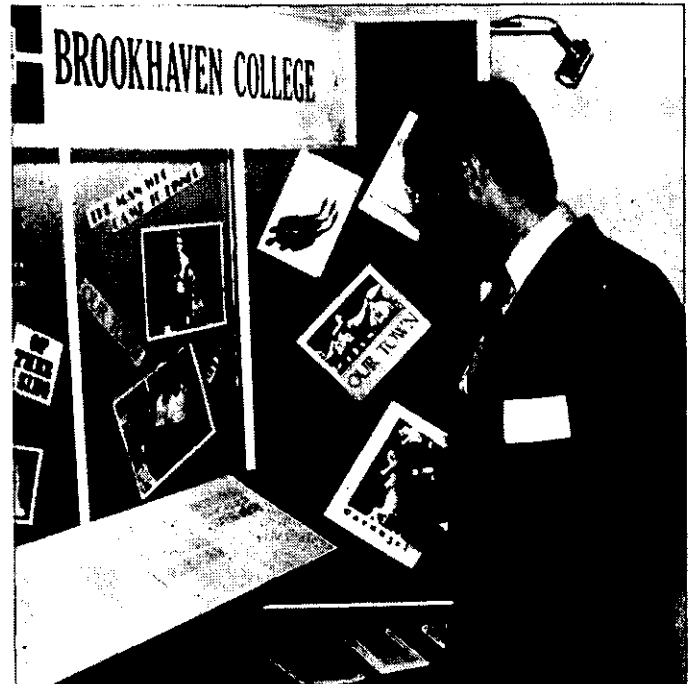
Prerequisites: Mathematics 102 or 196 and Engineering 105 or Drafting 183. This course focuses on plane surveying. Topics include surveying instruments, basic measuring procedures, vertical and horizontal control, error analysis, and computations. Traverse, triangulation, route alignments, centerlines, profiles, mapping, route surveying, and land surveying are also included. Laboratory fee. (2 Lec., 4 Lab.)

(EGR) 206 Electrical Engineering Laboratory (1)

Prerequisite: Credit or concurrent enrollment in Engineering 204. Various instruments are studied and used. These include the cathode ray oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators, and bridges. Basic network laws, steady state and transient responses, and diode characteristics and applications are demonstrated. Computer simulation is introduced. Laboratory fee. (3 Lab.)

(EGR) 289 Mechanics of Structures (3)

Prerequisite: Mathematics 195. This is a basic course in engineering mechanics for technology students. Topics include force systems, equilibrium, moments, centroids, stresses and strains. Methods analysis and design of bolted and welded joints, trusses, beams, and columns are introduced. (3 Lec.)



ENGINEERING TECHNOLOGY

(EGT) 124 Industrial Organizations (2)

This course presents an overall view of the manufacturing company. Topics include process planning, costs and budgets, contracts, marketing, economics, and personnel. (2 Lec.)

(EGT) 141 Basic Hydraulics And Fluid Mechanics (4)

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. (3 Lec., 3 Lab.)

(EGT) 143 Technical Programming (4)

Prerequisite: Mathematics 195 or demonstrated competence approved by the instructor. This course introduces the engineering technician to the world of technology. Skills are developed in 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. (3 Lec., 3 Lab.)

(EGT) 144 Instrumentation and Testing (4)

Prerequisite: Credit or concurrent enrollment in Electronics Technology 191. Industrial instrumentation and testing are introduced. The characteristics of various instruments are emphasized. Included are characteristics of basic AC and DC measurement meters, digital meters, impedance bridges, oscilloscopes, and electronic counters. Analog-to-digital and digital-to-analog measuring systems are introduced. Laboratory fee. (3 Lec., 3 Lab.)

(EGT) 222 Fundamentals of Pneumatics (3)

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. (2 Lec., 2 Lab.)

(EGT) 225 Advanced Fluid Power Systems (4)

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. (3 Lec., 3 Lab.)

(EGT) 228 Amplifier And Analog Control Circuits (4)

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 pre-assembled or commercially available circuits is emphasized, especially semiconductor and integrated circuits. Laboratory fee. (3 Lec. 3 Lab.)

(EGT) 230 Digital Machine Control (4)

Prerequisite: Electronics Technology 191. This course emphasizes electromechanical controls, solid state industrial controls, and programmable controllers. Control components, control and power circuit diagrams, manual and automatic AC and DC machine control, solid state logic elements and programmable controllers are studied. Laboratory fee. (3 Lec., 3 Lab.)

(EGT) 232 Applied Mechanics (4)

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. (3 Lec., 3 Lab.)

(EGT) 233 Electrical Machinery (3)

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. (2 Lec., 3 Lab.)

(EGT) 239 Principles Of Microcomputer Control (4)

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 microcomputers in modern control systems. Laboratory fee. (3 Lec., 3 Lab.)

(EGT) 242 Digital Control Circuits (4)

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. (3 Lec., 3 Lab.)

(EGT) 243 Robotics I (3)

This course provides an introduction to robot technology. The basic components and systems used in industrial robots are studied. The set-up and operation of robots and associated automatic control systems are emphasized. Laboratory fee. (2 Lec., 3 Lab.)

(EGT) 247 Robotics II (3)

Prerequisite: Engineering Technology 243 or demonstrated competence approved by the instructor. This course includes a study of robot and effectors, sensors, programmable controllers, power systems and software. The development of workcells and complete robotic systems is emphasized. Laboratory fee. (2 Lec., 3 Lab.)

(EGT) 251 Advanced Robotics and Automated Systems (3)

Prerequisite: Engineering Technology 247 or demonstrated competence approved by the instructor. In this course, the student will interface industrial robots with programmable controllers and other types of equipment used in automated manufacturing. An introduction to Computer Integrated Manufacturing and Artificial Intelligence related to robotics is included. Hands-on laboratory work is emphasized. Laboratory fee. (2 Lec., 3 Lab.)

(EGT) 268 Microprocessor Interfacing and Troubleshooting (4)

Prerequisite: Engineering Technology 239. This course is a study of microcomputer hardware interface concepts and necessary input/output software. An overall system approach is used to learn practical troubleshooting techniques that are applicable to any microprocessor system. Actual troubleshooting tools are used. Laboratory fee. (3 Lec., 3 Lab.)

(EGT) 803, 813 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(EGT) 804, 814 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

ENGLISH

English

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

(ENG) 101 Composition I (3)

Prerequisite: An appropriate assessment test score (ACT, DCCCD test, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (This course is offered on campus and may be offered via television.)  (3 Lec.)

(ENG) 102 Composition II (3)

Prerequisite: English 101. In this course students refine the writing, research, and reading skills introduced in English 101. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (This course is offered on campus and may be offered via television.)  (3 Lec.)

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.

(ENG) 201 British Literature (3)

Prerequisite: English 102. This course includes significant works of British writers from the Old English Period through the 18th century. (3 Lec.)

(ENG) 202 British Literature (3)

Prerequisite: English 102. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)

(ENG) 203 World Literature (3)

Prerequisite: English 102. This course includes significant works of Continental Europe and may include works from other cultures. It covers the Ancient World through the Renaissance. (3 Lec.)

(ENG) 204 World Literature (3)

Prerequisite: English 102. This course includes significant works of Continental Europe and may include selected works of other cultures from the Renaissance to the present. (3 Lec.)

(ENG) 205 American Literature (3)

Prerequisite: English 102. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.)

(ENG) 206 American Literature (3)

Prerequisite: English 102. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)

(ENG) 209 Creative Writing (3)

Prerequisite: English 102. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

(ENG) 210 Technical Writing (3)

Prerequisite: English 101 and English 102. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

(ENG) 215 Studies in Literature (3)

Prerequisite: English 102. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(ENG) 216 Studies in Literature (3)

Prerequisite: English 102. This course includes selections in literature 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. (3 Lec.)

ENGLISH-AS-A-SECOND LANGUAGE

The English-as-a-Second Language (ESL) credit curriculum is designed to develop students' language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of thirteen courses divided into three tracks and four levels (Listening-Conversation, Reading, and Writing). The student enters the program by taking the Michigan Test of English Language Proficiency (MTELP). (The Michigan Test of Aural Comprehension, the MTAC, is used *optionally* on each campus.) The credit ESL curriculum is designed to interface both with Continuing Education ESL programs and with Developmental Studies programs on each campus.

ESL 031-034 (Listening-Conversation)

These courses prepare students to communicate orally in English. They can (but do not necessarily) precede the Reading (ESL 041-044) and Writing (ESL 051-054, ESL 063) courses.

ESL 041-044 (Reading)

These courses prepare a student for reading English in daily life and for reading college textbooks. All four ESL-Reading (ESL 041-044) courses precede the Developmental Reading courses in level of difficulty. Therefore, ESL students needing additional academic preparation should enroll for regular Developmental Reading courses upon completion of the ESL-Reading courses.

ESL 051-054/ESL 063 (Writing-Grammar)

These courses are designed to prepare a student for English 101. The courses involve three courses in syntax (grammar) development (ESL 051, ESL 052, ESL 063) and two courses in principles of composition (ESL 053 and ESL 054). Following these courses, each ESL student will be given the District Assessment Battery to determine readiness for English 101, Developmental Writing, or a combination of both, based on the test scores.

INGLES-COMO-SEGUNDO-IDIOMA

El programa de crédito de *Inglés-Como-Segundo-Idioma* (ESL) está diseñado para proporcionar al estudiante la habilidad de ser proficiente en el desarrollo del idioma inglés en las áreas de escuchar, conversar, leer, y escribir. El plan de estudio consiste de trece cursos divididos en tres secciones y cuatro niveles: escuchar-conversar, leer, y escribir. El programa de ESL se entrelaza con los programas de Educación Continua (Continuing Education) y los de Estudios de Preparación (Developmental Studies).

ESL 031-034 (Escuchar y Conversar)

Estos cursos preparan al estudiante a comunicarse oralmente en inglés. Pueden (pero no necesariamente) preceder la clase de Lectura (ESL 041-044) y Escritura (ESL 051-054, ESL 063).

ESL 041-044 (Lectura)

Estos cursos preparan al estudiante en la lectura del inglés en la vida diaria y a leer libros de texto al nivel colegial. Los cuatro cursos de Lectura (ESL 041-044) preceden los cursos Preparatorios de Lectura (Developmental Reading) en los diferentes grados de dificultad. Por lo tanto los estudiantes que necesiten preparación académica adicional se les recomienda matricularse en cursos regulares de Preparación de la Lectura (Developmental Reading) cuando terminen los cursos de Lectura de ESL (ESL-Reading).

ESL 051-054/ESL 063 (Escritura-Gramática)

Estos cursos están diseñados para preparar al estudiante para pasar a la clase de Inglés 101 (English 101). Estas clases tienen tres cursos de desarrollo en la sintaxis (ESL 051, ESL 052, ESL 063) y dos cursos en Principios de la Composición (ESL 053 y ESL 054). Terminando estas clases, el estudiante tomará una evaluación, para determinar si está preparado Para la clase de Inglés 101 (English 101), Desarrollo de la Escritura (Developmental Writing) o una combinación de ambas, basado en los resultados de la evaluación.



(ESL) 031 ESL Conversation — Listening (3)

This course is designed to develop academic and social skills needed to speak and understand English more effectively in school, in the market place, and in social situations. (3 Lec.)

(ESL) 032 ESL Conversation—Listening (3)

This course strengthens competencies initiated in ESL 031. Special emphasis is placed on academic listening and speaking skills. (3 Lec.)

(ESL) 033 ESL Conversation—Listening (3)

This course is designed to improve formal and informal conversation skills including listening comprehension, note-taking, oral reporting, and class discussion techniques. (3 Lec.)

(ESL) 034 ESL Conversation—Listening (3)

This course develops academic, professional, and social aural/oral skills. Emphasis is placed on analysis and critical thinking in English. (3 Lec.)

(ESL) 041 ESL Reading (3)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary, and word recognition. (3 Lec.)

(ESL) 042 ESL Reading (3)

This course is designed for students needing more practice in the skills and information introduced in ESL 041. Topics include reading comprehension, vocabulary development, word recognition, language and culture. (3 Lec.)

(ESL) 043 ESL Reading (3)

This course covers pre-reading strategy, specific reading comprehension skills, critical reading skills, vocabulary development, idioms, and use of the dictionary and library. (3 Lec.)

(ESL) 044 ESL Reading (3)

This course is designed for students needing more practice in the skills and information introduced in ESL 043. Topics include pre-reading strategies, specific reading comprehension skills, critical reading skills, vocabulary development, idioms, and use of the dictionary and library. (3 Lec.)

(ESL) 051 ESL Writing — Grammar (3)

This course emphasizes correct formation of basic sentences with particular attention to specific grammatical points. These basic sentence structures will also be reinforced in writing exercises. (3 Lec.)

(ESL) 052 ESL Writing—Grammar (3)

This course strengthens English grammar skills introduced in ESL 051. Students will learn to produce compound and complex sentence structures. (3 Lec.)

(ESL) 053 ESL Writing—Grammar (3)

Prerequisite: Concurrent enrollment in ESL 063 is recommended. This course introduces principles of composition and emphasizes the processes of paragraph formation. (3 Lec.)

(ESL) 054 ESL Writing — Grammar (3)

This course emphasizes improving skills in expository writing. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. (3 Lec.)

(ESL) 063 ESL Writing — Grammar (3)

Prerequisite: Concurrent enrollment in ESL 053 is recommended. This course includes an intensive grammar review of major points covered in ESL 051 and ESL 052 as well as an exploration of the more complex points of English grammar. (3 Lec.)



FASHION MARKETING

(MKT) 137 Principles of Retailing (3)

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. (3 Lec.)

(MKT) 206 Principles of Marketing (3)

The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed. (3 Lec.)

(MKT) 211 Special Topics in Fashion Marketing (1)

Selected topics in fashion marketing are presented in this course which may include display, fashion show production and modeling, fashion markets, apparel production, and international influences. Special topics may vary from semester to semester to address contemporary concerns. This course may be repeated for credit when topics vary, up to a maximum of three credit hours. (1 Lec.)

(MKT) 212 Special Topics in Fashion Marketing (2)

Selected topics in fashion marketing are presented in this course which may include display, fashion show production and modeling, fashion markets, apparel production, and international influences. Special topics may vary from semester to semester to address contemporary concerns. This course may be repeated for credit as the topics vary. (2 Lec.)

(MKT) 223 Special Topics in Fashion Marketing (3)

Selected topics in fashion marketing are presented in this course which may include display, fashion show production and modeling, fashion markets, apparel production, and international influences. Special topics may vary from semester to semester to address contemporary concerns. This course may be repeated for credit as the topics vary. (3 Lec.)

(MKT) 230 Salesmanship (3)

The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer approach, and sales techniques are studied. (3 Lec.)

(MKT) 233 Advertising and Sales Promotion (3)

This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of advertising media, and methods of stimulating sales people and retailers. The management of promotion programs is covered, including goals, strategies, evaluation, and control of promotional activities. (3 Lec.)

(MKT) 240 Computers in Fashion Marketing (3)

This course introduces computer applications in the fashion business. Intensive practice includes utilization of computer software featuring buying, merchandising, markdowns, inventory control, point-of-sale, financial management, and accounting. Computer generated fashion graphics for fashion creation and modification of designs with color and hue manipulation will be covered. No prior computer experience is necessary. Laboratory fee. (3 Lec.)

(MKT) 241 Fashion Show Production (3)

Students will learn artistic fashion presentation essential in apparel promotion. The topics included are show themes,

set design, apparel selection, accessories, make-up, modeling, commentary, direction, staging, music, lighting, budgeting and scheduling. Student productions and attendance of fashion shows are emphasized. Laboratory fee. (3 Lec.)

(MKT) 245 Sales Management (3)

The qualities and characteristics of the sales executive are examined. Emphasis is on pricing, distribution, promotion, and brand management. The recruiting, selecting, training, and motivating of salespersons are also covered. (3 Lec.)

(MKT) 246 Marketing and Management Cases (3)

Prerequisites: Management 136 and Marketing 206. Selected case studies in marketing and management are presented. Emphasis is on business decision making. (3 Lec.)

(MKT) 249 Visual Merchandising: Fundamentals and Equipment (2)

This course introduces concepts and skills essential to effectively promote fashion merchandise. Experience will be gained in principles and elements of design, color, props, lighting, sign layout, budget, themes and sources of materials. Emphasis is placed on visual display as a selling motivator in retail stores. Laboratory fee. (2 Lec.)

(MKT) 250 Visual Merchandising: Trends and Applications (2)

This course applies current techniques for creating interior and window displays that sell. Topics will vary according to the current trends in the fashion business which affect visual displays. Actual techniques from area retailers and guest lecturers will link the importance of visual merchandise to the fashion retailer. Laboratory fee. (2 Lec.)

(MKT) 290 Fashion Buying (3)

This course focuses on the principles of fashion buying. It is designed to prepare the student for employment as an assistant buyer or buyer of fashion merchandise. (3 Lec.)

(MKT) 291 Fashion Merchandising (3)

This course introduces the field of fashion. Emphasis is on its historical development and trends, career opportunities, marketers, and merchandising methods. (3 Lec.)

(MKT) 292 Fashion Design (3)

Fashion design is presented. History, color theory, and styling terminology are included. Emphasis is on silhouette, color, and accessories. (3 Lec.)

(MKT) 703, 803 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

FINANCIAL MANAGEMENT

(FM) 104 Money And Financial Institutions (3)

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. (3 Lec.)

(FM) 105 Comparative Financial Institutions (3)

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. (3 Lec.)

(FM) 107 Savings Association Operations (2)

This course is an overview of the internal operations of a savings association. Topics include the responsibilities to various departments and the interrelationship of all job assignments. (2 Lec.)

(FM) 115 Credit And Collection Principles (3)

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. (3 Lec.)

(FM) 116 Construction Lending (1)

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. (1 Lec.)

(FM) 117 Letters Of Credit (2)

This course focuses on letters of credit. Shipping documents, mechanics of letters of credit, payment, reimbursement, and document examination are all included. (2 Lec.)

(FM) 118 Installment Loan Interviews (1)

This course introduces the techniques of interviewing a loan customer. Topics include Regulation B requirements and the handling of problem customers. (1 Lec.)

(FM) 119 New Accounts (1)

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. (1 Lec.)

(FM) 120 Selling Bank Services (1)

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 deposits, travelers checks and cross-selling. (1 Lec.)

(FM) 121 Loss Prevention (1)

This course covers check examination and cashing. Check swindles, identification with and without credentials, hold-ups and security procedures are all included. (1 Lec.)

(FM) 122 Safe Deposit (1)

Safe deposit operations are presented. Security concerns, access, insurance, contracts, and powers of attorney are included. Customer relations, recordkeeping and safe-keeping procedures are also covered. (1 Lec.)

(FM) 123 Loan And Discount (1)

This course emphasizes promissory notes. Topics include calculating interest and discounting commercial paper. Guarantees and general collateral agreements are also covered. Processing documents are also covered. Processing documents which accompany notes secured by stocks, bonds and savings account passbooks is presented. The concepts of attachment, perfection, priority, default and foreclosure are also included. (1 Lec.)

(FM) 124 Stocks And Bonds (1)

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. (1 Lec.)

(FM) 127 Trust Functions And Services (2)

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. (2 Lec.)

(FM) 129 Credit Card Banking (2)

This course examines the operation of a bank charge plan. It briefly examines the marketing of credit cards. (2 Lec.)

(FM) 130 Teller Training (2)

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. (2 Lec.)

(FM) 200 Credit Union Management And Administration (3)

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. (3 Lec.)

(FM) 201 Advanced Credit Analysis (3)

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. (3 Lec.)

(FM) 202 Credit Law (3)

Laws regarding credit are examined. Emphasis is on credit regulation and commercial and consumer laws in Texas. (3 Lec.)

(FM) 203 Public Relations And Marketing Of Financial Services (3)

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. (3 Lec.)

(FM) 205 Analyzing Financial Statements (3)

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. (3 Lec.)

(FM) 206 Negotiable Instruments And The Payments Mechanism (3)

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 is explored. Some legal aspects of other bank operations are also introduced. (3 Lec.)

(FM) 208 Financial Counseling And Credit Granting (3)

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. (3 Lec.)

(FM) 209 Federal Regulations Of Banking (2)

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. (2 Lec.)

(FM) 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(FM) 804 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

FIRE PROTECTION

(FPT) 131 Fundamentals Of Fire Protection (3)

The history and philosophy of fire protection are studied. Statistics on fire losses are reviewed and agencies involved in fire protection are introduced. Other topics include legislative developments, career orientation, recruitment and training for fire departments, position classification and pay plans, and employee organizations. Current and future problems are also reviewed. (3 Lec.)

(FPT) 132 Fire Prevention (3)

Fire prevention administration is studied. Both principles and procedures are covered. Other topics include inspections, organization, public cooperation and image, recognition of the fire hazards, insurance problems, and legal aspects. Local, state, and national codes on fire prevention are reviewed. Relationships between building inspection agencies and fire prevention organizations are described. Engineering is presented as a solution to fire hazards. (3 Lec.)

(FPT) 135 Fire Administration I (3)

This course focuses on the organization and management of a fire department. Topics include budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration, distribution of equipment and personnel, and relations with various government agencies are also included. Fire service leadership is viewed from the company officer's position. (3 Lec.)

(FPT) 136 Fire And Arson Investigation (3)

The detection and investigation of arson are studied. Topics include investigation techniques, case histories, gathering and preserving evidence, and preparing for a court case. Also included is a selected discussion of laws, decisions, and opinions. Kinds of arsonists, interrogation procedures, and cooperation between fire fighters and arson investigators are also covered. (3 Lec.)

(FPT) 137 Hazardous Materials I (3)

Prerequisite: Chemistry 116. Characteristics and behavior of various materials that burn or react violently are studied. Flammable liquids, combustible solids, and gases are included. Storage, transportation, and handling are covered. Emphasis is on emergency situations and methods of control. (3 Lec.)

(FPT) 140 Fire Fighting Tactics And Strategy (3)

This course examines the nature of fire and the process of determining requirements to fight a fire. The effective use of personnel and equipment are covered. Emphasis is on pre-planning, study of conflagration problems, problem-solving, decision-making, and attack tactics and strategy. The use of mutual aid and large scale command problems are also included. (3 Lec.)

(FPT) 231 Building Codes And Construction (3)

The fire resistance of building construction is considered. Included are building materials, assemblies, and exposures. Both local and national laws and guidelines are reviewed. Model building codes and the life safety code are also studied. (3 Lec.)

(FPT) 232 Industrial Fire Protection I (3)

Safeguards for business and industrial organizations are presented. Topics include plant lay-out, fire prevention programs, extinguishing factors and techniques, hazards, and prevention methods. The organization and development of an industrial fire brigade are described. Gaining cooperation between the public and private fire department organization is also covered. (3 Lec.)

(FPT) 233 Fire Protection Systems (3)

This course examines fire protection systems. Topics include standards for water supply, special hazards protection systems, automatic sprinklers and special extinguishing systems, and automatic signaling and detection systems. Rating organizations and underwriting agencies are also described. (3 Lec.)

(FPT) 234 Industrial Fire Protection II (3)

Prerequisite: Fire Protection 232. The study of industrial fire protection is continued. Fire and safety organizations in industry are described, and relations between private and public fire protection organizations are examined. Current trends, deficiencies, and possible solutions for industrial fire problems are discussed. The role of insurance and other special organizations is covered. Other topics cover industrial processes, equipment, facilities, and work practices. Both hazards and techniques to control hazards are included. Field trips to selected plants and demonstrations of new techniques, equipment, and innovations are also included. (3 Lec.)

(FPT) 235 Fire Administration II (3)

Prerequisite: Fire Protection 135. Various aspects of the operations of a fire department are covered. Topics include insurance rates and ratings, budgets, training, city water requirements, and fire alarm and communication systems. The importance of public relations, report writing, and record keeping are stressed. Measurement of results, use of records to improve procedures, legal aspects of fire prevention and fire protection, and the design and construction of fire department buildings are also covered. (3 Lec.)

