All blank pages have been removed from this document.
This catalog contains policies, regulations, and procedures in existence at the time this publication went to press. The District Colleges reserve the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable State and Federal regulations. This catalog is for information purposes and does not constitute a contract.

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

The Dallas County Community College District is an equal opportunity institution.
### Summer Sessions, 1986

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

**Second Summer Session**
- July 14: Registration
- July 15: Classes Begin
- July 18: 4th Class Day
- August 7: Last Day to Withdraw with "W"
- August 14: Final Exams
- August 14: Semester Closes

### Fall Semester, 1986
- August 25: Faculty Professional Development
- August 26-28: Registration Period (varies by campus)
- August 29: Faculty Professional Development
- September 1: Labor Day Holiday
- September 2: Classes Begin
- September 5: Friday Only Classes Begin
- September 6: Saturday Classes Begin
- September 15: 12th Class Day
- November 27: Thanksgiving Holidays Begin
- December 1: Classes Resume
- November 6: Last Day to Withdraw with "W"
- December 12: Final Exams for Friday Only Classes
- December 13: Final Exams for Saturday Classes
- December 15-18: Final Exams
- December 18: Semester Closes

### Spring Semester, 1987

**First Summer Session: (Based on 4 day class week)**
- June 5: Registration
- June 9: Classes Begin
- June 12: 4th Class Day
- June 26: Last Day to Withdraw with "W"
- July 10: Final Exams
- July 10: Semester Closes

**Second Summer Session: (Based on 4 day class week)**
- July 14: Registration
- July 15: Classes Begin
- July 18: 4th Class Day
- August 7: Last Day to Withdraw with "W"
- August 14: Final Exams
- August 14: Semester Closes

### Summer Sessions, 1987

**First Summer Session: (Based on 4 day class week)**
- June 4: Registration
- June 8: Classes Begin
- June 11: 4th Class Day
- June 25: Last Day to Withdraw with "W"
- July 9: Final Exams
- July 9: Semester Closes

**Second Summer Session: (Based on 4 day class week)**
- July 13: Registration
- July 15: Classes Begin
- July 21: 4th Class Day
- August 4: Last Day to Withdraw with "W"
- August 18: Final Exams
- August 18: Semester Closes

### EARLY REGISTRATION

Early registration for the 1986 Summer Sessions begins April 7, 1986

Early registration for the 1986 Fall Semester begins April 23, 1986

Early registration for the 1987 Spring Semester begins November 10, 1986

Early registration for the 1987 Summer Sessions begins April 13, 1987

For specific early registration dates and times, please call the El Centro College Admissions office at 746-2311.
Dallas County Community College District
Board of Trustees

Jerry Gilmore
Chairman

Robert Bettis
Vice Chairman

Don Buchholz

J. D. Hall

Kenneth M. Pace

Pattie T. Powell

James W. Smith

R. Jan LeCroy
Chancellor

Dallas County Community College District Administrators

Chancellor ................................................................. R. Jan LeCroy
Vice Chancellor of Business Affairs ............................................ Ted B. Hughes
Vice Chancellor of Educational Affairs ............................................ Jack Stone
Assistant Chancellor of Planning and Development Affairs ..................... Bill Tucker
Assistant to the Chancellor .................................................. Jackie Caswell
Associate Vice Chancellor/Academic Affairs ..................................... Rodger A. Pool
Director of Development .................................................. Carol Shipak
Assistant Chancellor of Planning and Development Affairs ..................... Robert Young
Legal Counsel .............................................................. Nancy Armes
Special Assistant to the Chancellor .............................................. Robb Dean
Director of Business Services .................................................... Ted Martinez
Director of Career & Continuing Education ..................................... Jim Hill
Director of Computer Services .................................................... Pam Quinn
Director of Educational Resources ................................................. Barbara K. Corvey
Director of Personnel Services and Development .................................. Colin Shaw
Director of Planning, Research and Evaluation ..................................... Claudia Robinson
Director of Public Information .................................................. Mavis Williams
Director of Purchasing ................................................................ Bonny Franke-Hill
Director of Resource Development ................................................. Richard McCrary
Director of Student Programs ..................................................... Paul Dumont
Director of Technical Services .....................................................
EL CENTRO COLLEGE

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

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

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

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

The Campus

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

Accreditation

The Southern Association of Colleges and Schools

Institutional Memberships

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

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

EL CENTRO COLLEGE ADMINISTRATION

President ................................................. Ruth Shaw ............................................ 746-2010
Vice President of Instruction .................. Curtis Ivery ............................................ 746-2019
Vice President of Student Development ....... Mike Rooney ........................................... 746-2017
Vice President of Business Services ............ Greg Lewis ............................................ 746-2015
Dean of Career and Continuing Education ....... Ray Witherspoon .................................. 746-2023
Dean of Learning Resources ...................... Ruth Watkins ........................................... 746-2167
Dean of Health Occupations ..................... Kay Eggleston ........................................ 746-2269
Associate Dean, Career and Continuing Education Judy Pouncey .................................. 746-2147
Associate Dean, Allied Health .................. 746-2271
Associate Dean, Nursing .......................... Carol Speyerer ........................................ 746-2269
Director of Admissions and Registrar ......... Robert Bennett ........................................... 746-2311
Director of Business Operations ................ Charlene Lee ............................................ 746-2044
Director of Counseling ............................. Bettie Tully ............................................ 746-2067
Director of Financial Aid ......................... Guadalupe Valdez ....................................... 746-2199
Director of Job Training Center ................. Marshall Holman ........................................... 746-2152
Director of Public Information .................... Janet James ............................................. 746-2037
Director of Physical Plant ......................... Bobby Hunt ............................................. 746-2057
Director of Student Programs and Resources ... Howard Finney ......................................... 746-2137

DIVISION CHAIRPERSONS

Business .................................................. Ron Stimson ........................................... 746-2202
Communications and Math ........................ Georgia Sims ............................................. 746-2247
Fine and Applied Arts .............................. Betty Moran ............................................. 746-2337
Health Occupations .................................. Kay Eggleston ........................................ 746-2269
Physical and Social Sciences ...................... Robert Trotter ........................................... 746-2392
EL CENTRO FACULTY AND STAFF

Alexander, LaVerne E. A.D. Nursing
Tuskegee Institute, B.S.; Texas Woman's Univ., M.S.

Affaro, Felicitas A.D. Nursing
Incarcerate Word College, B.S.; Antioch College, M.Ed.

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

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

Anderson, Eva A.D. Nursing
Baylor Univ., B.S.; Texas Woman's Univ., M.S.

Anderson, Sharon J. Counselor
North Texas State Univ., B.S., M.Ed., Ed.D.

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

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

Barge, Shirley Developmental Mathematics
North Texas State Univ., B.S., Ed.

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

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

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

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

Berryman, Kent Coordinator of Career Planning and Placement
East Texas State Univ., B.S., M.S.

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

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

Bread, Aubrey H. Radiologic Sciences
Parkland School of Radiographic Technology, R.T. (R), A.R.T.T.
Auburn Christian Univ., B.S.

Bryant, Jan A.D. Nursing
Univ. of Texas at Arlington, A.S.; East Texas State Univ., M.S.

Busby, Norm Director, Instructional Development and C.A.I.
Florida State Univ., B.S., M.S.

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

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

Chatman, Blassie Baylor Univ., B.N.; Texas Woman's Univ., M.S.

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

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

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

Collard, Laurie A.D. Nursing and Home Health Aide
Columbia Univ., B.B.S.; Univ. of Texas at Dallas, M.S.

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

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

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

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

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

Deedmon, Christene Clerical Skills
Bishop College, B.S.; East Texas State Univ., M.S.

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

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

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

Dooley, Jessie Vocational Nursing
Baylor Univ., School of Nursing, R.N.

Dyson, Sheila Developmental Studies
Bishop College, B.S

Easter, Glenda Clerical Skills
Dallas Baptist College, B.S.

Ebert, Patricia Dallas Street Academy
North Texas State Univ., B.S.; Texas Woman's Univ., M.Ed.

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

Familglio, John A.D. Nursing
North Lake College, A.A.

Fauley, Carlotta Vocational Nursing
Texas Woman's Univ., R.N.; East Texas State Univ., B.S.

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

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

Fimat, Klar Vocational Nursing
Texas Woman's Univ., B.S., M.S.N.

Fitzgibbon, Suki Coordinator of Instructional Services
Kansas State Univ., B.S., M.S.

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

Flemming, Sonora A.D. Nursing
Fort Hays Kansas State College, B.S.N.; Texas Woman's Univ., M.S.

Flint, Juanita Zapata A.D. Nursing

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

Fugua, Cliff Radiologic Sciences
Parkland School of Radiologic Technology, R.T. (R), A.R.T.T.;
Midwestern Univ., B.S.

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

Gammage, Judie K. Medical Data Processing
Southern Methodist Univ., B.A.; North Texas State Univ., Ph.D.

Garland, W. G. Counselor
East Texas State Univ., B.S., M.S.

Gewertz, Irving A.D. Nursing
Corpus Christi Junior College, Kinesiology;
Texas A&M Univ., B. of Arch., East Texas State Univ., M.S.;
Registered Architect, State of Texas

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

Glenn, Sharon Vocational Nursing
North Texas State Univ., B.S., M.S.

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

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

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

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

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

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

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

Hardin, Carol L. A.D. Nursing
Texas Woman's Univ., B.S., Texas Woman's Univ., M.S.

Hares, David R. Developmental Mathematics
Southwestern Univ., B.A.; East Texas State Univ., M.S.

Harle, Bob A.P.A., State of Texas
Respiratory Therapy
El Centro College, A.A.S.; Univ. of Texas, B.A., C.R.T.T., R.R.T.

Harman, Martha Mathematics
North Texas State Univ., B.A.; Southern Methodist Univ., M.A.

Harvey, James R. Physical Education
Texas A&M Univ., B.B.A., M.B.A., M.S.; Louisiana State Univ., Ph.D.

Henslee, Jimmie J. Business Accounting
East Texas State Univ., B.S., M.Ed.

Hernandez, Julio Auto Mechanics
Waldorf Astoria Hotel Apprenticeship, Certificate

Hitt, Francesc E. Nutrition Dietsics
Auburn Univ., B.S.; Univ. of Alabama, M.S.;
Texas Woman's Univ., Ph.D.

Holman, Marshall Director of Job Training Center
Univ. of Arizona, B.S., M.S.; Oklahoma State Univ., Ed.D.

Holmes, Beverly Director of Library Services
Barnard College, B.A.; Texas Woman's Univ., M.L.S.

Hucks, Louise Vocational Nursing
Columbia Hospital School of Nursing, R.N.

Hunt, Bob A.P.A., State of Texas
Counselor

Ingram, Donna Director of Physical Plant
Univ. of Mary Hardin-Baylor, B.S., M.S.

Irby, Lisa Dallas Street Academy
Univ. of Texas, B.S., M.S.
Steffen, Rosemarie ................................................ A.D. Nursing
Texas Woman's Univ., B.S.N.; Univ. of Texas at Arlington, M.S.
Stiles, Janet ..................................................... Medical Assisting
Little Jolly School of Nursing, R.N.; Univ. of Texas at Arlington, B.S.N.
Stimson, Ronald ........................................... Chairperson, Division of Business
Kent State University, B.S., M.Ed.
Stirman, Nan E. ............................................... Dental Assisting
Board of the American Dental Assistants Assoc., C.D.A.;
East Texas State University, B.S., B.S.A.
Stiles, Janet ..................................................... Medical Assisting
Lille Jolly School of Nursing, R.N.; Univ. of Texas at Arlington, B.S.N.
Stimson, Ronald ........................................... Chairperson, Division of Business
Kent State University, B.S., M.Ed.
Stirman, Nan E. ............................................... Dental Assisting
Board of the American Dental Assistants Assoc., C.D.A.;
East Texas State University, B.S., B.S.A.
Teter, Cynthia ............................................... Developmental Studies
Louisiana Tech. Univ., B.A.; Southern Methodist Univ., M.L.A.
Thomas, Charles Edward .................................. Theater and Humanities
West Texas State Univ., B.A., M.A.; Actor's Equity;
Screen Actor's Guild, American Guild of Variety Artists
Thomas, Joe P. ................................................ Chemistry
Texas Wesleyan College, B.S.; Oklahoma State Univ., M.S.
Thorson, Marcelyn M. ...................................... Apparel Design Coordinator
Pratt Institute, B.S.
Tolentino, Albert E. .......................................... Counselor
New Mexico Highlands Univ., B.A., M.A.
Trammell, Deborah .......................................... A.D. Nursing
Univ. of Virginia, B.S.N.; Univ. of Texas at Arlington, M.S.N.
Trotter, Robert S., Jr. ....................................... Chairperson, Physical and Social Sciences
Univ. of Texas, B.A.; North Texas State Univ., M.Ed., Ed.D.
Tully, Bettie L. ............................................... Director of Counseling
Our Lady of the Lake College, B.A.; M.Ed.; East Texas State Univ., Ed.D.
Valdez, Guadalupe M. ...................................... Director of Financial Aid
St. Mary's Univ., B.A.; Univ. of Texas at San Antonio, M.A.
Varnell, Gayle M. .............................................. A.D. Nursing
Univ. of Texas, B.S.N., M.S.N.
Viveros, Pat .................................................... Radiologic Sciences
Orange Memorial School of Radiologic Technology, R.T. (R), A.R.R.T.
Washington, Stephen ........................................ Dallas Street Academy
Stephen F. Austin, A.S.; Henderson Junior College, A.A.
Watkins, Ruth ............................................... Dean of Learning Resources
California State Univ. at Los Angeles, B.A., M.A.
Wild, Beatrice V.T. .......................................... A.D. Nursing
Dillard Univ., B.S.N.; Texas Woman's Univ., M.S.
Wilson, Doris P. ............................................... Office Careers
Prairie View A&M Univ., B.S.; Teachers College, Columbia Univ., M.A.
Witherspoon, Joseph Ray .................................... Dean of Career and Continuing Education
North Texas State Univ., B.B.A.; Southern Methodist Univ., M.L.A.
Wyman, Charles .............................................. Air Conditioning and Heating
Young, Lee .................................................... Architecture Coordinator and Interior Design
Univ. of Oklahoma, B.Arch., M.B.A.
Young, Lois J. .................................................. Vocational Nursing
Baptist Hospital School of Nursing, R.N.
Zerwekh, JoAnn ............................................. A.D. Nursing
Univ. of Arizona, B.S.N.; Univ. of Texas at Arlington, M.S.N.
Zimmerman, George A. ................................... Data Processing
Fordham Univ., B.S.; Univ. of Texas at Dallas, M.A.S.
I. GENERAL INFORMATION

History of the Dallas County Community College District

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

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

The voters of Dallas County approved the sale of an additional $65 million in bonds in September, 1972. This step provided for expansion of the four existing colleges and the construction of three more colleges. A key part of the expansion program was the remodeling and enlarging of El Centro College, a project completed in 1979. Construction of new facilities resulted in the opening of Cedar Valley College and North Lake College in 1977. Brookhaven College, the final campus in the seven-college master plan, opened in 1978.

District Philosophy And Goals

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

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

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

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

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

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

District Responsibilities

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

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

League for Innovation

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is composed of 19 outstanding community college districts throughout the nation. Its purpose is to encourage innovative experimentation and the continuing development of the community college movement in America. Membership commits the District to research, evaluation, and cooperation with other community college districts. The goal is to serve the community with the best educational program and the fullest use of resources.
Equal Educational And Employment Opportunity Policy
Dallas County Community College District is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, national origin, or disability. The District provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission, recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services, and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Appeals to high administrative authority are considered on the merits of the case.

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

A student may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, information is released upon inquiry. No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without written consent from the student stating the information to be given, except as specified by law.

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

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

II. IMPORTANT TERMS

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

Admission: Formal application and acceptance as a student.

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

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

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

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

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

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

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

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

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

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

Elective: A course chosen by the student that is not required for a certificate or degree.
Flexible-entry course: A course beginning and ending on dates which are different from the regular semester. This is also referred to as "flex-entry" or "short semester registration." Consult the campus class schedule for further information.

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

GPA: Grade Point Average. For further explanation, see catalog section entitled Scholastic Standards, page 11.

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

Grades: See catalog section entitled Scholastic Standards page 11.

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

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

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

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

Performance grade: A grade of A, B, C, D, or F. This does not include the grades of W, I, or WX.

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

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

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

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

Technical/occupational courses: Courses which lead to a certificate or two-year degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be utilized in the job market.

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

Transfer courses: Courses which are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transferability of specific courses. Because a course will transfer does not mean it will apply toward a specific major or degree at a four-year college or university.

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

Withdrawal: The act of officially dropping all courses for which a student is enrolled in a given semester or session. It is the student’s responsibility to withdraw from the course by the appropriate date.

III. ADMISSIONS AND REGISTRATION

General Admissions Policy

The College has an “open door” admissions policy. It insures that all persons who can profit from post-secondary education have an opportunity to enroll. The College requires certain assessment procedures for use in course placement prior to admission to a certificate or degree program, but the assessment is not used to determine admission.

Admission Requirements

Beginning Freshman

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

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

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

c. Persons who do not hold a high school diploma or G.E.D. (but who are 18 years of age or older and whose high school class has graduated) may be admitted by giving evidence of an ability to profit from college instruction. Such admission will be on a probationary basis.
d. High school seniors recommended by their high school principal. The College admits a limited number of students in this category. The students are concurrently enrolled for a maximum of six hours of special study each semester. Students must continue to make normal progress toward high school graduation.

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

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

Non-Credit Students
Students enrolling for non-credit courses apply through the Office of Career and Continuing Education.

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

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

Contact the Admissions Office for information.

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

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

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

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

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

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

Special Fees And Charges
Laboratory Fee: $2 to $8 a semester (per lab).
Physical Education Activity Fee: $5 a semester.
Bowling Class Fee: Student pays cost of lane rental.
Private Music Lesson Fee: $45 for one hour per week (maximum) for one course, $25 for one half hour per week.
Audit Fee: The charge for auditing a course is the same as if the course were taken for credit; except that a student service fee is not charged.

Credit by Examination: A fee will be charged for each examination. This fee can change without prior notice.
### TUITION AND STUDENT SERVICES FEE
#### Fall and Spring Sessions

<table>
<thead>
<tr>
<th>Semester Credit Hour</th>
<th>Dallas County</th>
<th></th>
<th></th>
<th></th>
<th>Out-of-District</th>
<th></th>
<th></th>
<th></th>
<th>Out-of-State or Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuition</td>
<td>Fee</td>
<td>Total</td>
<td></td>
<td>Tuition</td>
<td>Fee</td>
<td>Total</td>
<td></td>
<td>Tuition</td>
</tr>
<tr>
<td>1</td>
<td>$32</td>
<td>$3</td>
<td>$35</td>
<td></td>
<td>$32</td>
<td>$3</td>
<td>$35</td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>2</td>
<td>$32</td>
<td>$3</td>
<td>$35</td>
<td></td>
<td>$32</td>
<td>$3</td>
<td>$35</td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>3</td>
<td>$32</td>
<td>$3</td>
<td>$35</td>
<td></td>
<td>$32</td>
<td>$3</td>
<td>$35</td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>4</td>
<td>$40</td>
<td>$4</td>
<td>$44</td>
<td></td>
<td>$124</td>
<td>$4</td>
<td>$128</td>
<td></td>
<td>$295</td>
</tr>
<tr>
<td>5</td>
<td>$50</td>
<td>$5</td>
<td>$55</td>
<td></td>
<td>$155</td>
<td>$5</td>
<td>$160</td>
<td></td>
<td>$354</td>
</tr>
<tr>
<td>6</td>
<td>$60</td>
<td>$6</td>
<td>$66</td>
<td></td>
<td>$186</td>
<td>$6</td>
<td>$192</td>
<td></td>
<td>$413</td>
</tr>
<tr>
<td>7</td>
<td>$70</td>
<td>$7</td>
<td>$77</td>
<td></td>
<td>$217</td>
<td>$7</td>
<td>$224</td>
<td></td>
<td>$472</td>
</tr>
<tr>
<td>8</td>
<td>$80</td>
<td>$8</td>
<td>$88</td>
<td></td>
<td>$248</td>
<td>$8</td>
<td>$256</td>
<td></td>
<td>$531</td>
</tr>
<tr>
<td>9</td>
<td>$90</td>
<td>$9</td>
<td>$99</td>
<td></td>
<td>$279</td>
<td>$9</td>
<td>$288</td>
<td></td>
<td>$590</td>
</tr>
<tr>
<td>10</td>
<td>$100</td>
<td>$10</td>
<td>$110</td>
<td></td>
<td>$310</td>
<td>$10</td>
<td>$320</td>
<td></td>
<td>$649</td>
</tr>
<tr>
<td>11</td>
<td>$108</td>
<td>$11</td>
<td>$119</td>
<td></td>
<td>$320</td>
<td>$11</td>
<td>$331</td>
<td></td>
<td>$708</td>
</tr>
<tr>
<td>12</td>
<td>$116</td>
<td>$12</td>
<td>$128</td>
<td></td>
<td>$330</td>
<td>$12</td>
<td>$342</td>
<td></td>
<td>$767</td>
</tr>
<tr>
<td>13</td>
<td>$124</td>
<td>$12</td>
<td>$136</td>
<td></td>
<td>$340</td>
<td>$12</td>
<td>$352</td>
<td></td>
<td>$826</td>
</tr>
<tr>
<td>14</td>
<td>$132</td>
<td>$12</td>
<td>$144</td>
<td></td>
<td>$350</td>
<td>$12</td>
<td>$362</td>
<td></td>
<td>$885</td>
</tr>
<tr>
<td>15</td>
<td>$140</td>
<td>$12</td>
<td>$152</td>
<td></td>
<td>$360</td>
<td>$12</td>
<td>$372</td>
<td></td>
<td>$944</td>
</tr>
<tr>
<td>16</td>
<td>$148</td>
<td>$12</td>
<td>$160</td>
<td></td>
<td>$370</td>
<td>$12</td>
<td>$382</td>
<td></td>
<td>$1003</td>
</tr>
<tr>
<td>17</td>
<td>$156</td>
<td>$12</td>
<td>$168</td>
<td></td>
<td>$380</td>
<td>$12</td>
<td>$392</td>
<td></td>
<td>$1062</td>
</tr>
<tr>
<td>18</td>
<td>$164</td>
<td>$12</td>
<td>$176</td>
<td></td>
<td>$390</td>
<td>$12</td>
<td>$402</td>
<td></td>
<td>$1121</td>
</tr>
<tr>
<td>19</td>
<td>$172</td>
<td>$12</td>
<td>$184</td>
<td></td>
<td>$400</td>
<td>$12</td>
<td>$412</td>
<td></td>
<td>$1180</td>
</tr>
<tr>
<td>20</td>
<td>$180</td>
<td>$12</td>
<td>$192</td>
<td></td>
<td>$410</td>
<td>$12</td>
<td>$422</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TUITION Sessions
#### Summer Sessions

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

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.

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.

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

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

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

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

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

1. **Official withdrawal:**
   - Students who officially withdraw from the institution shall have their tuition and mandatory fees refunded according to the following schedule:
     - **Fall and Spring Semesters**
       - Prior to the first class day: 100%
       - During the first five class days: 80%
       - During the second five class days: 70%
       - During the third five class days: 50%
       - During the fourth five class days: 25%
       - After the fourth five class days: NONE
     - **Summer Semesters**
       - Prior to the first class day: 100%
       - During the first, second or third class day: 80%
       - During the fourth, fifth or sixth class day: 50%
       - After the sixth class day: NONE

2. **Official drop of a course or courses:**
   - Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule:
     - **Regular Session**
       - During the first twelve class days: 100%
       - After the twelfth class day: NONE
     - **Summer Session**
       - During the first four class days: 100%
       - After the fourth class day: NONE

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

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

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

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

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

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

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

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

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

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

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

Returned Checks

Checks returned to the Business Office must be paid with cash or a cashier’s check within the time limits prescribed by the notification letter. An additional fee is added for returned checks. If a check for tuition is returned by the bank for any reason, including stop payment, the College Business Office may submit the check to the Justice of the Peace for appropriate legal action and collection. The Vice President of Student Development may also implement disciplinary procedures.

Assessment Procedures

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

Information gained from assessment is used to advise students in the selection of courses which can provide the best possible opportunity for academic success. All entering students are required to go through the assessment process prior to advisement and registration for courses. In some cases, ACT or SAT scores less than five years old may
satisfy the assessment requirement. Entering students should arrange to have such scores sent to the appropriate Admissions Office or bring an official score report to the Admissions Office.

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

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

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

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

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

Transfer Of Credits
Transfer of credit is generally given for all passing work completed at colleges and universities recognized by a national accrediting agency equivalent to the Southern Association Commission on Colleges. The Registrar’s Office evaluates all transfer credit. Transfer students admitted with a grade point deficiency cannot graduate until the deficiency is cleared by earning additional grade points. Credits earned in military service schools or through the U.S. Armed Forces Institute are reviewed by the Registrar and credit granted if applicable.

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

IV. ACADEMIC INFORMATION

Scholastic Standards: Grades And Grade Point Average
Final grades are reported for each student for every course according to the following grading system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not Computed</td>
</tr>
<tr>
<td>WX</td>
<td>Progress; re-enrollment required</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
35 ÷ 12 = 2.93
For repeated courses, only the latest grade earned is included in cumulative grade point averages. Transcripts do, however, indicate all work completed in the District, even if the latest grade is lower than a preceding grade. When a student withdraws from a course being repeated, the cumulative grade point average is calculated by using the immediately preceding grade in the same course.

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

An incomplete grade “I” may be given when an unforeseen emergency prevents a student from completing the work in a course. The “I” must be converted to a performance grade (one with a grade point value) within 90 days after the first day of classes in the subsequent regular semester. If the work is not completed after 90 days, the “I” is converted to a performance grade.

An Incomplete Contract is used to convert an incomplete grade to a performance grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, the student and the division chairperson and submitted with the final grade report. When an Incomplete Contract must be submitted without the student’s signature, the instructor must include a statement indicating that the student is aware of and in agreement with the contract.

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

Acceptable Scholastic Performance
College work is measured in terms of credit hours. The number of credit hours offered for each course is given with the course description.

Acceptable scholastic performance is the maintenance of a grade point average of 2.0 (on a 4.0 scale) or better. Students may not be graduated from any degree or certificate program unless they have a cumulative grade point average of 2.0 or better. Grade points and hours earned in courses numbered 99 and below are included in computing a student’s scholastic standing, but they cannot be used to meet graduation requirements.

Recommended Academic Load
The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. Students must receive permission of the Registrar or the appropriate college official to carry a heavier load. Employed students carrying a full load (12 credit hours or more) should not work more than 20 hours per week. Students working more hours should reduce their academic load proportionately. The recommended load limit for day or evening students who are employed full-time is six credit hours. The recommended load limit in a six-week summer session is six credit hours. A total of 14 credit hours is the maximum that may be earned in any 12-week summer period.

Classification Of Students
Freshman:
A student who has completed fewer than 30 credit hours.
Sophomore:
A student who has completed 30 or more credit hours.
Part-time:
A student carrying fewer than 12 credit hours in a given semester.
Full-time:
A student carrying 12 or more credit hours in a given semester.

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

Instructors are responsible for describing attendance policy and procedures to all students enrolled in their classes. If a student is unable to complete a course (or courses) in which he/she is registered, it is the student’s responsibility to withdraw from the course by the appropriate date. (The date is published in the academic calendar each year.) If the student does not withdraw, he/she will receive a performance grade, usually a grade of “F.”

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 Tx. Educ. Code.
Dropping A Course Or Withdrawing From College
To drop a class or withdraw from the College, students must obtain a drop or withdrawal form and follow the prescribed procedure. Should circumstances prevent a student from appearing in person to withdraw from the College, the student may withdraw by mail or via telephone. Students who drop a class or withdraw from the College before the semester deadline receive a "W" (Withdraw) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar. After that time students receive a performance grade in each course. See "Refund Policy" for possible eligibility for a refund.

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

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

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

Transcripts Of Credit
Upon the written request of a student, the Registrar's Office will send an official transcript to the individual student or to any college or agency named. The transcript may be withheld, however, until the student has settled all obligations with the College.

Degree Requirements
The College confers the Associate in Arts and Sciences Degree upon students who have completed all general specific requirements for graduation. Each degree candidate must earn the last 15 hours as a resident student in the District colleges or accrue 45 hours in residence.

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

The degree must be awarded by the college which offers the program in which the student majored. If two or more schools offer the program, the student is granted the degree where the majority of the hours were taken. Correspondence work must be approved by the Registrar for graduation credit. No more than one-fourth of the work required for any degree or certificate may be taken by correspondence.

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

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

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

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

- English 101, Speech Communication 101, and a math course numbered 100 or above. (9 credit hours)
- English 102 and a sophomore literature course. (6 credit hours)
- Laboratory Science (6-8 credit hours) chosen from Astronomy, Biology, Chemistry, Geology, Physical Science, or Physics.
- Humanities (3 credit hours) to be chosen from Art 104, a foreign language, Humanities 101, Literature, Music 104, Philosophy 102, or Theatre 101.
• Physical Education activity course (1 credit hour).
• Behavioral Science (3 credit hours) to be chosen from Anthropology, Human Development, Psychology, or Sociology.
• History 101-102 (6 credit hours) and Government 201-202 (6 credit hours). Only three credit hours of history and three credit hours of government may be earned through credit by examination.
• Business (3 credit hours) to be chosen from Business, Accounting, Management, Computer Science, or Economics. Cooperative Work Experience courses may not be used to meet Common Learning degree requirements.
• Electives (16-18 credit hours).

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. Courses numbered 99 and below cannot be included to meet degree or certificate requirements. Music 199, Art 199, and Theatre 199 may not be counted toward the 61 hour minimum.

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

**Associate in Applied Arts and Sciences Degree**

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

- English 101 or Communications 131, Speech Communication 101, and a math course numbered 100 or above. (9 credit hours)
- Six to eight credit hours chosen from two of the following clusters:
  - Laboratory Science: Astronomy, Biology, Chemistry, Geology, Physical Science, or Physics.
  - Humanities: Art 104, a foreign language, Humanities 101, Literature, Music 104, Philosophy 102, or Theatre 101.
  - Business: Business, Accounting, Management, Computer Science, or Economics. Cooperative Work Experience courses may not be used to meet Common Learning degree requirements.

