The Place To Be!

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
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# BROOKHAVEN COLLEGE

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Brookhaven College Catalog

1983/84

3939 Valley View Lane
Farmers Branch, Texas 75234
A Member of the Dallas County Community College District
**ACADEMIC CALENDAR**

### SUMMER SESSIONS 1983

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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<tr>
<td>First Session</td>
<td>May 27 (F)</td>
<td>Registration Memo. Day holiday Classes begin Last day for tuition refund 4th class day June 12 (T) Last day to withdraw &quot;W&quot; June 30 (R) Final examinations Aug. 10 (F) Semester closes</td>
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<tr>
<td>Second Session</td>
<td>June 6 (M)</td>
<td>Foreign student application deadline July 5 (T) Registration July 10 (T) Classes begin July 12 (T) Last day to withdraw &quot;W&quot; Aug. 10 (F) Final examinations Aug. 10 (F) Semester closes</td>
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### FALL SEMESTER, 1983

<table>
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<tr>
<td>July 18 (M)</td>
<td>Foreign student application deadline</td>
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<tr>
<td>Aug. 17 (M)</td>
<td>Faculty reports</td>
</tr>
<tr>
<td>Aug. 18-19, 22 (RFM)</td>
<td>Registration, Faculty development Classes begin</td>
</tr>
<tr>
<td>Aug. 23 (T)</td>
<td>Faculty development Classes begin</td>
</tr>
<tr>
<td>Aug. 27 (S)</td>
<td>Saturday classes begin</td>
</tr>
<tr>
<td>Aug. 30 (T)</td>
<td>Last day for tuition refund Labor Day holiday Sept. 1 (M) 12th class day</td>
</tr>
<tr>
<td>Nov. 28 (M)</td>
<td>Thanksgiving holidays begin</td>
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<tr>
<td>Nov. 28 (M)</td>
<td>Classes resume</td>
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<td>Dec. 12 (T)</td>
<td>Last day of classes Dec. 13 (T) Last day of classes</td>
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<td>Dec. 14-16, 19 (WRFM)</td>
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<td>Dec. 17 (S)</td>
<td>Final exams, Sat. classes</td>
</tr>
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<td>Dec. 19 (M)</td>
<td>Semester closes</td>
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### SPRING SEMESTER, 1984

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<td>Jan. 10-12 (TWR)</td>
<td>Registration, Faculty development</td>
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<td>Jan. 15 (F)</td>
<td>Saturday classes begin</td>
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<tr>
<td>Jan. 12 (M)</td>
<td>Classes begin Jan. 23 (M) Last day for tuition refund Jan. 27 (F) 12th class day</td>
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<td>Feb. 16 (R)</td>
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<td>Feb. 17 (T)</td>
<td>Faculty development Spring break begins Mar. 19 (M) Spring holiday for all employees Mar. 23 (F) Mar. 26 (M) Classes resume Apr. 20 (F) Easter holidays begin Apr. 25 (S) Classes resume Apr. 27 (F) Last day to withdraw &quot;W&quot; May 9 (W) Last day of classes May 16-11, 14-15 (RFM) Final examinations May 17 (T) Final exams, Sat. classes May 15 (T) Graduation May 15 (T) Semester closes</td>
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### SUMMER SESSIONS, 1984

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<td>April 26 (W)</td>
<td>Foreign student application deadline May 25 (F) Registration May 28 (M) Memorial Day Holiday May 29 (T) Classes begin May 30 (W) Last day for tuition refund June 1 (T) 4th class day June 25 (M) Last day to withdraw &quot;W&quot; July 3 (M) July 2 (M) Final examinations July 2 (M) Semester closes</td>
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<tr>
<td>Second Session</td>
<td>June 5 (T)</td>
<td>Foreign student application deadline July 9 (M) Classes begin July 10 (T) Last day for tuition refund July 14 (T) 4th class day Aug. 3 (F) Last day to withdraw &quot;W&quot; Aug. 10 (F) Final examinations Aug. 10 (F) Semester closes</td>
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GENERAL INFORMATION

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

The growth of the District into an educational system with such impact was not by chance. In May, 1965, voters created the Dallas County Junior College District and approved a $41.5 million bond issue to finance it. The next year the District's first college, El Centro, began operation in downtown Dallas. Eastfield College and Mountain View College enrolled their first students in 1970, and the plans for a multi-campus district became a reality. Richland College became the District's fourth college in 1972.

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

DISTRICT PHILOSOPHY AND GOALS

Since 1972, the District has been known as the Dallas County Community College District. The name shows that the District has outgrown the term "junior college." The name also reflects the District's philosophy. The colleges truly are community institutions, meeting the varied educational needs of the growing Dallas County region. The primary goal of the District and its colleges is to help students of all ages achieve effective living and responsible citizenship in a fast-changing region, state, nation, and world. Each college is therefore committed to providing a broad range of educational programs for the people it serves.

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

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

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

1. For the student working toward a bachelor's or higher degree, the colleges offer a wide range of first-year and second-year courses which transfer to senior colleges and universities.

2. For the student seeking a meaningful job, the colleges offer one-year and two-year programs in technical and occupational fields.

3. For the employed person wishing to improve job skills or to move into a new job, the colleges offer credit and non-credit adult educational courses.

4. For the person who simply wants to make life a little more interesting, the colleges offer community service programs on cultural, civic and other topics.

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

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

DISTRICT RESPONSIBILITIES

To carry out the District philosophy, the colleges obviously must offer a range of programs and courses, including guidance services. These programs and courses must help each individual attain a high level of technical competence and a high level of cultural, intellectual, and social development. In addition, high professional standards for the academic staff must be maintained within a framework prescribed by the Board of Trustees. At the same time, the program and organization of each college must make maximum use of faculty and facilities.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) dates of attendance, (5) educational institution most recently attended, and (6) other information, including major field of study and degrees and awards received.

A student may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first twelve class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, information is released upon inquiry. No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without written consent from the student stating the information to be given, except as specified by law.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY

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

STUDENT CONSUMER INFORMATION SERVICES

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

STANDARDS OF CONDUCT

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

LEAGUE FOR INNOVATION

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is composed of 17 outstanding community college districts throughout the nation. Its purpose is to encourage innovative experimentation and the continuing development of the community college movement in America. Membership commits the District to research, evaluation, and cooperation with other community college districts. The goal is to serve the community with the best educational program and the fullest use of resources.
Admissions and Registration
GENERAL ADMISSIONS POLICY
The College has an "open door" admissions policy. It insures that all persons who can profit from post-secondary education have an opportunity to enroll. The College requires certain assessment procedures for use in course placement prior to admission to a certificate or degree program, but the assessment is not used to determine admissions.

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

a. Graduates from an accredited high school or those who have earned a General Education Diploma (G.E.D.), who are 18 years of age or older, and whose high school class has graduated.

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

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

d. High school students recommended by their high school principal. The College admits a limited number of students in this category. The students are concurrently enrolled for a maximum of 6 hours of special study each semester. Students must continue to make normal progress toward high school graduation.

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

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

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

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

a. Complete a personal interview with the international student counselor and receive approval from the College administration.

b. Present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher.

c. Be proficient in English and provide a letter in their own handwriting indicating educational and vocational plans.

d. Show evidence of sufficient financial support for the academic year.

e. Complete a health information form.

f. Fulfill all admission requirements for international students at least 30 days prior to registration.

g. Enroll as a full-time student (minimum of 12 credit hours).

h. Supply official transcripts for all previous academic work with a minimum "C" average.

Contact the Admissions Office for information.

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

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

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

b. An official transcript from the last school (high school or college) attended. Students seeking certificates or associate degrees must submit official transcripts of all previous college work. The College's accrediting agency requires transcripts, and the College uses them in program advisement.

c. Written proof from a medical office of (1) a negative tuberculin skin test or chest X-ray, (2) a polio immunization if the applicant is under 19 years of age, and (3) a diphtheria/tetanus injection within the last 10 years.

This medical proof is required by state law (Tex. Ed. Code 2.09). Once the above materials are submitted, the applicant is assigned a place in registration. All applicants may select only those classes available when they register. Students may enroll in certain courses at times other than regular semester registration. See Flexible Entry Courses in this 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.**

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

** This fee can change without prior notice.
REFUND POLICY

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

I. COMPLETE WITHDRAWALS—Students who officially withdraw from Brookhaven College shall have their tuition and mandator y fees refunded according to the following schedule:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dallas County</th>
<th>Out-of-District</th>
<th>Out-of-State or Out-of-Country</th>
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<tr>
<td>Cr. Hours</td>
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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 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.

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

RETURNED CHECKS
Checks returned to the Business Office must be paid with cash or a cashier’s check within the time limits prescribed by the notification letter. An additional fee is added for returned checks. If a check for tuition is returned by a bank for any reason, including stop payment, the college business office may submit the check to the Justice of the Peace for appropriate legal action and collection. A stop payment check does not constitute a valid withdrawal and will be treated as a returned check. The Vice President of Student Services may also implement disciplinary procedures.

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.

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.

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.

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.

TRANSFER OF CREDITS
Transfer of credit is generally given for all passing work completed at accredited colleges and universities. The Registrar’s Office evaluates all transfer credit. Transfer students admitted with a grade point deficiency cannot graduate until the deficiency is cleared by earning additional grade points. Credits earned in military service schools or through the U.S. Armed Forces Institute are reviewed by the Registrar and credit granted if applicable.

ADVISEMENT PROCEDURES
Individual assessment of skill levels is an important part of student success in college. Therefore, the District has provided an assessment process available through the counseling centers at each of the District colleges. Information gained from assessment is used to advise students in the selection of courses which can provide the best possible opportunity for academic success. All students are required to go through an assessment process and should schedule it prior to initial registration.

Developmental studies are available for students who need skill development in reading, writing, or math. Test data, transcripts, previous work, and counseling may be used to determine placement in this program.
Academic Information
ACADEMIC INFORMATION

DEGREE REQUIREMENTS

The College confers the Associate in Arts and Sciences Degree upon students who have completed all general and specific requirements for graduation. Each degree candidate must earn the last 15 hours as a resident student in the District colleges or accrue 45 hours in residence. The degree must be awarded by the college which offers the program in which the student majored. If two or more schools offer the program, the student is granted the degree where the majority of the hours were taken. Correspondence work must be approved by the Registrar for graduation credit. No more than one-fourth of the work required for any degree or certificate may be taken by correspondence.

ASSOCIATE IN ARTS AND SCIENCES DEGREE

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

- English 101-102 plus an additional 6 hours of English for a total of 12 credit hours in English.
- 8 credit hours in Laboratory Science (Music majors will substitute Music 101-102 for this requirement.)
- 12 credit hours of History 101-102 and Government 201-202. No substitutions are allowed. Only 3 credit hours of History and 3 credit hours of Government may be earned through credit by examination. CLEP credit may not be used to meet this requirement.
- 3 credit hours in Humanities, selected from Theater 101, Art 104, Music 104, Humanities 101 or Philosophy 102.
- A maximum of 4 physical education activity hours may be counted as credit toward requirements for graduation. Courses numbered 99 and below cannot be included to meet degree or certificate requirements. Music 199, Art 199, and Theater 199 may not be counted toward the 60-hour minimum.

All students planning to transfer to a four-year institution may complete their four semester requirements in physical education during their freshman and sophomore year. Students are urged to consult the catalogs of the institutions to which they may transfer for their special requirements. These catalogs should be used by students and advisors in planning programs.

ASSOCIATE IN APPLIED ARTS AND SCIENCES DEGREE

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

See the Technical/Occupational Programs section of this catalog for a more detailed explanation. The requirements for certificates are detailed under specific programs listed in the Technical/Occupational Programs section of this catalog. A "C" (2.0) grade point average is required. A maximum of 4 physical education activity hours may be counted as credit toward graduation. Courses numbered 99 and below may not be included to meet degree or certificate requirements. Music 199, Art 199, and Theatre 199 may not be counted toward the 60-hour minimum.

PROCEDURE FOR FILING DEGREE AND CERTIFICATE PLANS AND FOR GRADUATION

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

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

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

RECOMMENDED ACADEMIC LOAD

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. Students must receive permission from counseling to carry a heavier load. Employed students carrying a full load (12 credit hours or more) should not work more than twenty hours per week. Students working more hours should reduce their academic load proportionately. The recommended load limit for day or evening students who are employed full-time is 6 credit hours. The recommended load limit in a six-week summer session is 6 credit hours. A total of 14 credit hours is the maximum that may be earned in any twelve-week summer period.

CLASS ATTENDANCE

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

Instructors are responsible for describing attendance policy and procedures to all students enrolled in their classes. Students who do not attend class during the first twelve days of a long semester or the first four days of a summer session are dropped by the instructor. After this time, it is the responsibility of the student to withdraw from the course. A student, however, may be dropped from the class roll prior to the published withdrawal deadline notice for lack of attendance at the discretion of the instructor.

If an instructor drops a student, the student is notified by a letter from the Registrar's Office sent to the student's address of record. The effective drop date is stated in the letter. A student who desires to remain in class must contact the instructor within the time specified in the instructor's letter. With the instructor's approval, a student may be reinstated. Students dropped for excessive absences prior to the published withdrawal deadline receive a grade of "W."
Final grades are reported for each student for every course according to the following grading system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1 point</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0 points</td>
</tr>
<tr>
<td>WX</td>
<td>Progress</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>Not Computed</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-hour course</td>
<td>A</td>
<td>8</td>
</tr>
<tr>
<td>3-hour course</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>4-hour course</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>3-hour course</td>
<td>C</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credit Hours: 12
Total Grade Points: 35

\[ \frac{35}{12} = 2.9167 \]

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 after the last day of the semester for which the grade was assigned.

An incomplete grade "I" may be given when an unforeseen emergency prevents a student from completing the work in a course. The "I" must be converted to a performance grade (one with a grade point value) within ninety days after the first day of classes in the subsequent regular semester. If the work is not completed after ninety days, the "I" is converted to a performance grade. An Incomplete Contract is used to convert an incomplete grade to a performance grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, the student and the division chairperson and submitted with the final grade report. When an Incomplete Contract is submitted without the student's signature, the instructor must include a statement indicating that the student is aware of and in agreement with the contract.

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

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 state in writing to the Registrar prior to registration and should inform a counselor of such intentions during the pre-registration advisement session.

SCHOLASTIC PROBATION AND SCHOLASTIC SUSPENSION

Full-time and part-time students who have completed a total of 12 credit hours are placed on probation if they fail to maintain a 2.0 cumulative grade point average. Students may be removed from probation when they earn a 2.0 cumulative grade point average. Students on scholastic probation who achieve either a cumulative grade point average of 1.5 or above or a previous semester grade point average of 2.0 or above are continued on scholastic probation. Students on probation who do not meet the requirements for continued probation are placed on scholastic suspension. Students on suspension for the first time may not register for the immediately following semester or summer session without special permission. Suspended students must file a petition for readmission. The conditions for readmission are established and administered by the Vice President of Student Services.

GRADE REPORTS

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

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

HONORS

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

LEARNING RESOURCES CENTER AND LIBRARY OBLIGATIONS

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

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

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

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. There is a one dollar charge for each transcript requested. The transcript may be withheld, however, until the student has settled all obligations with the college.

CLASSIFICATION OF STUDENTS

Freshman:
A student who has completed fewer than 30 credit hours.

Sophomore:
A student who has completed 30 or more credit hours.

Part-time:
A student carrying fewer than 12 credit hours in a given semester.

Full-time:
A student carrying 12 or more credit hours in a given semester.
Educational and Special Opportunities
EDUCATIONAL AND SPECIAL OPPORTUNITIES

NON-TRADITIONAL LEARNING

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

1. A student must be currently enrolled in the College to receive equivalent credit for non-traditional learning.

2. Credit may be granted for non-traditional learning as it relates to specific courses offered by the college assessing the learning experiences. Credit will be awarded on a course by course basis only.

3. A student is required to complete at least 12 semester hours of course work with the District prior to awarding of equivalent credits for non-traditional activities. The CR/GR grade is awarded for non-traditional course work accepted for credit.

4. Credit may be granted for occupational courses approved by the Texas Education Agency.

5. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree objective. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by this policy.

Students desiring to take advantage of this opportunity should consult with the College Advocate For Non-Traditional Learning for additional information. Students making application for assessment of prior learning through life experiences are required to enroll in a Human Development Course to facilitate the process.

CONTINUING EDUCATION UNITS

Although no college credit is awarded for Community Service class participation, Continuing Education Units are transcripted for successful completion of most courses. The CEU, by nationwide definition, is “ten contact hours of participation in an organized, continuing adult education or extension experience under responsible sponsorship, capable direction, and qualified instruction.” The CEU is a means of recording and accounting for the various continuing education activities one accumulates.

TELECOURSES

Students may take a variety of college credit courses via television. The schedule of telecourses varies each semester and may include courses in anthropology, astronomy, business, earth science, ecology, biology, English, economics, government, history, humanities, psychology, religion, and sociology. Content and credit for these courses are the same as for similar courses taught on campus.

Telecourses include the viewing of television programs on KERA/Channel 13 and on cable, plus reading, study guide and writing assignments. Students come to the campus for an orientation session at the beginning of the semester, for one to four discussion meetings, for three or four tests, and for laboratory sessions in science courses having laboratories. These campus visits are normally scheduled for a time convenient to the students. Field trips are required in some courses. Telecourses may be taken in conjunction with on-campus courses or by persons who are not enrolled in any on-campus courses. Students may register for telecourses by mail or through the regular on-campus registration process.

HUMAN DEVELOPMENT

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

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. Enrollment in Flexible Entry classes is limited to 6 hours per semester. Students should check with the Registrar to determine times for registration in these courses. Approval must be obtained for enrollment.

COOPERATIVE WORK EXPERIENCE EDUCATION

Students may enrich their education in certain career programs by enrolling in Cooperative Work Experience Courses. These courses allow students to combine classroom study with on-the-job experience at training stations approved by the College. Students must have completed at least two courses in their occupational major to be eligible for Cooperative Work Experience.

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

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

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

INTERNATIONAL STUDIES

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

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

Community Service Programs are offered in the following categories:

- Continuing education opportunities for individuals who want to broaden their knowledge or learn new skills for different occupational fields.
- Cultural and community enrichment studies for groups and individuals seeking to enhance their quality of life.
- Recreation and personal growth and enjoyment. Programs are conducted on weekday evenings, but many are also held on Saturdays.
- Resources for industry, government and professional groups needing to supplement their own training and development programs.

Community Service Programs offer short courses, seminars, workshops, and institutes. The type of course offering is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations. Generally there are no entrance requirements or examinations. Some courses may have age restrictions or may require a certain amount of experience for enrollment. Admission is on a first-come, first-served basis. All one need do to register is fill out the form and pay the fee. Classes and activities are held on campus and in a variety of locations throughout the community. Most classes and activities are conducted on weekday evenings, but many are also held on weekends.

Community Service Program Instructors are professional men and women from the community who have proven experience in their fields. Their objective is to share their knowledge, insight, and experience, and to insure that students acquire a greater perspective of the subject and have a meaningful experience. Although most Community Service Courses do not require textbooks, the nature of some special offerings do require the purchase of books or supplies. Students are notified of the need for texts and other materials at the first meeting.

Library privileges are available for Community Service students during the term they are registered.

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

Students must be currently enrolled at this college to receive credit by examination. Students may not request credit by examination in courses for which they are currently enrolled. Students may earn as many credits through examination as their ability permits and needs require, but the last 15 credit hours required for graduation in any degree or certificate program may not be earned through credit by examination except as approved by the Vice President of Instruction.

Credit by examination may be attempted only one time in any given course, and a grade of "C" or better must be earned in order for credit to be recorded. A student may use credit by examination only once for three (3) credit hours to apply toward the degree requirements in history and only three (3) credit hours to apply toward the degree requirements in government.

(CLEP exam does not meet this requirement.)

TECHNICAL/OCCUPATIONAL PROGRAMS

Students who desire to enter a chosen field as a skilled employee after one or two years of college work may enroll in one of the many Technical/Occupational Programs offered by the College.

Technical/occupational courses carry college credit leading to a Certificate of Completion or an Associate in Applied Arts and Sciences Degree. These programs are established only after students verify that employment opportunities will exist at the time the student completes training.

The College attempts to match the community's labor requirements with the ambitions and goals of its students. This realistic approach to occupational education is made possible by the excellent cooperation of local industry, business, and public agencies. They increasingly depend on District colleges to supply skilled personnel. A continuous liaison is maintained with prospective employers to help place graduates and to keep the training programs current with job requirements.

Recommendations for adding new programs to the College offerings are made periodically and are based on community studies which identify additional training needs.

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 are high quality instruction, excellent facilities, 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 Office of Admissions. Information may also be obtained by contacting the Extended Day Administration Office.

SERVICEMEN'S OPPORTUNITY COLLEGE

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

ACADEMIC TRANSFER STUDIES

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

Rights and Responsibilities
STUDENT SERVICES

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

STUDENT DEVELOPMENT AND ACTIVITIES

The Student Development Office plans and presents programs and activities for the general campus population. Programs are offered to help students 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 SERVICES

Individuals may find the counseling services helpful as they make plans and decisions in various phases of their development. For example, counselors can assist students in selecting courses of study, determining transferability of courses, choosing or changing careers, gaining independence, and confronting problems of daily living. Confidential assistance is provided by the counseling staff in the following areas:
1. Career counseling to explore possible vocational directions, occupational information, and self-appraisals of interest, personality and abilities.
2. Academic advisement to examine appropriate choices of courses, educational plans, study skills, and transferability of courses.
3. Confidential personal counseling to make adjustment and life decisions about personal concerns.
4. Small group discussions led by counselors and focusing on such areas as interpersonal relationships, test anxiety, and assertiveness. Counselors will consider forming any type of group for which there is a demand.
5. Standardized testing to provide additional information about interests, personality and abilities needed in planning and making decisions.
6. Referral sources to provide indepth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or psychological problems.

TUTORING SERVICES

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

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 tuberculosis skin tests and other screening programs, and programs of interest to students and faculty. Students are encouraged to make an appointment with the nurse to discuss specific health problems. No information on a student's health is released without written permission from the student, except as required by law.

SERVICES FOR HANDICAPPED STUDENTS

The Services for Handicapped Students Office offers a variety of support services to enable handicapped students to participate in the full range of college experiences. Services are arranged to fit the individual needs of the student and include interpreters, notetakers, tutors, mobility assistants, loan of wheelchairs, readers for the blind, and tape recorders.

Handicapped students should contact the office at least one month before registration. The office will provide students with an orientation session and registration information. For additional information, contact the Services for Handicapped Students Office or the Counseling Center.

STUDENT ORGANIZATIONS

Information about participation in any organization may be obtained through the Student Development Office. The development of student organizations is determined by student interest. Categories of organizations include:
- Co-curricular organizations pertinent to the educational goals and purposes of the College.
- Social organizations to provide an opportunity for friendships and promote a sense of community among students.
- Service organizations to promote student involvement in the community.
- Pre-professional and academic organizations to contribute to the development of students in their career fields.

INTERCOLLEGIATE ATHLETICS

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

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

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

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 for appropriate class placement. These tests are very strongly recommended to insure student success.
4. Tests for selected national programs.
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
STUDENT RIGHTS AND RESPONSIBILITIES

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   b. Scope
   c. Definitions
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      (3) Speech and Advocacy
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      (2) Summons
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SYNOPSIS:
   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, state, national and world. The District's primary concern is to help each student. Each college attempts to provide an environment which views students in a wholistic manner encouraging and inviting them to learn and grow independently, stressing the process and the acquisition of skills. Such an environment presupposes both rights and responsibilities. Free Inquiry and expression are essential parts of this freedom to learn and 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."

   b. Scope
      "This code applies to individual students and states the policies and procedures to which all students, faculty, and administrative staff members of the college comply.

2. Acquaintance with Policies, Rules, Regulations
   a. Basic Standards
      "Basic Standard: the standard basic standard of behavior requires a student not to do anything which would violate any local, state, or federal law, and
      (2) not to interfere with or disrupt the orderly educational process by any conduct or activities which appear to be incompatible or in opposition to the purposes of education."
(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 the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.
(c) For the purposes of this section, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.
(d) A person who violates any provisions of this section is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed $200 or by confinement in jail for not less than 10 days nor more than 6 months, or both.
(e) Any person who is convicted the third time of participating in such of activities as escape from reasonable control, regulation, and decency. From the institution's point of view, the responsibility for the control of hazing activities, if engaged in by an organization, rests in the elected and responsible officials of the group, as individuals, and in the group as a whole, since it must and approves the policy to be followed in these matters. It is accordingly recommended that all groups be informed that their officers and the group as a whole, will be held singularly and collectively responsible for any actions considered to be unreasonable, immoral, and irresponsible with the policy limits detailed above. Individual activity falling in this category shall be handled on an individual basis and will result in disciplinary action.
(d) Academic Dishonesty
(a) The Vice President of Student Services 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) Knowing using, buying, selling, stealing, transporting or soliciting in whose or part the answer or part of the answer to a test without authority;
(v) Substituting for another student, or permitting another student to substitute for one's self, to take a test; and
(vi) Bringing 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 check has not been paid is prima facie evidence that the student intended to defraud the college.
(d) The Vice President of Student Services may initiate disciplinary proceedings against a student who has allegedly violated the provisions of this section.
(11) Other Offenses
(a) The Vice President of Student Services may initiate disciplinary proceedings against a student who:
(i) Conducts himself in a manner that significantly interferes with college teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions, or with other authorized activities on college premises;
(ii) Damages, destroys 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;
Admlnlstrative Disposition

(a) When a student refuses administrative disposition and forward a copy to the Chairmen's ruling. All members of the Committee are eligible to vote in the hearing.

Chairman shall appoint the date, time, and place for the hearing and may summon witnesses, and require the production of documentary and other evidence possessed, used, or under the control of the student.

Notice

(a) The Committee Chairman shall by letter notify the student to appear at the hearing. The letter shall specify a hearing date not less than three (3) nor more than ten (10) days after the date of the letter. If the student is under 16 years of age, a copy of the letter shall be sent to the parents or guardian.

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

(c) The Student Discpline 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 that, because of extraordinary circumstances the determination is in the interest of justice.

