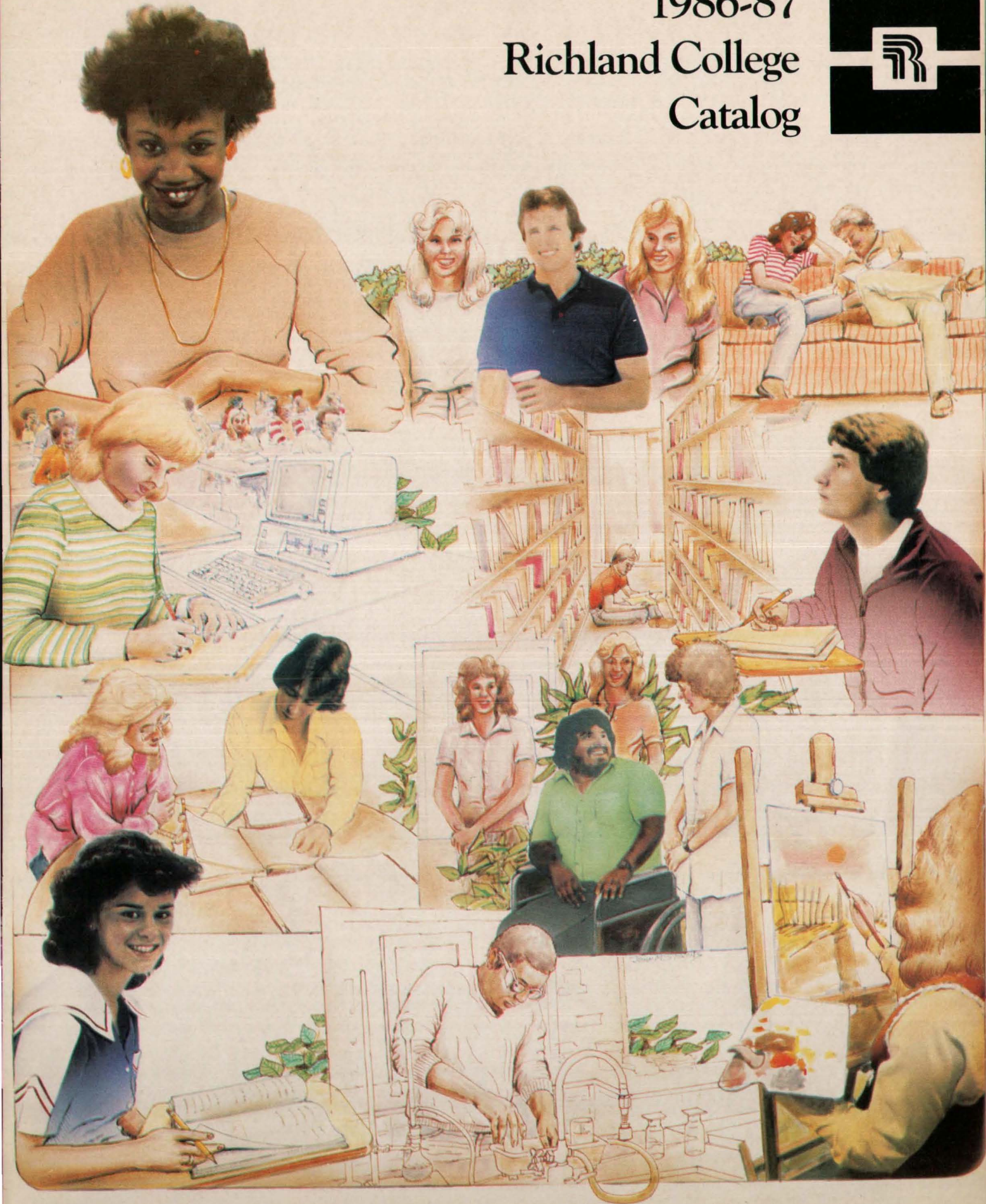
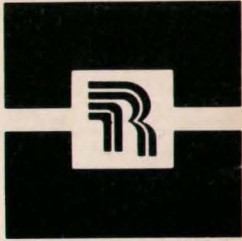


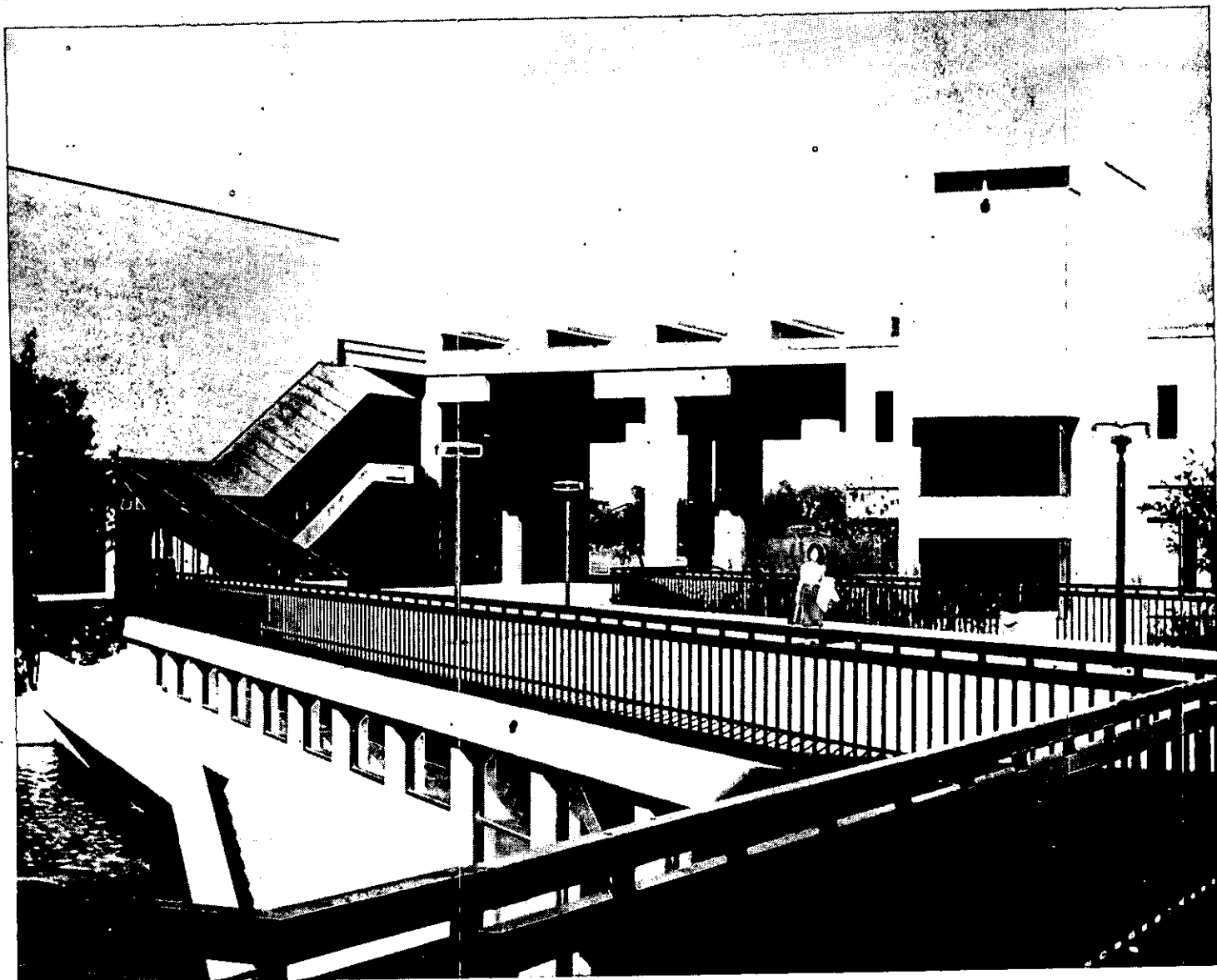
1986-87  
Richland College  
Catalog



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1986-87

# Richland College Catalog



**Richland College**  
12800 Abrams Road  
Dallas, Texas 75243-2199

**Call for information: Counseling — 238-6106, Admissions — 238-6100**

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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.



# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## ACADEMIC CALENDAR

### Summer Sessions, 1986

#### *First Summer Session*

June 5	Registration
June 9	Classes Begin
June 12	4th Class Day
June 26	Last Day to Withdraw with "W"
July 10	Final Exams
July 10	Semester Closes

#### *Second Summer Session*

July 14	Registration
July 15	Classes Begin
July 18	4th Class Day
August 7	Last Day to Withdraw with "W"
August 14	Final Exams
August 14	Semester Closes

### Fall Semester, 1986

August 25	Faculty Professional Development
August 26-28	Registration Period (varies by campus)
August 29	Faculty Professional Development
September 1	Labor Day Holiday
September 2	Classes Begin
September 5	Friday Only Classes Begin
September 6	Saturday Classes Begin
September 15	12th Class Day
November 27	Thanksgiving Holidays Begin
December 1	Classes Resume
November 6	Last Day to Withdraw with "W"
December 12	Final Exams for Friday Only Classes
December 13	Final Exams for Saturday Classes
December 15-18	Final Exams
December 18	Semester Closes

### Spring Semester, 1987

January 12	Faculty Professional Development
January 13-15	Registration Period (varies by campus)
January 16	Faculty Professional Development
January 16	Friday Only Classes Begin
January 17	Saturday Classes Begin
January 19	Classes Begin
January 29	12th Class Day
February 26	District Conference Day
February 27	Faculty Professional Development (TJCTA)
March 16	Spring Break Begins
March 20	Spring Holiday for All Employees
March 23	Classes Resume
April 2	Last Day to Withdraw with "W"
April 17	Easter Holidays Begin
April 20	Classes Resume
May 8	Final Exams for Friday Only Classes
May 9	Final Exams for Saturday Classes
May 11-14	Final Exams
May 14	Graduation
May 14	Semester Closes

### Summer Sessions, 1987

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

June 4	Registration
June 8	Classes Begin
June 11	4th Class Day
June 25	Last Day to Withdraw with "W"
July 9	Final Exams
July 9	Semester Closes

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

July 13	Registration
July 15	Classes Begin
July 21	4th Class Day
August 4	Last Day to Withdraw with "W"
August 18	Final Exams
August 18	Semester Closes

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# RICHLAND COLLEGE

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

Richland was the fourth of the seven colleges of the Dallas County Community College District enrolling its first students in 1972. It has subsequently become the largest DCCCD college, enrolling more than 14,500 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
- Business and Professional Institute, providing training on campus or on site for our business community

- Community Counseling, offering personal counseling to staff, students and the community
- Testing Services, including academic, career, and psychological assessment.

## 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, and a cosmic theatre 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

## Institutional Memberships

Richland College is a member of:

The American Association of Community and Junior Colleges

The League for Innovation in the Community College

Richland 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.

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Director of Physical Plant	Wes Hayes	238-6170
Director of Public Information	Valenda Archer	238-6194
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Counseling	Mary Darin	238-6106
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Technology	Jackie Claunch	238-6191

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Tyler Junior College, A.S.; North Texas State University, B.B.A., M.B.E.

**Plocek, Pat** ..... General Business  
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.

**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.

**Schroeder, Al** ..... Computer Science  
Southwest Texas State University, B.S.;  
Western Michigan University, M.A.; East Texas State University, M.B.A.

**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** ..... Business  
Central State University, B.B.A.; University of Dallas, M.B.A.

**Shorow, David** ..... Economics/Computer Science  
Casper College, A.B.S.; Texas Christian University, B.B.A., M.B.A.

**Stonecker, William G.** ..... Engineering Technology/Humanities  
Olympic College, A.A.; Oregon State University, B.S., M.A.

**Sims, Lyndarae D.** ..... Spanish  
Florida State University, B.A., M.A.; University of Texas, Austin, Ph.D.

**Somero, Debbie** ..... Career Planning/Placement Specialist  
University of Texas, Dallas, B.A.

**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.

**Stanco, Joe** ..... Instructional Development  
University of Dallas, B.A.; University of Texas, Austin, M.A.

**Stanson, John D.** ..... Physical Education  
State University of New York, Buffalo, B.S.; Texas Tech University, M.S.

**Stone, 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.

**Straley, Ann** ..... Handicapped Student Specialist  
University of Texas Health Science Center, B.S.

**Stupp, William E.** ..... English  
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.

**Taulbee, Thomas L.** ..... Psychology/Sociology  
Illinois State University, B.S.; East Texas State University, M.S., Ed.D.

**Teagarden, Steffani S.** ..... Physical Education  
Richland College, A.A.; North Texas State University, B.S.;  
East Texas State University, M.S., Ed.D.

**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** ..... Automated Systems Librarian  
Brigham Young University, B.A., M.L.S.

**Treloar, William P.** ..... Assistant Dean, Continuing Education  
Morningside College, B.A.; Drake University, M.A.;  
Michigan State University, Ph.D.

**Trickel, John A.** ..... American History  
University of Tulsa, B.A., M.A.; North Texas State University, Ed.D.

**Veretti, Gary D.** ..... History/Psychology  
Abilene Christian College, B.S., M.Ed.;  
North Texas State University, Ph.D.

**Walker, Glen D.** ..... Engineering Technology  
University of Oklahoma, B.S.; University of Texas at Dallas, M.A.T.

**Walker, John** ..... English  
Southern Methodist University, B.A.; Wayne State University, M.A.;  
Shakespeare Institute, University of Birmingham, Ph.D.

**Wallace, Jerry D.** ..... Music  
Texas Christian University, B.M., M.A.; North Texas State University, Ph.D.

**Warwick, Noreen M.** ..... Political Science  
El Centro College, A.A.; Southern Methodist University, B.A., M.A.

**Watson, B. Warren** ..... Speech  
Jones University, B.A., M.A.

**White, Bill D.** ..... Physical Education  
Texas Wesleyan College, B.S.; North Texas State University, M.Ed.

**Whitfield, Ray** ..... Engineering Technology  
Texas A&M University, 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 Civics/U.S. History  
Western State College, B.A.; University of Colorado, M.A., Ph.D.

**Yale, Jean** ..... Coordinator, Everywoman Program  
Duke University, B.A.; Washington State University, M.Ed.

**Yates, Kathryn** ..... Government  
Midwestern State University, B.A., M.A.

**Young, Gordon D.** ..... Art  
University of Nebraska, B.F.A.; Tulane University, M.B.A.

# I. GENERAL INFORMATION

## History of the Dallas County Community College District

The Dallas County Community College District is comprised of seven colleges located strategically throughout Dallas County. Together the colleges enroll approximately 75,000 students 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**

**Add:** To enroll in additional course(s) after regular registration.

**Admission:** Formal application and acceptance as a student.

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

**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.

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

**Credit:** A unit of measure assigned to each course. See credit hours.

**Credit hours:** This is normally equal to the number of hours a course meets per week. For example, a three credit hour lecture course will meet three hours per week. Courses involving laboratory time typically meet additional hours. Credit hours are sometimes referred to as semester hours.

**Credit/non-credit:** Credit classes are those which award academic credit and apply toward a degree. Non-credit classes do neither and are usually offered through Continuing Education.

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

**Drop:** The act of officially withdrawing from a particular course. It is the student's responsibility to withdraw from the course by the appropriate date.

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

**Elective:** A course chosen by the student that is not required for a certificate or degree.

**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.

**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, page 11.

**Grade Points:** See catalog section entitled Scholastic Standards, page 11.

**Grades:** See catalog section entitled Scholastic Standards page 11.

**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.

**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.

**Registration:** The official process for enrolling in courses which includes selection of times as well as payment of fees and tuition.

**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.

**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 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 officially dropping all courses for which a student is enrolled in a given semester or session. It is the student's responsibility to withdraw from the course by the appropriate date.

### 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

##### Beginning Freshman

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

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

- 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. Students must continue to make normal progress toward high school graduation.

#### **Transfer Students**

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

#### **Former Students**

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

#### **Non-Credit Students**

Students enrolling for non-credit courses apply through 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:

- complete a personal interview with the international student counselor and receive approval from the college administration,
- present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher and take the DCCCD assessment tests,
- be proficient in English and provide a letter in their own handwriting indicating educational and vocational plans,
- show evidence of sufficient financial support for the academic year by submitting an I-134 (Affidavit of support) Immigration and Naturalization Service document,
- 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.
- fulfill all admission requirements for international students at least 30 days prior to registration,
- enroll as a full-time student (minimum of 12 credit hours),
- supply official transcripts for all previous academic work with a minimum "C" average.