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

For some programs, more than 60 credit hours are required. All prescribed requirements for the specific technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Technical/Occupational Programs section of the catalog for a more detailed explanation. A maximum of four physical education activity hours may be counted as credit toward graduation. Courses numbered 99 and below do not meet degree requirements. Music 199, Art 199, and Theatre 199 may not be counted toward the 60 hour minimum.

**Certificate Career Programs**

The requirements for certificates are detailed under specific programs in the Technical/Occupational Programs section of this catalog. A "C" (2.0) grade point average is required. Courses numbered 99 and below do not meet certificate requirements.

**Procedure For Filing Degree And Certificate Plans And For Graduation**

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

An annual graduation ceremony is held at the conclusion of the spring semester. Participation is ceremonial only and confers on a student no rights to a degree. December graduates may participate in the next commencement if they desire and July and August graduates may participate in the spring commencement if they desire, but neither is required to do so. The Registrar's Office should be notified if the student wishes to participate. Instructions for graduation are mailed to all candidates thirty days prior to commencement.

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

**Waiving Of Scholastic Deficiency**

Any student in an academic transfer program may transfer to a career program. In such a case, the student may choose to have any grades below "C" disregarded. However, the procedure for disregarding low grades may only be exercised while the student is in a career program. If the student changes to an academic transfer program, the original conditions of the academic transfer program must be followed, including the calculation of a cumulative grade point average of all college credits earned. The procedure for waiving scholastic deficiency applies both to students of
this college and to students transferring from other institutions. The student who wishes to use the procedure for waiving scholastic deficiency should so state in writing to the Registrar prior to registration and should inform a counselor of such intentions during the pre-registration advisement session.

V. EDUCATIONAL AND SPECIAL OPPORTUNITIES

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

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


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

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

Technical/Occupational Programs

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

Technical/occupational courses are accredited college courses which lead to a Certificate of Completion or an Associate in Applied Arts and Sciences Degree. These programs are established only after studies verify that employment opportunities exist in business and industry.

The College attempts to match the community’s labor requirements with the ambitions and goals of its students. This realistic approach to occupational education is made possible by the excellent cooperation of local industry, business, and public agencies who increasingly depend on District colleges to supply skilled personnel.

A continuous liaison is maintained with prospective employers to help place graduates and to keep the training programs current with job requirements. Recommendations for adding new programs to the College offerings are made periodically and are based on community studies which identify additional needs.

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

Credit By Examination

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

The student pays an examination fee for each course examination. This fee must be paid prior to taking the examination and is not refundable. The College’s credit by examination program is coordinated with similar programs of four-year institutions. Final acceptance of credit by examination for specific degree purposes is determined by the degree-granting institution. Students planning to use credit by examination to meet degree requirements at other institutions should check the requirements of the receiving institution.

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

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

Non-Traditional Learning

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

1. The student must be currently enrolled in the college to receive equivalent credit for non-traditional learning.
2. Credit for specific courses offered by the college may be granted for non-traditional learning experiences after proper assessment of those experiences. Credit will be awarded on a course by course basis only. The student must be enrolled in the college which is assessing the learning experiences.
3. A student is required to complete at least 12 semester hours of course work with the District during the first six of which are in the student’s major occupational area, prior to awarding of equivalent credits for non-traditional activities. The “CR” grade is awarded for non-traditional course work accepted for credit.
4. Credit may be granted for occupational courses approved by the Coordinating Board of Colleges and Universities.
5. The number of equivalent credits awarded may not exceed the total number of credits required for the student’s specific associate degree objective. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by this policy.

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

Flexible Entry Courses

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

Telecourses

Students may take a variety of college credit courses via television. The schedule of telecourses varies each semester and includes many general education transferable courses. Telecourses are noted in the course description.
section and in each college class schedule. Content and credit for these courses are the same as for similar courses taken on campus.

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

Cooperative Work Experience

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

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

To enroll in a cooperative education course, students must:

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

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

International Studies

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

Human Development

In human development courses, students can learn skills useful in everyday living to promote their personal growth. Much of the success and satisfaction in life is dependent on good interpersonal communication skills, making healthy adjustments to our changing society, and pursuing a satisfying career. The human development curriculum gives the student an opportunity to obtain and practice skills in these important areas.

These courses are taught by counselors and other qualified instructors. They offer academic credit which transfer to most surrounding four-year institutions. The courses in human development enhance the total curriculum and blend in with the total concept of the community college.

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

Developmental Studies

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

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

Evening And Weekend College

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

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

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

The library is a place where students can find books and non-print materials to supplement classroom learning or where — if they choose — they can actually take a course. The library helps students to learn in their own way and at their own speed. If provides books, slides, tapes, reference help, videotapes, and films. The college has a growing collection of books on a wide variety of general information areas to support academic transfer programs and technical/occupational programs. In addition, there are special collections of career materials and pamphlets. The library also subscribes to current popular and technical periodicals as well as to area and national newspapers.

The media and graphics part of the LRC supports the classroom instructional program and is responsible for all campus audio-visual equipment and non-print materials used in the classroom and for the production of instructional materials.

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

Servicemen’s Opportunity College

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

Continuing Education Programs

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

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

Continuing education program instructors are professional men and women from the community who have proven experience in their fields. Their objective is to share their knowledge, insight, and experience, and to insure that students acquire a greater perspective of the subject and have a meaningful learning experience. This is accomplished through seminars, workshops, and institutes.

The type of course is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations. Usually there are no entrance requirements or examinations. Some courses may have age restrictions or may require a certain amount of experience for enrollment. Admission is on a first-come, first-served basis. Registration is simple, quick and easy; you may even want to register by phone.

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

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

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

Continuing Education Units (CEU’s)

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

VI. STUDENT DEVELOPMENT

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

Student Programs and Resources

The Student Programs and Resource Office plans and presents programs and activities for the general campus population. Programs often are coordinated with the various instructional divisions to provide students with valuable educational experiences. Many programs and activities are offered to help the student develop life enriching skills. Other programs provide students with interesting and entertaining ways to spend leisure time on campus. The goal of all programs is to facilitate the development of cultured and well-rounded human beings. Student participation in the operation of programs is highly encouraged.
Counseling Center Services
Individuals may find the counseling services helpful as they make plans and decisions in various phases of their development. For example, counselors can assist students in selecting courses of study, determining transferability of courses, choosing or changing careers, gaining independence, and confronting problems of daily living. Assistance is provided by the counseling staff in the following areas:

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

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

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

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

Health Center
Health is the most fundamental human need, and a high standard of physical and mental health is a basic right of every human being. The Health Center helps maintain and promote the health of students, faculty, and staff. Services provided by the Health Center include education and counseling about physical and emotional health, emergency first aid treatment, referral services to community agencies and physicians, free tuberculin skin tests and other screening programs, and programs of interest to students and faculty. Students are encouraged to make an appointment with the nurse to discuss specific health problems. No information on a student's health is released without written permission from the student, except as required by law.

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

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

- Co-curricular organizations pertinent to the educational goals and purposes of the College.
- Social organizations to provide an opportunity for friendships and promote a sense of community among students.
- Service organizations to promote student involvement in the community.

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

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

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

Housing
The College does not operate dormitories of any kind or maintain listings of available housing for students. Students who do not reside in the area must make their own arrangements for housing. Limited housing may be available at Bishop College. Interested persons should contact the Vice President of Students at Bishop.

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

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

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

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

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

Grants

Pell Grant

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

All students applying for financial assistance through the College must apply for a Pell Grant. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for Pell Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the Pell Grant Program are available in the Financial Aid Office and in the counseling offices of most high schools. The application process takes approximately 8-10 weeks. In response to the Pell Grant application, a Student Aid Report (SAR) will be mailed directly to the student. The student should immediately review the SAR to make sure it is correct and bring all copies to the Financial Aid Office. The exact amount of the Pell Grant award will depend upon the aid index on the SAR and the number of hours for which the student enrolls. In order to be eligible, a student must enrol for at least six credit hours each semester. Students must apply each year.

Supplemental Educational Opportunity Grant (SEOG)

The SEOG program provides assistance for eligible undergraduate students who show financial need, are making satisfactory progress toward their educational goal and are enrolled for at least six credit hours. The maximum award for an academic year is $2,000; however, the actual amount of the grant may be limited to less than this, depending on the availability of funds at the school, the student’s family financial condition and other financial aid the student is receiving. Students must apply each year for the SEOG.

Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students attending state-supported colleges. To be eligible students must show financial need and be making satisfactory progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the student’s family financial condition and other financial aid the student is receiving. This grant is available to students enrolled in credit and some non-credit courses. Students must apply each year for the TPEG.

Texas Public Educational-State Student Incentive Grant (TPE-SSIG)

The TPE-SSIG is a state program. To qualify, students must enroll for at least six credit hours per semester, make satisfactory progress toward their educational goal, and have financial need. The maximum grant for an academic year is $2,000; however, the actual amount of the grant award may be less depending on the availability of funds and the degree of financial need. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPE-SSIG.

Scholarships

DCCCD Foundation Scholarships

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

Miscellaneous Scholarships

Several of the colleges have a limited number of scholarships available as a result of gifts from individuals, private industry, and community organizations. Generally, the eligibility criteria is the same as noted for the DCCCD Foundation Scholarships, and application forms are available in the Financial Aid Office.
Guaranteed Student Loans (GSL):
The Higher Education Act of 1965 provided for student loans from private commercial lending agencies such as banks, savings and loan associations, credit unions and insurance companies. As an undergraduate, the student may borrow up to $2,500 per school year, a maximum of $12,500 for four years of undergraduate study. The actual loan amount may be limited to less than this, depending on the cost of attendance, other financial aid, and family financial condition.

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

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

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

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

Hinson-Hazelwood College Student Loan Program (HHCSP)
The Hinson-Hazelwood Loan is a state-funded Guaranteed Student Loan Program for students who are attending Texas colleges and are eligible to pay Texas resident tuition rates. The State of Texas further limits eligibility to U.S. citizens, nationals or permanent residents holding an I-151 or I-551 (Alien Registration Receipt Card) only. The Hinson-Hazelwood Loan is considered a loan of last resort. In addition to requiring financial need and at least half-time enrollment as criteria for eligibility, the student must be unable to obtain a Guaranteed Student Loan from any other source to be eligible for this loan. Up to $2,500 per school year may be borrowed with a maximum of $12,500 allowable for one's entire undergraduate study. A student's actual loan amount may be limited to less than this depending on the cost of attendance, other financial aid, and one's family financial condition. A 5% loan origination fee and an insurance premium on the student's life will be taken from the total amount of each loan. The interest rate, which is set by Congress, currently is 8% per year simple interest. No interest or payments are paid while the student is enrolled at least half-time or during the six-month grace period. The minimum payment is $50 per month over a 5 to 10 year period depending on the total amount borrowed.

Emergency Short-Term Loans
The colleges of the DCCCD have limited short-term loan funds available which have been established by individuals and organizations, including the DCCCD Foundation, to meet emergency needs of students. Loans are usually limited to the amount of tuition and fees or books and supplies and bear no interest. These loans must be repaid within the semester for which they are borrowed. A late fee of $5 will be added for late payment. Delinquent loans are turned over to a collection agency for recovery, and the student must pay the entire cost of collection. Because there is heavy use of these short-term loan funds at registration, students should apply before registration if help from this program is needed.

Employment
College Work-Study Program (CWSP)
The College Work-Study Program provides part-time employment for students with financial need who wish to earn part of their educational expenses. The wage rate is $4.25 per hour and most students work 15 to 25 hours per week. You will be paid on the last working day of the month. The amount you can earn in a school year is determined by the amount of your financial need and other aid awarded as part of your financial aid package. The majority of the students are employed on campus; however, some off-campus employment is also available.

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

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

Tuition Exemption Programs
In addition to the grants, scholarships, employment and loan programs already mentioned, the State of Texas and DCCCD offer a number of exemptions from tuition and fee charges. These exemptions are often overlooked simply because of their unusual nature. They are not related to family income or "financial need," nor do they require completion of a regular financial aid application. Check with the Financial Aid Office for additional information on these tuition exemption programs and the criteria for eligibility.
Vocational Rehabilitation
The Texas Rehabilitation Commission offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information, contact Texas Rehabilitation Commission, 13612 Midway, Suite 530, Dallas, Texas 75234.

Social Security Administration
The Social Security Administration has offered benefits to students who met its criteria. However, this program of educational benefits is being phased out so students need to contact the regional Social Security Administration Office regarding eligibility. The Admissions Office on campus acts as liaison between students and the Social Security Administration after eligibility has been established.

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

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

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

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

Hazlewood Act
Under the Hazlewood Act certain veterans who have exhausted remaining educational benefits from the Veterans Administration can attend Texas state supported institutions and have some fees waived. To be eligible, students must have been residents of Texas at the time they entered the service, have an honorable discharge, must now be residents of Texas, and be ineligible for federal financial aid. Applications are available at the Financial Aid Office and will take a minimum of eight weeks to process. To apply, students must submit a Hazlewood Act application, a copy of their discharge papers and a Student Aid Report stating ineligibility to the Financial Aid Office.

Academic Progress Requirements:
Students who receive financial aid or V.A. benefits are required by government regulations to make measurable progress toward the completion of their course of study. For a detailed description of the requirements, contact the Financial Aid Office.

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

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

Failure to Meet the Standards of Academic Progress:
In these provisions, probation or suspension means financial aid probation or suspension, but does not mean academic probation or suspension.

1. Following the first semester in which the above standards of academic progress are not met, the student will be placed on probation for the duration of the next semester of funding.
2. A student enrolled three-quarter time (9-11 credit hours) or half-time (6-8 credit hours) must complete a minimum of 6 credit hours for any semester or the combined summer sessions for which funding is received.

Failure to Meet the Standards of Academic Progress:
In these provisions, probation or suspension means financial aid probation or suspension, but does not mean academic probation or suspension.

1. Following the first semester in which the above standards of academic progress are not met, the student will be placed on probation for the duration of the next semester of funding.

2. A new applicant with less than a cumulative 2.0 GPA will not have met the standards of academic progress; however, financial aid may be awarded on a probationary basis for one semester only.

3. The student who fails to meet the standards of academic progress during the semester of attendance while on probation will be placed on suspension and denied further funding for one semester or combined summer session.

4. If failure to meet satisfactory progress results in a second suspension from financial aid, the period of such suspension will be twelve months.

5. Following any period of suspension, the student will again be eligible for funding on a probationary basis for one semester or combined summer session.

6. The colleges of the District shall enforce probation or suspension status of any student who transfers from one college to another within the district.

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

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

Maximum Time Period for Completion of Educational Objective:
1. Each student receiving financial aid funds will be expected to complete their educational objective or course of study within a reasonable period of time. The maximum hour limit for the District is 75 credit hours.

2. Funding beyond the maximum hour limit may be approved due to mitigating circumstances by the Director of Financial Aid.

Appeal Process:
1. A student, who has been denied financial aid because of a failure to meet any of the criteria of the standards of academic progress, may petition the Director of Financial Aid to consider mitigating circumstances. The Director has discretionary authority to approve the continuation of aid when a student does not otherwise meet the standards of academic progress.

2. A student who has been denied financial aid may make written appeal of the Financial Aid Director's Decision to the Vice President of Student Development. The President of the College shall be the final appeal authority.

Effects on Funding:
1. Certain courses not considered for funding are:
   a. course taken by audit; and
   b. courses taken outside the degree plan; however, developmental courses, if required as a prerequisite to enable a student to successfully complete a student's educational goal, will be considered for funding.

2. Credit hours earned by a placement test will not be considered for funding.

3. Courses for which an "I" (incomplete), "WX" or "W" (withdrawal) grade is received will not be treated as completed courses.

4. Repeated courses will be considered for funding.

Selective Service:
Students who are born after December 31, 1959, and who are required under the Military Selective Service Act to register for the draft are required to file a statement of compliance. Failure to comply constitutes ineligibility to receive any grants, loans, or work assistance under Title IV of the Higher Education Act of 1965.
VIII. DALLAS COUNTY COMMUNITY COLLEGE DISTRICT STUDENT RIGHTS AND RESPONSIBILITIES

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

   a. Preamble
      The primary goal of the District and its colleges is to help students of all ages achieve effective living and responsible citizenship in a fast-changing region, state, nation and world. The District's primary concern is the student, each college attempts to provide an environment which views students in a holistic manner encouraging and inviting them to learn and grow independently, stressing the process and the acquisition of skills. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn and of room for growth and development. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus and, indeed, in the larger community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn and to grow and the responsibilities which go with these liberties as established by the Dallas County Community college District Board of Trustees.

   b. Scope
      (1) This code applies to individual students and states the function of student, faculty, and administrative staff members to the College in disciplinary proceedings.
      (2) The College has jurisdiction for disciplinary purposes over a person who was a student at the time he allegedly violated a board policy, college regulation, or administrative rule.

c. Definitions:
   (1) "Class day" means a day on which classes before semester or summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given;
   (2) "College" means the Dallas County Community college District;
   (3) "Director of Campus Security" means the Director of Campus Security, his delegate(s) or the person designated to be fully acquainted with all published policies, rules, and regulations of the College, copies of which shall be available to each student for review at the offices of the Vice President of Student Development and Student Programs. The College will hold each student responsible for compliance with these policies, rules, and regulations. The student is responsible for obtaining published materials to update the items in this statement. The College assumes an obligation to conduct itself in a manner compatible with the College's function as an educational institution.

2. Acquaintance with Policies, Rules Regulations
   The Student Rights and Responsibilities statement is subject to change by action of the Board of Trustees. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College, copies of which shall be available to each student for review at the offices of the Vice President of Student Development and Student Programs. The College will hold each student responsible for compliance with these policies, rules, and regulations. The student is responsible for obtaining published materials to update the items in this statement. Students are also expected to comply with federal, state and local laws. In short, a student enrolled in the College assumes an obligation to conduct himself in a manner compatible with the College's function as an educational institution.

   a. Issuance and Use: I.D. cards will be distributed during the first week of school and will be required for the following events and services: library usage, concerts, lectures, campus movies, use of student center facilities, voting in campus elections, and tickets for campus and community events. All I.D. cards are the property of the College and must be shown on request of a representative of the College. Students are required to be in possession of their I.D. cards at all times and are prohibited from loaning their I.D. cards to any other person for any reason. Likewise, it is prohibited to use any other card except the one issued by the College.

   b. Replacement Cards: If lost, duplicate I.D. cards may be obtained in the Business Office by payment of a $4.00 fee.

3. Campus Regulations
   a. Basic Standard: The basic standard of behavior requires a student:
      (1) Not to violate any municipal, state, or federal laws.
      (2) Not to interfere with or disrupt the orderly educational processes of any college of the Dallas County Community College District.

   b. Enumerated Standards: The succeeding regulations describe offenses for which disciplinary proceedings may be initiated, but the College expects from its students a higher standard of conduct than the minimum standards established by law. The College expects all students to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain absolute integrity and a high standard of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars.

   (1) Student Identification
      (2) Use of District Facilities
      (3) Speech and Advocacy
      (4) Disruptive Activities
      (5) Alcoholic Beverages
      (6) Drugs
      (7) Gambling
      (8) Hazing
      (9) Academic Dishonesty
      (10) Financial Transactions
      (11) Other Offenses

The institutional policy is one discouraging all activities incompatible with the dignity of the college student and exercising disciplinary control over such activities as escape from reasonable control, regulation, or decency. From the institution's point of view, the responsibility for the control of hazing activities may be classified as disruptive; thus anyone who instigates in any way any gathering leading to disruptive activity will be violating college regulations and state law.

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

(a) Blocking or in any other way interfering with access to any facility of the College.
(b) Inciting others to violence and or participating in violent behavior, e.g., assault; loud or vulgar language spoken publicly; or any form of behavior acted out for the purpose of inciting and influencing others.
(c) Holding rallies, demonstrations, or any other form of public gathering without prior approval of the College.
(d) Conducting any activity which causes college officials to be drawn off their scheduled duties to intervene, supervise or or observe the activity in the interest of maintaining order at the College.

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

Education Code Section 4.30 provides:

(a) No person or group of persons acting in concert may wilfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocation and technical school or institute.

(b) For the purposes of this section, disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school or institute.
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
3. Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration;
4. Distracting by force or violence or the threat of force or violence a lawful assembly in progress;
5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property of campus without the authorization of the administration of the school.

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

(d) A person who violates any provision of this section is guilty of a misdemeanor and upon conviction is punishable by a fine not exceeding $200 or by confinement in jail for not less than 10 days nor more than six months, or both.

(8) Academic Dishonesty:
(a) The Vice President of Student Development may initiate disciplinary proceedings against a student accused of academic dishonesty.
(b) "Academic dishonesty" includes, but is not limited to, cheating, plagiarism, or collusion.
(c) "Cheating on a test" includes:
(i) Using, during a test, materials not authorized by the person giving the test;
(ii) Using another student's test paper;
(iii) Using, during a test, materials not authorized by the person giving the test;
(iv) Collaborating with another student during a test without authority;
(v) Using any source other than that allowed in the test to obtain answers to test questions; and
(vi) Using any unauthorized aid during a 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 fifteenth day of the month following the date the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft, or order, is prima facie evidence that the student intended to defraud the College.

(11) Other Offenses:
(a) The Vice President of Student Development may institute disciplinary proceedings against a student who:
(i) Conducts himself in a manner that significantly interferes with college teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions, or with other authorized activities on college premises;
(ii) Damages, defaces or destroys college property or property of a member of the college community or campus visitor;
(iii) Knowingly gives false information in response to requests from the College;
(iv) Engages in hazing, as defined by state law and college regulations;
(v) Forges, alters or misuses college documents, records or I.D. cards;
(vi) Violates college policies or regulations concerning parking, registration of student organizations, use of college facilities, or the time, place and manner of public expression;
(vii) Fails to comply with directions of college officials acting in their official capacity;
(viii) Conducts himself in a manner which adversely affects his suitability as a member of the academic community or endangers his own safety or the safety of others;
(ix) Illegally possesses, uses, sells, or purchases drugs, narcotics, hallucinogens, or alcoholic beverages on or off campus;
(x) Commits any act which is classified as an indictable offense under either state or federal law.

4. Disciplinary Proceedings

a. Administrative Disposition

(1) Investigation, Conference and Complaint
(a) When the Vice President of Student Development Office receives information that a student has allegedly violated a board policy, college regulations, or the administrative rule, the Vice President or a subordinate delegate by him shall investigate the alleged violation. After completing the preliminary investigation, the Vice President shall:
(i) Dismiss the allegations as unfounded, either before or after conferring with the student; or
(ii) Proceed administratively and impose disciplinary action; or
(iii) Prepare a complaint based on the allegation for use in disciplinary proceedings along with a list of witnesses and documentary evidence supporting the allegation.
(b) The President may take immediate interim disciplinary action, suspend the right of a student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of a board policy, college regulation, or administrative rule, when in the opinion of such official the interest of the College would be best served by such action.
(c) No person shall receive a student's personal possessions for the purpose of enforcing this code unless the individual's prior permission has been obtained. Searches by law enforcement officers of such possessions shall be only as authorized by law.

(2) Summons
(a) A student may be summoned to appear in connection with an alleged violation by sending him a letter by certified mail, return receipt
requested, addressed to the student at his address appearing in the Registrar’s Office records. It is the student’s duty to immedi-
ately notify the Registrar’s Office of any change of address.

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

c) The Vice President of Student Development may place on disciplinary probation a student who fails without good cause to comply with a letter of summons, or the Vice President may proceed against the student as stated below in the sections on Disposition and Penalties.

(3) Disposition

(a) At a conference with a student in connection with an alleged minor or major violation, the Vice President shall advise the student of his rights.

(b) A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to a hearing, if a student accepts admin-
istrative disposition, he shall sign a statement that he understands the nature of the charges, his right to a hearing, if a student accepts admin-
istrative disposition, he shall sign a statement that he under-
stands the nature of the charges, his right to a hearing or to waive the same, the penalty imposed, and his waiver of the right of appeal.

c) The Vice President of Student Development shall prepare an accurate,
written summary of each administrative disposition and forward a copy to the student (and, if the student is a minor, to the parent or guardian of
the student), to the Director of Student Programs and to the Director of
Campus Security.

d) The Vice President of Student Development may impose disciplinary
action as follows:

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

(ii) For major violations, any action authorized by this code in the section on Penalties (from 1-11, i.e. Admonition through Expulsion.

b. Student Discipline Committee

(1) Composition; Organization

(a) When a student refuses administrative disposition of either a major or
a minor violation, he is entitled to a hearing before the Student Disci-
pline Committee. This request must be made in writing on or before
the sixth working day following administrative disposition. The com-
mittee shall be composed of equal numbers of students, administra-
tors 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 avail-
ability.

(b) The Student Discipline Committee shall elect a chairman from the
appointed members. The chairman of the committee shall rule on the
admissibility of evidence, motions, and objections to procedure, but a
majority of the committee members may override the chairman’s
ruling. All members of the committee are eligible to vote in the hearing.

(c) The chairman shall set the date, time, and place for the hearing
and may summon witnesses, and require the production of documentary
and other evidence.

(d) The Vice President of Student Development shall represent the Col-
lege before the Student Discipline Committee and present evidence to
support any allegations of violations of Board policy, college regula-
tions, or administrative rules. The Vice President of Student Develop-
ment may be assisted by legal counsel when in the opinion of the Vice
President of Student Development the best interests of the student or
the College would be served by such assistance.

(2) Notice

(a) The committee chairman shall by letter notify the student concerned
of the date, time and place for the hearing. The letter shall specify
a hearing date not less than three (3) nor more than ten (10) class days
after the date of the letter. If the student is under 18 years of age, a
copy of the letter shall be sent to the parents or guardian.

(b) The chairman may for good cause postpone the hearing so long as all
interested parties are notified of the new hearing date, time and place.

(c) The Student Discipline Committee may hold a hearing at any time if
the student has actual notice of the date, time, and place of the
hearing, and consents in writing thereto, and the President, or his
designated representative in his absence, states in writing to the
committee that, because of extra-ordinary circumstances the require-
ments are inappropriate.

(d) The notice shall specify whether the charge or charges are considered
minor violations or major violations, shall direct the student to appear
before the committee on the date and at the time and place specified,
and shall advise the student of the following rights:

(i) To a private hearing;
(ii) To appear alone or with legal counsel (if charges have been
evaluated as a major violation or if the College is represented by
legal counsel);
(iii) To have his parents or legal guardian present at the hearing;
(iv) To know the identity of each witness who will testify against him;
(v) To cause the committee to summon witnesses, require the pro-
duction of documentary and other evidence possessed by the

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

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

(vii) To have a stenographer present at the hearing to make a sten-
ographic transcript of the hearing, at the student’s expense, but
the student is not permitted to record the hearing by electronic
means;

(viii) To appeal to the Faculty-Student Board of Review, subject to the
limitations established by the Faculty-Student Board of Review
section.

(e) The Vice President of Student Development may suspend a student
who fails without good cause to comply with a letter sent under this
section, or, at his discretion, the Vice President of Student Develop-
ment may proceed with the hearing in the student’s absence.

(3) Preliminary Matters

(a) Charges arising out of a single transaction or occurrence, against one
or more students, may be heard together or, either at the option of the
committee or upon request by one of the students-in-interest, sepa-
rate hearings may be held.

(b) At least three (3) class days before the hearing date, the student
concerned shall furnish the committee chairman with:

(i) The name of each witness he wants summoned and a descrip-
tion of all documentary and other evidence possessed by the
College which he wants produced;

(ii) An objection that, if sustained by the chairman of the Student
Discipline Committee, would prevent the hearing;

(iii) The name of the legal counsel, if any, who appear with him;
(iv) A request for a separate hearing, if any, and the grounds for such
a request.

(c) When the hearing is set under waiver of notice or for other good cause
determined by the committee chairman, the student concerned is
entitled to furnish the information described in paragraph (b) herein
at any time before the hearing begins.

(4) Procedure

(a) The hearing shall be informal and the chairman shall provide reason-
able opportunities for witnesses to be heard. The College may be
represented by staff members of the Vice President of Student Devel-
opment’s Office, legal counsel and other persons designated by the
President. The hearing shall be open to the public so long as space
is available, but may include the following persons on the invitation of
the student:

(i) Representatives of the College Council,

(ii) A staff member of the college newspaper;

(iii) Representatives of the Faculty Association;

(iv) Students legal counsel, and

(v) Members of the student’s immediate family.

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

(i) The Vice President of Student Development shall read the
complaint;

(ii) The Vice President of Student Development shall inform the
student of his rights, as stated in the notice of hearing;

(iii) The Vice President of Student Development shall present the
College’s case;

(iv) The student may present his defense;

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

(vii) The committee will determine an appropriate penalty.

(vii) The committee will determine an appropriate penalty.

(vii) The committee will determine an appropriate penalty.

(v) The committee shall inform the student of the decision and
penalty;

(vi) The committee shall state in writing each finding of a violation
of board policy, college regulation or administrative rule, and
the penalty determined. Each committee member concurring in
the finding and penalty shall sign the statement. The committee
may include in the statement its reasons for the finding and penalty.

(5) Evidence

(a) Legal rules of evidence shall not apply to hearings before the Student
Discipline Committee, and the committee may admit and give proba-
tive effect to evidence that possesses probative value and is com-
monly accepted by reasonable men in the conduct of their affairs. The
committee shall exclude irrelevant, immaterial and unduly repetitious
evidence. The committee shall recognize as privileged communica-
tions between a student and a member of the professional staff of the
Health Center, Counseling and Guidance Center, or the Office of the
Vice President of Student Development where such communications
were made in the course of performance of official duties and when the
matters discussed were understood by the staff member and the
student to be confidential. Committee members may freely question
witnesses.

(b) The committee shall presume a student innocent of the alleged vio-
lation until it is convinced by clear and convincing evidence that the
student violated a Board policy, college regulation or administrative rule.

(c) All evidence shall be offered to the committee during the hearing and
made a part of the hearing record. Documentary evidence may be
admitted in the form of copies of extracts, or by incorporation by reference. Real evidence may be photographed or described.