(d) The notice shall specify whether the charge or charges are considered minor violations or major violations, shall notify 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:

(i) 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);

(ii) To have his parents or legal guardian present at the hearing;

(iii) To be notified of the identity of each witness who will testify against him;

(iv) To cause the committee to summon witnesses who possess documentary and other evidence possessed, used, or under the control of the student, and to offer evidence and present the student's case;

(v) To cross-examine each witness who testifies against him;

(vi) To have a stenographer present at the hearing to make a stenographic transcript of the President's decision, but the student is not permitted to record the hearing by electronic means;

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

(f) The Vice President of Student Services shall prepare an accurate, written summary of each administrative disposition and forward a copy to the Chairman, the student, or the student's legal advisor, as stated above, in the sections on Disposition and Penalties.

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

(i) For minor violations, any action authorized by this code in the section on Penalties (from 1-11, 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).

(h) 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 in writing and must be received by the third 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.

(i) 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 may override the Chairman's ruling. All members of the Committee are eligible to vote in the hearing.

(j) The Committee Chairman shall direct the student to appear in writing each finding of a violation of Board policy, college regulation or administrative rule. When the Committee finds that there has been a violation of Board policy, college regulation or administrative rule, the President shall be notified of the violation.

(k) The Committee shall inform the student of the hearing and penalty. The Committee shall also have the right to be present at the hearing.

(l) The Committee may consider evidence, testimony, materials, or any other factors as necessary.

(m) The Committee may consider the student's prior disciplinary record, if any, the grounds for such record.

(n) 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 (m) of this section at any time before the hearing begins.

4. Procedure

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

(i) A representative, college administration;

(ii) A staff member of the College newspaper;

(iii) Representatives of the Faculty Association;

(iv) Members of the student's immediate family.

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

(i) The Vice President of Student Services shall announce the hearing.

(ii) The Vice President of Student Services shall inform the student of his rights, as set forth in the hearing.

(iii) The President of Student Services shall present the College's case.

(iv) The Committee may hear the student's defense.

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

(vi) The Committee will vote the issue of whether or not there has been a violation of Board policy, college regulation or administrative rule, and the penalty. A majority of the committee members concurring in the finding and penalty shall sign the statement. The Committee may vote 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. The committee may adopt and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable and reputable experts in their field. The Committee shall exclude irrelevant, immaterial and unduly repetitious evidence. The Committee may meet in executive session to deliberate as to privileged communications between a student and a member of the professional staff of the Health Center, Counseling and guidance Center, or the Office of the Vice President of Student Services wherein such communications are made in the course 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) Evidence shall be offered to the Committee at the hearing and made part of the hearing record. Documentary evidence may be admitted in the form of copies, extracts, or, by incorporation by reference. Real evidence may be admitted in scribed or described.

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

Record

(a) The hearing record shall include a copy of the notice of hearing; all documentary and other evidence; all motions, pleadings, and any other materials considered by the Committee; and the Committee's findings.

(b) If notice of appeal is timely given as hereinafter provided, the Vice President of Student Services shall send the record to the Board of Review, with a copy to the student and the College for consideration before the tenth class day after the notice of appeal is given.
b. Faculty-Student Board of Review

(1) Right to Appeal
(a) In those cases in which the disciplinary penalty imposed is as prescribed in the section on Penalties, (b) Restitution through (11) Expulsion, the student may appeal the decision of the Student Discipline Committee, or the decision of the President in an interim action to the Faculty-Student Board of Review. Disciplinary actions taken under the section on Penalties, (1) Admonition through (5) Bar against readmission, cannot be appealed beyond the Student Discipline Committee. A student appeals by giving written notice to the Vice President of Student Services on or before the third class day after the day the decision or action is announced. This notice may be informal, but shall contain the student's name, the date of the decision or action, the name of his legal counsel, if any, and a simple request for appeal.
(b) Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under the section on Disciplinary Disposition which authorizes the President to take immediate interim disciplinary action.

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

(3) Consideration of Appeal
(a) The Board of Review shall consider each appeal on the record of the Student Discipline Committee and for good cause shown, original evidence and newly discovered evidence may be presented.
(b) Upon timely appeal, the President shall select a Board of Review as soon as practicable and shall notify the student appellant and the Vice President of Student Services in writing of the time, date, and place of the hearing as determined by the President.
(c) The President will designate one of the members of the Board of Review to serve as chairman.
(d) Appellate hearings will follow the procedures prescribed in this code.
(e) The Board of Review will hear oral argument and receive written briefs from the student appellant, the Vice President of Student Services or their representatives.
(f) If 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 may modify or set aside the finding of violation, penalty or both, if the substantial 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;
(iii) Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.
(h) The Board of Review may not increase a penalty assessed by the Student Discipline Committee.

(4) Petition for Administrative Review
(a) A student is entitled to appeal in writing to the Board of Trustees through the President, the Chancellor, and the Chairman of the Board. The President shall automatically review every penalty of expulsion.
(b) A petition for review is informal but shall contain, in addition to the information required, notice of appeal, the date of the Board of Review's action on the student's appeal and his reasons for disagreeing with the Board's action. A student shall file his petition with the President on or before the third class day after the day the Board of Review announces its action on the appeal. If the President rejects the petition, the student appellant wishes to petition the Chancellor, he shall file the petition with the Chancellor on or before the third class day after the President rejects the petition in writing.
(c) The President, the Chancellor, and the Board of Trustees in their review may take any action that the Student Discipline Committee is authorized to take. They may receive written briefs and hear oral argument during their review.

4. Penalties

a. Authorized Disciplinary Penalties: The Vice President of Student Services, the Student Discipline Committee, or the Faculty-Student Board of Review may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:
(1) Admonition
(2) Warning probation
(3) Disciplinary probation
(4) Withholding of transcript or degree
(5) Bar against readmission
(6) Restitution
(7) Suspension of rights or privileges
(8) Suspension of eligibility for official athletic and non-athletic extracurricular activities
(9) Denial of degree
(10) Suspension from the college
(11) Expulsion from the college

b. Definitions: The following definitions apply to the penalties provided above:
(1) An "Admonition" is a written reprimand from the Vice President of Student Services to the student on whom it is imposed.
(2) "Warning probation" indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
(3) "Disciplinary probation" indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students will be placed on disciplinary probation for no academic activities such as the following: being intoxicated, misuse of I.D. card, creation of a disturbance in or on campus facilities, and gambling.
(4) "Withholding of transcript 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 or been withdrawn 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 restrictions or limitations to 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 or attending any official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students will be placed on disciplinary suspension for engaging in activities such as the following: having inappropriate 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, 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 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 in person or by proxy, for credit, for academic work or travel through the college.
(10) "Expulsion" is permanent severance from the college. This policy shall apply 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 areas, College visitors
(2) Motorcycles
(b) Tow Away Areas
(1) Handicapped persons area
(2) Fire Lanes
(3) Parking or driving on campus in areas other than those designated for vehicular traffic
(4) Parking in "No Parking" zone
(5) Parking on courtyards
(c) General Information:
(1) College parking areas are regulated by state, municipal and campus statutes. College campus officers are commissioned to cite violators.
(2) All vehicles which park on the campus of the College must bear a parking decal emblem. The parking decal may be secured from the College Security Division or during fall and spring registration periods. No fee is charged for the decal.
(3) Placement of decal emblem:
  (a) Cars: Lower left corner of rear bumper.
  (b) Motorcycles, Motor Bikes, etc., Gas tank
(4) Campus Speed Limits:
  (a) 10 M.P.H. in parking areas
  (b) 20 M.P.H. elsewhere on campus
  * Unless otherwise posted.
(5) All handicapped parking must be authorized and handicapped decal displayed on vehicle prior to parking in handicapped reserved areas.
(d) Campus Parking and Driving Regulations:
(1) The Colleges, acting by and through their Board of Trustees are authorized by state law to promulgate, adopt and enforce campus parking and driving regulations. Campus officers are commissioned police officers, and as such, all traffic and criminal violations are within their jurisdiction.
(2) The College has authority for the issuance and use of suitable vehicle identification insignia as permits to park and drive on campus. Permits may be suspended for the violation of campus parking and driving regulations.
(3) The College campus officers have the authority to issue the traffic tickets and summons of type now used by the Texas Highway Patrol. It is the general policy to issue these tickets for violations by visitors and persons holding no College permit. These tickets are returnable to the Justice of the 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 statues 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 is $5.00 per citation.
(8) Four citations per car during an academic year will result in permanent suspension of parking and driving permit for the balance of that academic year. A new total commences on August 1 of each year.
(9) The College is not responsible for the theft of vehicles on campus or their contents.
Financial Aid
FINANCIAL AID

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

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. The Financial Aid Needs Analysis Forms take 8-10 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.

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 it to the Financial Aid Office. The exact amount of the PELL Grant award will depend upon the aid index on the SAR and the number of hours for which the student enrolls. In order to be eligible, a student must enroll for at least 6 credit hours each semester. Students must apply each year.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The SEOG is a Federal program to help pre-baccalaureate students with eligibility based solely on need. The amount of a SEOG award depends on the individual student's needs, the total number of applicants, and funds available. To be eligible, students must enroll for at least 6 credit hours, make satisfactory progress toward their educational goal and have financial need. Students must apply each year for the SEOG.

TEXAS PUBLIC EDUCATIONAL GRANT (TPEG)

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

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

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

HINSION-HAZLEWOOD COLLEGE STUDENT LOAN PROGRAM

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

Repayment begins 6 to 9 months after the student ceases to be enrolled for at least one-half the normal course load.

Repayment may extend up to 10 years, but a minimum payment of $50 a month is required. The interest rate is 9% a year (adjusted).

STUDENT EMPLOYMENT

The College Work/Study Program is a Federal program to assist students through jobs both on and off campus. To be eligible, students must demonstrate financial need, be enrolled in 6 or more credit hours, and make satisfactory progress toward their educational goal. Students will generally work 20 hours per week. The Student Employment Program provides some jobs on campus for students who do not meet the financial need requirement of the College Work/Study Program. Students must be enrolled in 6 or more credit hours and make satisfactory progress toward their educational goal. Students will generally work 20 hours per week.
SOCIAL SECURITY ADMINISTRATION

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

BUREAU OF INDIAN AFFAIRS

The Bureau of Indian Affairs offers educational benefits to American Indian students. Students need to contact the regional Bureau of Indian Affairs Office regarding eligibility. Bureau of Indian Affairs 1100 Commerce - Room 2C44 Dallas, Texas 75202

VOCATIONAL REHABILITATION

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

VETERANS' BENEFITS PROGRAM

The Veterans' Benefits Program is coordinated by the Veterans' Affairs Office of the College. Services of this office include counseling the veteran concerning benefits, Veterans Administration loans, Veterans Administration work study programs, financial problems, career counseling, and other areas related to the veteran's general welfare. When testing indicates that a veteran should enroll in developmental courses such as reading, writing, or math, the student may pursue these courses with no charge to his or her benefits. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of some of the Veterans Administration guidelines. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of some of the Veterans Administration guidelines. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

1. Class attendance is mandatory. Failure to attend class results in suspension from class.

2. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.

3. A veteran student enrolled in television courses must be pursuing more on-campus credit hours than hours taken by television.

4. A veteran student who has successfully completed credit hours at another college or university must submit a transcript from that college or university before applying for V.A. benefits. The transcript is evaluated and credit granted when applicable.

5. A veteran student must enroll in courses required for a degree program. Information on degree requirements may be obtained from the Registrar's Office.

6. A veteran student who withdraws or who is dropped from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose future benefits. A veteran student must also maintain a satisfactory grade point average as outlined in the catalog.

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

HAZELWOOD ACT

Under the Hazelwood 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, have resided in Texas for a period of 12 months prior to registration, and be ineligible for Federal Aid. Applications for Federal Student Aid are available at the Financial Aid Office and will take a minimum of eight weeks to process. To apply, students must submit a Hazelwood Act application, a copy of their discharge papers to the Financial Aid Office, and a Student Aid Report stating eligibility.
ACADEMIC PROGRESS REQUIREMENT

Students who receive financial aid 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 2.0 Grade Point average (GPA) Requirement

a. Students funded for full-time course loads must complete a full-time course load with a minimum GPA of 2.0 each semester an award is made.

b. Students funded for part-time course loads are expected to achieve a minimum GPA of 2.0 on all courses funded each semester. No drops or withdrawals are allowed.

Academic Compliance

a. If the 2.0 GPA or course load requirements are not met once, a warning notice is mailed to the student. Transfer students entering the District on probation are considered to be in this category.

b. If the 2.0 GPA or course load requirements are not met twice, no award is made for six months.

c. A third chance may be approved at the discretion of the Financial Aid Director after the six-month suspension period. The student must sign acknowledgement of conditional approval before the award is made. If the 2.0 GPA or course load requirements are not met three times, no award is made for two years.

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

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

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

SHORT-TERM LOANS

The College offers students short-term loans. Normally, a loan would not exceed tuition, fees, and books, but check with the Financial Aid Office for further details. The loan must be repaid within sixty to ninety days or before the end of the semester in which the money is borrowed.

JOB PLACEMENT SERVICES

The Placement Office is available to assist any student in job placement, either on or off-campus. Job openings are listed in the Placement Office. The Placement Office also works directly with students and community employers to locate jobs and students qualified to fill them. Career placement assistance is available for students nearing the end of their course of study. In addition to listing full-time career opportunities, the Placement Office also assists students in developing resumes, preparing for interviews, and developing successful job search strategies.
Course Descriptions
ACCOUNTING (ACC) 131 (3)
BOOKKEEPING I (3 LEC.)
The fundamental principles of double-entry bookkeeping are presented and applied to practical business situations. Emphasis is on financial statements, trial balances, work sheets, special journals, and adjusting and closing entries. A practice set covering the entire business cycle is completed.

ACCOUNTING (ACC) 132 (3)
BOOKKEEPING II (3 LEC.)
Prerequisite: Accounting 131. This course covers accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations is introduced.

ACCOUNTING (ACC) 201 (3)
PRINCIPLES OF ACCOUNTING I (3 LEC.)
This course covers the theory and practice of measuring and interpreting financial data for business units. Topics include depreciation, inventory valuation, credit losses, the operating cycle, and the preparation of financial statements. This course is offered on campus and may be offered via television.

ACCOUNTING (ACC) 202 (3)
PRINCIPLES OF ACCOUNTING II (3 LEC.)
Prerequisite: Accounting 201. Accounting procedures and practices for partnerships and corporations are studied. Topics include cost data and budget controls. Financial reports are analyzed for use by creditors, investors, and management.

ACCOUNTING (ACC) 203 (3)
INTERMEDIATE ACCOUNTING I (3 LEC.)
Prerequisite: Accounting 202. This course is an intensive study of the concepts, principles, and practice of modern financial accounting. Included are the purposes and procedures underlying financial statements.

ACCOUNTING (ACC) 204 (3)
MANAGERIAL ACCOUNTING (3 LEC.)
Prerequisite: Accounting 202. This course is a study of accounting practices and procedures used to provide information for business management. Emphasis is on the preparation and internal use of financial statements and budgets. Systems, information, and procedures used in management planning and control are also covered.

ACCOUNTING (ACC) 205 (3)
BUSINESS FINANCE (3 LEC.)
Prerequisites: Economics 201 or 202 and Accounting 201. This course focuses on the financial structure in the free enterprise system. Topics include interest rates, value analysis, the financing of business firms and government, and security markets. Financial requirements for decision-making and capital formation are analyzed.

ACCOUNTING (ACC) 238 (3)
COST ACCOUNTING (3 LEC.)
Prerequisite: Accounting 202. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and factory overhead are studied. Budget, variance analysis, standard costs, and joint and by-product costing are also included.

ACCOUNTING (ACC) 239 (3)
INCOME TAX ACCOUNTING (3 LEC.)
Prerequisite: Accounting 202 or the consent of the instructor. This course examines basic income tax laws which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, capital gains, and losses. Emphasis is on common problems.

ACCOUNTING (ACC) 803, 813 (3)
(See Cooperative Work Experience)

ACCOUNTING (ACC) 804, 814 (4)
(See Cooperative Work Experience)

ADVERTISING ART (ADV) 110 (3)
INTRODUCTION TO ADVERTISING ART (48 CONTACT HOURS)
Available career options, job descriptions, and practice in concept generation and visual thinking are covered in this survey course. Discussions of the role of advertising in society are also included with emphasis on analysis of effective advertising materials. BHC ONLY
This course provides the beginning student with a visual history of art styles, an understanding of the way in which visual images are perceived, and analytical skills in judging the effectiveness of such images. The critical appraisal skills learned in this context should enhance the student's ability to evaluate work in later courses.

Prerequisites: Art 110 and 114 or concurrent enrollment in Art 111 or the consent of the instructor. This laboratory course includes construction of alphabets, introduction to typography, paste-up techniques, and layout formulas and rationale. Pencil, pen, and brush techniques are also covered.

This course emphasizes the preparation of illustration for reproduction by commercial printing processes. Requirements of paper selection, ink, and printing specifications are covered in the context of project assignments for advertisements. Laboratory fee.

Prerequisites: Advertising Art 120, 121 or the consent of the instructor. This advanced course involves presentation and further development of the fundamentals of advertising illustration and techniques introduced in Advertising Art 121. Laboratory fee.

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

Courses 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.)

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

This course (cross-listed as History 110) is taught in two parts each semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archeaic 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.

This course is an anthropological approach to archeology. Topics include an introduction to the study of humanity's past. How archeologists retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through neolithic times.
ART (ART) 103 (1)  
INTRODUCTION TO ART (3 LAB.)  
Materials and techniques of studio art are introduced for the non-major. Included are basic design concepts and traditional media. Laboratory fee.

ART (ART) 104 (3)  
ART APPRECIATION (3 LEC.)  
Films, lectures, slides and discussions focus on the theoretical, cultural and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness.

ART (ART) 105 (3)  
SURVEY OF ART HISTORY (3 LEC.)  
This course covers the history of art from prehistoric time through the Renaissance. It explores the cultural, geophysical and personal influences on art styles.

ART (ART) 106 (3)  
SURVEY OF ART HISTORY (3 LEC.)  
This course covers the history of art from the Baroque period through the present. It explores the cultural, geophysical and personal influences on art styles.

ART (ART) 110 (3)  
DESIGN I (2 LEC., 4 LAB.)  
Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape and size in composition is considered.

ART (ART) 111 (3)  
DESIGN II (2 LEC., 4 LAB.)  
Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement and texture is considered. Laboratory fee.

ART (ART) 114 (3)  
DRAWING I (2 LEC., 4 LAB.)  
This beginning course investigates various media, techniques and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself.

ART (ART) 115 (3)  
DRAWING II (2 LEC., 4 LAB.)  
Prerequisite: Art 114. This course is an expansion of Art 114. It stresses the expressive and conceptual aspects of drawing, including advanced compositional arrangements, a range of wet and dry media, and the development of an individual approach to theme and content.

ART (ART) 118 (3)  
CREATIVE PHOTOGRAPHY FOR THE ARTIST I (2 LEC., 4 LAB.)  
Prerequisites: Art 110, Art 114, or the consent of the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is black and white processing and printing techniques. Laboratory fee.

ART (ART) 119 (3)  
CREATIVE PHOTOGRAPHY FOR THE ARTIST II (2 LEC., 4 LAB.)  
Prerequisite: Art 118 or the consent of the instructor. This course is continuation of Art 118. Emphasis is on individual expression. Laboratory fee.

ART (ART) 199 (1)  
ART SEMINAR (1 LEC.)  
Area artists, critics and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society. This course may be repeated for credit.

ART (ART) 201 (3)  
DRAWING III (2 LEC., 4 LAB.)  
Prerequisites: Art 110, Art 111, Art 115, Sophomore standing and/or permission of the division chair. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee.

ART (ART) 202 (3)  
DRAWING IV (2 LEC., 4 LAB.)  
Prerequisites: Art 201, Sophomore standing and/or permission of the division chair. This course continues Art 201. Emphasis is on individual expression. Laboratory fee.

ART (ART) 203 (3)  
ART HISTORY (3 LEC.)  
Prerequisites: Art 105 and Art 106. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe.

ART (ART) 204 (3)  
ART HISTORY (3 LEC.)  
Prerequisites: Art 105 and Art 106. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America.

ART (ART) 205 (3)  
PAINTING I (2 LEC., 4 LAB.)  
Prerequisites: Art 110, Art 111, Art 115 or the consent of the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models and the imagination.

ART (ART) 206 (3)  
PAINTING II (2 LEC., 4 LAB.)  
Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression.

ART (ART) 208 (3)  
SCULPTURE I (2 LEC., 4 LAB.)  
Prerequisites: Art 110, Art 111, Art 115 or the consent of the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee.

ART (ART) 209 (3)  
SCULPTURE II (2 LEC., 4 LAB.)  
Prerequisite: Art 208. This course continues Art 208. Emphasis is on individual expression. Laboratory fee.

ART (ART) 215 (3)  
CERAMICS I (2 LEC., 4 LAB.)  
Prerequisites: Art 110, Art 111, Art 115 or the consent of the instructor. This course focuses on the building of pottery forms by coil, slab and use of the wheel. Glazing and firing are also included. Laboratory fee.

ART (ART) 216 (3)  
CERAMICS II (2 LEC., 4 LAB.)  
Prerequisite: Art 215 or the consent of the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee.

ART (ART) 217 (3)  
WATERCOLOR I (2 LEC., 4 LAB.)  
Prerequisites: Art 110, Art 111 and Art 115 or the consent of the instructor. Art 217 is a studio course exploring techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression.

ASTRONOMY (AST) 101 (3)  
DESCRIPTIVE ASTRONOMY (3 LEC.)  
This course surveys the fundamentals of astronomy. Emphasis is on the solar system. Included is the study of the celestial sphere, the earth's motions, the moon, planets, asteroids, comets, meteors and meteorites. (This course is offered on campus and may be offered via television.)

ASTRONOMY (AST) 102 (3)  
GENERAL ASTRONOMY (3 LEC.)  
Stellar astronomy is emphasized. Topics include a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way Galaxy and external galaxies.

AUTO BODY (AB) 111 (3)  
BASIC METAL PRINCIPLES (90 CONTACT HOURS)  
Prerequisite: Concurrent enrollment in Auto Body 112. The use of hand and air tools is covered. Filling of plastic is included. Preparing the metal, sanding, masking, and priming surfaces on minor damages are emphasized. Laboratory fee.
Topics include the use of rubbing primer and paint are stressed. The CONTACT HOURS are also included. Laboratory fee.

AUTO BODY (AB) 113 (3)
MINOR METAL REPAIR (90 CONTACT HOURS)
Prerequisite: Concurrent enrollment in Auto Body 114. Body construction and sheet metal alignment are studied. Emphasis is on the various techniques of applying plastic to minor damages. Laboratory fee.

AUTO BODY (AB) 114 (2)
APPLIED MINOR METAL REPAIR (60 CONTACT HOURS)
Prerequisite: Concurrent enrollment in Auto Body 113. This course emphasizes the hands-on techniques used in sheet metal alignment and damage correction. Procedures and tools covered in Auto Body 113 will be covered. Laboratory fee.

AUTO BODY (AB) 121 (3)
BASIC PAINT PRINCIPLES (90 CONTACT HOURS)
Prerequisite: Concurrent enrollment in Auto Body 122. This course presents the use of sanders and other equipment. Sanding and applying primer and paint are stressed. The use and operation of the spray gun are covered. Laboratory fee.

AUTO BODY (AB) 122 (2)
APPLIED BASIC PAINT PRINCIPLES (60 CONTACT HOURS)
Prerequisite: Concurrent enrollment in Auto Body 121. This course will cover hands-on techniques in the use of power and hand sanding as well as use of the spray gun. The techniques covered in Auto Body 121 will be covered. Laboratory fee.

AUTO BODY (AB) 123 (3)
PAINT BLENDING AND SPOT REPAIR TECHNIQUES (90 CONTACT HOURS)
Prerequisite: Concurrent enrollment in Auto Body 124. The use of manufacturers' codes, mass and tint tone methods, and color selection are examined. Initial color matching, correction, and color tinting are covered. Spray gun maintenance, operation, pattern and corrective adjustments receive particular attention. Polishing, touch-up, and detailing procedures are studied. Topics include the use of rubbing compounds, polishes, and buffing techniques. Minor surface repairs are also included. Laboratory fee.

AUTO BODY (AB) 124 (2)
APPLIED BLENDING AND SPOT REPAIR TECHNIQUES (60 CONTACT HOURS)
Prerequisite: Concurrent enrollment in Auto Body 123. This course examines potential problems that occur in the application of the finish on today's automobile. Recognition, prevention, and correction of problems are stressed. Laboratory fee.

AUTO BODY (AB) 139 (3)
BODY SHOP OPERATIONS (48 CONTACT HOURS)
The basic business principles of managing an automobile service shop are studied. Emphasis is on management functions, financial analysis, and governmental regulations.

AUTO BODY (AB) 211 (3)
MAJOR PANEL REPLACEMENT (90 CONTACT HOURS)
Prerequisite: Concurrent enrollment in Auto Body 211. This course emphasizes repair and replacement of panels on in-service automobiles. The adjustment, repair and replacement of equipment and minor electrical apparatus are also covered. Laboratory fee.

AUTO BODY (AB) 212 (2)
APPLIED MAJOR PANEL REPLACEMENT (60 CONTACT HOURS)
Prerequisite: Concurrent enrollment in Auto Body 211. This course emphasizes repair and replacement of panels on in-service automobiles.

AUTO BODY (AB) 213 (3)
MAJOR COLLISION AND FRAME REPAIR (90 CONTACT HOURS)
Students learn to use power frame alignment equipment through lecture, demonstration, and actual job repairs. Laboratory fee.

AUTO BODY (AB) 221 (3)
ADVANCED PAINT TECHNIQUES (90 CONTACT HOURS)
Prerequisite: Concurrent enrollment in Auto Body 222. This course focuses on the development of painting skills. Emphasis is on mixing colors, matching colors, and texture. Special decorative effects are also covered, such as simulated wood and vinyl application. Transfer repair, renewal, removal, film application, painting and taping techniques are included. Laboratory fee.

AUTO BODY (AB) 222 (2)
APPLIED ADVANCED PAINT TECHNIQUES (60 CONTACT HOURS)
Prerequisite: Concurrent enrollment in Auto Body 221. This course further develops painting skills with hands-on training, emphasizing mixing colors and matching color and texture of paint on in-service automobiles. Laboratory fee.