(FPT) 236 Legal Aspects Of Fire Protection (3)

This course focuses on legal rights and duties. Liability of the fire department is included. Other topics include civil and criminal law, the Texas and federal judicial structure, and cities' liability for acts of the fire department and fire prevention bureaus. (3 Lec.)

(FPT) 237 Hazardous Materials II (3)

Prerequisite: Chemistry 170. Hazardous materials are studied. Included are the storage, handling, laws, standards, and fire fighting techniques associated with hazardous materials. The materials include chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, and radioactive substances. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids are covered. Special attention is given to radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials, and operational procedures. (3 Lec.)

(FPT) 238 Fire Safety Education (3)

Physical, chemical, and electrical hazards are surveyed and related to loss of property and life. Codes, laws, problems, and cases are studied. The physical and psychological aspects of casualties are examined. Safe storage, transportation, and handling techniques are stressed to eliminate or control potential risks. (3 Lec.)

**(FPT) 239 Fire Service Communications (3)**

This course presents various communication and fire alarm systems. The installation, operation, and testing of the most common systems are included. Receiving, dispatching, and radio communication procedures are also included. Other topics cover regulations, the fire alarm operations office, mutual aid systems, fire station communications and facilities, response and fire ground procedures, emergency operations, code and numbering systems, required records and reports, and technological advances. (3 Lec.)

(FPT) 240 Fire Insurance Fundamentals (3)

The relationships among fire defenses, fire losses, and insurance rates are studied. Basic insurance principles, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, the I.S.O. grading schedule, and other topics are stressed. Also covered are the relationship of insurance to modern business, principles of property and casualty insurance contracts, and the corporate structure of insurance companies. (3 Lec.)

(FPT) 241 Advanced Fire Loss Statistical Systems (3)

This course is a study of computerized systems used for storing and retrieving fire loss statistics. Techniques for programming records and reports are covered. New systems of microfilming, including the modern technology of COM (computer output microfilm) and microfiche, are presented. Standards for uniform coding for fire protection are reviewed. (3 Lec.)

(FPT) 242 Urban Fire Problem Analysis (3)

The urban fire problem is explored. Problems from lack of zoning and other land use laws are described. Research techniques and systems engineering are used to analyze water supply and fire alarm methods. Socio-economic and management factors are related to city planning. Environment problems are studied. (3 Lec.)

(FPT) 243 Technical Writing For Firefighters (3)

Prerequisite: English 101. This course focuses on advanced writing in technical, scientific, and business fields. Included are reports, proposals, papers, and correspondence. Emphasis is on collecting, organizing, and presenting materials. (3 Lec.)

FOOD AND HOSPITALITY SERVICE

(FHS) 110 Principles of Food and Beverage Administration (3)

This course is an introduction to the management of food and beverage facilities. Subjects to be covered are the serving of food and beverages, classification of foods and spirits and their presentation. The marketing of food and beverage is stressed. (3 Lec.)

(FHS) 112 Organization and Management (3)

The organizational structure of various types of group care institutions is studied. Administration, tools of management, budget, and cost analysis are emphasized. (3 Lec.)

(FHS) 114 Front Office Procedures (3)

This course introduces the student to the operations, procedures and personnel functions of the front office. The course traces the flow of activities and functions performed in today's lodging operations. Comparisons are made of manual, machine assisted and computer based methods for each front office function. (3 Lec.)

(FHS) 115 Principles of Hotel-Motel Administration (3)

The physical aspects of hotel-motel operations are analyzed. Included are procedures for emergencies, check cashing, use of credit cards, and collections of accounts receivable. Emphasis is also given to guest relations, guest room facilities, protection of the property, and the development of the properties' growth. (3 Lec.)

(FHS) 116 Supervision for Hospitality Services (3)

Recruiting, selecting, training and supervising personnel for food and lodging services are studied. Personnel policies, job descriptions, training methods, scheduling and work improvement are included. (3 Lec.)

(FHS) 119 Food Service Equipment (3)

This course covers food service equipment. Specifications, uses, cleaning, and preventive maintenance are emphasized. Equipment for preparation, cooking, refrigeration, storage, and clean-up is included. The relation of air conditioning, electricity, gas, and plumbing to food service facilities is examined. Layout analysis, design, and effective use of equipment and space are also covered. (3 Lec.)

(FHS) 120 Basic Food Preparation (3)

Quality food preparation and cookery are studied. Emphasis is on the importance of the person to be served, and the provision of nutritionally adequate meals. Food preparation techniques, selection of equipment, and the effective use of time are included. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 122 Advanced Food Preparation (3)

Prerequisite: Food and Hospitality Service 120. This course is a continuation of Food and Hospitality Service 120. Procedures for large quantities and management for food preparation are introduced. Topics include basic cookery, safety and sanitation factors, and selection of equipment. Emphasis is on high preparation techniques for high quality. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 124 Food Service Sanitation and Safety (3)

The principles of microbiology are studied and applied to the need for personal cleanliness. The cause, control, and investigation of illness caused by food contamination are explored. Other topics include sanitary practices, dish-washing procedures, the use of cleaning materials, garbage and refuse disposal, general safety precautions, and elementary first aid. (3 Lec.)

(FHS) 132 Food Purchasing, Handling and Storage (3)

This course focuses on policies and procedures for purchasing food in quantity. Storage requirements, procedures, and controls are included. The availability of food supplies, analysis of food quality, and specification writing are also covered. (3 Lec.)

(FHS) 135 Nutrition and Menu Planning (3)

Food nutrients and their importance in maintaining health are surveyed. The digestive and absorptive characteristics of nutrients are included. The nutritional needs of all age groups are studied and applied to the planning of meals for business and institutions. Psychological needs, type of operation, and available equipment and personnel are all considered. (3 Lec.)

(FHS) 138 Food Service Cost Control (3)

Prerequisites: Math 130. The principles and procedures of the control of food cost are presented. Emphasis is on applying the principles and procedures to any food service operation. (3 Lec.)

(FHS) 140 Elementary Bakery Training (3)

This course covers the work of the baker. Doughs, breads, pies, and cookies are analyzed and produced in quantity. Also covered are all types of fillings, butter creams, puddings, cakes, cake decorations and frostings. The use of proper flours and the handling of the pastry bag are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 201 Hotel-Restaurant-Institutions-Special Topics (1)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. (1 Lec.)

(FHS) 202 Hotel-Restaurant-Institutions-Special Topics (2)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. (2 Lec.)

(FHS) 203 Hotel-Restaurant-Institutions-Special Topics (3)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. (3 Lec.)

(FHS) 210 Hotel-Motel Sales Development (3)

The technique of developing a marketing plan for any size operation are studied. Included is the development of the departments of the hotel into a coordinated team. Emphasis is on the organization and functioning of a sales department, sales tools, techniques, advertising, and types of markets. (3 Lec.)

(FHS) 214 Hotel-Motel Law (3)

This course covers the legal responsibilities and rights of the innkeeper. The consequences caused by failure in those responsibilities are illustrated. Topics include court attitudes toward an innkeeper where negligence and liability are involved. (3 Lec.)

(FHS) 220 Quantity Food Preparation and Service (4)

Prerequisite: Food and Hospitality Service 122. A lecture-laboratory course offering field training study of quantity food procedures and techniques with emphasis on retention of nutritive value of foods. Kitchen organization and planning of quantity production, use of large and small institutional equipment, food control and the associated supervisory problems as related to institutional and commercial food service. Includes study and use of convenience foods. Laboratory fee. (3 Lec., 5 Lab.)

(FHS) 222 Advanced Quantity Food Preparation and Service (4)

Prerequisite: Food and Hospitality Service 220. This course emphasizes the planning and management of quantity food production. Training in the field is provided. Practice is given in producing entire meals, including evaluation and controls. Quality food standards of various cost levels are studied. The planning, layout, and maintenance of equipment are also covered. Laboratory fee. (3 Lec., 5 Lab.)

(FHS) 233 Food Marketing (3)

The distribution of the finished product is introduced. Emphasis is on the consumer. Included are the activities involved in developing markets, customers, and distribution services. (3 Lec.)

(FHS) 238 Garde-Manger Training (3)

Prerequisite: Food and Hospitality Service 122. This course covers the preparation of the cold buffet. Included are salads, sandwiches, ice carvings, lard sculptures, chaud froids hors d'oeuvres, pates, cold fish, poultry, meats, and game. Also included is the proper set-up of the garde-manger station. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 239 Saucier Training (3)

Prerequisite: Food and Hospitality Service 122. This course covers the preparation of basic soups, sauces, vegetables, and garnitures. All meats, fish, poultry, and game are also covered. The proper set-up of the saucier station is also included. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 245 Advanced Pastry Shop Training (3)

Prerequisite: Food and Hospitality Service 140. This course covers the operation of the pastry shop. Topics include French pastry, hot and cold desserts, pastillage, ice creams, and ices, sugar fantasies, chocolate work, and decorations with cornet. Emphasis is on advanced techniques in continental pastries. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 247 Beverage Operations and Service (3)

This course deals with beverage service in the commercial sector. Topics include basic bar operations, sales control, beverage service, and profits. A detailed analysis is made of the organization of a beverage bar, wine cellar, or catered beverage service. (3 Lec.)

(FHS) 248 Advanced Nutrition and Dietetics (3)

Nutrition knowledge is applied to the care of people. How people eat and what they eat is studied. The role of community health agencies, food and nutrition assistance programs and nutrition service agencies are studied. Techniques for evaluation of nutritional status and dietary intakes are included. Special emphasis is placed on meeting the needs of persons requiring modifications of food intake. The role of nutrition services extended through schools and supplementary food assistance programs is included. (3 Lec.)

(FHS) 249 Child Nutrition (3)

Prerequisite: Food and Hospitality Service 135. The nutrition of children is studied. The time period begins with birth and extends through childhood and adolescence. Emphasis is on the contribution of feeding programs in child care centers and schools. (3 Lec.)

(FHS) 804, 814 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)



FRENCH

(FR) 101 Beginning French (4)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(FR) 102 Beginning French (4)

Prerequisite: French 101 or the equivalent. This course is a continuation of French 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(FR) 201 Intermediate French (3)

Prerequisite: French 102 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)

(FR) 202 Intermediate French (3)

Prerequisite: French 201 or the equivalent. This course is a continuation of French 201. Contemporary literature and composition are studied. (3 Lec.)

(FR) 203 Introduction To French Literature (3)

Prerequisite: French 202 or demonstrated competence approved by the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(FR) 204 Introduction To French Literature (3)

Prerequisite: French 202 or demonstrated competence approved by the instructor. This course is a continuation of French 203. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

GEOGRAPHY

(GPY) 101 Physical Geography (3)

The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography. (3 Lec.)

(GPY) 102 Economic Geography (3)

The relation of humans to their environment is studied. Included is the use of natural resources. Problems of production, manufacturing, and distributing goods are explored. Primitive subsistence and commercialism are considered. (3 Lec.)

(GPY) 103 Cultural Geography (3)

This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion. (3 Lec.)

GEOLOGY

(GEO) 101 Physical Geology (4)

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. (3 Lec., 3 Lab.)

(GEO) 102 Historical Geology (4)

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. (3 Lec., 3 Lab.)

(GEO) 103 Introduction to Oceanography (3)

The physical and chemical characteristics of ocean water, its circulation, relationship with the atmosphere, and the effect on the adjacent land are investigated. The geological development of the ocean basins and the sediment in them is also considered. Laboratory fee. (2 Lec., 2 Lab.)

(GEO) 201 Introduction To Rocks And Mineral Identification (4)

Prerequisites: Geology 101 and 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. This course is not intended for geology majors. Laboratory fee. (3 Lec., 3 Lab.)

(GEO) 205 Field Geology (4)

Prerequisites: Eight credit hours of geology or demonstrated competence approved by 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. (3 Lec., 3 Lab.)

(GEO) 207 Geologic Field Methods (4)

Prerequisites: Geology 101 and 102. This course covers basic geologic and topographic mapping, observation of geologic structures and examination of petrologic systems in an actual field setting. Students will spend a major portion of the course collecting data for and constructing topographic and geologic maps and geologic cross sections and columns. (3 Lec., 3 Lab.)

(GEO) 209 Mineralogy (4)

Prerequisites: Geology 101 and 102 and Chemistry 102. This course covers basic geochemistry; crystal chemistry; crystallography, including symmetry elements, stereographic and gnomonic projections, Miller indices, crystal systems and forms; X-ray diffraction; optical properties of minerals; descriptive mineralogy including identification of hand specimens; phase equilibria. Laboratory fee. (3 Lec., 3 Lab.)

GERMAN

(GER) 101 Beginning German (4)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(GER) 102 Beginning German (4)

Prerequisite: German 101 or the equivalent. This course is a continuation of German 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(GER) 201 Intermediate German (3)

Prerequisite: German 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(GER) 202 Intermediate German (3)

Prerequisite: German 201 or the equivalent. This course is a continuation of German 201. Contemporary literature and composition are studied. (3 Lec.)

GOVERNMENT

(GVT) 201 American Government (3)

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 governmental relations, local government, parties, politics, and political behavior. (This course is offered on campus and may be offered via television.) (3 Lec.)



(GVT) 202 American Government (3)

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 is offered on campus and may be offered via television.) (3 Lec.)



(GVT) 211 Introduction to Comparative Politics (3)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems.

GRAPHIC ARTS

(GA) 120 Printing Fundamentals (3)

This course is a study of basic mathematics used in the printing industry. It includes proportional copy, enlargement and reduction, percentages, copy fitting, and conversion of inches into points and picas. Paper calculations for cutting and buying procedures are discussed. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 134 Basic Camera Operations (3)

Prerequisite: Graphic Arts 120. This course introduces the student to the Graphic Arts darkroom and photolithographic process camera. Operation of horizontal and vertical cameras are taught. Lab assignments include PMT's line and halftone photography, contacting and an introduction to process color. Stripping and platemaking procedures are also included. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 136 Beginning Copy Preparation (3)

Prerequisite: Graphic Arts 120. This course teaches the basic fundamentals of paste-up procedures. The student is introduced to design principles and balance. Lab assignments include proportions and paste-up of stationery, reply cards, and advertising posters. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 140 Beginning Offset Printing (3)

Prerequisite: Graphic Arts 120. This course covers principles, problems and techniques of the operation of an offset press. Students learn how to use different plate materials to print simple line work. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 142 Basic Typesetting (3)

Prerequisite: Office Careers 172 or demonstrated competence approved by the instructor. This course is an introduction to photo-composition. It is a study of text, headline and display type. Students will learn fundamentals of typesetting by setting cards, brochures, invitations, body copy and simple charts. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 206 Graphic Projects (3)

Prerequisite: Concurrent enrollment or 16 hours of credit in Graphic Arts. This course provides problem analysis and project development. It gives the student the opportunity of producing a complete printed product. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 225 Special Topics (3)

This course is intended for use by any given group of students that desire specific topics to be covered. This course may substitute for any 200 level Graphic Arts course with the demonstrated competence approved by the instructor. This course is repeatable for credit as topics vary. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 234 Intermediate Camera Operations (3)

Prerequisite: Graphic Arts 134. Students gain expertise in working with problem line and halftone copy. Contacting and the use of filters are more fully discussed. Laboratory assignments include duotones, color keys, proofs, advanced stripping and platemaking techniques. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 236 Advanced Copy Preparation (3)

Prerequisite: Graphic Arts 136. This course builds upon the skills developed in beginning copy preparation. Emphasis is on precision ruling, masking, scribing, design and proportions. Principles of advertising and marketing are discussed. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 240 Advanced Offset Printing (3)

Prerequisite: Graphic Arts 140. This course covers half-tones, 2-color and advanced line work for quality printing. Minor press maintenance and care, with discussions of paper, pricing and estimating procedures are covered. Troubleshooting for the small offset press is included. Laboratory fee. (2 Lec., 4 Lab.)

(GA) 242 Intermediate Typesetting (3)

Prerequisite: Graphic Arts 142. Advanced typesetting skills are acquired through business forms, graphs, newsletters, advertisements, etc. Proofreading and markup of copy for designated layouts will increase typesetting skills. Formatting and advanced codes will be included. Laboratory fee. (2 Lec. 4 Lab.)

(GA) 714, 814 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

**GREEK****(GRK) 101 Beginning Classical Greek (3)**

The essentials of grammar and reading of easy prose are studied. Greek mythology and civilization and building of English vocabulary derived from Greek will also be studied. Laboratory fee. (3 Lec., 2 Lab.)

(GRK) 102 Beginning Classical Greek (3)

Prerequisite: Greek 101 or the equivalent. This course is a continuation of Greek 101. Essentials of grammar, the reading of easy prose, Greek mythology and civilization and vocabulary are studied. Laboratory fee. (3 Lec., 2 Lab.)

(GRK) 201 Intermediate Greek (3)

Prerequisite: Greek 102 or the equivalent. Grammar is reviewed. Emphasis is on vocabulary study and readings from standard authors. (3 Lec.)

(GRK) 202 Intermediate Greek (3)

Prerequisite: Greek 201 or the equivalent. This course is a continuation of 201. Readings of standard authors are studied. (3 Lec.)

HISTORY**(HST) 101 History Of The United States (3)**

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.) (3 Lec.)

**(HST) 102 History Of The United States (3)**

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.) (3 Lec.)

**(HST) 105 Western Civilization (3)**

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. (3 Lec.)

(HST) 106 Western Civilization (3)

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. (3 Lec.)

(HST) 110 The Heritage of Mexico (3)

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. (3 Lec.)

(HST) 112 Latin American History (3)

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)

(HST) 120 Afro-American History (3)

The role of the Black in American history is studied. The slave trade and slavery in the United States are reviewed. Contributions of black Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of the 20th century. (3 Lec.)

(HST) 204 American Minorities (3)

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. (3 Lec.)

(HST) 205 Studies In U.S. History (3)

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. (3 Lec.)

HORTICULTURE TECHNOLOGY

(HLN) 131 Horticulture Science (4)

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. (3 Lec., 3 Lab.)

(HLN) 132 Landscape Trees (2)

The identification and classification of landscape trees are studied. Characteristics and landscape uses are included. Laboratory fee. (1 Lec., 3 Lab.)

(HLN) 133 Landscape Shrubs, Vines, And Ground Cover (2)

The identification and classification of landscape shrubs, vines, and ground covers are studied. Characteristics and landscape uses are included. Laboratory fee. (1 Lec., 3 Lab.)

(HLN) 140 Herbaceous And Exotic Plants (3)

The identification, culture, and use of ornamental herbaceous plants are studied. Plants for homes, gardens, and conservatories are included. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 141 Floral Design (4)

This course presents the principles of floral art, flowers, and other design materials. Special and unusual floral designs are included. Laboratory fee. (2 Lec., 6 Lab.)

(HLN) 145 Landscape Development I (3)

Prerequisite: Horticulture Technology 131 or demonstrated competence approved by 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. (1 Lec., 6 Lab.)

(HLN) 146 Fundamentals Of Landscape Planning (3)

Concepts and practices used in preparing landscape plans and in constructing and improving landscapes are covered. Laboratory fee. (1 Lec., 6 Lab.)

(HLN) 147 Landscape Development II (3)

Prerequisite: Horticulture Technology 131 or demonstrated competence approved by 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. (1 Lec., 6 Lab.)

(HLN) 150 Horticulture Career Preparation (1)

Prerequisite: Concurrent enrollment in one other horticulture course. This course provides the student with career exploration opportunities. Students are encouraged to examine their potential in fields of ornamental horticulture by following interests and aptitudes in guided horticulture activities. Laboratory fee. (3 Lab.)

(HLN) 227 Greenhouse Horticulture (4)

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. (2 Lec., 6 Lab.)

(HLN) 231 Landscape Design (4)

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. (2 Lec., 6 Lab.)

(HLN) 232 Landscape Planning And Management (4)

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. (2 Lec., 6 Lab.)

(HLN) 233 Nursery Operations (3)

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. (2 Lec., 3 Lab.)

(HLN) 234 Ornamental Crop Production (3)

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. (2 Lec., 3 Lab.)

(HLN) 235 Propagation Of Woody Ornamental Plants (2)

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. (1 Lec., 3 Lab.)

(HLN) 236 Florist Management (4)

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. (2 Lec., 6 Lab.)

(HLN) 238 Landscape Management (3)

Prerequisite: Horticulture Technology 231. This course provides advanced studies in landscape business operations including landscape contracting and garden center management. It is a study of the landscape horticulture industry, management practices, marketing methods and estimating, bidding and contracting landscape jobs. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 245 Problems And Practices In Industry (4)

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. (2 Lec., 6 Lab.)

(HLN) 248 Advanced Floral Design (3)

Prerequisite: Floral Design 141. This course is an advanced study of commercial floral design as used in the retail florist business. Advanced techniques in floral art are practiced in corsage making, wedding design, memorial decoration, religious and fraternal designs and other special occasion designs. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 249 Foliage Plants And Interiorscaping (3)

Prerequisites: Horticulture Technology 131 and 140. This course covers the propagation, culture, and marketing of foliage plants and other tropical and subtropical plants used in interiorscapes. Principles of interiorscaping and care of plants in indoor environments are studied. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 250 Advanced Landscape Planning (3)

Prerequisites: Horticulture Technology 145 and 231. Landscape planning and design principles are studied in depth. Topics include advanced design analysis, architectural elements, space articulation, and engineering land and plant uses. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 252 Flower Shop Management (3)

Prerequisite: Horticulture Technology 141. This course is an advanced study of flower shop operations in the florist industry. Included in this study is the structure of the industry, shop location and organization, marketing methods, and management practices. Laboratory fee. (2 Lec., 3 Lab.)

(HLN) 804, 814 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

HUMAN DEVELOPMENT

(HD) 100 Educational Alternatives (1)

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



and opportunity is provided to participate in personal skills seminars. (1 Lec.)

(HD) 104 Educational And Career Planning (3)

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. (3 Lec.)

(HD) 105 Basic Processes of Interpersonal Relationships (3)

This course is designed to help the student develop a self-awareness that will enable him/her to relate more effectively to others. Students are made aware of their feelings, values, attitudes, verbal and non-verbal behaviors. The course content, which utilizes an experiential model, also focuses on developing communication and problem-solving skills. (3 Lec.)

(HD) 106 Personal and Social Growth (3)

This course focuses on the interactions between the individual and the social structures in which he lives. Roles, social influences and personal adjustments to the world around us are explored in readings and classroom discussion. Human behavior, the diversity of lifestyles and the components of a healthy personality are studied in an effort to develop a pattern for growth that demonstrates a responsibility to self and society. (3 Lec.)

(HD) 107 Developing Leadership Behavior (3)

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. (3 Lec.)

(HD) 110 Assessment Of Prior Learning (1)

Prerequisite: Limited to students in Technical/Occupational programs. Demonstrated competence approved by 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 educational/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. (1 Lec.)

HUMANITIES

(HUM) 101 Introduction to the Humanities (3)

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. (3 Lec.)



(HUM) 102 Advanced Humanities (3)

Prerequisite: Humanities 101 or demonstrated competence approved by 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. (3 Lec.)

INTERIOR DESIGN

(INT) 164 Color Theory and Application for Interior Designers (3)

Prerequisites: Art 165, Interior Design 171 and concurrent enrollment in Interior Design 166. Actual interior design studies will be given that will involve applying various color systems (with emphasis on Munsell), along with mixing techniques to gain desired hue, value, and intensities for solving design color schemes. Color psychologies are also investigated. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 166 Interior Design Studio II (4)

Prerequisites: Art 165, Interior Design 171 and concurrent enrollment in Interior Design 164 and 174. Introduction to the basic design principles as they apply to furniture layouts and space distribution for interiors. The complete design process is investigated. Freehand sketching is emphasized through plans, elevations, sections, perspectives, and schedules. Functional priorities, including circulation and spatial usages will be investigated. Laboratory fee. (2 Lec., 5 Lab.)