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

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

b. Faculty-Student Board of Review
(1) Right to Appeal
(a) In those cases in which the disciplinary penalty imposed was as prescribed in the section on Penalties, (6) Restitution through (11) Expulsion, the student may appeal the decision of the Student Discipline Committee, or the decision of the President in an interim action taken by the Faculty-Student Board of Review. Disciplinary actions taken under the section on Penalties, (1) Admonition through (5) Bar against readmission, cannot be appealed beyond the Student Discipline Committee. A student appeals by giving written notice to the Vice President of Student Development on or before the third class day after the day the decision or action is announced. This notice may be informal, but shall contain the student’s name, the date of the decision or action, the name of his legal counsel, if any, and a simple request for appeal.
(b) Notice of appeal timely given suspends the imposition of penalties 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, at the request of the President of the College for one-year terms. Student members must have an overall 2.0 average on all college work attempted at the time of the nomination and must not have a discipline case pending.
(c) The President shall instruct the Board of Review members on student disciplinary policies, rules, and hearing procedures as soon as practicable after the members are appointed.

(3) Consideration of Appeal
(a) The Board of Review shall consider each appeal on the record of the Student Discipline Committee and for the good cause shown, original evidence and newly discovered evidence may be presented.
(b) Upon timely appeal, the President shall select a Board of Review as aforesaid and shall notify the student appellant and the Vice President of Student Development in writing of the time, date, and place of the hearing as determined by the President.
(c) The President will designate one of the members of the Board of Review to serve as chairman.
(d) Appeal hearings will follow the procedure prescribed in this code.
(e) The Board of Review will hear oral argument and receive written briefs from the student appellant and Vice President of Student Development or their representatives.
(f) The Board of Review, after considering the appeal, may affirm the Student Discipline Committee’s decision, reduce the penalty determined or otherwise modify the decision of the Student Discipline Committee, or dismiss the complaint.
(g) The Board of Review shall modify or set aside the findings of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee’s findings of facts, conclusions or decisions were:
(i) In violation of a federal or state law, board policy, college regulations, administrative rule, or authorized procedure.
(ii) Clearly erroneous in view of the reliable probative and substantial evidence on the complete hearing; or
(iii) Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.
(h) The Board of Review may not increase a penalty assessed by the Student Discipline Committee.

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

5. Penalties
a. Authorized Disciplinary Penalties:
The Vice President of Student Development, the Student Discipline Committee, or the Faculty-Student Board of Review may impose one or more of the following penalties for violation of a board policy, college regulation, or administrative rule:
(i) Admonition
(ii) Warning probation
(iii) Disciplinary probation
(iv) Withholding of transcript or degree
(v) Bar against readmission
(vi) Restitution
(vii) Suspension of rights or privileges
(viii) Suspension of eligibility for official athletic and non-athletic extracurricular activities
(ix) Denial of degree
(x) Suspension from the College
(xi) Expulsion

b. Definitions:
The following definitions apply to the penalties provided above:
(1) An “Admonition” is a written reprimand from the Vice President of Student Development to the student on whom it is imposed.
(2) “Warning probation” indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
(3) “Disciplinary probation” indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities such as the following, being intoxicated, misuse of i.d. card, creating a disturbance in or on campus facilities, and gambling.
(4) “Withholding of transcript of degree” is imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.
(5) “Bar against readmission” is imposed on a student who has left the College on enforced withdrawal for disciplinary reasons.
(6) “Restitution” is reimbursement for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.
(7) “Disciplinary suspension” may be either or both of the following:
(a) “Suspension of rights and privileges” is an elastic penalty which may impose limitations or restrictions to fit the particular case.
(b) Suspension of eligibility for official athletic and non-athletic extracurricular activities: prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization’s activities; or attending its meetings or functions; and from participating in an official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities such as the following: having intoxicating beverages in any college facility; destroying state property or student’s personal property; giving false information in response to requests from the College; instigating a disturbance or riot; stealing; possession, use, sale or possession of illegal drugs on or off campus; any attempt at bodily harm, which includes soliciting an assault; theft of property; or other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.
(8) “Denial of degree” may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.
(9) “Suspension from the College” prohibits, during the period of suspension, the student on whom it is imposed from entering the campus, other than for official meetings or functions; attending its meetings or functions; or attending any organized activity or function; and from participating in any organized activity or function.
(10) “Expulsion” is permanent severance from the College. This policy shall apply uniformly to all of the colleges of the Dallas County Community College District.

In the event any portion of this policy conflicts with the state law of Texas, the state law shall be followed.
and are non-reserved.

(1) Handicapped persons, college visitors
(2) Motorcycles

b. Tow Away Areas
(1) Handicapped persons area
(2) Fire lanes
(3) Parking or driving on campus in areas other than those designated for vehicular traffic
(4) Parking in “No Parking” zone
(5) Parking on courtyards

c. General Information
(1) College parking areas are regulated by state, municipal and campus statutes. College campus officers are commissioned to cite violators.
(2) All vehicles which park on the campus of the College must bear a parking decal emblem. The parking decal may be secured from the College Security Division or during fall and spring registration periods. No fee is charged for the decal.
(3) Placement of decal emblem:
   (a) Cars: lower left corner of rear bumper.
   (b) Motorcycles, motor bikes, etc.: gas tank

(4) Campus Speed Limits
   (a) 10 M.P.H. in parking areas
   (b) 20 M.P.M. elsewhere on campus.
   *Unless otherwise posted.

(5) All handicapped parking must be authorized and handicapped decal displayed on vehicle prior to parking in handicapped reserved areas.

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

e. Procedures
(1) All motor vehicles must be parked in the parking lots between the parking lines. Parking in all other areas, such as campus drives, curb areas, courtyards, and loading zones, will be cited.
(2) Citations may be issued for:
   (a) Speeding (the campus speed limit is 20 M.P.H. except where posted)
   (b) Reckless driving
   (c) Double parking
   (d) Driving wrong way in one-way lane
   (e) Parking in “No Parking” lane
   (f) Improper parking (parts of car outside the limits of a parking space)
   (g) Parking in wrong area (for example, handicapped or “No Parking” areas)
   (h) Parking trailers or boats on campus
   (i) Parking or driving on campus in areas other than those designated for vehicular traffic
   (j) Violations of all state 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 will be $5.00 per citation.
(8) All citations per car during an academic year will result in permanent suspension of parking and driving permit for the balance of that academic year. A new total commences on August 1, of each year. A fee may be assessed for unauthorized parking in an area designated for handicapped persons. (Not to exceed $200).
(9) The College is not responsible for the theft of vehicles on campus or their contents.

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

<table>
<thead>
<tr>
<th>Program Study</th>
<th>BHC</th>
<th>CVC</th>
<th>EFC</th>
<th>ECC</th>
<th>MVC</th>
<th>NLC</th>
<th>RLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Associate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising Art</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Conditioning &amp; Refrigeration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Medical Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apparel Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architectural Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architectural Drafting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Degree Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto Body Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive Technology Apprenticeship</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aviation Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Cargo Transport</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aircraft Dispatcher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airline Marketing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Traffic Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Pilot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed Base Operations/ Airport Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpentry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Development Associate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDA Training Certificate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infant-Toddler</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Child</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial Music</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arranger/Composer/Copyist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music Retailing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performing Musician</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recording Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Computer Programmer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Computer Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Operations Technician</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Computer Systems Specialist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Management &amp; Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Assisting Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diesel Mechanics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drafting &amp; Design Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronics Design Option</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Paraprofessional/ Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bilingual/ ESL Option</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Telecommunications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronics Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avionics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Electronics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Controls</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Quality Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electro-Mechanical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturing Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Quality Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robotics And Fluid Power</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fashion Marketing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Protection Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food And Hospitality Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Service Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Food Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BHC - Brookhaven College  
CVC - Cedar Valley College  
EFC - Eastfield College  
ECC - El Centro College  
MVC - Mountain View College  
NLC - North Lake College  
RLC - Richland College
### Career Education Programs

<table>
<thead>
<tr>
<th>Graphic Arts/Communications</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Horology</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machine Parts Inspection</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machine Shop</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Appliance Repair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Careers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Option</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Mid-Management</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Postal Service Administration</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales, Marketing, and Retail Management</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Small Business Management</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Transportation And Logistics Management</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Assisting Technology</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motorcycle Mechanics</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Careers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Certificate</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>General Office Certificate</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Legal Secretary</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Office Clerical</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Professional Secretary</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Records Management</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ornamental Horticulture Technology</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Florist Option</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greenhouse Florist Option</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landscape Gardener</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landscape Management Option</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landscape Nursery Option</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outboard Marine Engine Mechanics</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pattern Design</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pattern Design</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiologic Sciences</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiography Technology</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Estate</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory Therapy Technology</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory Therapy Technician</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Engine Mechanics</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Work Associate</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services Certificate</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Paraprofessionals For The Deaf</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video Technology</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welding Technology</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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

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

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

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>
</tr>
</thead>
<tbody>
<tr>
<td>Agribusiness</td>
<td>NW</td>
</tr>
<tr>
<td>Cast Metals Technology</td>
<td>NE</td>
</tr>
<tr>
<td>Civil/Construction Technology</td>
<td>NE</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>NE</td>
</tr>
<tr>
<td>Emergency Medical Technology</td>
<td>S</td>
</tr>
<tr>
<td>Industrial Supervision</td>
<td>S</td>
</tr>
<tr>
<td>Long Term</td>
<td>NE</td>
</tr>
<tr>
<td>Health Card Administration</td>
<td>NE</td>
</tr>
<tr>
<td>Media Technology</td>
<td>NE</td>
</tr>
<tr>
<td>Medical Records Technology</td>
<td>NE</td>
</tr>
<tr>
<td>Nondestructive Evaluation Technology</td>
<td>S</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>NE</td>
</tr>
<tr>
<td>Property Tax Appraisal</td>
<td>NE</td>
</tr>
<tr>
<td>Radio-TV Repair</td>
<td>S</td>
</tr>
<tr>
<td>*NE – Northeast Campus, NW – Northwest Campus, S – South Campus.</td>
<td></td>
</tr>
</tbody>
</table>

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

(Associate Degree)

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

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

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

**SEMESTER I**
- ACC 201 Principles of Accounting I ........................................... 3
- BUS 105 Introduction to Business .................................................. 3
- COM 131 Applied Communications or ENG 101 Composition I ..................... 3
- MTH 130 Business Mathematics or MTH 111 Mathematics for Business and Economics .................................................. 3
- OFC 160 Office Calculating Machines ................................................. 3

15

**SEMESTER II**
- ACC 202 Principles of Accounting II .................................................. 3
- ENG 102 Composition II ........................................................................... 3
- CIS 105 Introduction to Computer Information Systems .................................. 3
- MGT 136 Principles of Management .......................................................... 3
- + OFC 172 Beginning Typing ................................................................. 3

15

**SEMESTER III**
- ACC 203 Intermediate Accounting I ..................................................... 3
- ACC 204 Managerial Accounting .............................................................. 3
- ACC 250 Microcomputer-Based Accounting Applications .................................. 3
- ECO 201 Principles of Economics I .......................................................... 3
- GVT 201 American Government ................................................................. 3
- ACC 803 Cooperative Work Experience or ACC 804 Cooperative Work Experience or .................................................. 3-4

18-19

+Electives

**SEMESTER IV**
- ACC 238 Cost Accounting or ACC 239 Income Tax Accounting ................. 3
- BUS 234 Business Law ............................................................................. 3
- ECO 202 Principles of Economics II ..................................................... 3
- OFC 231 Business Communications .......................................................... 3

+Electives ... A minimum of six credit hours must be selected from the following:

<table>
<thead>
<tr>
<th>CREDIT</th>
</tr>
</thead>
</table>

- Any CS or CIS Programming Course
- ACC 205 Business Finance ........................................................................ 3
- ACC 207 Intermediate Accounting II .......................................................... 3
- ACC 235 Cost Accounting ........................................................................... 3
- ACC 239 Income Tax Accounting .............................................................. 3
- ACC 703-713 Cooperative Work Experience ............................................. 3
- BUS 143 Personal Finance ......................................................................... 3
- BUS 237 Organizational Behavior .............................................................. 3
- CIS 262 Contemporary Topics in Computer Science and Data Processing ........ 3
- CIS 264 Special Topics in Computer Science and Data Processing ................. 4
- MKT 206 Principles of Marketing .................................................................. 3
- PSY 105 Introduction to Psychology or .................................................... 3
- PSY 131 Human Relations .......................................................................... 3
- SC 105 Fundamentals of Public Speaking .................................................. 3

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

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

(Associate Degree)

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

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES 128 Introduction to Mass Production and Apparel</td>
<td>2</td>
</tr>
<tr>
<td>DES 129 Industrial Garment Construction (1st 8 weeks)</td>
<td>1</td>
</tr>
<tr>
<td>DES 234 History of Costume</td>
<td>3</td>
</tr>
<tr>
<td>DES 110 Basic Color Theory and Application (1st 8 weeks)</td>
<td>3</td>
</tr>
<tr>
<td>PDD 151 Pattern Drafting (2nd 8 weeks)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES 135 Textiles</td>
<td>3</td>
</tr>
<tr>
<td>DES 136 Fashion Sketching</td>
<td>3</td>
</tr>
<tr>
<td>DES 235 History of Costume</td>
<td>3</td>
</tr>
<tr>
<td>PDD 152 Pattern Drafting II (1st 8 weeks)</td>
<td>3</td>
</tr>
<tr>
<td>PDD 153 Pattern Drafting III (2nd 8 weeks)</td>
<td>3</td>
</tr>
<tr>
<td>SC 101 Introduction to Speech Communications</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES 229 Advanced Garment Construction</td>
<td>3</td>
</tr>
<tr>
<td>PDD 254 Pattern Drafting IV (1st 8 weeks)</td>
<td>3</td>
</tr>
<tr>
<td>PDD 255 Pattern Drafting V (2nd 8 weeks)</td>
<td>3</td>
</tr>
<tr>
<td>APP 232 Design Development I</td>
<td>3</td>
</tr>
<tr>
<td>APP 237 Style Trends and Research I</td>
<td>2</td>
</tr>
<tr>
<td>MTH 139 Applied Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDD 256 Pattern Drafting VI (1st 8 weeks)</td>
<td>3</td>
</tr>
<tr>
<td>PDD 257 Pattern Drafting VII (2nd 8 weeks)</td>
<td>3</td>
</tr>
<tr>
<td>APP 233 Design Development II</td>
<td>3</td>
</tr>
<tr>
<td>APP 238 Style Trends and Research II</td>
<td>2</td>
</tr>
<tr>
<td>DES 140 Draping or</td>
<td>1</td>
</tr>
<tr>
<td>PDD 812 Cooperative Work Experience or (2)</td>
<td></td>
</tr>
<tr>
<td>PDD 813 Cooperative Work Experience or (3)</td>
<td></td>
</tr>
<tr>
<td>PDD 814 Cooperative Work Experience</td>
<td>(4)</td>
</tr>
<tr>
<td>Total</td>
<td>18-21</td>
</tr>
</tbody>
</table>

Minimum Hours Required: 68

†Elective — must be selected from the following:
- HD 105 Basic Processes of Interpersonal Relationships 3
- HUM 101 Introduction to the Humanities 3
- PSY 105 Introduction to Psychology 3

‡Elective — must be selected from the following:
- BUS 105 Introduction to Business 3
- CIS 105 Introduction to Computer Information Systems 3

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

(Associate Degree)

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

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 130</td>
<td>3</td>
</tr>
<tr>
<td>ARC 146</td>
<td>3</td>
</tr>
<tr>
<td>ARC 150</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>MTH 195</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 133</td>
<td>3</td>
</tr>
<tr>
<td>ARC 134</td>
<td>3</td>
</tr>
<tr>
<td>ARC 147</td>
<td>3</td>
</tr>
<tr>
<td>ARC 153</td>
<td>3</td>
</tr>
<tr>
<td>SC 101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 230</td>
<td>3</td>
</tr>
<tr>
<td>ARC 240</td>
<td>3</td>
</tr>
<tr>
<td>ARC 246</td>
<td>3</td>
</tr>
<tr>
<td>ARC 251</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 247</td>
<td>3</td>
</tr>
<tr>
<td>ARC 252</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 60

ARCHITECTURAL DRAFTING

(Certificate)

Upon completion of the architectural courses listed below, the student will be issued a certificate in architectural drafting from El Centro College.

Since not all courses in this program are transferable, students enrolling in this program who may plan to transfer to a four-year institution should consult with an advisor or counselor regarding transfer requirements.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 130</td>
<td>3</td>
</tr>
<tr>
<td>ARC 134</td>
<td>3</td>
</tr>
<tr>
<td>ARC 146</td>
<td>3</td>
</tr>
<tr>
<td>ARC 150</td>
<td>3</td>
</tr>
<tr>
<td>ARC 128</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SESSION II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 133</td>
<td>3</td>
</tr>
<tr>
<td>ARC 135</td>
<td>3</td>
</tr>
<tr>
<td>ARC 147</td>
<td>3</td>
</tr>
<tr>
<td>ARC 153</td>
<td>3</td>
</tr>
<tr>
<td>ARC 129</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 30

†Elective - must be selected from the following:
HD 105  Basic Processes of Interpersonal Relationships  3
PSY 105  Introduction to Psychology  3

††Architectural electives:
ARC 128  History of Architecture I  3
ARC 129  History of Architecture II  3
ARC 135  Freehand Drawing II  3
ARC 220  Personalities in Art and Architecture  3
ARC 226  History of Architecture I  3
ARC 227  History of Architecture II  3
ARC 232  Basic Architectural Photography  3
ARC 241  Media Skills II  3
ARC 242  Presentation I  3
ARC 243  Presentation II  3
ARC 245  Design Sketching  3
ARC 254  Construction Drawings II — Steel Frame  3
ARC 255  Construction Drawings III — Concrete and Masonry  3
ARC 256  Construction Drawings IV — Detailing  3

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

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

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

August Admission

<table>
<thead>
<tr>
<th>Prerequisites to Program Admission</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 120 Introduction to Human Anatomy and Physiology or</td>
<td>4</td>
</tr>
<tr>
<td>BIO 221 Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>_____________________________________________________________________________</td>
<td>7</td>
</tr>
<tr>
<td>SEMESTER I</td>
<td></td>
</tr>
<tr>
<td>NUR 144 Nursing I</td>
<td>8</td>
</tr>
<tr>
<td>BIO 121 Introduction to Human Anatomy and Physiology or</td>
<td>4</td>
</tr>
<tr>
<td>BIO 222 Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>MTH 139 Applied Mathematics or</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>_____________________________________________________________________________</td>
<td>18</td>
</tr>
<tr>
<td>SEMESTER II</td>
<td></td>
</tr>
<tr>
<td>NUR 146 Nursing II</td>
<td>9</td>
</tr>
<tr>
<td>BIO 216 General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>_____________________________________________________________________________</td>
<td>16</td>
</tr>
<tr>
<td>SUMMER SESSION</td>
<td></td>
</tr>
<tr>
<td>NUR 241 Nursing III</td>
<td>4</td>
</tr>
<tr>
<td>_____________________________________________________________________________</td>
<td>4</td>
</tr>
<tr>
<td>SEMESTER III</td>
<td></td>
</tr>
<tr>
<td>NUR 250 Nursing IV</td>
<td>9</td>
</tr>
<tr>
<td>SC 101 Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>_____________________________________________________________________________</td>
<td>12</td>
</tr>
<tr>
<td>SEMESTER IV</td>
<td></td>
</tr>
<tr>
<td>NUR 257 Nursing V</td>
<td>10</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>_____________________________________________________________________________</td>
<td>13</td>
</tr>
</tbody>
</table>

Minimum Hours Required: 70

*Electives — must be selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 101 Basic Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 102 Introduction to Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 201 Special Topics: Applied Management in Health Care Setting</td>
<td>3</td>
</tr>
<tr>
<td>NUR 202 Special Topics: Geriatric Care</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Any other course above the 100 level in humanities or business</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

ADMISSION TO THE PROGRAM

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

### Prerequisites to Program Admission

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 120</td>
<td>Introduction to Human Anatomy and Physiology or Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIO 221</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

### SEMESTER I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 144</td>
<td>Nursing I</td>
<td>8</td>
</tr>
<tr>
<td>BIO 121</td>
<td>Introduction to Human Anatomy and Physiology or Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIO 222</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MTH 139</td>
<td>Applied Mathematics or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### SEMESTER II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 146</td>
<td>Nursing II</td>
<td>9</td>
</tr>
<tr>
<td>BIO 216</td>
<td>General Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### SUMMER SESSION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 241</td>
<td>Nursing III</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

### SEMESTER III

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 250</td>
<td>Nursing IV</td>
<td>4</td>
</tr>
<tr>
<td>SC 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

### Minimum Hours Required:

<table>
<thead>
<tr>
<th>Count</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>

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

†Electives — must be selected from the following:

- NUR 101 Basic Pharmacology
- NUR 102 Introduction to Pathophysiology
- NUR 201 Special Topics: Applied Management in Health Care Settings
- NUR 202 Special Topics: Geriatric Care
- SOC 101 Introduction to Sociology

Any other course above the 100 level in humanities or business

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

### NOTE:

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

## ASSOCIATE DEGREE NURSING — LVN OPTION

### (Associate Degree)

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

### Prerequisites to Program Admission

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 120</td>
<td>Introduction to Human Anatomy and Physiology or Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIO 221</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 121</td>
<td>Introduction to Human Anatomy and Physiology or Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIO 222</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MTH 139</td>
<td>Applied Mathematics or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

### SEMESTER I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 144</td>
<td>Nursing I</td>
<td>9</td>
</tr>
<tr>
<td>BIO 121</td>
<td>Introduction to Human Anatomy and Physiology or Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MTH 139</td>
<td>Applied Mathematics or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 101</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

### SUMMER SESSION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 241</td>
<td>Nursing III</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

### SEMESTER II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 250</td>
<td>Nursing IV</td>
<td>10</td>
</tr>
<tr>
<td>SC 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

### SEMESTER III

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 257</td>
<td>Nursing V</td>
<td>10</td>
</tr>
<tr>
<td>SC 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

### Minimum Hours Required:

<table>
<thead>
<tr>
<th>Count</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>

* Upon successful completion of Nursing 147, 12 hours equivalency credit for Nursing 144 and 146 will be granted.

†Electives — must be selected from the following:

- NUR 101 Basic Pharmacology
- NUR 102 Introduction to Pathophysiology
- NUR 201 Special Topics: Applied Management in Health Care Settings
- NUR 202 Special Topics: Geriatric Care
- SOC 101 Introduction to Sociology

Any other course above the 100 level in humanities or business

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

### NOTE:

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

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

CREDIT HOURS

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 105</td>
<td>Introduction to Business or MGT 136 Principles of Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OFC 176</td>
<td>Beginning Typing I</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MTH 115</td>
<td>College Mathematics I*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COM 131</td>
<td>Applied Communications or ENG 101 Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY 131</td>
<td>Human Relations or PSY 105 Introduction to Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HD 105</td>
<td>Interpersonal Relationships or HD 107 Developing Leadership Behavior</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 150</td>
<td>Computer Program Logic and Design</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 160</td>
<td>Data Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 162</td>
<td>COBOL Programming I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting I&quot;</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SC 101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS</th>
<th>SEMESTER III</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>CIS 164 COBOL Programming II</td>
</tr>
<tr>
<td>CIS 170 RPG Programming or CIS 172 BASIC Programming or CIS 173 PASCAL Programming for Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 205 JCL and Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>ACC 202 Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 210</td>
<td>Assembly Language I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CIS 225</td>
<td>Applied Systems</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CIS 252</td>
<td>Advanced COBOL Techniques or CIS 254 Data Base Systems</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS</th>
<th>SEMESTER IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-4</td>
<td><strong>Elective</strong></td>
</tr>
</tbody>
</table>

| Minimum Hours Required | 64 |

**Electives — must be selected from the following:**


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

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

**Electives — must be selected from the following:**

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

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

CIS 172 or CS 122
CIS 210 or CS 211
CIS 195 or CS 111
CIS 197 or CS 112

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

(Certificate)

This one-year certificate program is designed to develop skills and knowledge related to personal business computer use. The graduate will be qualified to be a trainee in any number of categories, personal computer operator/software package user, data entry specialist, or information processing assistant.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER I</td>
</tr>
<tr>
<td>CIS 105</td>
</tr>
<tr>
<td>OFC 176</td>
</tr>
<tr>
<td>BUS 105</td>
</tr>
<tr>
<td>CIS 205</td>
</tr>
<tr>
<td>COM 131</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| SEMESTER II   |
| CIS 160       | Data Communications | 3 |
| CIS 110       | Data Entry Concepts | 4 |
| HD 107        | Developing Leadership Behavior | 3 |
| CIS 262       | Contemporary Topics in Computer Science** | 3 |
| ANY CIS Elective | | 3-4 |
|                | **Total** | **16-17** |

Minimum Hours Required .................................. 30

*Section for Personal Computer Systems

**Topics must relate to personal computer software. CIS 260 or CIS 264 may be substituted for CIS 262.

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

- CIS 210 or CS 211
- CIS 172 or CS 122
- CIS 105 or CS 111
- CIS 173 or CS 112

**COMPUTER OPERATIONS TECHNICIAN**

(Certificate)

This one-year certificate program is designed to develop skills and knowledge to meet the demands of computer operations in any business data processing environment. The graduate will be qualified to be an operator-trainee in any of a number of categories: RJE terminal operator, microcomputer operator, mini computer operator, I/O or peripheral device operator, junior computer operator or console computer operator.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER I</td>
</tr>
<tr>
<td>CIS 105</td>
</tr>
<tr>
<td>CIS 115</td>
</tr>
<tr>
<td>BUS 105</td>
</tr>
<tr>
<td>COM 131</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>ACC 201</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| SEMESTER II   |
| CIS 155       | Operations - Console | 4 |
| CIS 256       | Computer Center Management | 3 |
| CIS 160       | Data Communications | 3 |
| SC 101        | Introduction to Speech Communication | 3 |
|                | **Total** | **16** |

Minimum Hours Required .................................. 31

†Elective — must be selected from the following:

Anthropology
Government
History
Human Development
Psychology
Sociology

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

- CIS 172 or CS 122
- CIS 210 or CS 211
- CIS 105 or CS 111
- CIS 173 or CS 112

*ACC 131 and ACC 132 may be substituted for ACC 201. Both courses must be taken for equivalent credit to ACC 201.
COMPUTER INFORMATION SYSTEMS  

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

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

**SEMESTER I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Introduction to Business or</td>
<td>3</td>
</tr>
<tr>
<td>MGT 136</td>
<td>Principles of Management</td>
<td></td>
</tr>
<tr>
<td>MTH 111</td>
<td>Mathematics for Business and Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>†Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**SEMESTER II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 162</td>
<td>COBOL Programming I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 112</td>
<td>Mathematics for Business and Economics II</td>
<td>3</td>
</tr>
<tr>
<td>SC 101</td>
<td>Introduction to Speech</td>
<td>3</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Computer Program Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting I*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**SEMESTER III**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 164</td>
<td>COBOL Programming II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 170</td>
<td>RPG Programming or</td>
<td>3</td>
</tr>
<tr>
<td>CIS 172</td>
<td>BASIC Programming or</td>
<td>3</td>
</tr>
<tr>
<td>CIS 173</td>
<td>PASCAL Programming for Business</td>
<td></td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 202</td>
<td>Principles of Accounting II*</td>
<td>3</td>
</tr>
<tr>
<td>††Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**SEMESTER IV**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 210</td>
<td>Assembly Language I</td>
<td>4</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any CIS/CS or Accounting course</td>
<td>3</td>
</tr>
<tr>
<td>†††Recommended Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required: **60**

†Elective — must be selected from the following:
- Anthropology
- Government
- History
- Human Development
- Psychology
- Sociology

††Elective — must be selected from the following:
- ART 104 Art Appreciation                              | 3
- HUM 101 Introduction to the Humanities               | 3
- ENG 201 British Literature                           | 3
- ENG 202 British Literature                           | 3
- ENG 203 World Literature                             | 3
- ENG 204 World Literature                             | 3
- ENG 205 American Literature                          | 3
- ENG 206 American Literature                          | 3
- MUS 104 Music Appreciation                           | 3
- PHI 102 Introduction to Philosophy                   | 3
- THE 101 Introduction to the Theatre                  | 3
- Foreign Language                                     |         

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

NOTE: Students may obtain credit toward a degree for only one of each of the pairs of courses listed below:
- CIS 172 or CS 122
- CIS 210 or CS 211
- CIS 105 or CS 111
- CIS 173 or CS 112

*ACC 131 and ACC 132 may be substituted for ACC 201. Both courses must be taken for equivalent credit to ACC 201.*
SMALL COMPUTER SYSTEMS SPECIALIST

(Associate Degree)

With the tremendous growth of small computers, an increased need for one who can function in a programmer/analyst/operator position within a small shop exists. This curriculum is intended to prepare students for such employment. It may also serve as a career path for those completing the operations certificate program, as all courses within that curriculum can be applied to the first year of this curriculum.

CREDIT HOURS

SEMESTER I
CIS 105 Introduction to Computer Information Systems 3
CIS 115 Operations Technician 3
BUS 105 Introduction to Business 3
COM 131 Applied Communications or 3
ENG 101 Composition I 3
ACC 201 Principles of Accounting I 3
15

SEMESTER II
CIS 155 Operations - Console 4
CIS 256 Computer Center Management 3
SC 101 Introduction to Speech Communication 3
CIS 160 Data Communications 3
Elective 3-4
16-17

SEMESTER III
CIS 162 COBOL Programming I 4
MTH 115 College Mathematics I** 3
CIS 205 JCL and Operating Systems 4
CIS 150 Computer Program Logic and Design 3
14

SEMESTER IV
CIS 225 Applied Systems 4
CIS 254 Data Base Systems 4
CIS 170 RPG Programming or 3
CIS 172 BASIC Programming or 3
CIS 173 PASCAL Programming 3
CIS 164 COBOL Programming II or 4
Elective 3
17-18

Minimum Hours Required 62

†Elective — must be selected from the following:
Anthropology
Government
History
Human Development
Psychology
Sociology

††Elective — must be selected from the following:
ART 104 Art Appreciation 3
HUM 101 Introduction to the Humanities 3
ENG 201 British Literature 3
ENG 202 British Literature 3
ENG 203 World Literature 3
ENG 204 World Literature 3
ENG 205 American Literature 3
ENG 206 American Literature 3
MUS 104 Music Appreciation 3
PHI 102 Introduction to Philosophy 3
THE 101 Introduction to the Theatre 3
Foreign Language

††Electives — must be selected from the following:
Any CIS or CS course (including CIS 700-800 Cooperative Work Experience, BUS 234 Business Law 3
BUS 237 Organizational Behavior 3
ECO 201 Principles of Economics I 3
ECO 202 Principles of Economics II 3
ENG 102 Composition II 3
ENG 210 Technical Writing 3
MKT 206 Principles of Marketing 3
Other 200 level accounting courses

*MTH 111, MTH 112, MTH 130 or an equivalent business mathematics course.