AUTO BODY (AB) 245 (3)
WELDING FOR AUTO BODY (80 CONTACT HOURS)
This course covers the basics of oxyacetylene welding, spot welding (electric), and electric arc welding. Laboratory fee.

AUTO BODY (AB) 803 (3)
(See Cooperative Work Experience)

AUTO BODY (AB) 804 (4)
(See Cooperative Work Experience)

AUTOMOTIVE PARTS SALES AND SERVICE (AP) 100 (2)
ORIENTATION TO THE AUTO PARTS INDUSTRY (60 CONTACT HOURS)
This course is an orientation to the automotive parts industry. The industry's importance in the total automotive field is described. The history and development of the industry, its current role in the U.S. economy, and future trends and issues are covered.

AUTOMOTIVE PARTS SALES AND SERVICE (AP) 110 (1)
AUTO PARTS SAFETY (30 CONTACT HOURS)
Safety practices are presented. Emphasis is on proper working conditions and safety precautions within an auto parts facility.

AUTOMOTIVE PARTS SALES AND SERVICE (AP) 130 (2)
AUTOMOTIVE EQUIPMENT, TOOLS, AND ACCESSORIES (60 CONTACT HOURS)
Automotive hand tools and equipment are covered. Both selection and use are included, as well as the identification of accessories and product knowledge.

AUTOMOTIVE PARTS SALES AND SERVICE (AP) 150 (2)
AUTO PARTS SALES TECHNIQUES (60 CONTACT HOURS)
This course is a study of counter sales techniques. Included is analysis of the sales invoice. Emphasis is on customer sales, telephone use, and customer relations.

AUTOMOTIVE PARTS SALES AND SERVICE (AP) 160 (3)
AUTO PARTS INVENTORY OPERATIONS (60 CONTACT HOURS)
The course covers the receiving, stocking, and shipping of automobile parts. Various topics are included, such as methods of opening packages and the storing of merchandise. Inventory and stock control are also covered.
AUTOMOTIVE TECHNOLOGY (AT) 112 (4)
ENGINE REPAIR II (120 CONTACT HOURS)
Prerequisite: Credit or concurrent enrollment in Automotive Technology 110. This course is a continuation of Engine Repair I. Engine rebuilding is continued with emphasis on in-service automobile repair. Laboratory fee.

AUTOMOTIVE TECHNOLOGY (AT) 114 (4)
ENGINE ANALYSIS AND TUNE UP (120 CONTACT HOURS)
Techniques for diagnosing the automobile engine and other areas are covered. Electronics and conventional ignition systems are stressed. Carburetion and fuel injection systems are introduced. Complete tune-up procedures, using the latest test equipment are studied to insure the proper application to the automobile. Laboratory fee.

AUTOMOTIVE TECHNOLOGY (AT) 116 (4)
FUEL AND EMISSION SYSTEMS (120 CONTACT HOURS)
This course covers the principles and functions of the automotive fuel system including the carburetor, fuel pump, gas tank and emission control systems. Diagnosis and repair and adjustment of emission control systems, repair and adjustment of the carburetor, fuel injection and their components are stressed. Laboratory fee.

AUTOMOTIVE TECHNOLOGY (AT) 118 (4)
ELECTRICAL SYSTEMS (120 CONTACT HOURS)
This course covers the automobile electrical system, including batteries, wiring, lighting, alternators, generators, starters and voltage regulators. The use of electrical test equipment and schematics are covered. The proper care and use of tools is stressed. Laboratory fee.

AUTOMOTIVE TECHNOLOGY (AT) 223 (4)
BRAKE SYSTEMS (120 CONTACT HOURS)
This course covers diagnosis and repair of both drum and disc brake systems, power brake boosters, master cylinders, wheel cylinders and related component parts. Laboratory fee.

AUTOMOTIVE TECHNOLOGY (AT) 225 (4)
FRONT END SYSTEMS (120 CONTACT HOURS)
This course will cover the proper techniques and procedures for complete front-end service, wheel alignment, replacement of worn parts, balancing wheels and related front-end and steering mechanisms. Laboratory fee.

AUTOMOTIVE TECHNOLOGY (AT) 229 (4)
AUTOMATIC TRANSMISSIONS I (120 CONTACT HOURS)
The theory, operation and diagnosis of automatic transmissions are studied. Rebuilding of automatic transmission is introduced. Laboratory fee.

AUTOMOTIVE TECHNOLOGY (AT) 231 (4)
AUTOMATIC TRANSMISSIONS II (120 CONTACT HOURS)
Prerequisite: Credit or concurrent enrollment in Automotive Technology 229. This course is a continuation of Automatic Transmissions I. Transmission rebuilding is continued with emphasis on in-service automobile repair. Laboratory fee.

AUTOMOTIVE TECHNOLOGY (AT) 723 (3)
COORDINATIVE WORK EXPERIENCE (176 CONTACT HRS.)
Prerequisite: Enrollment in the General Motors Automotive Service Educational Program. This course consists of weekly seminars meeting 2 hours per week and 8 weeks of full-time on-the-job experience. Theory and instruction received in the previous courses taught with a GM emphasis are applied to work in the sponsoring dealership.
AUTOMOTIVE TECHNOLOGY (AT) 723 (3)  
COOPERATIVE WORK EXPERIENCE (126 CONTACT HRS.)  
Prerequisite: Enrollment in the General Motors Automotive Service Educational Program. This course consists of weekly seminars meeting 2.5 hours per week and 7 weeks of full-time on-the-job experience. Theory and instruction received in the previous courses taught with a GM emphasis are applied to work in the sponsoring dealership.

AUTOMOTIVE TECHNOLOGY (AT) 823 (3)  
COOPERATIVE WORK EXPERIENCE (126 CONTACT HRS.)  
Prerequisite: Enrollment in the General Motors Automotive Service Educational Program. This course consists of weekly seminars meeting 2.75 hours per week and 6 weeks of full-time on-the-job experience. Theory and instruction received in the previous courses taught with a GM emphasis are applied to work in the sponsoring dealership.

AUTOMOTIVE TECHNOLOGY (AT) 824 (4)  
COOPERATIVE WORK EXPERIENCE (276 CONTACT HRS.)  
Prerequisite: Enrollment in the General Motors Automotive Service Educational Program. This course consists of weekly seminars meeting 1.5 hours per week and 13 weeks of full-time on-the-job experience. Theory and instruction received in the previous courses taught with a GM emphasis are applied to work in the sponsoring dealership.

COOPERATIVE WORK EXPERIENCE 701, 711, 801, 811 (1)  
702, 712, 802, 812 (2)  
703, 713, 803, 813 (3)  
704, 714, 804, 814 (4)  
Prerequisite: Completion of two courses in the student's major or instructor or coordinator approval. These courses consist of seminars and on-the-job experience. Theory and instruction received in the courses of the students' major curricula are applied to the job. Students are placed in work-study positions in their technical occupational fields. Their skills and abilities to function successfully in their respective occupations are tested.

These work internship courses are guided by learning objectives composed at the beginning of each semester by the students, their instructors or coordinators, and their supervisors at work. The instructors determine if the learning objectives are valid and give approval for credit.

BIOLOGY (BIO) 101 (4)  
GENERAL BIOLOGY (3 LEC., 3 LAB.)  
This course is a prerequisite for all higher level biology courses and should be taken in sequence. Topics include the cell, tissue, and structure and function in plants and animals. Laboratory fee.

BIOLOGY (BIO) 102 (4)  
GENERAL BIOLOGY (3 LEC., 3 LAB.)  
This course is a continuation of Biology 101. Topics include Mendelian and molecular genetics, evolutionary mechanisms, and plant and animal development. The energetics and regulation of ecological communities are also studied. Laboratory fee.

BIOLOGY (BIO) 110 (4)  
INTRODUCTORY BOTANY (3 LEC., 3 LAB.)  
This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee.

BIOLOGY (BIO) 115 (4)  
BIOLOGICAL SCIENCE (3 LEC., 3 LAB.)  
Selected topics in biological science are presented for the non-science major. Topics include the cell concept and basic chemistry as it relates to biology. An introduction to genetics, evolution, cellular processes, such as mitosis, meiosis, respiration, and photosynthesis, and plant and animal reproduction is also covered. Laboratory fee. (This course is offered on campus and may be offered via television.)

BIOLOGY (BIO) 116 (4)  
BIOLOGICAL SCIENCE (3 LEC., 3 LAB.)  
Selected topics in biological science are presented for the non-science major. Topics include the systems of the human body, disease, drug abuse, aging, evolution, ecology, and people in relation to their environment. Laboratory fee.

BIOLOGY (BIO) 120 (4)  
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (3 LEC., 3 LAB.)  
Prerequisites: Prior enrollment in Biology 115 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and Allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee.

BIOLOGY (BIO) 121 (4)  
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (3 LEC., 3 LAB.)  
Prerequisite: Biology 120. This course is a continuation of Biology 120. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee.

BIOLOGY (BIO) 203 (4)  
INVERTEBRATE ZOOLOGY (3 LEC., 3 LAB.)  
Prerequisite: Biology 101 and 102. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. Laboratory fee.

BIOLOGY (BIO) 211 (4)  
GENERAL MICROBIOLOGY (3 LEC., 4 LAB.)  
Prerequisites: Biology 102 or Biology 121 or the consent of the instructor. Microbes are studied. Topics include growth, reproduction, nutrition, genetics and ecology of micro-organisms. Laboratory activities constitute a major part of the course. Laboratory fee.

BIOLOGY (BIO) 216 (4)  
GENERAL MICROBIOLOGY (3 LEC., 4 LAB.)  
Prerequisites: Biology 102 or Biology 121 or the consent of the instructor. Microbes are studied. Topics include growth, reproduction, nutrition, genetics and ecology of micro-organisms. Laboratory activities constitute a major part of the course. Laboratory fee.

BIOLOGY (BIO) 217 (4)  
FIELD BIOLOGY (3 LEC., 4 LAB.)  
Prerequisite: Eight hours of biological science or the consent of the division chairperson. Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit.
BIOLOGY (BIO) 221 (4)
ANATOMY AND PHYSIOLOGY I (3 LEC., 3 LAB.)
Prerequisite: Biology 102 or the consent of the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee.

BIOLOGY (BIO) 222 (4)
ANATOMY AND PHYSIOLOGY II (3 LEC., 3 LAB.)
Prerequisite: Biology 221 or the consent of the instructor. Second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems. Emphasis is placed on the interrelationships of these systems. Laboratory fee.

BIOLOGY (BIO) 223 (4)
ENVIRONMENTAL BIOLOGY (3 LEC., 3 LAB.)
Prerequisite: 6 hours of biology. The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee.

BIOLOGY (BIO) 225 (4)
COMPARATIVE ANATOMY OF THE VERTEBRATES (3 LEC., 4 LAB.)
Prerequisites: Biology 101 and 102. For science majors and pre-medical and pre-dental students. Major groups of vertebrate class is studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee.

BUSINESS (BUS) 105 (3)
INTRODUCTION TO BUSINESS (3 LEC.)
This course provides an overall picture of business operations. Specialized fields within business organizations are analyzed. The role of business in modern society is identified. (This course is offered on campus and may be offered via television.)

BUSINESS (BUS) 143 (3)
PERSONAL FINANCE (3 LEC.)
Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, homeownership, savings, investment, and tax problems.

BUSINESS (BUS) 234 (3)
BUSINESS LAW (3 LEC.)
This course presents the historical and ethical background of the law and current legal principles. Emphasis is on contracts, property, and torts.

BUSINESS (BUS) 237 (3)
ORGANIZATIONAL BEHAVIOR (3 LEC.)
The persisting human problems of administration in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included.

CHEMISTRY (CHM) 116 (4)
CHEMICAL SCIENCES (3 LEC., 3 LAB.)
Prerequisite: Chemistry 115 or the consent of the instructor. This course is for non-science majors. It covers organic chemistry and biochemistry. The important classes of organic compounds are surveyed. The concept of structure is the central theme. Biochemistry topics include carbohydrates, proteins, lipids, chemistry of heredity, disease and therapy, and plant biochemistry. Laboratory fee.

CHEMISTRY (CHM) 201 (4)
ORGANIC CHEMISTRY I (3 LEC., 4 LAB.)
Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces organic chemistry. The fundamental types of organic compounds are presented. Their nomenclature, classification, reactions, and applications are included. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory. Emphasis is on reaction mechanisms, stereo-chemistry, transition state theory, and organic synthesis. Laboratory fee.

CHEMISTRY (CHM) 202 (4)
ORGANIC CHEMISTRY II (3 LEC., 4 LAB.)
Prerequisite: Chemistry 201. This course is for science and science-related majors. It is a continuation of Chemistry 201. Topics include aliphatic and aromatic systems, polyfunctional compounds, amino acids, proteins, carbohydrates, sugars, and heterocyclic and related compounds. Instrumental techniques are used to identify compounds. Laboratory fee.

CHEMISTRY (CHM) 203 (4)
QUANTITATIVE ANALYSIS (2 LEC., 6 LAB.)
Prerequisite: Chemistry 102, Mathematics 101 or Mathematics 104 or the equivalent. Principles for quantitative determinations are presented. Topics include gravimetry, oxidation-reduction, indicators, and acid-base theory. Gravimetric and volumetric analysis is emphasized. Colorimetry is introduced. Laboratory fee.

CHEMISTRY (CHM) 205 (2)
CHEMICAL CALCULATIONS (2 LEC.)
Prerequisite: Chemistry 102. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium.
CHEMISTRY (CHM) 234 (4)
INSTRUMENTAL ANALYSIS (2 LEC., 6 LAB.)
Prerequisite: Chemistry 203 or the consent of the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee.

CHILD DEVELOPMENT (CD) 100 (1)
DIRECTED PARTICIPATION OF EARLY CHILDHOOD PROGRAMS (30 CONTACT HOURS)
This course provides in-depth observation and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate child-care facilities. It is repeated four times concurrently with required Child Development core or elective courses.

CHILD DEVELOPMENT (CD) 125 (4)
INFANT AND TODDLER LEARNING ENVIRONMENTS ACTIVITIES AND MATERIALS (3 LEC., 2 LAB)
This course is a study of appropriate learning experiences for infants and toddlers in child-care facilities. Emphasis is on quality environments, learning activities, materials and effective teaching techniques. The laboratory experience includes observing and participating in the Parent/Child Study Center and community child-care facilities.

CHILD DEVELOPMENT (CD) 127 (3)
EARLY CHILDHOOD DEVELOPMENT, 5-12 YEARS (3 LEC.)
This course covers the principles of normal child growth and development from five through twelve years of age. Emphasis is on physical, intellectual, emotional, and social growth. Special attention is given to before and after school care.

CHILD DEVELOPMENT (CD) 135 (4)
INTRODUCTION TO EARLY CHILDHOOD PROGRAMS AND SERVICES (3 LEC., 2 LAB)
This course is a study of historical and current early childhood development programs and services, as well as individuals influencing these programs. Laws and standards regulating these child-care facilities are covered. The laboratory experience includes observation of and participation with pre-schools and child-care centers in the community.

CHILD DEVELOPMENT (CD) 137 (4)
EARLY CHILDHOOD LEARNING ENVIRONMENTS, ACTIVITIES AND MATERIALS (3 LEC., 2 LAB.)
This course is a study of appropriate learning experiences for young children in child-care facilities. Emphasis is on quality environments, learning activities, materials and effective teaching techniques. The laboratory experience includes observation and participation in the Parent/Child Study Center and community child-care facilities.

CHILD DEVELOPMENT (CD) 140 (3)
EARLY CHILDHOOD DEVELOPMENT, 0-3 YEARS (3 LEC.)
This course covers the principles of normal child growth and development from conception through three years. Emphasis is on physical, intellectual, emotional, and social growth.

CHILD DEVELOPMENT (CD) 141 (3)
EARLY CHILDHOOD DEVELOPMENT, 3-5 YEARS (3 LEC.)
This course covers the principles of normal child growth and development from three through five years of age. Emphasis is on physical, intellectual, emotional, and social growth.

CHILD DEVELOPMENT (CD) 200 (1)
APPLICATION OF LEARNING THEORIES (30 CONTACT HOURS)
This course provides application of child development learning theories with young children at the Parent/Child Study Center and other appropriate child-care facilities. It is repeated four times concurrently with required Child Development core or elective courses.

CHILD DEVELOPMENT (CD) 203 (3)
PARENTS AND THE CHILD CAREGIVER/TEACHER (3 LEC.)
Relationships between caregivers, teacher and parents of young children are studied. Emphasis is on ways to develop parental involvement in child care facilities. The course includes observation and participation with teachers, parents, and young children in group settings.

CHILD DEVELOPMENT (CD) 209 (3)
EARLY CHILDHOOD DEVELOPMENT SPECIAL PROJECTS (3 LEC.)
Registration for this course must be preceded by an interview with a child development instructor. A particular dimension of child care is explored in depth by the student in an individual project. Participation in a designated child care center or facility directly related to the student's special project is included.

CHILD DEVELOPMENT (CD) 233 (4)
DIRECTED PARTICIPATION OF EARLY CHILDHOOD PROGRAMS (2 LEC., 5 LAB)
This course provides in-depth observation and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate child-care facilities.

CHILD DEVELOPMENT (CD) 236 (3)
The Special Child: Growth and Development (3 LEC.)
Children with special needs are studied with emphasis on physical, mental, and emotional/behavioral problems. This course provides a broad overview of these problems areas and serves as an introduction to the study of exceptional children.

CHILD DEVELOPMENT (CD) 238 (3)
INTRODUCTION TO ADMINISTRATION OF CHILD CARE PROGRAMS (3 LEC.)
The management of preschool/day care centers is studied. Topics include budgeting, record-keeping, food, health and referral services, and personnel practices.

CHILD DEVELOPMENT (CD) 239 (3)
STUDIES IN CHILD GUIDANCE (2 LEC., 2 LAB)
This course is a study of appropriate ways of guiding and teaching young children. Emphasis is on guidance principles that develop a positive self-concept in early childhood while recognizing individual differences and varied family situations. The course includes observation of and participation with young children in child-care facilities and interpretation of anecdotal records and case studies of young children.

CHILD DEVELOPMENT (CD) 244 (4)
APPLICATION OF CHILD DEVELOPMENT LEARNING THEORIES (2 LEC., 5 LAB.)
This course provides application of child development learning theories with young children at the Parent/Child Study Center and other appropriate child-care facilities.

CHILD DEVELOPMENT (CD) 246 (3)
ADVANCED ADMINISTRATIVE PRACTICES FOR CHILD CARE FACILITIES (3 LEC.)
Prerequisite: Child Development 238. This course is a study of advanced administrative procedures for child-care programs. Topics include planning, financial management, personnel policies, evaluation, leadership styles, and facility design.

CHILD DEVELOPMENT (CD) 250 (3)
SUPPORTIVE SERVICES FOR EXCEPTIONAL CHILDREN (3 LEC.)
The focus of this course is on identifying local, state, and national resources for exceptional children.
and their families. Referral and resource information for special children is gathered through field studies, community involvement, and independent activities.

**CHILD DEVELOPMENT (CD) 253 (3)**
**ABUSE WITHIN THE FAMILY**
(64 CONTACT HOURS)
The symptoms and causes of abusive behaviors within the family are the focus of this course. Emphasis is on developing skills and competencies in working with these families to help them lessen and alleviate abusive behaviors and experiences.

**CHILD DEVELOPMENT (CD) 612 (2)**
(See Cooperative Work Experience)

**CHILD DEVELOPMENT (CD) 613 (3)**
(See Cooperative Work Experience)

**COOPERATIVE WORK EXPERIENCE**
701, 711, 801, 811 (1)
702, 712, 802, 812 (2)
703, 713, 803, 813 (3)
704, 714, 804, 814 (4)
Prerequisite: Completion of two courses in the student's major or instructor/Coordinator approval. These courses consist of seminars and on-the-job experience. Theory and instruction received in the courses of the students' major curricula are applied to the job. Students are placed in work-study positions in their technical occupational fields. Their skills and abilities to function successfully in their respective occupations are tested. These work internship courses are guided by learning objectives composed at the beginning of each semester by the students, their instructors, coordinators, and their supervisors at work. The instructors determine if the learning objectives are valid and give approval for credit.

**COLLEGE LEARNING SKILLS (CLS) 100 (1)**
**COLLEGE LEARNING SKILLS (1 LEC.)**
This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills and composition. This course may be repeated for a maximum of three credits.

**COMMUNICATIONS (COM) 131 (3)**
**APPLIED COMPOSITION AND SPEECH (3 LEC.)**
Communication skills are studied as a means of preparing for one's vocation. Practice in writing letters, applications, resumes, and short reports is included.

**COMMUNICATIONS (COM) 132 (3)**
**APPLIED COMPOSITION AND SPEECH (3 LEC.)**
Prerequisite: Communications 131 or consent of instructor. The study of communication processes is continued. Emphasis is on written persuasion directly related to work. Expository techniques in business letters and documented reports are covered. Practice in oral communication is provided.

**COMPUTING SCIENCE (CS) 174 (3)**
**FUNDAMENTALS OF COMPUTING (3 LEC.)**
Prerequisite: Two years high school algebra or Developmental Mathematics 093. This course is an introductory course designed primarily for students desiring credit towards a minor or major in computer science or other scientific field. It includes a study of algorithms and an introduction to a procedure-oriented language with general applications.

**COMPUTING SCIENCE (CS) 175 (3)**
**INTRODUCTION TO COMPUTER SCIENCE (3 LEC.)**
This course is an introduction to the fundamentals of information processing machines. Topics include history of computers, vocabulary, cultural impact, development of basic algorithms, number systems, and applications of elementary programming logic made through the use of the BASIC programming language.

**COMPUTING SCIENCE (CS) 181 (3)**
**INTRODUCTION TO FORTRAN PROGRAMMING (2 LEC., 2 LAB.)**
Prerequisites: Computing Science 174 or Computing Science 175 and Math 101 or the consent of the instructor based on equivalent experience. This course is an introduction to computing techniques using the FORTRAN language. Emphasis is on applications used to solve numeric problems in engineering, physical science, and mathematics. Laboratory fee.

**COMPUTING SCIENCE (CS) 182 (3)**
**INTRODUCTION TO BASIC PROGRAMMING (2 LEC., 2 LAB.)**
Prerequisites: Computing Science 174 or Computing Science 175 or the consent of the instructor based on equivalent experience. An introduction to the BASIC programming language. Emphasis will be placed as the student codes and executes several BASIC programs using interactive computing equipment. Laboratory fee.

**COMPUTING SCIENCE (CS) 183 (3)**
**INTRODUCTION TO PL/1 PROGRAMMING (2 LEC., 2 LAB.)**
Prerequisites: Computing Science 174 or Computing Science 175 or the consent of the instructor based on equivalent experience. Study of PL/1 language with numeric and non-numeric applications. Computing techniques will be developed in such areas as program design, basic aspects of string processing, recursion, internal search/sort methods, and simple data structures. Laboratory fee.

**COMPUTING SCIENCE (CS) 184 (3)**
**INTRODUCTION TO COBOL PROGRAMMING (2 LEC., 2 LAB.)**
Prerequisites: Computing Science 174 or Computing Science 175 or the consent of the instructor based on equivalent experience. An introduction to the COBOL programming language. Topics will include algorithmic processes, problem solving methods, programming style, flow charts, and various files processing techniques. Emphasis is on the language, its flexibility and power rather than on applications. Laboratory fee.

**COMPUTING SCIENCE (CS) 185 (3)**
**INTRODUCTION TO PASCAL PROGRAMMING (2 LEC., 2 LAB.)**
Prerequisites: Computing Science 174 or Computing Science 175 and Math 101 or the consent of the instructor based on equivalent experience. This course is an introduction to PASCAL. Topics will include problem solving and structured programming techniques introduced through examples from applications such as text processing, numerical computing, and simulation, together with programming assignments. Laboratory fee.

**COMPUTING SCIENCE (CS) 186 (3)**
**INTRODUCTION TO ASSEMBLY LANGUAGE (2 LEC., 2 LAB.)**
Prerequisites: Computing Science 174 or Computing Science 175 and six semester hours of computer programming or the consent of the instructor based on equivalent experience. This course is an introduction to ASSEMBLY language programming. Topics will include machine representation of data and instructions, logical input/output control systems, subroutine and addressing concepts, and presentation of selected macro instructions. Laboratory fee.
COMPUTING SCIENCE (CS) 250 (3) CONTEMPORARY TOPICS IN COMPUTER SCIENCE (3 LEC.)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. Topics may include introduction to micro/multi computer systems, programming languages, or other advanced data processing concepts such as CICS. May be repeated when topics vary.

COMPUTING SCIENCE (CS) 251 (4) SPECIAL TOPICS IN COMPUTER SCIENCE (3 LEC., 3 LAB.)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer science and data processing are studied. Such topics may include advanced programming language concepts in BASIC, RPG II and RPG III, and PASCAL, or advanced data entry concepts. May be repeated when topics vary. Laboratory fee.

DANCE (DAN) 116 (1) REHEARSAL AND PERFORMANCE (4 LAB.)
This course supplements beginning dance techniques classes. Basic concepts of approaching work on the concert stage - stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit.

DANCE (DAN) 150 (3) BEGINNING BALLET I (1 LEC., 3 LAB.)
This course explores basic ballet techniques. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Theory, terminology, ballet history, and current attitudes and events in ballet are also studied. Barre exercises and center floor combinations are given. Laboratory fee.

DANCE (DAN) 151 (3) BEGINNING BALLET II (1 LEC., 3 LAB.)
Prerequisite: Dance 150. This course is a continuation of Dance 150. Emphasis is on expansion of combinations at the barre. Connecting steps learned at center are added. Jumps and pirouettes are introduced. Laboratory fee.

DANCE (DAN) 155 (1) JAZZ I (3 LAB.)
The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee.

DANCE (DAN) 156 (1) JAZZ II (3 LAB.)
Prerequisite: Dance 155 or the consent of the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee.

DANCE (DAN) 150 (3) INTRODUCTION TO DANCE HISTORY (3 LEC.)
A history of dance forms is presented. Primitive, classical, and contemporary forms are included.

DANCE (DAN) 200 (1)
REHEARSAL AND PERFORMANCE (4 LAB.)
Prerequisite: Dance 116 or the consent of the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 116 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit.

DANCE (DAN) 250 (3) INTERMEDIATE BALLET I (1 LEC., 3 LAB.)
Prerequisite: Dance 251. This course begins points work for women. Specialized beats and tours are begun for men. Individual proficiency and technical virtuosity are developed. Laboratory fee.