Contact the Admissions Office for information.

#### **Application and Admission Procedures**

Applications may be submitted any time prior to registration. 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:

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

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

#### **Tuition**

Tuition is charged on a sliding scale according to the number of credit hours for which a student is enrolled and the student's place of legal residence. Tuition is subject to change without notice by the Board of Trustees or the Texas Legislature.

#### **Additional Fees**

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

#### **Special Fees And Charges**

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

Physical Education Activity Fee: \$5 a semester.

Bowling Class Fee: Student pays cost of lane rental.

Private Music Lesson Fee: \*\$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.



## TUITION AND STUDENT SERVICES FEE Fall and Spring Sessions

Semester Credit Hour	Dallas County			Out-of-District			Out-of-State or Country		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	\$ 32	\$ 3	\$ 35	\$ 32	\$ 3	\$ 35	\$ 200	\$ 3	\$ 203
2	32	3	35	62	3	65	200	3	203
3	32	3	35	93	3	96	200	3	203
4	40	4	44	124	4	128	236	4	240
5	50	5	55	155	5	160	295	5	300
6	60	6	66	186	6	192	354	6	360
7	70	7	77	217	7	224	413	7	420
8	80	8	88	248	8	256	472	8	480
9	90	9	99	279	9	288	531	9	540
10	100	10	110	310	10	320	590	10	600
11	108	11	119	320	11	331	649	11	660
12	116	12	128	330	12	342	708	12	720
13	124	12	136	340	12	352	767	12	779
14	132	12	144	350	12	362	826	12	838
15	140	12	152	360	12	372	885	12	897
16	148	12	160	370	12	382	944	12	956
17	156	12	168	380	12	392	1003	12	1015
18	164	12	176	390	12	402	1062	12	1074
19	172	12	184	400	12	412	1121	12	1133
20	180	12	192	410	12	422	1180	12	1192

## TUITION Summer Sessions

Semester Credit Hour	Dallas County Tuition	Out-of-District Tuition	Out-of-State or Country Tuition
1	\$ 32	\$ 44	\$200
2	32	88	200
3	36	132	200
4	48	176	260
5	60	220	325
6	72	264	390
7	78	272	448
8	84	280	506
9	90	288	564

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

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

The DCCCD Board of Trustees defines an out-of-district student as (1) a student eighteen (18) years of age or older who resides in a Texas county other than Dallas County or

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

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

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

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



### 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:

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, yearbooks, 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 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.
- (9) A student who withdraws from the institution will be assessed a matriculation fee as provided by Coordinating Board regulations.

### 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 Procedures

Assessment is the process of evaluating readiness for certain college courses and the probabilities for success in those courses. Individual assessment of skill levels is an important part of student success in college. Therefore, the District has an assessment process at each of its colleges for entering students.

Information gained from assessment is used to advise students in the selection of courses which can provide the best possible opportunity for academic success. All entering students are required to go through the assessment process prior to advisement and registration for courses. In some cases, ACT or SAT scores less than five years old may

satisfy the assessment requirement. Entering students should arrange to have such scores sent to the appropriate Admissions Office or bring an official score report to the Admissions Office.

### Advisement Procedures

To make the educational experience meaningful, the student needs to define personal goals and make selections from among the many educational options available. Academic advisement sessions at each college can provide a framework for informed decision-making on the part of students and advisors.

The assessment program provides information needed in advisement. Other information such as a student's career plans, previous educational background, transcripts, other test scores, life experience and motivation permits the student and advisor to make plans for the educational experience. Students should bring all related materials to the advisement session.

### Course Prerequisites

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

### Change Of Schedule

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

### Non-Credit Student (Audit)

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

### Transfer Of Credits

Transfer of credit is generally given for all passing work completed at 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.

## 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: 35
12		
$35 \div 12 = 2.93$		



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

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

An incomplete grade "I" may be given when an unforeseen emergency prevents a student from completing the work in a course. The "I" must be converted to a performance grade (one with a grade point value) within 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 are included in computing a student's scholastic standing, but they 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 Registrar or the appropriate college official to carry a heavier load. Employed students carrying a full load (12 credit hours or more) should not work more than 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. Should circumstances prevent a student from appearing in person to withdraw from the College, the student may withdraw by mail by writing to the Registrar. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a "W" (Withdraw) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar. After that time students receive a performance grade in each course. 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 3.00-3.49 are listed on the College's Honor Roll. Full-time students who complete at least 12 hours of credit and average 3.50-4.00 are placed on the Vice President's Honor List. Part-time students who take 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 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. 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 general specific requirements for graduation. Each degree candidate must earn the last 15 hours as a resident student in the District colleges or accrue 45 hours in residence.

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 (6-8 credit hours) chosen from Astronomy, Biology, Chemistry, Geology, Physical Science, or Physics.
- 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 Science, 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. Courses numbered 99 and below cannot be included to meet degree or certificate requirements. Music 199, Art 199, and Theatre 199 may not be counted toward the 61 hour minimum.

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

*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 Science, or Economics. Cooperative Work Experience courses may not be used to meet Common Learning degree requirements.

Where a technical/occupational 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. Courses numbered 99 and below do not meet degree requirements. Music 199, Art 199, and Theatre 199 may not be counted toward the 60 hour minimum.

#### **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. Courses numbered 99 and below do not meet certificate requirements.

#### **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 thirty days prior to commencement.

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

#### **Waiving Of Scholastic Deficiency**

Any student in an academic transfer program may transfer to a career program. In such a case, the student may choose to have any grades below "C" disregarded. However, the procedure for disregarding low grades may only be exercised while the student is in a career program. If the student changes to an academic transfer program, the original conditions of the academic transfer program must be followed, including the calculation of a cumulative grade point average of all college credits earned. The procedure for waiving scholastic deficiency applies both to students of

this college and to students transferring from other institutions. The student who wishes to use the procedure for waiving scholastic deficiency should so state in writing to the Registrar prior to registration and should inform a counselor of such intentions during the pre-registration advisement session.

## 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 college and universities to insure 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
- Business Education
- Chemistry
- City and Regional Planning
- Computer Science
- Dentistry
- Dietetics
- Drama
- Economics
- Elementary Education
- Engineering
- English
- Entomology
- Fine Arts
- Dance
- Foreign Languages
- Forestry
- Geography
- Geology
- Finance
- Health Science

- History
- Home Economics
- Industrial Arts
- Industrial Design
- Journalism
- Law
- Liberal Arts
- Life Science
- Marine Biology
- Marketing
- Mathematics
- Medical Technology
- Medicine (Pre-Med)
- Meteorology
- Microbiology
- Music
- Natural Sciences
- Nursing
- Occupational Therapy
- Oceanography
- Optometry
- Pharmacy
- Philosophy
- Physical Education
- Physical Science
- Physical Therapy
- Physics
- Political Science
- Psychology
- Public Relations
- Radio/Television/Film
- Recreation
- Sociology
- 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 programs 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 counseling center has a list of courses available through this method. The examination may be a section of the College Level Examination Program (CLEP), Advanced Placement Exams (CEEB), or a teacher-made test, depending on the course.

The student pays an examination fee 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.

### Flexible Entry Courses

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

### Telecourses

Students may take a variety of college credit courses via television. The schedule of telecourses varies each semester and includes many general education transferable courses. Telecourses are noted in the course description



section and in each college class schedule. Content and credit for these courses are the same as for similar courses taken on campus.

Telecourses include the viewing of television programs on KERA/Channel 13 and on cable, plus reading, study guide and writing assignments. Students come to the campus for an orientation session at the beginning of the semester, for one to four discussion meetings, for three or four tests, and for laboratory sessions in computer science courses. These campus visits are normally scheduled for a time convenient to the students. Field trips are required in some courses. Telecourses may be taken in conjunction with on-campus courses. Students may register for telecourses by mail or through the regular on-campus registration process.

### **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**

Selected programs combine learning experiences with foreign travel. Some semester abroad programs are also available. This travel-study is under the direct supervision of the faculty. These courses support specific learning objectives, and college credit may be earned by students who successfully meet the objectives.

### **Human Development**

In human development courses, students can learn skills useful in everyday living to promote their personal growth. Much of 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 credit 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 is a course combining aspects of human development and communications and is required for DCCCD associate degrees.

### **Developmental Studies**

Students whose assessment test scores indicate they are performing below college level skills will be advised to enroll in developmental courses.

Developmental courses are designed to provide instruction to students who want to improve their skills in order to be more successful in their personal, academic and career programs. Reading, writing and mathematics courses are offered in classroom settings with laboratory support. Students who attend class regularly and complete all their assignments should be able to improve their skills in these areas. Successful completion of these courses should provide prerequisite skills for college-level work.

### **Evening And Weekend College**

In dynamic, growing communities such as those encompassing this college, people have continuing educational needs, yet many of them have work schedules and personal involvements which make it impossible for them to attend college during normal daytime hours. For this reason, evening and weekend college courses offer the same broad spectrum of programs available for full-time day students. Courses are offered both on campus and at selected community locations.

Evening and weekend courses offer high quality instruction, excellent facilities, and a variety of student services, including counseling, health, library, bookstore, food services, financial aid, and recreation. Instructors are selected from the College's own full-time staff, from outstanding Dallas area educators, and from other professional specialists interested in teaching. To enroll in the evening and weekend courses, contact the Director of Admissions.

## **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 the media and graphics departments.

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.

The media and graphics part of the LRC 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.

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



### **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 temporary assistance in course work, tutoring services are available. Students are encouraged to seek services through self referral as well as through instructor referral.

### **Testing And Evaluation Center**

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

1. Psychological tests of personality, vocational interests, and aptitudes.
2. Academic tests for college instructional programs. Many courses are individualized and self-paced, permitting students to be tested at appropriate times.
3. 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 a basic right of every human being. The Health Center helps maintain and promote the health of students, faculty, and staff. Services provided by the Health Center include education and counseling about physical and emotional health, emergency first aid treatment, referral services to community agencies and physicians, free tuberculin skin tests and other screening programs, and programs of interest to students and faculty. Students are encouraged to make an appointment with the nurse to discuss specific health problems. No information on a student's health is released without written permission from the student, except as required by law.

### **Services for 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 include interpreters, notetakers, tutors, mobility assistants, loan of wheelchairs, readers for the blind, and tape recorders. 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 Office. The development of student organizations is determined by student interest. Categories of organizations include:

Co-curricular organizations pertinent to the educational goals and purposes of the College.

Social organizations to provide an opportunity for friendships and promote a sense of community among students.

Service organizations to promote student involvement in the community.

Pre-professional and academic organizations to contribute to the development of students in their career fields.

### **Intercollegiate Athletics**

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

### **Intramural Sports**

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

### **Campus Security**

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

## VII. FINANCIAL AID

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

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. The Financial Aid Needs Analysis Forms of the College Scholarship Service take 8-10 weeks to process. Early application allows the Financial Aid Office to prepare a realistic financial aid package.

Some of the grant, scholarship, loan and job programs available to students are outlined in the following paragraphs. Contact the Financial Aid Office for detailed information about any program and deadlines for applying. Some of the colleges have established priority deadlines for state grants and scholarships.

For financial aid purposes T.V. courses are considered to be the same as correspondence courses by the federal government. Enrollment in T.V. courses may effect your financial aid award, therefore, please contact your financial aid office if you intend to enroll in any of these classes.

### 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 financial need, are making satisfactory progress toward their educational goal and are enrolled for at least six credit hours. The maximum award for an academic year is \$2,000; 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. Students must apply each year for the SEOG.



#### Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students attending state-supported colleges. To be eligible students must show financial need and be making satisfactory 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 is a state program. To qualify, students must enroll for at least six credit hours per semester, make satisfactory progress toward their educational goal, and have financial need. The maximum grant for an academic year is \$2,000; 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 provided for student loans from private commercial lending agencies such as banks, savings and loan associations, credit unions and insurance companies. As an undergraduate, the student may borrow up to \$2,500 per school year; a maximum of \$12,500 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% per year simple interest on loans to new borrowers. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Dept. of Education pays to 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% 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.

The Higher Education Amendments of 1980 authorized PLUS loans to parents of dependent undergraduate students through the Guaranteed Student Loan Program, and now self-supporting undergraduate and graduate students are, also, eligible for the loan. The interest rate on PLUS loans may vary, because it is dependent on the Treasury bill rates. Parents must begin repaying the loan within 60 days after the loan is made. Self-supporting students, on the other hand, may defer repayment while enrolled in school.

The Financial Aid Office will be able to supply additional information on how to apply for the Guaranteed Student Loan. A new application must be submitted each year.

### 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. The State of Texas further limits eligibility to U.S. citizens, nationals or permanent residents holding an I-151 or I-551 (Alien Registration Receipt Card) only. The Hinson-Hazelwood Loan is considered a loan of last resort. In addition to requiring financial need and at least half-time enrollment as criteria for eligibility, the student must be unable to obtain a Guaranteed Student Loan from any other source to be eligible for this loan. Up to \$2,500 per school year may be borrowed with a maximum of \$12,500 allowable for one's entire undergraduate study. A student's actual loan amount may be limited to less than this depending on the cost of attendance, other financial aid, and one's family financial condition. A 5% loan origination fee and an insurance premium on the student's life will be taken from the total amount of each loan. The interest rate, which is set by Congress, currently

is 8% per year simple interest. No interest or payments are paid while the student is enrolled at least half-time or during the six-month grace period. The minimum payment is \$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 wish to earn part of their educational expenses. 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.

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

#### **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, but does not mean 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 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, but does not mean 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. If failure to meet satisfactory progress results in a second suspension from financial aid, the period of such suspension will be twelve months.
5. Following any period of suspension, the student will again be eligible for funding on a probationary basis for one semester or combined summer session.
6. 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 due to mitigating circumstances by the Director of Financial Aid.

#### **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. The Director has discretionary authority to approve the continuation of aid when a student does not otherwise meet the standards of academic progress.
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. course 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.

#### **Selective Service**

Students who are born after December 31, 1959, and who are required under the Military Selective Service Act to register for the draft are required to file a statement of compliance. Failure to comply constitutes ineligibility to receive any grants, loans, or work assistance under Title IV of the Higher Education Act of 1965.

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

## Synopsis:

1. General Provisions
  - a. Preamble
  - b. Scope
  - c. Definitions
2. Acquaintance with Policies, Rules Regulations
3. Campus Regulations
  - a. Basic Standard
  - b. Enumerated Standards
    - (1) Student Identification
    - (2) Use of District Facilities
    - (3) Speech and Advocacy
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    - (5) Alcoholic Beverages
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4. Disciplinary Proceedings
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    - (1) Composition; Organization
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  - c. Faculty-Student Board of Review
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    - (4) Petition for Administrative Review
5. Penalties
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  - b. Definition of Penalties
6. Parking and Traffic Regulations

## 1. General Provisions

### a. Preamble

The primary goal of the District and its colleges is to help students of all ages achieve effective living and responsible citizenship in a fast-changing region, state, nation and world. The District's primary concern is the student, each college attempts to provide an environment which views students in a 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.

#### 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 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.

(c) 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 disagree-

ing 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.

(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.