(INT) 171 Drafting for Interior Designers (3)

Prerequisites: Interior Design major and concurrent enrollment in Art 165. This course provides the beginning interior design student with basic drafting skills including the correct use of drafting instruments and supplies to obtain good line quality and lettering. Emphasis is placed on the ability to draw orthographic projections and parallel drawings, and an introduction to architectural symbols, dimensioning and notes, and the use of the print machine to reproduce drawings. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 174 Perspective Drawing for Interior Designers (2)

Prerequisites: Art 165 and Interior Design 171, and concurrent enrollment in Interior Design 166 and 164. This course introduces the student to the principles of one- and two-point perspective construction. The "office method" of mechanical plotting will be utilized to teach basic perspective vocabulary. The "grid system" and perspective charts will be employed to teach speed and aesthetic values in

interior spaces. Perspective shades and shadows will also be included. Laboratory fee. (1 Lec., 4 Lab.)

(INT) 261 Interior Design Studio III (3)

Prerequisites: Interior Design 164, 166, and 174. The principles studied in Interior Design 164 are expanded to include studies and experimentation dealing with abstract spatial concepts leading to conceptual planning of specific spaces. Projects deal with general furnishings and simple manipulations of surfaces and volumes. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 262 Interior Design Studio IV (3)

Prerequisites: Interior Design 261, 273, 281, and 291. The principles studied in Interior Design 261 are expanded to include detailed space planning and selection of specific furnishings and accessories as well as design and detailing of mill-work and other interior construction. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 273 Construction Drawings for Interior Designers (3)

Prerequisite: Interior Design 171. This course teaches the student how to take design drawings and develop the necessary construction drawings needed to build a structure. Emphasis is on the knowledge of building construction as well as the correct representation of building materials and construction assemblies in construction drawings. Typical wood frame residential construction will be utilized with plans, elevations, sections, details, schedules, and specifications included to produce a representative set of building documents. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 276 Delineation Techniques for Interior Designers (3)

Prerequisite: Architecture 245. This course introduces the student to basic delineation techniques to render two- and three-dimensional drawings of interior architectural spaces. Emphasis is on the development of black and white and color rendering procedures dealing with plans, elevations, and perspectives. Media applied include graphite pencil, pen and ink, color pencil, markers, opaque media, and mixed media techniques of presentation. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 281 Textiles for Interior Design (3)

This course is a study of the textile products, characteristics, and their uses as applied to the interior design industry. Fibers, yarns, construction, and finishes are individually studied. A history of decorative textiles and their uses in traditional interiors is included. Contemporary textiles and their application to new uses in interior design are studied. A project notebook is required. (3 Lec.)

(INT) 282 Materials for Interior Design (3)

Prerequisite: Interior Design 281. A comprehensive overview is presented to introduce the student to the various interior design materials, finishes, and methods of construction installation that are available for specification today, and to compile an actual working source file through field trips, guest speakers, demonstrations, and class lectures. How to specify through measurements, millwork, finish types, quantities, and costs is stressed. (3 Lec.)

(INT) 284 Lighting Design (3)

Prerequisites: Interior Design 164 and 273. Qualitative and quantitative aspects of lighting are assessed. Topics include lamp types, fixture systems, design calculations, system layouts, electrical symbols, electrical plans and specifications, lighting schedules, and emphasis on the effects of lighting systems on colors. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 291 History of Interior Arts (3)

Prerequisites: Art 105 and Art 106. This course is a historical survey of the interior arts and interior architecture covering the Antiquities, Italian Renaissance and the French styles. Emphasis for the semester is placed on the French styles. An illustrated research notebook is required. Laboratory fee. (3 Lec.)

(INT) 292 Comparative Survey of Styles (3)

Prerequisites: Interior Design 291. This course is a comparative survey of the interior arts and interior architecture of the English, Oriental, and American styles. Emphasis for the semester is placed on the English styles. An illustrated research notebook is required. Laboratory fee. (3 Lec.)

(INT) 363 Interior Design Studio V (3)

Prerequisites: Interior Design 262, 276, 282, 284, 292, 385, 395 and 391. The principles studied in Interior Design 262 are expanded to include consideration of spatial psychologies, historical design applications, and interior mechanical equipment. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 364 Interior Design Studio VI (3)

Prerequisites: Interior Design 363, 385, 391, and 395. The principles studied in Interior Design 363 are expanded to include project management. Advanced construction documents are prepared. Efforts are made to achieve advanced levels of fully developed creative projects. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 385 Professional Practice for Interior Designers (3)

Prerequisite: Interior Design 362. This course involves the theory and application of design office practices and procedures as well as discussion of client psychology. Various management systems and methods are studied. Topics include the marketing of professional services, coordination with consultants, professional organizations, legal and tax issues, business insurance, project management forms, building codes, and consumer issues. (3 Lec.)

(INT) 391 History of Modern Design (3)

Prerequisite: Interior Design 292. This course surveys the evolution of 20th Century design from the Industrial Revolution to the present, including 19th Century developments and major influences of the 20th Century. Special attention is given to significant designers, architects, and personalities and their affect on the modern movement. Laboratory fee. (3 Lec.)

(INT) 395 Restoration and Preservation (3)

Prerequisites: Interior Design 292 and concurrent enrollment in Interior Design 363 and 391. This is an introductory course to the many aspects of restoration, preservation, and adaptive reuse of structures and spaces. Emphasis is placed on the architectural interior. Legal and tax issues are discussed. Restoration projects involving actual local structures are studied, along with theoretical problems. Specialized resources are included. (2 Lec., 2 Lab.)

(INT) 801, 811 Cooperative Work Experience (1)

(See Cooperative Work Experience) (1 Lec., 5 Lab.)

(INT) 802 Cooperative Work Experience (2)

(See Cooperative Work Experience) (1 Lec., 10 Lab.)

INTERPRETER TRAINING PROGRAM**(ITP) 140 Introduction to Deafness (3)**

The psychology and history of educating the deaf are introduced. Emphasis is on the psychological, social, emotional, and occupational aspects of deafness. (3 Lec., 1 Lab.)

(ITP) 141 Beginning Sign Language (4)

Sign language and fingerspelling are introduced. Practice and experience in developing expressive and receptive skills are provided. Emphasis is on mastering expressive skills. Laboratory fee. (3 Lec., 2 Lab.)

(ITP) 143 Intermediate Sign Language (4)

Prerequisite: Interpreter Training 141. Receptive and expressive fingerspelling skills are increased. Basic vocabulary is expanded, and idioms are introduced. Emphasis is on mastering receptive skills. Laboratory fee. (3 Lec., 2 Lab.)

(ITP) 144 Psychosocial Aspects of Deafness (3)

This course focuses on exploration of the psychosocial aspects of deafness. Vocational problems are also explored and studied. (3 Lec.)

(ITP) 147 Language Development of the Deaf (3)

The language development of deaf persons is studied. The period from infancy to adulthood is included. The importance of family, community, and school relationships is stressed. Various methods and materials used in developing language are presented. An overview of learning theory and normal language acquisition is also included. (3 Lec.)

(ITP) 148 Receptive Fingerspelling (1)

Prerequisites: Interpreter Training 141 or concurrent enrollment in Interpreter Training 141. This course increases the student's ability to read fingerspelling. Video tapes are used to demonstrate finger spelling—starting with two-letter words and progressing to words of several syllables. These words are presented individually as well as in sentences. (2 Lab.)

(ITP) 150 Management Techniques for the Interpreter/Aide (4)

This course will emphasize management of the classroom through techniques of behavior modification and training in interpersonal relationships. It will include defining the role of the teacher aide and the teacher aide/interpreter in the classroom. An overview of all types of media will be presented with emphasis on specialized classroom use of media for the deaf. The course will also cover the uses of auditory equipment with the deaf and training in techniques of using hearing aids and materials to enable the deaf to respond meaningfully to their environments. (3 Lec., 3 Lab.)

(ITP) 231 Interpreting: Ethics and Specifics (3)

Prerequisite: Interpreter Training 143 or demonstrated competence approved by the instructor. This class focuses on interpreter protocol, i.e., manner of dress, code of ethics,

and language level. The student will learn about the preparation and training to become an interpreter for the deaf in different settings. Examples of these settings are legal, religious, vocational, medical, educational, counseling and rehabilitation. (3 Lec.)

(ITP) 240 Advanced Sign Language (4)

Prerequisite: Interpreter Training 143. Students will study linguistic aspects of American Sign Language and will apply this knowledge by translating written English selections into ASL. Students' vocabularies will be increased by their study of multiple English synonyms per ASL sign and "idiomatic" sign language expressions. Students will receive practice in the expressive and receptive modes of both sign language and fingerspelling. Emphasis will be on mastery of ASL. Laboratory fee. (3 Lec., 2 Lab.)

(ITP) 247 Special Problems In Deafness (3)

Prerequisite: Demonstrated competence approved by the instructor. Various topics are studied as demand warrants. Examples include residential care, introduction to rehabilitation, and the deaf/blind. This course may be repeated for credit when topics vary. (3 Lec.)

(ITP) 248 Rehabilitation of the Multiply Handicapped Deaf (3)

Other handicapping conditions accompanying deafness are studied. The emphasis is on problems of development and education and on severity of vocational problems when deafness is one of the handicaps. Techniques of management and instruction are included. Instructional personnel will include guest professionals from areas of all handicaps. (3 Lec., 1 Lab.)

(ITP) 250 Interpreting: Sign to Voice (3)

Prerequisite: Interpreter Training 240. This course is designed for the advanced sign language students. Sign to voice skills are developed and practiced through the use of video tapes (including Manual in coded English to ASL), audio tapes and live subjects. (3 Lec.)

(ITP) 251 Educational/Specialized Signs (4)

Prerequisites: Interpreter Training 141, 142, 143 and 240. This course provides students with knowledge of specialized signs, particularly educational signs. Other content covered is medical, sexual, legal, drug related, and religious. Additional content areas are explored as needed. Laboratory fee. (3 Lec., 2 Lab.)

(ITP) 253 Interpreting: Voice to Sign (3)

Prerequisite: Interpreter Training 240. Students will acquire theoretical information pertaining to the expressive aspect of interpreting. Students will interpret in class by using audio tapes and live speakers. Each student's vocabulary/sign choice and performance will be analyzed and recommendations made for improvement of delivery. Laboratory fee. (3 Lec.)

(ITP) 260 Practicum (3)

Prerequisites: Fifteen hours of Interpreter Training courses and demonstrated competence approved by the instructor. An extended practicum involves carefully selected areas of service to the deaf upon student demonstration of interest and aptitude. Course content is primarily applied practicum experiences in specific areas of interest. (10 Lab.)

(ITP) 802 Cooperative Work Experience (2)

(See Cooperative Work Experience) (1 Lec., 10 Lab.)

(ITP) 803 Cooperative Work Experience (3)

(See Cooperative Work Experience) (1 Lec., 15 Lab.)

JOURNALISM

(JN) 101 Introduction To Mass Communications (3)

This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)

(JN) 102 News Gathering And Writing (3)

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. (2 Lec., 3 Lab.)



(JN) 103 News Gathering And Writing (3)

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. (2 Lec., 3 Lab.)

(JN) 104 Student Publications (1)

Prerequisite: Demonstrated competence approved by 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. (3 Lab.)

(JN) 105 Student Publications (1)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. This course is a continuation of Journalism 104. (3 Lab.)

(JN) 106 Student Publications (1)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. The course is a continuation of Journalism 105. (3 Lab.)

(JN) 202 Principles Of Advertising (3)

Fundamentals of advertising, including advertising appeals, print and broadcast copy writing, and design and selection of media will be covered. Typography as it relates to advertising is stressed. The course will provide students with the concepts they will need to go into the advertising field and into advanced advertising courses. (3 Lec.)

(JN) 203 Survey Of Broadcasting (3)

This course stresses broadcast organization and operations, and includes the theoretical and historical aspects of broadcasting. It introduces students to the social, political, technical, and economic aspects of the broadcasting industry. (3 Lec.)

(JN) 204 News Editing And Copy Reading (3)

Prerequisite: Journalism 102. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages. (3 Lec.)

LATIN

(LAT) 101 Beginning Latin (4)

Grammar, vocabulary and readings are introduced. Declensions of nouns, adjectives, pronouns and conjugations of verbs are studied. Oral reading of simple sentences and written translations are introduced. Emphasis is placed on the value of Latin as background for the study of English and modern Romance languages. (3 Lec., 2 lab.)

(LAT) 102 Beginning Latin (4)

Prerequisite: Beginning Latin 101 or the equivalent. This course is a continuation of Latin 101. Introduction to elementary grammatical structures is completed. Vocabulary study is continued. Reading from elementary classics is introduced. Emphasis is placed on the value of Latin as background for the study of English and modern Romance languages. Laboratory fee. (3 Lec., 2 Lab.)

(LAT) 201 Intermediate Latin (3)

Prerequisite: Latin 102 or the equivalent. The study of grammar is continued in this class. Emphasis is on readings of Latin prose. Emphasis is also placed on the value of Latin as background for the study of English and modern Romance languages. (3 Lec.)

(LAT) 202 Intermediate Latin (3)

Prerequisite: Latin 201 or the equivalent. This course is a continuation of Latin 201. Latin rhetoric, reading of lyrical and epic poetry and a Latin comedy are included. Emphasis is placed on the value of Latin as background for the study of English and modern Romance languages. (3 Lec.)

LEGAL ASSISTANT

(LA) 131 Introduction To Legal Technology (3)

Prerequisite: Concurrent enrollment in Legal Assistant 135. Legal technology is introduced. Topics include the legal technician concept, the legal profession and unauthorized practice, legal ethics and the "new profession" concept. The history and areas of American law, are also included. Legal research, bibliography, legal drafting, and writing are also covered. (3 Lec.)

(LA) 133 Law Of Real Property And Real Estate Transaction (3)

Prerequisites: Legal Assistant 131 and 135 and English 101. The law of real property and common real estate transactions are studied. Topics include contracts, leases, and deeds of trust. Problems involved in the drafting of these instruments are examined. The system of recording and the search of public documents are also covered. (3 Lec.)

(LA) 134 Principles Of Family Law (3)

Prerequisites: Legal Assistant 131 and 135 and English 101. Family law is surveyed. Divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, domestic relations court procedures, and separation agreements are studied. (3 Lec.)

(LA) 135 Texas Legal Systems (3)

Prerequisite: Concurrent enrollment in Legal Assistant 131. The court system of Texas is studied. Legal practices related to the courts and principles of court administration are examined. The federal court system is reviewed. (3 Lec.)

(LA) 139 Legal Research And Drafting (2)

Prerequisites: Legal Assistant 131 and 135 and English 101. This course familiarizes the beginning legal assistant student with the use of a law library and the various research materials and tools contained in a standard law library and provides the student with a more comprehensive vocabulary of legal terminology. Research techniques for case reporters, federal and state statutes and constitutions, secondary research materials and Shepard's Citators are studied. Basic citation form for all resource materials is discussed. Students are given opportunities to research rudimentary legal problems and to write short memoranda. Laboratory fee. (1 Lec., 2 Lab.)

(LA) 225 Business Organizations (3)

Prerequisites: Legal Assistant 131 and 135 and English 101. This course is a study of the practical aspects of the law of business organizations, including a "how-to-do-it" approach, with explanation of the legal principles which must be observed in counseling and enterprise. This course covers the common law principles of proprietorships and reviews the Uniform Partnership Act, the Uniform Limited Partnership Act, and the Model Business Corporation Act as they have been used and adopted in Texas law. (3 Lec.)

(LA) 227 Civil Litigation I (3)

Prerequisites: Legal Assistant 131 and 135, English 101 or demonstrated competence approved by the instructor. This course is an overview of civil litigation in both state and federal courts with particular emphasis on the areas in which a legal assistant can assist the trial attorney. Particular attention is paid to preparation for litigation (interviewing client and witnesses, reviewing public information), discovery proceedings (interrogatories, requests for admissions, depositions and document production), pre-trial proceedings (motions to dismiss, motions for summary judgment, pre-trial orders), and trial (witnesses and exhibits). Attention is also devoted to practical techniques required to cope with protracted or complex litigation, including organization of pleadings, documents and depositions; preparation of summaries, chronologies and indices; and maintaining a complex file in an orderly manner. Mention is made of the legal theories involved in complex litigation (e.g., product liability, civil rights, securities and antitrust). Principal emphasis is on procedural techniques rather than substantive areas of law. (3 Lec.)

(LA) 231 Wills, Trusts, And Probate Administration (3)

Prerequisites: Legal Assistant 133 and 135 or demonstrated competence approved by the instructor. The forms and principles of law for wills and trusts are covered. The organization and jurisdiction of the Texas Probate Court are studied. The administration of estates under Texas Probate Law is analyzed, and estate and inheritance taxes are reviewed. (3 Lec.)

(LA) 232 Tort And Insurance Law And Claims Investigation (3)

Prerequisites: Legal Assistant 131 and 135, and English 101 or demonstrated competence approved by the instructor. The law of torts and insurance is the focus of this course. The techniques of investigation involved in tort and insurance claims are considered, and the various forms of pleadings for making the claims are studied. (3 Lec.)

(LA) 233 Income Taxation and Legal Accounting (3)

Prerequisites: Legal Assistant 131 and 135 or demonstrated competence approved by the instructor. This course is a study of federal, state and local income taxation. Individuals and taxpaying entities such as estates, trusts and corporations are all included. Emphasis is on the preparation of basic tax returns and other tax-related documents. Accounting related to legal problems is also introduced. (3 Lec.)

(LA) 234 Personal Property, Sales and Credit Transactions (3)

Prerequisites: Legal Assistant 131, 135, and English 101 or demonstrated competence approved by the instructor. The law of personal property and contracts is presented. Included are the special forms related to the law of sales and credit transactions and special drafting problems of various instruments and legal research projects. The Uniform Commercial Code and its effect are also included. (3 Lec.)

(LA) 235 Techniques Of Legal Practice And Procedures (4)

Prerequisites: Legal Assistant 131, 133, 135, and 231 and English 101. This course provides training in the preparation of legal documents. Topics include the statute of limitations, client interviews and interview forms, complaints, interrogatories, depositions, answers, motions, and orders to show cause. Also included are third-party practice, orders, medical records, judgments, pre-trials, settlements, and releases. Laboratory fee. (3 Lec., 3 Lab.)

(LA) 236 Legal Office Management (2)

Prerequisites: Legal Assistant 231 and 233. All aspects of law office management are covered. Topics include ethics, office organization, bookkeeping and accounting, fees and billing procedures, scheduling and calendaring, and legal research. Management of personnel, proofreading, investigations, file preparation, legal drafting, and procedures for specialized areas of law are also included. Trust accounts, law office forms, check list and files, and disbursement on behalf of clients are covered. (2 Lec.)

(LA) 248 Constitutional And Criminal Law (3)

Prerequisites: Legal Assistant 131 and 135 and English 101. This course covers freedom of communication and religion, individual privacy, private property and contractual rights, and criminal justice. Also studied are procedural due process and discrimination, rights and privileges of citizenship, states' powers and limitations, theories of federal government and its powers, congressional powers, the presidency, and the courts system and judicial review of constitutional issues. (3 Lec.)

(LA) 251 Civil Litigation II (3)

Prerequisite: Legal Assistant 227. This course is a study coordinated with other legal technology courses at an advanced level. It includes specialized study and training in the preparation for and procedures of advanced litigation, including discovery and pre-trial procedures, and specialized study of the basic legal concepts of antitrust and securities law, as well as the practical application of those concepts as the predominant topics of advanced litigation. (3 Lec.)

(LA) 255 Oil And Gas Law (3)

Prerequisite: Legal Assistant 133 or demonstrated competence approved by the instructor. Oil and gas law's history, terminology and principle instruments are examined. Litigation of oil and gas matters, title determination, division of interest, and major regulatory agencies are also discussed. (3 Lec.)

(LA) 803, 813 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(LA) 804, 814 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

LIBRARY SKILLS**(LS) 101 Introduction to Library Research (3)**

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) conferences with each student to determine rate of progress and to provide guidance on an individual basis. (3 Lec.)

MACHINE PARTS INSPECTION**(MPI) 122 Industrial Quality Control And Procedures (3)**

Prerequisite: Demonstrated competence approved by the instructor. An overview of the history of industrial practices, present trends and opportunities in the field of quality control are explored. Emphasis is on stimulating interest in the quality control field, and information is provided to help prepare the student for possible future employment. (3 Lec.)

**(MPI) 124 Basic Inspection Fundamentals (5)**

Prerequisite: Demonstrated competence approved by the instructor. The basics of inspection fundamentals are stressed and include terminology, use of basic measuring instruments, and measuring techniques. The student gains a respect for the complex nature of industrial quality control techniques in practice today. The laboratory experiences bring together theory and practical applications appropriate to prepare for the entrance into productive industrial experiences. The use and care of measuring instruments becomes a familiar daily task through laboratory exercises. (1 Lec., 8 Lab.)

(MPI) 135 Intermediate Inspection Concepts (5)

Prerequisite: Machine Parts Inspection 124 or demonstrated competence approved by the instructor. The more complicated aspects of industrial inspection are emphasized as the basics are reviewed and applied through the laboratory experiences. Inspection bookkeeping is introduced as a more specific part of the curriculum, and more complex measuring and holding devices are explored. Accuracy and reliability are stressed as more amplification is introduced in each measuring technique. Optical and pneumatic comparators are introduced, and light wave systems are discussed. (1 Lec., 8 Lab.)

(MPI) 138 Geometric Tolerancing And True Positioning (3)

Prerequisite: Demonstrated competence approved by the instructor. This basic course is designed to prepare students entering the manufacturing industries for the complex techniques and practices using geometric symbols related to engineering, production, and quality control operations. The advantages of a system of geometric symbols which provides dimensioning and tolerancing with respect to actual function and relationship of part features are stressed. Practical application connects this theory with the practical world of automated, computerized industry today. (2 Lec., 2 Lab.)

(MPI) 220 Introduction To Materials And Processes (3)

Prerequisites: Machine Parts Inspection 122 and Quality Control Technology 122 or demonstrated competence approved by the instructor. Information concerning properties of materials inherent and acquired in industry today is presented, including basic information to help prepare a student for making decisions concerning future training in specialized fields. The areas covered include metals, woods, plastics and natural products and their relationship to industry in the natural state, during processing, and the final usage. (3 Lec.)

(MPI) 223 Advanced Inspection Concepts (5)

Prerequisites: Machine Parts Inspection 124 and 135 or demonstrated competence approved by the instructor. Reviews of all inspection techniques are covered before embarking on the study of the most complex equipment and techniques. Coordinate measuring instruments, optical flats, X-ray inspection and electronic comparators are studied. Calibration of all types of measuring and inspection equipment is studied under classroom and laboratory-field trip on-the-job conditions. The most complex systems and techniques are encountered and explored. (1 Lec., 8 Lab.)

(MPI) 227 Non-Destructive Testing (3)

Prerequisite: Machine Parts Inspection 121, 220 and Quality Control Technology 122 or demonstrated competence approved by the instructor. An in-depth study is made of ultrasonic, radiographic, and magnetic particle techniques relating to industrial testing. An overview of all the related areas of non-destructive testing is included in the program. (3 Lec.)

(MPI) 230 Introduction To Statistical Quality Control Techniques (3)

Prerequisite: Demonstrated competence approved by the instructor. This course provides a review of the basic application of statistical methods in a simplified form. Concepts of tolerances, acceptance sampling, standard sampling plans, control chart, and analysis of process variation are introduced. Only basic arithmetic is required. (3 Lec.)

(MPI) 237 Gage Control Standardization And Precision Measurement (3)

Prerequisite: Demonstrated competence approved by the instructor. Inventory and gage security and calibration are stressed with emphasis on a general knowledge of all inspection equipment and a practical use of all items. Statistical treatment of data is introduced. (2 Lec., 4 Lab.)