DANCE (DAN) 251 (3) INTERMEDIATE BALLET II (1 LEC., 3 LAB.)
Prerequisite: Dance 250. This course begins points work for women. Specialized beats and tours are begun for men. Individual proficiency and technical virtuosity are developed. Laboratory fee.

DANCE (DAN) 252 (1)
COACHING AND REPERTOIRE (2 LAB.)
Prerequisite: Demonstrated ability in at least one technique and the consent of the instructor. This course is designed to give the dancer individual coaching in one or more dance techniques with special attention to the correction of individual problems. This course may be repeated for credit. Laboratory fee.

DATA PROCESSING (DP) 129 (4) DATA ENTRY CONCEPTS (2 LEC., 5 LAB.)
Prerequisite: Office Careers 172 or one year of typing in high school or equivalent. This course provides skills using buffered display equipment. Emphasis is on speed and accuracy. Topics include performing the basic functions record formatting with protected and variable fields, and using source documents. Program control, multiple programs, and program chaining are also covered. Laboratory fee.

DATA PROCESSING (DP) 133 (4) BEGINNING PROGRAMMING (3 LEC., 4 LAB.)
Prerequisite: Computing Science 175 or the consent of the instructor. Concurrent enrollment in Data Processing 133 is advised. This course introduces programming skills using the COBOL language. Skills in problem analysis, flowcharting, coding, testing, and documentation are developed. Laboratory fee.

DATA PROCESSING (DP) 136 (4) INTERMEDIATE PROGRAMMING (3 LEC., 4 LAB.)
Prerequisite: Data Processing 133 and Data Processing 138 or the consent of the instructor. Study of COBOL language continues. Included are levels of totals, group printing concepts, table build and search techniques, ISAM disk concepts, matching record, and file maintenance concepts using disk. Laboratory fee.

DATA PROCESSING (DP) 137 (3) DATA PROCESSING MATHEMATICS (3 LEC.)
Prerequisite: One year of high school algebra or Developmental Math 091 or the consent of the instructor. This course introduces the principles of computer computation. Topics include the number system, fundamental processes, number bases, and the application of mathematics to typical business problems and procedures.

DATA PROCESSING (DP) 138 (3) SYSTEMS ANALYSIS AND DATA PROCESSING LOGIC (3 LEC.)
Prerequisite: Computing Science 175 or the consent of the instructor. Concurrent enrollment in Data Processing 133 is advised. This course presents basic logic needed for problem solving with the computer. Topics include flowcharting standards, techniques for basic logic operations, table search and build techniques, types of report printing, conditional tests, multiple record types, and sequential file maintenance. System flowcharting is introduced.

DATA PROCESSING (DP) 139 (3) TECHNICIAN (2 LEC., 4 LAB.)
Prerequisite: Credit or concurrent enrollment in Computing Science 175 or the consent of the instructor. The interrelationships among computer systems, hardware, software, and personnel are covered. The role of personnel in computer operations, data entry, scheduling, data control, and librarian functions is included. Other topics include the importance of job documentations, standards manuals, and error logs. The relationship between operating procedures and the
operating system is described. Job control language and system commands are also stressed. The flow of data between the user and the data processing department, and the relationship between operations and the other functional areas within the data processing department are covered. Laboratory fee.

DATA PROCESSING (DP) 142  (3)
RPG PROGRAMMING (2 LEC., 2 LAB)
Prerequisite: Data Processing 133 or the consent of the instructor. This course introduces programming skills using the RPG II language. Emphasis is on language techniques and not on operation and functioning of the equipment. Programming problems emphasize card images and disk processing, and will include basic listings with levels of totals, multicard records, exception reporting, look ahead feature, and multifile processing. Laboratory fee.

DATA PROCESSING (DP) 231  (4)
ADVANCED PROGRAMMING (3 LEC., 4 LAB.)
Prerequisite: Data Processing 136 or the consent of the instructor. This course focuses on basic concepts and instructions in the IBM 360/370 Assembler language, using the standard instruction set emphasizing the decimal features, with a brief introduction to fixed point operations using registers. Selected macro instructions, table handling, editing, printed output, and reading memory dumps are included. Laboratory fee.

DATA PROCESSING (DP) 234  (4)
ADVANCED ASSEMBLY LANGUAGE CODING (3 LEC., 3 LAB.)
Prerequisite: Data Processing 231. The development of programming skills using the assembly language instruction set is covered. Topics include indexing, indexed sequential file organization, table search methods, data and bit manipulation techniques, code translation, advanced problem analysis, and debugging techniques. Floating point operations are introduced. Laboratory fee.

DATA PROCESSING (DP) 236  (4)
ADVANCED COBOL TECHNIQUES (3 LEC., 4 LAB.)
Prerequisites: Data Processing 133 and Data Processing 136 or the consent of the instructor. This course provides advanced programming techniques using structured programming with the COBOL language. Random and sequential updating of disk files, table handling, report writer, the internal sort verb, and calling and copying techniques are emphasized. Laboratory fee.

DATA PROCESSING (DP) 240  (4)
TELECOMMUNICATIONS I (3 LEC., 4 LAB.)
Prerequisite: A minimum of two semesters of a high level language and credit in Data Processing 138 or the consent of the instructor. Telecommunications concepts are introduced. Topics include configuration of a teleprocessing network on a third generation computer, vocabulary, modems, terminal configuration, polling simulation, and common carrier characteristics. An existing telecommunications system and a student conceived national data system are investigated, analyzed, and designed. Laboratory fee.

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

DATA PROCESSING (DP) 243  (3)
COMPUTER CENTER MANAGEMENT (3 LEC.)
Prerequisite: Computing Science 175, a minimum of one semester of high level language, or the consent of 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 real-time systems are explored. Methods for computer selection and evaluation are described.

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

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

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

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

DESIGN (DES) 135  (3)
TEXTILES (2 LEC., 2 LAB.)
This course focuses on fibers, yarns, fabrics, and finishing processes. Included are the identification and analysis of all types of construction methods and their application in the textile industry. The history of traditional textiles is described. Comparisons are made with contemporary developments. A guided design systems approach is used.

DEVELOPMENTAL COMMUNICATIONS (DC) 095  (3)
COMMUNICATION SKILLS (3 LEC.)
This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs.

DEVELOPMENTAL COMMUNICATIONS (DC) 120  (3)
COMMUNICATION SKILLS (2 LEC., 2 LAB.)
This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students.

DEVELOPMENTAL LEARNING (DL) 094  (1)
LEARNING SKILLS IMPROVEMENT (2 LAB.)
Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits.

DEVELOPMENTAL MATHEMATICS
DEVELOPMENTAL MATHEMATICS (DM) 060 (1)
BASIC MATHEMATICS I (1 LEC)
This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportion.

DEVELOPMENTAL MATHEMATICS (DM) 081 (1)
BASIC MATHEMATICS II (1 LEC)
This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percent, and basic operations with fractions.

DEVELOPMENTAL MATHEMATICS (DM) 082 (1)
PRE BUSINESS (1 LEC)
This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, area and volume.

DEVELOPMENTAL MATHEMATICS (DM) 063 (1)
PRE ALGEBRA (1 LEC)
This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers.

DEVELOPMENTAL MATHEMATICS (DM) 064 (1)
NURSING (1 LEC)
This course is designed to develop an understanding of the measurements and terminology in medicine and calculations used in problems dealing with solutions and dosages. It is designed primarily for students in the nursing program.

DEVELOPMENTAL MATHEMATICS (DM) 070 (1)
ELEMENTARY ALGEBRA (1 LEC)
Prerequisite: Developmental Mathematics 060 or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers, and integers.

DEVELOPMENTAL MATHEMATICS (DM) 071 (1)
ELEMENTARY ALGEBRA II (1 LEC)
Prerequisite: Developmental Mathematics 070 or equivalent. This course includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions.

DEVELOPMENTAL MATHEMATICS (DM) 072 (1)
ELEMENTARY ALGEBRA III (1 LEC)
Prerequisite: Developmental Mathematics 071 or equivalent. This course includes selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables.

DEVELOPMENTAL MATHEMATICS (DM) 073 (1)
INTRODUCTION TO GEOMETRY (1 LEC)
This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed.

DEVELOPMENTAL MATHEMATICS (DM) 080 (1)
INTERMEDIATE ALGEBRA I (1 LEC)
Prerequisite: Developmental Mathematics 072 or 091 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers.

DEVELOPMENTAL MATHEMATICS (DM) 081 (1)
INTERMEDIATE ALGEBRA II (1 LEC)
Prerequisite: Developmental Mathematics 080 or equivalent. This course includes selected topics such as sets, relations, functions, inequalities, and absolute values.

DEVELOPMENTAL MATHEMATICS (DM) 082 (1)
INTERMEDIATE ALGEBRA III (1 LEC)
Prerequisite: Developmental Mathematics 081 or equivalent. This course includes selected topics such as graphing, exponents, and factoring.

DEVELOPMENTAL MATHEMATICS (DM) 090 (3)
PRE ALGEBRA MATHEMATICS (3 LEC)
This course is designed to develop an understanding of addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percentages and is to strengthen basic skills in mathematics. It is the most basic mathematics course and includes an introduction to algebra.

DEVELOPMENTAL MATHEMATICS (DM) 091 (3)
ELEMENTARY ALGEBRA (3 LEC)
Prerequisite: Developmental Mathematics 090. This course is comparable to the first-year algebra course in high school. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

DEVELOPMENTAL MATHEMATICS (DM) 093 (3)
INTERMEDIATE ALGEBRA (3 LEC)
Prerequisite: One year of high school algebra or Developmental Mathematics 091. This course is comparable to the second-year algebra course in high school. It includes terminology of sets, properties of real numbers, fundamental operations of polynomials and fractions, products, factoring, radicals, and rational exponents. Also covered are solutions of linear, fractional, quadratic, and systems of linear equations, and graphing.

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

DEVELOPMENTAL READING (DR) 090 (3)
TECHNIQUES OF READING/LEARNING (3 LEC)
Comprehension, vocabulary development, and study skills are the focus of this course. Emphasis is on learning how to learn. Included are reading and learning experiences to strengthen the total educational background of each student. Meeting individual needs is stressed.

DEVELOPMENTAL READING (DR) 091 (3)
TECHNIQUES OF READING AND LEARNING (3 LEC)
This course is a continuation of developmental reading 090. Meeting individual needs is stressed.

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

DEVELOPMENTAL WRITING (DW) 080 (3)
WRITING (3 LEC)
Basic writing skills are developed. Topics include spelling, grammar, and vocabulary improvement. Principles of sentence and paragraph structure are also included. Organization and composition are covered. Emphasis is on individual needs and strengthening the student's skills.
DEVELOPMENTAL WRITING (DW) 091 (3)
WRITING (3 LEC.)
This course is a sequel to Writing 090. It focuses on composition. Included are skills of organization, transition, and revision. Emphasis is on individual needs and personalized assignments. Brief, simple forms as well as more complex critical and research writing may be included.

DEVELOPMENTAL WRITING (DW) 092 (1)
WRITING LAB (3 LAB.)
This course is a writing workshop. Students are given instruction and supervision in written assignments. The research paper and editing are both included.

EARTH SCIENCE (ES) 117 (4)
EARTH SCIENCE (3 LEC., 3 LAB.)
This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. Laboratory fee. (This course is offered on campus and may be offered via television.)

ECOLOGY (ECO) 201 (3)
PRINCIPLES OF ECONOMICS I (3 LEC.)
Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations, and growth. (This course is offered on campus and may be offered via television.)

ECONOMICS (ECO) 202 (3)
PRINCIPLES OF ECONOMICS II (3 LEC.)
Prerequisite: Economics 201 or the consent of the instructor. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is on international economics and contemporary economic problems.

ENGINEERING (EGR) 101 (3)
ENGINEERING ANALYSIS (2 LEC.)
Prerequisite: Two years of high school algebra or Developmental Mathematics 093 or the consent of the instructor. This course surveys the field of engineering. Topics include the role of the engineer in society and branches and specialties in engineering. Engineering analysis and computer programming are introduced. Practice is provided in analyzing and solving engineering problems. Computational methods and devices with an introduction to computer programming are also covered.

ENGINEERING (EGR) 105 (3)
ENGINEERING DESIGN GRAPHICS (2 LEC., 4 LAB.)
Graphic fundamentals are presented for engineering communications and engineering design. Topics include standard engineering graphical techniques, auxiliaries, sections, graphical analysis, and pictorial and working drawings. Laboratory fee.

ENGINEERING (EGR) 106 (3)
DESCRIPTIVE GEOMETRY (2 LEC., 4 LAB.)
Prerequisite: Drafting 183 or Engineering 105. This course provides training in the visualization of three-dimensional structures. Emphasis is on accurately representing these structures in drawings by analyzing the true relationship between points, lines, and planes. Included are the generation and classification of lines, surfaces, intersections, developments, auxiliaries, and revolutions. Laboratory fee.

ENGINEERING (EGR) 107 (3)
ENGINEERING MECHANICS I (3 LEC.)
Prerequisite: Credit or concurrent enrollment in Mathematics 124. This course is a study of the statics of particles and rigid bodies with vector mathematics in three-dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual works, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented.

ENGINEERING (EGR) 108 (3)
COMPUTER METHODS IN ENGINEERING (3 LEC.)
Prerequisite: Credit or concurrent enrollment in Mathematics 126. Fundamental methods of numerical analysis with applications by computer programming are presented. Topics include computer programming, recursion formulas, successive approximations, error analysis, non-linear equations, and systems of linear equations and matrix methods. Probabilistic models, interpolation, determination of parameters, numerical integration, and solution of ordinary differential equations are also covered.

ENGINEERING (EGR) 201 (3)
ENGINEERING MECHANICS II (3 LEC.)
Prerequisites: Engineering 107 and credit or concurrent enrollment in Mathematics 225. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered.

ENGINEERING (EGR) 202 (3)
ENGINEERING MECHANICS OF MATERIALS (3 LEC.)
Prerequisites: Engineering 107 and credit or concurrent enrollment in Mathematics 225. Simple structural elements are studied. Emphasis is on forces, deformation, and material properties. The concepts of stress, strain, and elastic properties are presented. Analysis of thin walled vessels, members loaded in tension, torsion, bending and shear, combined loadings, and stability conditions are included. Behavioral phenomena such as fracture, fatigue, and creep are introduced.

ENGINEERING (EGR) 203 (3)
ENGINEERING PRODUCTION I (1 LEC., 5 LAB.)
Prerequisite: Engineering 105 or the consent of the instructor. The standard machining of metals is covered. Layout, turning, boring, shaping, drilling, threading, milling, and grinding are all included. The manufacturing of interchangeable parts, fixtures, and jigs with applications is studied. Laboratory fee.

ENGINEERING (EGR) 204 (3)
ELECTRICAL SYSTEMS ANALYSIS (3 LEC.)
Prerequisite: Credit or concurrent enrollment in Mathematics 225. Electrical science is introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also covered.
ENGLISH (ENG) 201 (3)
BRITISH LITERATURE (3 LEC)
Prerequisite: English 102. Significant works of British literature are studied. The Old English Period through the 18th century is covered.

ENGLISH (ENG) 202 (3)
BRITISH LITERATURE (3 LEC)
Prerequisite: English 102. Significant works of continental Europe are studied. The Romantic Period to the present is covered.

ENGLISH (ENG) 203 (3)
WORLD LITERATURE (3 LEC)
Prerequisite: English 102. Significant works of continental Europe are studied. The Greek Classical Period through the Renaissance is covered.

ENGLISH (ENG) 204 (3)
WORLD LITERATURE (3 LEC)
Prerequisite: English 102. Significant works of continental Europe, England, and America are studied. The time period since the Renaissance is covered.

ENGLISH (ENG) 205 (3)
AMERICAN LITERATURE (3 LEC)
Prerequisite: English 102. Significant works of American writers before Walt Whitman are studied. Emphasis is on the context of the writers' times.

ENGLISH (ENG) 206 (3)
AMERICAN LITERATURE (3 LEC)
Prerequisite: English 102. Significant works of American writers from Walt Whitman to the present are studied.

ENGLISH (ENG) 209 (3)
CREATIVE WRITING (3 LEC)
Prerequisite: English 102. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama.

ENGLISH (ENG) 210 (3)
TECHNICAL WRITING (3 LEC)
Prerequisite: English 101 and 102 or Communications 131 and 132. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions.

ENGLISH (ENG) 215 (3)
STUDIES IN LITERATURE (3 LEC)
Prerequisite: English 102. Selections in literature are read, analyzed, and discussed. Selections are organized by genre, period, or geographical region. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit.

ENGLISH (ENG) 216 (3)
STUDIES IN LITERATURE (3 LEC)
Prerequisite: English 102. Selections in literature are read, analyzed, and discussed. Selections are organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit.

FRENCH (FR) 101 (4)
BEGINNING FRENCH (3 LEC, 2 LAB)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee.

FRENCH (FR) 102 (4)
BEGINNING FRENCH (3 LEC, 2 LAB)
Prerequisite: French 101 or the equivalent. This course is a continuation of French 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee.

FRENCH (FR) 201 (3)
INTERMEDIATE FRENCH (3 LEC)
Prerequisite: French 102 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed.

FRENCH (FR) 202 (3)
INTERMEDIATE FRENCH (3 LEC)
Prerequisite: French 201 or the equivalent. This course is a continuation of French 201. Contemporary literature and composition are studied.

FRENCH (FR) 203 (3)
INTRODUCTION TO FRENCH LITERATURE (3 LEC)
Prerequisite: French 202 or the consent of the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization.

FRENCH (FR) 204 (3)
INTRODUCTION TO FRENCH LITERATURE (3 LEC)
Prerequisite: French 202 or the consent of the instructor. This course is a continuation of French 203. It includes readings in French literature, history, culture, art, and civilization.

GEOPGRAPHY (GPY) 101 (3)
PHYSICAL GEOGRAPHY (3 LEC)
The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography.

GEOPGRAPHY (GPY) 102 (3)
ECONOMIC GEOGRAPHY (3 LEC)
The relation of humans to their environment is studied. Included is the use of natural resources. Problems of production, manufacturing, and distributing goods are explored. Primitive subsistence and commercialism are considered.
GEOGRAPHY (GPY) 103  (3)  CULTURAL GEOGRAPHY (3 LEC.)
This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion.

GEOLOGY (GEO) 101  (4)  PHYSICAL GEOLOGY (3 LEC., 3 LAB.)
This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth’s interior, and magnetism. The earth’s setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee.

GEOLOGY (GEO) 102  (4)  HISTORICAL GEOLOGY (3 LEC., 3 LAB.)
This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee.

GEOLOGY (GEO) 103  (3)  INTRODUCTION TO OCEANOGRAPHY (2 LEC., 2 LAB.)
The physical and chemical characteristics of ocean water, its circulation, relationship with the atmosphere, and the effect on the adjacent land is investigated. The geological development of the ocean basins and the sediment in them is also considered. Laboratory fee.

GEOLOGY (GEO) 201  (4)  INTRODUCTION TO ROCK AND MINERAL IDENTIFICATION (3 LEC., 3 LAB.)
Prerequisites: Geology 101 and Geology 102. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. Laboratory fee.

GEOLOGY (GEO) 202  (3)  INTRODUCTION TO ROCK AND MINERAL IDENTIFICATION (1 LEC., 3 LAB.)
Prerequisites: Geology 101 and Geology 102. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. Laboratory fee.

GEOLOGY (GEO) 205  (4)  FIELD GEOLOGY (3 LEC., 3 LAB.)
Prerequisites: Eight credit hours of geology or the consent of the instructor. Geological features, landforms, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification and collection of specimens in the field. This course may be repeated once for credit.

GERMAN (GER) 101  (4)  BEGINNING GERMAN (3 LEC., 2 LAB.)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee.

GERMAN (GER) 102  (4)  BEGINNING GERMAN (3 LEC., 2 LAB.)
Prerequisite: German 101 or the equivalent. This course is a continuation of German 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee.

GERMAN (GER) 201  (3)  INTERMEDIATE GERMAN (3 LEC.)
Prerequisite: German 102 or the equivalent or the consent of the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed.

GERMAN (GER) 202  (3)  INTERMEDIATE GERMAN (3 LEC.)
Prerequisite: German 201 or the equivalent. This course is a continuation of German 201. Contemporary literature and composition are studied.

GOVERNMENT (GVT) 201  (3)  AMERICAN GOVERNMENT (3 LEC.)
Prerequisite: Sophomore standing recommended. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local government, parties, politics, and political behavior. The course satisfies requirements for Texas State Teacher’s Certification. (This course is offered on campus and may be offered via television.)

GOVERNMENT (GVT) 202  (3)  AMERICAN GOVERNMENT (3 LEC.)
Prerequisite: Sophomore standing recommended. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. This course satisfies requirements for Texas State Teacher’s Certification. (This course is offered on campus and may be offered via television.)

GOVERNMENT (GVT) 205  (3)  STUDIES IN GOVERNMENT (3 LEC.)
Prerequisite: Sophomore standing and 8 hours of history or government. Selected topics in government are presented. The course may be repeated once for credit when different topics are presented.

GOVERNMENT (GVT) 231  (3)  MUNICIPAL AND COUNTY GOVERNMENT (3 LEC.)
The structure of municipal and county government is examined. Topics include organs of government, administration, court systems, taxation, utilities and public works, education, welfare, and other public services. Presentations are given by local officials. Surveys of area problems are stressed.

HISTORY (HST) 101  (3)  HISTORY OF THE UNITED STATES (3 LEC.)
The history of the United States is presented, beginning with the European background and ante-bellum discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (This course is offered on campus and may be offered via television.)

HISTORY (HST) 102  (3)  HISTORY OF THE UNITED STATES (3 LEC.)
The history of the United States is surveyed from the reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (This course is offered on campus and may be offered via television.)

HISTORY (HST) 105  (3)  WESTERN CIVILIZATION (3 LEC.)
The civilization in the West from ancient time through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformations, the rise of the national state, the development of parliamentary government, and the influences of European colonization.

HISTORY (HST) 106  (3)  WESTERN CIVILIZATION (3 LEC.)
This course is a continuation of History 105. It follows the development of civilization from the enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history.

HISTORY (HST) 110  (3)  THE HERITAGE OF MEXICO (3 LEC.)
This course (cross-listed as Anthropology 110) is taught in two parts each semester. The first part of the course
deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archeological cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 110 or Anthropology 110, but may receive credit for only one of the two. This course (cross-listed as Anthropology 110) deals with the archaeology of Mexico beginning with the first humans to enter the North American Continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archeological cultures, the Maya, Toltec, and Aztec empires.

**HISTORY (HST) 112 (3)**
**LATIN AMERICAN HISTORY (3 LEC.)**
This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course.

**HISTORY (HST) 120 (3)**
**AFRO-AMERICAN HISTORY (3 LEC.)**
The role of the Black in American history is studied. The slave trade and slavery in the United States are reviewed. Contributions of black Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of the 20th century.

**HISTORY (HST) 204 (3)**
**AMERICAN MINORITIES (3 LEC.)**
Prerequisites: Sociology 101 or 6 hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one of the two. The principal minority groups in American society are the focus of this course. The sociological significance and historical contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes.

**HISTORY (HST) 206 (3)**
**STUDIES IN U.S. HISTORY (3 LEC.)**
Prerequisite: Sophomore standing and 6 hours of American history. Selected topics in the history of the United States are presented. The course may be repeated once for credit when different topics are presented.

**HUMAN DEVELOPMENT (HD) 100 (1)**
**EDUCATIONAL ALTERNATIVES (1 LEC.)**
The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars.

**HUMAN DEVELOPMENT (HD) 102 (1)**
**SPECIAL TOPICS IN HUMAN DEVELOPMENT (1 LEC.)**
This is a course intended to help the student succeed in college. Topics such as stress management, communication training for the handicapped, career exploration techniques, or educational concerns of adult students may be included. This course may be repeated for credit.

**HUMAN DEVELOPMENT (HD) 104 (3)**
**EDUCATIONAL AND CAREER PLANNING (3 LEC.)**
This course is designed to teach students the on-going process of decision making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered.

**HUMAN DEVELOPMENT (HD) 105 (3)**
**BASIC PROCESSES OF INTERPERSONAL RELATIONSHIPS (3 LEC.)**
This course is designed to help the student increase self-awareness and to learn to relate more effectively to others. Students are made aware of their feelings, values, attitudes and behaviors. The course content focuses on developing communication skills such as assertiveness, verbal and non-verbal behavior, listening, and conflict resolution.

**HUMAN DEVELOPMENT (HD) 106 (3)**
**PERSONAL AND SOCIAL GROWTH (3 LEC.)**
This course focuses on the interaction between the individual and society. Societal influences, adjustment to social change, personal roles, and problem-solving are stressed. Components of a healthy personality, alternative behaviors, and lifestyles that demonstrate a responsibility to self and society are studied.

**HUMAN DEVELOPMENT (HD) 107 (3)**
**DEVELOPING LEADERSHIP BEHAVIOR (3 LEC.)**
The basic purpose of this course is to help the student develop leadership and human relation skills. Topics include individual and group productivity, value systems, appropriate communication skills, and positive attitudes in a group environment. The concepts of leadership are explored through both theory and practice. These leadership activities can be applied to the student's personal, business, and professional interactions.

**HUMAN DEVELOPMENT (HD) 110 (1)**
**ASSESSMENT OF PRIOR LEARNING (1 LEC.)**
Prerequisite: Limited to students in technical/occupational programs. The consent of the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of 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.

**HUMANITIES (HUM) 101 (3)**
**INTRODUCTION TO THE HUMANITIES (3 LEC.)**
Related examples of human's creative achievements are examined. Emphasis is on understanding the nature of humans and the values of human life. (This course is offered on campus and may be offered via television. Laboratory fee required for television course.)

**HUMANITIES (HUM) 102 (3)**
**ADVANCED HUMANITIES (3 LEC.)**
Prerequisite: Humanities 101 and/or the consent of the instructor. Human value choices are presented through the context of the humanities.

**JOURNALISM (JN) 101 (3)**
**INTRODUCTION TO MASS COMMUNICATIONS (3 LEC.)**
This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society.