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## Technical/Occupational Programs Offered On Our Campuses

### Career Education Programs

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Accounting Associate	•	•	•	•	•	•	•
Advertising Art	•						
Air Conditioning & Refrigeration		•	•			•	
Animal Medical Technology		•					
Apparel Design				•			
Architectural Technology				•			
Architectural Drafting				•			
Associate Degree Nursing	•			•			
Auto Body Technology			•				
Automotive Technology Apprenticeship		•					
Automotive Technology	•	•	•				
Aviation Technology							
Air Cargo Transport				•			
Aircraft Dispatcher				•			
Airline Marketing				•			
Air Traffic Control				•			
Career Pilot				•			
Fixed Base Operations/Airport Management				•			
Carpentry					•		
Child Development Associate	•		•				
Administrative	•		•				
CDA Training Certificate	•		•				
Infant-Toddler	•		•				
Special Child	•		•				
Commercial Music							
Arranger/Composer/Copyist		•					
Music Retailing		•					
Performing Musician		•					
Recording Technology		•					
Computer Systems							
Business Computer Programmer	•	•	•	•	•	•	•

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Business Computer Assistant				•			
Computer Information Systems	•	•	•	•	•	•	•
Computer Operations Technician				•			
Small Computer Systems Specialist				•			
Construction Management & Technology							•
Criminal Justice				•			
Dental Assisting Technology				•			
Diesel Mechanics					•		
Drafting & Design Technology			•	•	•		
Electronics Design Option			•				
Educational Paraprofessional/Assistant							•
Bilingual/ESL Option							•
Electrical Technology						•	
Electronic Telecommunications			•				
Electronics Technology			•		•	•	
Avionics					•		
Digital Electronics			•				
Engineering Technology	•				•		•
Electronic Controls	•				•		•
Electronic Quality Control	•				•		•
Electro-Mechanical	•				•		•
Manufacturing Engineering	•						•
Mechanical Quality Control					•		•
Mechanical Technology							•
Quality Control					•		•
Robotics And Fluid Power	•				•		•
Fashion Marketing	•	•					
Financial Management							•
Fire Protection Technology				•			
Food And Hospitality Service				•			
Food Service Operations				•			
School Food Service				•			

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

## Career Education Programs

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Graphic Arts/Communications			•				
Horology					•		
Interior Design				•			
Legal Assistant				•			
Machine Parts Inspection					•		
Machine Shop					•		
Major Appliance Repair		•					
Management Careers							
Administrative Option	•	•	•	•	•	•	•
Mid-Management	•	•	•	•	•	•	•
Postal Service Administration					•		
Sales, Marketing, and Retail Management	•	•					
Small Business Management		•		•	•		•
Transportation And Logistics Management			•				
Medical Assisting Technology				•			
Medical Laboratory Technology				•			
Medical Transcription				•			
Motorcycle Mechanics		•					
Office Careers							
Accounting Certificate	•	•	•	•	•	•	•
Administrative Assistant	•	•	•	•	•	•	•
General Office Certificate	•	•	•	•	•	•	•
Legal Secretary	•	•	•	•	•	•	•
Office Clerical	•	•	•	•	•	•	•
Professional Secretary	•	•	•	•	•	•	•
Records Management	•	•		•			

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Ornamental Horticulture Technology							•
Florist Option							•
Greenhouse Florist Option							•
Landscape Gardener							•
Landscape Management Option							•
Landscape Nursery Option							•
Outboard Marine Engine Mechanics		•					
Pattern Design				•			
Radiologic Sciences				•			
Diagnostic Medical Sonography				•			
Radiography Technology				•			
Real Estate						•	•
Respiratory Therapy Technology				•			
Respiratory Therapy Technician				•			
Small Engine Mechanics		•					
Social Work Associate			•				
Human Services Certificate			•				
Surgical Technology				•			
Training Paraprofessionals For The Deaf			•				
Video Technology					•		
Vocational Nursing				•			
Welding Technology					•		

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



## RECIPROCAL TUITION AGREEMENT

### DCCCD PROGRAMS

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

Program	Campus
Advertising Art	BHC
Animal Medical Technology	CVC
Apparel Design	ECC
Aviation Technology	MVC
Air Cargo	
Air Traffic Control	
Aircraft Dispatcher	
Airline Marketing	
Career Pilot	
Fixed Base Operations	
Avionics	MVC
Automotive Machinist	BHC
Carpentry	NLC
Electrical Technology	NLC
Commercial Music	CVC
Construction Management	RLC
Diesel Mechanics	NLC
Engineering Technology	RLC
Food and Hospitality Service	ECC
Graphic Communications	EFC
Horology	MVC
Human Services	EFC
Interior Design	ECC
Motorcycle Mechanics	CVC
Outboard Marine	
Engine Mechanics	CVC
Pattern Design	ECC
Vocational Nursing	ECC

### TCJC PROGRAMS

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

Program	Campus*
Agribusiness	NW
Cast Metals Technology	NE
Civil/Construction Technology	NE
Dental Hygiene	NE
Emergency Medical Technology	NE
Industrial Supervision	S
Long Term	
Health Card Administration	NE
Media Technology	NE
Medical Records Technology	NE
Nondestructive	
Evaluation Technology	S
Physical Therapist Assistant	NE
Property Tax Appraisal	NE
Radio-TV Repair	S

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

### STUDENTS CONSIDERING TRANSFER TO A FOUR-YEAR INSTITUTION

All courses which make up DCCCD technical/occupational programs are credit courses lending to an associate degree. Some courses are transferable to four-year institutions. Students who plan to transfer are advised to consult with a counselor to develop a technical/occupational course plan which best meets the degree requirements of the chosen four-year college or university.

# ACCOUNTING ASSOCIATE

(Associate Degree)

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

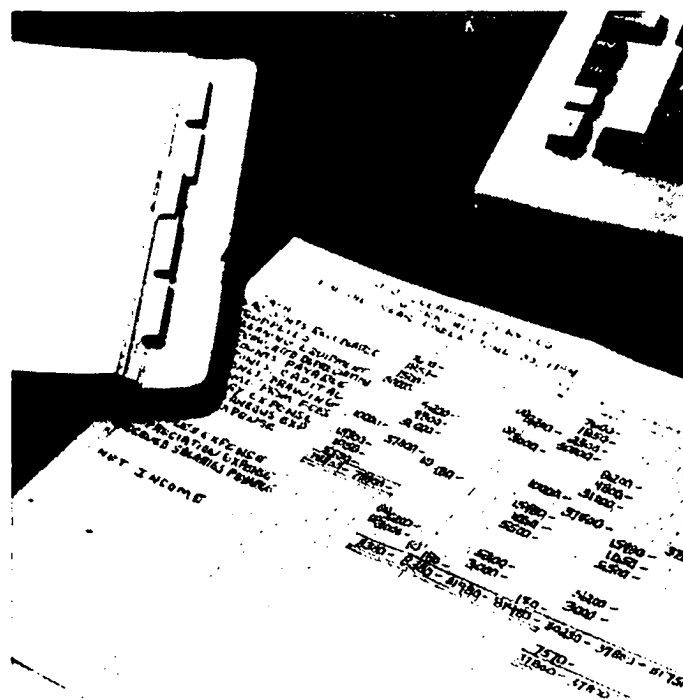
The Associate in Applied Arts and Sciences Degree is awarded for successful completion of at least 63 credit hours as outlined below. Students desiring a less comprehensive program that emphasizes bookkeeping procedures and practices should consider the General Office Certificate with elective emphasis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

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACC 201 Principles of Accounting I .....	3
BUS 105 Introduction to Business .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
MTH 130 Business Mathematics or .....	3
MTH 111 Mathematics for Business and Economics .....	
OFC 160 Office Calculating Machines .....	3
	15

<b>SEMESTER II</b>	
ACC 202 Principles of Accounting II .....	3
ENG 102 Composition II .....	3
CIS 105 Introduction to Computer Information Systems .....	3
MGT 136 Principles of Management .....	3
++ OFC 172 Beginning Typing .....	3
	15

<b>SEMESTER III</b>	
ACC 203 Intermediate Accounting I .....	3
ACC 204 Managerial Accounting .....	3
ACC 250 Microcomputer-Based Accounting Applications .....	3
ECO 201 Principles of Economics I .....	3
GVT 201 American Government .....	3
ACC 803 Cooperative Work Experience or ..	3-4
ACC 804 Cooperative Work Experience or ..	
†Elective .....	
	18-19



<b>SEMESTER IV</b>	
ACC 238 Cost Accounting or .....	3
ACC 239 Income Tax Accounting .....	
BUS 234 Business Law .....	3
ECO 202 Principles of Economics II .....	3
OFC 231 Business Communications .....	3
†Electives .....	3-6
	15-18

Minimum Hours Required: 63

†Electives -- A minimum of six credit hours must be selected from the following:

Any CS or CIS 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
803-813 Cooperative Work Experience .....	
ACC 704-714 Cooperative Work Experience .....	4
804-814 Cooperative Work Experience .....	
BUS 143 Personal Finance .....	3
BUS 237 Organizational Behavior .....	3
CIS 262 Contemporary Topics in Computer Science and Data Processing .....	3
CIS 264 Special Topics in Computer Science and Data Processing .....	4
MKT 206 Principles of Marketing .....	3
PSY 105 Introduction to Psychology or .....	3
PSY 131 Human Relations .....	
SC 105 Fundamentals of Public Speaking .....	3

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

# BUSINESS COMPUTER PROGRAMMER

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
CIS 105 Introduction to Computer Information Systems .....	3
BUS 105 Introduction to Business or .....	3
MGT 136 Principles of Management .....	
OFC 176 Beginning Typing I .....	1
MTH 115 College Mathematics I* .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
PSY 131 Human Relations or .....	3
PSY 105 Introduction to Psychology or .....	
HD 105 Interpersonal Relationships or .....	
HD 107 Developing Leadership Behavior .....	
	16
<b>SEMESTER II</b>	
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
<b>SEMESTER III</b>	
CIS 164 COBOL Programming II .....	4
CIS 170 RPG Programming or .....	3
CIS 172 BASIC Programming or .....	
CIS 173 PASCAL Programming for Business .....	
CIS 205 JCL and Operating Systems .....	4
ACC 202 Principles of Accounting II .....	3
†† Elective .....	3
	17
<b>SEMESTER IV</b>	
CIS 210 Assembly Language I .....	4
CIS 225 Applied Systems .....	4
CIS 252 Advanced COBOL Techniques or .....	4
CIS 254 Data Base Systems .....	
† Elective .....	3-4
	15-16
Minimum Hours Required .....	64

†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
ENG 210 Technical Writing .....	3
MGT 136 Principles of Management .....	3
MKT 206 Principles of Marketing .....	3
MTH 202 Introductory Statistics .....	3
Other 200 level Accounting courses.	

\*MTH 111, MTH 112, MTH 130 may be substituted

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

††Electives — 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	

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 105 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

(Associate Degree)

This program is designed to prepare students with entry level skills in computer information systems. The curriculum includes many of the basic data processing courses as well as the basic requirements for four-year programs.

	CREDIT HOURS
<b>SEMESTER I</b>	
CIS 105 Introduction to Computer Information Systems .....	3
BUS 105 Introduction to Business or .....	3
MGT 136 Principles of Management .....	
MTH 111 Mathematics for Business and Economics I .....	3
ENG 101 Composition I .....	3
†Elective .....	3
	15
<b>SEMESTER II</b>	
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
<b>SEMESTER III</b>	
CIS 164 COBOL Programming II .....	4
CIS 170 RPG Programming or .....	3
CIS 172 BASIC Programming or .....	
CIS 173 PASCAL Programming for Business .....	
ECO 201 Principles of Economics I .....	3
ACC 202 Principles of Accounting II* .....	3
††Elective .....	3
	16
<b>SEMESTER IV</b>	
CIS 210 Assembly Language I .....	4
ECO 202 Principles of Economics II .....	3
Any CIS/CS or Accounting course .....	3
†††Elective .....	3
	13
<b>Minimum Hours Required:</b> .....	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
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	

†††Recommended Electives

Any CIS or CS course (including CIS 700-800 Cooperative Work Experience).  
Any 200 level accounting course not listed

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 105 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.

# CONSTRUCTION MANAGEMENT AND TECHNOLOGY

(Associate Degree)

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

CREDIT  
HOURS

## SEMESTER I

CMT 121	Construction Materials, Methods and Equipment I .....	3
CMT 123	Construction Graphics .....	3
CMT 132	Construction Industry .....	3
CMT 236	Building Codes and Safety .....	4
MTH 195	Technical Math .....	3
		<u>16</u>

## SESSION II

MTH 196	Technical Mathematics .....	3
CMT 122	Construction Materials, Methods and Equipment II .....	3
CMT 124	Electrical and Mechanical Equipment for Buildings .....	4
COM 131	Applied Communications or .....	3
ENG 101	Composition I .....	
SC 101	Introduction to Speech Communication .....	3
		<u>16</u>

## SEMESTER III

CMT 231	Contracts and Specifications .....	3
CMT 136	Surveying and Measurements .....	4
CMT 138	Construction Management I .....	4
EGR 289	Mechanics of Structures .....	3
†Elective .....		3-4
		<u>17-18</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 ..... 68

†Electives — must be selected from the following:

ANT 100	Introduction to Anthropology .....	3
GVT 201	American Government .....	3
HST 101	History of the United States .....	3
HD 105	Basic Processes of Interpersonal Relationship ...	4
PSY 105	Introduction to Psychology .....	3
SOC 101	Introduction to Sociology .....	3

††Electives — 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 105	Introduction to Computer Information Systems	3
ECO 201	Principles of Economics .....	3
MGT 136	Principles of 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.

# EDUCATIONAL PARAPROFESSIONAL

(Associate Degree)

This program is designed to prepare educational paraprofessionals in a wide range of competencies needed for effective roles in public and non-public schools. A student can take courses required for the one year Educational Assistant Certificate and continue in the program to receive the two year Associate in Applied Arts and Sciences Degree.

Educational paraprofessionals are employed under job titles such as teacher aide, assistant teacher, library assistant, P.E. aide, study hall teacher, tutor, tutoring coordinator, youth worker, special education aides, etc. Individuals working with handicapped children have found this program to be especially beneficial.

	CREDIT HOURS
<b>SEMESTER I</b>	
EP 131 Introduction to Educational Processes I .....	3
EP 135 Arts and Crafts .....	3
SC 101 Introduction to Speech Communication .....	3
HD 105 Basic Processes of Interpersonal Relations .....	3
HST 101 History of the United States or .....	3
†Elective .....	
	15

<b>SEMESTER II</b>	
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 .....	3
†Elective .....	
	15

<b>SEMESTER III</b>	
EP 249 The Exceptional Child .....	3
EP 804 Cooperative Work Experience .....	4
ENG 102 Composition II .....	3
GVT 201 American Government or .....	3
†Elective .....	
††Elective .....	3
	16

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.

<b>SEMESTER IV</b>	
EP 814 Cooperative Work Experience .....	4
GVT 202 American Government or .....	3
†Elective .....	
MTH 101 College Algebra or .....	3
MTH 117 Fundamental Concepts of Mathematics for Elementary Teachers .....	
†††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
DM 090 Pre Algebra Mathematics .....	3
DR 090 Basic Reading Skills .....	3
DW 090 Developmental Writing .....	3
HD 107 Developing Leadership Behavior .....	3
LS 101 Introduction to Library Research .....	3
PEH 257 Advanced First Aid and Emergency Care .....	3
PSY 105 Introduction to Psychology .....	3
PSY 201 Developmental Psychology .....	3
SOC 101 Introduction to Sociology .....	3
SOC 102 Special 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



# EDUCATIONAL ASSISTANT

(Certificate)

	CREDIT HOURS
<b>SEMESTER I</b>	
EP 131 Introduction to Educational Processes I .....	3
EP 135 Arts and Crafts .....	3
† Technical Electives .....	9
	<u>15</u>

<b>SEMESTER II</b>	
EP 129 Communication Skills for Educational Paraprofessionals .....	3
EP 134 Introduction to Media .....	3
EP 249 The Exceptional Child .....	3
† Technical Electives .....	6
	<u>15</u>

Minimum Hours Required: ..... 30

† Technical Electives — must be selected from the following:

Developmental Reading and/or Writing .....	3-6
COM 131 Applied Composition and Speech .....	3
ENG 101 Composition I .....	3
ENG 102 Composition II .....	3
ENG (200 level)	
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
HD 104 Educational and Career Planning .....	3
HD 105 Basic Processes of Interpersonal Relations .....	3
HD 107 Developing Leadership Behavior .....	3
DM 090 Pre Algebra Mathematics .....	3
MTH 117 Fundamental Concepts of Mathematics For Elementary Teachers or mathematics elective .....	3
LS 101 Introduction to Library Research .....	3
OFC 172 Beginning Typing .....	3
OFC 173 Intermediate Typing .....	3
PEH 101 Fundamentals of Health .....	3
PEH 144 Introduction to Physical Education .....	3
PEH 257 Advanced First Aid and Emergency Care .....	3
PSY 105 Introduction to Psychology .....	3
PSY 201 Developmental Psychology .....	3
SOC 101 Introduction to Sociology .....	3
SOC 102 Social Problems .....	3
SOC 203 Marriage and Family .....	3
SOC 204 American Minorities .....	3
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.