(MPI) 803, 813 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

MACHINE SHOP**(MS) 133 Basic Lathe (5)**

Practical experience is provided in the use of hand tools, layout, and hand threading. Various types of drill press work and engine lathe operations are introduced. Emphasis is on safety measures. The types and uses of machine oils, greases, coolants, and cutting oils are also included. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 134 Basic Milling Machine (5)

This course focuses on hand threading. Drill press work and milling machine operations are presented. Machine parts, cutters, and arbors are covered. Emphasis is on safety measures. The types and uses of machine oils, greases, coolants, and cutting oils are also included. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 135 Intermediate Lathe (5)

Prerequisite: Machine Shop 133. This course is the intermediate study of the engine lathe. Workpieces are more complicated and tolerances more exacting. Various machines and work holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 136 Intermediate Milling Machine (5)

Prerequisite: Machine Shop 134. This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and work holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 145 Special Topics (1)

This course is for those people who are working as machinists, toolmakers, diemakers, etc., who wish to review old or little used skills or to acquire skills needed in today's rapidly changing metal working field. This course may be repeated for credit when the topics vary. Laboratory fee. (1 Lec.)

(MS) 151 Basic Machine Operation For Weld Tooling (3)

Simple weld tooling is studied. Shop safety is stressed. Actual weld fixture components and weld fixtures are made using engine lathes, the milling machine, and drill presses. Laboratory fee. (1 Lec., 4 Lab.)

(MS) 233 Advanced Lathe (5)

This course is the advanced study of the engine lathe. Skill is developed in making open setups and in locating holes by means of layout and triangulation. Various attachments and accessories are used. Surface grinding and grinding wheel safety are introduced. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 234 Advanced Milling Machine (5)

This course is the advanced study of the milling machine. Skill is developed in making open setups and in locating holes by means of layout and triangulation. Various attachments and accessories are used. Surface grinding and grinding wheel safety are introduced. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 235 Applied Lathe (5)

Students are encouraged to take Machine Shop 236 concurrently with Machine Shop 235. In this course the student must independently carry out assignments on the lathe. Emphasis is on the interchangeability of workpieces, fits, and finishes. Initiative and ingenuity are encouraged. Tool and cutter grinding is introduced. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 236 Applied Milling Machine (5)

The student is encouraged to take Machine Shop 235 concurrently with Machine Shop 236. In this course the student must independently carry out assignments on the milling machine. Emphasis is on the interchangeability of workpieces, fits, and finishes. Initiative and ingenuity are encouraged. Tool and cutter grinding is introduced. Laboratory fee. (1 Lec., 8 Lab.)

(MS) 702 Cooperative Work Experience (2)

(See Cooperative Work Experience). (1 Lec., 10 Lab.)

(MS) 704 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

MANAGEMENT**(MGT) 136 Principles Of Management (3)**

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. This course is offered on campus and may be offered via television. (3 Lec.)

(MGT) 150 Management Training (4)

Prerequisite: Concurrent enrollment in Management 154 or demonstrated competence approved by 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. (20 Lab.)

(MGT) 151 Management Training (4)

Prerequisite: Concurrent enrollment in Management 155 or demonstrated competence approved by 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. (20 Lab.)

(MGT) 153 Small Business Management (3)

The student will study 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. (3 Lec.)

(MGT) 154 Management Seminar: Role Of Supervision (2)

Prerequisite: Concurrent enrollment in Management 150 or demonstrated competence approved by 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. (2 Lec.)

(MGT) 155 Management Seminar: Personnel Management (2)

Prerequisite: Concurrent enrollment in Management 151 or demonstrated competence approved by 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. (2 Lec.)

(MGT) 157 Small Business Bookkeeping And Accounting (3)

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. (3 Lec.)

(MGT) 160 Principles Of Purchasing (3)

An introduction to the purchasing function is provided. The course covers purchasing tasks and responsibilities, analytical techniques in buying, organizational interrelationships and coordination, measurement and control, and legal implications. Special emphasis is placed on the five tenets of buying: quality, quantity, time, price, and source. (3 Lec.)

(MGT) 171 Introduction To Supervision (3)

Prerequisite: Enrollment in Technical/Occupational program or demonstrated competence approved by the instructor. This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor's major functions, such as facilitating relations with others, motivating, communicating, handling grievances, recruiting, counseling, and cost accounting. (3 Lec.)

(MGT) 210 Small Business Capitalization, Acquisition And Finance (3)

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. (3 Lec.)

(MGT) 211 Small Business Operations (3)

Problems of daily operations of small business are introduced. Topics include compliance with regulations, personnel administration, accounts receivable management, and business insurance. (3 Lec.)

(MGT) 212 Special Problems In Business (1)

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 integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three hours credit. (1 Lec.)

(MGT) 242 Personnel Administration (3)

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. (3 Lec.)

(MGT) 250 Management Training (4)

Prerequisite: Concurrent enrollment in Management 254 or demonstrated competence approved by 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. (20 Lab.)

(MGT) 251 Management Training (4)

Prerequisite: Concurrent enrollment in Management 255 or demonstrated competence approved by 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. (20 Lab.)

(MGT) 254 Management Seminar: Organizational Development (2)

Prerequisite: Concurrent enrollment in Management 250

or demonstrated competence approved by 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. (2 Lec.)

(MGT) 255 Management Seminar: Planning, Strategy, And The Decision Process (2)

Prerequisite: Concurrent enrollment in Management 251 or demonstrated competence approved by 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. (2 Lec.)

(MGT) 703 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(MGT) 704 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

(PSA) 110 Introduction to Postal Service (3)

This course depicts and compares the private, corporate, and government agencies which have been responsible for mail services throughout the world. The current U.S. Postal Organization, mandated by public law, is studied as well as postal philosophy, policies, procedures, rules, regulations, planning, and organization cost control. (3 Lec.)

(PSA) 120 Mail Processing (3)

Through discussion of mail processing and transportation procedures of the U.S. Postal Service, this course will provide the student with an in-depth view of flow characteristics involved in movement of mail from sender to recipient. The course will also include a study of the systems devised to attain maximum efficiency in mail handling with a minimum of errors. (3 Lec.)

(PSA) 122 Customer Services (3)

This course provides functional information about mail delivery and collection systems and in-depth information about services provided for postal customers. Included in the course are rural and city delivery systems, marketing of postal products and service, and techniques of effective public relations. (3 Lec.)

(PSA) 216 Postal Management (3)

This course will provide an overview of the laws and practices leading to the current labor situation in the postal service. Discussion will focus on the Equal Employment Opportunity Act, the development of labor unions, national and local agreements, grievance procedures and disciplinary action procedures. The student is given an opportunity to apply practical Postal Service and management theories in system analysis, problem solving grids and other tools of management decision making to arrive at solutions of Postal Service problems. (3 Lec.)

(TRT) 145 Principles of Rates and Tariffs (3)

Special emphasis is placed on present-day transportation modes, carrier pricing systems documentation, and various regulatory policies. Both case and problem methods are utilized in the study of carrier pricing principles. (3 Lec.)

(TRT) 146 Transportation and Traffic Management (3)

This course is for students majoring in transportation technology. Emphasis is placed on current transportation methods. Topics include carrier services, carrier pricing systems, documentation, carrier liability, claims, import and export procedures, and governmental regulations. (3 Lec.)

(TRT) 215 Physical Distribution (3)

Prerequisite: Transportation Technology 146 or demonstrated competence approved by the instructor. The management and organization of physical distribution are studied. Emphasis is placed on decision-making in inventory control, warehousing, packaging, and material handling. Topics include distribution channels, cost planning, financial control, system design, and understanding the market environment. (3 Lec.)

(TRT) 243 Export/Import Practices (3)

Prerequisite: Transportation Technology 146 or demonstrated competence approved by the instructor. This course includes a study of ocean and air carriers, regulatory agencies, steamship conferences, international freight rates, packaging, marine insurance, U.S. Government export/import regulations, international trade terms, and letters of credit. (3 Lec.)

(TRT) 247 Economics of Transportation (3)

Prerequisite: Transportation Technology 146, Economics 201 or demonstrated competence approved by the instructor. The economic significance of transportation is studied. Topics include the application of economic theory to transportation pricing, the cost behavior of the industry, factors influencing price levels, economic regulatory policies, and the cost of transportation in management decision-making. (3 Lec.)

(TRT) 260 Studies in Transportation Technology (1)

This course provides the student an opportunity to explore selected topics in the field of transportation. This course may be repeated with a different emphasis for a maximum of nine hours of credit. (1 Lec.)

(TRT) 713, 803, 813 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

MANUFACTURING ENGINEERING TECHNOLOGY

(MET) 231 Engineering Materials (3)

This course is a study of common engineering materials. Emphasis is on material characteristics and modern industrial applications. (3 Lec.)

(MET) 234 Production And Inventory Control (3)

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. (3 Lec.)

(MET) 235 Industrial Safety (3)

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. (3 Lec.)

(MET) 238 Principles Of Work Measurement (3)

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. (3 Lec.)

MARKETING

(See FASHION MARKETING)

MATHEMATICS**(MTH) Mathematics**

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

(MTH) 101 College Algebra (3)

Prerequisites: Two years of high school algebra and an appropriate assessment test score 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 proofs. (3 Lec.)

(MTH) 102 Plane Trigonometry (3)

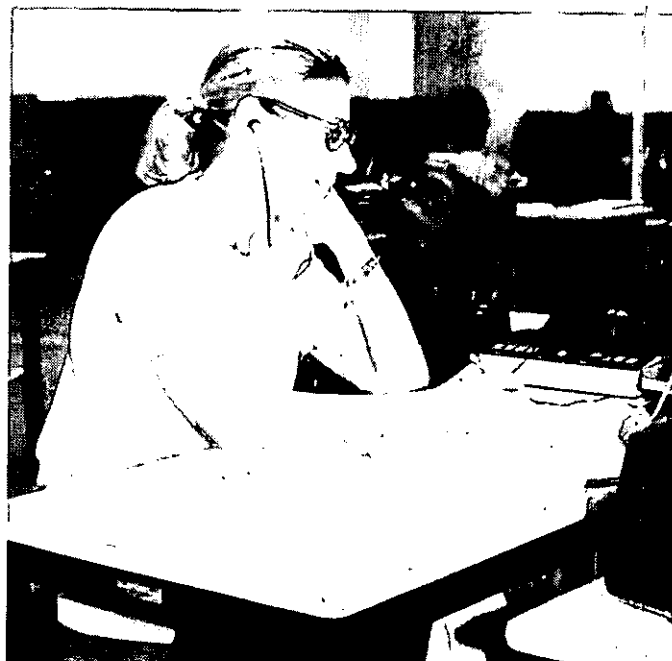
Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(MTH) 111 Mathematics for Business and Economics I (3)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(MTH) 112 Mathematics for Business and Economics II (3)

Prerequisite: Mathematics 111. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

**(MTH) 115 College Mathematics I (3)**

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(MTH) 116 College Mathematics II (3)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(MTH) 117 Fundamental Concepts of Mathematics for Elementary Teachers (3)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course includes the structure of the real number system and geometry. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)

(MTH) 121 Analytic Geometry (3)

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. (3 Lec.)

(MTH) 124 Calculus I (5)

Prerequisite: Mathematics 121 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(MTH) 130 Business Mathematics (3)

Prerequisites: One year of high school algebra and an appropriate assessment test score 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. (3 Lec.)

(MTH) 139 Applied Mathematics (3)

This course is a study of commercial, technical, and other applied uses of mathematics. Topics vary to fit the needs of the students enrolled in a particular technical/occupational program. The prerequisite will vary accordingly and be determined by the needed skills. (3 Lec.)

(MTH) 195 Technical Mathematics I (3)

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091 or the equivalent. This course is designed for technical students. It covers the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems. (3 Lec.)

(MTH) 196 Technical Mathematics II (3)

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. (3 Lec.)

(MTH) 202 Introductory Statistics (3)

Prerequisite: Two years of high school algebra or demonstrated competence approved by the 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. (3 Lec.)

(MTH) 221 Linear Algebra (3)

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 transformations. (3 Lec.)

(MTH) 225 Calculus II (4)

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. (4 Lec.)

(MTH) 226 Calculus III (3)

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. (3 Lec.)

(MTH) 230 Differential Equations (3)

Prerequisite: Mathematics 225 or demonstrated competence approved by 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. (3 Lec.)

(MTH) 297 Technical Mathematics III (3)

Prerequisite: Mathematics 196. This course will introduce the concepts and applications of calculus used in the field of Engineering Technology. Included are basic concepts from analytic geometry, differential calculus, and integral calculus. Practical application of the derivative and of integration in technology will be emphasized. (3 Lec.)

MECHANICAL TECHNOLOGY**(MT) 198 Mechanical Design Technology (4)**

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. (2 Lec., 6 Lab.)

(MT) 248 Computer Aided Drafting (4)

Prerequisites: Drafting 183 or Engineering 105, and Mechanical Technology 198. This course is an introductory course in computer applications in solving mechanical manufacturing problems. Basic programming, subroutines, plotter and digital tablet applications are included. Laboratory fee. (2 Lec., 6 Lab.)

(MT) 249 Applications in Computer-Aided Drafting (4)

Prerequisite: Drafting 183 or Engineering 105, or demonstrated competence approved by the instructor. This course is an applications oriented study in the operation of interactive state-of-the-art, CAD systems. Emphasis will be on producing technical drawings. The use of drawing files, graphic commands, menus, library storage, digitizing, and plotters will be included. Laboratory fee. (2 Lec., 6 Lab.)

(MT) 252 Machine Design (4)

Prerequisites: Mechanical Technology 198 and Engineering Technology 232 or demonstrated competence approved by the instructor. This course is an advanced applications course intended to facilitate the transition from student to practical machine designer. Each topic covered provides for extensive problem solving taking advantage of commercially available machine elements as well as uniquely designed parts. Topics include motion control, machine frames, shaft design, gears, cams and miscellaneous machine elements. Laboratory fee. (2 Lec., 6 Lab.)

MEDICAL ASSISTING TECHNOLOGY

(MA) 151 Medical Terminology (4)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program with concurrent enrollment in Biology 123 or demonstrated competence approved by the instructor. This course is a study of the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Emphasis is on pronunciation, spelling, and definition. Exercises in the use of the medical dictionary are also included. (4 Lec.)

(MA) 152 Medical Law And Ethics (2)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. The principles of medical ethics and ethical behavior of the physician and patient are introduced. Topics include contracts, professional liability, malpractice, and the medical practice acts. The legal relationship of the medical assistant-transcriptionist is examined in regard to the physician's legal responsibilities. (2 Lec.)

(MA) 153 Medical Office Microbiology And Sterilization Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program. This course is a study of fundamental microbiology and methods of sanitation, asepsis, and sterilization. The operation of sterilization equipment, application of the principles of asepsis in handwashing, dressings, and creating and maintaining a sterile field are included. The proper disposal of contaminated materials is demonstrated. (2 Lec., 2 Lab.)

(MA) 154 Introduction to Medical Transcription (2)

Prerequisite: Admission to the Medical Transcription Program and typing skills of 50 words per minute corrected, or demonstrated competence approved by the Program Coordinator. This course introduces the student to the transcription machines for simulation of medical office or hospital medical records correspondence. The mechanics of English and use of medical terminology are reinforced. Laboratory fee. (1 Lec., 2 Lab.)

(MA) 160 Medical Transcription (4)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. Completion of Medical Assisting 151 and Office Careers 173 or the equivalent with a GPA of 2.0 or better, or demonstrated competence approved by the instructor. Medical transcription is presented. Speed and accuracy in typing, use of transcribing equipment, and medical-surgical terminology are all included. Practice in completing medical forms, transcribing medical-surgical reports, and handling medical correspondence is emphasized. (2 Lec., 6 Lab.)

(MA) 161 Medical Office-Administration And Management Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. This course covers the principles of medical office communications. Medical recordkeeping, types of records, reports, and computerized and statistical procedures are introduced. The function of the hospital medical record department in relation to the medical office is also introduced. The

fundamentals of a medical office, care of equipment, ordering of office supplies, and office housekeeping are covered. (3 Lec.)

(MA) 162 Medical Office Bookkeeping And Insurance Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program. The fundamentals of medical office bookkeeping and financial recordkeeping are studied. The pegboard system is covered and computerized accounting is introduced. Appraisal of health insurance plans is covered, including study of benefits and claims procedures with an emphasis on the completion of claim forms. (3 Lec.)

(MA) 163 Medical Office Clinical Medical Assisting Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program. The role of the clinical medical assistant is introduced in lectures and in laboratory experiences. Topics include techniques in the examining room, patient handling and preparation, taking and recording vital signs, and assisting the physician with examination, treatments, minor surgery, and office emergencies. The ordering, storing and inventory of medical supplies and care of equipment are also included. (2 Lec., 2 Lab.)

(MA) 164 Medical Office Pharmacology And Drug Administration (3)

Prerequisite: Admission to the Medical Assisting Technology Program. This course enables students to identify basic drugs, their use and effect on the body, and the calculation of dosage and solutions. The definition and use of correct abbreviations and terminology are covered. Ways to identify and use of correct abbreviations and terminology are covered. Ways to identify medications regulated by the Bureau of Narcotics and Dangerous Drugs are included and the records required on them are explained. Also included are the ordering, storage inventory, and disposal of drugs. Methods of drug administration are identified, including techniques of giving injections and selecting of sites. Laboratory fee. (2 Lec., 2 Lab.)

(MA) 166 Introduction To Medical Word Processing (2)

This course is designed to introduce students to the concepts of word processing with actual experience in composing, dictating, and producing simulated written communications as used in the medical field. Laboratory fee. (1 Lec., 2 Lab.)

(MA) 170 Medical Office X-Ray Orientation And Electromedical Instrumentation (3)

Prerequisite: Admission to the Medical Assisting Technology Program. This course prepares students to communicate instructions to the patient for proper preparation for X-ray examinations. The identification of safety hazards and precautions related to X-ray equipment is included. The handling and storage of X-rays are demonstrated. Methods of electrocardiography are explained, including operation of the machine, specific techniques and mounting the tracing. The operation and care of other electromedical instruments, ultrasound, and ultraviolet light are also covered. Laboratory fee. (5 Lec. 5 Lab.)

(MA) 171 Medical Office Laboratory Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program. The purpose, techniques, and recording of basic laboratory procedures commonly performed in a physician's office are covered in lectures and laboratory sessions. Included are urinalysis, blood counts, gram stains, sedimentation rates, and pregnancy tests. The collection, preparation, and labeling of specimens are also covered. Clinical laboratory reports are explained. The assistance of patients by giving the proper instructions for their preparation for clinical lab tests is described. Laboratory fee. (5 Lec. 5 Lab.)

(MA) 172 Medical Assisting Externship (6)

Prerequisite: Completion of all Medical Assisting Technology courses with an overall GPA of 2.0 or above. This course provides supervised work experience in a private medical office, clinic or hospital. Classroom reports and critique are also included. The student is assigned regular duties and is responsible to the supervisor in charge. The work is coordinated by a member of the Medical Assisting faculty. A minimum of 180 hours is required in the clinical setting for externship. (2 Lec., 36 Lab.)

(MA) 704 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

MEDICAL LAB TECHNOLOGY**(MLT) 133 Hematology (4)**

Prerequisite: Acceptance into the Medical Laboratory Technician Program and concurrent enrollment in Medical Laboratory Technology 135. The theory and basic techniques used in the hematological examination of blood are presented. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 135 Urinalysis (3)

Prerequisite: Acceptance into the Medical Laboratory Technology Program and concurrent enrollment in Medical Laboratory Technology 133. This course is an orientation to the medical laboratory and a study of the theory and laboratory procedures used in the analysis of urine. Laboratory fee. (2 Lec., 4 Lab.)

(MLT) 138 Immunology (4)

Prerequisite: Minimum grade of "C" in Medical Lab Technology 133 and 135. The theory and principles of immunology are presented. Laboratory procedures used in the serological and immunohematological examination of blood and serum are considered. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 139 Clinical Practice I (8)

Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 133, 135 and 138, and an overall minimum grade of "C" in non-technical course work. This course provides supervised clinical practice in hematology, serology, blood banking, and urinalysis. The student is assigned to a clinical laboratory. (35 Lab.)

(MLT) 229 Medical Microbiology I (4)

Prerequisite: Completion of the first year of the Medical Laboratory Technology Program or demonstrated competence approved by the instructor. The fundamentals of microbial life are studied. Methods and procedures used in diagnostic microbiology are covered. Included are the principles of aseptic techniques, susceptibility testing of bacteria, quantification of selected bacteria. The normal body flora are discussed, and the relationship of these bacteria to disease in humans is emphasized. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 231 Clinical Chemistry (4)

Prerequisite: Minimum grade of "C" in Medical Laboratory Technology 229 and completion of Chemistry 203. This course focuses on the theory and procedures used in the clinical chemistry laboratory. Both manual and automated methods are presented in lectures and laboratory assignments. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 236 Medical Microbiology II (4)

Prerequisite: Minimum grade of "C" in Medical Laboratory Technology 229. This course is a continuation of Medical Laboratory Technology 229. It includes the study of the isolation and identification procedures for selected bacteria, fungi, and parasites. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 238 Clinical Practice II (8)

Prerequisite: Minimum grade of "C" in Medical Laboratory Technology 229, 231, 236, and an overall minimum grade of "C" in non-technical course work. This course provides supervised experience in diagnostic microbiology and clinical chemistry. The student is assigned to clinical laboratory. (35 Lab.)

MOTORCYCLE MECHANICS**(MM) 105 Motorcycle Tune-Up (3)**

This course covers the tune-up procedures for two and four cycle motorcycles, including ignition service, carburetion theory and service, and complete adjustment procedures. Laboratory fee. (90 Contact Hours)

(MM) 134 Motorcycle Service Principles (4)

This course includes the principles of operation and failure analysis of two and four cycle engines. The principles of basic electricity as applied to motorcycles are also covered. Laboratory fee. (120 Contact Hours)

(MM) 136 Motorcycle Two Stroke Engine/Transmission (4)

This course includes overhaul procedures for two stroke motorcycle engines and transmissions. Laboratory fee. (120 Contact Hours)

(MM) 137 Motorcycle Four Stroke Engine/Transmission (4)

This course includes overhaul procedures for four stroke motorcycle engines and transmissions. Laboratory fee. (120 Contact Hours)

(MM) 138 Motorcycle Electrical Systems (4)

This course includes the theory of operation and troubleshooting procedures for motorcycle ignition, charging systems, and accessories. Laboratory fee. (120 Contact Hours)

(MM) 139 Motorcycle Chassis And Drive Systems (4)

Included in this course is the theory of operation and service procedures for motorcycle front and rear suspensions, wheel and brake systems, and final drives. Laboratory fee. (120 Contact Hours)

(MM) 703 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(MM) 704 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

MUSIC

(MUS) 103 Guitar Ensemble (1)

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. (3 Lab.)

(MUS) 104 Music Appreciation (3)

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. (3 Lec.)

(MUS) 105 Italian Diction (1)

The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 106 French Diction (1)

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 107 German Diction (1)

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 108 English Diction (1)

The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)



(MUS) 110 Music Literature (3)

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. (3 Lec.)

(MUS) 111 Music Literature (3)

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. (3 Lec.)

(MUS) 112 Guitar Literature And Materials (3)

The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)

(MUS) 113 Foundations Of Music I (3)

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. (3 Lec.)

(MUS) 114 Foundations In Music II (3)

Prerequisite: Music 113. This course prepares students with limited music training for Music 145 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(MUS) 115 Jazz Improvisation (2)

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

(MUS) 117 Piano Class I (1)

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. (2 Lab.)

(MUS) 118 Piano Class II (1)

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. (2 Lab.)

(MUS) 119 Guitar Class I (1)

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. (2 Lab.)

(MUS) 120 Guitar Class II (1)

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. (2 Lab.)