**JOURNALISM (JN) 102 (3)**
**NEWS GATHERING AND WRITING (2 LEC., 3 LAB.)**
Prerequisite: Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper.
JOURNALISM (JN) 103 (3) NEWS GATHERING AND WRITING (2 LEC; 3 LAB)
Prerequisite: Journalism 102 or professional experience approved by the instructor. This course is a continuation of Journalism 102. Students study and practice writing more complex stories, such as features, profiles, follow-up stories, and sidebars. Students are required to write for the campus newspaper.

JOURNALISM (JN) 104 (1) STUDENT PUBLICATIONS (3 LAB)
Prerequisite: The consent of the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Students are required to work at prescribed periods under supervision and must attend meetings.

JOURNALISM (JN) 105 (1) STUDENT PUBLICATIONS (3 LAB)
Prerequisite: The consent of the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. This course is a continuation of Journalism 104.

JOURNALISM (JN) 106 (1) STUDENT PUBLICATIONS (3 LAB)
Prerequisite: The consent of the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. The course is a continuation of Journalism 105.

JOURNALISM (JN) 201 (3) FEATURE WRITING (3 LEC)
Prerequisite: Six hours of journalism or the consent of the instructor. This course covers research, interviewing techniques, and the development of feature stories for use in newspapers and magazines.

JOURNALISM (JN) 204 (3) NEWS EDITING AND COPY READING (3 LEC)
Prerequisite: Journalism 102. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages.

MANAGEMENT (MGT) 136 (3) PRINCIPLES OF MANAGEMENT (48 CONTACT HOURS)
The operation of the retail system of distribution is examined. Topics include consumer demand, requirements, consumer use, store location and layout, and credit policies. Inter-relationships are emphasized.

MANAGEMENT (MGT) 150 (4) MANAGEMENT TRAINING (20 LAB)
Prerequisite: Concurrent enrollment in Management 154 or the consent of the instructor. This course consists of supervised on-the-job training, giving practical experience to students of Business Management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge.

MANAGEMENT (MGT) 151 (4) MANAGEMENT TRAINING (20 LAB)
Prerequisite: Concurrent enrollment in Management 155 or the consent of the instructor. This course consists of supervised on-the-job training, giving practical experience to students of Business Management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge.

MANAGEMENT (MGT) 153 (3) SMALL BUSINESS MANAGEMENT (48 CONTACT HOURS)
The student will be studying the fundamental approaches to planning, establishing and operating a small business. The day-to-day operation of the business and reporting procedures will be studied as well as exploring the concepts of general management.

MANAGEMENT (MGT) 154 (2) MANAGEMENT SEMINAR: ROLE OF SUPERVISION (2 LEC)
Prerequisite: Concurrent enrollment in Management 150 or the consent of the instructor. This seminar is designed to explore the role of the supervisor from an applied approach. Emphasis is on improving leadership skills, motivational techniques, effective time management, goal-setting, planning and overcoming communication problems.

MANAGEMENT (MGT) 155 (2) MANAGEMENT SEMINAR: PERSONNEL MANAGEMENT (2 LEC)
Prerequisite: Concurrent enrollment in Management 151 or the consent of the instructor. This course is designed to explore the manager's role in attracting, selecting, training, job development, interactions with others, labor, management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered.

MANAGEMENT (MGT) 206 (3) PRINCIPLES OF MARKETING (48 CONTACT HOURS)
The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed.

MANAGEMENT (MGT) 212 (1) SPECIAL PROBLEMS IN BUSINESS (16 CONTACT HOURS)
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 3 hours credit.

MANAGEMENT (MGT) 230 (3) SALESMANSHIP (48 CONTACT HOURS)
The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer approach, and sales techniques are studied.

MANAGEMENT (MGT) 233 (3) ADVERTISING AND SALES PROMOTION (48 CONTACT HOURS)
This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of advertising media, and methods of stimulating salespeople and retailers. The management of promotion programs is covered, including goals, strategies, evaluation, and control of promotional activities.

MANAGEMENT (MGT) 242 (3) PERSONNEL ADMINISTRATION (48 CONTACT HOURS)
This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor, management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered.

MANAGEMENT (MGT) 250 (4) MANAGEMENT TRAINING (20 LAB)
Prerequisite: Concurrent enrollment in Management 254 or the consent of the instructor. This course consists of supervised on-the-job training, giving practical experience to students of Business Management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge.
MATHMATICS (MTH) 251 (4)
MANAGEMENT TRAINING (20 LAB.)
Prerequisite: Concurrent enrollment in Management 255 or the consent of the instructor. This course consists of supervised on-the-job training, giving practical experience to students of Business Management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge.

MATHMATICS (MTH) 254 (2)
MANAGEMENT SEMINAR: ORGANIZATIONAL DEVELOPMENT (2 LEC.)
Prerequisite: Concurrent enrollment in Management 250 or the consent of the instructor. The role of managers in managing human resources, group interaction and team building, motivational dynamics, improving interpersonal communication skills, and dealing with company politics and conflict are explored in this course through an applied approach.

MATHMATICS (MTH) 255 (2)
MANAGEMENT SEMINAR: PLANNING, STRATEGY, AND THE DECISION PROCESS (2 LEC.)
Prerequisite: Concurrent enrollment in Management 251 or the consent of the instructor. This course is designed to develop managerial skills in individual and group decision-making and cause analysis. Rational and creative problem-solving skills are developed. Personal and organizational strategy skills are enhanced.

MATHMATICS (MTH) 101 (3)
COLLEGE ALGEBRA (3 LEC.)
Prerequisite: Two years of high school algebra or Developmental Mathematics 093. This course is a study of functions and relations, absolute values, variation, quadratic equations, complex numbers, functions of two variables, systems of equations and inequalities, elementary aspects of the theory of equations, progressions, the binomial theorem, and algebraic proof.

MATHMATICS (MTH) 102 (3)
PLANE TRIGONOMETRY (3 LEC.)
Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measure, functions of angles, identities, solution of triangles, equations, inverse trigonometric functions, logarithms, and complex numbers.

MATHMATICS (MTH) 104 (5)
ELEMENTARY FUNCTIONS AND COORDINATE GEOMETRY I (5 LEC.)
Prerequisites: Two years of high school algebra or Developmental Mathematics 093. This course includes the concept of function, polynomials of one or more variables, arithmetic and geometric sequences, combinations and the binomial theorem, rational functions, exponential functions, logarithmic functions, trigonometric functions, complex numbers, vectors, functions of two variables and analytical geometry which includes conics, transformation of coordinates, polar coordinates, parametric equations and three dimensional space.

MATHMATICS (MTH) 105 (5)
ELEMENTARY FUNCTIONS AND COORDINATE GEOMETRY II (5 LEC.)
Prerequisite: Mathematics 104. This course is a continuing study of the topics of Mathematics 104.

MATHMATICS (MTH) 106 (5)
ELEMENTARY FUNCTIONS AND COORDINATE GEOMETRY III (5 LEC.)
Prerequisites: Two years of high school algebra and one semester of trigonometry. This course is a study of the algebra of functions. It includes polynomial, rational, exponential, logarithmic and trigonometric functions, functions of two variables, complex numbers, vectors and analytic geometry which includes conics, transformation of coordinates, polar coordinates, and parametric equations.

MATHMATICS (MTH) 115 (3)
COLLEGE MATHEMATICS I (3 LEC.)
Prerequisites: One year of high school algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of logic, mathematical patterns, mathematical recreations, systems of numeration, mathematical systems, sets and statements and sets of numbers. Historical aspects of selected topics are emphasized.

MATHMATICS (MTH) 116 (3)
COLLEGE MATHEMATICS II (3 LEC.)
Prerequisite: One year of high school algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability and geometry. Historical aspects of selected topics are emphasized.

MATHMATICS (MTH) 111 (3)
MATHEMATICS FOR BUSINESS AND ECONOMICS (3 LEC.)
Prerequisite: Two years of high school algebra or Developmental Mathematics 093. This course includes equations, inequalities, matrices, linear programming, and linear, quadratic, polynomial, rational, exponential, and logarithmic functions. Applications to business and economics problems are emphasized.

MATHMATICS (MTH) 112 (3)
MATHEMATICS FOR BUSINESS AND ECONOMICS II (3 LEC.)
Prerequisite: Mathematics 111. This course includes sequences and limits, differential calculus, integral calculus, and appropriate applications.

MATHMATICS (MTH) 117 (3)
FUNDAMENTAL CONCEPTS OF MATHEMATICS FOR ELEMENTARY TEACHERS (3 LEC.)
This course includes the structure of the real number system, geometry, and mathematical analysis. Emphasis is on the development of mathematical reasoning needed for elementary teachers.

MATHMATICS 121 (3)
ANALYTIC GEOMETRY (3 LEC.)
Prerequisite: Mathematics 102 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space.

MATHMATICS (MTH) 124 (5)
CALCULUS I (5 LEC.)
Prerequisite: Mathematics 105 or 106 or 121 or the equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications.

MATHMATICS (MTH) 130 (3)
BUSINESS MATHEMATICS (3 LEC.)
Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. This course is intended primarily for students in specialized occupational programs. It is a study of simple and compound interest, bank discount, payrolls, taxes, insurance, mark up and mark down, corporate securities, depreciation, and purchase discounts.

MATHMATICS (MTH) 139 (3)
APPLIED MATHEMATICS (3 LEC.)
Prerequisite: One year of high school algebra or Developmental Mathematics 091 or equivalent. An effort will be made to tailor this course to fit the needs of the students enrolled in each semester. The course is a study of commercial, technical, and other applied uses of mathematics.
MATHMATICS (MTH) 195 (3)  
TECHNICAL MATHEMATICS (3 LEC.)  
Prerequisite: One year of high school algebra or Development Mathematics 091 or the equivalent. This course is designed for technical students. It covers a general review of arithmetic, the basic concepts and fundamental facts of plane and solid geometry.

MATHMATICS (MTH) 202 (3)  
INTRODUCTORY STATISTICS (3 LEC.)  
Prerequisite: Two years of high school algebra or consent of instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields.

MATHMATICS (MTH) 208 (3)  
PU1 PROGRAMMING (3 LEC.)  
Prerequisite: Mathematics 107. Study of PU1 language with numeric and non-numeric applications. Computing techniques will be developed in such areas as program design, style and expression, debugging and testing, algorithmic analysis, basic aspects of string processing, recursion, internal search/sort methods, and simple data structures.

MATHMATICS (MTH) 221 (3)  
LINEAR ALGEBRA (3 LEC.)  
Prerequisite: Mathematics 124 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformation.

MATHMATICS (MTH) 225 (4)  
CALCULUS II (4 LEC.)  
Prerequisite: Mathematics 124 or the equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications.

MATHMATICS (MTH) 226 (3)  
CALCULUS III (3 LEC.)  
Prerequisite: Mathematics 225 or the equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications.

MATHMATICS (MTH) 230 (3)  
DIFFERENTIAL EQUATIONS (3 LEC.)  
Prerequisite: Mathematics 225 or the consent of the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications.

MUSIC (MUS) 101 (4)  
FRESHMAN THEORY (3 LEC., 3 LAB.)  
Musician ship skills are developed. Emphasis is on tonal and rhythmic perception and articulation. The essential elements of music are presented, and sight-singing, keyboard, and notation are introduced.

MUSIC (MUS) 102 (4)  
FRESHMAN THEORY (3 LEC., 3 LAB.)  
Prerequisite: Music 101 or the consent of the instructor. This course introduces part-writing and harmonization with triads and their inversions. Also included are the classification of chords, seventh chords, sight-singing, dictation, and keyboard harmony.

MUSIC (MUS) 103 (1)  
GUITAR ENSEMBLE (3 LAB.)  
Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit.

MUSIC (MUS) 104 (3)  
MUSIC APPRECIATION (3 LEC.)  
The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed.

MUSIC (MUS) 105 (1)  
ITALIAN DICT1ON (2 LAB.)  
The phonetic sounds of the Italian language are studied. Included is a selected vocabulary. This course is primarily for voice majors.

MUSIC (MUS) 106 (1)  
FRENCH DICTION (2 LAB.)  
The phonetic sounds of the French language are studied. Included is a selected vocabulary. This course is primarily for voice majors.

MUSIC (MUS) 107 (1)  
GERMAN DICTION (2 LAB.)  
The phonetic sounds of the German language are studied. Included is a selected vocabulary. This course is primarily for voice majors.

MUSIC (MUS) 108 (1)  
ENGLISH DICTION (2 LAB.)  
The phonetic sounds of the English language are studied. Included is a selected vocabulary. This course is primarily for voice majors.

MUSIC (MUS) 110 (3)  
MUSIC LITERATURE (3 LEC.)  
The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance and Baroque eras.

MUSIC (MUS) 111 (3)  
MUSIC LITERATURE (3 LEC.)  
Prerequisite: Music 110. This course is a continuation of Music 110. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods.

MUSIC (MUS) 112 (3)  
GUITAR LITERATURE AND MATERIALS (3 LEC.)  
The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance.

MUSIC (MUS) 113 (3)  
FOUNDATIONS OF MUSIC I (3 LEC.)  
This course focuses on participation and skills for satisfactory performance in singing, playing an instrument, managing, and creating rhythmic responses. The ability to manage notation (music reading) is developed.

MUSIC (MUS) 114 (3)  
FOUNDATIONS IN MUSIC II (3 LEC.)  
Prerequisite: Music 113. This course prepares students with limited music training for Music 101 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music.

MUSIC (MUS) 115 (2)  
JAZZ IMPROVISATION (1 LEC., 2 LAB.)  
The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit.

MUSIC (MUS) 117 (1)  
PIANO CLASS I (2 LAB.)  
This course is primarily for students with no knowledge of piano skills. It develops basic musicianship and piano skills. This course may be repeated for credit.

MUSIC (MUS) 118 (1)  
PIANO CLASS II (2 LAB.)  
The study of piano is continued. Included are techniques, skills, harmonization, transposition, improvisation, accompanying, sight-reading, and performing various styles of repertoire. This course may be repeated for credit.
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.

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.

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.

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.

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.

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.

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.

This course is for non-voice majors. It presents the principles of reading, reading and performing literature for small ensembles. Fee required. Private music may be repeated for credit.

This course may be repeated for credit. 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.

Prerequisite: Consent of instructor. 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.

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.

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.

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.

In the symphonic wind ensemble students study and perform stylistic literature of all periods. This course may be repeated for credit.

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

Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship is also discussed.
MUSIC (MUS) 217 (1)
PIANO CLASS III (2 LAB.)
Prerequisite: Music 118 or the equivalent. This course is a continuation of functional keyboard skills, including harmonization, sightreading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately.

MUSIC (MUS) 218 (1)
PIANO CLASS IV (2 LAB.)
Prerequisite: Music 217 or the equivalent. This course is a continuation of functional keyboard skills in Music 217 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately.

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

MUSIC (MUS) 221-243 (2)
APPLIED MUSIC-CONCENTRATION (1LEC.)
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 sessions a week. Fee required. Private music may be repeated for credit.

MUSIC (MUS) 251-270 (3)
APPLIED MUSIC-MAJOR (1LEC.)
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 sessions a week. Fee required.

NURSING (NUR) 141 (7)
NURSING I (4 LEC., 11 LAB.)
Prerequisites: Admission to the program and "C" grade in Biology 120 or 221. "C" grade or concurrent enrollment in Biology 121 or 222, Psychology 105 and English 101. Nursing I is the basic course in nursing which serves as a foundation on which other nursing courses will build and expand. Included are introduction to nursing as a profession, the nursing process, communication, health teaching, and basic technical skills. Based on an integrated approach, concepts of health, illness, growth and development, basic human needs, the family, stress, pain management, and the care of all age groups. Selected clinical experiences will enable the student to begin to assess patients, plan, implement and evaluate nursing care for all age groups. A system of measurements competency is a required component of the pharmacology introduction. Laboratory fee.

NURSING (NUR) 142 (7)
NURSING II (4 LEC., 11 LAB.)
Prerequisites: Minimum of "C" grade in Nursing 141, Biology 120 or 221, Biology 121 or 222, Psychology 105 and English 101. Minimum of "C" grade or concurrent enrollment in Microbiology 216, Psychology 201 and English 102. The course focuses on pharmacology application competency is a required component of this course. Laboratory fee.

NURSING (NUR) 240 (4)
NURSING IV (7 LEC., 15 LAB.)
Prerequisites: Minimum of "C" grade in Nursing 141, Biology 120, or Biology 221, Biology 121, or Biology 222, Microbiology 216, Psychology 105, 201, and English 101. Minimum of "C" grade in Nursing 250 and minimum of "C" grade in Sociology 101 is required for the January admission curriculum plan. This course emphasizes application of the nursing process to the care of the postpartum patient, patients experiencing crisis, and patients exhibiting severely impaired behavior. Selected clinical experiences include a psychiatric rotation. Nursing 250 precedes Nursing 240 in the January admission curriculum plan Laboratory fee.

NURSING (NUR) 250 (9)
NURSING V (5 LEC., 12 LAB.)
Prerequisites: "C" grade in Nursing 141, 142, 240, 250, Biology 120 or 221, or 121 or 222, Microbiology 216, Psychology 105, 201 and English 101, 102, and Sociology 101. Credit or concurrent enrollment in elective courses. Nursing V emphasizes a conceptual approach to care of patients in all age groups with complex health care needs pertaining to immobility, problems of moderately impaired oxygen exchange, immune response, and elimination. Selected clinical experiences focus on application of the nursing process with emphasis on priority setting. A pharmacology application competency is a required component of this course. Laboratory fee.

NURSING (NUR) 255 (9)
NURSING VI (5 LEC., 12 LAB.)
Prerequisites: "C" grade in Nursing 141, 142, 240, 250, Biology 120 or 221, 121 or 222, Microbiology 216, Psychology 105, 201, English 101, 102, and Sociology 101. Credit or concurrent enrollment in elective courses. Nursing VI emphasizes a conceptual approach to care of patients in all age groups with problems of sensory deprivation and overload, severely impaired oxygen exchange, and severe fluid and electrolyte imbalance. The role of transition process and current issues affecting the practice of nursing are explored. Selected clinical experiences focus on continued application of the nursing process to a group of patients, stressing independent decision-making. A pharmacology application competency is a required component of this course. Laboratory fee.

OFFICE CAREERS (OFC) 103 (4)
SPEEDWRITING THEORY (3 LEC., 2 LAB.)
Prerequisite: Credit or concurrent enrollment in Office Careers 172 or one year of Typing. The principles of speedwriting are introduced. Included is the development of the ability to read, write and transcribe speedwriting notes. Basic spelling, grammar and punctuation rules are reviewed.

OFFICE CAREERS (OFC) 104 (3)
SPEEDWRITING DICTATION AND TRANSCRIPTION (3 LEC.)
Prerequisite: Office Career 103, Office Careers 172, or one year of Typing. Principles of speedwriting are applied to build dictation speed and transcription rate. Special attention is given to the review of grammar, spelling and punctuation rules.

OFFICE CAREERS (OFC) 143 (1)
CONTEMPORARY TOPICS IN OFFICE CAREERS (1 LEC.)
Prerequisite: The consent of the instructor. This course emphasizes current topics of interest in office career fields. Realistic solutions to
problems relevant to the needs of industry are presented. This course may be repeated for credit with different emphasis up to six hours.

**OFFICE CAREERS (OFC) 150** (3)
**FILING PRACTICES (2 LEC., 2 LAB.)**
This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies.

**OFFICE CAREERS (OFC) 152** (3)
**INTRODUCTION TO RECORDS MANAGEMENT (3 LEC.)**
A survey course in the policies and principles affecting the creation, protection, circulation, retrieval, preservation and control of business and institutional records. The course includes basic classification systems, history and status of records management, retention and disposition of records, maintenance procedures and career ladders.

**OFFICE CAREERS (OFC) 159** (4)
**BEGINNING SHORTHAND (3 LEC., 2 LAB.)**
Prerequisites: Credit or concurrent enrollment in Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand are introduced. Included is the development of the ability to read, write, and transcribe shorthand outlines. Knowledge of the mechanics of English is also developed. Laboratory fee.

**OFFICE CAREERS (OFC) 160** (3)
**OFFICE CALCULATING MACHINES (3 LEC.)**
This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and fundamentals are reviewed.

**OFFICE CAREERS (OFC) 162** (3)
**OFFICE PROCEDURES (48 CONTACT HOURS)**
Prerequisite: Office Careers 172 or one year of typing in high school. The duties, responsibilities, and personal qualifications of the office worker are emphasized. Topics include filing, reprographics, mail, telephone, financial transactions, and job applications.

**OFFICE CAREERS (OFC) 165** (3)
**INTRODUCTION TO WORD PROCESSING (48 CONTACT HOURS)**
Prerequisite: Office Careers 174 or concurrent enrollment in Office Careers 174. This course introduces word processing and describes its effect on traditional office operations. Word processing terminology and concepts for organizing word

processing centers are studied. Training in the transcription and distribution of business communications is provided. English skills and mechanics are reinforced.

**OFFICE CAREERS (OFC) 166** (4)
**INTERMEDIATE SHORTHAND (3 LEC., 2 LAB.)**
Prerequisites: Office Careers 159 or one year of shorthand in high school, Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand are studied. Emphasis is on problem solving, increasing speed and accuracy in typing shorthand notes, and beginning techniques of transcription skills. Also included are oral reading, speed building, and grammar. Laboratory fee.

**OFFICE CAREERS (OFC) 172** (3)
**BEGINNING TYPING I**
This course is for students with no previous training in typewriting. Fundamental techniques in typewriting are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. Laboratory fee.

**OFFICE CAREERS (OFC) 173** (3)
**INTERMEDIATE TYPING**
Prerequisites: Office Careers 172 or one year of typing in high school. Typing techniques are developed further. Emphasis is on problem solving, increasing speed and accuracy in typing business forms, correspondence, and manuscripts are also covered. Laboratory fee.

**OFFICE CAREERS (OFC) 176** (1)
**BEGINNING TYPING II (1 LEC., 1 LAB.)**
This course is for students with no previous training in typing. The course introduces the typewriter parts. Alpha­ betic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee.

**OFFICE CAREERS (OFC) 177** (1)
**BEGINNING TYPING II (1 LEC.)**
Prerequisite: Office Careers 176. Practical techniques for business correspondence are developed. Memorandums, personal letters, and business letters are covered. Exercises to increase skill are stressed.

**OFFICE CAREERS (OFC) 178** (1)
**BEGINNING TYPING III (2 LAB.)**
Prerequisite: Office Careers 176. The typing of manuscripts and tables is emphasized. Production typing is included, and proper report typing is developed. Exercises to increase skills are also included. Laboratory fee.

**OFFICE CAREERS (OFC) 187** (2)
**INTERMEDIATE SHORTHAND II (2 LEC.)**
Prerequisite: Prior shorthand experience equivalent to office careers 159 or one year in high school. This course is for students who have a basic knowledge of Gregg Shorthand Theory and ability to take dictation at approximately 50 words per minute. The course is a review of selected shorthand phrases, brief forms, word families, and shorthand beginnings and endings. Included are the proper use of basic punctuation, typing format, and simple business letters.

**OFFICE CAREERS (OFC) 188**
**INTERMEDIATE SHORTHAND II (1 LEC.)**
This course is designed for students who have a sound knowledge of Gregg Shorthand Theory and the ability to take dictation at approximately 70-80 words per minute. The course is a review of selected shorthand phrases, brief forms, word families, and word beginnings and endings. The typing of accurate and attractive letters from shorthand notes is emphasized.

**OFFICE CAREERS (OFC) 189**
**INTERMEDIATE SHORTHAND III (2 LEC.)**
This course is designed for students who have a thorough and complete knowledge of Gregg Shorthand Theory and are interested in increasing speed. Special attention is on producing mailable letters within certain time periods. The dictation speed is flexible and depends on student abilities.

**OFFICE CAREERS (OFC) 192**
**OFFICE MACHINES I (1 LEC.)**
Business mathematical skills needed to operate office machines are reviewed. Ten-key touch development is introduced. Speed development is incorporated with accuracy requirements.

**OFFICE CAREERS (OFC) 193**
**OFFICE MACHINES II (1 LEC.)**
Prerequisite: Office Careers 192. This course covers extensive training on the basic office machines. Speed development and business applications are included.

**OFFICE CAREERS (OFC) 194**
**OFFICE MACHINES III (1 LEC.)**
Prerequisite: Office Careers 192. Extensive training on basic office machines is continued. Speed development and business applications are stressed.
includes a study of letter forms, the mechanics of writing and the composition of various types of communications. A critical analysis of the appearance and content of representative business correspondence is made.

**OFFICE CAREERS (OFC) 250 (3)**
**RECORDS CONTROL (3 LEC)**
Prerequisite: Office Careers 152. This course includes a comprehensive study and application of the knowledge and skills involved in the control of records and record systems. The course includes the control procedures for the management of routine and unique correspondence, directives, proposals, reports and forms, inventory, scheduling, vital records control, records storage centers, and archives.

**OFFICE CAREERS (OFC) 252 (3)**
**MICROGRAPHICS (3 LEC)**
Prerequisite: Office Careers 152. Microform (microfilm, microfiche, jacket, aperture card and COM) selection, recording, retrieval, and reproduction and technologies in an information system are studied. Special emphasis is on micrographic systems, system design, and micrographic standards.

**OFFICE CAREERS (OFC) 255 (3)**
**OFFICE MANAGEMENT (48 CONTACT HOURS)**
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.

**OFFICE CAREERS (OFC) 256 (3)**
**WORD PROCESSING PRACTICES AND PROCEDURES (48 CONTACT HOURS)**
Prerequisite: Office Careers 165. This course concerns translating ideas into words, putting those words on paper, and turning that paper into communication. Emphasis is on training in composing and dictating business communications. Teamwork skills, priorities, scheduling, and procedures are included. Researching, storing, and retrieving documents, and managing word processing systems are also covered. Transcribing and magnetic keyboarding skills are developed. Typing skills and English mechanics are reinforced.

**OFFICE CAREERS (OFC) 266 (4)**
**ADVANCED SHORTHAND (3 LEC, 2 LAB)**
Prerequisites: Office Careers 166 or two years of shorthand in high school, Office Careers 174 or two years of typing in high school.

Emphasis is on building dictation speed. Producing legible, typed transcriptions under timed conditions is also stressed. Vocabulary and extensive production work capabilities are developed. Laboratory fee.