# EDUCATIONAL PARAPROFESSIONAL BILINGUAL/ESL OPTION

(Associate Degree)

The Bilingual/ESL Option in the Educational Paraprofessional 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
<b>SEMESTER I</b>	
EP 131 Introduction to Educational Processs .....	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>

<b>SEMESTER II</b>	
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 .....	3
MTH 101 College Algebra .....	
SPA 102 Beginning Spanish .....	4
	<u>16</u>

<b>SEMESTER III</b>	
EP 143 Bilingual Education: Philosophy, Techniques, Materials .....	3
EP 247 Diversified Studies .....	3
PSY 105 Introduction to Psychology .....	3
SC 101 Introduction to Speech Communication .....	3
†Elective .....	3-4
	<u>15-16</u>

<b>SEMESTER IV</b>	
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 .....	4
BIO 115	Biological Science .....	
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.

# ENGINEERING TECHNOLOGY — ELECTRONIC CONTROLS OPTION

(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
<b>SEMESTER I</b>	
*ET 190 DC Circuits .....	4
QCT 121 Introduction to Quality Control .....	2
EGT 141 Basic Hydraulics and Fluid Mechanics .....	4
*MTH 195 Technical Mathematics .....	3
EGR 186 Manufacturing Processes .....	2
DFT 182 Technical Drafting or .....	2
DFT 183 Basic Drafting .....	(4)
	17-19
<b>SEMESTER II</b>	
*ET 191 AC Circuits .....	4
ET 193 Active Devices .....	4
EGT 142 Instrumentation and Testing .....	3
*MTH 196 Technical Mathematics .....	3
*COM 131 Applied Communications .....	3
	17
<b>SEMESTER III</b>	
EGT 143 Technical Programming or .....	4
EGT 242 Digital Control Circuits .....	4
EGT 228 Amplifiers and Control Circuits .....	4
EGT 239 Principles of Microprocessor Control .....	4
SC 101 Introduction to Speech Communication .....	3
	19
<b>SEMESTER IV</b>	
EGT 268 Microprocessor Interfacing Troubleshooting .....	4
EGT 237 Electromagnetic and Digital Machine Control .....	3
*PHY 131 Applied Physics .....	4
†Elective or Cooperative Work Experience ..	2-4
††Elective .....	3
	16-18
Minimum Hours Required: .....	69

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

(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
<b>SEMESTER I</b>	
*ET 190 DC Circuits .....	4
*MTH 195 Technical Mathematics .....	3
EGR 143 Technical Programming .....	4
DFT 182 Technical Drafting or .....	2
DFT 183 Basic Drafting .....	(4)
EGR 186 Manufacturing Processes .....	2
	15-17
<b>SEMESTER II</b>	
*ET 191 AC Circuits .....	4
ET 193 Active Devices .....	4
EGT 242 Digital Control Circuits .....	4
EGT 142 Instrumentation and Testing .....	3
*MTH 196 Technical Mathematics .....	3
	18
Minimum Hours Required: .....	33

\*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

†Elective — must be selected from the following:	
EGR 187 Manufacturing Processes .....	2
EGT 222 Fundamentals of Pneumatics .....	3
EGT 232 Applied Mechanics .....	4
EGT 225 Advanced Fluid Power Systems .....	4
EGT 243 Robotics I .....	3
EGT 247 Robotics II .....	3
EGT 803, 804 Cooperative Work Experience .....	3-4
MT 248 Computer Aided Drafting .....	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
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature	

\*The following substitutions for required courses are permitted:  
MTH 101 and MTH 102 for MTH 195 and MTH 196  
PHY 201 for PHY 131  
ENG 101 for COM 131  
ET 135 for ET 190 and ET 191

# ENGINEERING TECHNOLOGY — ELECTRONIC QUALITY CONTROL OPTION

(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
<b>SEMESTER I</b>	
ET 190 DC Circuits .....	4
QCT 121 Introduction to Quality Control .....	2
*MTH 195 Technical Mathematics .....	3
DFT 182 Technical Drafting or .....	2
DFT 183 Basic Drafting .....	(4)
EGT 141 Basic Hydraulics and Fluid Mechanics .....	4
EGR 186 Manufacturing Processes .....	2
	<hr/> 17-19

<b>SEMESTER II</b>	
ET 191 AC Circuits .....	4
*MTH 196 Technical Mathematics .....	3
QCT 122 Dimensional Measurement .....	3
EGT 142 Instrumentation and Testing .....	3
*COM 131 Applied Communications .....	3
	<hr/> 16

<b>SEMESTER III</b>	
QCT 220 Physical/Environmental Testing ..	3
ET 193 Active Devices .....	4
EGT 143 Technical Programming or .....	4
SC 101 Introduction to Speech Communication .....	3
PHY 131 Applied Physics .....	4
	<hr/> 18

<b>SEMESTER IV</b>	
QCT 227 Non-Destructive Testing .....	3
QCT 236 Advanced Quality Control .....	4
EGT 242 Digital Control Circuits or .....	4
Cooperative Work Experience .....	
EGT 228 Amplifiers and Control Circuits or Cooperative Work Experience .....	4
†Elective .....	3
	<hr/> 18

Minimum Hours Required: ..... 69

†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:  
MTH 101 and MTH 102 for MTH 195 and MTH 196  
ENG 101 for COM 131

**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

(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
<b>SEMESTER I</b>	
*ET 190 DC Circuits and Electrical Measurements .....	4
QCT 121 Introduction to Quality Control .....	2
EGT 141 Basic Hydraulics and Fluid Mechanics .....	4
*MTH 195 Technical Mathematics .....	3
EGR 186 Manufacturing Processes or .....	2
ET 234 Electronic Circuits and Systems ..	(3)
DFT 182 Technical Drafting or .....	2
DFT 183 Basic Drafting .....	(4)
	17-20
<b>SEMESTER II</b>	
*ET 191 AC Circuits .....	4
*MTH 196 Technical Mathematics .....	3
*COM 131 Applied Communications .....	3
ET 193 Active Devices .....	4
EGT 143 Technical Programming or .....	4
ET 240 Electronics Theory and Application of Digital Computers .....	
	18
<b>SEMESTER III</b>	
EGT 237 Electromagnetic & Digital Machine Control .....	3
SC101 Introduction to Speech Communication .....	3
†Elective .....	3
††Electives .....	7
	16
<b>SEMESTER IV</b>	
EGT 243 Robotics I. ....	3
*PHY 131 Technical Physics .....	4
††Electives .....	8-10
	15-17
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 the Theatre .....	3
ANY COURSE IN ANT, GVT, HST, HD, PSY, SOC, Foreign Language, or Literature		

††Electives — must be selected from the following:

EGT 247	Robotics II. ....	3
EGT 238	Amplifiers and Control Circuits or .....	4
ET 238	Linear Integrated Circuits .....	
EGT 239	Principles of Microcomputer Controls or .....	4
ET 237	Modular Memories and Microprocessors .....	
EGT 242	Digital Control Circuits or .....	4
ET 232	Analysis of Electronic Logic and Switching Circuits .....	
MT 248	Computer-Aided Drafting or .....	4
DFT 245	Computer-Aided Design .....	(3)
EGT 222	Fundamentals of Pneumatics .....	3
EGR 187	Manufacturing Processes .....	2
EGT 232	Applied Mechanics .....	4
EGT 142	Instrumentation and Testing or .....	3
ET 194	Instrumentation .....	
EGT 268	Microprocessor Interfacing and Troubleshooting ..	4
EGT 804	Cooperative Work Experience .....	4
QCT 122	Dimensional Measurement .....	3

\*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  
PHY 201 for PHY 131  
ENG 101 for COM 131

**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

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
*MTH 195 Technical Mathematics .....	3
ET 190 DC Circuits and Electrical Measurements .....	4
EGR 186 Manufacturing Processes .....	2
DFT 183 Basic Drafting .....	4
EGT 141 Basic Hydraulics and Fluid Mechanics .....	4
QCT 121 Introduction to Quality Control .....	2
	<u>19</u>

<b>SEMESTER II</b>	
*MTH 196 Technical Mathematics .....	3
*COM 131 Applied Communications .....	3
ET 191 AC Circuits .....	4
EGR 187 Manufacturing Processes .....	2
CIS 105 Introduction to Computer Information Systems or .....	3
EGT 143 Technical Programming .....	(4)
	<u>17-18</u>

<b>SEMESTER III</b>	
EGT 124 Industrial Organizations .....	2
MET 235 Industrial Safety .....	3
MET 234 Production and Inventory Control .....	3
SC 101 Introduction to Speech Communication .....	3
†Elective .....	3
††Elective or Cooperative Work Experience .....	3-4
	<u>17-18</u>

<b>SEMESTER IV</b>	
MET 238 Principles of Work Measurement .....	3
MET 231 Engineering Materials .....	3
QCT 122 Dimensional Measurement .....	3
MGT 136 Principles of Management or .....	3
MGT 171 Introduction to Supervision .....	
††Elective or Cooperative Work Experience .....	3-4
	<u>15-16</u>

Minimum Hours Required: 66

†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	

## ENGINEERING TECHNOLOGY — MANUFACTURING ENGINEERING CERTIFICATE

(Certificate)

The Manufacturing Engineering Technology certificate prepares 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
<b>SEMESTER I</b>	
DFT 183 Basic Drafting .....	4
*MTH 195 Technical Mathematics .....	3
EGR 186 Manufacturing Processes .....	2
ET 190 DC Circuits and Electronic Measurements .....	4
COM 131 Applied Communications .....	3
	<u>16</u>

<b>SEMESTER II</b>	
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
	<u>15</u>

Minimum Hours Required: 31

\*The following substitutions for required courses are permitted:

MTH 101 for MTH 195  
ENG 101 for COM 131

††Electives — must be selected from the following:

PHY 131 Applied Physics or	4
PHY 132 Applied Physics	
CHM 115 Chemical Sciences or	4
CHM 116 Chemical Sciences	
CIS 173 Pascal Programming for Business	3
ANY EGR OR EGT 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.



# ENGINEERING TECHNOLOGY— MECHANICAL QUALITY CONTROL OPTION

(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
<b>SEMESTER I</b>	
QCT 121 Introduction to Quality Control . . . .	2
*MTH 195 Technical Mathematics . . . . .	3
DFT 183 Basic Drafting . . . . .	4
EGT 141 Basic Hydraulics and Fluid Mechanics . . . . .	4
ET 190 DC Circuits . . . . .	4
EGR 186 Manufacturing Processes . . . . .	2
	<u>19</u>

<b>SEMESTER II</b>	
EGR 187 Manufacturing Processes . . . . .	2
QCT 122 Dimensional Measurement . . . . .	3
*MTH 196 Technical Mathematics . . . . .	3
*COM 131 Applied Communications . . . . .	3
EGT 222 Fundamentals of Pneumatics . . . .	3
	<u>17</u>

<b>SEMESTER III</b>	
QCT 220 Physical/Environmental Testing . .	3
SC 101 Introduction to Speech Communication . . . . .	3
EGT 143 Technical Programming or . . . . .	4
ET 240 Electronics Theory and Application of Digital Computers . . . . .	4
MT 198 Mechanical Technology . . . . .	4
**EGT 232 Applied Mechanics . . . . .	4
	<u>18</u>

<b>SEMESTER IV</b>	
QCT 227 Non-Destructive Testing . . . . .	3
QCT 236 Advanced Quality Control . . . . .	4
**MT 248 Computer Aided Drafting or . . . .	4
DFT 245 Computer Aided Design . . . . .	(3)
†Elective . . . . .	3
	<u>13-14</u>

Minimum Hours Required: . . . . . 65

†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:  
MTH 101 and MTH 102 for MTH 195 and MTH 196  
ENG 101 for COM 131

\*\*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

(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
<b>SEMESTER I</b>	
*ET 190 DC Circuits .....	4
*MTH 195 Technical Mathematics .....	3
EGT 143 Technical Programming or .....	4
ET 240 Electronics Theory and Application of Digital Computers .....	
DFT 182 Technical Drafting or .....	2
DFT 183 Basic Drafting .....	(4)
EGR 186 Manufacturing Processes or .....	2
ET 234 Electronic Circuits and Systems ..	(3)
	<u>15-18</u>

<b>SEMESTER II</b>	
*ET 191 AC Circuits .....	4
ET 193 Active Devices .....	4
ET 232 Analysis of Electronic Logic and Switching Circuits or .....	4
EGT 242 Digital Control Circuits .....	
EGT 142 Instrumentation and Testing or ...	3
ET 194 Instrumentation .....	
*MTH 196 Technical Mathematics .....	3
	<u>18</u>

Minimum Hours Required: ..... 33

\*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 — QUALITY CONTROL CERTIFICATE

(Certificate)

This one-year program develops the basic skill necessary for advancement in a purchased materials, machine shop or assembly inspection department. All of the courses required for the certificate are applicable to the Engineering Technology Associate Degree, either the Electronic Quality Control option or the Mechanical Quality Control option.

	CREDIT HOURS
<b>SEMESTER I</b>	
QCT 121 Introduction to Quality Control ...	2
QCT 122 Dimensional Measurement .....	3
ET 190 DC Circuits .....	4
*MTH 195 Technical Mathematics .....	3
DFT 183 Basic Drafting .....	4
EGR 186 Manufacturing Processes .....	2
	<u>18</u>

<b>SEMESTER II</b>	
QCT 220 Physical/Environmental Testing ...	3
QCT 227 Non-Destructive Testing .....	3
EGT 143 Technical Programming or .....	4
ET 240 Electronics Theory and Application of Digital Computers .....	
*MTH 196 Technical Mathematics .....	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 — MECHANICAL TECHNOLOGY OPTION

(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
<b>SEMESTER I</b>	
DFT 183 Basic Drafting .....	4
*MTH 195 Technical Mathematics .....	3
EGR 186 Manufacturing Processes .....	2
EGT 141 Basic Hydraulics and Fluid Mechanics .....	4
ET 190 DC Circuits and Electrical Measurements .....	4
QCT 121 Introduction to Quality Control .....	2
	19
<b>SEMESTER II</b>	
MT 198 Mechanical Design Technology ..	4
EGR 106 Descriptive Geometry .....	3
EGT 222 Fundamentals of Pneumatics .....	3
**MTH 196 Technical Mathematics .....	3
*COM 131 Applied Communications .....	3
	16
<b>SEMESTER III</b>	
MT 248 Computer Aided Drafting .....	4
*PHY 131 Applied Physics .....	4
QCT 122 Dimensional Measurement .....	3
EGT 243 Robotics I .....	4
SC 101 Introduction to Speech Communication .....	3
	18
<b>SEMESTER IV</b>	
MT 250 Tool Design .....	4
EGT 232 Applied Mechanics .....	4
EGR 187 Manufacturing Processes .....	2
†Elective .....	3
††Elective .....	3-4
	16-17
Minimum Hours Required: .....	69

†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		

## ENGINEERING TECHNOLOGY — MECHANICAL TECHNOLOGY CERTIFICATE

(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
<b>SEMESTER I</b>	
DFT 183 Basic Drafting .....	4
*MTH 195 Technical Mathematics .....	3
EGR 186 Manufacturing Processes .....	2
EGT 141 Basic Hydraulics and Fluid Mechanics .....	4
COM 131 Applied Communications .....	3
	16
<b>SEMESTER II</b>	
MT 198 Mechanical Design Technology ..	4
EGR 106 Descriptive Geometry .....	3
DFT 245 Computer Aided Design or MT 248 Computer Aided Drafting .....	3 (4)
*MTH 196 Technical Mathematics .....	3
QCT 121 Introduction to Quality Control .....	2
	15-16
Minimum Hours Required: .....	31

\*The following substitutions for required courses are permitted:

- † MTH 101 and MTH 102 for MTH 195 and MTH 116
- ENG 101 for COM 131

††Electives may be selected from any Engineering Technology course.