(MUS) 121-143 Applied Music-Minor (1)

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. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

(MUS) 145 Music Theory I (3)

This course presents the basic elements of music. Emphasis is on notation, cadences, classification of diatonic triads, scales and modes. (3 Lec.)

(MUS) 146 Music Theory II (3)

Prerequisite: Music 145. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as later periods. (3 Lec.)

(MUS) 150 Chorus (1)

Prerequisite: Demonstrated competence approved by the 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. (3 Lab.)

(MUS) 151 Voice Class I (1)

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. (2 Lab.)

(MUS) 152 Voice Class II (1)

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. (2 Lab.)

(MUS) 155 Vocal Ensemble (1)

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. (3 Lab.)

(MUS) 156 Madrigal Singers (1)

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. (3 Lab.)

(MUS) 160 Band (1)

Prerequisite: Demonstrated competence approved by 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. (3 Lab.)

(MUS) 161 Musicianship I (1)

This course relates to topics in Music 145. Aural skills including sight-singing, ear training, and keyboard are developed. (3 Lab.)

(MUS) 162 Musicianship II (1)

Prerequisite: Music 161. This course relates to topics in Music 146. Aural music skills including sight-singing, ear training, and keyboard are further developed. (3 Lab.)

(MUS) 166 History of Jazz/Rock Music (3)

The study of social and musical influences on Jazz/Rock music and the influence of Jazz/Rock Music on society and the music industry. (3 Lec.)

(MUS) 170 Orchestra (1)

Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit. (3 Lab.)

(MUS) 171 Woodwind Ensemble (1)

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. (3 Lab.)

(MUS) 172 Brass Ensemble (1)

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. (3 Lab.)

(MUS) 173 Percussion Ensemble (1)

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. (3 Lab.)

(MUS) 174 Keyboard Ensemble (1)

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. (3 Lab.)

(MUS) 175 String Ensemble (1)

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. (3 Lab.)

(MUS) 176 Symphonic Wind Ensemble (1)

In the symphonic wind ensemble students study and perform stylistic literature of all periods. This course may be repeated for credit. (3 Lab.)

(MUS) 177 Chamber Ensemble (1)

A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 180 Audio Production for Voice (2)

This course is designed to introduce students to audio production as it relates to the human voice. Topics include physiology of the voice, technical skills for the studio singer and speaker, jingle copy writing, and studio and sound support production. The course concludes with individually produced advertising jingles. (1 Lec., 2 Lab.)

(MUS) 181 Lab Band (1)

Prerequisite: The demonstrated competence approved by the instructor. In the Lab Band students study and perform all forms of commercial music, such as jazz, pop, avant-garde, and soul. Student arranging, composing, and conducting is encouraged. This course may be repeated for credit. (3 Lab.)

(MUS) 185 Stage Band (1)

Prerequisite: The demonstrated competence approved by 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 course may be repeated for credit. (3 Lab.)

(MUS) 190 Survey Of Recording (2)

This descriptive course includes an introduction to audio recording. This introduction includes the nature of sound, operation of recording equipment, session procedures, studio techniques, simultaneous recording, and multi-track recording. (2 Lec.)

(MUS) 191 Survey Of Recording Laboratory (1)

Prerequisite: Successful completion of or concurrent enrollment in Music 190. This course parallels Music 190 and provides students with laboratory experiments in the operation of recording equipment, session procedures, and audio techniques. The course also includes acoustic and electronic theory. Laboratory fee.

(MUS) 192 Music In America (3)

American music and musicians from early times to the present are surveyed. Various styles and periods are covered. Religious, folk, jazz, rock, musical theatre, and contemporary developments are included. (3 Lec.)

(MUS) 193 Improvisation (3)

The creation of spontaneous melodic and harmonic ideas and the translation of these ideas into notation are emphasized. Using scales and modes, the instrumentalist improvises on the student's major instrument. The vocalist uses scat singing techniques. Analysis or transcribed solos and student transcriptions are included. (3 Lec.)

(MUS) 194 Jazz Workshop (3)

This course is for the advanced instrumentalist and vocalist. Jazz is performed in recitals and scheduled functions. Discussion, analysis, writing, rehearsing, improvising, and style are emphasized. Articulating, phrasing, and conducting jazz compositions are discussed with guest artist who work and perform with the group periodically. (3 Lec.)

(MUS) 195 Introduction To Synthesizer (2)

The elements of electronically produced music are studied. Emphasis is on the musical aspects of synthesized sound. Topics include theory, basic waveforms, frequency and frequency modulation, amplitude modulation, envelope generators, filters, white noise, pink noise, and patch diagramming. (2 Lec.)

(MUS) 196 Business Of Music (3)

The world of the music industry is presented. Panels, guest artists, and consultants discuss careers in the recording and performing fields and retail music business. Publishing, copyrights and other legalities, agents, managers, showmanship, and conducting techniques necessary for small and large ensemble work are included. (3 Lec.)

(MUS) 197 Studio Technology (2)

Prerequisites: Music 190 and Music 191 or demonstrated competence approved by the instructor. This course is an intensive study of the theory of studio, microphone, and multi-track mixdown techniques. (2 Lec.)

(MUS) 198 Studio Technology Laboratory (1)

Prerequisite: Completion of or concurrent enrollment in Music 197 or demonstrated competence approved by the instructor. This course reinforces, by application and demonstration, the theory covered in Music 197. By the end of this course, a student is able to perform the basic operations necessary to operate a multi-track studio. Laboratory fee. (3 Lab.)

(MUS) 203 Composition (3)

Prerequisites: Music 145 and 146 or demonstrated competence approved by 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. (3 Lec.)

(MUS) 205 Guitar Pedagogy (1)

Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed. (2 Lec.)

(MUS) 217 Piano Class III (1)

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. (2 Lab.)

(MUS) 218 Piano Class IV (1)

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. (2 Lab.)

(MUS) 221-243 Applied Music-Concentration (2)

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. Laboratory fee required. Private music may be repeated for credit. (1 Lec.)

(MUS) 245 Music Theory III (3)

Prerequisite: Music 146. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development. (3 Lec.)

(MUS) 246 Music Theory IV (3)

Prerequisite: Music 245. This course is a continuation of the topics developed in Music 245. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. (3 Lec.)

(MUS) 251-270 Applied Music-Major (3)

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. Laboratory fee. (1 Lec.)

(MUS) 271 Musicianship III (1)

Prerequisite: Music 162. This course relates to topics in Music 245. Aural music skills, including sight-singing, ear training, and keyboard are developed. (3 Lab.)

(MUS) 272 Musicianship IV (1)

Prerequisite: Music 271. This course relates to topics in Music 246. Aural music skills, including sight-singing, ear training, and keyboard are developed. (3 Lab.)

(MUS) 292 Arranging/Orchestration (3)

The knowledge of ranges and the ability to transpose for instruments, to write for voices, and to plan and execute an arrangement is developed. Standard copying techniques, chord voicing, large ensemble writing and combo writing, and use of strings (simulated by string synthesizer) are also included. (3 Lec.)

(MUS) 293 Independent Study (3)

This course is for advanced work in music and is designed to meet specific needs of the student. On approval of the instructor and division chairperson, the student prepares and executes a written contract (proposal for learning). Credit is given upon completion of all aspects of the contract. This course may be repeated for credit. (3 Lec.)

(MUS) 295 Advanced Synthesizer Techniques (2)

This course is limited to students who display promise in synthesizer composition or performance. Two major works are composed for the synthesizer and one for the synthesizer and traditional media. (2 Lec.)

(MUS) 296 Recording Studio Practices (3)

Prerequisites: Music 197 and Music 198. The lecture portion of this course concentrates on the artistic and stylistic considerations of audio recording. The laboratory portion translates these considerations into class projects. Laboratory fee. (2 Lec., 3 Lab.)

(MUS) 297 Studio Production (3)

Prerequisite: Music 296. In this course students produce, engineer, mix, set-up, and perform in actual recording sessions. Samples for portfolios may be acquired. Laboratory fee. (2 Lec., 3 Lab.)

(MUS) 803, 813 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(MUS) 804, 814 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

NURSING

(NUR) 101 Basic Pharmacology (3)

This course will be a comprehensive study of pharmacologic agents utilized by nurses and other health care workers. The focus is on the overall classification and pharmacokinetic properties of that classification. Drugs affecting all body systems are included. (3 Lec.)

(NUR) 102 Introduction To Pathophysiology (3)

Prerequisites: Biology 120 and concurrent enrollment in Biology 121. This course will provide a basic introduction to the pathophysiology of disease processes. The focus of the course will include a systems approach to the development of disease, abnormal physiological responses, clinical manifestations and some treatment modalities. (3 Lec.)

(NUR) 144 Nursing I (8)

Prerequisites: Admission to the program and "C" grade in Biology 120 or 221 and English 101. Concurrent enrollment in Biology 121 or 222, Math 139 or 101, and Psychology 101. This basic nursing course will serve as a foundation on which four courses will build and expand. Topics include an introduction to nursing as a profession, the nursing process, communication, health teaching, and basic technical

skills. Based on an integrated approach, concepts of health, illness, growth and development, basic human needs, the family, stress, pain and loss are explored in all age groups. Selected clinical experiences will enable the student to begin to assess, analyze, plan, implement and evaluate nursing care for all age groups. A system of measurements competency is a required component of the pharmacology introduction. Laboratory fee. (4 Lec., 12 Lab.)

(NUR) 146 Nursing II (9)

Prerequisites: Minimum grade of "C" in Nursing 144, and in all Semester I support courses. Concurrent enrollment in Biology 216 and Psychology 201. This course focuses on the application of the basic principles, concepts, and skills from Nursing 144. Included is medication administration and intravenous fluid therapy. Psychological and physiological stress is further explored with discussion of the nursing care of patients experiencing pregnancy, delivery including care of the newborn, postpartum, surgery, abnormal cell proliferation, impaired nutrition, and maladaptive behavior in all age groups. Selected clinical experiences including an obstetric rotation continue to focus on the nursing process in caring for patients of all age groups. An application of pharmacology dosage and solution competency is a required component of this course. Laboratory fee. (5 Lec., 13 Lab.)

(NUR) 147 Nursing II A (5)

Prerequisites: Current Texas LVN license. Admission to the Associate Degree Nursing Program, and "C" grade in 24 credit hours including: Biology 121 or 222, 216, Math 139 or 101, Psychology 201, and English 101. Licensed Vocational Nurses will take this course in place of Nursing 144 and 146. This course will include assessment of the student's theoretical, attitudinal and psychomotor skills. Content will focus on the change in role from LVN to RN, communication, application of the nursing process, and maintenance of homeostasis. Specific areas of emphasis include problems of fluid and electrolytes, inflammation/immune response, abnormal cell proliferation, nutrition, pregnancy, birth, the neonate, and psychosocial aspects. Upon successful completion of this course, the student will be granted 12 hours of equivalency for Nursing 144 and 146. Laboratory fee. (4 Lec., 3 Lab.)

(NUR) 201 Special Topics: Applied Management in Health Care Settings (3)

Prerequisite: Sophomore level in nursing. The focus of this course will be on management theory as applied to health care settings. Topics include: management theory, leadership characteristics, group dynamics, health care organizational structures, the planning process, change, budgeting, evaluation, staffing, and applied concepts. (3 Lec.)

(NUR) 202 Special Topics: Geriatric Care (3)

Prerequisite: Sophomore level in nursing. This course will focus on the special care needs of the older adult. Topics will include an overview of the physical, psychological and social changes associated with aging, geriatric assessment skills, and health care intervention in institutional and non-institutional settings. (3 Lec.)

(NUR) 203 Practicum: Care of the Psychiatric Patient (3)

Prerequisite: Nursing 244 or Registered Nurse. This elective practicum will focus on increasing clinical skills in applying the nursing process to the client in the psychiatric setting. Seminar topics will include assessment skills, treatment modalities, and the evaluation for effectiveness of prescribed therapeutic strategies. Health maintenance, discharge planning, and the role of the registered nurse on the mental health care team will also be included. (1 Lec., 6 Lab.)

(NUR) 204 Specific Topics: Home Health Care Nursing (3)

Prerequisite: Sophomore level or Registered Nurse. This course will assist the nurse in making the transition from hospital-based nursing to nursing practice in the home health care setting. Content of the course includes changes in the health care setting; coping with change; and management, supervision, and communication skills; as well as special problems found in the home setting. Documentation of care and legal issues of nursing care in the home are emphasized. (1 Lec., 6 Lab.)



(NUR) 244 Nursing III (4)

Prerequisites: August admission: minimum grade of "C" in Nursing 146, and in all required Semester II support courses. January admission: minimum grade of "C" in Nursing 250, and in all required Semester III support courses. This course emphasizes the application of the nursing process to the care of patients experiencing crisis, and patients exhibiting severely impaired behavior. Selected clinical experiences include a psychiatric rotation. Nursing 250 precedes Nursing 244 in the January admission curriculum plan. Laboratory fee. (6 Lec., 15 Lab.)

(NUR) 250 Nursing IV (9)

Prerequisites: August admission: minimum grade of "C" in Nursing 244. January admission: minimum grade of "C" in Nursing 146. Concurrent enrollment in Speech Communication 101. This course 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. (5 Lec., 12 Lab.)

(NUR) 258 Nursing V - Care of Patients with Complex Illnesses (9)

Prerequisites: August admission: Minimum grade of "C" in Nursing 250. January admission: Minimum grade of "C" in nursing 244. Concurrent enrollment in an approved elective course. This course emphasizes conceptual approaches to the care of patients with complex illnesses which often involve multiple body systems. Problems of sensory deprivation and overload, severely impaired oxygen exchange, and severe fluid and electrolyte imbalance are addressed. Weekly clinical experiences focus on the management of care for these patients, using the nursing process, and emphasizing decision making and priority setting. A supervised clinical practicum provides an opportunity for students to apply knowledge gained from this course at the end of the semester. A pharmacology application competency is a required component of the course. Laboratory fee required. (4 Lec., 15 Lab.)

(NUR) 259 Nursing V - A Role Transition (1)

Prerequisites: Minimum grade of "C" in Nursing 250. Concurrent enrollment in Nursing 257. This seminar focuses on role transition and current issues affecting the practice of nursing. Topics will include decision making in nursing, principles of management, work organization, processes of communication and change theory. (1 Lec.)

OFFICE CAREERS

(OFC) 103 Speedwriting Theory (4)

Prerequisite: Credit or concurrent enrollment in Office Careers 172 or one year of typing. The principles of speedwriting are introduced. Included is the development of the ability to read, write and transcribe speedwriting notes. Basic spelling, grammar and punctuation rules are reviewed. (3 Lec., 2 Lab.)

(OFC) 106 Speedwriting Dictation and Transcription (4)

Prerequisite: Office Careers 103. Principles of speedwriting are applied to build dictation speed and transcription rate. Special attention is given to the review of grammar, spelling and punctuation rules. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 143 Contemporary Topics In Office Careers (1)

Prerequisite: Demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office career fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with difference emphasis up to six hours. (1 Lec.)

(OFC) 144 Contemporary Topics in Office Careers. (2)

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 office careers are studied. (2 Lec.)

(OFC) 145 Contemporary Topics in Office Careers (3)

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 office careers are studied. (3 Lec.)

(OFC) 150 Automated Filing Procedures (3)

This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

(OFC) 152 Introduction To Records Management (3)

A survey course in the policies and principles affecting the creation, protection, circulation, retrieval, preservation and control of business and institutional records. The course includes basic classification systems, history and status of records management, retention and disposition of records, maintenance procedures and career ladders. (3 Lec.)

(OFC) 159 Beginning Shorthand (4)

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. (3 Lec., 2 Lab.)

(OFC) 160 Office Calculating Machines (3)

This course focuses on the development of skills in using office machines. Adding machines, printing calculators, and electronic display calculators, and electronic printing calculators are included. Emphasis is on developing the touch system for both speed and accuracy. Office Careers 160 is equivalent to Office Careers 192, 193, and 194. Laboratory fee. (3 Lec.)

(OFC) 162 Office Procedures (3)

Prerequisite: Office Careers 173 or concurrent enrollment or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

(OFC) 166 Intermediate Shorthand (4)

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, speed building, and grammar. Office Careers 166 is equivalent to Office Careers 187, 188, and 189. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 167 Legal Terminology and Transcription (3)

Prerequisite: Office Careers 173 and Office Careers 185 or concurrent enrollment or demonstrated competence approved by the instructor. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

(OFC) 172 Beginning Typing (3)

This course is for students with no previous training in typing. Fundamental techniques in typing are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. Office Careers 172 is equivalent to Office Careers 176, 177, and 178. Laboratory fee. (2 Lec., 3 Lab.)

(OFC) 173 Intermediate Typing (3)

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. (2 Lec., 3 Lab.)

(OFC) 176 Keyboarding (1)

This course is for students with no previous training in typing. The course introduces the typewriter parts. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

(OFC) 177 Beginning Typing II (1)

Prerequisite: Office Careers 176. Practical techniques for business correspondence are developed. Memorandums, personal letters, and business letters are covered. Exercises to increase skill are stressed. Laboratory fee. (1 Lec.)

(OFC) 178 Beginning Typing III (1)

Prerequisite: Office Careers 176. The typing of manuscripts and tables is emphasized. Production typing is included, and proper report typing is developed. Exercises to increase skill are also included. Laboratory fee. (2 Lab.)

(OFC) 179 Office Information Systems Concepts (2)

This course introduces information/word processing and describes its effect on traditional office operations. An understanding of basic information word processing principles, concepts, terminology and advantages of word processing environment system is introduced. This course does not include the operation of a dedicated word processor or microcomputer. (2 Lec.)

(OFC) 182 Introduction to Word Processing Equipment (1)

Prerequisites: Office Careers 173 and Office Careers 179 or concurrent enrollment. This course introduces the fundamental techniques required in the operation of word processing equipment. Basic concepts of electronic storage and retrieval involved in creating, printing, centering, and revising documents are introduced. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

(OFC) 183 Keyboarding for Speed and Accuracy (1)

This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Typing or Advanced Typing Applications. May be repeated for credit. Laboratory fee. (2 Lab.)

(OFC) 185 Basic Machine Transcription (1)

Prerequisite: Office Careers 172. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Automated equipment and audio transcription machines are used. Laboratory fee. (1 Lec., 1 Lab.)

(OFC) 187 Intermediate Shorthand I (2)

Prerequisite: Prior shorthand experience equivalent to Office Careers 159 or one year of shorthand in high school. This course is for students who have a basic knowledge of Gregg Shorthand theory and the ability to take dictation at approximately 50 words per minute. The course is a review of selected shorthand phrases, brief forms, word families, and word beginnings and endings. Included are the proper use of basic punctuation, typing format, and simple business letters. Laboratory fee. (2 Lec.)

(OFC) 188 Intermediate Shorthand II (1)

This course is designed for students who have a sound knowledge of Gregg Shorthand theory and the ability to take dictation at approximately 70-80 words per minute. The course is a review of selected shorthand phrases, brief forms, word families, and word beginnings and endings.

The typing of accurate and attractive letters from shorthand notes is emphasized. Laboratory fee. (1 Lec.)

(OFC) 189 Intermediate Shorthand III (1)

This course is designed for students who have a thorough and complete knowledge of Gregg Shorthand theory and are interested in increasing speed. Special attention is on producing mailable letters within certain time periods. The dictation speed is flexible and depends on student abilities. Laboratory fee. (2 Lab.)

(OFC) 190 Principles of Word Processing (4)

Prerequisite: Office Careers 173 or concurrent enrollment. This course introduces word processing and describes its effect on traditional office operations. An understanding of basic word processing principles and fundamental techniques required in the operation of word processing and transcription equipment are introduced. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Office Careers 190 is equivalent to Office Careers 179, 182, and 185. Laboratory fee. (3 Lec., 3 Lab.)

(OFC) 192 Office Machines I (1)

Business mathematical skills needed to operate office machines are reviewed. Ten-key touch development is introduced. Speed development is incorporated with accuracy requirements. Laboratory fee. (1 Lec.)

(OFC) 193 Office Machines II (1)

Prerequisite: Office Careers 192. This course offers extensive training on basic office machines. Speed development and business applications are stressed. Laboratory fee. (1 Lec.)

(OFC) 194 Office Machines III (1)

Prerequisite: Office Careers 192. Extensive training on basic office machines is continued. Speed development and business applications are stressed. Laboratory fee. (1 Lec.)

(OFC) 231 Business Communications (3)

Prerequisites: Office Careers 172 or one year of typing in high school and 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, proposals, and reports is made. (3 Lec.)

(OFC) 250 Records Control (3)

Prerequisite: Office Careers 152. This course includes a comprehensive study and application of the knowledge and skills involved in the control of records and record systems. The course includes the control procedures for the management of routine and unique correspondence, directives, proposals, reports and forms, inventory, scheduling, vital records control, records storage centers, and archives. (3 Lec.)

(OFC) 252 Micrographics (3)

Prerequisite: Office Careers 152. Microform (microfilm, microfiche, jacket, aperture card and COM) selection, recording, retrieval, and reproduction technologies in an information system are studied. Special emphasis is on micrographic systems, system design, and micrographic standards. (3 Lec.)

(OFC) 256 Office Management (3)

This course focuses on the organization, design, and control of office activities. Topics include office practice, office services, and wage payment plans. The selection, training and supervision of employees are covered. Office planning, organizing, and controlling techniques are presented. Responsibilities of the office manager are also included. (3 Lec.)

(OFC) 266 Advanced Shorthand (4)

Prerequisites: Office Careers 166 or two years of shorthand in high school and Office Careers 173 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. (3 Lec., 2 Lab.)

(OFC) 273 Advanced Typing Applications (2)

Decision-making and production of all types of business materials under timed 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. (1 Lec., 2 Lab.)

(OFC) 274 Legal Secretarial Procedures (3)

Prerequisites: Office Careers 167. This course focuses on procedures of the legal secretary. Topics include reminder and filing systems, telephone usage, dictation and correspondence, the preparation of legal documents, and the court system. Client contacts, use of law library, research techniques, timekeeping, billing, bookkeeping, and ethics are also covered. Ways to obtain a position as a legal secretary are described. (3 Lec.)

(OFC) 282 Word Processing Applications (1)

Prerequisites: Office Careers 190 or 182 and completion of or concurrent enrollment in Office Careers 185. This course is designed for students who have a basic knowledge of word processing equipment. Advanced word processing concepts and machine functions are developed on a specific keyboard. Special emphasis is placed on producing mailable documents. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

(OFC) 283 Specialized Software (1)

Prerequisite: Office Careers 282 or demonstrated competence approved by the instructor. Current information/word processing technology is presented. Specialized applications are performed using automated equipment which the student has previously mastered. Applications will include graphics, math functions, spreadsheets, and the use of other software packages. Dedicated word processing equipment or microcomputers will be used in this course. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

(OFC) 285 Applied Machine Transcription (1)

Prerequisites: Office Careers 173 or 190 and Office Careers 185 or demonstrated competence approved by the instructor. This course is designed for students with basic skills in machine transcription. Emphasis is placed on increasing accuracy and speed in the timed transcription of recorded information. Composing and dictating business communications are introduced. (1 Lec., 1 Lab.)