**OFFICE CAREERS (OFC) 273 (2)**
**ADVANCED TYING APPLICATIONS (1 LEC, 2 LAB)**
Decision-making and production of all types of business materials under time conditions are emphasized. A continuation of skill development and review of typing techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee.

**OFFICE CAREERS (OFC) 275 (3)**
**SECRETARIAL PROCEDURES (48 CONTACT HOURS)**
Prerequisites: Credit or concurrent enrollment in Office Careers 174, credit or concurrent enrollment in either Office Careers 166 or Office Careers 265. Emphasis is on initiative, creative thinking, and follow-through. Topics include in-basket exercises, decision-making problems, and use of shorthand and transcription skills. Public and personal relations, supervisory principles, business ethics, and the organizing of time and work are also covered.

**OFFICE CAREERS (OFC) 803, 813 (See Cooperative Work Experience)**
**OFFICE CAREERS (OFC) 804, 814 (See Cooperative Work Experience)**

**PHILOSOPHY (PHI) 102 (3)**
**INTRODUCTION TO PHILOSOPHY (3 LEC)**
The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions.

**PHILOSOPHY (PHI) 105 (3)**
**LOGIC (3 LEC)**
The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed.

**PHILOSOPHY (PHI) 202 (3)**
**INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY (3 LEC)**
The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility.

**PHILOSOPHY (PHI) 203 (3)**
**ETHICS (3 LEC)**
The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life.

**PHILOSOPHY (PHI) 207 (3)**
**HISTORY OF ANCIENT PHILOSOPHY (3 LEC)**
The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle. Stoicism, Epicureanism, and Scholasticism are considered.

**PHILOSOPHY (PHI) 208 (3)**
**HISTORY OF MODERN PHILOSOPHY (3 LEC)**
The history of philosophy from the Renaissance through the 19th century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th century philosophies. The historical relationship between these schools of thought is explored.

**PHILOSOPHY (PHI) 210 (3)**
**STUDIES IN PHILOSOPHY (3 LEC)**
Prerequisite: 3 hours of philosophy and the consent of the instructor. A philosophical problem, movement, or special topic is studied. The course topic changes each semester. This course may be repeated for credit.

**PHOTOGRAPHY (PHO) 110 (3)**
**INTRODUCTION TO PHOTOGRAPHY AND PHOTO-JOURNALISM (2 LEC, 4 LAB)**
Photography and photo-journalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is studied. Laboratory fee.

**PHOTOGRAPHY (PHO) 111 (3)**
**ADVANCED PHOTOGRAPHY AND PHOTO-JOURNALISM (2 LEC, 4 LAB)**
Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory fee.

**PHOTOGRAPHY (PHO) 120 (4)**
**COMMERCIAL PHOTOGRAPHY (3 LEC, 3 LAB)**
Commercial or contract photography is studied. Field, studio, and darkroom experience for various kinds of photography is discussed. Included are social photography, portrait and studio photography, fashion and theatrical portfolio, publicity photography, and convention photography. The use of natural, stationary, flash, and strobe artificial lights is covered. Laboratory fee.
PHYSICAL EDUCATION (PHO) 121 (4)
COMMERCIAL PHOTOGRAPHY II (3 LEC., 3 LAB.)
This course is a continuation of Photography 120. Publicity photography, architectural photography, interior photography, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges are made with sample clients, employers, studios, and agencies. Laboratory fee.

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

PHYSICAL EDUCATION NON-ACTIVITY COURSES
PEH 101, 108, 109, 110, 144

PHYSICAL EDUCATION (PEH) 100 (1)
LIFETIME SPORTS ACTIVITIES (3 LAB.)
Various lifetime sports are offered. Courses offered may include archery, badminton, bowling, golf, handball, racquetball, softball, swimming, tennis, and other sports. Activities may be offered singularly or in combinations. Instruction is presented at the beginner and advanced-beginner levels. Both men and women participate. This course may be repeated for credit when students select different activities. Laboratory fee.

PHYSICAL EDUCATION (PEH) 101 (3)
FUNDAMENTALS OF HEALTH (3 LEC.)
This course is for students majoring or minoring in physical education or having other specific interests. Personal health and community health are studied. Emphasis is on the causes of mental and physical health and disease transmission and prevention.

PHYSICAL EDUCATION (PEH) 104 (1)
TOUCH FOOTBALL/SOCCER (3 LAB.)
Touch football and soccer are taught and played. Emphasis is on skill development. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 108 (3)
SOCIAL RECREATION (3 LEC.)
The methods and materials for social activities for different age groups are introduced. Planning, organizing, and conducting the activities are included.

PHYSICAL EDUCATION (PEH) 109 (3)
OUTDOOR RECREATION (3 LEC.)
Outdoor recreation and organized camping are studied. Both the development of these activities and present trends are covered.

PHYSICAL EDUCATION (PEH) 110 (3)
COMMUNITY RECREATION (3 LEC.)
This course is primarily for students majoring or minoring in health, physical education, or recreation. The principles, organization, and function of recreation in American society are covered.

PHYSICAL EDUCATION (PEH) 111 (1)
BEGINNING WRESTLING (3 LAB.)
The fundamentals, techniques, rules, and strategy of wrestling are presented. Emphasis is also on spectator appreciation. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 112 (1)
BEGINNING SOFTBALL AND SOCCER (3 LAB.)
Basic softball and soccer skills, rules and strategies are taught. Class tournaments are conducted. 24 class hours are devoted to each activity. Laboratory fee.

PHYSICAL EDUCATION (PEH) 113 (1)
BEGINNING HANDBALL AND RACQUETBALL (3 LAB.)
Basic handball and racquetball skills, rules and strategies are taught and class tournaments are conducted. 24 class hours are devoted to each activity. Laboratory fee.

PHYSICAL EDUCATION (PEH) 114 (1)
BEGINNING BADMINTON (3 LAB.)
The history, rules, and skills of badminton are taught. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 115 (1)
PHYSICAL FITNESS (3 LAB.)
The student's physical condition is included. A program of exercise for life is prescribed. Much of the course work is carried on in the physical performance laboratory. A uniform is required. This course may be repeated for credit. Laboratory fee.

PHYSICAL EDUCATION (PEH) 116 (1)
INTRAMURAL ATHLETICS (3 LAB.)
Intramural competition in a variety of activities is offered for men and women. A uniform is required. This course may be repeated for credit. Laboratory fee.

PHYSICAL EDUCATION (PEH) 117 (1)
BEGINNING ARCHERY (3 LAB.)
Basic skills, rules and strategies of archery are taught. Equipment is furnished. Laboratory fee.

PHYSICAL EDUCATION (PEH) 118 (1)
BEGINNING GOLF (3 LAB.)
Basic skills, rules and strategies of golf are taught. Equipment is furnished. Laboratory fee.

PHYSICAL EDUCATION (PEH) 119 (1)
BEGINNING TENNIS (3 LAB.)
This course is designed for the beginner. Tennis fundamentals are taught and played. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 120 (1)
BEGINNING BOWLING (3 LAB.)
Basic skills, rules and strategy of bowling are taught. All equipment is furnished at an off campus bowling lane. Laboratory fee.

PHYSICAL EDUCATION (PEH) 121 (1)
FOLK DANCE (3 LAB.)
Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee.

PHYSICAL EDUCATION (PEH) 122 (1)
BEGINNING GYMNASTICS (3 LAB.)
Beginning gymnastics is offered. Emphasis is on basic skills in tumbling and in the various apparatus events. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 123 (1)
BEGINNING SWIMMING (2 LAB.)
This course teaches a non-swimmer to survive in the water. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 124 (1)
SOCIAL DANCE (3 LAB.)
This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the reel, square dance, and other dances. Laboratory fee.

PHYSICAL EDUCATION (PEH) 125 (1)
CONDITIONING EXERCISE (3 LAB.)
This course focuses on understanding exercise and its effect on the body. Physical fitness is improved through a variety of conditioning activities. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 126 (1)
AEROBIC DANCE (3 LAB.)
This is a dance class which rhythmically combines dance movement with walking, jogging, and jumping to cause sustained vigorous combination of steps, geared to raise the heart rate to a proper target zone for conditioning purposes. Each routine can be "danced" at different
intensities, depending on the physical condition of each participant. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 127 (1)
BEGINNING BASKETBALL AND VOLLEYBALL (3 LAB.)
Basic basketball and volleyball rules, skills and strategies are taught and class tournaments are conducted. Sections using men's rules and women's rules may be offered separately. 24 class hours will be devoted to each sport. Laboratory fee.

PHYSICAL EDUCATION (PEH) 128 (1)
SOCIAL AND FOLK DANCE (3 LAB.)
Social and folk dance is introduced. Laboratory fee.

PHYSICAL EDUCATION (PEH) 129 (1)
MODERN DANCE (3 LAB.)
This beginning course is designed to emphasize basic dance techniques, including body alignment and placement, floor work, locomotor patterns, and creative movements. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 130 (1)
BEGINNING TUMBLING AND TRAMPOLINE (3 LAB.)
Basic skills and techniques involved in tumbling and trampolining are taught. 24 class hours will be devoted to each activity. Laboratory fee.

PHYSICAL EDUCATION (PEH) 131 (1)
WEIGHT TRAINING AND CONDITIONING (3 LAB.)
Instruction and training in weight training and conditioning techniques are offered. A uniform is required. This course may be repeated for credit. Laboratory fee.

PHYSICAL EDUCATION (PEH) 132 (1)
SELF-DEFENSE (3 LAB.)
Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed.

PHYSICAL EDUCATION (PEH) 134 (1)
OUTDOOR EDUCATION (3 LAB.)
Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee.

PHYSICAL EDUCATION (PEH) 141 (3)
INTRODUCTION TO PHYSICAL EDUCATION (3 LEC.)
This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. NOT AT BHCC.

PHYSICAL EDUCATION (PEH) 147 (3)
SPORTS OFFICIATING I (2 LEC, 2 LAB.)
This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games.

PHYSICAL EDUCATION (PEH) 148 (3)
SPORTS OFFICIATING II (2 LEC, 2 LAB.)
This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games. NOT AT BHCC.

PHYSICAL EDUCATION (PEH) 200 (1)
LIFETIME SPORTS ACTIVITIES I (3 LEC.)
This course is a continuation of Physical Education 100. Students participate in selected activities. Instruction is at the intermediate and intermediate/advanced levels. This course may be repeated for credit. Laboratory fee.

PHYSICAL EDUCATION (PEH) 210 (3)
SPORTS APPRECIATION FOR THE SPECTATOR (3 LEC.)
This course is for students who desire a broader knowledge of major and minor sports. The rules, terminology, and philosophies of many sports are studied. Special emphasis is on football and basketball.

PHYSICAL EDUCATION (PEH) 217 (1)
INTERMEDIATE ARCHERY (3 LAB.)
This course is for the student who has previous experience in archery. Target shooting and field archery are emphasized. The student must furnish equipment. Laboratory fee.

PHYSICAL EDUCATION (PEH) 218 (1)
INTERMEDIATE GOLF (2 LAB.)
Prerequisite: The consent of the instructor. Skills and techniques in golf are developed beyond the "beginner" stage. Green fee paid by student. Laboratory fee.

PHYSICAL EDUCATION (PEH) 219 (1)
INTERMEDIATE TENNIS (3 LAB.)
Prerequisite: The consent of the instructor. Skills and techniques in tennis are developed beyond the "beginner" stage. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 222 (1)
INTERMEDIATE GYMNASTICS (3 LAB.)
Prerequisite: Physical Education 122. Skills and techniques in gymnastics are developed beyond the "beginner" stage. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 223 (1)
INTERMEDIATE SWIMMING (2 LAB.)
Prerequisite: Beginning swim certificate or deep water swimmer. This course advances the swimmer's skills. Stroke analysis, refinement, and endurance are emphasized. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 225 (2)
SKIN AND SCUBA DIVING (1 LEC., 2 LAB.)
Prerequisite: Physical Education 223, or the consent of the instructor. This course includes the use of equipment, safety, physiology, and open water diving. All equipment is supplied except mask, fins, and snorkel. The student may rent needed equipment at the time of registration. Students completing course requirements receive certification as basic scuba divers from the Professional Association of Dive Instructors (PADI) or the National Association of Underwater Instructors (NAUI). Laboratory fee.

PHYSICAL EDUCATION (PEH) 226 (1)
ADVANCED LIFE SAVING (2 LAB.)
Prerequisite: Physical Education 223 or deep water swim ability. This course qualifies students for the Red Cross Advanced Lifesaving Certificate. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH) 232 (1)
INTERMEDIATE SELF DEFENSE (3 LAB.)
Prerequisite: Physical Education 132 or the consent of the instructor. Students will be introduced to intermediate forms of defense and combination of self defense methods. Emphasis is on
practical application of self defense movements. Laboratory fee.

**PHYSICAL EDUCATION (PEH) 233 (1)**
JOGGING FOR FITNESS (3 LAB.)
Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee.

**PHYSICAL EDUCATION (PEH) 234 (2)**
WATER SAFETY INSTRUCTOR (1 LEC., 2 LAB.)
Prerequisite: Current Advanced Life Saving card. The principles and techniques for instructors in water safety and life saving classes are covered. Completion of the course qualifies the student to test for certification by the Red Cross as a water safety instructor. A uniform is required. Laboratory fee.

**PHYSICAL EDUCATION (PEH) 236 (3)**
THE COACHING OF FOOTBALL AND BASKETBALL (2 LEC., 2 LAB.)
The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques.

**PHYSICAL EDUCATION (PEH) 238 (2)**
AQUATICS (1 LEC., 2 LAB.)
The techniques and procedures of selected water-related activities are studied. The use of the activities in recreation programs is included. Pool management, staff training, safety, and supervision of aquatics are also included.

**PHYSICAL EDUCATION (PEH) 257 (3)**
ADVANCED FIRST AID AND EMERGENCY CARE (3 LEC.)
The Advanced First Aid and Emergency Care course of the American Red Cross is taught, presenting both theory and practice. Various aspects of safety education also are included.

**PHYSICAL SCIENCE (PSC) 118 (4)**
PHYSICAL SCIENCE (3 LEC., 3 LAB.)
This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. Three basic sciences are related to the physical world at an introductory level. Laboratory fee.

**PHYSICAL SCIENCE (PSC) 119 (4)**
PHYSICAL SCIENCE (3 LEC., 3 LAB.)
This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. Laboratory fee.

**PHYSICS (PHY) 110 (4)**
INTRODUCTORY PHOTOGRAPHIC SCIENCE (3 LEC., 3 LAB.)
Prerequisites: Photography 110, Art 113, or the consent of the instructor, and access to a camera with variable speed and aperture. This course introduces the physical and chemical principles which form the basis for photographic technology. Topics covered include the production of light, its measurement and control, principles of optics and the formation of images, the basic chemistry of black and white and color processes, film structure and characteristics, filter characteristics, lasers, and holography. Laboratory fee.

**PHYSICS (PHY) 111 (4)**
INTRODUCTORY GENERAL PHYSICS (3 LEC., 3 LAB.)
Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, pre-medical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee.

**PHYSICS (PHY) 112 (4)**
INTRODUCTORY GENERAL PHYSICS (3 LEC., 3 LAB.)
Prerequisite: Physics 111. This course is a continuation of Physics 111. Electricity, magnetism, light, and sound are studied. Laboratory fee.

**PHYSICS (PHY) 117 (4)**
CONCEPTS IN PHYSICS (3 LEC., 3 LAB.)
This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of world-wide energy production are examined. Laboratory fee.

**PHYSICS (PHY) 118 (4)**
CONCEPTS IN PHYSICS (3 LEC., 3 LAB.)
This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee.

**PHYSICS (PHY) 131 (4)**
APPLIED PHYSICS (3 LEC., 3 LAB.)
Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. This course is primarily for students in technical programs. The properties of matter, mechanics, and heat are introduced. Emphasis is on uses and problem-solving. Laboratory fee.

**PHYSICS (PHY) 132 (4)**
APPLIED PHYSICS (3 LEC., 3 LAB.)
Prerequisite: Physics 131. This course is a continuation of Physics 131. Concepts of sound, light, electricity, magnetism, and atomic theory are explained. Laboratory fee.

**PHYSICS (PHY) 201 (4)**
GENERAL PHYSICS (3 LEC., 3 LAB.)
Prerequisite: Credit or concurrent enrollment in Mathematics 124. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee.

**PHYSICS (PHY) 202 (4)**
GENERAL PHYSICS (3 LEC., 3 LAB.)
Prerequisite: 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.

**PHYSICS (PHY) 203 (4)**
INTRODUCTION TO MODERN PHYSICS (3 LEC., 3 LAB.)
Prerequisite: Physics 202. The principles of relativity, atomic physics, and nuclear physics are covered. Emphasis is on basic concepts, problem-solving, notation, and units. Laboratory fee.

**PSYCHOLOGY (PSY) 103 (3)**
HUMAN SEXUALITY (3 LEC.)
Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include the psychological, and sociological aspects of human sexuality.

**PSYCHOLOGY (PSY) 105 (3)**
INTRODUCTION TO PSYCHOLOGY (3 LEC.)
Principles of human behavior and problems of human experience are presented. Topics include heredity and environment, the nervous system, motivation, learning, emotions, thinking, and intelligence. (This course is offered on campus and may be offered via television.)

**PSYCHOLOGY (PSY) 131 (3)**
HUMAN RELATIONS (3 LEC.)
Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement.
PSYCHOLOGY (PSY) 201 (3)
DEVELOPMENTAL PSYCHOLOGY (3 LEC.)
Prerequisite: Psychology 105. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (This course is offered on campus and may be offered via television.)

PSYCHOLOGY (PSY) 202 (3)
APPLIED PSYCHOLOGY (3 LEC.)
Prerequisite: Psychology 105. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required.

PSYCHOLOGY (PSY) 205 (3)
PSYCHOLOGY OF PERSONALITY (3 LEC.)
Prerequisite: Psychology 105. Important factors of successful human adjustment, such as child-parent relationships, adolescence, anxiety states, defense mechanisms, and psychotherapeutic concepts are considered. Methods of personality measurement are also included.

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

PSYCHOLOGY (PSY) 210 (3)
SELECTED TOPICS IN PSYCHOLOGY (3 LEC.)
Prerequisite: Psychology 105. An elective course designed to deal with specific topics in psychology. Examples of topics might include "adult development," "adolescent psychology," and "behavioral research." Course may be repeated once for credit.

READING (RD) 101 (3)
EFFECTIVE COLLEGE READING (3 LEC.)
Comprehension techniques for reading fiction and non-fiction are presented. Critical reading skills are addressed. Analysis, critique, and evaluation of written material are included. Reading comprehension and flexibility of reading rate are stressed. Advanced learning techniques are developed in reading, note-taking, underlining, concentrating, and reading in specialized academic areas.

READING (RD) 102 (3)
SPEED READING AND LEARNING (3 LEC.)
Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized. Learning and memory skills are also covered.

RELIGION (REL) 101 (3)
RELIGION IN AMERICAN CULTURE (3 LEC.)
This course examines the nature of religion in America. It covers important influences from the past and characteristics of current religious groups and movements. Emphasis is on understanding the role of religion in American life.

RELIGION (REL) 102 (3)
CONTEMPORARY RELIGIOUS PROBLEMS (3 LEC.)
Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying.

RELIGION (REL) 201 (3)
MAJOR WORLD RELIGIONS (3 LEC.)
This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on understanding the role of religion in human life.

RETAIL DISTRIBUTION AND MARKETING (RDM) 201 (3)
FASHION MERCHANDISING (48 CONTACT HOURS)
This course introduces the field of fashion. Emphasis is on its historical development and trends, career opportunities, and merchandising methods.

RETAIL DISTRIBUTION AND MARKETING (RDM) 202 (3)
FASHION DESIGN (48 CONTACT HOURS)
Fashion design is presented. History, color theory, and styling terminology are included. Emphasis is on developing personal style and assembling accessorizes.

RETAIL DISTRIBUTION AND MARKETING (RDM) 203 (3)
(See Cooperative Work Experience)

RETAIL DISTRIBUTION AND MARKETING (RDM) 803 (3)
(See Cooperative Work Experience)

SOCIAL SCIENCE (SS) 131 (3)
AMERICAN CIVILIZATION (3 LEC.)
Theories and institutions of modern society are introduced. Psychological, historical, sociocultural, political, and economic factors are considered. The nature of the human being and the relationships of the individual are examined. Emphasis is on the national, state, and local experiences which affect daily life.

SOCIAL SCIENCES (SS) 132 (3)
AMERICAN CIVILIZATION (3 LEC.)
Prerequisite: Social Science 131. Topics studies are made of the theories and institutions of modern society. Psychological, historical, sociocultural, political, and economic factors are all considered. Emphasis is on analyzing and applying theory to real life experiences.

SOCIOLOGY (SOC) 101 (3)
INTRODUCTION TO SOCIOLOGY (3 LEC.)
This course is a study of the nature of society and the foundations of group life. Topics include institutions, social change, processes, and problems.

SOCIOLOGY (SOC) 102 (3)
SOCIAL PROBLEMS (3 LEC.)
This course is a study of social problems which typically include: crime, poverty, minorities, deviancy, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns.

SOCIOLOGY (SOC) 103 (3)
HUMAN SEXUALITY (3 LEC.)
Students may register for either Psychology 100 or Sociology 100 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality.
SOCIOLOGY (SOC) 203 (3)
MARRIAGE AND FAMILY (3 LEC.)
Prerequisite: Sociology 101 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included.

SOCIOLOGY (SOC) 204 (3)
AMERICAN MINORITIES (3 LEC.)
Prerequisite: Sociology 101 or 6 hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes.

SOCIOLOGY (SOC) 205 (3)
INTRODUCTION TO SOCIAL RESEARCH (3 LEC.)
Prerequisite: Sociology 101, Developmental Mathematics 091, or the equivalent. Principles and procedures in social research are presented. Topics include sources of data, techniques of collection, analysis, and statistical description.

SOCIOLOGY (SOC) 206 (3)
INTRODUCTION TO SOCIAL WORK (3 LEC.)
The development of the field of social work is studied. Topics include the techniques of social work and the requirements for training in social work.

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

SOCIOLOGY (SOC) 209 (3)
SELECTED TOPICS (3 LEC.)
Prerequisite: Sociology 101 or the consent of the instructor. This is an elective course designed to deal with specific topics in sociology. Examples of topics might be: "urban sociology," "women in society," "living with divorce." As the topics change, this course may be repeated once for credit.

SOCIOLOGY (SOC) 210 (3)
FIELD STUDIES IN AMERICAN MINORITIES (3 LEC.)
Prerequisite: Sociology 101 or Sociology 204. Experience is provided in Indian, Black, and Mexican-American community centers. Work is under professional supervision in a task-oriented setting.

SOCIOLOGY (SOC) 231 (3)
URBAN SOCIAL PROBLEMS (3 LEC.)
The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual.

SPANISH (SPA) 101 (4)
BEGINNING SPANISH (3 LEC., 2 LAB.)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee.

SPANISH (SPA) 102 (4)
BEGINNING SPANISH (3 LEC., 2 LAB.)
Prerequisite: Spanish 101 or the equivalent. This course is a continuation of Spanish 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee.

SPANISH (SPA) 201 (3)
INTERMEDIATE SPANISH (3 LEC.)
Prerequisite: Spanish 102 or the equivalent or the consent of the instructor. Emphasis is on improving voice and pronunciation.

SPANISH (SPA) 202 (3)
INTERMEDIATE SPANISH (3 LEC.)
Prerequisite: Spanish 201 or the equivalent. This course is a continuation of Spanish 201. Contemporary literature and composition are studied.

SPANISH (SPA) 203 (3)
INTRODUCTION TO SPANISH LITERATURE (3 LEC.)
Prerequisite: Spanish 202 or the equivalent or the consent of the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature history, culture, art, and civilization.

SPANISH (SPA) 204 (3)
INTRODUCTION TO SPANISH LITERATURE (3 LEC.)
Prerequisite: Spanish 202 or the equivalent or the consent of the instructor. This course is a continuation of Spanish 203. It includes readings in Spanish literature, history, culture, art, and civilization.

SPEECH (SPE) 101 (1)
SPEECH LABORATORY (3 LAB.)
This course focuses on preparing speeches, reading dialogue from literature, and debating propositions. Presentations are made throughout the community. This course may be repeated for credit each semester.

SPEECH (SPE) 105 (3)
FUNDAMENTALS OF PUBLIC SPEAKING (3 LEC.)
Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, and outlining. Emphasis is on giving well prepared speeches.
THEATRE (THE) 102 (3)  
CONTEMPORARY THEATRE (3 LEC.)  
This course is a study of the modern theatre and cinema as art forms. The historical background and traditions of each form are included. Emphasis is on understanding the social, cultural, and aesthetic significance of each form. A number of modern plays are read, and selected films are viewed.

THEATRE (THE) 103 (3)  
STAGECRAFT I (2 LEC. 3 LAB.)  
The technical aspects of play production are studied. Topics include set design and construction, stage lighting, make-up, costuming, and related areas.

THEATRE (THE) 104 (3)  
STAGECRAFT II (2 LEC. 3 LAB.)  
Prerequisite: Theatre 103 or the consent of the instructor. This course is a continuation of Theatre 103. Emphasis is on individual projects in set and lighting design and construction. The technical aspects of play production are explored further.

THEATRE (THE) 105 (3)  
MAKE-UP FOR THE STAGE (3 LEC.)  
The craft of make-up is explored. Both theory and practice are included. Laboratory fee.

THEATRE (THE) 106 (3)  
ACTING I (2 LEC. 3 LAB.)  
The theory of acting and various exercises are presented. Body control, voice, pantomime, interpretation, characterization, and stage movement are included. Both individual and group exercises are used. Specific roles are analyzed and studied for stage presentation.

THEATRE (THE) 107 (3)  
ACTING II (2 LEC. 3 LAB.)  
Prerequisite: Theatre 106 or the consent of the instructor. This course is a continuation of Theatre 106. Emphasis is on complex characterization, ensemble acting, stylized acting, and acting in period plays.

THEATRE (THE) 108 (3)  
MOVEMENT FOR THE STAGE (2 LEC. 3 LAB.)  
Movement is studied as both a pure form and as a part of the theatre arts. It is also presented as a technique to control balance, rhythm, strength, and flexibility. Movement in all the theatrical forms and in the development of characterization is explored. This course may be repeated for credit.

THEATRE (THE) 109 (3)  
VOICE AND ARTICULATION (3 LEC.)  
Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation.