\*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 116
- PHY 201 for PHY 131
- ENG 101 for COM 131

**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

(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
<b>SEMESTER I</b>	
*ET 190 DC Circuits and Electrical Measurements .....	4
QCT 121 Introduction to Quality Control .....	2
EGT 141 Basic Hydraulics and Fluid Mechanics .....	4
*MTH 195 Technical Mathematics .....	3
EGR 186 Manufacturing Processes or .....	2
ET 234 Electronic Circuits and Systems ..	(3)
DFT 182 Technical Drafting or .....	2
DFT 183 Basic Drafting .....	(4)
	<u>17-20</u>
<b>SEMESTER II</b>	
*ET 191 AC Circuits .....	4
*MTH 196 Technical Mathematics .....	3
*COM 131 Applied Communications .....	3
EGT 143 Technical Programming or .....	4
ET 240 Electronics Theory and Application of Digital Computers .....	
EGT 222 Fundamentals of Pneumatics .....	3
	<u>17</u>
<b>SEMESTER III</b>	
EGT 243 Robotics I .....	3
ET 193 Active Devices .....	4
SC 101 Introduction to Speech Communication .....	3
†Electives .....	6
	<u>16</u>
<b>SEMESTER IV</b>	
EGT 237 Digital Machine Control .....	3
*PHY 131 Technical Physics .....	4
††Elective .....	3
†Electives .....	6
	<u>16</u>
Minimum Hours Required: .....	66

†Electives — must be selected from the following:

EGT 247 Robotics II .....	3
EGT 225 Advanced Fluid Power Systems .....	4
EGR 187 Manufacturing Processes .....	2
EGT 142 Instrumentation and Testing or .....	3
ET 194 Instrumentation .....	
EGT 232 Applied Mechanics .....	4
EGT 242 Digital Control Circuits or .....	4
ET 232 Analysis of Electronic Logic and Switching Circuits .....	
MT 248 Computer-Aided Drafting or .....	4
DFT 245 Computer-Aided Design .....	(3)
EGT 239 Principles of Microcomputer Controls or .....	4
ET 237 Modular Memories and Microprocessors .....	
EGT 268 Microprocessor Interfacing and Troubleshooting .....	4
EGT 804,814 Cooperative Work Experience .....	4
QCT 122 Dimensional Measurement .....	3

††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	

\*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
- PHY 201 for PHY 131
- ENG 101 for COM 131

**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

(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

EGT 141	Basic Hydraulics and Fluid Mechanics .....	4
ET 190	DC Circuits and Measurements .....	4
*MTH 195	Technical Mathematics .....	3
EGR 186	Manufacturing Processes or .....	2
ET 234	Electronic Circuits and Systems ..	(3)
EGT 243	Robotics I .....	3
		<u>16-17</u>

## SEMESTER II

EGT 222	Fundamentals of Pneumatics .....	3
DFT 182	Technician Drafting .....	2
*MTH 196	Technical Mathematics .....	3
EGT 247	Robotics II .....	3
EGT 225	Advanced Fluid Power Systems ..	4
†Elective .....		<u>2-4</u>
		<u>17-19</u>

Minimum Hours Required: ..... 33

†Electives — must be selected from the following:

EGT 143	Technical Programming or .....	4
ET240	Electronics Theory & Application of Digital Computers .....	
EGR 187	Manufacturing Processes .....	2
EGT 142	Instrumentation and Testing or .....	3
ET 194	Instrumentation .....	

\*MTH 101 and MTH 102 may be substituted for MTH 195 and MTH 196

# ELECTRO-MECHANICAL CERTIFICATE

(Certificate)

This one-year program provides the student with 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 Measurements .....	4
EGR 186	Manufacturing Processes or .....	2
ET 234	Electronic Circuits and Systems ..	(3)
EGT 141	Basic Hydraulics and Fluid Mechanics .....	4
*MTH 195	Technical Mathematics .....	3
DFT 182	Technical Drafting or .....	2
DFT 183	Basic Drafting .....	(4)
		<u>15-18</u>

## SEMESTER II

EGT 143	Technical Programming or .....	4
ET 240	Electronics Theory & Application of Digital Computers .....	
*ET 191	AC Circuits .....	4
EGT 142	Instrumentation and Testing or ...	3
ET 194	Instrumentation .....	
ET 193	Active Devices .....	4
EGT 237	Electromagnetic and Digital Machine Control .....	3
*MTH 196	Technical Mathematics .....	3
		<u>21</u>

Minimum Hours Required: ..... 36

\*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

# FINANCIAL MANAGEMENT

(Associate Degree)

The Financial Management Program is designed to prepare students to enter the finance industry. Students completing the program would be prepared to assume positions in commercial banks, savings and loan associations, credit unions, and other financial organizations.

## CREDIT HOURS

### SEMESTER I

FM 105	Comparative Financial Institutions	3
COM 131	Applied Communications or	3
ENG 101	Composition I	
ECO 201	Principles of Economics I	3
MGT 136	Principles of Management	3
MTH 130	Business Mathematics or	3
MTH 111	Mathematics for Business and Economics	
		15

### SEMESTER II

ECO 202	Principles of Economics II	3
FM 115	Credit & Collection Principles	3
CIS 105	Introduction to Computer Information Systems	3
OFC 231	Business Communications or	3
†Elective		3
		15

### 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
		15

### SEMESTER IV

FM 203	Public Relations and Marketing of Financial Services	3
FM 206	Negotiable Instruments and the Payment Mechanisms 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: 60

\*Students may substitute approved equivalent courses offered through AIB.

†Electives — must be selected from the following:

ACC 238	Cost Accounting	3
BUS 143	Personal Finance	3
HD 105	Basic Processes of Interpersonal Relationships	3
HD 107	Developing Leadership Behavior	3
HUM 101	Introduction to Humanities	3
INS 209	Principles of Insurance	3
MTH 112	Mathematics for Business and Economics	3
OFC 160	Office Calculating Machines	3
OFC 162	Office Procedures	3
OFC 172	Beginning Typing	3
PSY 105	Introduction to Psychology	3
PSY 131	Human Relations	3
RE 130	Real Estate Principles	3
RE 131	Real Estate Finance	3
SC 105	Fundamentals of Public Speaking	3

\*The following courses taught by American Institute of Banking may be approved for financial management elective credit.

FM 116	Construction Lending	1
FM 117	Letters of Credit	2
FM 118	Installment Loan Interviews	1
FM 119	New Accounts	1
FM 120	Selling Bank Services	1
FM 121	Loss Preventions	1
FM 122	Safe Deposits	1
FM 123	Loans and Discounts	1
FM 124	Stocks and Bonds	1
FM 127	Trust Functions and Services	2
FM 129	Credit Card Banking	2
FM 130	Teller Training	2
FM 209	Federal Regulations of Banking	2

‡Financial Management Electives—must be selected from the following:

FM 200	Credit Union Management and Administration	3
FM 201	Advanced Credit Analysis	3
FM 202	Credit Law	3
FM 208	Financial Counseling	3
FM 803	Cooperative Work Experience	3
FM 804	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.

# MANAGEMENT CAREERS-- ADMINISTRATIVE MANAGEMENT OPTION

(Associate Degree)

The Administrative Management Option offers a continuation of the traditional management and business studies. This option is designed for students seeking a detailed examination of management practices, techniques, and theories.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
BUS 105 Introduction to Business .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	3
HUM 101 Introduction to the Humanities .....	3
†Elective .....	3
	<u>15</u>

<b>SEMESTER II</b>	
MKT 206 Principles of Marketing .....	3
ACC 201 Principles of Accounting I .....	3
ENG 102 Composition II .....	3
CIS 105 Introduction to Computer Information Systems .....	3
MTH 111 Mathematics for Business & Economics I or .....	3
MTH 112 Mathematics for Business & Economics II or .....	
MTH 130 Business Mathematics .....	
	<u>15</u>

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.

<b>SEMESTER III</b>	
ACC 202 Principles of Accounting II .....	3
BUS 234 Business Law .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Human Relations .....	3
†Elective .....	3
	<u>15</u>

<b>SEMESTER IV</b>	
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
	<u>18</u>

Minimum Hours Required: ..... 63

†Electives —must 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

\*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 degree.

# MANAGEMENT CAREERS-- MID-MANAGEMENT OPTION

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
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 or .....	3
COM 131 Applied Communications .....	3
	<hr/> 15

<b>SEMESTER II</b>	
MGT 151 Management Training .....	4
MGT 155 Management Seminar: Personnel Management .....	2
CIS 105 Introduction to Computer Information Systems .....	3
MTH 111 Mathematics for Business and Economics I or .....	3
MTH 112 Mathematics for Business and Economics II or .....	3
MTH 130 Business Mathematics .....	3
HUM 101 Introduction to the Humanities .....	3
ENG 102 Composition II .....	3
	<hr/> 18

<b>SEMESTER III</b>	
MGT 250 Management Training .....	4
MGT 254 Management Seminar: Organizational Development .....	2
*ACC 201 Principles of Accounting I .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Human Relations .....	3
	<hr/> 15

<b>SEMESTER IV</b>	
MGT 251 Management Training .....	4
MGT 255 Management Seminar: Planning Strategy and the Decision Process .....	2
ECO 202 Principles of Economics II .....	3
Social Science elective or Humanities elective .....	3
†Elective .....	3
	<hr/> 15

Minimum Hours Required: 63

† 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

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.

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



# MANAGEMENT CAREERS--SMALL BUSINESS MANAGEMENT OPTION

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
MGT 153 Small Business Management .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
HUM 101 Introduction to the Humanities .....	3
†Elective .....	3
	<u>15</u>

<b>SEMESTER II</b>	
*MGT 157 Small Business Bookkeeping and Accounting .....	3
ENG 102 Composition II .....	3
CIS 105 Introduction to Computer Information Systems .....	3
MTH 111 Mathematics for Business and Economics I or .....	3
MTH 112 Mathematics for Business and Economics II or .....	
MTH 130 Business Mathematics .....	
BUS 105 Introduction to Business .....	3
	<u>15</u>

<b>SEMESTER III</b>	
MKT 206 Principles of Marketing .....	3
MGT 211 Small Business Operations .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Human Relations .....	3
†Elective .....	3
	<u>15</u>

<b>SEMESTER IV</b>	
MGT 210 Small Business Capitalization, Acquisition and Finance .....	3
BUS 234 Business Law .....	3
ECO 202 Principles of Economics II .....	3
Social Science and Humanities elective .....	3
†Elective .....	3
	<u>15</u>

Minimum Hours Required: 60

†Elective-- must 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

\*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.

# OFFICE CAREERS--ADMINISTRATIVE ASSISTANT OPTION

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
††OFC 160 Office Calculating Machines .....	3
††OFC 172 Beginning Typing or* .....	3
OFC 173 Intermediate Typing .....	
BUS 105 Introduction to Business .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
MTH 130 Business Mathematics .....	3
†Elective .....	3
	<b>18</b>

<b>SEMESTER II</b>	
*OFC 173 Intermediate Typing or .....	3
OFC 273 Advanced Typing Applications .....	(2)
OFC 162 Office Procedures .....	3
††OFC 190 Principles of Work Processing ....	4
CIS 105 Introduction to Computer Information Systems .....	3
MGT 136 Principles of Management .....	3
ENG 102 Composition II .....	3
	<b>18-19</b>

<b>SEMESTER III</b>	
OFC 273 Advanced Typing Applications or ..	2
†Elective .....	(3)
OFC 231 Business Communications .....	3
ACC 131 Bookkeeping I or .....	3
ACC 201 Principles of Accounting .....	
PSY 131 Human Relations or .....	3
PSY 105 Introduction to Psychology .....	
†Electives .....	6
	<b>17-18</b>

<b>SEMESTER IV</b>	
OFC 256 Office Management or .....	3
BUS 237 Organizational Behavior .....	
HUM 101 Introduction to the Humanities ....	3
†Electives .....	9
	<b>15</b>

Minimum Hours Required: ..... 68

†Electives-must be taken from the following:

OFC	Any OFC course may be selected	3-4
OFC 803 804	Cooperative Work Experience	3-4
ACC 132	Bookkeeping II	3
ACC 202	Principles of Accounting II	3
BUS 143	Personal Finance	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
MGT 242	Personnel Administration	3
CIS 262	Contemporary Topics in Computer Science .....	3
CIS 264	Special Topics in Computer Science .....	4
ECO 201	Principles of Economics I	3
SC 105	Fundamentals of Public Speaking .....	3

††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

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

**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

(Certificate)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
††OFC 160 Office Calculating Machines .....	3
††OFC 172 Beginning Typing* .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
MTH 130 Business Mathematics .....	3
†Electives .....	7
	19
<b>SEMESTER II</b>	
ACC 131 Bookkeeping I .....	3
BUS 105 Introduction to Business .....	3
CIS 105 Introduction to Computer Information Systems .....	3
†Electives .....	7
	16
Minimum Hours Required: .....	35

†Electives — must be taken from the following:

OFC 103	Speedwriting Theory .....	4
OFC 106	Speedwriting Dictation and Transcription .....	4
OFC 159	Beginning Shorthand .....	4
OFC 162	Office Procedures .....	3
OFC 190	Principles of Word Processing†† .....	4
OFC 166	Intermediate Shorthand†† .....	4
OFC 173	Intermediate Typing .....	3
OFC 231	Business Communications .....	3
ACC 132	Bookkeeping II .....	3
ACC 201	Principles of Accounting I .....	3
PSY 105	Introduction to Psychology or .....	3
PSY 131	Human Relations .....	
MGT 136	Principles of Management .....	3
BUS 234	Business Law .....	3
CIS 262	Contemporary Topics in Computer Science .....	3
OFC 273	Advanced Typing Applications .....	2
OFC 275	Secretarial Procedures .....	3
OFC 803	Cooperative Work Experience or .....	3
OFC 804	Cooperative Work Experience .....	(4)

††NOTE:

- OFC 160 Equivalent to 192, 193 and 194
- OFC 172 Equivalent to 176, 177 and 178
- OFC 166 Equivalent to 187, 188 and 189
- OFC 190 Equivalent to 179, 182 and 185

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

## OFFICE CAREERS — GENERAL OFFICE

(Certificate — Accounting Emphasis)

	CREDIT HOURS
<b>SEMESTER I</b>	
††OFC 160 Office Calculating Machines .....	3
††OFC 172 Beginning Typing* .....	3
ACC 131 Bookkeeping I or .....	3
ACC 201 Principles of Accounting I .....	
ENG 101 Composition I or .....	3
COM 131 Applied Communications .....	
MTH 130 Business Mathematics .....	3
†Elective .....	3
	18
<b>SEMESTER II</b>	
**ACC 132 Bookkeeping II or .....	3
†Elective .....	?
BUS 105 Introduction to Business .....	3
CIS 105 Introduction to Computer Information Systems .....	3
†Electives .....	8
	17
Minimum Hours Required: .....	35

†Electives — Must be taken from the following:

OFC 103	Speedwriting Theory .....	4
OFC 106	Speedwriting Dictation and Transcription .....	4
OFC 159	Beginning Shorthand .....	4
OFC 162	Office Procedures .....	3
OFC 190	Principles of Word Processing†† .....	4
OFC 166	Intermediate Shorthand .....	4
OFC 173	Intermediate Typing .....	3
OFC 231	Business Communications .....	3
ACC 132	Bookkeeping II .....	3
ACC 201	Principles of Accounting I .....	3
PSY 105	Introduction to Psychology or .....	3
PSY 131	Human Relations .....	
MGT 136	Principles of Management .....	3
BUS 234	Business Law .....	3
CIS 262	Contemporary Topics in Computer Science .....	3
OFC 273	Advanced Typing Applications .....	2
OFC 275	Secretarial Procedures .....	3
OFC 803	Cooperative Work Experience or .....	3
OFC 804	Cooperative Work Experience .....	(4)

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

\*\*Required if ACC 131 was taken previously.

††NOTE:

- OFC 160 Equivalent to 192, 193 and 194
- OFC 172 Equivalent to 176, 177 and 178
- OFC 166 Equivalent to 187, 188 and 189
- OFC 190 Equivalent to 179, 182 and 185

# OFFICE CAREERS — GENERAL OFFICE

(Certificate — Office Clerical Emphasis)

The General Office Certificate program with a clerical emphasis is designed to provide the student with basic working knowledge of office procedures.