**ACC 131 and ACC 132 may be substituted for ACC 201. Both courses must be taken for equivalent credit to ACC 201.

NOTE: Students may obtain credit toward a degree for only one of each of the pairs of courses listed below:
CIS 171 or CS 122
CIS 210 or CS 211
CIS 105 or CS 111
CIS 173 or CS 112

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

(Associate Degree)

The curriculum is designed for those with criminal justice backgrounds as well as for recent high school graduates interested in preparing for employment in the fields of law enforcement, corrections, probations and paroles or private security.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
</tr>
<tr>
<td>CJ 130</td>
</tr>
<tr>
<td>CJ 140</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>PSY 105</td>
</tr>
<tr>
<td>MTH 101</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Semester II   |
| CJ 132        | Courts and Criminal Procedure | 3 |
| CJ 139        | Crime in America | 3 |
| ENG 102       | Composition II | 3 |
| SC 101        | Introduction to Speech Communication | 3 |
| SOC 101       | Introduction to Sociology | 3 |
|               | **Total** | **15** |

| Summer Session |
| Electives | 6 |

| Semester III  |
| GVT 201      | American Government | 3 |
| Required Support Courses | 6 |
| Criminal Justice Electives | 6 |
|               | **Total** | **15** |

| Semester IV   |
| PSY 205       | Psychology of Personality or | 3 |
| HD 105        | Basic Processes of Interpersonal Relationships | 3 |
| SOC 102       | Social Problems | 3 |
| Required Support Course | 3 |
| Criminal Justice Elective | 3 |
|               | **Total** | **9** |

Minimum Hours Required ........................................ 60

Electives — must be selected from the following:
- Anthropology
- Business
- Humanities
- Literature
- Theatre

Required Support Courses — must be chosen from the following:
- CJ 240 Criminal Investigation ........................................ 3
- CJ 247 Legal Aspects of Law Enforcement .......................... 3
- CJ 248 Police Systems and Practices ............................... 3
- CJ 250 Correctional Systems and Practices .......................... 3
- CJ 251 Community Resources in Corrections .......................... 3

Criminal Justice Electives — must be chosen from the following:
- CJ 143 Practical Spanish for Public Service Personnel ......... 3
- CJ 144 Practical Spanish for Public Service Personnel .......... 3
- CJ 146 Patrol Administration ......................................... 3
- CJ 180 Fire Arms Training ............................................. 1
- CJ 233 Introduction to Criminalistics ............................. 3
- CJ 242 Juvenile Procedures ............................................ 3
- CJ 244 Traffic Planning and Administration ....................... 3
- CJ 245 Traffic Law ..................................................... 3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.
The Dental Assisting Technology Program is a one-year course of study. A certificate is granted upon completion of the program, and the student is eligible to apply for the certification examination offered by the Dental Assisting National Board, Inc.

The Dental Assisting Technology Program combines classroom and laboratory skills with clinical experiences in dental offices, dental clinics and hospitals in the Dallas area. The program includes a well-balanced curriculum of general education and dental courses.

The program is accredited by the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs of the Council on Dental Education of the American Dental Association.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 138 General and Dental Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>DA 142 Dental Assisting I</td>
<td>3</td>
</tr>
<tr>
<td>DA 147 Dental Microbiology, Sterilization and Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DA 148 Dental Materials</td>
<td>3</td>
</tr>
<tr>
<td>DA 149 Dental Roentgenology I</td>
<td>4</td>
</tr>
<tr>
<td>COM 131 Applied Communications or ENG 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 150 Dental Roentgenology II</td>
<td>3</td>
</tr>
<tr>
<td>DA 152 Dental Assisting II</td>
<td>3</td>
</tr>
<tr>
<td>DA 158 Preventive Dentistry</td>
<td>3</td>
</tr>
<tr>
<td>DA 161 Dental Internship I</td>
<td>3</td>
</tr>
<tr>
<td>DA 171 Dental Seminar I</td>
<td>2</td>
</tr>
<tr>
<td>HD 105 Interpersonal Relations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER SESSION I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 162 Dental Internship II</td>
<td>2</td>
</tr>
<tr>
<td>DA 172 Dental Seminar II</td>
<td>1</td>
</tr>
<tr>
<td>DA 175 Office Administration</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER SESSION II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 163 Dental Internship III</td>
<td>4</td>
</tr>
<tr>
<td>DA 173 Dental Seminar III</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 48
FIRE PROTECTION TECHNOLOGY

(Associate Degree)

The curriculum is primarily designed to provide professional training for firemen. Students who do not work for a fire department may be admitted to the program after a review of their backgrounds by the FPT consultant, the FPT counselor or the Physical and Social Science Division Chairperson. Three courses are offered each long semester at night on a "flip-flop" basis to accommodate work shift changes. The following curriculum guide is designed for full-time students; those attending part-time will find the program takes considerably longer. The sequence of FPT courses through 1988 may be obtained by contacting the Physical and Social Science Division. Students may enter the sequence at the beginning of any long semester. The sequence is designed to cycle the student through the entire program.

CREDIT HOURS

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 131</td>
<td>Fundamentals of Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FPT 132</td>
<td>Fire Prevention</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>†Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 135</td>
<td>Fire Administration I</td>
<td>3</td>
</tr>
<tr>
<td>FPT 136</td>
<td>Fire and Arson Investigation</td>
<td>3</td>
</tr>
<tr>
<td>SC 105</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>GVT 201</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>†Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 140</td>
<td>Fire Fighting Tactics and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>FPT 231</td>
<td>Building Codes and Construction</td>
<td>3</td>
</tr>
<tr>
<td>CHM 115</td>
<td>Chemical Sciences</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 232</td>
<td>Industrial Fire Protection I</td>
<td>3</td>
</tr>
<tr>
<td>FPT 137</td>
<td>Hazardous Materials I</td>
<td>3</td>
</tr>
<tr>
<td>CHM 116</td>
<td>Chemical Sciences</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER V</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 233</td>
<td>Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td>FPT 234</td>
<td>Industrial Fire Protection II</td>
<td>3</td>
</tr>
<tr>
<td>††Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER VI</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 235</td>
<td>Fire Administration II</td>
<td>3</td>
</tr>
<tr>
<td>FPT 243</td>
<td>Technical Writing for Firefighters</td>
<td>3</td>
</tr>
<tr>
<td>††Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

Minimum Hours Required: .......................... 68

† Electives — must be selected from the following:
FPT 236  Legal Aspects of Fire Protection .......... 3
FPT 237  Hazardous Materials ...................... 3
FPT 238  Fire Safety Education ................... 3
FPT 239  Fire Service Communications ............. 3
FPT 240  Fire Insurance Fundamentals ............. 3
FPT 241  Advanced Fire Loss Statistical Systems .. 3
FPT 242  Urban Fire Problem Analysis .............. 3

†† Electives — must be selected from the following:
HD 105  Basic Processes of Interpersonal Relationships .. 3
PSY 105  Introduction to Psychology ............... 3
SOC 101  Introduction to Sociology ............... 3

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

(Associate Degree)

The Food and Hospitality Service Program trains students to assume responsible positions in the Food Hospitality industry. Courses are designed to cover the various operational functions of restaurants, clubs, cafeterias, coffee shops and other types of hospitality service.

CREDIT HOURS

SEMESTER I

- FHS 110 Principles of Food and Beverage Administration* or 3
- FHS 112 Organization and Management or 3
- FHS 115 Principles of Hotel Administration 3
- FHS 119 Food Service Equipment 3
- FHS 120 Basic Food Preparation 3
- FHS 124 Food Service Sanitation and Safety 3
- COM 131 Applied Communications or 3
- ENG 101 Composition I 3
- MTH 130 Business Math 3

18

SEMESTER II

- FHS 116 Supervision for Hospitality Services 3
- FHS 122 Advanced Food Preparation 3
- FHS 132 Food Purchasing, Handling and Storage 3
- FHS 135 Nutrition and Menu Planning 3
- SC 101 Introduction to Speech Communication 3

15

SEMESTER III

- FHS 220 Quantity Food Preparation and Service 4
- FHS 233 Food Marketing or 3
- FHS 248 Advanced Nutrition and Dietetics or 3
- FHS 249 Child Nutrition or 3
- FHS 210 Hotel-Motel Sales Development 4
- FHS 804 Cooperative Work Experience 4
- Elective 3
- Elective 3

17

SEMESTER IV

- FHS 138 Food Service Cost Control 3
- FHS 222 Advanced Quantity Food Preparation and Service 4
- FHS 814 Cooperative Work Experience 4
- PSY 131 Human Relations or 3
- PSY 105 Introduction to Psychology or 3
- HD 105 Basic Processes of Interpersonal Relationships 3

17

Minimum Hours Required 67

†Electives — must be selected from the following:
- FHS 140 Elementary Bakery Training 3
- FHS 201 Hotel-Restaurant-Institution-Special Topics 3
- FHS 202 Hotel-Restaurant-Institution-Special Topics 3
- FHS 203 Hotel-Restaurant-Institution-Special Topics 3
- FHS 214 Hotel-Motel Sales Development 3
- FHS 233 Food Marketing 3
- FHS 238 Garde-Mange Training 3
- FHS 239 Saucier Training 3
- FHS 245 Advanced Pastry Shop Training 3
- FHS 247 Beverage Operations and Service 3
- FHS 248 Advanced Nutrition and Dietetics 3
- FHS 249 Child Nutrition 3
- ACC 201 Principles of Accounting I 3
- BUS 231 Business Law 3
- ECO 105 Economics of Contemporary Social Issues 3
- ECO 201 Principles of Economics I 3

†Electives — must be selected from the following:
- ART 104 Art Appreciation 3
- ENG 201 British Literature 3
- ENG 202 British Literature 3
- ENG 203 World Literature 3
- ENG 204 World Literature 3
- ENG 205 American Literature 3
- ENG 206 American Literature 3
- HUM 101 Introduction to the Humanities 3
- MUS 101 Music Appreciation 3
- PHI 101 Introduction to Philosophy 3
- THE 101 Introduction to Theatre 3

*FHS 110 is recommended for those interested in Commercial Food Service such as restaurants.
*FHS 112 is recommended for those interested in Institutional Food Service such as schools, hospitals.
*FHS 115 is recommended for those interested in Hotel-Motel Management.

**FHS 233 is suggested for those interested in Restaurant Management.
**FHS 248 is suggested for those interested in the areas of hospital dietetics.
**FHS 249 is suggested for those interested in the field of child nutrition.
**FHS 210 is suggested for those interested in Hotel and Motel Sales.

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

(Certificate)

This certificate program prepares the student to function as a hospitality services worker. All credits earned in this program may be applied toward the Associate Degree in Food and Hospitality Service.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER I</td>
<td></td>
</tr>
<tr>
<td>FHS 110</td>
<td>Principles of Food and Beverage Administration or</td>
</tr>
<tr>
<td>FHS 112</td>
<td>Organization and Management or</td>
</tr>
<tr>
<td>FHS 115</td>
<td>Principles of Hotel Administration</td>
</tr>
<tr>
<td>FHS 119</td>
<td>Food Service Equipment</td>
</tr>
<tr>
<td>FHS 120</td>
<td>Basic Food Preparation</td>
</tr>
<tr>
<td>FHS 124</td>
<td>Food Service Sanitation and Safety</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Math</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
<tr>
<td>SEMESTER II</td>
<td></td>
</tr>
<tr>
<td>FHS 116</td>
<td>Supervision for Hospitality Services</td>
</tr>
<tr>
<td>FHS 122</td>
<td>Advanced Food Preparation</td>
</tr>
<tr>
<td>FHS 135</td>
<td>Nutrition and Menu Planning</td>
</tr>
<tr>
<td>FHS 138</td>
<td>Food Service Cost Control</td>
</tr>
<tr>
<td>FHS 233</td>
<td>Food Marketing or</td>
</tr>
<tr>
<td>FHS 248</td>
<td>Advanced Nutrition and Dietetics or</td>
</tr>
<tr>
<td>FHS 249</td>
<td>Child Nutrition and Dietetics or</td>
</tr>
<tr>
<td>FHS 210</td>
<td>Hotel-Motel Sales Development</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Minimum Hours Required ........................................ 30
INTERIOR DESIGN

(Professional Certificate in Interior Design)
(Associate Degree)

Dallas has become a major design and market center. Increased commercial and residential construction and remodeling have created the demand for interior designs for new public buildings, offices and homes. There are many opportunities for qualified interior designers.

The interior designer provides design solutions for environmental spaces of public structures and private residences. In the designer's presentation, the needs of the client are met by shaping the physical environment. The organization of art, space, furniture, fabric, equipment and lighting demands coordination by the designer. New materials for buildings and furnishings require new, creative approaches. Opportunities are challenging and rewarding.

A knowledge of construction and materials, both structural and decorative, is essential for the planning of aesthetic yet functional spaces. The interior designer joins forces with the architect and landscape designer in achieving the total design concept for the environment.

The program consists of six semesters of study in interior design and related courses. However, a student may file for an Applied Arts and Sciences Degree after successful completion of the first two years of the program. A professional certificate is awarded upon successful completion of all courses identified in the six-semester curriculum. The certificate qualifies the graduate to enter the profession of interior design as a beginning professional.

This program is fully accredited by F.I.D.E.R. (Foundation for Interior Design Education Research).

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 161  Fundamental Design</td>
<td>3</td>
</tr>
<tr>
<td>INT 171  Drafting for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>INT 181  Introduction to the Design Professions</td>
<td>1</td>
</tr>
<tr>
<td>ART 105  Survey of Art History</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101  Composition I or</td>
<td>3</td>
</tr>
<tr>
<td>COM 131  Applied Communications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 115  College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT 162  Interior Design Studio II</td>
<td>3</td>
</tr>
<tr>
<td>INT 164  Color Theory and Applications for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>INT 172  Perspective Drawing for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>ART 106  Survey of Art History</td>
<td>3</td>
</tr>
<tr>
<td>SC 101   Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT 261  Interior Design Studio III</td>
<td>3</td>
</tr>
<tr>
<td>INT 271  Sketching for Interiors</td>
<td>3</td>
</tr>
<tr>
<td>INT 273  Construction Drawings for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>INT 281  Interior Construction I</td>
<td>3</td>
</tr>
<tr>
<td>INT 291  History of the Interior Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT 262  Interior Design Studio IV</td>
<td>3</td>
</tr>
<tr>
<td>INT 274  Delineation Techniques for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>INT 282  Interior Construction II</td>
<td>3</td>
</tr>
<tr>
<td>INT 284  Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>INT 292  Comparative Survey of Styles</td>
<td>3</td>
</tr>
<tr>
<td>ACC 131  Bookkeeping I or</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201  Accounting I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER V</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT 361  Interior Design Studio V</td>
<td>4</td>
</tr>
<tr>
<td>INT 371  Commercial Construction Drawings</td>
<td>3</td>
</tr>
<tr>
<td>INT 381  Trade Sources</td>
<td>2</td>
</tr>
<tr>
<td>INT 383  Professional Practice for Interior Designers</td>
<td>4</td>
</tr>
<tr>
<td>INT 391  History of Modern Design</td>
<td>3</td>
</tr>
<tr>
<td>INT 393  Restoration and Preservation</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER VI</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT 362  Interior Design Studio VI</td>
<td>4</td>
</tr>
<tr>
<td>INT 372  Computer Graphics for Interiors</td>
<td>4</td>
</tr>
<tr>
<td>INT 801  Cooperative Work Experience*</td>
<td>1</td>
</tr>
<tr>
<td>HD 105  Basic Processes of Interpersonal Relationships</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105  Introduction to Psychology or</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131  Human Relations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required: **94**

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

*Required Work Experience
LEGAL ASSISTANT

(Associate Degree)

The Legal Assistant Program is an associate degree program designed to prepare the student to function as a technically qualified assistant to the lawyer. The program was developed at the request of and in conjunction with the Dallas Bar Association. The four-semester curriculum consists of legal technology courses combined with liberal arts and business courses.

<table>
<thead>
<tr>
<th>Semester I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 131</td>
<td>Introduction to Legal Technology</td>
</tr>
<tr>
<td>LA 135</td>
<td>Texas Legal Systems</td>
</tr>
<tr>
<td>GVT 201</td>
<td>American Government</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition and Expository Reading</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 133</td>
<td>Law of Real Property and Real Estate Transactions</td>
</tr>
<tr>
<td>LA 134</td>
<td>Principles of Family Law</td>
</tr>
<tr>
<td>LA 139</td>
<td>Legal Research and Drafting</td>
</tr>
<tr>
<td>PSY 131</td>
<td>Human Relations</td>
</tr>
<tr>
<td>SC 101</td>
<td>Introduction to Speech Communication</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 225</td>
<td>Business Organizations</td>
</tr>
<tr>
<td>LA 227</td>
<td>Civil Litigation</td>
</tr>
<tr>
<td>LA 231</td>
<td>Wills, Trusts and Probate Administration</td>
</tr>
<tr>
<td>ACC 202</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td></td>
<td><strong>Total Elective</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 232</td>
<td>Tort and Insurance Law and Claims Investigation</td>
</tr>
<tr>
<td>LA 234</td>
<td>Personal Property, Sales and Credit Transactions</td>
</tr>
<tr>
<td>LA 235</td>
<td>Techniques of Legal Practice and Procedure</td>
</tr>
<tr>
<td></td>
<td><strong>Total Elective</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Elective</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 62

†Electives — must be selected from the following:
- LA 233 Income Taxation and Legal Accounting | 3
- LA 235 Civil Litigation II | 3
- LA 235 Oil and Gas Law | 3
- LA 803, 813 Cooperative Work Experience | 3
- LA 804, 814 Cooperative Work Experience | 4

††Electives — must be selected from the following:
- BUS 234 Business Law | 3
- CIS 105 Introduction to Computer Information Systems | 3
- ECO 105 Economics of Contemporary Social Issues | 3
- ECO 201 Principles of Economics | 3
- GVT 202 American Government | 3
- OFC 172 Beginning Typewriting | 3
- OFC 173 Intermediate Typewriting | 3
- OFC 190 Principles of Word Processing | 4
- OFC 231 Business Communications | 3
- POL 134 Criminal Evidence and Procedure | 3
- SOC 101 Introduction to Sociology | 3

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

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER I</td>
</tr>
<tr>
<td>MGT 136</td>
</tr>
<tr>
<td>BUS 105</td>
</tr>
<tr>
<td>COM 131</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>HUM 101</td>
</tr>
<tr>
<td>*Elective</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>SEMESTER II</td>
</tr>
<tr>
<td>MKT 206</td>
</tr>
<tr>
<td>*ACC 201</td>
</tr>
<tr>
<td>ENG 102</td>
</tr>
<tr>
<td>CIS 105</td>
</tr>
<tr>
<td>MTH 111</td>
</tr>
<tr>
<td>MTH 112</td>
</tr>
<tr>
<td>MTH 130</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SEMESTER III</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 202</td>
</tr>
<tr>
<td>BUS 234</td>
</tr>
<tr>
<td>ECO 201</td>
</tr>
<tr>
<td>PSY 131</td>
</tr>
<tr>
<td>*Elective</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 242</td>
</tr>
<tr>
<td>BUS 237</td>
</tr>
<tr>
<td>ECO 202</td>
</tr>
<tr>
<td>OFC 231</td>
</tr>
<tr>
<td>*Elective</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 63

\*Electives — must be selected from the following:

<table>
<thead>
<tr>
<th>MGT 153</th>
<th>Small Business Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 171</td>
<td>Introduction to Supervision</td>
</tr>
<tr>
<td>MGT 212</td>
<td>Special Problems in Business</td>
</tr>
<tr>
<td>MGT 703</td>
<td>Cooperative Work Experience</td>
</tr>
<tr>
<td>MGT 704</td>
<td>Cooperative Work Experience</td>
</tr>
<tr>
<td>MGT 137</td>
<td>Principles of Retailing</td>
</tr>
<tr>
<td>MKT 230</td>
<td>Salesmanship</td>
</tr>
<tr>
<td>MKT 233</td>
<td>Advertising and Sales Promotion</td>
</tr>
<tr>
<td>OFC 150</td>
<td>Office Calculating Machines</td>
</tr>
<tr>
<td>OFC 172</td>
<td>Beginning Typing</td>
</tr>
</tbody>
</table>

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

(Associate Degree)

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

CREDIT HOURS

SEMESTER I
MGT 136 Principles of Management .......... 3
MGT 150 Management Training .................. 4
MGT 154 Management Seminar: Role of Supervision .......... 2
BUS 105 Introduction to Business .......... 3
ENG 101 Composition I or Composition II .......... 3
COM 131 Applied Communications .......... 3

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

SEMESTER III
MGT 250 Management Training .......... 4
MGT 254 Management Seminar: Organizational Development .......... 2
ACC 201 Principles of Accounting I .......... 3
ECO 201 Principles of Economics I .......... 3
PSY 131 Human Relations .......... 3

SEMESTER IV
MGT 251 Management Training .......... 4
ECO 202 Principles of Economics II .......... 3
Social Science elective or Humanities elective .......... 3
†Elective .......... 3

Minimum Hours Required: .......... 63

| † Elective — may be selected from the following. |
| MGT 153 Small Business Management .......... 3 |
| MGT 212 Special Problems in Business .......... 1 |
| MKT 137 Principles of Retailing .......... 3 |
| MKT 230 Salesmanship .......... 3 |
| MKT 233 Advertising and Sales Promotion .......... 3 |
| OFC 160 Office Calculating Machines .......... 3 |
| OFC 172 Beginning Typing .......... 3 |

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

*Students may substitute ACC 131 and ACC 132 for ACC 201. Only three hours may be applied to the required number of hours for granting the degree.
MANAGEMENT CAREERS--SMALL BUSINESS MANAGEMENT OPTION

(Associate Degree)

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

CREDIT HOURS

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 136 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 153 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>COM 131 Applied Communications or</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101 Introduction to the Humanities</td>
<td>3</td>
</tr>
<tr>
<td>†Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 157 Small Business Bookkeeping and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MTH 111 Mathematics for Business and Economics I or</td>
<td>3</td>
</tr>
<tr>
<td>MTH 112 Mathematics for Business and Economics II or</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 206 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 211 Small Business Operations</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>†Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 210 Small Business Capitalization, Acquisition and Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 234 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>Social Science and Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>†Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required: **60**

†Elective—must be selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MGT 212 Special Problems in Business</td>
<td>1</td>
</tr>
<tr>
<td>OFC 160 Office Calculating Machines</td>
<td>3</td>
</tr>
<tr>
<td>OFC 172 Beginning Typing</td>
<td>3</td>
</tr>
</tbody>
</table>

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

*Students may substitute ACC 201 for MGT 157.*
MEDICAL ASSISTING TECHNOLOGY

(Associate Degree)

The Medical Assisting Technology program provides specialized training in which the student develops basic skills and knowledge necessary to function as an administrative and clinical medical office assistant. Employment is available in medical offices, clinics, hospitals, and other organizations requiring a background in medical office procedures.

The program is designed so that the student may receive a certificate in one year, or continue a course of study leading to an Associate Degree. A student must, in addition to satisfying certificate requirements for the College, comply with the minimum standards for testing prescribed by the Certifying Board of the American Association of Medical Assistants before being able to sit for the National Board Examination.

The Medical Assisting program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the American Association of Medical Assistants, Inc. (AAMA).

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 123</td>
<td>4</td>
</tr>
<tr>
<td>OFC 173</td>
<td>3</td>
</tr>
<tr>
<td>MA 151</td>
<td>4</td>
</tr>
<tr>
<td>MA 152</td>
<td>2</td>
</tr>
<tr>
<td>MA 153</td>
<td>3</td>
</tr>
<tr>
<td>MA 154</td>
<td>2</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 160</td>
<td>4</td>
</tr>
<tr>
<td>MA 161</td>
<td>3</td>
</tr>
<tr>
<td>MA 162</td>
<td>3</td>
</tr>
<tr>
<td>MA 163</td>
<td>3</td>
</tr>
<tr>
<td>MA 164</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 170</td>
<td>3</td>
</tr>
<tr>
<td>MA 171</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 172</td>
<td>6</td>
</tr>
</tbody>
</table>

Minimum Hours Required: **61**

*If typing skills can be demonstrated with a minimum of 50 correct wpm, OFC 173 will not be required.

†OFC 173 and MA 151 must be completed in the first semester in order for the student to progress according to the outlined schedule.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.
The Medical Assisting Technology program provides specialized training in which the student develops basic skills and knowledge necessary to function as an administrative and clinical medical office assistant. Employment is available in medical offices, clinics, hospitals, and other organizations requiring a background in medical office procedures.

A student must, in addition to satisfying certificate requirements for the College, comply with the minimum standards for the testing prescribed by the Certifying Board of the American Association of Medical Assistants before being able to sit for the National Board Examination.

The Medical Assisting program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the American Association of Medical Assistants, Inc. (AAMA).

**CREDIT HOURS**

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>BIO 123 Applied Anatomy and Physiology</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>†OFC 173 Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>MA 151</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MA 152</td>
<td>Medical Law and Ethics</td>
<td>2</td>
</tr>
<tr>
<td>MA 153</td>
<td>Medical Office Microbiology and Sterilization Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 154</td>
<td>Introduction to Medical Transcription</td>
<td>2</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SEMESTER I</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

| SUMMER I   | MA 170 Medical Office X-Ray Orientation and Electromedical Instrumentation | 3 |
|           | MA 171 Medical Office Laboratory Procedures | 3 |
| SUMMER II  | MA 172 Medical Assisting Externship (A minimum of 180 hours) | 6 |

| SEMESTER II| MA 160 Medical Transcription | 4 |
|           | MA 161 Medical Office Administrative and Management Procedures | 3 |
|           | MA 162 Medical Office Bookkeeping and Insurance Procedures | 3 |
|           | MA 163 Medical Office Clinical Medical Assisting | 3 |
|           | MA 164 Medical Office Pharmacology and Drug Administration | 3 |
|           | **SEMESTER II**                        | **16** |
|           | **SUMMER II**                          | **6** |

*If typing skills can be demonstrated with a minimum of 50 correct wpm, OTC 173 will not be required.
†OFC 173 and MA 151 must be completed the first semester in order for students to progress according to outlined schedule.

Minimum Hours Required: 49
MEDICAL LABORATORY TECHNOLOGY

(Associate Degree)

The Medical Laboratory Technology program prepares the student to perform tests and related duties in a medical laboratory under the supervision of a medical technologist. The program is a balanced curriculum of science, liberal arts, and technical courses including clinical assignments in local medical laboratories.

Upon successful completion of the program, the student is awarded an Associate Degree in Applied Arts and Sciences. In order to be eligible to take the National Certifying Examination, a graduate must comply with the minimum standards prescribed by the American Society of Clinical Pathologists.

The Medical Laboratory Technology program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>SEMESTER I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIO 101 General Biology .................. 4</td>
</tr>
<tr>
<td></td>
<td>CHM 101 General Chemistry ................ 4</td>
</tr>
<tr>
<td></td>
<td>MLT 133 Hematology ....................... 4</td>
</tr>
<tr>
<td></td>
<td>MLT 135 Urinalysis ....................... 3</td>
</tr>
<tr>
<td></td>
<td>MTH 101 College Algebra ................... 3</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 102 General Biology .................. 4</td>
</tr>
<tr>
<td>CHM 102 General Chemistry ................ 4</td>
</tr>
<tr>
<td>MLT 138 Immunology ....................... 4</td>
</tr>
<tr>
<td>PSY 105 Introduction to Psychology or ... 3</td>
</tr>
<tr>
<td>HD 105 Basic Processes of Interpersonal Relationships .. 3</td>
</tr>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER SESSION I (12 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 139 Clinical Practice I ... 8</td>
</tr>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 221 Anatomy and Physiology .................. 4</td>
</tr>
<tr>
<td>CHM 203 Quantitative Analysis .................. 4</td>
</tr>
<tr>
<td>ENG 101 Composition I ......................... 3</td>
</tr>
<tr>
<td>MLT 229 Medical Microbiology I ................ 4</td>
</tr>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 222 Anatomy and Physiology ................ 4</td>
</tr>
<tr>
<td>SC 101 Introduction to Speech Communication .... 3</td>
</tr>
<tr>
<td>MLT 231 Clinical Chemistry .................... 4</td>
</tr>
<tr>
<td>MLT 236 Medical Microbiology II ................ 4</td>
</tr>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER SESSION II (12 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 238 Clinical Practice II ... 8</td>
</tr>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

Minimum Hours Required 79

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

The nine month certificate program in Medical Transcription prepares the student to function as a medical typist or medical transcriptionist with a thorough knowledge of medical terminology, advanced typing and word processing skills, and work experience. Proper form, editing abilities and legal implications are stressed. Entry requirement to this program is a typing skill of 50 words per minute. Job opportunities are available in medical records, pathology and radiology departments of hospitals and clinics; physician’s offices; the health insurance industry; public and private health foundations and institutions; medical schools; and research centers. Cooperative work experience is a part of this program.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER I</td>
</tr>
<tr>
<td>BIO 123</td>
</tr>
<tr>
<td>OFC 273</td>
</tr>
<tr>
<td>MA 151</td>
</tr>
<tr>
<td>MA 152</td>
</tr>
<tr>
<td>MA 154</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>SEMESTER II</td>
</tr>
<tr>
<td>MA 160</td>
</tr>
<tr>
<td>MA 161</td>
</tr>
<tr>
<td>MA 166</td>
</tr>
<tr>
<td>MA 704</td>
</tr>
<tr>
<td>ENG 102</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 33
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.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>†OFC 160 Office Calculating Machines</td>
<td>3</td>
</tr>
<tr>
<td>††OFC 172 Beginning Typing or*</td>
<td>3</td>
</tr>
<tr>
<td>OFC 173 Intermediate Typing</td>
<td></td>
</tr>
<tr>
<td>BUS 105 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COM 131 Applied Communications or</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>†Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total: 18</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>†OFC 173 Intermediate Typing or</td>
<td>3</td>
</tr>
<tr>
<td>OFC 273 Advanced Typing Applications</td>
<td>(2)</td>
</tr>
<tr>
<td>OFC 162 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>††OFC 190 Principles of Work Processing</td>
<td>4</td>
</tr>
<tr>
<td>CIS 105 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGT 136 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total: 18-19</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 273 Advanced Typing Applications or</td>
<td>2</td>
</tr>
<tr>
<td>†Elective</td>
<td>(3)</td>
</tr>
<tr>
<td>OFC 231 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 131 Bookkeeping I or</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201 Principles of Accounting</td>
<td></td>
</tr>
<tr>
<td>PSY 131 Human Relations or</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105 Introduction to Psychology</td>
<td></td>
</tr>
<tr>
<td>†Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total: 17-18</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 256 Office Management or</td>
<td>3</td>
</tr>
<tr>
<td>BUS 237 Organizational Behavior</td>
<td></td>
</tr>
<tr>
<td>HUM 101 Introduction to the Humanities</td>
<td>3</td>
</tr>
<tr>
<td>†Electives</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total: 15</strong></td>
<td></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 68

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

†Note:
- OFC 160 Equivalent to 192, 193 and 194
- OFC 172 Equivalent to 176, 177 and 178
- OFC 190 Equivalent to 179, 182 and 185

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

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

### SEMESTER I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 160</td>
<td>Office Calculating Machines</td>
<td>3</td>
</tr>
<tr>
<td>OFC 172</td>
<td>Beginning Typing</td>
<td>3</td>
</tr>
<tr>
<td>COM 131</td>
<td>Applied Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

### SEMESTER II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 131</td>
<td>Bookkeeping I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Minimum Hours Required:** 35

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

- OFC 103 Speedwriting Theory...
- OFC 106 Speedwriting Dictation and Transcription...
- OFC 159 Beginning Shorthand...
- OFC 162 Office Procedures...
- OFC 190 Principles of Word Processing...
- OFC 196 Intermediate Shorthand...
- OFC 197 Intermediate Typing...
- OFC 231 Business Communications...
- ACC 132 Bookkeeping II...
- ACC 201 Principles of Accounting I...
- PSY 105 Introduction to Psychology or...
- PSY 131 Human Relations...
- MGT 136 Principles of Management...
- BUS 234 Business Law...
- CIS 282 Contemporary Topics in Computer Science...
- OFC 273 Advanced Typing Applications...
- OFC 275 Secretarial Procedures...
- OFC 803 Cooperative Work Experience...
- OFC 804 Cooperative Work Experience...