(OFC) 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(OFC) 714, 804, 814 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

OUTBOARD ENGINE

(OE) 115 Outboard Engine Tune-Up (3)

The tune-up procedures for outboard engines including ignition service, carburetion theory and service, and complete adjustment procedures are included in this course. Laboratory fee. (90 Contact Hours)

(OE) 144 Outboard Engine Service Principles (4)

The principles of operation and failure analysis of two- and four- cycle engines are covered. The principles of basic electricity as applied to outboard engines are also covered. Laboratory fee. (120 Contact Hours)

(OE) 146 Outboard Engine Powerhead Overhaul (4)

This course includes overhaul procedures for outboard powerheads. Laboratory fee. (120 Contact Hours)

(OE) 147 Outboard Engine Lower Unit Overhaul (4)

The theory of operation, service, and overhaul procedures for manual, hydraulic, and electric shift lower units are covered. Laboratory fee. (120 Contact Hours)

(OE) 148 Outboard Engine Electrical Systems (4)

The theory of operation and troubleshooting procedures for outboard engine ignition and charging systems and accessories are covered in this course. Laboratory fee. (120 Contact Hours)

(OE) 723 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(OE) 724 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

PATTERN DESIGN

(PDD) 151 Pattern Drafting I (3)

The principles of drafting and draping basic patterns for collars, skirts, bodices, and sleeves are presented. Cutting out garments is also included. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 152 Pattern Drafting II (3)

Prerequisite: Pattern Design 151. Drafting and draping basic patterns for separates and dresses are covered. Basic techniques are developed in pattern grading. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 153 Pattern Drafting III (3)

Prerequisite: Pattern Design 152. Techniques are developed for drafting and draping patterns for girls, junior petite, and junior sizes. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 254 Pattern Drafting IV (3)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for misses and half-sizes of casual, daytime dresses. Laboratory fee. (2 Lec., 4 Lab.)



(PDD) 255 Pattern Drafting V (3)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for junior sportswear and misses sportswear. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 256 Pattern Drafting VI (3)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for dressy dresses and lingerie. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 257 Pattern Drafting VII (3)

Prerequisite: Pattern Design 255. Techniques are developed for drafting and draping patterns for misses and junior tailored garments. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 812 Cooperative Work Experience (2)

(See Cooperative Work Experience). (1 Lec., 10 Lab.)

(PDD) 813 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(PDD) 814 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

PHILOSOPHY

(PHI) 102 Introduction To Philosophy (3)

The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)

(PHI) 103 Critical Thinking (3)

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)

(PHI) 105 Logic (3)

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. (3 Lec.)

(PHI) 202 Introduction To Social And Political Philosophy (3)

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

(PHI) 203 Ethics (3)

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. (3 Lec.)

(PHI) 207 History Of Ancient Philosophy (3)

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. (3 Lec.)

(PHI) 208 History Of Modern Philosophy (3)

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. (3 Lec.)

PHOTOGRAPHY**(PHO) 110 Introduction To Photography And Photo-Journalism (3)**

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. (2 Lec., 4 Lab.)

(PHO) 111 Advanced Photography And Photo-Journalism (3)

Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)

(PHO) 122 Commercial Photography I (3)

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. (2 Lec., 4 Lab.)

(PHO) 123 Commercial Photography II (3)

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. (2 Lec., 4 Lab.)

(PHO) 207 Photography For Publications (3)

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. (2 Lec., 4 Lab.)

PHYSICAL EDUCATION**(PEH) 100 Lifetime Sports Activities (1)**

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate. Physical Education 100 may be repeated for credit when students select different activities in subsequent semesters. Laboratory fee. (3 Lab.)

(PEH) 101 Health for Today (3)

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. (This course is offered on campus and may be offered via television.) (3 Lec.)

**(PEH) 104 Beginning Soccer (1)**

Course content emphasizes the basic playing skills of both indoor and outdoor soccer at the beginner level, as well as rules, strategies, safety, offensive and defensive patterns of play, and competitive activities. Laboratory fee. (3 Lab.)

(PEH) 108 Social Recreation (3)

The methods and materials for social activities for different age groups are introduced. Planning, organizing, and conducting the activities are included. (3 Lec.)

(PEH) 109 Outdoor Recreation (3)

Outdoor recreation and organized camping are studied. Both the development of these activities and present trends are covered. (3 Lec.)

(PEH) 110 Community Recreation (3)

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. (3 Lec.)

(PEH) 111 Beginning Wrestling (1)

The fundamentals, techniques, rules, and strategy of wrestling are presented. Emphasis is also on spectator appreciation. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 112 Beginning Softball (1)

Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. Laboratory fee. (3 Lab.)

(PEH) 113 Beginning Handball And Racquetball (1)

Basic handball and racquetball skills, rules and strategies are taught and class tournaments are conducted. 24 class hours are devoted to each activity. Laboratory fee. (3 Lab.)

(PEH) 114 Beginning Badminton (1)

Course content emphasizes the basic playing skills of badminton at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. Each of the above elements will be applied to the singles, doubles, and mixed-double games. Laboratory fee. (3 Lab.)

(PEH) 115 Physical Fitness (1)

Students are introduced to fitness related activities for the purposes of gaining the knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, flexibility and agility exercises, and weight training. Physical Education 115 may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 116 Intramural Athletics (1)

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. (3 Lab.)

(PEH) 117 Beginning Archery (1)

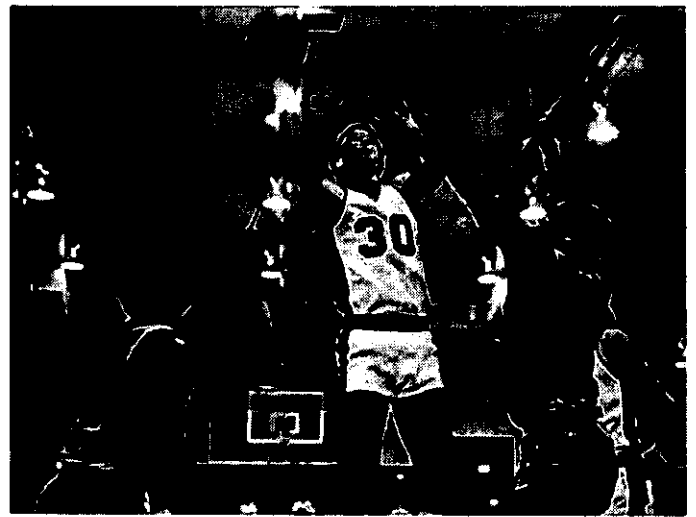
The beginning level skills of target shooting, bow hunting, clout shooting, and wand and trap shooting are emphasized, as well as history, rules of competition, preparation and care of all archery equipment, and safety. Laboratory fee. (3 Lab.)

(PEH) 118 Beginning Golf (1)

Course content emphasizes the basic skills involved in club selection, golf course analysis, shot selection and execution of the golf swing. Rules, scoring, handicapping and etiquette are included. Equipment is furnished. Laboratory fee. (3 Lab.)

(PEH) 119 Beginning Tennis (1)

This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Laboratory fee. (3 Lab.)



(PEH) 120 Beginning Bowling (1)

Basic bowling skills at the beginner level are emphasized as well as rules, strategies, safety, scoring, and competitive activities. All classes are conducted at an off-campus bowling lane. Laboratory fee. Lane fee. (3 Lab.)

(PEH) 121 Folk Dance (1)

Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee. (3 Lab.)

(PEH) 122 Beginning Gymnastics (1)

Beginning level skills in both men's and women's all-around gymnastic events are emphasized. Men's events include horizontal bar, pommel horse, rings, vaulting, floor exercise, and parallel bars. Women's events include floor exercise, vaulting, balance beam, and uneven parallel bars. Basic tumbling skills are also included. All appropriate events will be incorporated into a beginner's level routine. Laboratory fee. (3 Lab.)

(PEH) 123 Beginning Swimming (1)

This course is designed to teach a non-swimmer or a shallow water swimmer only to become a safe and efficient deep water swimmer. After the development of sufficient skill to perform a modified crawl stroke, the elementary back stroke, survival floating and jumping into deep water, leveling off and changing directions, swimmers will be able to swim in deep water. Laboratory fee. (3 Lab.)

(PEH) 124 Social Dance (1)

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 two-step, Cotton-Eyed Joe, square dance, and other dances. Laboratory fee. (3 Lab.)

(PEH) 125 Conditioning Exercise (1)

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. (3 Lab.)

(PEH) 126 Aerobics (1)

This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, and jumping, etc. Depending on the physical fitness level of the student, each routine can be performed at different intensities. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 127 Beginning Basketball And Volleyball (1)

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. (3 Lab.)

(PEH) 128 Social And Folk Dance (1)

Social and folk dance are introduced. Laboratory fee. (3 Lab.)

(PEH) 129 Modern Dance (1)

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. (3 Lab.)

(PEH) 130 Beginning Tumbling And Trampoline (1)

Basic skills and techniques involved in tumbling and trampolining are taught. 24 class hours will be devoted to each activity. Laboratory fee. (3 Lab.)

(PEH) 131 Weight Training And Conditioning (1)

Instruction and training in weight training and conditioning techniques are offered. A uniform is required. The course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 132 Self-Defense (1)

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. (3 Lab.)

(PEH) 134 Outdoor Education (1)

Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee. (3 Lab.)

(PEH) 144 Introduction To Physical Education (3)

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. (3 Lec.)

(PEH) 147 Sports Officiating I (3)

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. (2 Lec., 2 Lab.)

(PEH) 148 Sports Officiating II (3)

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. (2 Lec., 2 Lab.)

(PEH) 200 Lifetime Sports Activities II (1)

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. (3 Lab.)

(PEH) 217 Intermediate Archery (1)

Prerequisite: Successful completion of Physical Education 117 or approval of instructor. Archery activities and skills presented in Physical Education 117 are reviewed with emphasis placed on competitive target shooting and field archery. Laboratory fee. (3 Lab.)

(PEH) 218 Intermediate Golf (1)

Prerequisite: Successful completion of Physical Education 118 or approval of instructor. Skills and techniques presented in Physical Education 118 are refined beyond the beginner level. Analysis and practice of the golf swing, swing theory and methods, strategy, and actual course playing are emphasized. Laboratory fee. Green fees. (3 Lab.)

(PEH) 219 Intermediate Tennis (1)

Prerequisite: Successful completion of Physical Education 119 or approval by the instructor. Emphasis is placed on proper execution of the strokes presented in Physical Education 119 as well as on specialty shots such as the lob, overhead, and spins. Competitive activities in singles, doubles and mixed doubles will be available. Laboratory fee. (3 Lab.)

(PEH) 222 Intermediate Gymnastics (1)

Prerequisite: Physical Education 122 or previous gymnastic training. Tumbling and the all-around events for men and women as presented in Physical Education 122 will be emphasized at the intermediate performance level. Course emphasis is placed on the development, preparation, and presentation of gymnastic routines. Laboratory fee. (3 Lab.)

(PEH) 223 Intermediate Swimming (1)

Prerequisite: Successful completion of Physical Education 123, Red Cross Beginning Swimmer Certificate or approval of instructor. The correct performance of the crawl, elementary back stroke, side stroke and breast stroke will be emphasized. Some speed and endurance swimming will be required. Laboratory fee. (3 Lab.)

(PEH) 225 Skin and Scuba Diving (2)

Prerequisite: Physical Education 223 or demonstrated competence approved by 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 of 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) or the Young Men's Christian Association (YMCA). Laboratory fee. (1 Lec., 2 Lab.)

(PEH) 226 Advanced Life Saving (1)

Prerequisite: Physical Education 223 or deep water swimming ability. Successful completion of this course qualifies students for the Red Cross Advanced Life Saving Certificate. Laboratory fee. (3 Lab.)

(PEH) 231 Intermediate Weight Training (1)

Prerequisite: Physical Education 131. Skills and instruction in weight training techniques are developed beyond the beginner stage. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 232 Intermediate Self Defense (1)

Prerequisite: Physical Education 132 or demonstrated competence approved by 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. (3 Lab.)

(PEH) 233 Jogging For Fitness (1)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)

(PEH) 234 Water Safety Instructor (2)

Prerequisite: Current Advanced Life Saving Card. The principles and techniques for instructors in water safety and life saving classes are covered. Completion of the course qualifies the student to test for certification by the Red Cross as a water safety instructor. A uniform is required. Laboratory fee. (1 Lec., 2 Lab.)

(PEH) 236 The Coaching Of Football And Basketball (3)

The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques. (2 Lec., 2 Lab.)

(PEH) 238 Aquatics (2)

The techniques and procedures of selected water-related activities are studied. The use of the activities in recreation programs is included. Pool management, staff training, safety, and supervision of aquatics are also included. (1 Lec., 2 Lab.)

(PEH) 257 Advanced First Aid And Emergency Care (3)

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. (3 Lec.)

PHYSICAL FITNESS TECHNOLOGY**(PFT) 101 Exercise Science (3)**

This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical fitness. The emphasis is on physiological responses and adaptations to exercise. Basic elements of kinesiology, biomechanics, and motor learning are addressed. An introduction to the physical fitness industry is included. (3 Lec.)

(PFT) 110 Aerobic Training Theory And Application

The theoretical bases for aerobic training and the application of theoretical principles to the development of aerobic training programs are covered. Instructional techniques are studied. Tests of aerobic capacity and techniques for the application of test results to individual and group exercise prescriptions are included. Safety and injury prevention are emphasized. Equipment use and maintenance are covered. (3 Lec., 3 Lab.)

(PFT) 111 Strength Training Theory And Application (4)

The theoretical bases for strength training and the application of theoretical principles to the development of strength training programs are covered. Instructional techniques are studied. Tests of muscular strength and techniques for the application of test results to individual and group exercise prescriptions are included. Safety and injury prevention are emphasized. Equipment use and maintenance are covered. (3 Lec., 3 Lab.)

(PFT) 120 Fitness And Exercise Testing I (4)

Prerequisite: CPR certification. Techniques for conducting physical fitness assessments are studied. Tests of cardio-respiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity are included. The course includes an introduction to electrocardiography. Safety guidelines and precautions are emphasized. Equipment use and maintenance are covered. (3 Lec., 3 Lab.)

(PFT) 130 Basic Nutrition (3)

This survey course presents an overview of essential food nutrients. Methods for evaluating nutritional claims and guidelines for establishing nutritionally sound diets are covered. The concepts of caloric intake and energy expenditure in relationship to exercise are explored. Personal computer programs for nutritional analysis and nutritional counseling are introduced. (3 Lec.)

(PFT) 200 Instruction In Lifestyle Change (3)

Health risk appraisals and their application to lifestyle change are covered. The components of weight control, smoking cessation, and stress management programs and the principles of exercise adherence are studied. Techniques in behavior modification, motivation, teaching and counseling are addressed, and behavior change as lifestyle change is emphasized. The use of personal computer and audiovisual programs for health risk appraisal and lifestyle change instruction is included. (2 Lec., 3 Lab.)

(PFT) 210 Exercise Leadership And Programming (4)

Methods for leading an exercise session, including recruitment, design, instruction, and evaluation are covered. The scheduling and implementation of physical fitness classes, recreational activities, and competitive events are studied. Non-exercise programming and programming for special populations are also included. The design of safe, enjoyable activities is emphasized. (3 Lec., 3 Lab.)

(PFT) 220 Fitness And Exercise Testing II (4)

Prerequisite: PFT 120 or demonstrated competence approved by the instructor. This is an advanced course in graded exercise testing. Various exercise testing protocols for determining cardiorespiratory fitness are covered. Basic electrocardiography is studied, including abnormalities that would prompt limitation or termination of an exercise tolerance test. Methods for prescribing exercise programs based upon exercise test results are also studied. (3 Lec., 3 Lab.)

(PFT) 230 Prevention And Care Of Exercise Injury (3)

Prerequisite: PEH 257 or demonstrated competence approved by the instructor. Methods for the injury-prevention design of the exercise setting and exercise program are covered in this course. The use of physical conditioning techniques to prevent injury, and current exercise fads and myths that promote injury are explored. Methods for injury recognition and evaluation, the on-site care of exercise injuries, and emergency procedures are presented. (2 Lec., 3 Lab.)

(PFT) 240 Practical Aspects Of The Fitness Industry (3)

This course is a survey of the practical aspects of the physical fitness industry. Topics covered include equipment cost analysis, program marketing, legal issues, policy formation, budgetary planning, and time management. A variety of computer applications and current industry trends are also covered. (3 Lec.)

(PFT) 250 Psychosocial Aspects Of Sport And Exercise (3)

The social and cultural influences on exercise initiation and exercise adherence are explored. Emphasis is given to the interrelatedness of mental skills and physical skills and the value of sport and exercise for overall well-being. Techniques for maximizing performance are included. (3 Lec.)

(PFT) 281 Selected Topics In Physical Fitness Technology (1)

This is an elective course designed to deal with specific topics in physical fitness technology. As the topics change, this course may be repeated twice for credit. (3 Lec.)

(PFT) 283 Selected Topics In Physical Fitness Technology (3)

This is an elective course designed to deal with specific topics in physical fitness technology. As the topics change, this course may be repeated once for credit. (3 Lec.)

(PFT) 290 Practical Application In Physical Fitness Technology I (1)

Prerequisites: PFT 110 and PFT 111. The student serves as an instructional assistant in a physical education activity class. Course objectives are individualized to the student. The student assists in a class from one of the three activity course clusters: Aerobic Activities, Strength Activities, Recreational/Sport Activities. (3 Lab.)

(PFT) 291 Practical Application In Physical Fitness Technology II (1)

Prerequisite: PFT 290. The student serves as an instructional assistant in a physical education activity class. Course objectives are individualized to the student. The class in which the student assists must be from an activity course cluster (Aerobic Activities, Strength Activities, Recreational/Sport Activities) different from the student's PFT 290 assignment. (3 Lab.)

(PFT) 713, 803, 813 Cooperative Work Experience (3)

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 student's 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. (1 Lec., 15 Lab.)

(PFT) 714, 804, 814 Cooperative Work Experience (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 student's 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. (1 Lec., 20 Lab.)

PHYSICAL SCIENCE

(PSC) 118 Physical Science (4)

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. (3 Lec., 3 Lab.)

(PSC) 119 Physical Science (4)

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. (3 Lec., 3 Lab.)

PHYSICS

(PHY) 111 Introductory General Physics (4)

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. (3 Lec., 3 Lab.)

(PHY) 112 Introductory General Physics (4)

Prerequisite: Physics 111. This course is a continuation of Physics 111. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 117 Concepts In Physics (4)

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. (3 Lec., 3 Lab.)

(PHY) 118 Concepts In Physics (4)

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. (3 Lec., 3 Lab.)

(PHY) 131 Applied Physics (4)

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. (3 Lec., 3 Lab.)

(PHY) 132 Applied Physics (4)

Prerequisite: Physics 131. This course is a continuation of Physics 131. Concepts of sound, light, electricity, magnetism, and atomic theory are explained. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 201 General Physics (4)

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. (3 Lec., 3 Lab.)

(PHY) 202 General Physics (4)

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. (3 Lec., 3 Lab.)

POSTAL SERVICE ADMINISTRATION

(See MANAGEMENT)



PSYCHOLOGY

(PSY) 101 Introduction to Psychology (3)

Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. This course is offered on campus and may be offered via television. (3 Lec.)



(PSY) 103 Human Sexuality (3)

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. (3 Lec.)

(PSY) 131 Applied Psychology and Human Relations (3)

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement. (3 Lec.)

(PSY) 201 Developmental Psychology (3)

Prerequisite: Psychology 101. 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.) (3 Lec.)



(PSY) 202 Applied Psychology (3)

Prerequisite: Psychology 101. 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. (3 Lec.)

(PSY) 205 Psychology of Personality (3)

Prerequisite: Psychology 101. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(PSY) 207 Social Psychology (3)

Prerequisite: Psychology 101 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. (3 Lec.)

QUALITY CONTROL TECHNOLOGY

(QCT) 121 Introduction To Quality Control (2)

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. (2 Lec.)

(QCT) 122 Dimensional Measurement (3)

Prerequisite: Credit or concurrent enrollment in Quality Control Technology 121 or demonstrated competence approved by 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. (2 Lec., 2 Lab.)

(QCT) 220 Physical And Environmental Testing (3)

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. (2 Lec., 2 Lab.)

(QCT) 227 Non-Destructive Evaluation (3)

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. (2 Lec., 2 Lab.)

(QCT) 236 Advanced Quality Control Systems (4)

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. (3 Lec., 2 Lab.)

RADIOLOGIC SCIENCES

(DMS) 208 Cross Sectional Anatomy (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course focuses on a detailed study of the anatomy of the abdomen, including the anatomical relationships of organs such as the liver, gallbladder, spleen, vascular system, and pelvis, as it relates to an ultrasound examination. Laboratory fee. (3 Lec.)

(DMS) 210 Acoustical Physics (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Science courses. This course is designed to introduce the student to the study of acoustical physics, with the discussion of such topics as the interaction of ultrasound with tissues, mechanics of ultrasound production, various transducer design and construction and principles of doppler devices. (3 Lec.)

(DMS) 216 Ultrasound Science I (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course discusses the history of sonography, related diagnostic research, and departmental procedures. Patient history and clinical findings relative to sonographic examination will be discussed. (2 Lec.)

(DMS) 218 Clinical Medicine I (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. A detailed study of scanning techniques, transducers, normal and abnormal abdominal anatomy, patient history and laboratory data, as it relates to sonographic examination are the focus of this course. (4 Lec.)

(DMS) 219 Clinical Education I (5)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. The student will participate in supervised experiences in an affiliated hospital ultrasound department. (16 Lab.)

(DMS) 220 Instrumentation/Standardization (3)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course focuses on the components and functions of the scanner, display systems, scan converter, and hard copy units of sonographic examination. Discussion will include a comparison of various real time units, B scan units. Operations and calibration of an ultrasound unit will also be discussed. (3 Lec.)

(DMS) 222 Pathophysiology (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course presents a study of the pathology and pathophysiology of abdominal structures visualized with ultrasound examination, including urinary and reproductive systems, breast and thyroid. Correlations will be made between sonographic examination and disease processes of these organs. (3 Lec.)

(DMS) 225 Clinical Medicine II (4)

Prerequisite: Minimum grade of "C" or better in all previous courses. This is a continuation of Clinical Medicine I with emphasis on the male and female pelvis, and obstetrics. (4 Lec.)

(DMS) 226 Clinical Education II (7)

Prerequisite: Minimum grade of "C" or better in all previous courses. This is a continuation of Clinical Education I. Students will be assigned to affiliated hospital ultrasound departments. (24 Lab.)

(DMS) 233 Clinical Education III (4)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Education II. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

(DMS) 237 Clinical Medicine III (1)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Medicine II, with emphasis on the neonatal head. (3 Lec.)



(DMS) 240 Clinical Education IV (4)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Education III. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

(DMS) 242 Clinical Medicine IV (1)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Medicine III with emphasis placed on review of adult abdominal organ systems. (3 Lec.)

(RAD) 103 Radiographic Positioning And Osteology I (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is designed to give the student an introduction to the study of basic routine positioning and osteology of various human structures, including the chest, GI tract, biliary tract, urinary system, and reproductive systems. Laboratory fee. (4 Lec., 4 Lab.)

(RAD) 104 Introduction to Radiologic Sciences I (3)

Prerequisites: Admission to the Radiologic Sciences program and concurrent enrollment or previous completion of required semester support courses. This course is designed to introduce the student to the field of Radiologic Technology and diagnostic Medical Sonography. This course will focus on medical ethics, medical terminology, and history of radiology. An orientation to area medical center Radiology Departments for demonstration and observation of radiologic skills will be included. (2 Lec., 1 Lab.)

(RAD) 105 Principles Of Radiographic Exposure I (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. Film processing techniques and prime exposure factors will be the main focus of this course. Four radiographic quality factors will be introduced with emphasis on radiographic definition and distortion. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 106 Introduction to Radiologic Sciences II (3)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses and concurrent enrollment and/or previous completion of required semester support courses. This course will focus on basic patient care skills for Diagnostic Radiography/Sonography

students. Demonstration of patient care skills will be presented in the laboratory setting. Principles of Medical Imaging, a continuation of Medical Terminology, and visits to affiliated Radiology Departments will be included. (2 Lec., 2 Lab.)

(RAD) 107 Applied Physics I (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. An analysis of basic principles related to magnetic fields, induction principles, and transformers is the focus of this course. An analysis of basic radiographic X-ray tubes and rectifiers will also be discussed. Laboratory fee. (2 Lec., 2 Lab.)