THEATRE (THE) 110 (3)  
HISTORY OF THEATRE I (3 LEC.)  
Theatre is surveyed from its beginning through the 16th century. The theatre is studied in each period as a part of the total culture of the period.

THEATRE (THE) 111 (3)  
HISTORY OF THEATRE II (3 LEC.)  
Theatre is surveyed from the 17th century through the 20th century. The theatre is studied in each as a part of the total culture of the period.

THEATRE (THE) 112 (3)  
BEGINNING DANCE TECHNIQUE IN THEATRE (2 LEC. 3 LAB.)  
Basic movements of the dance are explored. Emphasis is on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movement. Body balance, manipulation of trunk and limbs, and the rhythmic flow of physical energy are developed.

THEATRE (THE) 113 (3)  
INTERMEDIATE DANCE (2 LEC. 3 LAB.)  
Prerequisite: Theatre 112 or the consent of the instructor. Various aspects of dance are surveyed. Topics include the role of dance in the evolution of dance styles, and the jazz style. Emphasis is on the flow of movement, body placement, dynamic intensity, level, focus, and direction.

THEATRE (THE) 115 (2)  
MIME (1 LEC. 2 LAB.)  
Prerequisite: Theatre 106. Mime is studied. Both the expressive significance and techniques of mime are included.

THEATRE (THE) 119 (1)  
DEMONSTRATION LAB (1 LAB.)

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

THEATRE (THE) 201 (3)  
TELEVISION PRODUCTION I (2 LEC. 3 LAB.)  
Station organization, studio operations, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and video-tape recording.

THEATRE (THE) 202 (3)  
TELEVISION PRODUCTION II (2 LEC. 3 LAB.)  
Prerequisite: Theatre 201. This course is a continuation of Theatre 201. Emphasis is on the concept and technique of production in practical situations.
Technical/Occupational Curriculum Patterns
## Dallas County Community College District

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**Programs offered at designated colleges through El Centro College.**

**Second Year courses are offered at the designated colleges through El Centro College.**
ACCOUNTING ASSOCIATE
(Associate Degree)

The Accounting Associate two year program is designed to prepare students 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 Degree in Applied Arts and Sciences 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.

**Core Courses**

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<th>Course</th>
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<td>ACC 202</td>
<td>Principles of Accounting II</td>
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<td>ACC 203</td>
<td>Intermediate Accounting I</td>
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<td>Managerial Accounting</td>
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<td>ACC 238</td>
<td>Cost Accounting or</td>
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<tr>
<td>ACC 239</td>
<td>Income Tax Accounting</td>
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**Required Support Courses**

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<td>Introduction to Business</td>
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<td>BUS 234</td>
<td>Business Law</td>
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<td>COM 131</td>
<td>Applied Composition and Speech or</td>
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<td>ENG 101</td>
<td>Composition and Expository Reading*</td>
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<td>ENG 132</td>
<td>Applied Composition and Speech or</td>
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<tr>
<td>CS 175</td>
<td>Introduction to Computer Science</td>
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<tr>
<td>ECO 201</td>
<td>Principles of Economics I</td>
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<tr>
<td>ECO 202</td>
<td>Principles of Economics II</td>
<td>48</td>
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<tr>
<td>GVT 201</td>
<td>American Government</td>
<td>48</td>
<td>3</td>
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<tr>
<td>MGT 136</td>
<td>Principles of Management</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Mathematics or</td>
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<tr>
<td>MTH 111</td>
<td>Mathematics for Business and Economics</td>
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<td>OFC 160</td>
<td>Office Calculating Machines</td>
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<td>OFC 172</td>
<td>Beginning Typing</td>
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<td>OFC 231</td>
<td>Business Communications</td>
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**Electives**

- A minimum of 9 credit hours must be selected from the following:
  - ACC 205 Business Finance
  - ACC 207 Intermediate Accounting II
  - ACC 238 Cost Accounting
  - ACC 239 Income Tax Accounting
  - ACC 703-713 Cooperative Work Experience
  - ACC 704-714 Cooperative Work Experience
  - BUS 143 Personal Finance
  - BUS 237 Organizational Behavior
  - CS 250 Contemporary Topics in Computer Science
  - CS 251 Special Topics in Computer Science and Data Processing
  - MGT 206 Principles of Marketing
  - PSY 105 Introduction to Psychology or
  - PSY 131 Human Relations
  - SPE 105 Fundamentals of Public Speaking

Any CS or DP Programming course

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

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

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

<table>
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<tr>
<th>CORE COURSES</th>
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<th>CREDIT HOURS</th>
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<tbody>
<tr>
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<tr>
<td>ADV 111 History and Psychology of Visual Communications</td>
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<tr>
<td>ADV 120 Lettering and Layout</td>
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<tr>
<td>ADV 121 Beginning Illustration</td>
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<tr>
<td>ADV 201 Illustration for Reproduction</td>
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<tr>
<td>ADV 202 Advanced Illustration</td>
<td>120</td>
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<tr>
<td>ADV 203 Advanced Graphics Design</td>
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<tr>
<td>ADV 204 Advanced Presentations</td>
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<td>ADV 205 Professional Practices</td>
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<tr>
<td>ADV 703 Cooperative Work Experience or</td>
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<td>ADV 704 Cooperative Work Experience</td>
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<td>ADV 714 Cooperative Work Experience or</td>
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<td>ART 111 Design II</td>
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<td>ART 114 Drawing I</td>
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<td>COM 131 Applied Composition and Speech</td>
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<tr>
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<tr>
<td>HUM 101 Introduction to the Humanities</td>
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<td>MTH 130 Business Mathematics</td>
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<td>PSY 131 Human Relations</td>
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Minimum Hours Required: 63

†Suggested Electives:

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<td>Textiles</td>
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**AUTO BODY TECHNOLOGY**  
**(Associate Degree)**

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

### CORE COURSES

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### REQUIRED SUPPORT COURSES

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### ELECTIVES

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Minimum Hours Required: 62

*Electives - Must be selected from the following:

**AUTO BODY TECHNOLOGY**  
**(Certificate)**

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

### CORE COURSES

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Minimum Hours Required: 45

* Must be enrolled in concurrently (at the same time): AB 111/112, AB 113/114, AB 121/122, AB 123/124, AB 211/212, AB 221/222.
### AUTOMOTIVE PARTS SALES AND SERVICE

**(Associate Degree)**

This program has been developed to provide students with the basic skills needed for entry-level employment in the automotive parts sales and service industry. Students will develop skills through cooperative on-the-job training. All the courses will be presented in an individualized, self-paced format. Successful completion of the program leads to the Associate Degree in Applied Arts and Sciences.

**CORE COURSES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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<tr>
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<td>Auto Parts Safety</td>
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<td>Automotive Equipment, Tools and Accessories</td>
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<td>AP 150</td>
<td>Auto Parts Sales Techniques</td>
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<td>AP 160</td>
<td>Auto Parts Inventory Operations</td>
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<td>AP 170</td>
<td>Auto Vehicle Components</td>
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<tr>
<td>AP 180</td>
<td>Ordering Processing and Analysis</td>
<td>60</td>
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<td>AP 190</td>
<td>Role of the Counterperson</td>
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**REQUIRED SUPPORT COURSES**

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<td>ACC 131</td>
<td>Bookkeeping I or</td>
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<tr>
<td>ACC 201</td>
<td>Principles of Accounting I</td>
<td></td>
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<td>Applied Composition and Speech</td>
<td>48</td>
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<td>Introduction to Computer Science</td>
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<td>GVT 201</td>
<td>American Government</td>
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<td>HUM 101</td>
<td>Introduction to the Humanities</td>
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</tr>
<tr>
<td>MGT 136</td>
<td>Principles of Management</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MGT 153</td>
<td>Small Business Management</td>
<td>48</td>
<td>3</td>
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<tr>
<td>MGT 206</td>
<td>Principles of Marketing</td>
<td>48</td>
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<tr>
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<td>Salesmanship</td>
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<tr>
<td>MTH 130</td>
<td>Business Mathematics</td>
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**ELECTIVE**

Minimum Hours Required: 66

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### AUTOMOTIVE PARTS COUNTER ASSISTANT

**(Certificate)**

This one-year program has been developed to provide students with the basic skills needed for entry-level employment in the automotive parts industry. Students will develop skills through actual experiences in the automotive parts laboratories and through cooperative on-the-job training. All the courses will be presented in an individualized, self-paced format. Students may elect to apply the certificate after completing the technical courses or they may wish to apply the certificate courses toward the Associate Arts and Sciences degree.

**CORE COURSES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AP 100</td>
<td>Orientation to the Auto Parts Industry</td>
<td>60</td>
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<td>Auto Parts Safety</td>
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<tr>
<td>AP 130</td>
<td>Automotive Equipment, Tools and Accessories</td>
<td>60</td>
<td>2</td>
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<tr>
<td>AP 150</td>
<td>Auto Parts Sales Techniques</td>
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<td>Auto Parts Inventory Operations</td>
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<td>AP 170</td>
<td>Auto Vehicle Components</td>
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<td>Ordering Processing and Analysis</td>
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<td>AP 190</td>
<td>Role of the Counterperson</td>
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<td>1</td>
</tr>
<tr>
<td>AP 713</td>
<td>Cooperative Work Experience or</td>
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<td>(4)</td>
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<tr>
<td>AP 803</td>
<td>Cooperative Work Experience</td>
<td>256</td>
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<td>AP 804</td>
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</tr>
<tr>
<td>AP 813</td>
<td>Cooperative Work Experience or</td>
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<tr>
<td>AP 814</td>
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**REQUIRED SUPPORT COURSES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AT 110</td>
<td>Engine Repair I</td>
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<td>COM 131</td>
<td>Applied Composition and Speech</td>
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<td>MGT 153</td>
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**†ELECTIVE**

Minimum Hours Required: 35

†Electives - Must be selected from the following:

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<td>ACC 131</td>
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<td>Introduction to Computer Science</td>
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<td>MGT 136</td>
<td>Principles of Management</td>
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<tr>
<td>MGT 206</td>
<td>Principles of Marketing</td>
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<tr>
<td>MGT 230</td>
<td>Salesmanship</td>
<td>48</td>
<td>3</td>
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</tbody>
</table>
**AUTOMOTIVE TECHNOLOGY**  
(Associate Degree)

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

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>AT 108</td>
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<tr>
<td>AT 118</td>
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**REQUIRED SUPPORT COURSES**

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Minimum Hours Required: 67

†Electives - Must be selected from the following:
- AB 245 Welding for Auto Body | 90 | 3 |
- BUS 105 Introduction to Business | 48 | 3 |
- WE 101 Basic Welding and Cutting Practices | 96 | 3 |
- AT 803 Cooperative Work Experience or | 256 | 3 |
- AT 814 Cooperative Work Experience | (336) | (4) |

‡Electives - Must be selected from the following:
- GVT 201 American Government | 48 | 3 |
- HD 105 Basic Processes of Interpersonal Relationships | 48 | 3 |
- HUM 101 Introduction to the Humanities | 48 | 3 |
- PSY 131 Human Relations | 48 | 3 |

**AUTOMOTIVE TECHNOLOGY**  
(Certificate)

The purpose of this program is to train persons for entry-level positions in the field of Automotive Technology. A certificate is issued upon successful completion of the following listed courses.

<table>
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<th>CORE COURSES</th>
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<th>CREDIT HOURS</th>
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<tr>
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<tr>
<td>AT 110</td>
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<td>AT 714</td>
<td>(336)</td>
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</table>

Minimum Hours Required: 51
CHILD DEVELOPMENT  
(Associate Degree)

The Child Development program offers students an in-depth study of young children from birth to twelve years of age in conjunction with the Parent-Child Study Center that provides students day-to-day involvement with young children. The program is designed to enable students to provide an optimal learning and caring environment for children.

<table>
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<th>CREDIT HOURS</th>
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</thead>
<tbody>
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</table>

Minimum Hours Required: 64

†Electives - Must be selected from the following:

| CD 125 | Infant and Toddler Learning Environments, Activities and Materials** | 80 | 4 |
| CD 127 | Early Childhood Development, 5-12 Years** | 48 | 3 |
| CD 203 | Parents and the Child Caregiver/Teacher** | 48 | 3 |
| CD 209 | Early Childhood Development Special Projects | 48 | 3 |
| CD 238 | Introduction to Administration of Child Care Programs** | 48 | 3 |
| CD 246 | Advanced Administrative Practices for Child Care Facilities** | 48 | 3 |
| CD 253 | Abuse Within the Family | 64 | 3 |
| CD 812 | Cooperative Work Experience or (256) (3) |
| CD 813 | Cooperative Work Experience or (336) (4) |
| CD 814 | Cooperative Work Experience (336) (4) |

* CD 100 and CD 200 - To be taken as one credit-hour courses (30 contact hours each) concurrently with the six (6) required CD courses (**) and two (2) of the following CD electives: CD 125, CD 127, CD 203, CD 238, or CD 246. CD 100 and CD 200 are repeated for four (4) credit hours each, totalling eight (8) credit hours.
CHILD DEVELOPMENT—INFANT-TODDLER OPTION
(Certificate)
This one-year program provides for an in-depth study of infant-toddler growth and development, programs and services.

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>CD 125 Infant and Toddler Learning Environments, Activities and Materials*</td>
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<tr>
<td>CD 135 Introduction to Early Childhood Programs and Services*</td>
<td>80</td>
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</tr>
<tr>
<td>CD 140 Early Childhood Development, 0-3 Years*</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CD 150 Nutrition, Health and Safety of the Young Child*</td>
<td>64</td>
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<tr>
<td>CD 203 Parents and the Child Caregiver/Teacher*</td>
<td>48</td>
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</tr>
<tr>
<td>CD 239 Studies in Child Guidance*</td>
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<tr>
<td>CD 100 Directed Participation in Early Childhood Programs*</td>
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<td>CD 200 Application of Child Development Learning Theories**</td>
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REQUIRED SUPPORT COURSES

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Minimum Hours Required 35

* CD 100 and/or CD 200 - To be taken as one (1) credit-hour courses (30 contact hours each) concurrently with each of the required child development courses as follows: CD 100 with CD 125, CD 135, CD 140; CD 200 with CD 150, CD 239, CD 203.

CHILD DEVELOPMENT—ADMINISTRATIVE OPTION
(Certificate)
This one-year program will provide an opportunity for the student to study administration procedures for child care facilities.

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td>CD 135 Introduction to Early Childhood Programs and Services*</td>
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<td>4</td>
</tr>
<tr>
<td>CD 140 Early Childhood Development, 0-3 Years*</td>
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<td>3</td>
</tr>
<tr>
<td>CD 141 Early Childhood Development, 3-5 Years*</td>
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<tr>
<td>CD 150 Nutrition, Health and Safety of the Young Child*</td>
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<td>3</td>
</tr>
<tr>
<td>CD 238 Introduction to Administration of Child Care Programs*</td>
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</tr>
<tr>
<td>CD 239 Studies in Child Guidance*</td>
<td>64</td>
<td>3</td>
</tr>
<tr>
<td>CD 246 Advanced Administrative Practices for Child Care Facilities*</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CD 100 Directed Participation in Early Childhood Programs*</td>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>CD 200 Application of Child Development Learning Theories**</td>
<td>120</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>25</strong></td>
<td></td>
</tr>
</tbody>
</table>

REQUIRED SUPPORT COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
<th>CREDIT</th>
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</thead>
<tbody>
<tr>
<td>COM 131</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>COM 132</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>HD 106</td>
<td>48</td>
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<tr>
<td>PSY 105</td>
<td>48</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>9</strong></td>
<td></td>
</tr>
</tbody>
</table>

Minimum Hours Required 34

* CD 100 and/or CD 200 - To be taken as one (1) credit-hour courses (30 contact hours each) concurrently with each of the following required child development courses as follows: CD 100 with CD 135, CD 140 or CD 141; and CD 200 with CD 150, CD 238, CD 239, and CD 246. Check with the instructor before enrolling.
### CHILD DEVELOPMENT—SPECIAL CHILD CARE CERTIFICATE *

This certificate program is planned to emphasize the needs of special children and their families.

#### CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 140</td>
<td>Early Childhood Development, 0-3 Years</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CD 141</td>
<td>Early Childhood Development, 3-5 Years</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CD 150</td>
<td>Nutrition, Health and Safety of the Young Child</td>
<td>64</td>
<td>3</td>
</tr>
<tr>
<td>CD 236</td>
<td>The Special Child: Growth and Development</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CD 239</td>
<td>Studies in Child Guidance</td>
<td>64</td>
<td>3</td>
</tr>
<tr>
<td>CD 250</td>
<td>Supportive Services for Exceptional Children</td>
<td>98</td>
<td>3</td>
</tr>
<tr>
<td>CD 251</td>
<td>Learning Programs for Children with Special Needs</td>
<td>98</td>
<td>4</td>
</tr>
<tr>
<td>CD 812</td>
<td>Cooperative Work Experience or Infant Special Needs</td>
<td>176</td>
<td>2</td>
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<tr>
<td>CD 813</td>
<td>Cooperative Work Experience or Early Childhood</td>
<td>(256)</td>
<td>(3)</td>
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<tr>
<td>CD 814</td>
<td>Cooperative Work Experience</td>
<td>(336)</td>
<td>(4)</td>
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#### REQUIRED SUPPORT COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>COM 131</td>
<td>Applied Composition and Speech or</td>
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<tr>
<td>ENG 101</td>
<td>Composition and Expository Reading</td>
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<tr>
<td>HD 106</td>
<td>Personal and Social Growth</td>
<td>48</td>
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#### ELECTIVES

Minimum Hours Required: 3-5

#### ELECTIVES—Must be selected from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 125</td>
<td>Infant and Toddler Learning Environments, Activities and Materials</td>
<td>80</td>
<td>4</td>
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<tr>
<td>CD 203</td>
<td>Parents and the Child Caregiver/Teacher</td>
<td>48</td>
<td>3</td>
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<tr>
<td>CD 209</td>
<td>Early Childhood Development Special Projects</td>
<td>48</td>
<td>3</td>
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<tr>
<td>CD 236</td>
<td>The Special Child: Growth and Development</td>
<td>48</td>
<td>3</td>
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<tr>
<td>CD 238</td>
<td>Introduction to Administration of Child-Care Programs</td>
<td>48</td>
<td>3</td>
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<tr>
<td>CD 246</td>
<td>Advanced Administrative Practices for Child Care Facilities</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CD 250</td>
<td>Supportive Services for Exceptional Children</td>
<td>98</td>
<td>3</td>
</tr>
<tr>
<td>CD 251</td>
<td>Learning Programs for Children with Special Needs</td>
<td>98</td>
<td>3</td>
</tr>
<tr>
<td>CD 253</td>
<td>Abuse Within the Family</td>
<td>64</td>
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<tr>
<td>TPD 141</td>
<td>Beginning Sign Language</td>
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* Before beginning this program, instructor approval is needed.
DATA PROCESSING PROGRAMMER
(Associate Degree)

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

**CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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<tr>
<td>DP 133</td>
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<tr>
<td>DP 136</td>
<td>112</td>
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<td>DP 138</td>
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<td>DP 142</td>
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<tr>
<td>DP 244</td>
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<td>4</td>
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<tr>
<td>DP 232</td>
<td>112</td>
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<td>DP 233</td>
<td>112</td>
<td>4</td>
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<tr>
<td>DP 236</td>
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**REQUIRED SUPPORT COURSES**

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<thead>
<tr>
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<th>Contact Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 201</td>
<td>48</td>
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<tr>
<td>ACC 202</td>
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<td>ACC 203</td>
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<td>ACC 238</td>
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<td>ECO 201</td>
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</tr>
<tr>
<td>ECO 202</td>
<td>48</td>
<td>3</td>
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</table>

**Electives** - Must be selected from the following:

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUS 105</td>
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<td>BUS 234</td>
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<td>3</td>
</tr>
<tr>
<td>BUS 237</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>48</td>
<td>3</td>
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<td>ECO 202</td>
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<td>3</td>
</tr>
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<td>ENG 210</td>
<td>48</td>
<td>3</td>
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<tr>
<td>MGT 136</td>
<td>48</td>
<td>3</td>
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<td>MGT 206</td>
<td>48</td>
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<tr>
<td>MTH 202</td>
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Minimum Hours Required: 62-65
MANAGEMENT CAREERS—MID-MANAGEMENT OPTION
(Associate Degree)

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

CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MGT 154</td>
<td>Management Seminar: Role of Supervision</td>
<td>320</td>
<td>2</td>
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<tr>
<td>MGT 150</td>
<td>Management Training</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MGT 155</td>
<td>Management Seminar: Personnel Management</td>
<td>320</td>
<td>2</td>
</tr>
<tr>
<td>MGT 151</td>
<td>Management Training</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MGT 254</td>
<td>Management Seminar: Organizational Development</td>
<td>320</td>
<td>2</td>
</tr>
<tr>
<td>MGT 250</td>
<td>Management Training</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MGT 255</td>
<td>Management Seminar: Planning Strategy and the Decision Process</td>
<td>320</td>
<td>2</td>
</tr>
<tr>
<td>MGT 251</td>
<td>Management Training</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MGT 136</td>
<td>Principles of Management</td>
<td>48</td>
<td>3</td>
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</table>

REQUIRED SUPPORT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting I*</td>
<td>48</td>
<td>3</td>
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<tr>
<td>BUS 105</td>
<td>Introduction to Business</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>COM 131</td>
<td>Applied Composition and Speech**</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>COM 132</td>
<td>Applied Composition and Speech**</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS 175</td>
<td>Introduction to Computer Science</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Economics I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Economics II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Introduction to the Humanities</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MTH 111</td>
<td>Mathematics for Business and Economics I or</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MTH 112</td>
<td>Mathematics for Business and Economics II or</td>
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<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Mathematics</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131</td>
<td>Human Relations</td>
<td>48</td>
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Minimum Hours Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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</thead>
</table>

Electives - Three (3) credit hours may be selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 137</td>
<td>Principles of Retailing</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MGT 153</td>
<td>Small Business Management</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MGT 212</td>
<td>Special Problems in Business</td>
<td>16</td>
<td>1</td>
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<tr>
<td>MGT 230</td>
<td>Salesmanship</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MGT 233</td>
<td>Advertising and Sales Promotion</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 160</td>
<td>Office Calculating Machines</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 172</td>
<td>Beginning Typing</td>
<td>80</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: One, three (3) credit hour elective is to be selected from any Social Science or Humanities course.

* 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.

** Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the Division Chair. Students must take Speech 105 as an elective when substituting ENG 101 and 102.
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.

### CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 136</td>
<td>Principles of Management</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MGT 206</td>
<td>Principles of Marketing</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MGT 242</td>
<td>Personnel Administration</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting I*</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ACC 202</td>
<td>Principles of Accounting II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BUS 234</td>
<td>Business Law</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BUS 237</td>
<td>Organizational Behavior</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Economics I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Economics II</td>
<td>48</td>
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### REQUIRED SUPPORT COURSES

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUS 105</td>
<td>Introduction to Business</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>COM 131</td>
<td>Applied Composition and Speech*</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>COM 132</td>
<td>Applied Composition and Speech*</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS 175</td>
<td>Introduction to Computer Science</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Introduction to the Humanities</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MTH 111</td>
<td>Mathematics for Business and Economics I or MTH 112</td>
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<tr>
<td>MTH 130</td>
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<td>Business Communications</td>
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<tr>
<td>PSY 131</td>
<td>Human Relations</td>
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</table>

†Electives: 12 hours

Minimum Hours Required: 63

†Electives - Nine (9) credit hours may be selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MGT 137</td>
<td>Principles of Retailing</td>
<td>48</td>
<td>3</td>
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<tr>
<td>MGT 153</td>
<td>Small Business Management</td>
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<tr>
<td>MGT 212</td>
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<td>16</td>
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<tr>
<td>MGT 230</td>
<td>Salesmanship</td>
<td>48</td>
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<tr>
<td>MGT 233</td>
<td>Advertising and Sales Promotion</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 160</td>
<td>Office Calculating Machines</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 172</td>
<td>Beginning Typing</td>
<td>80</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: One, three (3) credit hour elective is to be selected from any Social Science or Humanities course.

* 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.

** Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the Division Chair. Students must take Speech 105 as an elective when substituting ENG 101 and 102.
### MANAGEMENT CAREERS — SALES, MARKETING, AND RETAIL MANAGEMENT OPTION
( Associate Degree)

The Sales, Marketing, and Retail Management option is designed to prepare students for career opportunities in retail management, sales, or marketing. Students specialize in courses in retail management, sales, and marketing. Students also have the opportunity to work in sales, marketing, or retail areas through a sponsoring business firm.

**CORE COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
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<td>MGT 137 Principles of Retailing</td>
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<tr>
<td>MGT 206 Principles of Marketing</td>
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<tr>
<td>MGT 230 Salesmanship</td>
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<tr>
<td>MGT 233 Advertising and Sales Promotion</td>
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<tr>
<td>ACC 201 Principles of Accounting I*</td>
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<td>BUS 105 Introduction to Business</td>
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<tr>
<td>CS 175 Introduction to Computer Science</td>
<td>48</td>
<td>3</td>
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<td>ECO 201 Principles of Economics I</td>
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<tr>
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**REQUIRED SUPPORT COURSES**

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<th>COURSE</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>COM 131 Applied Composition and Speech**</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>COM 132 Applied Composition and Speech**</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202 Principles of Economics II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101 Introduction to the Humanities</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MTH 111 Mathematics for Business and Economics I or II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MTH 112 Mathematics for Business and Economics II or III</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130 Business Mathematics</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131 Human Relations</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>RDM 245 Sales Management</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>RDM 246 Management and Marketing Cases</td>
<td>48</td>
<td>3</td>
</tr>
</tbody>
</table>

†Electives

Minimum Hours Required 63

‡Electives — One, three (3) credit hour course may be selected from the following:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 212 Special Problems in Business</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>OFC 160 Office Calculating Machines</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 172 Beginning Typing</td>
<td>80</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTE:** One, three (3) credit hour elective is to be selected from any Social Science or Humanities course.

*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.

**Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the Division Chair. Students must take Speech 105 as an elective when substituting ENG 101 and 102.

### NURSING
( Associate Degree)

This intensive two-year program is offered at Brookhaven College under the administration and accreditation of the El Centro College, Associate Degree Nursing program. Students apply for admission to Brookhaven College, attend both first and second year classes at El Centro College, which provides this fully accredited program approved by the Board of Nurse Examiners for the State of Texas.