**NOTE:**
- OFC 160 Equivalent to 192, 193 and 194
- OFC 172 Equivalent to 176, 177 and 178
- OFC 159 Equivalent to 187, 188 and 189
- OFC 190 Equivalent to 179, 182 and 185
- Students who can demonstrate proficiency by previous training, experience or placement tests may substitute a course from the electives listed for the program.

**Required if ACC 131 was taken previously.**
OFFICE CAREERS — GENERAL OFFICE

(Certificate — Office Clerical Emphasis)

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

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>SEMESTER I</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>OFC 160 Office Calculating Machines</td>
</tr>
<tr>
<td>3</td>
<td>OFC 162 Office Procedures</td>
</tr>
<tr>
<td>3</td>
<td>OFC 172 Beginning Typing</td>
</tr>
<tr>
<td>3</td>
<td>ENG 101 Composition I or</td>
</tr>
<tr>
<td>3</td>
<td>COM 131 Applied Communications</td>
</tr>
<tr>
<td>3</td>
<td>MTH 130 Business Mathematics</td>
</tr>
<tr>
<td>3</td>
<td>†Elective</td>
</tr>
</tbody>
</table>

**Minimum Hours Required** 37

<table>
<thead>
<tr>
<th>3</th>
<th>†Electives — Must be taken from the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>OFC 103 Speedwriting Theory</td>
</tr>
<tr>
<td>4</td>
<td>OFC 106 Speedwriting Dictation and Transcription</td>
</tr>
<tr>
<td>4</td>
<td>OFC 159 Beginning Shorthand</td>
</tr>
<tr>
<td>4</td>
<td>OFC 165 Intermediate Shorthand</td>
</tr>
<tr>
<td>3</td>
<td>OFC 231 Business Communications</td>
</tr>
<tr>
<td>3</td>
<td>ACC 132 Bookkeeping II</td>
</tr>
<tr>
<td>3</td>
<td>ACC 201 Principles of Accounting I</td>
</tr>
<tr>
<td>3</td>
<td>PSY 105 Introduction to Psychology or</td>
</tr>
<tr>
<td>3</td>
<td>PSY 131 Human Relations</td>
</tr>
<tr>
<td>3</td>
<td>MGT 136 Principles of Management</td>
</tr>
<tr>
<td>3</td>
<td>BUS 234 Business Law</td>
</tr>
<tr>
<td>3</td>
<td>CIS 262 Contemporary Topics in Computer Science</td>
</tr>
<tr>
<td>2</td>
<td>OFC 273 Advanced Typing Applications</td>
</tr>
<tr>
<td>3</td>
<td>OFC 275 Secretarial Procedures</td>
</tr>
<tr>
<td>3</td>
<td>OFC 803 Cooperative Work Experience or</td>
</tr>
<tr>
<td>4</td>
<td>OFC 804 Cooperative Work Experience</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.

‡NOTE:
- OFC 160 Equivalent to 192, 193, and 194
- OFC 172 Equivalent to 176, 177, and 178
- OFC 166 Equivalent to 187, 186, and 189
- OFC 190 Equivalent to 179, 182, and 185
OFFICE CAREERS —
PROFESSIONAL SECRETARY
OPTION

(Associate Degree)

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

| CREDIT HOURS |

<table>
<thead>
<tr>
<th>SEMESTER I</th>
</tr>
</thead>
<tbody>
<tr>
<td>†OFC 160 Office Calculating Machines</td>
</tr>
<tr>
<td>OFC 159 Beginning Shorthand or</td>
</tr>
<tr>
<td>OFC 103 Speedwriting</td>
</tr>
<tr>
<td>†OFC 172 Beginning Typing or</td>
</tr>
<tr>
<td>OFC 173 Intermediate Typing</td>
</tr>
<tr>
<td>COM 131 Applied Communications or</td>
</tr>
<tr>
<td>ENG 101 Composition I</td>
</tr>
<tr>
<td>MTH 130 Business Mathematics</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>†OFC 166 Intermediate Shorthand or</td>
</tr>
<tr>
<td>OFC 106 Speedwriting Dictation and Transcription</td>
</tr>
<tr>
<td>†OFC 173 Intermediate Typing or</td>
</tr>
<tr>
<td>OFC 273 Advanced Typing Applications</td>
</tr>
<tr>
<td>OFC 162 Office Procedures</td>
</tr>
<tr>
<td>ACC 131 Bookkeeping I or</td>
</tr>
<tr>
<td>ACC 201 Principles of Accounting I</td>
</tr>
<tr>
<td>BUS 105 Introduction to Business</td>
</tr>
<tr>
<td>ENG 102 Composition II</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
</tr>
</thead>
<tbody>
<tr>
<td>†OFC 190 Principles of Word Processing</td>
</tr>
<tr>
<td>OFC 231 Business Communications</td>
</tr>
<tr>
<td>OFC 273 Advanced Typing Applications or</td>
</tr>
<tr>
<td>†Elective</td>
</tr>
<tr>
<td>CIS 105 Introduction to Computer Information Systems</td>
</tr>
<tr>
<td>PSY 131 Human Relations or</td>
</tr>
<tr>
<td>PSY 105 Introduction to Psychology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OFC 282 Word Processing Applications</strong></td>
</tr>
<tr>
<td>OFC 275 Secretarial Procedures or</td>
</tr>
<tr>
<td>OFC 803 Cooperative Work Experience or</td>
</tr>
<tr>
<td>OFC 804 Cooperative Work Experience</td>
</tr>
<tr>
<td>OFC 285 Applied Machine Transcription</td>
</tr>
<tr>
<td>HUM 101 Introduction to the Humanities</td>
</tr>
<tr>
<td>†Electives</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 61

†Electives — must be taken from the following:
OFC Any OFC Course may be selected

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 132 Bookkeeping II</td>
</tr>
<tr>
<td>ACC 202 Principles of Accounting II</td>
</tr>
<tr>
<td>BUS 143 Personal Finance</td>
</tr>
<tr>
<td>BUS 234 Business Law</td>
</tr>
<tr>
<td>BUS 237 Organizational Behavior</td>
</tr>
<tr>
<td>CIS 262 Contemporary Topics in Computer Science</td>
</tr>
<tr>
<td>CIS 264 Special Topics in Computer Science and Data Processing</td>
</tr>
<tr>
<td>ECC 201 Principles of Economics I</td>
</tr>
<tr>
<td>MGT 136 Principles of Management</td>
</tr>
<tr>
<td>MGT 242 Personnel Administration</td>
</tr>
<tr>
<td>SC 105 Fundamentals of Public Speaking</td>
</tr>
</tbody>
</table>

††NOTE:
OFC 160 Equivalent to 192, 193 and 194
OFC 172 Equivalent to 176, 177 and 178
OFC 166 Equivalent to 187, 188 and 189
OFC 190 Equivalent to 181, 182 and 185

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

**Repeatable for credit using different equipment

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.
OFFICE CAREERS — 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 in Applied Arts and Sciences Degree is awarded for successful completion.

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

**SEMESTER I**
- OFC 150 Filing Practices ................. 3
- ††OFC 160 Office Calculating Machines .......... 3
- ††OFC 172 Beginning Typing or .......... 3
- OFC 173 Intermediate Typing ................. 3
- ENG 101 Composition I or .................. 3
- COM 131 Applied Communications ............... 3
- MTH 130 Business Mathematics ................ 3
\[
\text{Total: 15}
\]

**SEMESTER II**
- OFC 152 Introduction to Records Management ........ 3
- OFC 162 Office Procedures .................... 3
- OFC 173 Intermediate Typing or .......... 3
- OFC 273 Advanced Typing Applications .......... 3
- ACC 131 Bookkeeping I or .................. 3
- ACC 201 Principles of Accounting I .............. 3
- BUS 105 Introduction to Business .......... 3
- ENG 102 Composition II ..................... 3
\[
\text{Total: 17-18}
\]

**SEMESTER III**
- ††OFC 190 Principles of Word Processing .......... 3
- OFC 231 Business Communications ............... 3
- OFC 250 Records Control ...................... 3
- CIS 105 Introduction to Computer Information-Systems ........ 3
- PSY 131 Human Relations or ................. 3
- PSY 105 Introduction to Psychology ............. 3
- OFC 273 Advanced Typing Applications or ........ 3
- †Elective ..................................... 3
\[
\text{Total: 17-18}
\]

**SEMESTER IV**
- OFC 252 Micrographics ....................... 3
- OFC 282 Word Processing Applications ........ 1
- OFC 285 Applied Machine Transcription .......... 1
- HUM 101 Introduction to the Humanities .......... 3
- †Electives ..................................... 6-7
\[
\text{Total: 14-15}
\]

Minimum Hours Required: 63

†Electives — must be taken from the following:
- OFC Any OFC Course may be selected
- OFC 803-804 Cooperative Work Experience .......... 3-4
- ACC 132 Bookkeeping II ......................... 3
- ACC 202 Principles of Accounting II .............. 3
- BUS 143 Personal Finance ....................... 3
- BUS 204 Business Law .......................... 3
- BUS 237 Organizational Behavior .................. 3
- CIS 260 Contemporary Topics in Computer Science ...... 1
- CIS 262 Contemporary Topics in Computer Science ...... 3
- CIS 264 Special Topics in Computer Science and Data Processing .... 4
- ECO 201 Principles of Economics I .................. 3
- MGT 136 Principles of Management .................. 3
- MGT 242 Personnel Administration .................. 3
- SC 106 Fundamentals of Public Speaking ............ 3

††NOTE:
- OFC 190 Equivalent to 192, 193 and 194
- OFC 172 Equivalent to 176, 177 and 178
- OFC 190 Equivalent to 179, 182 and 185

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

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

(Associate Degree)

The pattern designer converts the fashion sketch or original garment into an industrial paper pattern used in the mass production of clothing. Drafting is the skill of developing a flat pattern with measurements. Draping is the skill of developing a pattern by placing cloth over a dress form. Upon completion of the program, the student enters a women's wear or children's wear manufacturing company as an assistant in the pattern department.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>SEMESTER I</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES 110 Basic Color Theory and Application</td>
<td>3</td>
</tr>
<tr>
<td>DES 128 Introduction to Mass Production and Apparel (1st 8 weeks)</td>
<td>2</td>
</tr>
<tr>
<td>DES 129 Industrial Garment Construction (1st 8 weeks)</td>
<td>1</td>
</tr>
<tr>
<td>DES 234 History of Costume</td>
<td>3</td>
</tr>
<tr>
<td>PDD 151 Pattern Drafting I (2nd 8 weeks)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES 135 Textiles</td>
</tr>
<tr>
<td>DES 136 Fashion Sketching</td>
</tr>
<tr>
<td>DES 235 History of Costume</td>
</tr>
<tr>
<td>PDD 152 Pattern Drafting II (1st 8 weeks)</td>
</tr>
<tr>
<td>PDD 153 Pattern Drafting III (2nd 8 weeks)</td>
</tr>
<tr>
<td>SC 101 Introduction to Speech Communication</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES 229 Advanced Garment Construction</td>
</tr>
<tr>
<td>PDD 254 Pattern Drafting IV (1st 8 weeks)</td>
</tr>
<tr>
<td>PDD 255 Pattern Drafting V (2nd 8 weeks)</td>
</tr>
<tr>
<td>PSY 105 Introduction to Psychology or</td>
</tr>
<tr>
<td>HD 105 Basic Processes of Interpersonal Relationships</td>
</tr>
<tr>
<td>MTH 139 Applied Mathematics</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDD 256 Pattern Drafting VI (1st 8 weeks)</td>
</tr>
<tr>
<td>PDD 257 Pattern Drafting VII (2nd 8 weeks)</td>
</tr>
<tr>
<td>DES 141 Grading or</td>
</tr>
<tr>
<td>PDD 812 Cooperative Work Experience or</td>
</tr>
<tr>
<td>PDD 813 Cooperative Work Experience or</td>
</tr>
<tr>
<td>PDD 814 Cooperative Work Experience</td>
</tr>
<tr>
<td>+ Elective</td>
</tr>
<tr>
<td>+ + Elective</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 61

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

**General Studies**

All students must complete a number of general education courses to meet the requirements for admission into special program tracks and to be eligible for the Associate in Applied Arts and Sciences Degree.

**Radiologic Sciences**

The Radiologic Sciences freshman student is provided a core study related to the delivery of health care. After completing the basic academic, math and science requirements, the sophomore student will begin the specialized track of didactic and clinical study. There are two specific program tracks: Radiologic Technology and Diagnostic Medical Sonography.

---

**CORE CURRICULUM**

(For all first year students in Radiologic Sciences)

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>RAD 101 Introduction to Radiologic Sciences</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIO 120 Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MTH 139 Applied Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HD 105 Basic Processes of Interpersonal Relationships</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>RAD 102 Introduction to Radiologic Sciences II</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIO 121 Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHY 118 Concepts in Physics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENG 102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS 105 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 33

---

**DIAGNOSTIC MEDICAL SONOGRAPHY**

(Associate Degree)

The Diagnostic Medical Sonography program prepares the student to function as a Medical Sonographer.

The medical sonographer performs diagnostic examinations using high frequency sound waves to visualize soft tissue structures, including the gall bladder, kidneys, pregnant uterus and other organs as requested by the physician.

This program has applied for accreditation with the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Educational Programs in Diagnostic Medical Sonography (JRCEPDMS).

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTERS I and II Core Curriculum</td>
</tr>
</tbody>
</table>

**SUMMER SESSION I**

| DMS 200 Ultrasound Orientation I | 2 |
| DMS 202 Film Evaluation Seminar I | 1 |
| **Total** | 3 |

**SUMMER SESSION II**

| DMS 203 Ultrasound Orientation II | 2 |
| DMS 204 Film Evaluation Seminar II | 1 |
| **Total** | 3 |

**FALL SEMESTER III**

| DMS 210 Accoustical Physics | 3 |
| DMS 212 Cross Sectional Anatomy | 4 |
| DMS 213 Ultrasound Science I | 3 |
| DMS 214 Clinical Medicine I | 4 |
| **Total** | 14 |

**SPRING SEMESTER IV**

| DMS 221 Instrumentation/Standardization | 4 |
| DMS 222 Pathophysiology | 3 |
| DMS 223 Clinical Medicine II | 4 |
| DMS 224 Clinical Education I | 6 |
| **Total** | 17 |

**SUMMER SESSION III**

| DMS 231 Clinical Education II | 4 |
| DMS 236 Clinical Medicine III | 2 |
| **Total** | 6 |

**SUMMER SESSION IV**

| DMS 238 Clinical Education III | 4 |
| DMS 239 Clinical Medicine IV | 2 |
| **Total** | 6 |

Minimum Hours Required: 82

---

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.
The Radiography Technology program prepares the student for a career as a medical radiographer (X-ray technician).

The medical radiographer assists the radiologist and other physicians in the use of radiographs to examine patients for broken bones, ulcers, tumors, disease or malfunctioning of various body organs. The radiographer positions the patient and operates radiographic equipment.

This program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education in Radiologic Technology (JRCERT).

### CREDIT HOURS

<table>
<thead>
<tr>
<th>SEMESTERS I AND II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum</td>
<td>33</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 103 Radiographic Positioning and Osteology I</td>
<td>2</td>
</tr>
<tr>
<td>RAD 105 Principles of Radiographic Exposure I</td>
<td>1</td>
</tr>
<tr>
<td>RAD 107 Applied Physics I</td>
<td>1</td>
</tr>
<tr>
<td>RAD 109 Radiation Protection</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 111 Radiographic Positioning and Osteology II</td>
<td>2</td>
</tr>
<tr>
<td>RAD 113 Principles of Radiographic Exposure II</td>
<td>1</td>
</tr>
<tr>
<td>RAD 115 Applied Physics II</td>
<td>1</td>
</tr>
<tr>
<td>RAD 117 Radiation Biology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 201 Clinical Education I</td>
<td>6</td>
</tr>
<tr>
<td>RAD 206 Radiographic Positioning and Osteology III</td>
<td>3</td>
</tr>
<tr>
<td>RAD 205 Principles of Radiographic Exposure III</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

| SEMESTER IV         | | SEMESTER IV         | |
|---------------------| |---------------------| |
| RAD 207 Clinical Education II | 8    |
| RAD 209 Radiographic Pathology | 2    |
| RAD 211 Special Procedures | 2    |
|                     | 12   |

<table>
<thead>
<tr>
<th>SUMMER III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 215 Clinical Education III (Externship)</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 217 Clinical Education IV (Externship)</td>
<td>5</td>
</tr>
</tbody>
</table>

Minimum Hours Required: 78

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

(Associate Degree)

The Respiratory Therapy Technology program prepares students to become respiratory therapists and perform a complex patient care level of procedures in specialized patient care units and diagnostic laboratories.

In order to be eligible to write the Registry Examination, a student must comply with the minimum standards for testing as required by the National Board for Respiratory Care (NBRC).

The Respiratory Therapist program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee for Respiratory Therapy Education (JRCRTE).

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER I</td>
</tr>
<tr>
<td>MTH 139</td>
</tr>
<tr>
<td>MTH 101</td>
</tr>
<tr>
<td>CHM 101</td>
</tr>
<tr>
<td>CHM 115</td>
</tr>
<tr>
<td>BIO 120</td>
</tr>
<tr>
<td>BIO 221</td>
</tr>
<tr>
<td>RES 137</td>
</tr>
<tr>
<td>RES 151</td>
</tr>
<tr>
<td>BPM 132</td>
</tr>
<tr>
<td>SEMESTER II</td>
</tr>
<tr>
<td>CHM 116</td>
</tr>
<tr>
<td>CHM 102</td>
</tr>
<tr>
<td>BIO 121</td>
</tr>
<tr>
<td>BIO 222</td>
</tr>
<tr>
<td>RES 153</td>
</tr>
<tr>
<td>RES 154</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>BP 132</td>
</tr>
<tr>
<td>SEMESTER III</td>
</tr>
<tr>
<td>BIO 216</td>
</tr>
<tr>
<td>RES 243</td>
</tr>
<tr>
<td>RES 257</td>
</tr>
<tr>
<td>RES 263</td>
</tr>
<tr>
<td>RES 261</td>
</tr>
<tr>
<td>HD 105</td>
</tr>
<tr>
<td>SEMESTER IV</td>
</tr>
<tr>
<td>RES 264</td>
</tr>
<tr>
<td>RES 265</td>
</tr>
<tr>
<td>RES 271</td>
</tr>
<tr>
<td>SC 101</td>
</tr>
</tbody>
</table>

Minimum Hours Required: 81

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

(Certificate)

The Respiratory Therapy Technician Program prepares individuals with entry-level skills for in-patient care and technical and therapeutic procedures. For individuals already working the field, the program serves to broaden technical knowledge and upgrade therapeutic skills.

In order to be eligible to write the Certification Examination, a student must comply with the minimum standards for testing as required by the National Board for Respiratory Care (NBRC).

Fall and Spring admission to the program is offered at off-campus hospital sites.

The Respiratory Therapy Technician program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee for Respiratory Therapy Education (JRCRTE).

(Fall Admission)

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>SEMESTER I</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 118 Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>BIO 123 Applied Anatomy and Physiology or BIO 120 and BIO 121 Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>RES 137 Basic Respiratory Skills and Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>RES 151 Pathology and Treatment Rationale I</td>
<td>3</td>
</tr>
<tr>
<td>COM 131 Applied Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 135 Applied Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>RES 138 Clinical Practice II</td>
<td>4</td>
</tr>
<tr>
<td>RES 145 Basic Technology I</td>
<td>4</td>
</tr>
<tr>
<td>RES 149 Pathology and Treatment Rationale II</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>SUMMER I</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 160 Clinical Practice III</td>
<td>3</td>
</tr>
<tr>
<td>RES 164 Basic Technology II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>SUMMER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 162 Clinical Practice IV</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required 41

(Spring Admission)

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>SPRING SEMESTER I (15 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 118 Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>BIO 123 Applied Anatomy and Physiology or BIO 120 and BIO 121 Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>RES 137 Basic Respiratory Therapy Skills and Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>RES 151 Pathology and Treatment Rationale I</td>
<td>3</td>
</tr>
<tr>
<td>COM 131 Applied Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>SUMMER SESSION (15 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 135 Applied Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>RES 138 Clinical Practice II</td>
<td>4</td>
</tr>
<tr>
<td>RES 145 Basic Technology I</td>
<td>4</td>
</tr>
<tr>
<td>RES 149 Pathology and Treatment Rationale II</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>FALL SESSION I (5 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 160 Clinical Practice III</td>
<td>3</td>
</tr>
<tr>
<td>RES 164 Basic Technology II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>FALL SESSION II (5 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 162 Clinical Practice IV</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required 41
(Certificate)

The Surgical Technology Program trains students to provide services in the operating room under the supervision and responsibility of the operating room supervisor. The technologist, as part of the operating team, aids in providing for the safety, cleanliness, and efficiency necessary for good patient care in the operating room. The surgical technologist prepares the materials for use at the operating room table and assists in the use of these materials in a variety of operative procedures. Summer session is ten weeks in length. Students are required to be covered by professional liability insurance.

The Surgical Technology program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education for the Surgical Technologist (JRCEST).

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

SEMESTER I
- ENG 101 Composition I or ... 3
- COM 131 Applied Communications ... 4
- BIO 123 Applied Anatomy and Physiology ... 4
- BIO 120 Introduction to Human Anatomy and Physiology ... 4
- SGT 140 Medical Terminology ... 2
- SGT 141 Surgical Techniques ... 8

17

SEMESTER II
- BIO 121 Introduction to Human Anatomy and Physiology* ... 4
- HD 105 Basic Processes of Interpersonal Relationships or HD 106 Personal and Social Growth ... 4
- SGT 152 Operating Room Procedures ... 8
- SGT 155 Operating Room Pharmacology ... 2

17

SUMMER I (10 weeks)
- SGT 153 Clinical Practice ... 7
- SGT 154 Seminar ... 2

9

Minimum Hours Required: 43

*Bio 120 is taken in the fall, BIO 121 must be taken in the spring semester.

(Certificate)

This option teaches the registered nurse to provide safety, cleanliness and efficiency necessary for good patient care in the operating room. Basic principles of asepsis, preparation and care of surgical supplies and ethical legal aspects are taught, as well as perioperative role responsibilities of the registered nurse. Students are required to be covered by professional liability insurance.

Nurses enrolled in this option must hold a current license from the Board of Nurse Examiners for the State of Texas.

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

SEMESTER I
- SGT 140 Medical Terminology ... 2
- SGT 141 Operating Room Technique ... 8

10

SEMESTER II
- HD 105 Basic Processes of Interpersonal Relationships ... 3
- SGT 160 Operating Room Procedures for Registered Nurses ... 8

11

Minimum Hours Required: 21
VOCATIONAL NURSING

The Vocational Nursing program is a twelve-month program that prepares students to give direct patient care under the supervision of a registered nurse or a physician. The program is accredited by the Board of Vocational Nurse Examiners for the State of Texas. Upon completion of the program, the student is awarded a certificate and may write the Licensing Examination for Vocational Nurses (NCLEX-PN) in order to become a Licensed Vocational Nurse (LVN) in Texas. The program includes classroom and laboratory work on campus as well as clinical experience at various area hospitals.

### FALL ADMISSION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM 064</td>
<td>Math for Nurses*</td>
<td>1</td>
</tr>
<tr>
<td>DM 065</td>
<td>Developmental Mathematics</td>
<td>1</td>
</tr>
<tr>
<td>BIO 123</td>
<td>Applied Anatomy and Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>HD 100</td>
<td>Study Skills*</td>
<td>1</td>
</tr>
<tr>
<td>VN 144</td>
<td>Health Maintenance through the Life Cycle</td>
<td>3</td>
</tr>
<tr>
<td>VN 145</td>
<td>Nursing Process I</td>
<td>3</td>
</tr>
<tr>
<td>VN 152</td>
<td>Nursing Practice I</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**SEMESTER II (Summer)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 155</td>
<td>Nursing Process II</td>
<td>10</td>
</tr>
<tr>
<td>VN 150</td>
<td>Nursing Practice II</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**SEMESTER III**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 153</td>
<td>Maternal Child Health</td>
<td>8</td>
</tr>
<tr>
<td>VN 154</td>
<td>Maternal Child Health Clinical</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 50

*DM 064, 065, HD 100, and BIO 123 may be completed prior to entering the program. DM 064 and 065 are developmental and do not apply toward credit hours.

A grade of "C" or better is required in all courses.

### SPRING ADMISSION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM 064</td>
<td>Math for Nurses*</td>
<td>1</td>
</tr>
<tr>
<td>DM 065</td>
<td>Developmental Mathematics</td>
<td>1</td>
</tr>
<tr>
<td>BIO 123</td>
<td>Applied Anatomy and Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>HD 100</td>
<td>Study Skills*</td>
<td>1</td>
</tr>
<tr>
<td>VN 144</td>
<td>Health Maintenance through the Life Cycle</td>
<td>3</td>
</tr>
<tr>
<td>VN 145</td>
<td>Nursing Process I</td>
<td>3</td>
</tr>
<tr>
<td>VN 152</td>
<td>Nursing Practice I</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**SEMESTER II (Summer)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 153</td>
<td>Maternal Child Health</td>
<td>8</td>
</tr>
<tr>
<td>VN 154</td>
<td>Maternal Child Health Clinical</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**SEMESTER III**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 155</td>
<td>Nursing Process II</td>
<td>10</td>
</tr>
<tr>
<td>VN 150</td>
<td>Nursing Practice II</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 50

*DM 064, 065, HD 100, and BIO 123 may be completed prior to entering the program. DM 064 and 065 are developmental and do not apply toward credit hours.

A grade of "C" or better is required in all courses.
Course Descriptions
Including General Education and Career Program Courses

- All courses listed in the District catalog are not available at every college. The District catalog contains descriptions of both General Education courses and Technical/Occupational courses offered collectively by the seven colleges of the Dallas County Community College District. The listing is alphabetical by course subject title.
- Each campus within the District publishes a catalog which reflects courses and programs that are offered on that campus.
- All courses listed in this catalog may not be offered during the current year. It is suggested that students plan their schedules with the help of a college counselor well in advance of registration.

Understanding The Course Descriptions

<table>
<thead>
<tr>
<th>Abbreviation on the general program area name (in this case, &quot;Biology&quot;).</th>
<th>Course Number</th>
<th>Name of the Course</th>
<th>Credit Hours - When you complete a course, you are awarded a certain number of credit hours. If you are in a degree program, a specified number of credit hours is required for graduation. Counselors are available to help you determine your course and credit hour requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite - A course that must be successfully completed or a requirement such as related life experiences that must be met before enrolling in this course.</td>
<td>(BIO) 221 Anatomy And Physiology I (4)</td>
<td>Prerequisite: Biology 102 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)</td>
<td></td>
</tr>
<tr>
<td>Laboratory Fee - A charge for equipment or services in addition to tuition.</td>
<td>Lecture/Lab - The number of hours that you will spend in a classroom (Lecture) and/or Laboratory each week during the semester. In this example, you would spend three hours in the classroom and three hours in the lab each week. Some course descriptions show the total number of &quot;contact hours&quot; for the entire semester. Contact hours are the number of hours you are in contact with the instructor or on-the-job supervisor during the entire semester.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

(ACC) 131 Bookkeeping I (3)
The fundamental principles of double-entry bookkeeping are presented and applied to practical business situations. Emphasis is on financial statements, trial balances, work sheets, special journals, and recording and adjusting entries. A practice set covering the entire business cycle is completed. (3 Lec.)

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

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

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

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

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

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

(ACC) 207 Intermediate Accounting II (3)
This course continues Accounting 203. Principles and problems in fixed liabilities and capital stock are examined. Equities, business combinations and the analysis and interpretation of supplementary statements are also included. (3 Lec.)

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

(ACC) 239 Income Tax Accounting (3)
Prerequisite: Accounting 202 or demonstrated competence approved by the instructor. This course examines basic income tax laws which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, capital gains, and losses. Emphasis is on common problems. (3 Lec.)