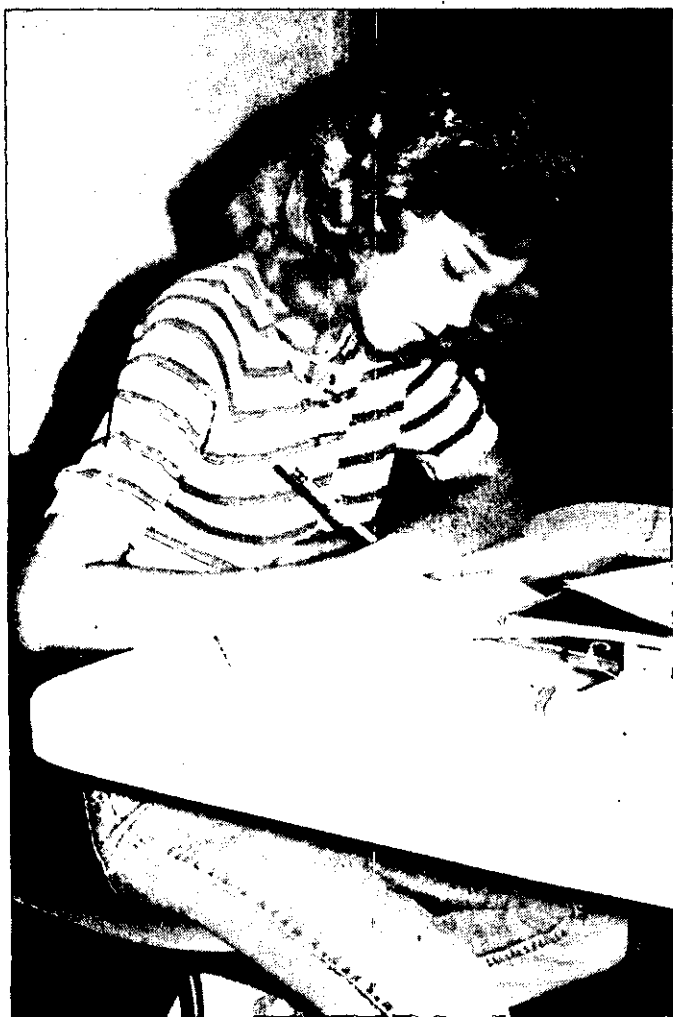
(RAD) 109 Radiation Protection (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is designed to introduce the student to the application of radiation-limiting devices and techniques utilized in radiography to protect the public from excessive radiation during radiographic examinations. Discussion will include patient and personnel protective measures, as well as various methods to detect and measure radiation. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 111 Radiographic Positioning and Osteology II (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiographic Positioning and Osteology I, with focus on the study of the positioning and osteology of the upper extremities, pectoral girdle and lower extremities. Laboratory fee. (4 lec., 4 Lab.)





(RAD) 113 Principles Of Radiographic Exposure II (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Sciences 105 with emphasis on radiographic density and contrast, as well as principles of technic formation and conditions influencing exposure factors. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 115 Applied Physics II (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Applied Physics I with emphasis on the analysis of physical principles of interaction of radiation and matter and the production of X-rays. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 117 Radiation Biology (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course provides an introduction to the theory of radiobiology. Discussion will focus on the interaction between ionizing radiation and living tissue, with emphasis on fundamental radiological principles. Cellular, systemic, and total body response to radiation from diagnostic technology, nuclear medicine technology, and radiation therapy will be presented. (3 Lec.)

(RAD) 201 Clinical Education I (6)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. Under supervision of faculty and clinical staff, the student will assist, observe, and perform basic diagnostic radiographic procedures in a clinical setting. Students are assigned to an affiliated hospital radiology department. (24 Lab.)

(RAD) 205 Principles Of Radiographic Exposure III (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 113 with an emphasis on the study of processor quality assurance and quality control, mathematical relationships related to technic formation and various imaging modalities. Laboratory fee. (3 Lec., 1 Lab.)

(RAD) 206 Radiographic Positioning and Osteology III (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiographic Positioning and Osteology II, with emphasis on the positioning and osteology of the thoracic cage, vertebral column, skull, paranasal sinuses, facial bones, and pelvic girdle. Laboratory fee. (2 Lec., 3 Lab.)

(RAD) 207 Clinical Education II (8)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This is a continuation of Radiologic Sciences 201. Students will be assigned to an affiliated hospital radiology department. (32 Lab.)

(RAD) 209 Radiographic Pathology (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course provides basic foundation in the pathology of human disease processes. Discussion will include the pathogenesis of disease, symptoms, radiographic diagnostic criteria, and prognosis. (2 Lec.)

(RAD) 211 Special Procedures (2)

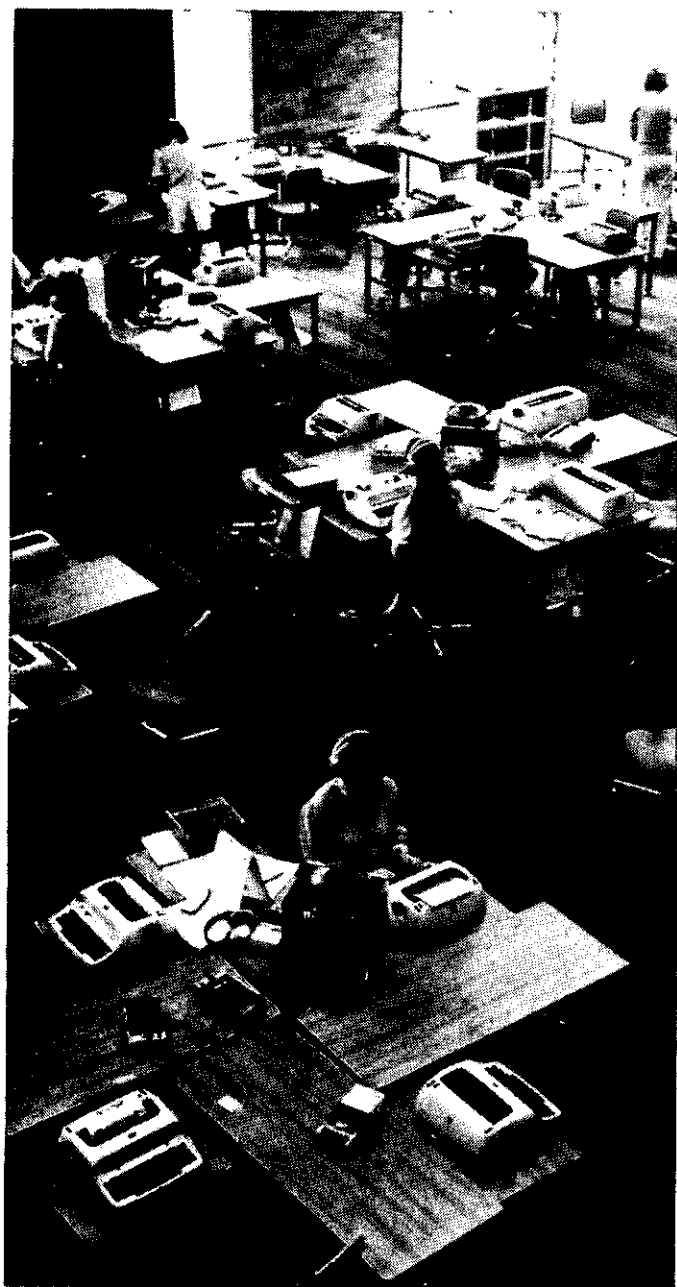
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course focuses on the study of those procedures not considered common to the diagnostic radiology department. An introduction to highly specialized equipment, contrast media, and radiographic projections that are pertinent to invasive special procedures is presented. (2 Lec.)

(RAD) 215 Clinical Education III (Externship) (5)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 207. Students will be assigned to an affiliated hospital radiology department. (40 Lab.)

(RAD) 217 Clinical Education IV (Externship) (5)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 215. Students will be assigned to an affiliated hospital radiology department. (40 Lab.)



RADIO/TELEVISION

(RTV) 210 Television Production I (3)

Prerequisite: Journalism 101 or demonstrated competence approved by the instructor. This course introduces the student to station organization, studio operation, and the use of studio equipment. Topics include continuity, camera operation, sound, lighting, and videotape recording. (2 Lec., 3 Lab.)

(RTV) 211 Television Production II (3)

Prerequisite: Radio/TV 210. This course is a continuation of Radio/TV 210. Emphasis is on the concept and technique of production of television broadcasts in practical situations. (2 Lec., 3 Lab.)

READING

(RD) 101 College Reading and Study Skills (3)

Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, notetaking, underlining, concentrating, and memory. (3 Lec.)

(RD) 102 Speed Reading And Learning (3)

Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized. Learning and memory skills are also covered. (3 Lec.)

REAL ESTATE

(RE) 130 Real Estate Principles (3)

This course provides an overview of licensing for the real estate broker and salesman, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens. Distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics are also included. Three classroom hours will be devoted to federal, state and local laws governing housing discrimination, housing credit discrimination, and community reinvestment. (3 Lec.)

(RE) 131 Real Estate Finance (3)

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or equivalent. This course covers monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs and loan applications, processes, and procedures. Closing costs, alternative financial instruments, equal credit opportunity acts, community reinvestment act, and state housing agency are also included. (3 Lec.)

(RE) 133 Real Estate Marketing (3)

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or equivalent. The emphasis of this course is on real estate professionalism and ethics and the satisfaction of all parties. Topics covered include characteristics of successful salesmen, time management, psychology of marketing, listing procedures, advertising, negotiating and closing, financing, and the Deceptive Trade Practices-Consumer Protection Act, as amended, Section 17.01 et seq, Business and Commerce Code. (3 Lec.)

(RE) 135 Real Estate Appraisal (3)

Prerequisites: Real Estate 130 and 131 or the equivalent. This course focuses on principles and methods of appraising. Topics include central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (3 Lec.)



(RE) 136 Real Estate Law (3)

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or the equivalent. This course examines the legal concepts of real estate land description, real property rights and estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of titles. (3 Lec.)

(RE) 138 Real Estate Law: Contracts (3)

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or equivalent. Concepts of general contract law are reviewed as required by the Real Estate License Act. Emphasis is on detailed instructions and hands-on exercises in preparation of all promulgated contract forms. The Real Estate License Act and the working process of the Broker-Lawyer Committee are included. (3 Lec.)

(RE) 230 Real Estate Office Management/Brokerage (3)

Prerequisites: Real Estate 130, 131, 133, 135, and 136 or demonstrated competence approved by the instructor. This course focuses on knowledge and skills required to manage a real estate office. Topics include law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. (3 Lec.)

(RE) 233 Commercial and Investment Real Estate (3)

Prerequisites: Real Estate 130, 131, 135 or demonstrated competence approved by the instructor. Topics include real estate investment characteristics, techniques of investment analysis, time-value of money, discounted and non-discounted investment criteria, leverage, tax shelters depreciation, and applications to property tax. (3 Lec.)

(RE) 235 Property Management (3)

Prerequisites: Real Estate 130, 131, and 136 or demonstrated competence approved by the instructor. This

course focuses on the various aspects of managing property. The role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act are included. (3 Lec.)

(RE) 240 Special Problems In Real Estate (1)

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 3 hours of credit. (1 Lec.)

(RE) 241 Special Problems In Real Estate (3)

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. (3 Lec.)

(RE) 250 Real Estate Internship I (4)

Prerequisites: Real Estate 130, 131, and 133 and concurrent enrollment in Real Estate 254. Students 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. (20 Lab.)

(RE) 251 Real Estate Internship II (4)

Prerequisites: 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. (20 Lab.)

(RE) 254 Real Estate Seminar I (2)

Prerequisites: Real Estate 130, 131, and 133 and concurrent enrollment in Real Estate 250. Preliminary interview by real estate faculty is required. 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. (2 Lec.)

(RE) 255 Real Estate Seminar II (2)

Prerequisites: Real Estate 130, 131, and 133 and concurrent enrollment in Real Estate 251. Preliminary interview by real estate faculty is required. 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 experience. (2 Lec.)

RELIGION

(REL) 101 Religion In American Culture (3)

This course examines the nature of religion in America. It covers important influences from the past and characteristic of current religious groups and movements. Emphasis is on understanding the role of religion in American life. (3 Lec.)

(REL) 102 Contemporary Religious Problems (3)

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. (3 Lec.)

(REL) 201 Major World Religions (3)

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. (3 Lec.)

RESPIRATORY THERAPY

(RES) 135 Applied Pharmacology (3)

Prerequisite: Minimum grade of "C" or better in Physical Science 118 or Chemistry 115, Respiratory Therapy 137, and Respiratory Therapy 151. This course provides instruction in the identification, classification, dosage and dilution calculation, and principle side effects of inhalational and non-inhalational cardio-respiratory medications. (3 Lec.)

(RES) 137 Basic Respiratory Therapy Skills And Procedures I (4)

Prerequisite: Admission to the Respiratory Therapy Program and concurrent enrollment in Biology 123 or 120, or 221, Physical Science 118 or Chemistry 115 or 101. Basic respiratory therapy skills are described, demonstrated, then practiced in the laboratory and hospital clinical setting. Equipment function and maintenance and patient response to therapy are discussed. Therapeutic procedures are generally limited to the noncritical patient. Laboratory fee. (3 Lec., 6 Lab.)

(RES) 138 Clinical Practice II (4)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. Practice in procedures related to cleaning and sterilization, periodic positive therapy, humidity and aerosol therapy, and chest physiotherapy is provided. (16 Lab.)

(RES) 145 Basic Technology I (4)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course provides instruction in specific details of design and function of respiratory therapy equipment, routine maintenance procedures, and detection and correction of malfunction. It also provides practice in adapting, applying, and modifying equipment in the patient care situation. Laboratory fee. (3 Lec., 4 Lab.)

(RES) 149 Pathology and Treatment Rationale II (2)

A continuation of Pathology and Treatment Rationale I to include the spectrum of commonly encountered disease states and associated gas exchange and ventilatory defects and their potential reversibility with therapy. (2 Lec.)

(RES) 151 Pathology And Treatment Rationale I (3)

Prerequisite: Admission to the Respiratory Therapy Program. This course focuses on the normal anatomy and physiology of the human lung, and deviation from normal in specific pulmonary diseases. Selection of appropriate therapy and assessment of the effect of therapy on specific disease states are emphasized. (3 Lec.)

(RES) 153 Respiratory Therapy Skills And Procedures II (6)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Respiratory Therapy 137. Specific details of the design and function of respiratory therapy equipment are discussed. An emphasis is placed on periodic therapeutic procedures. These procedures will be demonstrated and practiced in the laboratory and clinical setting. Laboratory fee. (3 Lec., 12 Lab.)

(RES) 154 Pharmacology (3)

Prerequisites: Minimum grade of "C" or better in all previous Respiratory Therapy courses and Chemistry 101 or 115, Biology 120 or 221. This course introduces the student to the fundamental principles and practices of Respiratory Therapy pharmacology. Identification, classification, dosage calculation, and principle effects and side effects of cardiopulmonary drugs are discussed. (3 Lec.)

(RES) 156 Respiratory Therapy Skills And Procedures III (4)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Respiratory Therapy 153, with introduction of critical patient care procedures. Equipment and procedures utilized in long term ventilatory support of the critically ill patient are emphasized. Laboratory fee. (3 Lec., 22 Lab.)

(RES) 158 Respiratory Therapy Skills And Procedures IV (5)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Respiratory Therapy 156 with emphasis on the management of the patient requiring mechanical ventilatory support. Topics such as patient assessment and complications of continuous ventilation are discussed. Laboratory fee. (6 Lec., 16 Lab.)

(RES) 160 Clinical Practice III (3)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Clinical Practice II with introduction to continuous ventilation. (24 Lab.)

(RES) 162 Clinical Practice IV (4)

Prerequisite: Minimum grade of "C" or better in all Respiratory Therapy courses. Continued practice in respiratory therapy procedures with emphasis on continuous ventilation and pediatric and neonatal therapy is provided. (32 Lab.)



(RES) 164 Basic Technology II (3)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Respiratory Therapy 145 with emphasis on continuous ventilation and volume ventilators. Laboratory fee. (4 Lec., 6 Lab.)

(RES) 243 Pulmonary Function (3)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course provides instruction in measurement of spirometry, pulmonary mechanics, lung volumes, and airway resistance. Emphasis is on equipment operation, testing techniques, data collections and interpretation. Laboratory fee. (2 Lec., 3 Lab.)

(RES) 257 Advanced Physiology and Pathology (3)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course provides an in-depth study of disease states related to cardiopulmonary function and the application and interpretation of related diagnostic, evaluative, and therapeutic procedures. (3 Lec.)

(RES) 261 Critical Care Clinical Procedures (4)

Prerequisites: Minimum grade of "C" or better in all previous Respiratory Therapy courses and concurrent enrollment in Respiratory Therapy 243, 263, and 257. This course is designed to give the student clinical experience in assuming total responsibility for continuous ventilator patients. Monitoring, airway care, and weaning are all included. Students participate in preoperative evaluation, observation of surgery, and post-operative management of thoracic surgery patients. (16 Lab.)

(RES) 263 Advanced Pharmacology (2)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course is designed to introduce the student to pharmacologic agents which have a secondary effect on the cardiopulmonary system. Emphasis is placed on drugs not administered by inhalational methods. (2 Lec.)

(RES) 264 Special Clinical Procedures (4)

Prerequisites: Minimum grade of "C" or better in all previous Respiratory Therapy courses, and concurrent enrollment in Respiratory Therapy 271 and 265. This course will provide clinical experience in pulmonary rehabilitation, pediatric and neonatal respiratory care, and intensive care. Students will be assigned to affiliated hospitals. (16 Lab.)

(RES) 265 Pulmonary Rehabilitation (5)

Prerequisites: Minimum grade of "C" or better in all previous Respiratory Therapy courses, or the demonstrated competence approved by the Program Coordinator. This course focuses on the rehabilitation of a patient with pulmonary disease. Breathing retraining, exercise programs, and behavior modification are discussed. Laboratory fee. (4 Lec., 3 Lab.)

(RES) 271 Pediatric Respiratory Therapy (2)

Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course provides an in-depth study of fetal lung development and the cardiopulmonary disorders associated with neonates and pediatric patients. (2 Lec.)

SMALL ENGINE

(SE) 125 Small Engine Tune-Up (3)

This course includes the tune-up procedures for small engines including ignition service and carburetion theory and service. Laboratory fee. (90 Contact Hours)

(SE) 154 Small Engine Service Principles (4)

This course includes the principles of operation and failure analysis of two and four cycle engines. The principles of basic electricity as applied to small engines are also covered. Laboratory fee. (120 Contact Hours)

(SE) 156 Small Engine Two Stroke Overhaul (4)

Overhaul procedures for two stroke engines and drive systems as applied to small engine powered equipment are topics covered in this course. Laboratory fee. (120 Contact Hours)

(SE) 157 Small Engine Four Stroke Overhaul (4)

This course includes overhaul procedures for four stroke engines, drive systems, and hydraulic systems, as applied to small engine powered equipment. Laboratory fee. (120 Contact Hours)

(SE) 158 Small Engine Electrical Systems (4)

This course includes the theory of operation and troubleshooting procedures for ignition, charging, and accessory systems as applied to small engine powered equipment. Laboratory fee. (120 Contact Hours)

(SE) 733 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(SE) 734 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

SOCIAL WORK

(SW) 101 Orientation to Social Services (3)

The historical development of social services in our society is surveyed. Emphasis is on current needs, practices, and projected changes. Contact with community agencies gives students the opportunity to assess their interest in a helping profession.

(SW) 103 Social Work Methods (3)

Basic social work practices are introduced. Terminology and techniques are studied. Primary functions performed by social service workers are identified. (3 Lec.)

(SW) 105 Basic Interviewing and Counseling Skills (3)

Social work methods such as intake interviewing, relationship building, and problem identification and resolution are studied. Techniques of listening, observing, and recording are practiced. Various therapeutic models are reviewed. (3 Lec.)

(SW) 107 Abnormal Behavior (3)

Factors associated with defining and identifying abnormal behavior are explored. Psychological meaning of mental illness and the consequences of seeking help for the mentally ill are presented. (3 Lec.)

(SW) 109 Physiology of Addiction (3)

Basic information needed to define problems of alcohol and drug dependency is analyzed. Various physical and psychological effects of chemical abuse will be studied. (3 Lec.)

(SW) 111 Aging in America (3)

Current demographics reflecting the aging of America will be studied. Course objectives focus on understanding people and the aging process. Improving the quality of life for the aging and the effects of discrimination will be emphasized. (3 Lec.)

(SW) 113 Alcoholism Counseling (3)

Prerequisite: Social Work 109. Specific counseling approaches used in treating persons labeled as alcoholics will be presented, including simulated individual and group counseling sessions. Students will be exposed to a variety of counseling styles and community and residential treatment programs. (3 Lec.)

(SW) 201 Introduction to Social Work (3)

Organizational structure, functions, and administration of social work services are discussed. The history, philosophy, and ethics of social work are also presented. (3 Lec.)

(SW) 203 Alcoholism Treatment Models (3)

Prerequisite: Social Work 109 and Social Work 113. Prevalent approaches to treating alcoholism are studied. Various treatment models (detoxification, halfway houses, after-care, and other self-help models) are examined. (3 Lec.)

(SW) 205 Social Policies and Programs for the Aging (3)

The legislative origins of social policies affecting the aging are analyzed. Policies and programs studied will include protection of rights and available services for the aging. (3 Lec.)

(SW) 207 Prevention of Chemical Abuse/Dependency (3)

A developmental approach to the study of alcohol (and other substance) abuse and dependency is presented. Exposure to literature and current trends in understanding and preventing substance addiction will be the focus of the course. (3 Lec.)

(SW) 209 Community Services for the Aging (3)

Resources and services for the aging are surveyed. Emphasis is placed on fostering independent living. Concepts of alternate housing, health care, community services, and leisure time activities are presented. (3 Lec.)

(SW) 211 Family Intervention in Chemical Abuse (3)

Prerequisites: Social Work 105 and 109. Advanced counseling techniques which emphasize family intervention in treating chemical dependency are provided. The family systems approach is studied; actual counseling and role playing techniques are used. (3 Lec.)

(SW) 213 Chronic Illness and the Aging (3)

Chronic illnesses and disabling accidents affecting the aging are studied. The effects of medication and treatment are analyzed. Emotional and social implications of chronic illness and disabling accidents for the aging and their families are discussed. (3 Lec.)

(SW) 215 Issues in Chemical Abuse and Addiction (3)

The American value system and resulting legal implications of addiction are analyzed. Other areas of study include prevention, rehabilitation, and the abuser's problematic relationships. (3 Lec.)

(SW) 226 Nursing Home Activity Director Training (4)

The role of the nursing home activity director is the focus of this course. Both the roles of the nursing home and of the activities program are covered. Topics include the nursing home's historical development and relationship to the community, need and resource assessment, specialized knowledge about the aged resident, and interviewing skills. Program planning, working in groups, programming activities, developing an activities department, and therapeutic techniques in the nursing home are also included. (3 lec., 3 Lab.)

(SW) 228 Special Topics in Social Services (3)

Special topics in social services are studied. Topics will vary depending on current issues of concern and interest. It may be repeated for credit. (3 Lec.)

(SW) 232 Human Behavior and Social Environment (3)

Human behavior caused by changes in the social environment is the focus of this course. This includes an exploration of interdependence, cultural norms, and group affiliation. (3 Lec.)

(SW) 703, 713, 803, 813 Cooperative Work Experience (3)

(See Cooperative Work Experience) (1 Lec., 15 Lab.)

(SW) 704, 804 Cooperative Work Experience (4)

(See Cooperative Work Experience) (1 Lec., 20 Lab.)



SOCIOLOGY

(SOC) 101 Introduction to Sociology (3)

This course is a study of the nature of society and the sources of group life and social conflict. Topics include institutions, social change, processes, and problems. (This course is offered on campus and may be offered via television.) (3 Lec.)