	CREDIT HOURS
<b>SEMESTER I</b>	
††OFC 160 Office Calculating Machines .....	3
OFC 162 Office Procedures .....	3
††OFC 172 Beginning Typing .....	3
ENG 101 Composition I or .....	3
COM 131 Applied Communications .....	
MTH 130 Business Mathematics .....	3
†Elective .....	3
	<u>18</u>
<b>SEMESTER II</b>	
††OFC 190 Principles of Word Processing ....	4
OFC 173 Intermediate Typing .....	3
OFC 231 Business Communications .....	3
ACC 131 Bookkeeping I .....	3
BUS 105 Introduction to Business .....	3
CIS 105 Introduction to Computer Information Systems .....	3
	<u>19</u>
Minimum Hours Required .....	37

†Electives — Must be taken from the following:

OFC 103	Speedwriting Theory .....	4
OFC 106	Speedwriting Dictation and Transcription .....	4
OFC 159	Beginning Shorthand .....	4
OFC 166	Intermediate Shorthand .....	4
OFC 231	Business Communications .....	3
ACC 132	Bookkeeping II .....	3
ACC 201	Principles of Accounting I .....	3
PSY 105	Introduction to Psychology or .....	3
PSY 131	Human Relations .....	
MGT 136	Principles of Management .....	3
BUS 234	Business Law .....	3
CIS 262	Contemporary Topics in Computer Science .....	3
OFC 273	Advanced Typing Applications .....	2
OFC 275	Secretarial Procedures .....	3
OFC 803	Cooperative Work Experience or .....	3
OFC 804	Cooperative Work Experience .....	(4)

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

††NOTE:

- OFC 160 Equivalent to 192, 193 and 194
- OFC 172 Equivalent to 176, 177 and 178
- OFC 166 Equivalent to 187, 188 and 189
- OFC 190 Equivalent to 179, 182 and 185

# OFFICE CAREERS — LEGAL SECRETARY OPTION

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
OFC 159 Beginning Shorthand or	4
OFC 103 Speedwriting	
††OFC 160 Office Calculating Machines	3
††OFC 172 Beginning Typing* or	3
OFC 173 Intermediate Typing	
ENG 101 Composition I or	3
COM 131 Applied Communications	
MTH 130 Business Mathematics	3
	16
<b>SEMESTER II</b>	
††OFC 166 Intermediate Shorthand or	4
OFC 106 Speedwriting Dictation and Transcription	
OFC 173 Intermediate Typing* or	3
OFC 273 Advanced Typing Applications	(2)
OFC 162 Office Procedures	3
ACC 131 Bookkeeping I or	3
ACC 201 Principles of Accounting I	
BUS 105 Introduction to Business	3
ENG 102 Composition II	3
	18-19
<b>SEMESTER III</b>	
††OFC 190 Principles of Word Processing	4
OFC 167 Legal Terminology and Transcription	3
OFC 231 Business Communications	3
OFC 273 Advanced Typing Applications or	2
† Elective	(3)
CIS 105 Introduction to Computer Information Systems	3
	15
<b>SEMESTER IV</b>	
OFC 282 Word Processing Applications	1
OFC 274 Legal Office Procedures	3
OFC 275 Secretarial Procedures or	3
OFC 803 Cooperative Work Experience or	(3)
OFC 804 Cooperative Work Experience	(4)
OFC 285 Applied Machine Transcription	1
HUM 101 Introduction to the Humanities	3
PSY 131 Human Relations or	3
PSY 105 Introduction to Psychology	
	14-15

Minimum Hours Required: 63

\*Electives - must be selected from the following.

OFC Any OFC Course may be selected	
OFC 803 804 Cooperative Work Experience	3-4
ACC 132 Bookkeeping II	3
ACC 202 Principles of Accounting II	3
BUS 143 Personal Finance	3
BUS 234 Business Law	3
BUS 237 Organizational Behavior	3
CIS 262 Contemporary Topics in Computer Science	3
CIS 264 Special Topics in Computer Science and Data Processing	4
ECO 201 Principles of Economics I	3
MGT 136 Principles of Management	3
MGT 242 Personnel Administration	3
SC 105 Fundamentals of Public Speaking	3

††NOTE:

- OFC 160 Equivalent to 192, 193 and 194
- OFC 172 Equivalent to 176, 177 and 178
- OFC 166 Equivalent to 187, 188 and 189
- OFC 190 Equivalent to 179, 182 and 185

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

\*\*\*Repeatable for credit using different equipment

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 — PROFESSIONAL SECRETARY OPTION

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
††OFC 160 Office Calculating Machines .....	3
OFC 159 Beginning Shorthand or .....	4
OFC 103 Speedwriting .....	
††OFC 172 Beginning Typing* or .....	3
OFC 173 Intermediate Typing .....	
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
MTH 130 Business Mathematics .....	3
	<u>16</u>
<b>SEMESTER II</b>	
††OFC 166 Intermediate Shorthand or .....	4
OFC 106 Speedwriting Dictation and Transcription .....	(3)
*OFC 173 Intermediate Typing* or .....	3
OFC 273 Advanced Typing Applications .....	(2)
OFC 162 Office Procedures .....	3
ACC 131 Bookkeeping I or .....	3
ACC 201 Principles of Accounting I .....	
BUS 105 Introduction to Business .....	3
ENG 102 Composition II .....	3
	<u>17-19</u>
<b>SEMESTER III</b>	
††OFC 190 Principles of Word Processing ....	4
OFC 231 Business Communications .....	3
OFC 273 Advanced Typing Applications* or	2
†Elective .....	(3)
CIS 105 Introduction to Computer Information Systems .....	3
PSY 131 Human Relations or .....	3
PSY 105 Introduction to Psychology .....	
	<u>15-16</u>
<b>SEMESTER IV</b>	
**OFC 282 Word Processing Applications .....	1
OFC 275 Secretarial Procedures or .....	3
OFC 803 Cooperative Work Experience or ..	(3)
OFC 804 Cooperative Work Experience .....	(4)
OFC 285 Applied Machine Transcription ....	1
HUM 101 Introduction to the Humanities ....	3
†Electives .....	6-7
	<u>14-16</u>
Minimum Hours Required: .....	61

†Electives — must be taken from the following:

OFC Any OFC Course may be selected

ACC 132	Bookkeeping II .....	3
ACC 202	Principles of Accounting II .....	3
BUS 143	Personal Finance .....	3
BUS 234	Business Law .....	3
BUS 237	Organizational Behavior .....	3
CIS 262	Contemporary Topics in Computer Science .....	3
CIS 264	Special Topics in Computer Science and Data Processing .....	4
ECO 201	Principles of Economics I .....	3
MGT 136	Principles of Management .....	3
MGT 242	Personnel Administration .....	3
SC 105	Fundamentals of Public Speaking .....	3

††NOTE:

OFC 160 Equivalent to 192, 193 and 194

OFC 172 Equivalent to 176, 177 and 178

OFC 166 Equivalent to 187, 188 and 189

OFC 190 Equivalent to 181, 182 and 185

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

\*\*Repeatable for credit using different equipment

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

(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
<b>SEMESTER I</b>	
HLN 131 Horticultural Science .....	4
HLN 132 Landscape Trees .....	2
HLN 141 Floral Design .....	4
BIO 115 Biological Science or .....	4
BIO 110 Introductory Botany .....	
COM 131 Applied Composition and Speech .....	3
	<u>17</u>

<b>SEMESTER II</b>	
HLN 133 Landscape Shrubs, Vines & Ground Cover .....	2
HLN 140 Herbaceous and Exotic Plants .....	3
ART 110 Basic Design I .....	3
BUS 105 Introduction to Business or .....	3
MGT 153 Small Business Management .....	
SC 101 Introduction to Speech Communication .....	3
MTH 130 Business Mathematics .....	3
	<u>17</u>

<b>SEMESTER III</b>	
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 .....	3
MKT 137 Principles of Retailing .....	
Elective .....	3
	<u>15</u>

<b>SEMESTER IV</b>	
HLN 249 Foliage Plants and Interiorscaping .....	3
HLN 248 Advanced Floral Design .....	3
HLN 245 Problems and Practices in Industry, or .....	4
HLN 804 Cooperative Work Experience .....	
ACC 131 Bookkeeping I or .....	3
MGT 157 Small Business Bookkeeping and Accounting Practices .....	
CHM 115 Chemical Sciences or .....	4
PSC 118 Physical Science .....	
	<u>17</u>

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

(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
<b>SEMESTER I</b>	
HLN 132 Landscape Trees .....	2
HLN 141 Floral Design .....	4
ART 110 Basic Design I .....	3
BUS 105 Introduction to Business or .....	3
MGT 153 Small Business Management .....	
MTH 130 Business Mathematics .....	3
	<u>15</u>
<b>SEMESTER II</b>	
HLN 133 Landscape Shrubs, Vines, & Ground Cover .....	2
HLN 140 Herbaceous and Exotic Plants .....	3
HLN 252 Flower Shop Management .....	4
HLN 804 Cooperative Work Experience .....	4
ACC 131 Bookkeeping or .....	3
MGT 157 Small Business Bookkeeping and Accounting .....	
	<u>16</u>
Minimum Hours Required: .....	31

## ORNAMENTAL HORTICULTURE TECHNOLOGY-LANDSCAPE GARDENER CERTIFICATE

(Certificate)

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

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



# ORNAMENTAL HORTICULTURE TECHNOLOGY LANDSCAPE MANAGEMENT OPTION

(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 .....	4
BIO 110	Introductory Botany .....	

16

## SEMESTER II

HLN 133	Landscape Shrubs, Vines and Ground Cover II .....	2
HLN 140	Herbaceous and Exotic Plants .....	3
HLN 147	Landscape Development II .....	3
BU'S 105	Introduction to Business .....	3
SC 101	Introduction to Speech Communication .....	3
COM 131	Applied Communications .....	3

17

## SEMESTER III

HLN 231	Landscape Design .....	4
HLN 804	Cooperative Work Experience .....	4
MGT 153	Small Business Management .....	3
MGT 157	Small Business Accounting Practices or .....	3
ACC 131	Bookkeeping I .....	
MTH 130	Business Mathematics .....	3

17

## 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 .....	4
PSC 118	Physical Sciences .....	

17

Minimum Hours Required: ..... 64

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

(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 landscaping 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
<b>SEMESTER I</b>	
HLN 131 Horticultural 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 .....	4
BIO 110 Introductory Botany .....	
	<hr/> 16
<b>SEMESTER II</b>	
HLN 133 Landscape Shrubs, Vines, & Ground Cover .....	2
HLN 140 Herbaceous and Exotic Plants ....	3
HLN 147 Landscape Development II .....	3
MTH 195 Technical Mathematics or .....	3
MTH 130 Business Mathematics .....	
SC 101 Introduction to Speech Communication .....	3
COM 131 Applied Communications .....	3
	<hr/> 17
<b>SEMESTER III</b>	
HLN 227 Greenhouse Horticulture .....	4
HLN 231 Landscape Design I .....	4
HLN 233 Nursery Operations .....	3
HLN 235 Propagation of Woody Ornamental Plants .....	2
BUS 105 Introduction to Business .....	3
	<hr/> 16
<b>SEMESTER IV</b>	
HLN 238 Landscape Management .....	3
HLN 245 Problems and Practices in Industry or .....	4
HLN 804 Cooperative Work Experience ....	
HLN 249 Foliage Plants and Interiorscaping .	3
HLN 250 Advanced Landscape Planning ....	3
CHM 115 Chemical Sciences or .....	4
PSC 118 Physical Science .....	
	<hr/> 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.

# REAL ESTATE

(Associate Degree)

The program in real estate is designed to develop the fundamental skills, attitudes and experiences which enable the student to function in decision-making positions in the real estate profession. 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
<b>SEMESTER I</b>	
RE 130 Real Estate Principles .....	3
RE 131 Real Estate Finance .....	3
BUS 105 Introduction to Business .....	3
COM 131 Applied Communications or .....	3
ENG 101 Composition I .....	
MTH 130 Business Mathematics or .....	3
MTH 111 Mathematics for Business and Economics I .....	
	<hr/> 15
<b>SEMESTER II</b>	
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
	<hr/> 15
<b>SEMESTER III</b>	
ECO 201 Principles of Economics I or .....	3
ECO 105 Economics of Contemporary Social Issues .....	
RE 230 Real Estate Office Management ...	3
*RE 250 Real Estate Internship I .....	4
*RE 254 Real Estate Seminar I .....	2
†Elective .....	3
	<hr/> 15
<b>SEMESTER IV</b>	
GVT 201 American Government .....	3
ACC 201 Principles of Accounting I .....	3
†Elective .....	9
	<hr/> 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

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.

\*RE 250 and RE 254 must be taken concurrently

\*RE 251 and RE 255 must be taken concurrently.

NOTE Preliminary interview by real estate coordinator required

# 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 (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) 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 factory 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) 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.)

## 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 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) 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.)



# 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) 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 demon-

strated 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) 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) 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.)

**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.)

**BIOLOGY****(BIO) 101 General Biology (4)**

This course is for science and science-related majors. Topics include the structure and function of cells, tissues and organ systems in plants and animals. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 102 General Biology (4)**

Prerequisite: Biology 101. This course is for science and science-related majors. It is a continuation of Biology 101. Topics include Mendelian and molecular genetics, evolutionary mechanisms, and plant and animal development. The energetics and regulation of ecological communities are also studied. Laboratory fee. (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) 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) 217 Field Biology (4)**

Prerequisite: Eight hours of biological science or demonstrated competence approved by the instructor. 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. (3 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. Second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (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.)

## BUSINESS

**(BUS) 105 Introduction To Business (3)**

This course provides an overall picture of business operations. Specialized fields within business organizations are analyzed. The role of business in modern society is identified. (This course is offered on campus and may be offered via television.) (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 historical and ethical background of the law and current legal principles. Emphasis is on contracts, property, and torts. (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.)

## CHEMISTRY

**(CHM) 101 General Chemistry (4)**

Prerequisites: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry, Chemistry 115, or equivalent. This course is for science and science-related majors. It covers the laws and theories of matter. The laws and theories are used to understand the properties of matter, chemical bonding, chemical reactions, the physical states of matter, and changes of state. The fundamental principles are applied to the solution of quantitative problems relating to chemistry. Laboratory fee. (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 solutions and colloids, chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is also included. Laboratory fee. (3 Lec., 3 Lab.)

**(CHM) 115 Chemical Sciences (4)**

Prerequisite: Developmental Mathematics 091 or the equivalent. This course is for non-science majors. It traces the development of theoretical concepts. These concepts are used to explain various observations and laws relating to chemical bonding reactions, states of matter, solutions, electrochemistry, and nuclear chemistry. Also included is the descriptive chemistry of some common elements and inorganic compounds. Laboratory fee. (3 Lec., 3 Lab.)

**(CHM) 116 Chemical Sciences (4)**

Prerequisite: Chemistry 115 or demonstrated competence approved by the instructor. This course is for non-science majors. It covers organic chemistry and biochemistry. The important classes of organic compounds are surveyed. The concept of structure is the central theme. Biochemistry topics include carbohydrates, proteins, lipids, chemistry of heredity, disease and therapy, and plant biochemistry. Laboratory fee. (3 Lec., 3 Lab.)

**(CHM) 201 Organic Chemistry I (4)**

Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces organic chemistry. The fundamental types of organic compounds are presented. Their nomenclature, classification, reactions, and applications are included. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory. Emphasis is on reaction mechanisms, stereo-chemistry, transition state theory, and organic synthesis. Laboratory fee. (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 include aliphatic and aromatic systems, poly-functional compounds, amino acids, proteins, carbohydrates, sugars, and heterocyclic and related compounds. Instrumental techniques are used to identify compounds. Laboratory fee. (3 Lec., 4 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) 105 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 and programming are applied through the use of the BASIC programming language. Laboratory fee. (3 Lec.)



### **(CIS) 150 Computer Program Logic and Design (3)**

Prerequisite: Computer Information Systems 105 or demonstrated competence approved by the instructor. This course presents basic logic needed for problem solving with the computer. Topics include introduction to design tools, techniques for basic logic operations, structured

### **(CIS) 160 Data Communications (3)**

Prerequisite: Computer Information Systems 105. Topics include vocabulary, and configuration of data communications networks, including terminals, multiplexors, modems and communications facilities. Network protocols and teleprocessing monitors are overviewed. (3 Lec.)