(ACC) 250 Microcomputer-Based Accounting Applications (3)
Prerequisites: Accounting 202 and Computer Science 175. This course is designed to provide students with an overview of microcomputer-based accounting systems for small businesses. Actual "hands-on" experience will be provided utilizing systems for general ledger, accounts receivable, accounts payable, and payroll. Additional study may be devoted to financial planning and budgeting applications using electronic worksheet programs. Laboratory fee. (2 Lec., 2 Lab.)

(ACC) 703, 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lee., 15 Lab.)

(ACC) 704, 714, 804, 814 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lee., 20 Lab.)

ANTHROPOLOGY

(ANT) 100 Introduction To Anthropology (3)
This course surveys the origin of mankind involving the processes of physical and cultural evolution, ancient man, and preliterate man. Attention is centered on fossil evidence, physiology and family/group roles and status. (3 Lec.)

(ANT) 101 Cultural Anthropology (3)
Cultures of the world are surveyed and emphasis given to those of North America. Included are the concepts of culture, social and political organization, language, religion and magic, and elementary anthropological theory. (This course is offered on campus and may be offered via television.) (3 Lec.)

(ANT) 104 American Indian Culture (3)
Native Americans are studied from three perspectives: Native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, The Bureau of Indian Affairs, self-determination, health care, etc. (3 Lec.)

(ANT) 110 The Heritage Of Mexico (3)
This course (cross-listed as History 110) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires.
APPAREL DESIGN

(APP) 232 Design Development I (3)
Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 237 or demonstrated competence approved by the instructor. The principles of good design for mass-produced apparel are studied, especially as they apply to structural and decorative design. Careful attention is given to fabric selection and trimming that are appropriate for current styles. Laboratory fee. (2 Lec., 4 Lab.)

(APP) 233 Design Development II (3)
Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 238 or demonstrated competence approved by the instructor. This is a continuation of developing design principles. The garment cost and construction techniques are emphasized along with selection of fabric and trimming. Laboratory fee. (2 Lec., 4 Lab.)

(APP) 234 Freehand Drawing I (3)
This course covers pencil drawing with emphasis on the use of pencil and ink. Exercises use book references, human models and indoor-outdoor sketching. Laboratory fee. (2 Lec., 4 Lab.)

(APP) 235 Freehand Drawing II (3)
Perspective drawing, shade and shadow are introduced, and structural systems are investigated. Laboratory fee. (2 Lec., 4 Lab.)

(APP) 236 Architectural Design-Grade I (3)
Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 233 or demonstrated competence approved by the instructor. This course is a continuation of the current trends in the apparel industry. The student develops sketches of designs for half sizes, dressy dresses, and lingerie. The student selects one size range for a complete research report. (2 Lec.)

ARCHITECTURE

(ARC) 128 History Of Architecture I (3)
This course includes the development of influences on architecture from ancient man through the Byzantine period. (3 Lec.)

(ARC) 129 History Of Architecture II (3)
This course includes the development of influences on architecture from the Romanesque period to the Industrial Revolution. (3 Lec.)

(ARC) 130 Architectural Graphics I (3)
Orthographic projection, isometric and oblique drawing, shade and shadow are studied. Linework and lettering in pencil and ink are emphasized. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 133 Architectural Graphics II (3)
Perspective drawing, shade and shadow are presented. Emphasis is on the theory of drawing, linework and lettering in pencil and ink. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 134 Freehand Drawing I (3)
This course covers pencil drawing with emphasis on eye-to-hand coordination. Principles of light, shade, scale, proportion, line and tonal quality using both pencil and conte crayon are included. Exercises use book references, human models and indoor-outdoor sketching. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 135 Freehand Drawing II (3)
Drawing with pen and ink is the main focus. Also included is the use of brush with ink and ink washes for tonal effects. Exercises use book references, human models and indoor-outdoor sketching. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 146 Architectural Design-Grade I (3)
Basic design principles and their application to architectural design are studied. Human awareness and reaction to the environment and its effect on architectural problem-solving are emphasized. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 147 Architectural Design-Grade I (3)
Prerequisite: Architecture 146. The application of design principles to architectural experiences is investigated. Analysis, schematic study, and the development of spatial problems related to human occupancy and needs are studied. Emphasis is placed on the development and integration of skills needed to formulate and communicate design concepts. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 150 Building Technology I-Materials And Methods (3)
Architectural materials and their uses are analyzed. Specifications and codes are introduced, and structural systems are investigated. Laboratory fee. (2 Lec., 4 Lab.)
(ARC) 153 Construction Drawings-Wood Frame (3)
Prerequisite: Architecture 130 or demonstrated competence approved by the instructor. Construction drawing are introduced. Wood frame construction is studied. The relationship with design and specifications is included. Emphasis is on the total concept of construction documents and detailing. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 220 Personalities In Art And Architecture (3)
This course includes an in-depth study of the influential people throughout history who were the motivating human factors behind the evolutionary development of art and architecture. (3 Lec.)

(ARC) 226 History Of Interior Architecture I (3)
This course includes a survey of historical interior architecture development beginning with the ancient civilizations. (3 Lec.)

(ARC) 227 History Of Interior Architecture II (3)
This course is a continuation of Architecture 226. This course includes the historical development of interior architecture to the present. (3 Lec.)

(ARC) 230 History Of Modern Architecture (3)
Prerequisite: Sophomore standing. The influences and architectural expressions of man are examined. The time period spaces the Industrial Revolution to the present day. (3 Lec.)

(ARC) 232 Basic Architectural Photography (3)
Prerequisites: Architecture 147, Photography 110, and sophomore standing. Emphasis is on successful presentation of interior, exterior, and detailed architectural areas and using photography as the visual medium. Equipment and techniques necessary to become proficient in these areas are studied. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 233 History Of Architecture Survey To 1850 (3)
This course surveys architecture and influences upon its development to the time of the Industrial Revolution. (3 Lec.)

(ARC) 240 Media Skills I (3)
This course introduces various media used in presentations. Pencil, water color, pen and ink, colored pencil and felt tip markers are used on assorted materials in a variety of techniques. (2 Lec., 4 Lab.)

(ARC) 241 Media Skills II (3)
Additional media techniques are presented. Pastel, carbon pencil, tempera, and transparent and opaque water color are included. (2 Lec., 4 Lab.)

(ARC) 242 Presentation I (3)
Prerequisites: Architecture 133 or Interior Design 123 or Art 115 or demonstrated competence approved by the instructor. This is a course in professional delineation wherein the student produces from a given set of architectural drawings finished interior and exterior renderings utilizing the principles of design, perspective, composition, freehand, and mechanical drawing capabilities and rendering techniques. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 243 Presentation II (3)
Prerequisites: Architecture 133 or Interior Design 123 or Art 115 or demonstrated competence approved by the instructor. This course is a continuation of Presentation I. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 245 Design Sketching (3)
Prerequisites: Architecture 133 or Interior Design 123 or Art 115 or demonstrated competence approved by the instructor. This course includes an introduction to and the development of graphic skills needed to formulate and communicate design concepts. Study and practice of visualization and freehand perspective drawing of the students' own design. Concepts in various media are the main activities. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 246 Architectural Design-Grade II (3)
Prerequisites: Architecture 130 and 147. Research into design theory is conducted to solve architectural problems. Emphasis is on functional and aesthetic values through three-dimensional problem solving studies. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 247 Architectural Design-Grade II (3)
Prerequisite: Architecture 246. This course is a continuation of Architecture 246. Emphasis is on functional and aesthetic solutions based upon individual programming and research. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 251 Building Technology II-Heavy Construction (3)
Prerequisite: Architecture 150. This course includes the study of construction materials, systems, and techniques used in heavy construction, with emphasis on steel and concrete. A general overview of mechanical and electrical systems and their requirements is provided. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 252 Building Technology III-Specifications And Office Practice (3)
Prerequisites: Architecture 150 and Architecture 153 or demonstrated competence approved by the instructor. Introduction and practice is provided in specification writing and construction estimating. Exploration is made of the organization of the construction process including the organization of an architect's office, administration of construction contracts, and governmental requirements. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 254 Construction Drawings II-Steel Frame (3)
Prerequisites: Architecture 150 and Architecture 153 or demonstrated competence approved by the instructor. Steel frame construction is studied. Introduction to commercial construction drawings is provided, including plans, elevations, sections, structural drawings, details, and schedules for steel frame buildings. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 255 Construction Drawings III-Concrete And Masonry (3)
Prerequisite: Architecture 153. This course involves the study of concrete and masonry construction techniques and their construction drawings. Included are structural drawings, details, schedules, plans, sections, and elevations. Laboratory fee. (2 Lec., 4 Lab.)
(ART) 256 Construction Drawings IV-Detailing (3)
Prerequisite: Architecture 153. Study is made of the concept of detailing, viewed as a means of controlling the total building process. Detailing subjects include structural, stairs, door and window, interior finish, roof-to-wall, and cabinets. Emphasis is placed upon technique, accuracy, and the ability to solve architectural detail problems. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 802, 812 Cooperative Work Experience (2)
(See Cooperative Work Experience). (1 Lec., 10 Lab.)

(ARC) 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(ARC) 804, 814 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

ART

(ART) 103 Introduction To Art (1)
Materials and techniques of studio art are introduced for the non-major. Included are basic design concepts and traditional media. Laboratory fee. (3 Lab.)

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

(ART) 105 Survey Of Art History (3)
This course covers the history of art from prehistoric time through the Renaissance. It explores the culture, geophysical and personal influences on art styles. (3 Lec.)

(ART) 106 Survey Of Art History (3)
This course covers the history of art from the Baroque period through the present. It explores the cultural, geophysical and personal influences on art styles. (3 Lec.)

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

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

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

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

(ART) 116 Jewelry Design and Construction (3)
This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 117 Advanced Jewelry Design and Construction (3)
Prerequisite: Art 116. This course continues Art 116. Advanced fabrication, lost wax casting, setting of faceted stones, forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 118 Creative Photography For The Artist I (3)
Prerequisites: Art 110, Art 114, or demonstrated competence approved by the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 119 Creative Photography For The Artist II (3)
Prerequisite: Art 118 or demonstrated competence approved by the instructor. This course is a continuation of Art 118. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 122 Advertising Design (3)
Prerequisite: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Advertising concepts are presented. Emphasis is on the development of logo designs, magazine ads, TV story boards, posters, letterheads and envelopes. (2 Lec., 4 Lab.)

(ART) 161 Fundamental Design (3)
Basic concepts of design limited to black and white values are studied including form, scale, line, space, proportion, geometrics, rhythm, theme, variety, balance, accent, unit texture and pattern as applied to two-dimensional and three-dimensional abstract projects. This course is intended for students enrolled in applied arts programs. Laboratory fee. (2 Lec., 4 Lab.)

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

(ART) 201 Drawing III (3)
Prerequisites: Art 110, Art 111, Art 115, Sophomore standing or demonstrated competence approved by the instructor. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 202 Drawing IV (3)
Prerequisites: Art 201, Sophomore standing or demonstrated competence approved by the instructor. This course continues Art 201. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)
(ART) 203 Art History (3)
Prerequisites: Art 105 and Art 106. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)

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

(ART) 205 Painting I (3)
Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models and the imagination. (2 Lec., 4 Lab.)

(ART) 206 Painting II (3)
Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(ART) 208 Sculpture I (3)
Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

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

(ART) 210 Commercial Art I (3)
Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 211 Commercial Art II (3)
Prerequisite: Art 210. This course continues Art 210. Added emphasis is on layout and design concepts. Work with simple art form reproduction techniques and the development of a professional portfolio are also included. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 212 Advertising Illustration (3)
Prerequisite: Art 210. Problems of the illustrator are investigated. Elements used by the illustrator are explored. Problem-solving projects are conducted. (2 Lec., 4 Lab.)

(ART) 213 Commercial Design Group (3)
Prerequisite: Art 210. Students operate a design studio and work directly with clients to solve their particular visual communication needs. They create graphic art products, such as brochures, identity programs and posters. Printed samples for portfolios may be acquired. (2 Lec., 4 Lab.)

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

(ART) 216 Ceramics II (3)
Prerequisite: Art 215 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 217 Watercolor I (3)
Prerequisites: Art 110, Art 111 and Art 115 or demonstrated competence approved by the instructor. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. (2 Lec., 4 Lab.)

(ART) 218 Watercolor II (3)
Prerequisite: Art 217. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

(ART) 220 Printmaking I (3)
Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 222 Printmaking II (3)
Prerequisite: Art 220. This course is a continuation of Printmaking I. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 227 Design III (3)
Prerequisites: Art 110, 111, 114 and 115. This course is a development of two and three dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 229 Design IV (3)
Prerequisite: Art 227. This course is a continued investigation into the problems of two and three dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 232 Fibers I (3)
Prerequisites: Art 110, 111, 114 and 115. This course explores the problems of design, construction and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)

(ART) 233 Fibers II (3)
Prerequisite: Art 232. This course is a continuation of Art 232. It further explores fiber techniques and processes. (2 Lec., 4 Lab.)
ASTRONOMY

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

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

(AST) 103 Astronomy Laboratory I (1)
Prerequisite: Credit or concurrent enrollment in Astronomy 101. The student uses simple equipment to make elementary astronomical observations of the motions of celestial objects. Also covered are elementary navigational techniques, graphical techniques of calculating the position of a planet or comet, and construction of simple observing equipment. This course includes night observations. Laboratory fee. (3 Lab.)

(AST) 104 Astronomy Laboratory II (1)
Prerequisite: Credit or concurrent enrollment in Astronomy 102. The student makes and uses elementary astronomical observations. Topics include timekeeping, the various uses of spectra, and the motions of stars and galaxies. This laboratory includes night observations. Laboratory fee. (3 Lab.)

(AST) 111 Fundamentals Of Astronomy (4)
This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee. (3 Lec., 3 Lab.)

(AST) 112 General Introductory Astronomy (4)
This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. Laboratory fee. (3 Lec., 3 Lab.)

BIOLOGY

(BIO) 101 General Biology (4)
This course is for science and science-related majors. Topics include the structure and function of cells, tissues and organ systems in plants and animals. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 102 General Biology (4)
Prerequisite: Biology 101. This course is for science and science-related majors. It is a continuation of Biology 101. Topics include Mendelian and molecular genetics, evolutionary mechanisms, and plant and animal development. The energetics and regulation of ecological communities are also studied. Laboratory fee. (3 Lec., 3 Lab.)

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

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

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

(BIO) 120 Introduction To Human Anatomy And Physiology (4)
Prerequisite: Prior enrollment in Biology 115 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 121 Introduction To Human Anatomy And Physiology (4)
Prerequisite: Biology 120. This course is a continuation of Biology 120. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 123 Applied Anatomy And Physiology (4)
This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

(BIO) 203 Intermediate Botany (4)
Prerequisites: Biology 101 and 102. The major plant groups are surveyed. Emphasis is on morphology, physiology,
classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 211 Invertebrate Zoology (4)
Prerequisite: Eight hours of biological science. This course surveys the major groups of animals below the level of chordates. Consideration is given to phylogeny, taxonomy, morphology, physiology, and biology of the various groups. Relationships and importance to higher animals and humans are stressed. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 216 General Microbiology (4)
Prerequisite: Biology 102 or 121 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of microorganisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

(BIO) 217 Field Biology (4)
Prerequisite: Eight hours of biological science or demonstrated competence approved by the instructor. Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 4 Lab.)

(BIO) 221 Anatomy And Physiology I (4)
Prerequisite: Biology 102 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 222 Anatomy And Physiology II (4)
Prerequisite: Biology 221 or demonstrated competence approved by the instructor. Second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 224 Environmental Biology (4)
Prerequisite: Six 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. (3 Lec., 3 Lab.)

(BIO) 226 Genetics (4)
This course focuses on genetics. Topics include Mendelian inheritance, recombination genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 230 Mammalian Physiology (4)
Prerequisite: Twelve hours of biology, eight hours of inorganic chemistry or concurrent registration in organic chemistry and demonstrated competence approved by the instructor. This course is a study of the function of various mammalian systems. Emphasis is on interrelationships. Instruments are used to measure various physiological features. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 235 Comparative Anatomy of the Vertebrates (4)
Prerequisites: Biology 101 and 102. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)

BUSINESS

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

(BUS) 143 Personal Finance (3)
Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

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

(BUS) 237 Organizational Behavior (3)
The persisting human problems of administration in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)
CHEMISTRY

(CHM) 101 General Chemistry (4)
Prerequisites: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry, Chemistry 115, or equivalent. This course is for science and science-related majors. It covers the laws and theories of matter. The laws and theories are used to understand the properties of matter, chemical bonding, chemical reactions, the physical states of matter, and changes of state. The fundamental principles are applied to the solution of quantitative problems relating to chemistry. Laboratory fee. (3 Lee., 3 Lab.)

(CHM) 102 General Chemistry (4)
Prerequisite: Chemistry 101. This course is for science and science-related majors. It is a continuation of Chemistry 101. Previously learned and new concepts are applied. Topics include solutions and colloids, chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is also included. Laboratory fee. (3 Lee., 3 Lab.)

(CHM) 115 Chemical Sciences (4)
Prerequisite: Developmental Mathematics 091 or the equivalent. This course is for non-science majors. It traces the development of theoretical concepts. These concepts are used to explain various observations and laws relating to chemical bonding reactions, states of matter, solutions, electrochemistry, and nuclear chemistry. Also included is the descriptive chemistry of some common elements and inorganic compounds. Laboratory fee. (3 Lee., 3 Lab.)

(CHM) 116 Chemical Sciences (4)
Prerequisite: Chemistry 115 or demonstrated competence approved by the instructor. This course is for non-science majors. It covers organic chemistry and biochemistry. The important classes of organic compounds are surveyed. The concept of structure is the central theme. Biochemistry topics include carbohydrates, proteins, lipids, chemistry of heredity, disease and therapy, and plant biochemistry. Laboratory fee. (3 Lee., 3 Lab.)

(CHM) 170 Chemistry Of Flammable Materials (3)
Prerequisite: Chemistry 116. Characteristics and behavior of various materials that burn or react violently are studied. Flammable liquids, combustible solids, and gases are included. Storage, transportation, and handling are covered. Emphasis is on emergency situations and methods of control. (3 Lec.)

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

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

(CHM) 203 Quantitative Analysis (4)
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. (2 Lec., 6 Lab.)

(CHM) 205 Chemical Calculations (2)
Prerequisite: Chemistry 102. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)

(CHM) 234 Instrumental Analysis (4)
Prerequisite: Chemistry 203 or demonstrated competence approved by the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee. (2 Lec., 6 Lab.)

CHINESE

(CHI) 101 Beginning Chinese I (4)
This course is a beginning course in Chinese. Oral practice, elementary reading, and grammar will be stressed. Laboratory fee. (3 Lec., 2 Lab.)

(CHI) 102 Beginning Chinese II (4)
Prerequisite: Chinese 101 or the equivalent. This course continues the oral practice, elementary reading, and grammar studies begun in Chinese 101. Laboratory fee. (3 Lec., 2 Lab.)

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

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

COLLEGE LEARNING SKILLS

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

(COM) 131 Applied Communications (3)
This course focuses on student writing. It emphasizes reading and analytical thinking skills and introduces research skills. Students practice writing for a variety of audiences and purposes, primarily job-related. (3 Lec.)

COMPUTER INFORMATION SYSTEMS

(CIS) 105 Introduction to Computer Information Systems (3)
This course provides an overview of computer information systems. Topics include history of computers, vocabulary, cultural impact, procedures and systems, development of basic algorithms, and number systems. The fundamentals of computer problem-solving and programming are applied through the use of the BASIC programming language. Laboratory fee. (3 Lec.)

(CIS) 110 Data Entry Concepts (4)
Prerequisites: Office Careers 172 or one year of typing in high school or the equivalent. This course provides skills using buffered display equipment. Emphasis is on speed and accuracy. Topics include performing the basic functions, record formatting with protected and variable fields, and using a variety of source documents. Program control, multiple programs, and program chaining are also covered. Laboratory fee. (2 Lec., 5 Lab.)

(CIS) 115 Operations Technician (3)
Prerequisites: Credit or concurrent enrollment in Computer Information Systems 105 or demonstrated competence approved by 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 documentation, 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. An introduction to word processing is presented. Laboratory fee. (2 Lec., 4 Lab.)

(CIS) 150 Computer Program Logic and Design (3)
Prerequisite: Computer Information Systems 105 or demonstrated competence approved by the instructor. This course presents basic logic needed for problem solving with the computer. Topics include introduction to design tools, techniques for basic logic operations, structured charting, table search and build techniques, types of report printing, conditional tests, multiple record types, and sequential file maintenance. (3 Lec.)

(CIS) 155 Operations-Console (4)
Prerequisites: Math 115 or approved math course, and Computer Information Systems 115, or demonstrated competence approved by the instructor. Operating systems are presented. Emphasis is on operation in multiprocesssing environment. Data communications, data base management systems, and query languages are also introduced as used on mainframes, as well as microcomputer systems. Laboratory fee. (3 Lec., 3 Lab.)

(CIS) 160 Data Communications (3)
Prerequisite: Computer Information Systems 105. Topics include vocabulary, and configuration of data communications networks, including terminals, multiplexors, modems and communications facilities. Network protocols and teleprocessing monitors are overviewed. (3 Lec.)

(CIS) 162 COBOL Programming I (4)
Prerequisites: Computer Information Systems 105 or demonstrated competence approved by the instructor. Credit or concurrent enrollment in Computer Information Systems 150 is advised. This course introduces programming skills using the COBOL language. Skills in problem analysis, design tools, coding, testing, and documentation are developed. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 164 COBOL Programming II (4)
Prerequisites: Computer Information Systems 162 and 150 or demonstrated competence approved by the instructor. The study of COBOL language is continued from Computer Information Systems 162. Included are levels of totals, group printing concepts, table build and search techniques, elementary sort techniques, disk file organization concepts, matching records, and file maintenance concepts using disk. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 170 RPG Programming (3)
Prerequisite: Previous programming experience or demonstrated competence approved by the instructor. This course introduces programming skills using the RPG II language. Programming problems emphasize card images and disk processing. Basic listing with levels of totals, multi-card records, exception reporting, look ahead feature, and multi-file processing are included. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 172 BASIC Programming (3)
Prerequisite: Computer Information Systems 105 or demonstrated competence approved by the instructor. This course introduces programming skills using the BASIC language. Students gain proficiency by writing and debugging programs using interactive microcomputers. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 173 Pascal Programming for Business (3)
Prerequisites: Computer Information Systems 105 or demonstrated competence approved by the instructor. This course is an introduction to the Pascal programming language. Students gain proficiency by writing and debugging programs using interactive microcomputers. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 205 JCL and Operating Systems (4)
Prerequisite: Credit or concurrent enrollment in Computer Information Systems 164 or demonstrated competence approved by the instructor. Concepts and technical knowledge of an operating system JCL, and utilities are presented. Training is given in the use of JCL and utilities. The emphasis of the operating system depends on the computer system used. Laboratory fee. (3 Lec., 4 Lab.)
(CIS) 210 Assembly Language I (4)
Prerequisites: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current assembler language. Decimal features and fixed point operations using registers are emphasized. Selected macro instructions, table handling, editing printed output, and reading memory dumps are included. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 220 Assembly Language II (4)
Prerequisites: Computer Information Systems 210 or demonstrated competence approved by the instructor. Advanced programming skills will be developed using a current assembler language. Topics include indexing, indexed and sequential file organization, table search methods, data and bit manipulation techniques, macro writing, subprogram linkages, advanced problem analysis, and debugging techniques. Floating point operations are introduced. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 225 Applied Systems (4)
Prerequisites: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing systems and to design new systems. Emphasis is on a case study involving all facets of system design from the original source of data to final reports. Design tools and documentation are included. (3 Lec., 4 Lab.)

(CIS) 252 Advanced COBOL Techniques (4)
Prerequisites: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course provides advanced contemporary programming techniques using the COBOL language. Random and sequential updating of disk files, table handling, report writer, memory dump analysis, and use of the internal sort verb, and call and copy techniques are presented. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 254 Data Base Systems (4)
Prerequisites: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying a database using a higher-level language. Discussion and application of data structures; indexed and direct file organizations; storage devices, data analysis, design, and implementation; and data administration are included. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 256 Computer Center Management (3)
Prerequisites: Computer Information Systems 105 or 115 or demonstrated competence approved by the instructor. The management of a Computer Center is examined. Topics include analyzing, planning, organizing and controlling installations. The organization, production orientation, control, and personnel of the data processing department are covered. The effects of these functions on information and on-line systems are explored. Methods for computer selection and evaluation are described. (3 Lec.)

(CIS) 258 Teleprocessing (4)
Prerequisites: Computer Information Systems 160 and 164 or demonstrated competence approved by the instructor. This course covers teleprocessing monitors and introduces the concepts required to program in an on-line/real-time environment. Topics include the nature of on-line/real-time applications, the functions of a teleprocessing monitor, program coding techniques, testing methods and file handling. The CICS Command Level interface to the COBOL language will be used. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 260 Contemporary Topics in Computer Science (1)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. Topics may include introduction to micro/m mini computer systems, programming languages, or other advanced data processing concepts such as CICS. May be repeated when topics vary. (1 Lec.)

(CIS) 262 Contemporary Topics in Computer Science (3)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. Topics may include introduction to micro/m mini computer systems, programming languages, or other advanced data processing concepts such as CICS. (3 Lec.)

(CIS) 264 Special Topics in Computer Science (4)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer science and data processing are studied. Such topics may include advanced programming language concepts in BASIC, RPG II and RPG III, and Pascal, or advanced data entry concepts. May be repeated as topics vary. Laboratory fee. (3 Lec., 3 Lab.)

(CIS) 701, 711, 801, 811 Cooperative Work Experience (1)
(See Cooperative Work Experience). (1 Lec., 5 Lab.)

(CIS) 702, 712, 802, 812 Cooperative Work Experience (2)
(See Cooperative Work Experience). (1 Lec., 10 Lab.)

(CIS) 703, 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(CIS) 704, 714, 804, 814 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

COMPUTER SCIENCE

(CS) 111 Computing Science I (3)
Prerequisite: Two years of high school algebra or Developmental Math 093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four year degree with a major or minor in computer science, mathematics, or a scientific field. Topics covered include computer organization and storage, number systems, and problem solving using structured programming in Pascal. Laboratory fee. (3 Lec.)

(CS) 112 Computing Science II (3)
Prerequisites: Computer Science 111 and Math 101 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 111 and
is designed to meet the requirements for a degree in computer science or related field. Topics covered include a continuation of Pascal programming, structured problem solving, elementary data structures including arrays, records, files, and the use of pointer variables. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 121 Introduction to FORTRAN Programming (3)
Prerequisites: Math 102 or demonstrated competence approved by the instructor. This course is intended primarily for students pursing a degree in an engineering, science, or related field who require a one semester course in FORTRAN programming. Emphasis is on the use of the FORTRAN language in technical applications. Topics include input/output, structures, and formatting. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 122 Introduction to BASIC Programming (3)
Prerequisites: Developmental Math 093 or demonstrated competence approved by the instructor. This course is an introduction to the BASIC programming language. Topics include input/output, looping, decision structures, functions, arrays, disk files, and formatting. Emphasis is placed on structured programming techniques and algorithm development. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 123 Introduction to PL/I Programming (3)
Prerequisites: Developmental Math 093 and Computer Science 111 or Computer Information Systems 105 or demonstrated competence approved by the instructor. This course is an introduction to the PL/I programming language. Emphasis is placed upon the structured approach to program design using both mathematical and business applications. Topics include string processing, simple data structures, internal search/sort techniques, and sequential file processing. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 211 Assembly Language (3)
Prerequisites: Computer Science 112 or demonstrated competence approved by the instructor. This course is designed to meet the requirements for a degree in computer science or related field. Topics covered include a study of assembly language programming, machine representation of data and instructions, and addressing techniques. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 221 Introduction to Computer Organization (3)
Prerequisites: Computer Science 112 or demonstrated competence approved by the instructor. This course introduces the organization and structuring of the major hardware components of computers, the mechanics of information transfer and control within a digital computer system, and the fundamentals of logic design. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 222 Introduction to File Processing (3)
Prerequisites: Computer Science 112 or demonstrated competence approved by the instructor. This course introduces the concepts and techniques of structuring data. Experience is provided in the use of secondary storage devices and applications of data structures and file processing techniques. Laboratory fee. (2 Lec., 2 Lab.)

COOPERATIVE WORK EXPERIENCE

701, 711, 801, 811 Cooperative Work Experience (1)
(1 Lec., 5 Lab.)

702, 712, 802, 812 Cooperative Work Experience (2)
(1 Lec., 10 Lab.)

703, 713, 803, 813 Cooperative Work Experience (3)
(1 Lec., 15 Lab.)

704, 714, 804, 814 Cooperative Work Experience (4)
(1 Lec., 20 Lab.)

Prerequisite: Completion of two courses in the student's major or instructor or coordinator approval. These courses consist of seminars and on-the-job experience. Theory and instruction received in the courses of the student's major curricula are applied to the job. Students are placed in work-study positions in their technical occupational fields. Their skills and abilities to function successfully in their respective occupations are tested. These work internship courses are guided by learning objectives composed at the beginning of each semester by the students, their instructors or coordinators, and their supervisors at work. The instructors determine if the learning objectives are valid and give approval for credit.

CRIMINAL JUSTICE

(CJ) 130 Fundamentals of Criminal Law (3)
A study of the nature of criminal law is presented. The philosophical and historical development of criminal law is covered. Major definitions and concepts are given. The classification of crime is covered. The elements of crimes and penalties are discussed using Texas statutes as illustrations. Criminal responsibility is defined. (3 Lec.)

(CJ) 132 The Courts and Criminal Justice (3)
The judiciary in the criminal justice is explained. The structure of the American Court System is defined. Prosecutional right to counsel is explained. Other areas covered are pretrial release, grand juries, and adjudication process, types of rules of evidence and sentencing. (3 Lec.)

(CJ) 139 Crime in America (3)
American crime problems are studied in the historical perspective. Social and public policy factors affecting crime are discussed. The impact of crime and crime trends are shown along with the social characteristics of specific crimes. The prevention of crime is emphasized. (3 Lec.)

(CJ) 140 Introduction to Criminal Justice (3)
This course is a study of history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections. (3 Lec.)

(CJ) 143 Practical Spanish for Public Service Personnel (3)
This course is primarily for police officers. It focuses on communication skills with the Spanish speaking commun-
ity. Skills in understanding, speaking, and listening to the Spanish of the local area are included. Emphasis is on a highly specialized vocabulary taught in English and Spanish. Extensive conversational drills in Spanish are included. (3 Lec.)