(SOC) 102 Social Problems (3)

This course is a study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)

(SOC) 103 Human Sexuality (3)

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. (3 Lec.)

(SOC) 203 Marriage And Family (3)

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. (3 Lec.)

(SOC) 204 American Minorities (3)

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. (3 Lec.)

(SOC) 206 Introduction to Social Work (3)

The development of the field of social work is studied. Topics include the techniques of social work and the requirements for training in social work. (3 Lec.)

(SOC) 207 Social Psychology (3)

Prerequisite: Psychology 101 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. (3 Lec.)

(SOC) 209 Selected Topics (3)

Prerequisite: Sociology 101 or demonstrated competence approved by 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. (3 Lec.)

(SOC) 210 Field Studies In American Minorities (3)

Prerequisite: Sociology 101 or Sociology 204. Experience is provided in Indian, Black, and Mexican-American community centers. Work is under professional supervision in a task-oriented setting. (3 Lec.)

(SOC) 231 Urban Social Problems (3)

The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (3 Lec.)

SPANISH

(SPA) 101 Beginning Spanish (4)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(SPA) 102 Beginning Spanish (4)

Prerequisite: Spanish 101 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(SPA) 201 Intermediate Spanish (3)

Prerequisite: Spanish 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(SPA) 202 Intermediate Spanish (3)

Prerequisite: Spanish 201 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 201. Contemporary literature and composition are studied. (3 Lec.)

(SPA) 203 Introduction To Spanish Literature (3)

Prerequisite: Spanish 202 or the equivalent or demonstrated competence approved by the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(SPA) 204 Introduction To Spanish Literature (3)

Prerequisite: Spanish 202 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 203. It includes readings in Spanish literature, history, culture, arts, and civilization. (3 Lec.)

SPEECH COMMUNICATION

(SC) 100 Speech Laboratory (1)

This course focuses on preparing speeches, reading dialogue from literature, and debating propositions. Presentations are made throughout the community. This course may be repeated for credit each semester. (3 Lab.)

(SC) 101 Introduction to Speech Communication (3)

Theory and practice of speech communication behavior in one-to-one, small group and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations. This course requires college-level skills in reading and writing. (3 Lec.)

(SC) 105 Fundamentals Of Public Speaking (3)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, and outlining. Emphasis is on giving well prepared speeches. (3 Lec.)

(SC) 109 Voice and Articulation (3)

Students may register for either Speech Communication 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. (3 Lec.)

(SC) 110 Forensic Workshop (1)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)

(SC) 201 Forensic Workshop (1)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)

(SC) 205 Discussion And Debate (3)

Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking. (3 Lec.)

(SC) 206 Oral Interpretation (3)

Techniques of analyzing various types of literature are examined. Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement. (3 Lec.)

(SC) 208 Group Interpretation (3)

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. (3 Lec.)

SURGICAL TECHNOLOGY

(SGT) 140 Medical Terminology (2)

The origin and structure of medical terms are studied. Emphasis is on building a medical vocabulary. (2 Lec.)

(SGT) 141 Surgical Techniques (8)

Prerequisites: Admission to the Surgical Technology Program, credit or concurrent enrollment in Biology 120 and 121, or Biology 123. This course is an introduction to the operating room. The basic principles of asepsis, sterilization, preparation care of surgical supplies and equipment and ethical-legal implications are studied. Also the basic care and safety of the patient in the operating room are presented. Laboratory fee. (6 Lec., 10 Lab.)

(SGT) 152 Surgical Procedures (8)

Prerequisites: Minimum grade of "C" in Surgical Technology 140 and 141, credit or concurrent enrollment in Biology 120 and 121, or Biology 123. In this course the student expands the basic principles from Surgical Technology 141 to include specific patient preparation, medications, instrumentation, and complications related to selected surgical procedures. Laboratory fee. (4 Lec., 20 Lab.)

(SGT) 155 Surgical Pharmacology (2)

This course is designed to introduce students to the principles and practices of pharmacology as applied in the operating room. Topics include weights and measures, dosages and solutions, common routes of administration, and drug classifications. Precautions and safe practices when handling drugs specific to the operating room will also be discussed. (2 Lec.)

(SGT) 156 Clinical Procedures (6)

Prerequisites: Minimum grade of "C" in all previous Surgical Technology courses and support course completion. This course provides the practical clinical experience in the operating room. An effective level of practice and knowledge must be demonstrated by the student in selected surgical procedures. (35 Lab.)

(SGT) 157 Seminar (1)

Prerequisites: Minimum grade of "C" in Surgical Technology 140, 141, and 152 and successful completion of curriculum requirements in all previous Surgical Technology courses and support courses. This course focuses on the issues and special problems that a student will face as a surgical technologist. Included are topics on ethical, legal issues, participation in professional organizations and continuing education. This course is a study of special problems which correlate with the individual needs of students during clinical practice. Continuing education is discussed in this seminar. (2 Lec.)

(SGT) 160 Surgical Procedures for Registered Nurses (8)

Prerequisites: Minimum grade of "C" in Surgical Technology 140 and 141 and current licensure by the Texas State Board of Nurse Examiners. In this course the student expands the principles presented in Surgical Technology 141. Included are specific patient preparation, roles, and legal and ethical responsibilities of operating room nursing. Roles of the registered nurse in pre-operative and post-operative visitation and in complications of surgery are presented. (4 Lec., 20 Lab.)

THEATRE

(THE) 101 Introduction to the Theatre (3)

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(THE) 102 Contemporary Theatre (3)

This course is a study of the modern theatre. The historical background and traditions of each style are included. Emphasis is on understanding the social, culture, and aesthetic significance of each style. A number of modern plays are read and selected video tapes are viewed. (3 Lec.)

(THE) 103 Stagecraft I (3)

The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. (2 Lec., 3 Lab.)

(THE) 104 Stagecraft II (3)

Prerequisite: Theatre 103 or demonstrated competence approved by the instructor. Emphasis is placed on the design process and individual projects. (2 Lec., 3 Lab.)

(THE) 105 Make-Up for the Stage (3)

The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)

(THE) 106 Acting I (3)

The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)

(THE) 107 Acting II (3)

Prerequisite: Theatre 106 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 106. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

(THE) 108 Movement for the Stage (3)

Movement is studied as both a pure form and as it is used in all theatrical styles, and in the development of characterization. This course may be repeated for credit. (2 Lec., 3 Lab.)

(THE) 109 Voice and Articulation (3)

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. (3 Lec.)

(THE) 110 History of Theatre I (3)

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. (3 Lec.)

(THE) 111 History of Theatre II (3)

Theatre is surveyed from the 17th century through the 20th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

(THE) 112 Beginning Dance Technique In Theatre (3)

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. (2 Lec., 3 Lab.)

(THE) 113 Intermediate Dance (3)

Prerequisite: Theatre 112 or demonstrated competence approved by 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. (2 Lec., 3 Lab.)

(THE) 114 Rehearsal and Performance I (1)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)

(THE) 199 Demonstration Lab (1)

Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)

(THE) 201 Television Production I (3)

Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and videotape recording. (2 Lec., 3 Lab.)

(THE) 202 Television Production II (3)

Prerequisite: Theatre 201. This course is a continuation of Theatre 201. Emphasis is on the concept and technique of production in practical situations. (2 Lec., 3 Lab.)

(THE) 205 Scene Study I (3)

Prerequisites: Theatre 106 and 107. This 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. (2 Lec., 3 Lab.)

(THE) 207 Scene Study II (3)

Prerequisite: Theatre 205. This course is a continuation of Theatre 205. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)

(THE) 208 Introduction To Technical Drawing (3)

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. (2 Lec., 3 Lab.)

(THE) 209 Lighting Design (3)

The design and techniques of lighting are covered. Topics include instrumentation, electricity, control and practical experience. (2 Lec., 3 Lab.)

(THE) 210 Rehearsal and Performance II (2)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)

(THE) 211 Broadcasting Communications I (3)

Basic techniques of television and video performance are introduced. (3 Lec.)

(THE) 212 Broadcasting Communications II (3)

Prerequisite: Theatre 211 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 203. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)

(THE) 236 Theatre Workshop (3)

A course in theatre with emphasis on performance techniques in musical and repertory theatre with practical performance experience. This course may be repeated for credit. (2 Lec., 3 Lab.)

TRANSPORTATION TECHNOLOGY

(See MANAGEMENT)

VIDEO TECHNOLOGY**(VFT) 101 Introduction to Video Technology (3)**

This course covers the practical selection and application of production supplies and equipment to shooting situations. It further covers the study of the properties of video tape and a variety of video apparatus used in studio and field production. Equipment theory covers the technical aspects of equipment internal operation and application. Laboratory fee. (2 Lec., 2 Lab.)

(VFT) 103 Television Lighting (3)

This course introduces students to the theory and application of lighting for television production. Topics include basic lighting equipment for studio and location productions and the application of lighting to a variety of production environments. Choices of color, angle, intensity, distribution, and the proper use of lighting control scrim, screens, and gels are emphasized. Laboratory fee. (2 Lec., 3 Lab.)

(VFT) 106 Video Production I (4)

This course introduces students to video production and provides an opportunity for students to get initial experience as directors, producers, and equipment crew while handling talent, blocking scenes, dealing with composition, lighting, packing, staging, sound, scripting, and sequencing of shots. This course reviews the history of television in looking at site selection, location shots, set discipline, breaks, shooting schedules, and property management. Laboratory fee. (3 Lec., 4 Lab.)

(VFT) 110 Video Production II (4)

Prerequisite: Video Technology 106 and 108. This course provides training in the operation of the equipment used in television production facilities and remote shooting locations. The course includes camera operations, application of light and sound, technical directing, video recording techniques, silent and soundover applications,

switching, special effects, set blocking, and development of the shoot and use of above and below the line personnel. Laboratory fee. (3 Lec., 4 Lab.)

(VFT) 112 Video Editing and Post Production I (4)

Prerequisite: Video Technology 106. This course provides the theory and practice of video editing through laboratory exercises in the creative and mechanical aspects of editing and visual sweetening. Laboratory fee. (3 Lec., 4 Lab.)

(VFT) 115 Audio Production (3)

This course introduces students to the fundamentals of audio production. The course focuses on the properties of sound, conversion into electronic signals, mixing, and recording. The application of audio production to television is emphasized. Laboratory fee. (2 Lec., 3 Lab.)

(VFT) 203 Video Production III (4)

Prerequisite: Video Technology 106 and 110. The advanced application and design of video productions in location and studio shoots are studied. The students are provided opportunities to build on Video Production I and II knowledge in a variety of productions with real deadlines and quality control restrictions. Students will be introduced to a variety of more sophisticated production equipment than used in Video Technology 106 or 110. (2 Lec., 6 Lab.)

(VFT) 205 Broadcast Engineering I (3)

Prerequisite: Video Technology 101. This course emphasizes the basics of engineering of video productions. It includes the basic alignment of cameras, vectorscopes, waveform monitors, signal and sync generators, time base correctors, the general operation of each and servicing of many other pieces of equipment. It includes audio and video cable and connector identification, construction, and testing. It further covers PAL, SMPTE, SECAM, NTSC, and EIAJ standards. The basics of electricity and electronics are also emphasized in this class. Laboratory fee. (2 Lec., 3 Lab.)

(VFT) 210 Video Production IV (4)

Prerequisite: Video Technology 202. Students produce a variety of final projects demonstrating mastery of field and studio competence. The process of developing a video portfolio for use in post graduate interviews, polishing production techniques, and developing an individual style are all important parts of the final production course. Laboratory fee. (2 Lec., 6 Lab.)

(VFT) 213 Video Editing and Post Production II (4)

Prerequisite: Video Technology 203 and 112. This course provides the students with the opportunity to apply advanced editing and post production skills to advanced equipment while producing final portfolio programs. This course incorporates the use of SMPTE time code editing with time base correction and multisource edits. It also provides opportunities for students to visit local post production facilities. Laboratory fee. (2 Lec., 6 Lab.)

(VFT) 214 Business Aspects of Video Management (3)

This general business course for video stresses personnel management, production budgeting, staffing, decision-making, portfolio/resume development, interviewing techniques, site selection, contract law, and copyright management. Use of legal and financial advisors, with a variety of business topics related to production companies, use of post houses, professional organizations, taxes, insurance, entrepreneurship, distribution, marketing, and sales will be discussed in depth. (3 Lec.)

(VFT) 215 Broadcast Engineering II (3)

Prerequisite: Video Technology 205. This course carries forward the concepts taught in Video Technology 205 and provides for detailed application of electricity and electronics theory in the troubleshooting of problems and maintenance of video equipment. Specific problems in control room equipment adjustment and maintenance will be combined with detailed problems on camera, sound, and lighting instrument maintenance. Laboratory fee. (2 Lec., 4 Lab.)

(VFT) 218 Scriptwriting and Property Management (3)

This course provides instruction in converting books, plays, drama, story, and other properties into video scripts. The course also deals with the management of these properties and the legal responsibility of the property manager. (3 Lec.)

(VFT) 220 Computer Application to Video Production (3)

Students are provided the opportunity to develop skills in producing computer graphics, working with character generators, teleprompters, and a variety of special computer applications to visual enhancement and special effects. Laboratory fee. (2 Lec., 4 Lab.)

(VFT) 226 Music Video Production (3)

Prerequisite: Video Technology 202. The student will produce a variety of video programs with a music theme and a complementary visual sequence. The process of making music videos will be thoroughly explored including visits to local production houses and application of both original, live, and canned music to visual aesthetics. Laboratory fee. (2 Lec., 4 Lab.)

(VFT) 232 Broadcast, Cable, and Satellite Technology (3)

This course is designed to provide a working knowledge of control room, distribution, headend, uplink, transmission, and a variety of other signal transfer techniques. Students will study the theory and application of these diverse video operations. (3 Lec.)

(VFT) 713, 803, 813 Cooperative Work Experience (3)

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(VFT) 714, 804, 814 Cooperative Work Experience (4)

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

VOCATIONAL NURSING

(VN) 144 Health Maintenance Through the Life Cycle (3)

Prerequisite: Admission to the Vocational Nursing Program. This course presents the concepts necessary for general health maintenance including normal growth and development; geriatrics; normal nutrition for all ages; mental health principles; and the prevention and control of disease. (3 Lec.)

(VN) 145 Nursing Process I (3)

Prerequisite: Admission to the Vocational Nursing Program. Nursing process provides the basic concepts that serve as the foundation for other nursing courses. It includes an introduction to the health care delivery system, nursing as a profession, the nursing process, and communication techniques. The course focuses on meeting the basic physical and psychological needs of patients. A Calculation-Conversion Proficiency Test is a required component of this course. (3 Lec.)

(VN) 152 Nursing Practice (6)

Prerequisite: Admission to the Vocational Nursing Program. This course emphasizes the scientific principles and nursing competency in nursing skills in simulated laboratory situations that prepare the student to meet the basic needs of patients in clinical situations. Selected clinical experiences enable the student to assess, plan, implement, and evaluate nursing care. Laboratory fee. (24 Lab.)

(VN) 153 Maternal Child Health (8)

Prerequisite: Completion of Vocational Nursing 144, 145, 152 and all support courses with a minimum grade of "C" or better. This course focuses on the theory, principles and nursing skills related to meeting the basic needs of maternity, newborn, and pediatric patients. Laboratory fee. (7 Lec., 3 Lab.)

(VN) 156 Nursing Process II (10)

Prerequisites: Completion of Semester I Vocational Nursing courses and also Maternal Child Health for spring admission curriculum plan. This course focuses on the nursing care of patients with various medical, surgical or emotional problems. Drug and diet therapy and clinical skills used in caring for acutely or chronically ill patients are included. Laboratory fee. (8 Lec., 3 Lab.)

(VN) 157 Nursing Practice II (7)

Prerequisite: Completion of Semester I Vocational Nursing courses and also Maternal Child Health for spring admission curriculum plan. Must be concurrently enrolled in Vocational Nursing 156. This course provides the opportunity for students to use the nursing process and clinical skills to meet the needs of patients experiencing medical, surgical or emotional problems. Supervised practice in the administration of medications is included. (24 Lab.)

(VN) 158 Maternal Child Health Clinical (4)

Prerequisites: Completion of Vocational Nursing 144, 145, 152 and all support courses with a minimum grade of "C" or better. Concurrent enrollment or completion of Vocational Nursing 153. This course provides clinical experiences focusing on normal prenatal, labor and delivery, post partum, and newborn nursing care situations. Students also have the opportunity to apply the nursing process to the care of pediatric patients with acute or chronic problems. Laboratory fee. (32 Lab., 6 weeks)

WELDING

(WE) 101 Basic Welding And Cutting Practices (3)

This course is for students who need welding on the job, such as in auto body, auto mechanics, or air conditioning. Emphasis is on setting up and using oxyfuel equipment. Cutting up to and including 3/8" mild steel, welding up to and including 1/8" mild steel, and brazing up to and including 16 ga. mild steel are all included. Setting up and using arc welding equipment are also included. Welding 1/4" through 3/8" mild steel in the flat and vertical position using E60's series electrodes is covered. Laboratory fee. (1 Lec., 5 Lab.)

(WE) 111 Oxyfuel I (2)

This course gives both theory and practice in basic tools, equipment and processes used in welding and brazing guage materials. Lab work includes preparation and performance of welded and brazed joints. Laboratory fee. (60 Contact Hours)

(WE) 112 Oxyfuel II (2)

Prerequisite: Welding 111. This course gives both theory and practice in the basic tools, equipment and procedures used in layout, cutting, shaping, forming and the heat treating of metals. Lab work includes the selection and use of fuel gases for heat treating and the set-up and usage of semi-automatic and manual cutting equipment. Laboratory fee. (60 Contact Hours)

(WE) 113 Shielded Metal Arc Welding I (2)

This course gives both theory and practice in the identification and usage of shielded metal arc welding electrodes. Laboratory work includes the use of E60 and E70 series including low hydrogen electrodes primarily in the flat and horizontal position. Laboratory fee. (60 Contact Hours)

(WE) 114 Shielded Metal Arc Welding II (2)

Prerequisite: Welding 113. This course includes both theory and laboratory work, emphasizing the production and properties of mild steel alloys. Arc welding equipment set-up and operation are also included. Laboratory work will include the use of E60 and E70 series electrodes primarily in the vertical and overhead position. Laboratory fee. (60 Contact Hours)

(WE) 115 Shielded Metal Arc Welding III (4)

Prerequisite: Welding 114. This course gives both the theory and practice in code quality welding. Laboratory work includes passing standard test according to the American Welding Society and American Society of Mechanical Engineers for certifying procedures for 3/16" - 3/4" thickness range material in all positions. Laboratory fee. (120 Contact Hours)

(WE) 116 Shielded Metal Arc Welding IV (4)

Prerequisite: Welding 115. This course is designed to introduce the basis of shielded metal arc welding of pipe. Lab work includes welding 3" through 10" schedule 40 mild steel pipe. The vertical, horizontal rolled and fixed using E60 and E70 series electrodes are included. Laboratory fee. (120 Contact Hours)

(WE) 117 General Metal Layout (3)

Prerequisite: Drafting 182 or equivalent. This course gives both theory and practice in blueprint reading, welding symbols, layout work and fabrication techniques of metal weldments. Lab work consists of developing shop drawings and fabrication of designed structures. Laboratory fee. (90 Contact Hours)

(WE) 118 Welding Inspection And Quality Control (4)

Prerequisites: Welding 117 and six credit hours of welding lab courses or equivalent. This course is both theory and practical application of welding codes, processes, testing procedures, testing equipment and weld discontinuities. Lab work emphasis is on inspection and qualification of welds and welding procedures. (120 Contact Hours)



(WE) 211 Gas Tungsten Arc Welding I (2)

This course gives both theory and practice in the set-up and use of gas-tungsten arc welding of plate. Laboratory work will include setting up and using 18 guage through 3/8" thick mild steel, stainless and aluminum. Welds will be made primarily in the flat and horizontal positions. Laboratory fee. (60 Contact Hours)

(WE) 212 Gas Tungsten Arc Welding II (2)

Prerequisite: Welding 211 or equivalent. This course gives both theory and practice in the set-up and use of gas tungsten arc welding of pipe. Lab work includes the welding of thin wall tubing and schedule 40 pipe. Welding is primarily in the vertical, horizontal rolled and horizontal fixed positions. Laboratory fee. (60 Contact Hours)

(WE) 213 Gas Tungsten Arc Welding III (4)

Prerequisite: Welding 212 or equivalent. This is an advanced theory and skills course in the use of gas tungsten arc welding of plate and pipe. Lab work will include passing the standard qualification test in a variety of metals in all positions. Laboratory fee. (120 Contact Hours)

(WE) 214 Gas Metal Arc Welding I (2)

This course gives both theory and practice in the set-up and use of gas metal arc welding processes of plate. Lab work will be on setting up and using gas metal arc welding equipment in welding 18 guage 3/8" thick mild steel, stainless and aluminum, primarily in the flat and horizontal position. Laboratory fee. (60 Contact Hours)

(WE) 215 Gas Metal Arc Welding II (2)

Prerequisite: Welding 214. This course gives both theory and practice in the set-up and use of gas metal arc welding processes of pipe. Lab work includes the welding of schedule 40 mild steel pipe in the vertical, horizontal rolled and fixed positions. Laboratory fee. (60 Contact Hours)

(WE) 216 Gas Metal Arc Welding III (4)

Prerequisite: Welding 215. This is an advanced theory and skills course in the use of gas metal arc welding of plate and pipe. Lab work will be on passing the standard qualification test in plate and pipe on plate and pipe in a variety of metals and thickness ranges in all positions. Laboratory fee. (120 Contact Hours)

(WE) 217 Basic Welding Metallurgy (3)

This is a theory type course designed to assist those students in welding and related industries to refresh and extend their knowledge of the behavior of the various fabricating metals during welding. The effects of the joining processes and procedures on the fabrication and service performance of weldments are also considered. Laboratory fee. (90 Contact Hours)

(WE) 218 Applied Welding Metallurgy (3)

Prerequisite: Welding 217 and six credit hours of welding lab courses. This course is designed to assist the student in improving communication skills with welding engineers and metallurgists. The course includes a study of welding processes and their relationship to and effect upon metals and why they can or cannot be used for certain applications; the theory of heat treating and its many uses; the value of preheat, interpass temperature, and post-heat in welding procedures. This course should increase the student's knowledge of what metals are made of and why they are used for specific industrial applications; to strengthen the knowledge and understanding of the grain structure of metals and the effect that welding processes have on them. Laboratory fee. (90 Contact Hours)

(WE) 219 Welding Design (3)

Prerequisites: Welding 117 and six credit hours of welding lab courses or equivalent. Concepts in designing products for welding, joint design and selection, weld size determination, welding costs, codes and applications in welding. A design project is chosen and carried to completion using the design team concept. Laboratory fee. (90 Contact Hours)

(WE) 221 Special Welding Applications (1)

This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This will permit the student to upgrade present skills or develop a new skill. This course may be repeated for credit as topics vary. Laboratory fee. (30 Contact Hours)

(WE) 222 Special Welding Applications (2)

This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This will permit the student to upgrade present skills or develop a new skill. This course may be repeated for credit as topics vary. Laboratory fee. (60 Contact Hours)

(WE) 223 Special Welding Applications (3)

This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This will permit the student to upgrade present skills or develop a new skill. This course may be repeated for credit as topics vary. Laboratory fee. (90 Contact Hours)

(WE) 701, 711, 801, 811 Cooperative Work Experience (1)
(See Cooperative Work Experience). (1 Lec., 5 Lab.)**(WE) 702, 712, 802, 812 Cooperative Work Experience (2)**
(See Cooperative Work Experience). (1 Lec., 10 Lab.)**(WE) 703, 713, 803, 813 Cooperative Work Experience (3)**
(See Cooperative Work Experience). (1 Lec., 15 Lab.)**(WE) 704, 714, 804, 814 Cooperative Work Experience (4)**
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

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