### **(CIS) 162 COBOL Programming I (4)**

Prerequisites: Computer Information Systems 105 or demonstrated competence approved by the instructor. Credit or concurrent enrollment in Computer Information Systems 150 is advised. This course introduces programming skills using the COBOL language. Skills in problem analysis, design tools, coding, testing, and documentation are developed. Laboratory fee. (3 Lec., 4 Lab.)

### **(CIS) 164 COBOL Programming II (4)**

Prerequisites: Computer Information Systems 162 and 150 or demonstrated competence approved by the instructor. The study of COBOL language is continued from Computer Information Systems 162. Included are levels of totals, group printing concepts, table build and search techniques, elementary sort techniques, disk file organization concepts, matching records, and file maintenance concepts using disk. Laboratory fee. (3 Lec., 4 Lab.)

### **(CIS) 170 RPG Programming (3)**

Prerequisite: Previous programming experience or demonstrated competence approved by the instructor. This course introduces programming skills using the RPG II language. Programming problems emphasize card images and disk processing. Basic listing with levels of totals, multi-card records, exception reporting, look ahead feature, and multi-file processing are included. Laboratory fee. (2 Lec., 2 Lab.)

### **(CIS) 172 BASIC Programming (3)**

Prerequisite: Computer Information Systems 105 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Students gain proficiency by writing and debugging programs using interactive microcomputers. Laboratory fee. (2 Lec., 2 Lab.)

### **(CIS) 173 Pascal Programming for Business (3)**

Prerequisites: Computer Information systems 162 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 demonstrated competence approved by the instructor. Concepts and technical knowledge of an operating system JCL, and utilities are presented. Training is given in the use of JCL and utilities. The emphasis of the operating system depends on the computer system used. 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 assembler language. Decimal features and fixed point operations using registers are emphasized. Selected macro instructions, table handling, editing printed output, and reading memory dumps are included. Laboratory fee. (3 Lec., 4 Lab.)

### **(CIS) 220 Assembly Language II (4)**

Prerequisites: Computer Information Systems 210 or demonstrated competence approved by the instructor. Advanced programming skills will be developed using a current assembler language. Topics include indexing, indexed and sequential file organization, table search methods, data and bit manipulation techniques, macro writing, sub-program linkages, advanced problem analysis, and debugging techniques. Floating point operations are introduced. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 225 Applied Systems (4)**

Prerequisites: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing systems and to design new systems. Emphasis is on a case study involving all facets of system design from the original source of data to final reports. Design tools and documentation are included. (3 Lec., 4 Lab.)

**(CIS) 252 Advanced COBOL Techniques (4)**

Prerequisites: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course provides advanced contemporary programming techniques using the COBOL language. Random and sequential updating of disk files, table handling, report writer, memory dump analysis, and use of the internal sort verb, and call and copy techniques are presented. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 254 Data Base Systems (4)**

Prerequisites: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying a database using a higher-level language. Discussion and application of data structures; indexed and direct file organizations; storage devices, data analysis, design, and implementation; and data administration are included. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 256 Computer Center Management (3)**

Prerequisites: Computer Information Systems 105 or 115 or demonstrated competence approved by the instructor. The management of a Computer Center is examined. Topics include analyzing, planning, organizing and controlling installations. The organization, production orientation, control, and personnel of the data processing department are covered. The effects of these functions on information and on-line systems are explored. Methods for computer selection and evaluation are described. (3 Lec.)

**(CIS) 258 Teleprocessing (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 in an on-line/real-time environment. Topics include the nature of on-line/real-time applications, 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 Science (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. Topics may include introduction to micro/mini computer systems, programming languages, or other advanced data processing concepts such as CICS. May be repeated when topics vary. (1 Lec.)

**(CIS) 262 Contemporary Topics in Computer Science (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. Topics may include introduction to micro/mini computer systems, programming languages, or other advanced data processing concepts such as CICS. (3 Lec.)

**(CIS) 264 Special Topics in Computer Science (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 science and data processing are studied. Such topics may include advanced programming language concepts in BASIC, RPG II and RPG III, and Pascal, or advanced data entry concepts. May be repeated as topics vary. Laboratory fee. (3 Lec., 3 Lab.)

**(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 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)**

Prerequisites: Math 102 or demonstrated competence approved by the instructor. This course is intended primarily for students pursuing a degree in an engineering, science, or 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)**

Prerequisites: 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)**

Prerequisites: 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 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)**

Prerequisites: 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)**

Prerequisites: 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)**

Prerequisite: Mathematics 195 or the equivalent. This course is for students with little or no training in surveying. It covers the theory, methods, equipment, and problems of surveying and measurement. Field work provides the opportunity to apply the theory. (2 Lec., 6 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: Math 196 and Construction Management Technology 136 or the equivalent. This course reviews the basic principles of surveying and measurements. It covers advanced theory, methods, equipment and problems of surveying and measuring in the construction industry. Field problems put the theory into practice. Laboratory fee. (2 Lec., 6 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.)

## **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) 161 Beginning Ballet 1 (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, 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) 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. 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. 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. Laboratory fee. (1 Lec., 2 Lab.)

## 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 mathematics skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 104, 111, and 115. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130, 139, and 195.

**(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, percent, 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, area and volume. (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 English 102 and the sophomore-level literature courses. 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.)

**DRAFTING****(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. Experi-

ence is provided in using handbooks and other resource materials and in developing design skills. U.S.A.S.I., government, and industrial standards are used. Emphasis is on both mechanical skills and graphic theory. Laboratory fee. (2 Lec., 6 Lab.)

## ECONOMICS

### **(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, 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 on international economics and contemporary economic problems. (3 Lec.)

## EDUCATIONAL PARAPROFESSIONAL

### **(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 the educational paraprofessional 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 the educational paraprofessional. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. This course may be repeated for credit, when the topics vary, up to a maximum of three credit hours. Laboratory fee. (1 Lec.)

### **(EP) 246 Diversified Studies (2)**

This course provides for specialized study by the educational paraprofessional. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. 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 the educational paraprofessional. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. 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, 811 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.)

## **ELECTRONICS TECHNOLOGY**

### **(ET) 190 DC Circuits And Electrical Measurements (4)**

Prerequisite: Mathematics 195 or the equivalent recommended. The mathematical theory of direct current circuits is presented in combination with laboratory fundamentals. Emphasis is on elementary principles of magnetism, electric concepts and units, diagrams, and resistance. Electromagnetism, series and parallel circuits, simple meter circuits, conductors, and insulators are also stressed. Laboratory fee. (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) 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., 96 Contact Hours)

## **ENGINEERING**

### **(EGR) 101 Engineering Analysis (2)**

Prerequisite: Two years of high school algebra or Developmental Mathematics 093 or demonstrated competence approved by the instructor. This course surveys the field of engineering. Topics include the role of the engineer in society and branches and specialties in engineering. Engineering analysis and computer programming are introduced. Practice is provided in analyzing and solving engineering problems. Computational methods and devices with an introduction to computer programming are also covered. (2 Lec.)

### **(EGR) 105 Engineering Design Graphics (3)**

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

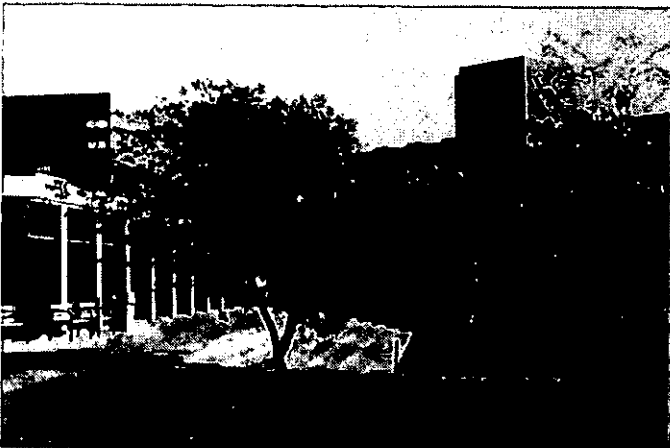
Prerequisite: Engineering 186. This course is a continuing study of the metal-working processes with emphasis on automation, programming and operation of CNC machines. Laboratory fee. (1 Lec., 2 Lab.)

**(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) 203 Engineering Production (3)**

Prerequisite: Engineering 105 or demonstrated competence approved by the instructor. The standard machining of metals is covered. Layout, turning, boring, shaping, drilling, threading, milling, and grinding are all included. The manufacturing of interchangeable parts, fixtures, and jigs with applications is studied. Laboratory fee. (1 Lec., 5 Lab.)

**(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 forces and force systems, equilibrium, moments, centroids, stresses and strains. Methods analysis and design of bolted and welded joints, trusses, beams, and columns are introduced. (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) 142 Instrumentation and Testing (3)**

Prerequisite: Credit or concurrent enrollment in Electronics Technology 191. Industrial instrumentation and testing are introduced. The characteristics of various instruments are investigated. Included are basic AC and DC measurement meters, impedance bridges, oscilloscopes, signal generators, and transistor testers. The static and dynamic characteristics of measuring devices used in electronic control, related areas in instrumentation, and materials handling are studied. Laboratory fee. (2 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) 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) 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) 237 Electromagnetic And Digital Machine Control (3)**

Prerequisite: Electronics Technology 191. This course emphasizes electromechanical and solid state industrial machine control systems. Control components, control and power circuit diagrams, manual and automatic AC and DC machine starters, manual and automatic AC and DC machine speed control, and solid state logic elements are studied. Problem identification, problem solving, and reporting techniques are emphasized. Laboratory fee. (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) 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.)

**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. Student should consult catalog of the senior college he expects to attend for requirements in his major before choosing English courses.

**(ENG) 201 British Literature (3)**

Prerequisite: English 102. Significant works of British literature are studied. The Old English Period through the 18th century is covered. (3 Lec.)

**(ENG) 202 British Literature (3)**

Prerequisite: English 102. Significant works of British literature are studied. The Romantic Period to the present is covered. (3 Lec.)

**(ENG) 203 World Literature (3)**

Prerequisite: English 102. Significant works of continental Europe are studied. The Greek Classical Period through the Renaissance is covered. (3 Lec.)

**(ENG) 204 World Literature (3)**

Prerequisite: English 102. Significant works of continental Europe, England, and America are studied. The time period since the Renaissance is covered. (3 Lec.)

**(ENG) 205 American Literature (3)**

Prerequisite: English 102. Significant works of American writers before Walt Whitman are studied. Emphasis is on the context of the writers' times. (3 Lec.)

**(ENG) 206 American Literature (3)**

Prerequisite: English 102. Significant works of American writers from Walt Whitman to the present are studied. (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. Selections in literature are read, analyzed, and discussed. Selections are organized by genre, period, or geographical region. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

**(ENG) 216 Studies In Literature (3)**

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

#### (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 utilizes audio-visual techniques to strengthen competencies initiated in (ESL) 031. Special emphasis is placed on academic listening and speaking skills with actual and simulated situations video-taped for analysis and reinforcement. (3 Lec.)

#### (ESL) 033 ESL Conversation — Listening (3)

This course is designed to improve academic listening, comprehension, note taking, oral reporting, discussing, and questioning. Formal and informal conversation skills are emphasized. (3 Lec.)

#### (ESL) 034 ESL Conversation — Listening (3)

This course utilizes audio-video techniques to develop 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 reading passages for comprehension, vocabulary development exercises, activities dealing with language and culture, and the decoding process in English. (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 passages for comprehension, vocabulary development exercises, activities dealing with language and culture, and the decoding process in English. (3 Lec.)

#### (ESL) 043 ESL Reading (3)

This course covers pre-reading strategy, specific reading comprehension skills, critical reading skills, vocabulary development, idioms, 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. The student will cover pre-reading strategy, specific reading comprehension skills, critical reading skills, vocabulary development, idioms, 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 through mini-compositions. (3 Lec.)

#### (ESL) 052 ESL Writing — Grammar (3)

This course is designed to lead students to a greater understanding of English grammar. Students will combine sentences to produce compound and complex sentence structures. (3 Lec.)

#### (ESL) 053 ESL Writing — Grammar (3)

Prerequisite: Concurrent enrollment in (ESL) 063. This course emphasizes correct paragraph formation including topic sentence, supporting elements, and conclusion. (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)

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.

## 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 deposit, 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 are 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.)

**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.)

**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) 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) 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.)

## 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) 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.)

## 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. The course satisfies requirements for Texas State Teacher's Certification. (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 satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.) (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) 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) 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) 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) 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 Cooperative Work Experience (4)**

(See Cooperative Work Experience). (1 Lec., 20 Lab.)

## HUMAN DEVELOPMENT

**(HD) 102 Special Topics In Human Development (1)**

This is a course intended to help the student succeed in college. Topics such as stress management, communications training for the handicapped, career exploration techniques, or educational concerns of adult students may be included. This course may be repeated for credit. (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 increase self-awareness and learn to relate more effectively to others. Students are made aware of their feelings, values, attitudes and behaviors. The course content focuses on developing communication skills such as assertiveness, verbal and non-verbal behavior, listening, and conflict resolution. (3 Lec.)

**(HD) 106 Personal And Social Growth (3)**

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

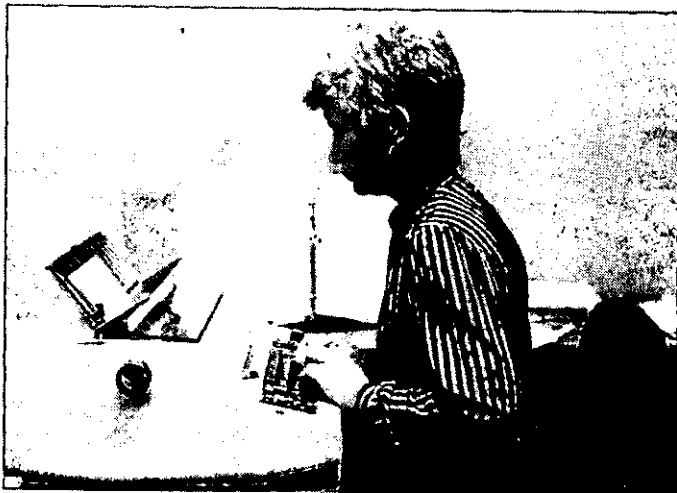
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## JOURNALISM

### **(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, followup stories, and sidebars. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

### **(JN) 104 Student Publications (1)**

Prerequisite: The 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: The 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: The 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.)

## 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.)

## 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. (3 Lec.)



## 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. (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 be studying the fundamental approaches to planning, establishing and operating a small business. The day-to-day operation of the business and reporting procedures will be studied as well as exploring the concepts of general management. (48 Contact Hours)

### **(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) 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.)

## 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 keep-

ing, 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

**(MKT) 137 Principles of Retailing**

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) 230 Salesmanship**

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**

This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of advertising media, and methods of stimulating salespeople and retailers. The management of promotion programs is covered, including goals, strategies, evaluation, and control of promotional activities. (3 Lec.)

## MATHEMATICS

**(MTH) Mathematics**

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

**(MTH) 101 College Algebra (3)**

Prerequisite: 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, logarithms, and complex numbers. (3 Lec.)

**(MTH) 106 Elementary Functions And Coordinate Geometry III (5)**

Prerequisites: Two years of high school algebra and one

semester of trigonometry. This course is a study of the algebra of functions. It includes polynomial, rational, exponential, logarithmic and trigonometric functions, functions of two variables, complex numbers, vectors and analytic geometry which includes conics, transformation of coordinates, polar coordinates, and parametric equations. (5 Lec.)

**(MTH)111 Mathematics for Business and Economics I (3)**

Prerequisite: Two years of high school algebra 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 sequences and limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

**(MTH) 115 College Mathematics I (3)**

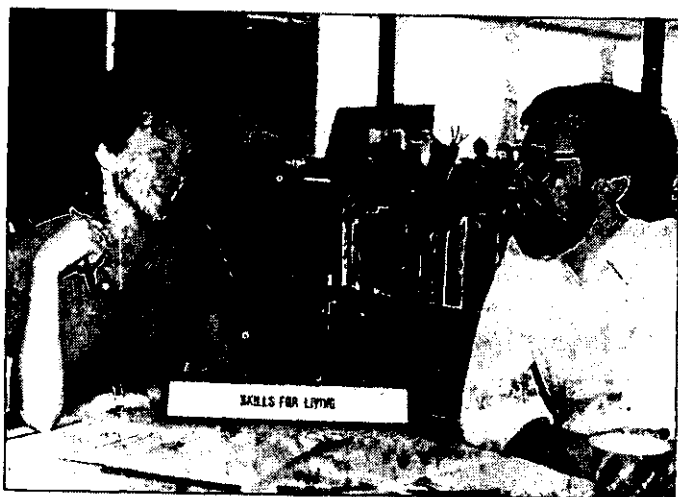
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics 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)**

Prerequisite: One year of high school algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability and geometry. Historical aspects of selected topics are emphasized. (3 Lec.)