The primary objective of the Associate Degree Nursing program is to prepare individuals to become a registered nurse capable of providing competent bedside care for patients with commonly occurring health problems. Instruction includes classroom, skills laboratory and hospital clinical experience. Students are admitted to the program in the Fall semester of each year.

**PROGRAM/COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREREQUISITE TO PROGRAM ADMISSION</strong>**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 120 Introduction to Human Anatomy and Physiology</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>BIO 212 Anatomy and Physiology</td>
<td>240</td>
<td>7</td>
</tr>
<tr>
<td>BIO 121 Introduction to Human Anatomy and Physiology</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>BIO 222 Anatomy and Physiology II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 Composition and Expository Reading</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105 Introduction to Psychology</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td><strong>SPRING SEMESTER I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 141 Nursing I</td>
<td>240</td>
<td>7</td>
</tr>
<tr>
<td>BIO 216 General Microbiology</td>
<td>112</td>
<td>4</td>
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<tr>
<td>ENG 102 Composition and Literature</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201 Developmental Psycho</td>
<td>48</td>
<td>3</td>
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<tr>
<td><strong>SUMMER SESSION</strong></td>
<td></td>
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<tr>
<td>NUR 240 Nursing II</td>
<td>360</td>
<td>4</td>
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<tr>
<td>NUR 250 Nursing IV</td>
<td>272</td>
<td>9</td>
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<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>48</td>
<td>3</td>
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<tr>
<td><strong>SPRING SEMESTER II</strong></td>
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<tr>
<td>NUR 255 Nursing V</td>
<td>272</td>
<td>9</td>
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<tr>
<td>Elective</td>
<td>48</td>
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</tr>
</tbody>
</table>

Minimum Hours Required 66

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

** A “C” grade is required in all science and general education support courses. These courses may be completed before but not after the semester indicated.
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.

### CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 172</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>OFC 173</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFC 160</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 173</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>OFC 273</td>
<td>(48)</td>
<td>(2)</td>
</tr>
<tr>
<td>OFC 162</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 165</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 231</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 273</td>
<td>48</td>
<td>2</td>
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<tr>
<td>OFC 256</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BUS 237</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### REQUIRED SUPPORT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 131</td>
<td>48</td>
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</tr>
<tr>
<td>COM 132</td>
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<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
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<tr>
<td>MTH 130</td>
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<tr>
<td>ACC 131</td>
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</tr>
<tr>
<td>ACC 201</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MGT 136</td>
<td>48</td>
<td>3</td>
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<tr>
<td>PSY 131</td>
<td>48</td>
<td>3</td>
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<tr>
<td>PSY 105</td>
<td>48</td>
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</tr>
<tr>
<td>CS 175</td>
<td>48</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives** — Must be taken from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 132</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ACC 202</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BUS 143</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BUS 234</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BUS 237</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS 250</td>
<td>48</td>
<td>3</td>
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<tr>
<td>CS 251</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>MGT 136</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MGT 242</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 803/804</td>
<td>16-80</td>
<td>1-4</td>
</tr>
<tr>
<td>OFC 803/804</td>
<td>256-336</td>
<td>3-4</td>
</tr>
</tbody>
</table>

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

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

* OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.
* OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.
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 Degree in Applied Arts and Sciences is awarded for successful completion.

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>†OFC 172</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>†OFC 173</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>†OFC 273</td>
<td>(48)</td>
<td>(2)</td>
</tr>
<tr>
<td>†OFC 159</td>
<td>80</td>
<td>4</td>
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<tr>
<td>†OFC 166</td>
<td>80</td>
<td>4</td>
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<tr>
<td>†OFC 167</td>
<td>(48)</td>
<td>(3)</td>
</tr>
<tr>
<td>†OFC 266</td>
<td>80</td>
<td>4</td>
</tr>
<tr>
<td>†OFC 160</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>†OFC 162</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>†OFC 165</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>†OFC 166</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>†OFC 275</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>†OFC 803</td>
<td>(256)</td>
<td>(3)</td>
</tr>
<tr>
<td>†OFC 804</td>
<td>(336)</td>
<td>(4)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEGAL SECRETARY OPTION ONLY</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 167</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 274</td>
<td>48</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUIRED SUPPORT COURSES</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>†Electives (PROFESSIONAL SECRETARY OPTION ONLY)</td>
<td>6-7</td>
<td></td>
</tr>
<tr>
<td>†Electives — Must be taken from the following:</td>
<td>67</td>
<td></td>
</tr>
<tr>
<td>ACC 132 Bookkeeping II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ACC 202 Principles of Accounting II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BUS 143 Personal Finance</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BUS 234 Business Law</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BUS 237 Organizational Behavior</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS 250 Contemporary Topics in Computer Science</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS 251 Special Topics in Computer Science</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>ECO 201 Principles of Economics I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MGT 136 Principles of Management</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MGT 242 Personnel Administration</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 803/804 Cooperative Work Experience</td>
<td>256-336</td>
<td>3-4</td>
</tr>
<tr>
<td>§SPE 105 Fundamentals of Public Speaking</td>
<td>48</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

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

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

*** OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.
OFFICE CAREERS — RECORDS MANAGEMENT OPTION
(Associate Degree)

This program is designed to train students who wish to enter the ever-growing field of Records Management. Four technical courses will prepare the students to enter a comprehensive records management program in an organization which exerts control over the creation, distribution, retention, utilization, storage, retrieval, protection, preservation, and final disposition of all types of records. An Associate Degree in Applied Arts and Sciences is awarded for successful completion.

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>OFC 172 Beginning Typing</em>* or Intermediate Typing</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>OFC 173 Intermediate Typing or Advanced Typing Applications</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>OFC 273 Advanced Typing Applications or Advanced Typing Applications</td>
<td>(48)</td>
<td>(2)</td>
</tr>
<tr>
<td>OFC 150 Filing Practices</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 152 Introduction to Records Management</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 160 Office Calculating Machines*</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 162 Office Procedures</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 165 Introduction to Word Processing</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 265 Word Processing Practices and Procedures</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 231 Business Communications</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 250 Records Control</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 252 Micrographics</td>
<td>48</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum Hours Required: 34-35

REQUIRED SUPPORT COURSES

| §COM 131 | Applied Composition and Speech | 48 | 3 |
| §COM 132 | Applied Composition and Speech | 48 | 3 |
| BUS 105 | Introduction to Business | 48 | 3 |
| MTH 130 | Business Mathematics | 48 | 3 |
| ACC 131 | Bookkeeping I or Bookkeeping II | 48 | 3 |
| ACC 201 | Principles of Accounting I or Principles of Accounting II | 48 | 3 |
| HUM 101 | Introduction to the Humanities | 48 | 3 |
| PSY 131 | Human Relations or Psychology | 48 | 3 |
| PSY 105 | Introduction to Psychology | 48 | 3 |
| CS 175 | Introduction to Computer Science | 48 | 3 |

Minimum Hours Required: 64

†Electives — Must be taken from the following:

| ACC 132 | Bookkeeping II | 48 | 3 |
| ACC 202 | Principles of Accounting II | 48 | 3 |
| BUS 143 | Personal Finance | 48 | 3 |
| BUS 234 | Business Law | 48 | 3 |
| BUS 237 | Organizational Behavior | 48 | 3 |

Minimum Hours Required: 15

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.

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th>CONTACT HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>OFC 172 Beginning Typing</em>*</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>OFC 160 Office Calculating Machines*</td>
<td>48</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum Hours Required: 14

REQUIRED SUPPORT COURSES

| COM 131 | Applied Composition and Speech | 48 | 3 |
| BUS 105 | Introduction to Business | 48 | 3 |
| MTH 130 | Business Mathematics | 48 | 3 |
| ACC 131 | Bookkeeping I | 48 | 3 |
| CS 175 | Introduction to Computer Science | 48 | 3 |
| PSY 105 | Introduction to Psychology | 48 | 3 |

Minimum Hours Required: 35
# OFFICE CAREERS—GENERAL OFFICE
## (Certificate—Accounting Emphasis)

### CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>†OFC 172 Beginning Typing**</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>OFC 160 Office Calculating Machines*</td>
<td>48</td>
<td>3</td>
</tr>
</tbody>
</table>

### REQUIRED SUPPORT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 131 Applied Composition and Speech</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105 Introduction to Business</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130 Business Mathematics</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ACC 131 Bookkeeping I or #ACC 132 Principles of Accounting I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS 175 Introduction to Computer Science</td>
<td>48</td>
<td>3</td>
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</tbody>
</table>

†Electives - Must be taken from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 132 Bookkeeping II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201 Principles of Accounting I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BUS 234 Business Law</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>COM 132 Applied Composition and Speech</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS 250 Contemporary Topics in Computer Science</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MGT 136 Principles of Management</td>
<td>48</td>
<td>3</td>
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<tr>
<td>OFC 103 Speedwriting Theory</td>
<td>80</td>
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<tr>
<td>OFC 104 Speedwriting Dictation</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 159 Beginning Shorthand</td>
<td>80</td>
<td>4</td>
</tr>
<tr>
<td>OFC 162 Office Procedures</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 165 Introduction to Word Processing</td>
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<tr>
<td>OFC 166 Intermediate Shorthand***</td>
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<td>OFC 173 Intermediate Typing</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>OFC 231 Business Communications</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 273 Advanced Typing Applications</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>OFC 275 Secretarial Procedures</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>OFC 803 Cooperative Work Experience or OFC 804 Cooperative Work Experience</td>
<td>256</td>
<td>3</td>
</tr>
<tr>
<td>OFC 804 Cooperative Work Experience</td>
<td>(336) (4)</td>
<td></td>
</tr>
</tbody>
</table>

†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.

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

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

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

Maximum Hours Required: 18
RETAIL DISTRIBUTION AND MARKETING—FASHION MARKETING
( Associate Degree )

This two-year program is designed to prepare students for career opportunities in fashion marketing. Upon completion of the program, the student will receive an Associate Degree in Applied Arts and Sciences. Credit can be earned for on-the-job experience.

CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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<td>RDM 291</td>
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REQUIRED SUPPORT COURSES

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<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
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<tbody>
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<td>ACC 201</td>
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<td>BUS 105</td>
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<td>COM 132</td>
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<td>ECO 201</td>
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ELECTIVES

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<td>RDM 246</td>
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</table>

Minimum Hours Required

66
RECIPIROCAL 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:

<table>
<thead>
<tr>
<th>Program</th>
<th>Campus</th>
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<tbody>
<tr>
<td>Advertising Art</td>
<td>BHC</td>
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<tr>
<td>Animal Medical Technology</td>
<td>CVC</td>
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<tr>
<td>Apparel Design</td>
<td>ECC</td>
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<tr>
<td>Aviation Technology</td>
<td>MVC</td>
</tr>
<tr>
<td>Air Cargo</td>
<td>NLC</td>
</tr>
<tr>
<td>Air Traffic Control</td>
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<tr>
<td>Aircraft Dispatcher</td>
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<tr>
<td>Airline Marketing</td>
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<tr>
<td>Career Pilot</td>
<td>MVC</td>
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<tr>
<td>Fixed Base Operations</td>
<td>MVC</td>
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<tr>
<td>Avionics</td>
<td>MVC</td>
</tr>
<tr>
<td>Automotive Parts</td>
<td>NW</td>
</tr>
<tr>
<td>Automotive Machinist</td>
<td>EW</td>
</tr>
<tr>
<td>Building Trades</td>
<td>NW</td>
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<tr>
<td>Carpentry</td>
<td>NW</td>
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<tr>
<td>Electrical</td>
<td>NW</td>
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<tr>
<td>Commercial Design &amp; Advertising</td>
<td>CVC</td>
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<tr>
<td>Commercial Music</td>
<td>CVC</td>
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<tr>
<td>Construction Management</td>
<td>RLC</td>
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<tr>
<td>Diesel Mechanics</td>
<td>NLC</td>
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<tr>
<td>Distribution Technology</td>
<td>RLC</td>
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<tr>
<td>Engineering Technology</td>
<td>RLC</td>
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<tr>
<td>Food Service Operations</td>
<td>ECC</td>
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<td>Graphic Communications</td>
<td>EFC</td>
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<tr>
<td>Horology</td>
<td>MVC</td>
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<tr>
<td>Hotel/Motel Operations</td>
<td>ECC</td>
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<tr>
<td>Human Services</td>
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<td>Interior Design</td>
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<td>Motorcycle Mechanics</td>
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<td>Optical Technology</td>
<td>NLC</td>
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<td>Outboard Marine Engine Mechanics</td>
<td>CVC</td>
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<tr>
<td>Pattern Design</td>
<td>ECC</td>
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<tr>
<td>Purchasing Management</td>
<td>EFC, NLC</td>
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<tr>
<td>Retail Management</td>
<td>BHC, CVC</td>
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<tr>
<td>Solar Energy Technology</td>
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<tr>
<td>Vocational Nursing</td>
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TCJC PROGRAMS
The following programs offered by Tarrant County Junior College may be taken by Dallas County residents at in-county tuition rates:

<table>
<thead>
<tr>
<th>Program</th>
<th>Campus*</th>
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<tbody>
<tr>
<td>Agribusiness</td>
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<tr>
<td>Cast Metals Technology</td>
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<tr>
<td>Civil/Construction Technology</td>
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</tr>
<tr>
<td>Dental Hygiene</td>
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<tr>
<td>Emergency Medical Technology</td>
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<tr>
<td>Industrial Supervision</td>
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<tr>
<td>Long Term</td>
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<tr>
<td>Health Care Administration</td>
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<tr>
<td>Media Technology</td>
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<tr>
<td>Medical Records Technology</td>
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<tr>
<td>Nondestructive Evaluation Technology</td>
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</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>NE</td>
</tr>
<tr>
<td>Property Tax Appraisal</td>
<td>NE</td>
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<tr>
<td>Radio-TV Repair</td>
<td>NE</td>
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</tbody>
</table>

*NE — Northeast Campus, NW — Northwest Campus, S — South Campus.
Faculty/ Administrative Staff
BROOKHAVEN FACULTY AND STAFF

Alders, Johnyce ........................................... Counselor/Instructor Human Development

Okahoma State Univ., B.S., M.A.

Attner, Raymond E., Jr.  ....................................... Business

California State Univ. at Long Beach, B.S.; Northeast Louisiana Univ., M.B.A.

Austin, Robert R. ............................................. Music

North Texas State Univ., B.Mus., M.Mus., Boston Univ., M.Ed.

Babb, Joy Ellen .................................................. Chairperson, Communications

North Texas State Univ., B.S., M.Ed., Ed.D.

Barnes, Lee .................................................... Director, Physical Plant

Louisiana State University, B.S.

Benner, Marcia Rea ......................................... Mathematics

Michigan State Univ., B.S., M.A., Georgia State Univ., Ed.S., Ph.D.

Brumbaugh, Mary A. ........................................... Resource Consultant

Mary Hardin-Baylor Collage, B.A.; North Texas State Univ., M.A., Ph.D.

Burton, Sharon LaVerne ..................................... Office Occupations

Lamar Univ., B.B.A.; North Texas State Univ., M.B.E.

Butler, Rodney, H. ................................... Music

California State Univ., B.A.: Univ. of California at Santa Barbara, M.A., Ph.D.

Caffee, Claude ............................................. Counselor/Instructor, Human Development

East Texas State University, B.S., M.E., Ed.D.

Cain, Carol L. .................................................. Reading/Learning Disabilities

Mount Mary College, B.S.; Northern State College, M.S.

Clements, Kathleen ........................................... Psychology

The Univ. of Texas at Austin, B.A., M.Ed., Ph.D.

Cox, Beverly Anne .......................................... Director of Library Services

Oklahoma State Univ., B.S.; Univ. of Oklahoma, M.L.S.

Crawford, Carrie ........................................... Assistant Director of Student Development

Univ. of Texas at Austin, B.A.

Dee, Cristina .................................................. A.D. Nursing

Sanco Toms Univ., B.S.N.; Loyola Univ., M.Ed.

Dargie, Larry James ........................................... Chairperson, Science/Math

Indiana Central Univ., A.B., Iowa State Univ., Ph.D.

Denney, Michael A. ........................................... Counselor/Instructor Human Development

North Texas State Univ., B.S.; Southern Methodist Univ., M.A.

Dority, Dorothea ............................................... English

Southwestern Univ., B.A., East Texas State Univ., M.A.

Flowers, Annette L ........................................ Business

Southern Univ., B.S.; North Texas State Univ., M.B.E.

Floyd, Brenda .................................................. Vice President, Business Services

Dallas Baptist College, B.S., North Texas State U., M.S.

Gabryl, Belinda .............................................. Art

Univ. of Texas at Austin, B.F.A., Yale Univ., M.F.A.

Garrett, Naomi .................................................. Director, Health Services

East Texas State Univ., B.S., M.Ed.

Gibbons, H. Eugene ........................................... Chairperson, Social Science/Child Development

Quachita College, B.A.; Oklahoma City Univ., M.A.; The Univ. of Oklahoma, Ph.D.

Grigsby, Linda .................................................. Assistant Dean, Community Service

Abilene Christian University, B.S., M.S.

Hamm, Michael ................................................ Mathematics

Univ. of Texas at Arlington, B.A., M.A.

Herron, Carolyn ............................................... German/English

Souther Methodist Univ., B.A.; Univ. of Colorado, M.A.

Hilton, Maynard ................................................ Mid-Management

North Texas State Univ., B.A., M.S.; Boston Univ., M.Ed.

Horton, Dianne .............................................. Counselor/Instructor, Human Development

Southeastern Louisiana Univ., B.A.; North Texas Univ., M.Ed.

Hoyt, Thomas .................................................. Business

Univ. of Texas, B.B.A., M.B.A.

Hueston, Robert Stewart ..................................... Physical Education

Univ. of Texas at Austin, B.S.; North Texas State Univ., M.Ed.

Jackman, Phillip H. .......................................... Theatre

Nebraska Wesleyan Univ., B.A.; Univ. of Texas at Austin, M.F.A.

Jacobs, Greg ................................................... Counselor/Instructor Human Development

North Texas State Univ., B.A., M.Ed.

Jamieson, Avis T. ............................................... Physical Education

Univ. of Texas at Austin, R.S., M.Frd

Johnson, Barbara ............................................. A.D. Nursing

Texas Woman's Univ., B.S., M.S.

Johnson, Marcia ............................................... Business

Detroit Institute of Technology, B.B.A.; University of Southwestern Louisiana, M.Sc.

Kalady, Mary Lou ............................................... Mid Management

Illinois Institute of Technology, B.S.; Governor's State Univ., M.B.A.

Kasparian, Glenn D. ......................................... Biology

Tufts Univ., B.S.; Univ. of Texas at Dallas, M.S.

Kaufman, Judith ............................................... Advertising Art

Cornell Univ., B.F.A.; Antioch Univ., M.F.A.

Kilinger, Jo-Ann ............................................... Dean of Occupational and Continuing Education

Ohio State Univ., B.S.; Michigan State Univ., M.A.

King, Lou A. ................................................... Director, Student Development

East Texas State Univ., M.F.A.

Kolesar, Marilyn Ann ........................................ Chairperson, Business/Automotive

North Texas State Univ., B.B.A., M.B.E.

Lee, Linda Hope ................................................ Resource Consultant

Fisk Univ., B.A.; American Univ., M.A.

Lichten, Sue ................................................... Assistant Director, Community Services

Bryn Mawr College, B.A.

Link, Stephen William ........................................ Counselor/Instructor, Human Development

State Univ. of New York at Oneonta, B.A.; State Univ. of New York at Albany, M.S., E.D.S., NTSU, Ph.D.

Lina, Hilda L. .................................................. Child Development

Texas Christian Univ., B.A.; North Texas State Univ., M.S.

Little, Robert Douglas ........................................ Government

North Texas State Univ., B.S.; State Univ. of New York at Buffalo, Ed.M.

Lynch, Eileen ................................................... Government

North Texas State Univ., B.A.; M.A.; Ph.D.
Manzer-Ingram, Donna ............................................. Director, Cooperative Education/Placement
Findlay College, B.S.; East Texas State Univ., M.Ed.

Matney, Gary L. .................................................. Associate Dean, Student Support Services
Washburn Univ., B.A.; Southern Illinois Univ., M.S.

McAdams, Charles D. .............................................. Chairperson, Fine/Arts
Memphis State Univ., M.A.; Louisiana State Univ., B.M.Ed.; East Texas State Univ., Ph.D.

McClelland, Sue Annette ........................................... A.D. Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.N.

McCool, Kenneth B. ................................................. Mathematics
Univ. of Texas at Arlington, B.S., North Texas State Univ., M.S., Ph.D.

Mills, Marion ........................................................ Communications
Texas Woman's Univ., B.A., M.A.

Moore, Michael Lee ................................................ Director of Media Services
Kilgore Jr. College, A.A.; East Texas State Univ., B.S., M.S.

Murton, Curtis S. ................................................... President
University of Michigan, B.A., M.A.; Michigan State Univ., Ph.D.

Neal, John F. ........................................................ Journalism
Univ. of Houston, B.A.; Univ. of Texas at Austin, M.A.

Nelson, Eileen ....................................................... French/Spanish
Univ. of Dallas, A.A.; Tulane Univ., M.A.

Nelson, Elizabeth ................................................... A.D. Nursing
St. Olaf College, B.A.; Texas Woman's Univ., M.S.

O'Connor, Terri ..................................................... Director, Public Information
North Texas State Univ., B.S.

Peerman, Edward ..................................................... Automotive
Has attended Eastfield Community College;
Univ. of Texas at Dallas

Pendleton, Julienne K. ............................................. Mathematics
Univ. of Texas at Austin, B.A., M.Ed., Ph.D.

Perez, Julie Marie .................................................... Counselor/Instructor Human Development
North Texas State Univ., B.S., M.Ed.

Perl, Michel A. ...................................................... Business
Texas Christian Univ., B.A.; Wichita State Univ., M.S.

Pickelman, John E. ................................................ Vice President, Instruction
Abilene College, A.B.; Univ. of Missouri at Kansas City, M.A.; Univ. of Texas at Austin, Ph.D.

Prorok, Robert D. ................................................... Automotive
Odessas College, A.A.S.; Tarleton State College, B.S.

Quelin, Jane .......................................................... Dance
San Jose State Univ., B.A.; Univ. of Utah, M.F.A.

Rager, Brenda Marie ................................................ Music
North Texas State Univ., B.A., M.M.

Reese, Steve .......................................................... Automotive
Stephen F. Austin State Univ., B.B.A., M.Ed.

Schuchat, Marjorie ................................................. English
Altohgherty College, B.A.; Wayne State Univ., M.A.;
Texas Woman's Univ., Ph.D.

Schuster, Steve ...................................................... History
Texas Christian Univ., B.A., M.A., Ph.D.; Univ. of Utah, M.S.

Shelp, Phillip R. ..................................................... Biology
Concordia Teachers College, B.S.; Arizona State Univ., M.S.

Shirey, Jack Raymond ............................................. Accounting
North Texas State Univ., B.B.A.; Univ. of Dallas, M.B.A.

Smith, James Patrick ............................................... Chemistry
North Texas State Univ., B.S.; Southern Methodist Univ., M.B.A.; North Texas State Univ., Ph.D.

Stewart, W. Gene .................................................. Mid-Management
Univ. of Arkansas, B.S.E.; Southern Methodist Univ., M.Ed; North Texas State Univ. Ed.D.

Stock, Bob .......................................................... Physical Education
San Jose State College, B.A.; East Texas State Univ., M.S.

Strickland, Eva Lorene ............................................. English
Stephen F. Austin Univ., B.A., M.A.

Sullivan, Joseph R. ................................................ Vice President, Student Services
Holy Cross Seminary, B.A.; Univ. of Wisconsin, M.A.

Sullivan, Marilyn .................................................... Retail Distribution and Marketing
Kansas State Univ., B.S., M.S.

Taylor, Donald Lee ................................................ Art
Louisville School of Art, B.F.A.; Washington Univ., M.F.A.

Thompson, Dona Jean ............................................. Philosophy
North Texas State Univ., B.A.; Texas Christian Univ., M.A.

Thompson, Tommy .................................................. Mathematics
Southern Louisiana Univ., B.S.; Univ. of Texas at Austin, M.A., Ph.D.

Thrash, Mary ........................................................ Reading
Texas Wesleyan College, B.S.; Southern Methodist Univ., M.A.

Todd, Susan .......................................................... Geology
Univ. of Texas at Austin, B.S.; Univ. of Texas at Dallas, M.A.T.

Tulloch, Jacquelyn ................................................ Chairperson, Physical Education/Human Development
Salen College, B.A.; Univ. of Virginia, M.Ed., Ed.D.

Tully, Betty L. ....................................................... Counselor/Instructor Human Development
Our Lady of the Leke College, B.A., M.Ed.; East Texas State Univ., Ed.D.

Varnell, Gayle M. ................................................... A.D. Nursing
Univ. of Texas, B.S.N., M.S.N.

Venza, Stephanie .................................................... English
Lamar Univ., B.A.; Univ. of Texas at Austin, M.A.; Univ. of Texas at Arlington, M.A.

Ward, Marilyn ...................................................... History
Univ. of Texas at Austin, B.A.; Southern Methodist Univ., M.A.

Weavers, John D. ................................................... Accounting
Oklahoma State Univ., B.S., North Texas State Univ., M.B.A

Weston, Joan Lavenson ........................................... Sociology
Univ. of Michigan, B.A.; Southern Methodist Univ., M.A.; North Texas State Univ., Ph.D.

Welwand, Janice Carole ............................................ Communications/Speech
Univ. of Illinois, B.A.; Southern Methodist Univ., M.A.

Williams, Gerard .................................................... Automotive
East Texas State Univ., B.S.

Williams, John D. ................................................... Counselor/Instructor Human Development
Louisiana Technical Univ., B.A., M.A.

Wilson, Larry M. ................................................... Associate Dean, Learning Resource Center
East Texas State Univ., B.S., M.Ed.; North Texas State Univ., Ph.D.

Wood, Jane Roberts ................................................ English
Texas Tech Univ., B.A.; Texas Christian Univ., M.A.
Legend

- 20 minute visitor parking
- Handicapped parking
- Motorcycle parking
- Bicycle parking

Brookhaven
College
3939 Valley View Ln.
Farmers Branch, Texas