(CJ) 144 Practical Spanish for Public Service Personnel (3)
Prerequisite: Criminal Justice 143. This course is a continuation of Criminal Justice 143. Emphasis continues on the skills of understanding, speaking, and listening. Specialized vocabulary and conversational drills in English and Spanish are also continued. (3 Lec.)

(CJ) 146 Patrol Administration (3)
All aspects of patrol are presented. The philosophy, history, role, functions, organization, and operations are included. Operational and administration problems are studied and alternate solutions analyzed. (3 Lec.)

(CJ) 180 Fire Arms Training (1)
The proper handling and firing of a service revolver will be emphasized. Cleaning and care of the weapon are also stressed. Accuracy in combat situations is required. Laboratory fee. (2 Lab.)

(CJ) 233 Introduction to Criminalistics (3)
Prerequisites: Criminal Justice 140 and 240. Physical evidence in criminal investigations is studied. Topics include the recognition, collection, preservation, and laboratory processing of evidence. Instrumental methods are surveyed. Photographs of evidence from actual cases are examined using various identification and comparison techniques. (3 Lec.)

(CJ) 240 Criminal Investigation (3)
Prerequisite: Criminal Justice 140. This course covers investigative theory. Topics include the collection and preservation of evidence, sources of information, and interview and interrogation. The uses of forensic sciences and case and trial preparation are also included. (3 Lec.)

(CJ) 242 Juvenile Procedures (3)
Prerequisite: Criminal Justice 140. This course covers recent research and new materials in juvenile procedures. Emphasis is on the major responsibilities of police work with children and youth. (3 Lec.)

(CJ) 244 Traffic Planning and Administration (3)
Prerequisite: Criminal Justice 140. The magnitude and complexities of traffic problems are presented. Topics include techniques used by various agencies to eliminate or control these problems. Emphasis is on evaluation of problems and solutions. (3 Lec.)

(CJ) 245 Traffic Law (3)
Prerequisite: Criminal Justice 140. This course focuses on the principles of traffic control, traffic law enforcement, and traffic court procedures. Texas traffic laws are stressed. Topics include professional approaches to deal with traffic law violators and the police role in accident prevention and investigation. The principles of education, enforcement and engineering are also included. (3 Lec.)

(CJ) 247 Legal Aspects of Law Enforcement
This course covers police authority, responsibilities, and constitutional constraints. Topics include laws of arrest, search and seizure, and police liability. (3 Lec.)

(CJ) 248 Police Systems and Practices (3)
The police profession is studied. The organization of law enforcement systems is explained. Other topics include the police role, police discretion, ethics and police/community interaction. Current and future issues are emphasized. (3 Lec.)

(CJ) 250 Correctional Systems and Practices (3)
The relationship of corrections in the Criminal Justice system, the organization of correctional systems, and the correctional role are covered. Attention is given to institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (3 Lec.)

(CJ) 251 Community Resources in Corrections (3)
This course is an introductory study of the role of the community in corrections. Community programs for adults and juveniles and the administration of community programs are covered. Legal issues and future trends are presented. (3 Lec.)

DANCE

(DAN) 116 Rehearsal And Performance (1)
This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage - stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)

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

(DAN) 156 Jazz II (1)
Prerequisite: Dance 155 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (3 Lab.)

(DAN) 160 Introduction To Dance History (3)
A history of dance forms is presented. Primitive, classical, and contemporary forms are included. (3 Lec.)

(DAN) 161 Beginning Ballet 1 (2)
This course explores basic ballet techniques. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Theory, terminology, ballet history, and current attitudes and events in ballet are also studied. Barre exercises and centre floor combinations are given. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 163 Beginning Ballet II (2)
Prerequisite: Dance 161. This course is a continuation of Dance 161. Emphasis is on expansion of combinations at the barre. Connecting steps learned at centre are added. Jumps and pirouettes are introduced. Laboratory fee. (1 Lec., 3 Lab.)
(DAN) 165 Beginning Contemporary Dance I (2)
This course explores basic contemporary techniques. Emphasis is on technique development, familiarity with contemporary meters and rhythms. An awareness of major influences on concert dance is developed. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 166 Beginning Contemporary Dance II (2)
Prerequisite: Dance 165. This course continues and further develops an exploration of Dance 165. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 200 Rehearsal And Performance (1)
Prerequisite: Dance 116 or demonstrated competence approved by the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 116 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit. (4 Lab.)

(DAN) 252 Coaching And Repertoire (1)
Prerequisite: Dance 251 and demonstrated competence approved by the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and noted. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(DAN) 253 Improvisation (1)
Prerequisites: Dance 151 or Dance 156. This course consists of creative problem solving utilizing basic elements of design. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(DAN) 255 Jazz III (1)
Prerequisite: Dance 156. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps and intricate elements of choreography are introduced. Laboratory fee. (3 Lab.)

(DAN) 256 Jazz IV (1)
Prerequisite: Dance 255. This course is a further exploration of Dance 255. Laboratory fee. (3 Lab.)

(DAN) 258 Intermediate Ballet I (2)
Prerequisite: Dance 163. The development of ballet techniques is continued. More complicated exercises at the barre and centre floor are included. Emphasis is on long series of movements, adagio and jumps. Precision of movement is stressed. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 260 Intermediate Ballet II (2)
Prerequisite: Dance 258. This course begins pointe work for women. Specialized beats and tour are begun for men. Individual proficiency and technical virtuosity are developed. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 265 Intermediate Contemporary Dance I (2)
Prerequisite: Dance 166. This course consists of the development of complex moves, combinations, phrasing and dramatic emphasis. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 266 Intermediate Contemporary Dance II (2)
Prerequisite: Dance 265. This course is a further exploration of Dance 265. Laboratory fee. (1 Lec., 2 Lab.)

(DA) 138 General And Dental Anatomy And Physiology (3)
Prerequisite: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses, or the demonstrated competence approved by the Program Coordinator. This course is designed to give an overview of the human body and its related structures. Study will focus on the head, mouth, and neck. Laboratory fee. (2 Lec., 2 Lab.)

(DA) 142 Dental Assisting I (3)
The function of the dental assistant in chairside assisting is studied. Topics include terminology, safety rules and regulations, care and preparation of equipment and operatories, and seating the patient. The identification and use of dental instruments are covered, including use of high-velocity suction apparatus. Four-handed sit-down dentistry is also covered, including different methods of passing instruments. The application and removal of rubber dam, application of topical anesthetics, preparation of local anesthetics, and different methods of charting the oral cavity are also covered. Laboratory fee. (2 Lec., 4 Lab.)

(DA) 147 Dental Microbiology, Sterilization And Pathology (3)
Prerequisite: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. This course focuses on microbiology, relating to methods of sterilization and disinfectants used in caring for dental instruments, equipment, and operatories. Oral pathology is studied, including signs and symptoms of diseases of the hard and soft dental tissues and of the oral cavity. Terminology relating to this course is covered. Laboratory fee. (2 Lec., 2 Lab.)

(DA) 148 Dental Materials (3)
Prerequisite: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. The student will study the history, terminology, structure, and properties of dental materials. A wide variety of dental materials currently used in a dental operatory are discussed. Laboratory fee. (3 Lec., 2 Lab.)

(DA) 149 Dental Roentgenology I (4)
Prerequisite: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. The student will study the history, terminology, and theory of roentgenology. Application and care of equipment, safety measures, and mounting of various x-rays will be discussed. The students will develop skills in how to expose an x-ray using the open cone bisecting angle technique. Laboratory fee. (3 Lec., 3 Lab.)

(DA) 150 Dental Roentgenology II (3)
Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses, or demonstrated competence
approved by the Program Coordinator. The student will continue to study dental x-ray procedures, with an introduction to long cone, parallel techniques, occlusal films, extraoral films, and panoramic procedures. Laboratory fee. (2 Lec., 3 Lab.)

(DA) 152 Dental Assisting II (3)
Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. The student will study all eight dental specialties, along with the required instrumentation for each specialty. Vital signs and related patient care skills will be demonstrated and practiced. Laboratory fee. (3 Lec., 2 Lab.)

(DA) 158 Preventive Dentistry (3)
Prerequisite: Minimum grade of "C" in first semester Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. This course focuses on a variety of topics related to preventive dentistry, including oral hygiene, diet and nutrition, and use of a phase microscope to prepare dental plaque smears. Pharmacology and drug and prescription laws applying to the dental office are also presented. (3 Lec)

(DA) 161 Dental Internship I (3)
Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (16 Lab.)

(DA) 162 Dental Internship II (2)
Prerequisite: Minimum grade of "C" or above in all previous Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. This course is a continuation of Dental Internship I. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (16 Lab.)

(DA) 163 Dental Internship III (4)
Prerequisite: Minimum grade of "C" in all previous Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (28 Lab.)

(DA) 171 Dental Seminar I (2)
Prerequisite: Minimum grade of "C" or above in all first semester Dental Assisting courses, concurrent enrollment in Dental Internship I, or demonstrated competence approved by the Program Coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 172 Dental Seminar II (1)
Prerequisite: Minimum grade of "C" or above in all previous Dental Assisting courses, concurrent enrollment in Dental Internship II, or demonstrated competence approved by the Program Coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 173 Dental Seminar III (1)
Prerequisite: Minimum grade of "C" in all previous Dental Assisting courses, or demonstrated competence approved by the Program Coordinator. This course provides a detailed study of office management procedures commonly associated with a modern day dental practice. Topics include dental team responsibilities, telephone procedures, appointment control, and financial management procedures. (10 Lec.)

DESIGN

(DES) 110 Basic Color Theory And Application (3)
The principles of color theory are studied using a selected color system. The effect of light on color and the psychological impact of color are explored. Color pigment is mixed in opaque media. The content of the course is applied to the student's discipline. Laboratory fee. (2 Lec., 4 Lab.)

(DES) 128 Introduction To Mass Production Apparel (2) Mass production in the fashion industry is analyzed. (2 Lec.)

(DES) 129 Industrial Garment Construction (1)
The equipment, techniques and skills used in making mass produced apparel are studied. Laboratory fee. (3 Lab.)

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

(DES) 136 Fashion Sketching (3)
The structure of the fashion figure is explored. Simple methods for making quick sketches which communicate style information are emphasized. (2 Lec., 4 Lab.)

(DES) 140 Draping (1)
Prerequisite: Pattern Design 153. Dress designs are creatively interpreted on individual dress forms. Sketches or abstract designs are translated to muslin. Laboratory fee. (2 Lab.)

(DES) 141 Grading (1)
Prerequisite: Pattern Design 153. The standard production pattern is emphasized. Both large and small sizing is included. Laboratory fee. (2 Lab.)
(DES) 229 Advanced Clothing Construction (3)
Prerequisite: Design 129. Advanced techniques of garment construction are studied. Total garments are completed. Laboratory fee. (2 Lec., 3 Lab.)

(DES) 234 History Of Costume (3)
Prerequisite: Design 135. This course traces the development of garments from the earliest times through the 18th Century. Emphasis is on the customs which affect styles. (3 Lec.)

(DES) 235 History Of Costume (3)
Prerequisite: Design 234 or demonstrated competence approved by the instructor. This course traces the development of garments from the 18th century to the present day. Emphasis is on the customs which affect styles. (3 Lec.)

DEVELOPMENTAL COMMUNICATIONS

(DC) 095 Communication Skills (3)
This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. (3 Lec.)

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

DEVELOPMENTAL LEARNING

(DL) 094 Learning Skills Improvement (1)
Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

DEVELOPMENTAL MATHEMATICS

(DM) Developmental Mathematics

(DM) 060 Basic Mathematics I (1)
This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)

(DM) 061 Basic Mathematics II (1)
This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percent, and basic operations with fractions. (1 Lec.)

(DM) 062 Pre Business (1)
This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, area and volume. (1 Lec.)

(DM) 063 Pre Algebra (1)
This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers. (1 Lec.)

(DM) 064 Mathematics for Nursing I (1)
This course is designed to develop an understanding of the measurements and terminology in medicine and calculations involving conversions of applicable systems of measurement. It is designed primarily for students in all nursing programs. (1 Lec.)

(DM) 065 Mathematics for Nursing II (1)
Prerequisite: Developmental Mathematics 064. This course includes medical calculations used in problems dealing with solutions and dosages. It is designed primarily for students in the nursing programs. (1 Lec.)

(DM) 070 Elementary Algebra I (1)
Prerequisites: Developmental Mathematics 093, 063 or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers and integers. (1 Lec.)

(DM) 071 Elementary Algebra II (1)
Prerequisite: Developmental Mathematics 070 or equivalent. This course includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions. (1 Lec.)

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

(DM) 073 Introduction To Geometry (1)
This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed. (1 Lec.)

(DM) 080 Intermediate Algebra I (1)
Prerequisites: Developmental Mathematics 071, 091 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers. (1 Lec.)

(DM) 081 Intermediate Algebra II (1)
Prerequisite: Developmental Mathematics 080 or equivalent. This course includes selected topics such as sets, relations, functions, inequalities, and absolute values. (1 Lec.)

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

(DM) 090 Pre Algebra Mathematics (3)
This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three hour course in the developmental mathematics sequence. (3 Lec.)

(DM) 091 Elementary Algebra (3)
Prerequisite: Developmental Mathematics 090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

(DM) 093 Intermediate Algebra (3)
Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)

DEVELOPMENTAL READING

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

(DR) 090 Basic Reading Skills (3)
Development of comprehension and vocabulary skills, based on individual needs, is the focus of this course. Basic study skills are introduced. A score of 12 to 19 on the Descriptive Test of Language Skills Reading Comprehension Test would indicate that a student has the reading skills needed for this course. (3 Lec.)

(DR) 091 Preparation for College Reading (3)
This course emphasizes development of comprehension and vocabulary skills, according to individual needs. Also included are critical reading, rate flexibility, and basic study skills. A score of 20 to 27 on the Descriptive Test of Language Skills Reading Comprehension Test would indicate that a student has the reading skills needed for this course. (3 Lec.)

DEVELOPMENTAL WRITING

(DW) Developmental Writing
Students can improve their writing skills by taking Developmental Writing. These courses are offered for one to three hours of credit.

(DW) 090 Developmental Writing (3)
This course introduces the writing process. Course topics include practice in getting ideas, reading and writing, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(DW) 091 Developmental Writing (3)
This course focuses on the writing process. Course topics include inventing, drafting, revising and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

(DW) 092 Developmental Writing (1)
This course is a writing workshop designed to support students enrolled in English 101 and other courses requiring writing. (3 Lab.)

EARTH SCIENCE

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

ECOLOGY

(ECY) 291 People And Their Environment (3)
Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (This course may be offered via television.) (3 Lec.)

ECONOMICS

(ECO) 105 Economics Of Contemporary Social Issues (3)
This course is a study of the economics of current social issues and public policy, including such matters as anti-trust policy, business deregulation, social security, wage and price controls, budget deficits, economic growth, medical care, nuclear power, farm policy, labor unions, foreign trade, and economic stabilization. This course is not intended for economics or business administration majors. (3 Lec.)
(ECO) 201 Principles Of Economics I (3)
Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations, and growth. (This course is offered on campus and may be offered via television.) (3 Lec.)

(ECO) 202 Principles Of Economics II (3)
Prerequisite: Economics 201 or demonstrated competence approved by the instructor. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors; income distribution and theory of the firm are also included. Emphasis is on international economics and contemporary economic problems. (3 Lec.)

ENGLISH

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

(ENG) 101 Composition I (3)
Prerequisite: An appropriate assessment test score (ACT, DCCCD test, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (This course is offered on campus and may be offered via television.) (3 Lec.)

(ENG) 102 Composition II (3)
Prerequisite: English 101. In this course students refine the writing, research, and reading skills introduced in English 101. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (This course is offered on campus and may be offered via television.) (3 Lec.)

(ENG) 201 British Literature (3)
Prerequisite: English 102. Significant works of British literature are studied. The Old English Period through the 18th century is covered. (3 Lec.)

(ENG) 202 British Literature (3)
Prerequisite: English 102. Significant works of British literature are studied. The Romantic Period to the present is covered. (3 Lec.)

(ENG) 203 World Literature (3)
Prerequisite: English 102. Significant works of continental Europe are studied. The Greek Classical Period through the Renaissance is covered. (3 Lec.)

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

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

(ENG) 206 American Literature (3)
Prerequisite: English 102. Significant works of American writers from Walt Whitman to the present are studied. (3 Lec.)

(ENG) 209 Creative Writing (3)
Prerequisite: English 102. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

(ENG) 210 Technical Writing (3)
Prerequisite: English 101 and English 102. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

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

(ENG) 216 Studies In Literature (3)
Prerequisite: English 102. Selections in literature are read, analyzed, and discussed. Selections are organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)
ENGLISH-AS-A-SECOND LANGUAGE

The English-as-a-Second Language (ESL) credit curriculum is designed to develop students' language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of thirteen courses divided into three tracks and four levels (Listening-Conversation, Reading, and Writing). The student enters the program by taking the Michigan Test of English Language Proficiency (MTELP). (The Michigan Test of Aural Comprehension, the MTAC, is used optionally on each campus.) The credit ESL curriculum is designed to interface both with Continuing Education ESL programs and with Developmental Studies programs on each campus.

ESL 031-034 (Listening-Conversation)
These courses prepare students to communicate orally in English. They can (but do not necessarily) precede the Reading (ESL 041-044) and Writing (ESL 051-054, ESL 063) courses.

ESL 041-044 (Reading)
These courses prepare a student for reading English in daily life and for reading college textbooks. All four ESL-Reading (ESL 041-044) courses precede the Developmental Reading courses in level of difficulty. Therefore, ESL students needing additional academic preparation should enroll for regular Developmental Reading courses upon completion of the ESL-Reading courses.

ESL 051-054/ESL 063 (Writing-Grammar)
These courses are designed to prepare a student for English 101. The courses involve three courses in syntax (grammar) development (ESL 051, ESL 052, ESL 063) and two courses in principles of composition (ESL 053 and ESL 054). Following these courses, each ESL student will be given the District Assessment Battery to determine readiness for English 101, Developmental Writing, or a combination of both, based on the test scores.

ESL 031 ESL Conversation — Listening (3)
This course is designed to develop academic and social skills needed to speak and understand English more effectively in school, in the market place, and in social situations. (3 Lec.)

ESL 032 ESL Conversation — Listening (3)
This course utilizes audio-visual techniques to strengthen competencies initiated in ESL 031. Special emphasis is placed on academic listening and speaking skills with actual and simulated situations video-taped for analysis and reinforcement. (3 Lec.)

ESL 033 ESL Conversation — Listening (3)
This course is designed to improve academic listening, comprehension, note taking, oral reporting, discussing, and questioning. Formal and informal conversation skills are emphasized. (3 Lec.)

ESL 034 ESL Conversation — Listening (3)
This course utilizes audio-video techniques to develop academic, professional, and social aural/oral skills. Emphasis is placed on analysis and critical thinking in English. (3 Lec.)

ESL 041 ESL Reading (3)
This course focuses on reading passages for comprehension, vocabulary development exercises, activities dealing with language and culture, and the decoding process in English. (3 Lec.)

ESL 042 ESL Reading (3)
This course is designed for students needing more practice in the skills and information introduced in ESL 041. Topics include reading passages for comprehension, vocabulary development exercises, activities dealing with language and culture, and the decoding process in English. (3 Lec.)
(ESL) 043 ESL Reading (3)
This course covers pre-reading strategy, specific reading comprehension skills, critical reading skills, vocabulary development, idioms, use of the dictionary and library. (3 Lec.)

(FPT) 131 Fundamentals Of Fire Protection (3)
The history and philosophy of fire protection are studied. Statistics on fire losses are reviewed and agencies involved in fire protection are introduced. Other topics include legislative developments, career orientation, recruitment and training for fire departments, position classification and pay plans, and employee organizations. Current and future problems are also reviewed. (3 Lec.)

(FPT) 132 Fire Prevention (3)
Fire prevention administration is studied. Both principles and procedures are covered. Other topics include inspections, organization, public cooperation and image, recognition of the fire hazards, insurance problems, and legal aspects. Local, state, and national codes on fire prevention are reviewed. Relationships between building inspection agencies and fire prevention organizations are described. Engineering is presented as a solution to fire hazards. (3 Lec.)

(FPT) 135 Fire Administration I (3)
This course focuses on the organization and management of a fire department. Topics include budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration, distribution of equipment and personnel, and relations with various government agencies are also included. Fire service leadership is viewed from the company officer’s position. (3 Lec.)

(FPT) 136 Fire And Arson Investigation (3)
The detection and investigation of arson are studied. Topics include investigation techniques, case histories, gathering and preserving evidence, and preparing for a court case. Also included is a selected discussion of laws, decisions, and opinions. Kinds of arsonists, interrogation procedures, and cooperation between fire fighters and arson investigators are also covered. (3 Lec.)

(FPT) 137 Hazardous Materials I (3)
Prerequisite: Chemistry 116. Characteristics and behavior of various materials that burn or react violently are studied. Flammable liquids, combustible solids, and gases are included. Storage, transportation, and handling are covered. Emphasis is on emergency situations and methods of control. (3 Lec.)

(FPT) 140 Fire Fighting Tactics And Strategy (3)
This course examines the nature of fire and the process of determining requirements to fight a fire. The effective use of personnel and equipment are covered. Emphasis is on pre-planning, study of conflagration problems, problem-solving, decision-making, and attack tactics and strategy. The use of mutual aid and large scale command problems are also included. (3 Lec.)

(FPT) 231 Building Codes And Construction (3)
The fire resistance of building construction is considered. Included are building materials, assemblies and exposures. Both local and national laws and guidelines are reviewed. Model building codes and the life safety code are also studied. (3 Lec.)

(FPT) 232 Industrial Fire Protection I (3)
Safeguards for business and industrial organizations are presented. Topics include plant lay-out, fire prevention programs, extinguishing factors and techniques, hazards, and prevention methods. The organization and development of an industrial fire brigade are described. Gaining cooperation between the public and private fire department organization is also covered. (3 Lec.)

(FPT) 233 Fire Protection Systems (3)
This course examines fire protection systems. Topics include standards for water supply, special hazards protection systems, automatic sprinklers and special extinguishing systems, and automatic signaling and detection systems. Rating organizations and underwriting agencies are also described. (3 Lec.)
(FPT) 234 Industrial Fire Protection II (3)
Prerequisite: Fire Protection 232. The study of industrial fire protection is continued. Fire and safety organizations in industry are described, and relations between private and public fire protection organizations are examined. Current trends, deficiencies, and possible solutions for industrial fire problems are discussed. The role of insurance and other special organizations is covered. Other topics cover industrial processes, equipment, facilities, and work practices. Both hazards and techniques to control hazards are included. Field trips to selected plants and demonstrations of new techniques, equipment, and innovations are also included. (3 Lec.)

(FPT) 235 Fire Administration II (3)
Prerequisite: Fire Protection 135. Various aspects of the operations of a fire department are covered. Topics include: insurance rates and ratings, budgets, training, city water requirements, and fire alarm and communication systems. The importance of public relations, report writing, and record keeping are stressed. Measurement of results, use of records to improve procedures, legal aspects of fire prevention and fire protection, and the design and construction of fire department buildings are also covered. (3 Lec.)

(FPT) 236 Legal Aspects Of Fire Protection (3)
This course focuses on legal rights and duties. Liability of the fire department is included. Other topics include civil and criminal law, the Texas and federal judicial structure, and cities' liability for acts of the fire department and fire prevention bureaus. (3 Lec.)

(FPT) 237 Hazardous Materials II (3)
Prerequisite: Chemistry 170. Hazardous materials are studied. Included are the storage, handling, laws, standards, and fire lighting techniques associated with hazardous materials. The materials include chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, and radioactive substances. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids are covered. Special attention is given to radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials, and operational procedures. (3 Lec.)

(FPT) 238 Fire Safety Education (3)
Physical, chemical, and electrical hazards are surveyed and related to loss of property and life. Codes, laws, problems, and cases are studied. The physical and psychological aspects of casualties are examined. Safe storage, transportation, and handling techniques are stressed to eliminate or control potential risks. (3 Lec.)

(FPT) 239 Fire Service Communications (3)
This course presents various communication and fire alarm systems. The installation, operation, and testing of the most common systems are included. Receiving, dispatching, and radio communication procedures are also included. Other topics cover regulations, the fire alarm operations office, mutual aid systems, fire station communications and facilities, response and fire ground procedures, emergency operations, code and numbering systems, required records and reports, and technological advances. (3 Lec.)

(FPT) 240 Fire Insurance Fundamentals (3)
The relationships among fire defenses, fire losses, and insurance rates are studied. Basic insurance principles, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, the I.S.O. grading schedule, and other topics are stressed. Also covered are the relationship of insurance to modern business, principles of property and casualty insurance contracts, and the corporate structure of insurance companies. (3 Lec.)

(FPT) 241 Advanced Fire Loss Statistical Systems (3)
This course is a study of computerized systems used for storing and retrieving fire loss statistics. Techniques for programming records and reports are covered. New systems of microfilming, including the modern technology of COM (computer output microfilm) and microfiche, are presented. Standards for uniform coding for fire protection are reviewed. (3 Lec.)

(FPT) 242 Urban Fire Problem Analysis (3)
The urban fire problem is explored. Problems from lack of zoning and other land use laws are described. Research techniques and systems engineering are used to analyze water supply and fire alarm methods. Socio-economic and management factors are related to city planning. Environment problems are studied. (3 Lec.)

(FPT) 243 Technical Writing For Firefighters (3)
Prerequisite: English. This course focuses on advanced writing in technical, scientific, and business fields. Included are reports, proposals, papers, and correspondence. Emphasis is on collecting, organizing, and presenting materials. (3 Lec.)

FOOD AND HOSPITALITY SERVICE

(FHS) 110 Principles of Food and Beverage Administration (3)
This course is an introduction to the management of food and beverage facilities. Subjects to be covered are the serving of food and beverages, classification of foods and spirits and their presentation. The marketing of food and beverage is stressed. (3 Lec.)
(FHS) 112 Organization and Management (3)
The organizational structure of various types of group care institutions is studied. Administration, tools of management, budget, and cost analysis are emphasized. (3 Lec.)

(FHS) 115 Principles of Hotel-Motel Administration (3)
The physical aspects of hotel-motel operations are analyzed. Included are procedures for emergencies, check cashing, use of credit cards, and collections of accounts receivable. Emphasis is also given to guest relations, guest room facilities, protection of the property, and the development of the properties' growth. (3 Lec.)

(FHS) 116 Supervision for Hospitality Services (3)
Recruiting, selecting, training and supervising personnel for food and lodging service are studied. Personnel policies, job descriptions, training methods, scheduling and work improvement are included. (3 Lec.)

(FHS) 119 Food Service Equipment (3)
This course covers food service equipment. Specifications, uses, cleaning, and preventive maintenance are emphasized. Equipment for preparation, cooking, refrigeration, storage, and clean-up is included. The relation of air conditioning, electricity, gas, and plumbing to food service facilities is examined. Layout analysis, design, and effective use of equipment and space are also covered. (3 Lec.)

(FHS) 120 Basic Food Preparation (3)
Quality food preparation and cookery are studied. Emphasis is on the importance of the person to be served, and the provision of nutritionally adequate meals. Food preparation techniques, selection of equipment, and the effective use of time are included. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 122 Advanced Food Preparation (3)
Prerequisite: Food and Hospitality Service 120. This course is a continuation of Food and Hospitality Service 120. Procedures for large quantities and management for food preparation are introduced. Topics include basic cookery, safety and sanitation factors, and selection of equipment. Emphasis is on high preparation techniques for high quality. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 124 Food Service Sanitation and Safety (3)
The principles of microbiology are studied and applied to the need for personal cleanliness. The cause, control, and investigation of illness caused by food contamination are explored. Other topics include sanitary practices, dishwashing procedures, the use of cleaning materials, garbage and refuse disposal, general safety precautions, and elementary first aid. (3 Lec.)

(FHS) 132 Food Purchasing, Handling and Storage (3)
This course focuses on policies and procedures for purchasing food in quantity. Storage requirements, procedures, and controls are included. The availability of food supplies, analysis of food quality, and specification writing are also covered. (3 Lec.)

(FHS) 135 Nutrition and Menu Planning (3)
Food nutrients and their importance in maintaining health are surveyed. The digestive and absorptive characteristics of nutrients are included. The nutritional needs of all age groups are studied and applied to the planning of meals for business and institutions. Psychological needs, type of operation, and available equipment and personnel are all considered. (3 Lec.)

(FHS) 138 Food Service Cost Control (3)
Prerequisites: Math 130. The principles and procedures of the control of food cost are presented. Emphasis is on applying the principles and procedures to any food service operation. (3 Lec.)

(FHS) 140 Elementary Bakery Training (3)
This course covers the work of the baker. Doughs, breads, pies, and cookies are analyzed and produced in quantity. Also covered are all types of fillings, butter creams, puddings, cakes, cake decorations and frostings. The use of proper flours and the handling of the pastry bag are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 201 Hotel-Restaurant-Institutions-Special Topics (1)
Prerequisite: The demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. (1 Lec.)

(FHS) 202 Hotel-Restaurant-Institutions-Special Topics (2)
Prerequisite: The demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. (2 Lec.)

(FHS) 203 Hotel-Restaurant-Institutions-Special Topics (3)
Prerequisite: The demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. (3 Lec.)

(FHS) 210 Hotel-Motel Sales Development (3)
The technique of developing a marketing plan for any size operation are studied. Included is the development of the departments of the hotel into a coordinated team. Emphasis is on the organization and functioning of a sales department, sales tools, techniques, advertising, and types of markets. (3 Lec.)

(FHS) 214 Hotel-Motel Law (3)
This course covers the legal responsibilities and rights of the innkeeper. The consequences caused by failure in those responsibilities are illustrated. Topics include court attitudes toward an innkeeper where negligence and liability are involved. (3 Lec.)
(FHS) 220 Quantity Food Preparation and Service (4)
Prerequisite: Food Service 122. A lecture-laboratory course offering field training study of quantity food procedures and techniques with emphasis on retention of nutritive value of foods. Kitchen organization and planning of quantity production, use of large and small institutional equipment, food control and the associated supervisory problems as related to institutional and commercial food service. Includes study and use of convenience foods. Laboratory fee required. (3 Lec., 5 Lab.)