**(MTH) 117 Fundamental Concepts Of Mathematics For Elementary Teachers (3)**

This course includes the structure of the real number system, geometry, and mathematical analysis. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (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 105 or 106 or 121 or the equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

**(MTH) 130 Business Mathematics (3)**

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. This course is intended primarily for students in specialized occupational programs. It is a study of simple and compound interest, bank discount, payrolls, taxes, insurance, mark up and mark down, corporate securities, depreciation, and purchase discounts. (3 Lec.)

**(MTH) 195 Technical Mathematics (3)**

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. This course is designed for technical students. It covers a general review of arithmetic, the basic concepts and fundamental facts of plane and solid geometry, 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 (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 transformation. (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.)

**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) 250 Industrial Tooling (4)**

Prerequisites: Drafting 183 and Mechanical Technology 198. This course provides for the study of tool design theory and application of industrial techniques. Emphasis is on the design of gages, jigs, fixtures, dies, cutting tools and small machines. Conventional standards, references, and resource materials are utilized. Laboratory fee. (2 Lec., 6 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) 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 101 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. Fee required. Private music may be repeated for credit. (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) 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) 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) 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 may be repeated for credit. (3 Lab.)

**(MUS) 199 Recital (1)**

Students of private lessons perform before an audience one period each week. Credit for this course does not apply to the Associates Degree. This course may be repeated for credit. (2 Lab.)

**(MUS) 203 Composition (3)**

Prerequisite: Music 101 and 102 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) 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. 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. Fee required. (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.)

## OFFICE CAREERS

**(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, electronic display calculators, and electronic printing calculators are included. Emphasis is on developing the touch system for both speed and accuracy. 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. Laboratory fee. (3 Lec., 2 Lab.)

**(OFC) 167 Legal Terminology And Transcription (3)**

Prerequisite: Completion of Office Careers 173 or typing speed of 50 words per minute. 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 typewriting. Fundamental techniques in typewriting are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. 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 Beginning Typing I (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) 182 Introduction to Word Processing Equipment (1)**

Prerequisites: Office Careers 173 or demonstrated competence approved by the instructor. Credit in or concurrent enrollment in Office Careers 179. 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. 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. Laboratory fee. (3 Lec., 3 Lab.)

**(OFC) 231 Business Communications (3)**

Prerequisites: Credit in Office Careers 172 or one year of typing in high school; credit in Communications 131 or English 101. This practical course includes a study of letter forms, the mechanics of writing and the composition of various types of communications. A critical analysis of the appearance and content of representative business correspondence is made. (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, Office Careers 174 or two years of typing in high school. Emphasis is on building dictation speed. Producing mailable, typed transcriptions under timed conditions is also stressed. Vocabulary and extensive production work capabilities are developed. Laboratory fee. (3 Lec., 2 Lab.)

### **(OFC) 273 Advanced Typing Applications (2)**

Decision-making and production of all types of business materials under time conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

### **(OFC) 274 Legal Secretarial Procedures (3)**

Prerequisites: Office Careers 173 or typing speed of 50 words per minute; Office Careers 166 or shorthand dictation of 80 words per minute. 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 180 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 letters and other business communications. May be repeated for credit with the consent of the instructor. Laboratory fee. (2 Lab.)

### **(OFC) 283 Specialized Word Processing Applications (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 may include graphics, basic math, spread sheets, telecommunications and use of other current software packages. May be repeated for credit. Laboratory fee. (2 Lab.)

### **(OFC) 285 Applied Machine Transcription (1)**

Prerequisites: Office Careers 180 or 173 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) 803, 813 Cooperative Work Experience (3)**

(See Cooperative Work Experience). (1 Lec., 15 Lab.)

### **(OFC) 804, 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) 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.)

### **(PHI) 210 Studies In Philosophy (3)**

Prerequisite: Three hours of philosophy and the demonstrated competence approved by the instructor. A philosophical problem, movement, or special topic is studied. The course topic changes each semester. This course may be repeated for credit. (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

mented, 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.)

## **PHYSICAL EDUCATION**

**(PEH) 100 Lifetime Sports Activities (1)**

Various lifetime sports are offered. Courses offered may include archery, badminton, bowling, golf, handball, racquetball, softball, swimming, tennis, and other sports. Activities may be offered singularly or in combinations. Instruction is presented at the beginner and advanced-beginner levels. Both men and women participate. This course may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

**(PEH) 104 Touch Football/Soccer (1)**

Touch football and soccer are taught and played. Emphasis is on skill development. A uniform is required. Laboratory fee. (3 Lab.)

**(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) 115 Physical Fitness (1)**

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

Basic skills, rules and strategies of archery are taught. Equipment is furnished. Laboratory fee. (3 Lab.)

**(PEH) 118 Beginning Golf (1)**

Basic skills, rules and strategies of golf are taught. Equipment is furnished. Laboratory fee. (3 Lab.)

**(PEH) 119 Beginning Tennis (1)**

This course is designed for the beginner. Tennis fundamentals are taught and played. A uniform is required. Laboratory fee. (3 Lab.)

**(PEH) 120 Beginning Bowling (1)**

Basic skills, rules and strategy of bowling are taught. All equipment is furnished at an off campus bowling lane. Laboratory 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 gymnastics is offered. Emphasis is on basic skills in tumbling and in the various apparatus events. A uniform is required. Laboratory fee. (3 Lab.)

**(PEH) 123 Beginning Swimming (1)**

This course teaches a non-swimmer to survive in the water. A uniform is required. Laboratory fee. (2 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 reel, 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 Aerobic Dance (1)**

This is an aerobic class which rhythmically combines dance movement with walking, jogging, and jumping to cause sustained vigorous combination of steps, geared to raise the heart rate to a proper target zone for conditioning purposes. Each routine can be danced at different intensities, depending on the physical condition of each participant. A uniform is required. 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) 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) 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) 218 Intermediate Golf (1)**

Prerequisite: The demonstrated competence approved by the instructor. Skills and techniques in golf are developed beyond the "beginner" stage. Green fee paid by student. Laboratory fee. (2 Lab.)

**(PEH) 219 Intermediate Tennis (1)**

Prerequisite: The demonstrated competence approved by the instructor. Skills and techniques in tennis are developed beyond the "beginner" stage. A uniform is required. Laboratory fee. (3 Lab.)

**(PEH) 222 Intermediate Gymnastics (1)**

Prerequisite: Physical Education 122. Skills and techniques in gymnastics are developed beyond the "beginner" stage. A uniform is required. Laboratory fee. (3 Lab.)

**(PEH) 223 Intermediate Swimming (1)**

Prerequisite: Beginning swim certificate or deep water swimmer. This course advances the swimmer's skills. Stroke analysis, refinement, and endurance are emphasized. A uniform is required. Laboratory fee. (2 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 re-

quirements 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 swim ability. This course qualifies students for the Red Cross Advanced Lifesaving Certificate. A uniform is required. Laboratory fee. (2 Lab.)

**(PEH) 232 Intermediate Self Defense (1)**

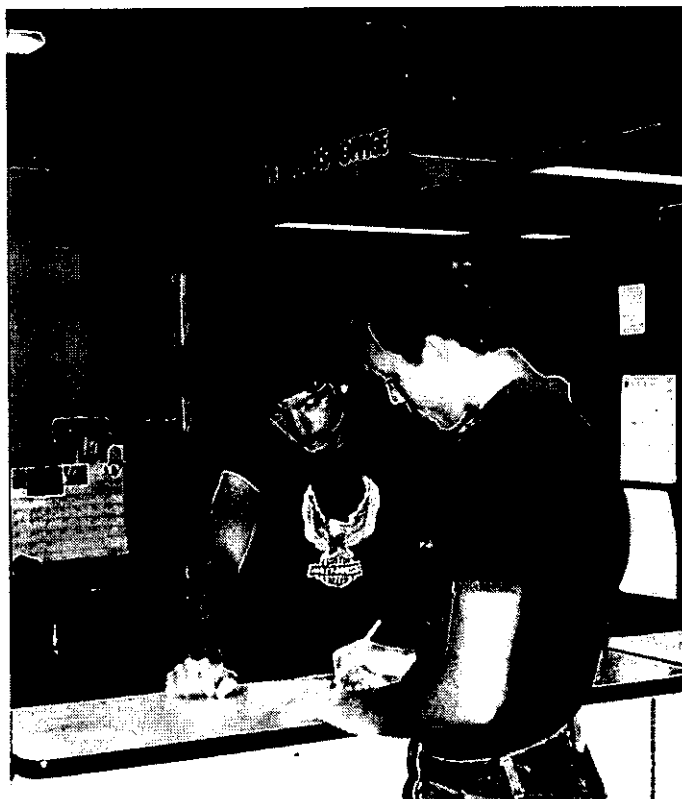
Prerequisite: Physical Education 132 or the demonstrated competence approved by the instructor. Students will be introduced to intermediate forms of defense and combination of self defense methods. Emphasis is on practical application of self defense movements. Laboratory fee. (3 Lab.)

**(PEH) 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) 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 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) 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.)

# PSYCHOLOGY

## (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) 105 Introduction To Psychology (3)

Principles of human behavior and problems of human experience are presented. Topics include heredity and environment, the nervous system, motivation, learning, emotions, thinking, and intelligence. (This course is offered on campus and may be offered via television.) (3 Lec.)



## (PSY) 131 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 105. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (This course is offered on campus and may be offered via television.) (3 Lec.)



## (PSY) 202 Applied Psychology (3)

Prerequisite: Psychology 105. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required. (3 Lec.)

## (PSY) 205 Psychology Of Personality (3)

Prerequisite: Psychology 105. Important factors of successful human adjustment such as child/parent relationships, adolescence, anxiety states, defense mechanisms, and psychotherapeutic concepts are considered. Methods of personality measurement are also included. (3 Lec.)

## (PSY) 207 Social Psychology (3)

Prerequisite: Psychology 105 or Sociology 101. Students may register for either Psychology 207 or Sociology 207 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

**(PSY) 210 Selected Topics In Psychology (3)**

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

**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 determinant 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.

**(RE) 230 Real Estate Office Management (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-valued 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. (16 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. Also, the student must submit an application to the instructor, be interviewed, and be approved prior to registration. This course provides practical work experience in the field of real estate. Principles and skills learned in other courses are applied. The employer/sponsor and a member of the real estate faculty provide supervision, job-related studies and independent research are emphasized. (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 experiences. (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.)

## **SOCIAL SCIENCE**

### **(SS) 131 American Civilization (3)**

Theories and institutions of modern society are introduced. Psychological, historical, socioculture, political, and economic factors are considered. The nature of the human being and the relationships of the individual are examined. Emphasis is on the national, state, and local experiences which affect daily life. (3 Lec.)

## **SOCIOLOGY**

### **(SOC) 101 Introduction To Sociology (3)**

This course is a study of the nature of society and the foundations of group life. Topics include institutions, social change, processes, and problems. (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) 207 Social Psychology (3)**

Students may register for either Psychology 207 or Sociology 207 but may receive credit for one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (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. 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. This course is a continuation of Spanish 201. Contemporary literature and composition are studied. (3 Lec.)

## **SPEECH COMMUNICATION**

### **(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 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.)

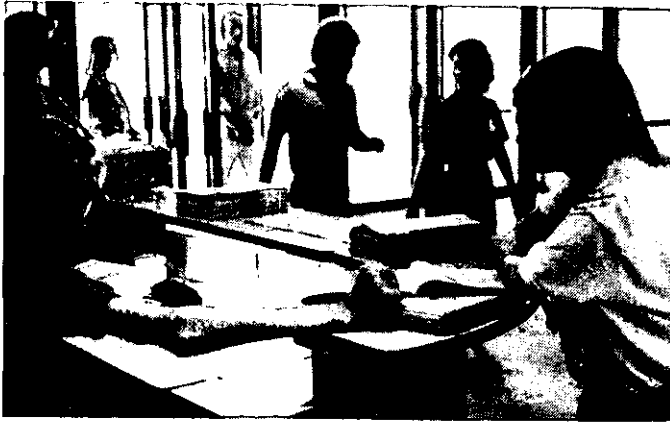
## **THEATRE**

### **(THE) 100 Rehearsal And Performance (1)**

Prerequisite: To enroll in this course, a student must be accepted as a member of the cast or crew of a major production. Participation in the class will include the rehearsal and performance of the current theatrical presentation of the division. This course may be repeated for credit. (4 Lab.)

### **(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 and cinema as art forms. The historical background and traditions of each form are included. Emphasis is on understanding the social, cultural, and aesthetic significance of each form. A number of modern plays are read, and selected films are viewed. (3 Lec.)

**(THE) 103 Stagecraft I (3)**

The technical aspects of play production are studied. Topics include set design and construction, stage lighting, makeup, costuming, and related areas. (2 Lec., 3 Lab.)

**(THE) 104 Stagecraft II (3)**

Prerequisite: Theatre 103 or demonstrated competence approved by the instructor. This course is a continuation of theatre 103. Emphasis is on individual projects in set and lighting design and construction. The technical aspects of play production are explored further. (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, pantomime, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied for stage presentation. (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 complex characterization, ensemble acting, stylized acting, and acting in period plays. (2 Lec., 3 Lab.)

**(THE) 108 Movement For The Stage (3)**

Movement is studied as both a pure form and as a part of the theatre arts. It is also presented as a technique to control balance, rhythm, strength, and flexibility. Movement in all the theatrical forms and in the development of characterization is explored. This course may be repeated for credit. (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) 115 Mime (2)**

Prerequisite: Theatre 108. Mime is studied. Both the expressive significance and techniques of mime are included. (1 Lec., 2 Lab.)

**(THE) 199 Demonstration Lab (1)**

This course provides practice before a live audience of theory learned in theatre classes. Scenes studied in various drama classes are used to show contrast and different perspectives. This course may be repeated for credit. (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) 203 Broadcasting Communications I.(3)**

The nature and practice of broadcasting are covered. Basic techniques of radio and television studio operations are introduced. (3 Lec., 2 Lab.)

**(THE) 204 Broadcasting Communications II (3)**

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., 2 Lab.)

**(THE) 205 Scene Study I (3)**

Prerequisite: 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. Rehearsals are used to prepare for scene work. (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)**

Prerequisite: Theatre 103 and 104. The design and techniques of lighting are covered. Practical experience in departmental productions is required for one semester. (2 Lec., 3 Lab.)

**(THE) 235 Costume History (3)**

Fashion costume and social customs are examined. The Egyptian, Greek, Roman, Gothic, Elizabethan, Victorian, and Modern periods are included. (3 Lec.)

## **TRAINING PARAPROFESSIONALS FOR THE DEAF**

**(TPD) 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.)

**(TPD) 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.)

**(TPD) 143 Intermediate Sign Language (4)**

Prerequisite: Training Paraprofessionals for the Deaf 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.)

**(TPD) 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.)

**(TPD) 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.)

**(TPD) 148 Receptive Fingerspelling (1)**

Prerequisites: Training Paraprofessionals for the Deaf 141 or concurrent enrollment in Training Paraprofessionals for

the Deaf 141. This course increases the student's ability to read fingerspelling. Video tapes are used to demonstrate fingerspelling--starting with two-letter words and progressing to words of several syllables. These words are presented individually as well as in sentences. (2 Lab.)

**(TPD) 149 Classroom Management For The Interpreter/Aide (4)**

This course will emphasize management of the classroom through techniques of behavior modifications 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.)

**(TPD) 230 Interpreting: Ethics And Specifics (4)**

Prerequisite: Training Paraprofessionals for the Deaf 143 or demonstrated competence approved by the instructor. This class focuses on interpreter protocol, i.e., manner of dress, code of ethics, 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., 2 Lab.)

**(TPD) 240 Advanced Sign Language (4)**

Prerequisite: Training Paraprofessionals for the Deaf 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.)



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