(FHS) 222 Advanced Quantity Food Preparation and Service (4)
Prerequisite: Food Service 220. This course emphasizes the planning and management of quantity food production. Training in the field is provided. Practice is given in producing entire meals, including evaluation and controls. Quality food standards of various cost levels are studied. The planning, layout, and maintenance of equipment are also covered. Laboratory fee. (3 Lec., 4 Lab.)

(FHS) 233 Food Marketing (3)
The distribution of the finished product is introduced. Emphasis is on the consumer. Included are the activities involved in developing markets, customers, and distribution services. (3 Lec.)

(FHS) 238 Garde-Manger Training (3)
Prerequisite: Food and Hospitality Service 122. This course covers the preparation of the cold buffet. Included are salads, sandwiches, ice carvings, lard sculptures, chaud froids hors d'oeuvres, patés, cold fish, poultry, meats, and game. Also included is the proper set-up of the garde-manger station. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 239 Saucier Training (3)
Prerequisite: Food and Hospitality Service 122. This course covers the preparation of basic soups, sauces, vegetables, and garnitures. All meats, fish, poultry, and game are also covered. The proper set-up of the saucier station is also included. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 245 Advanced Pastry Shop Training (3)
Prerequisite: Food and Hospitality Service 140. This course covers the operation of the pastry shop. Topics include French pastry, hot and cold desserts, pastillage, ice creams, and ices, sugar fantasies, chocolate work, and decorations with cornet. Emphasis is on advanced techniques in continental pastries. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 247 Beverage Operations and Service (3)
This course deals with beverage service in the commercial sector. Topics include basic bar operations, sales control, beverage service, and profits. A detailed analysis is made of the organization of a beverage bar, wine cellar, or catered beverage service. (3 Lec.)

(FHS) 248 Advanced Nutrition and Dietetics (3)
Nutrition knowledge is applied to the care of people. How people eat and what they eat is studied. The role of community health agencies, food and nutrition assistance programs and nutrition service agencies are studied. Techniques for evaluation of nutritional status and dietary intakes are included. Special emphasis is placed on meeting the needs of persons requiring modifications of food intake. The role of nutrition services extended through schools and supplementary food assistance programs is included. (3 Lec.)

(FHS) 249 Child Nutrition (3)
Prerequisite: Food and Hospitality Service 135. The nutrition of children is studied. The time period begins with birth and extends through childhood and adolescence. Emphasis is on the contribution of feeding programs in child care centers and schools. (3 Lec.)

(FHS) 804, 814 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

FRENCH

(FR) 101 Beginning French (4)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

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

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

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

(FR) 203 Introduction To French Literature (3)
Prerequisite: French 202 or demonstrated competence approved by the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(FR) 204 Introduction To French Literature (3)
Prerequisite: French 202 or demonstrated competence approved by the instructor. This course is a continuation of French 203. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

GEOGRAPHY

(GPV) 101 Physical Geography (3)
The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography. (3 Lec.)
(GEO) 101 Physical Geology (4)
This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec., 3 Lab.)

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

(GEO) 103 Introduction To Oceanography (3)
The physical and chemical characteristics of ocean water, its circulation, relationship with the atmosphere, and the effect on the adjacent land is investigated. The geological development of the ocean basins and the sediment in them is also considered. Laboratory fee. (2 Lec., 2 Lab.)

(GEO) 201 Introduction To Rocks And Mineral Identification (4)
Prerequisites: Geology 101 and 102. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. This course is not intended for geology majors. Laboratory fee. (3 Lec., 3 Lab.)

(GEO) 205 Field Geology (4)
Prerequisites: Eight credit hours of geology or demonstrated competence approved by the instructor. Geological features, landforms, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 3 Lab.)

(GEO) 207 Geologic Field Methods (4)
Prerequisites: Geology 101 and 102. This course covers basic geologic and topographic mapping, observation of geologic structures and examination of petrologic systems in an actual field setting. Students will spend a major portion of the course collecting data for and constructing topographic and geologic maps and geologic cross-sections and columns. (3 Lec., 3 Lab.)

(GEO) 209 Mineralogy (4)
Prerequisites: Geology 101 and 102 and Chemistry 102. This course covers basic geochemistry; crystal chemistry; crystallography including symmetry elements, stereographic and gnomonic projections, Miller indices, crystal systems and forms; X-ray diffraction; optical properties of minerals; descriptive mineralogy including identification of hand specimens; phase equilibria. Laboratory fee. (3 Lec., 3 Lab.)

GERMAN

(GER) 101 Beginning German (4)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

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

(GER) 201 Intermediate German (3)
Prerequisite: German 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

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

GOVERNMENT

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

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

(GVT) 205 Studies In Government (3)
Prerequisite: Sophomore standing and 6 hours of history or government. Selected topics in government are presented. The course may be repeated once for credit when different topics are presented. (3 Lec.)
(GVT) 231 Municipal And County Government (3)
The structure of municipal and county government is
examined. Topics include organs of government, admin-
istration, court systems, taxation, utilities and public works,
education, welfare, and other public services. Presenta-
tions are given by local officials. Surveys of area problems
are stressed. (3 Lec.)

GREEK

(GRK) 101 Beginning Classical Greek (4)
The essentials of grammar and reading of easy prose are
studied. Greek mythology and civilization and building
of English vocabulary derived from Greek will also be
studied. Laboratory fee. (3 Lec., 2 Lab.)

(GRK) 102 Beginning Classical Greek (4)
Prerequisite: Greek 101 or the equivalent. This course is
a continuation of Greek 101. Essentials of grammar, the
reading of easy prose, greek mythology and civilization
and vocabulary are studied. Laboratory fee. (3 Lec., 2 Lab.)

(GRK) 201 Intermediate Greek (3)
Prerequisite: Greek 102 or the equivalent. Grammar is re-
viewed. Emphasis is on vocabulary study and readings
from standard authors. (3 Lec.)

(GRK) 202 Intermediate Greek (3)
Prerequisite: Greek 201 or the equivalent. This course is
a continuation of 201. Readings of standard authors are
studied. (3 Lec.)

HISTORY

(HST) 101 History Of The United States (3)
The history of the United States is presented, beginning
with the European background and first discoveries. The
pattern of exploration, settlement, and development of
stitutions is followed throughout the colonial period and
the early national experience to 1877. (This course is offered on campus and may be offered via television.) (3 Lec.)

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

(HST) 105 Western Civilization (3)
The civilization in the West from ancient time through the
Enlightenment is surveyed. Topics include the Mediterra-
nean world, including Greece and Rome, the Middle Ages,
and the beginnings of modern history. Particular emphasis
is on the Renaissance, Reformation, the rise of the national
state, the development of parliamentary government, and
the influences of European colonization. (3 Lec.)

(HST) 106 Western Civilization (3)
This course is a continuation of History 105. It follows the
development of civilization from the enlightenment to cur-
rent times. Topics include the Age of Revolution, the begin-
nings of industrialism, 19th century, and the social,
economic, and political factors of recent world history. (3 Lec.)

(HST) 110 The Heritage Of Mexico (3)
This course (cross-listed as Anthropology 110) is taught in two parts each semester. The first part of the course deals
with the archaeology of Mexico beginning with the first
humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and
the Aztec empires. The second part of the course deals
with Mexican history and modern relations between the
United States and Mexico. The student may register for

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

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

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

(HST) 205 Studies In U.S. History (3)
Prerequisite: Sophomore standing and 6 hours of Ameri-
can history. Selected topics in the history of the United
States are presented. The course may be repeated once
for credit when different topics are presented. (3 Lec.)

HUMAN DEVELOPMENT

(HD) 100 Educational Alternatives (1)
The learning environment is introduced. Career, personal
study skills, educational planning, and skills for living are all
included. Emphasis is on exploring career and educational
alternatives and learning a systematic approach to decision-
making. A wide range of learning alternatives is cov-
ered, and opportunity is provided to participate in personal
skills seminars. (1 Lec.)

(HD) 102 Special Topics In Human Development (1)
This is a course intended to help the student succeed in
college. Topics such as stress management, communication training for the handicapped, career exploration tech-
niques, or educational concerns of adult students may be
included. This course may be repeated for credit. (1 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. (3 Lee.)

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

This course focuses on the interaction between the individual and society. Societal influences, adjustment to social change, personal roles, and problem-solving are stressed. Components of a healthy personality, alternative behaviors, and lifestyles that demonstrate a responsibility to self and society are studied. (3 Lee.)

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

Prerequisite: Limited to students in Technical/Occupational programs. The demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

Related examples of humans' creative achievements are examined. Emphasis is on understanding the nature of humans and the values of human life. (This course is offered on campus and may be offered via television. Laboratory fee required for television course.) (3 Lec.)

Prerequisite: Humanities 101 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, filmmakers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)

Introduction to the basic design principles as they apply to furniture layouts and space distribution for interiors. The complete design process is investigated. Freehand sketching is emphasized through plans, elevations, sections, perspectives, and schedules. Functional priorities, including circulation and spatial usages will be investigated. Laboratory fee. (2 Lec., 4 Lab.)

Prerequisites: Art 161. Actual interior design studies will be given that will involve applying various color systems (with emphasis on Munsell), along with mixing techniques to gain desired hue, value, and intensities for solving design color schemes. Color psychologies are also investigated. Laboratory fee. (2 Lec., 4 Lab.)

Prerequisites: Interior Design major and concurrent enrollment in Art 161 and Interior Design 181. This course provides the beginning interior design student with basic drafting skills including the correct use of drafting instruments and supplies to obtain good line quality and lettering. Emphasis is placed on the ability to draw orthographic projections and paraline drawings, and an introduction to architectural symbols, dimensioning and notes, and the use of the print machine to reproduce drawings. Laboratory fee. (2 Lec., 4 Lab.)

Prerequisites: Art 161 and Interior Design 171. This course introduces the student to the principles of one- and two-point perspective construction. The "office method" of mechanical plotting will be utilized to teach basic perspective vocabulary. The "grid system" and perspective charts
will be employed to teach speed and aesthetic values in interior spaces. Perspective shades and shadows will also be included. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 181 Introduction to the Design Professions (1)
Prerequisites: Concurrent enrollment in Art 161, Interior Design 171 or demonstrated competence approved by the instructor. The course includes reading and discussion of selected topics influencing interior design practice, the organization and structure of the profession, and its professional organizations; the relationship of interior design to other professions dealing with the man-made environment; design theories and trends; influences on current design; and analysis and evaluation of interior design presentations. (1 Lec.)

(INT) 261 Interior Design Studio III (3)
Prerequisites: Interior Design 162. The principles studied in Interior Design 162 are expanded to include studies and experimentation dealing with abstract spatial concepts leading to conceptual planning of specific spaces. Projects deal with general furnishings and simple manipulations of surfaces and volumes. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 262 Interior Design Studio IV (3)
Prerequisites: Interior Design 261, 271 and 281. The principles studied in Interior Design 261 are expanded to include detailed space planning and selection of specific furnishings and accessories as well as design and detailing of mill-work and other interior construction. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 271 Sketching for Interiors (3)
Prerequisites: Interior Design 172. Students will solve problems involving interior design studies that strengthen their free-hand sketching techniques to delineate various design forms. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 273 Construction Drawings for Interior Designers (3)
Prerequisites: Interior Design 171. This course teaches the student how to take design drawings and develop the necessary construction drawings needed to build a structure. Emphasis is on the knowledge of building construction as well as the correct representation of building materials and construction assemblies in construction drawings. Typical wood frame residential construction will be utilized in the course with plans, elevations, sections, details, schedules, and specifications included to produce a representative set of building documents. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 274 Delineation Techniques for Interior Designers (3)
Prerequisites: Interior Design 271 and 262. This course introduces the student to basic delineation techniques to render two- and three-dimensional drawings of interior architectural spaces. Emphasis is on the development of black and white and color rendering procedures dealing with plans, elevations, and perspectives. Media applied include graphite pencil, pen and ink, color pencil, markers, opaque media, and mixed media techniques of presentation. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 281 Interior Construction I (3)
Prerequisites: Declared major in Interior Design. This course is a study of the textile products, characteristics, and their uses as applied to the interior design industry. Fibers, yarns, construction, and finishes are individually studied. A history of decorative textiles and their uses in traditional interiors is included. Contemporary textiles and their application to new uses in interior design are studied. A project notebook is required. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 282 Interior Construction II (3)
Prerequisites: Interior Design 281. A comprehensive overview is presented to introduce the student to the various interior design materials; finishes, and methods of construction installation that are available for specification today, and to compile an actual working source file through field trips, guest speakers, demonstrations, and class lectures. How to specify through measurements, millwork, finish types, quantities, and costs is stressed. (3 Lec.)

(INT) 284 Lighting Design (3)
Prerequisites: Interior Design 164 and 273. Qualitative and quantitative aspects of lighting are assessed. Topics include lamp types, fixture systems, design calculations, system layouts, electrical symbols, electrical plans and specifications, lighting schedules, and the effects of lighting systems on colors. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 291 History of Interior Arts (3)
Prerequisites: Art 105 and Art 106. This course is a historical survey of the interior arts and interior architecture covering the Antiquities, Italian Renaissance and the French styles. Emphasis for the semester is placed on the French styles. An illustrated research notebook is required. Laboratory fee. (3 Lec.)

(INT) 292 Comparative Survey of Styles (3)
Prerequisites: Interior Design 291. This course is a comparative survey of the interior arts and interior architecture of the English, Oriental, and American styles. Emphasis for the semester is placed on the English styles. An illustrated research notebook is required. Laboratory fee. (3 Lec.)

(INT) 361 Interior Design Studio V (4)
Prerequisites: Interior Design 262, 274, 282, 284, and 292. The principles studied in Interior Design 262 are expanded to include consideration of spatial psychologies, historical design applications, and interior mechanical equipment. Laboratory fee. (3 Lec., 3 Lab.)

(INT) 362 Interior Design Studio VI (4)
Prerequisites: Interior Design 361, 381, 383, 391. 393. The principles studied in Interior Design 361 are expanded to include project management. Advanced construction documents are prepared. Efforts are made to achieve advanced levels of fully developed creative projects. Laboratory fee. (3 Lec., 3 Lab.)

(INT) 371 Commercial Construction Drawings (3)
Prerequisites: Interior Design 273, 282, 284. The knowledge gained from Interior Design 273 is expanded to include techniques of construction as commonly found in interior commercial work. Contract documents are produced which reflect current materials and methods of construction, as well as appropriate design considerations of building code requirements. Laboratory fee. (2 Lec., 4 Lab.)
JOURNALISM

(IN) 372 Computer Graphics for Interiors (4)
Prerequisites: Interior Design 371. This course investigates the use of computer aided design and drafting as applied to building design and particularly to interior design and space planning. Actual experience is gained in generating computer-produced drawings, including interior construction details. Laboratory fee. (3 Lec., 3 Lab.)

(IN) 381 Trade Sources (2)
Prerequisites: Interior Design 282. This course allows the student to conduct in-depth research of existing sources of materials, furnishings, accessories, fabricators, and workrooms needed to implement design projects. Included are cost estimates, data processing, and the Construction Specification Institute in Interior Design 282. Students will select topic areas, research the topic, and make class presentations to report on existing sources in selected areas. (2 Lec.)

(IN) 383 Professional Practice for Interior Designers (4)
Prerequisites: Interior Design 262. This course involves the theory and application of design office practices and procedures as well as discussion of client psychology. Various management systems and methods are studied. Topics include the marketing of professional services, coordination with consultants, professional organizations, legal and tax issues, business insurance, project management forms, building codes, and consumer issues. (3 Lec., 3 Lab.)

(IN) 391 History of Modern Design (3)
Prerequisites: Interior Design 291. This course surveys the evolution of 20th century design from the Industrial Revolution to the present, including 19th century developments and major influences of the 20th century. Special attention is given to significant designers, architects, and personalities and their effect on the modern movement. Laboratory fee. (3 Lec.)

(IN) 393 Restoration and Preservation (2)
Prerequisites: Interior Design 292. This is an introductory course to the many aspects of restoration, preservation, and adaptive reuse of structures and spaces. Emphasis is placed on the architectural interior. Legal and tax issues are discussed. Restoration projects involving actual local structures are studied, along with theoretical problems. Specialized resources are included. (2 Lec.)

(IN) 801 Cooperative Work Experience (1)
(See Cooperative Work Experience). (1 Lec., 10 Lab.)

LATIN

(LAT) 101 Beginning Latin (4)
Grammar, vocabulary and readings are introduced. Declensions of nouns, adjectives, pronouns and conjugations of verbs are studied. Oral reading of simple sentences and written translations are introduced. Emphasis is placed on the value of Latin as background for the study of English and modern Romance languages. (3 Lec., 2 lab.)

JN 101 Introduction To Mass Communications (3)
This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)

(JN) 102 News Gathering And Writing (3)
Prerequisite: Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(JN) 103 News Gathering And Writing (3)
Prerequisite: Journalism 102 or professional experience approved by the instructor. This course is a continuation of Journalism 102. Students study and practice writing more complex stories, such as features, profiles, followup stories, and sidebars. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

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

(JN) 105 Student Publications (1)
Prerequisite: The demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. This course is a continuation of Journalism 104. (3 Lab.)

(JN) 201 Feature Writing (3)
Prerequisite: Six hours of journalism or demonstrated competence approved by the instructor. This course covers research, interviewing techniques, and the development of feature stories for use in newspapers and magazines. (3 Lec.)

(JN) 202 Principles Of Advertising (3)
Fundamentals of advertising, including advertising appeals, print and broadcast copy writing, and design and selection of media will be covered. Typography as it relates to advertising is stressed. The course will provide students with the concepts they will need to go into the advertising field and into advanced advertising courses. (3 Lec.)

(JN) 203 Survey Of Broadcasting (3)
This course stresses broadcast organization and operations, and includes the theoretical and historical aspects of broadcasting. It introduces students to the social, political, technical, and economic aspects of the broadcasting industry. (3 Lec.)

(JN) 204 News Editing And Copy Reading (3)
Prerequisite: Journalism 102. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages. (3 Lec.)
(LAT) 102 Beginning Latin (4)
Prerequisite: Beginning Latin 101 or the equivalent. This course is a continuation of Latin 101. Introduction to elementary grammatical structures is completed. Vocabulary study is continued. Reading from elementary classics is introduced. Emphasis is placed on the value of Latin as background for the study of English and modern Romance languages. Laboratory fee. (3 Lec., 2 Lab.)

(LAT) 201 Intermediate Latin (3)
Prerequisite: Latin 102 or the equivalent. The study of grammar is continued in this class. Emphasis is on readings of Latin prose. Emphasis is also placed on the value of Latin as background for the study of English and modern Romance languages. (3 Lec.)

(LAT) 202 Intermediate Latin (3)
Prerequisite: Latin 201 or the equivalent. This course is a continuation of Latin 201. Latin rhetoric, reading of lyrical and epic poetry and a Latin comedy are included. Emphasis is placed on the value of Latin as background for the study of English and modern Romance languages. (3 Lec.)

LEGAL ASSISTANT

(LA) 131 Introduction To Legal Technology (3)
Prerequisite: Concurrent enrollment in Legal Assistant 135. Legal technology is introduced. Topics include the legal-technician concept, the legal profession and unauthorized practice, legal ethics and the "new profession" concept. The history and areas of American law, are also included. Legal research, bibliography, legal drafting, and writing are also covered. (3 Lec.)

(LA) 133 Law Of Real Property And Real Estate Transaction (3)
Prerequisites: Legal Assistant 131 and 135 and English 101. The law of real property and common real estate transactions are studied. Topics include contracts, leases, and deeds of trust. Problems involved in the drafting of these instruments are examined. The system of recording and the search of public documents are also covered. (3 Lec.)

(LA) 134 Principles Of Family Law (3)
Prerequisites: Legal Assistant 131 and 135 and English 101. Family law is surveyed. Divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, domestic relations court procedures, and separation agreements are studied. (3 Lec.)

(LA) 135 Texas Legal Systems (3)
Prerequisite: Concurrent enrollment in Legal Assistant 131. The court system of Texas is studied. Legal practices related to the courts and principles of court administration are examined. The federal court system is reviewed. (3 Lec.)

(LA) 139 Legal Research And Drafting (2)
Prerequisite: Legal Assistant 131 and 135 and English 101. This course familiarizes the beginning legal assistant student with the use of a law library and the various research materials and tools contained in a standard law library and provides the student with a more comprehensive vocabulary of legal terminology. Research techniques for case reporters, federal and state statutes and constitutions, secondary research materials and Shepard's Citators are studied. Basic citation form for all resource materials is discussed. Students are given opportunities to research rudimentary legal problems and to write short memoranda. Laboratory fee. (1 Lec., 2 Lab.)

(LA) 225 Business Organizations (3)
Prerequisites: Legal Assistant 131 and 135 and English 101. This course is a study of the business organizations, including a "how-to-do-it" approach, with explanation of the legal principles which must be observed in counseling and enterprise. This course covers the common law principles of proprietorships and reviews the Uniform Partnership Act, the Uniform Limited Partnership Act, and the Model Business Corporation Act (as they have been used and adopted in Texas law). (3 Lec.)

(LA) 227 Civil Litigation I (3)
Prerequisites: Legal Assistant 131 and 135, English 101 or demonstrated competence approved by the instructor. This course is an overview of civil litigation in both state and federal courts with particular emphasis on the areas in which a legal assistant can assist the trial attorney. Particular attention is paid to preparation for litigation (interviewing client and witnesses, reviewing public information), discovery proceedings (interrogatories, requests for admissions, depositions and document production), pre-trial proceedings (rehearsing, motions for summary judgment, pre-trial orders), and trial (witnesses and exhibits). Attention is also devoted to practical techniques required to cope with protracted or complex litigation, including organization of pleadings, documents and depositions; preparation of summaries, chronologies and indices; and maintaining a complex file in an orderly manner. Mention is made of the legal theories involved in complex litigation (e.g., product liability, civil rights, securities and antitrust). Principal emphasis is on procedural techniques rather than substantive areas of law. (3 Lec.)

(LA) 231 Wills, Trusts, And Probate Administration (3)
Prerequisites: Legal Assistant 131 and 135 or demonstrated competence approved by the instructor. The forms and principles of law for wills and trusts are covered. The organization and jurisdiction of the Texas Probate Court are studied. The administration of estates under Texas Probate Law is analyzed, and estate and inheritance taxes are reviewed. (3 Lec.)

(LA) 232 Tort And Insurance Law And Claims Investigation (3)
Prerequisites: Legal Assistant 131 and 135, and English 101 or demonstrated competence approved by the instructor. The law of torts and insurance is the focus of this course. The techniques of investigation involved in tort and insurance claims are considered, and the various forms of pleadings for making the claims are studied. (3 Lec.)

(LA) 233 Income Taxation And Legal Accounting (3)
Prerequisites: Legal Assistant 131 and 135 or demonstrated competence approved by the instructor. This course is a
study of federal, state and local income taxation. Individuals and taxpaying entities such as estates, trusts and corporations are all included. Emphasis is on the preparation of basic tax returns and other tax related documents. Accounting related to legal problems is also introduced. (3 Lec.)

(LA) 234 Personal Property, Sales And Credit Transactions (3)
Prerequisites: Legal Assistant 131 and 135 and English 101 or demonstrated competence approved by the instructor. The law of personal property and contracts is presented. Included are the special forms related to the law of sales and credit transactions and special drafting problems of various instruments and legal research projects. The uniform commercial code and its effect are also included. (3 Lec.)

(LA) 235 Techniques Of Legal Practice And Procedures (4)
Prerequisites: Legal Assistant 131, 133, 135, and 231 and English 101. This course provides training in the preparation of legal documents. Topics include the statute of limitations, client interviews and interview forms, complaints, interrogatories, depositions, answers, motions, and orders to show cause. Also included are third-party practice, orders, medical records, judgments, pre-trials, settlements, and releases. Laboratory fee. (3 Lec., 3 Lab.)

(LA) 236 Legal Office Management (2)
Prerequisites: Legal Assistant 231 and 233 and Business 202. All aspects of law office management are covered. Topics include ethics, office organization, bookkeeping and accounting, fees and billing procedures, scheduling and calendaring, and legal research. Management of personnel, proofreading, investigations, file preparation, legal drafting, and procedures for specialized areas of law are also included. Trust accounts, law office forms, check list and files, and disbursement on behalf of clients are covered. (2 Lec.)

(LA) 248 Constitutional And Criminal Law (3)
Prerequisites: Legal Assistant 131 and 135 and English 101. This course covers freedom of communication and religion, individual privacy, private property and contractual rights, and criminal justice. Also studied are procedural due process and discrimination, rights and privileges of citizenship, states powers and limitations, theories of federal government and its powers, congressional powers, the presidency, and the courts system and judicial review of constitutional issues. (3 Lec.)

(LA) 251 Civil Litigation II (3)
Prerequisite: Legal Assistant 227. This course is a study coordinated with other legal technology courses at an advanced level. It includes specialized study and training in the preparation for and procedures of advanced litigation, including discovery and pretrial procedures, and specialized study of the basic legal concepts of antitrust and securities law, as well as the practical application of those concepts as the predominant topics of advanced litigation. (3 Lec.)

(LA) 255 Oil And Gas Law (3)
Prerequisites: Legal Assistant 133 or demonstrated competence approved by the instructor. Oil and gas law's history, terminology and principle instruments are examined. Litigation of oil and gas matters, title determination, division of interest, and major regulatory agencies are also discussed. (3 Lec.)

(LA) 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(LA) 804, 814 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

LIBRARY SKILLS

(LS) 101 Introduction To Library Research (3)
In this course the student explores the various types of print and non-print sources of information and learns to document research. Emphasis is on practical skills with a great deal of hands-on experience. The course skills consist of lectures as well as the following learning experiences: (1) examination of the specific materials covered in the lecture, (2) completion of appropriate exercises. (3 Lec.)

MANAGEMENT

(MGT) 136 Principles Of Management (3)
The process of management is studied. The functions of planning, organizing, leading, and controlling are included. Particular emphasis is on policy formulation, decision-making processes, operating problems, communications theory, and motivation techniques. (3 Lec.)

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

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

(MGT) 153 Small Business Management (3)
The student will be studying the fundamental approaches to planning, establishing and operating a small business. The day-to-day operation of the business and reporting procedures will be studied as well as exploring the concepts of general management. (48 Contact Hours)
(MGT) 154 Management Seminar: Role Of Supervision (2)
Prerequisite: Concurrent enrollment in Management 150 or demonstrated competence approved by the instructor. This seminar is designed to explore the role of the supervisor from an applied approach. Emphasis is on improving leadership skills, motivational techniques, effective time management, goal-setting, planning and overcoming communication problems. (2 Lec.)

(MGT) 155 Management Seminar: Personnel Management (2)
Prerequisite: Concurrent enrollment in Management 151 or demonstrated competence approved by the instructor. This course is designed to explore the manager’s role in attracting, selecting, and retaining qualified employees. Planning for and recruiting employees, selecting high performers, improving interviewing skills, conducting performance appraisals, training, EEO legislation, and labor relations are emphasized through an applied approach. (2 Lec.)

(MGT) 157 Small Business Bookkeeping And Accounting (3)
This course focuses on basic bookkeeping and accounting techniques for the small business. The techniques are applied to the analysis and preparation of basic financial statements. (3 Lec.)

(MGT) 171 Introduction To Supervision (3)
Prerequisite: Enrollment in Technical/Occupational program or demonstrated competence approved by the instructor. This course is a study of today’s supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor’s major functions, such as facilitating relations with others, motivating, communicating, handling grievances, recruiting, counseling, and cost accounting. (3 Lec.)

(MGT) 210 Small Business Capitalization, Acquisition And Finance (3)
The student studies alternative strategies of financial planning, capitalization, profits, acquisition, ratio analysis, and other related financial operations required of small business owners. The preparation and presentation of a loan proposal are included. (3 Lec.)

(MGT) 211 Small Business Operations (3)
Problems of daily operations of small business are introduced. Topics include compliance with regulations, personnel administration, accounts receivable management, and business insurance. (3 Lec.)

(MGT) 212 Special Problems In Business (1)
Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed upon relevant problems and pragmatic solutions that integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three hours credit. (1 Lec.)

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

(MGT) 250 Management Training (4)
Prerequisite: Concurrent enrollment in Management 254 or demonstrated competence approved by the instructor. This course consists of supervised on-the-job training, giving practical experience to students of business management. The course is designed to develop the student’s managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge. (20 Lab.)

(MGT) 251 Management Training (4)
Prerequisite: Concurrent enrollment in Management 255 or demonstrated competence approved by the instructor. This course consists of supervised on-the-job training, giving practical experience to students of business management. The course is designed to develop the student’s managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge. (20 Lab.)

(MGT) 254 Management Seminar: Organizational Development (2)
Prerequisite: Concurrent enrollment in Management 250 or demonstrated competence approved by the instructor. The role of managers in managing human resources, group interaction and team building, motivational dynamics, improving interpersonal communication skills, and dealing with company politics and conflict are explored in this course through an applied approach. (2 Lec.)

(MGT) 255 Management Seminar: Planning, Strategy, And The Decision Process (2)
Prerequisite: Concurrent enrollment in Management 251 or demonstrated competence approved by the instructor. This course is designed to develop managerial skills in individual and group decision-making and cause analysis. Rational and creative problem-solving skills are developed. Personal and organizational strategy skills are enhanced. (2 Lec.)

(MGT) 703 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(MGT) 704 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

MATHEMATICS

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

(MTH) 101 College Algebra (3)
Prerequisite: Two years of high school algebra and an appropriate assessment test score, or Developmental Mathematics 093. This course is a study of functions and rela-
tions, absolute values, variation, quadratic equations, complex numbers, functions of two variables, systems of equations and inequalities, elementary aspects of the theory of equations, progressions, the binomial theorem, and algebraic proofs. (3 Lec.)

(MTH) 102 Plane Trigonometry (3)
Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, logarithms, and complex numbers. (3 Lec.)

(MTH) 104 Elementary Functions And Coordinate Geometry I (5)
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. (5 Lec.)

(MTH) 105 Elementary Functions And Coordinate Geometry II (5)
Prerequisite: Mathematics 104. This course is a continuing study of the topics of Mathematics 104. (5 Lec.)

(MTH) 106 Elementary Functions And Coordinate Geometry III (5)
Prerequisites: Two years of high school algebra and one semester of trigonometry. This course is a study of the algebra of functions. It includes polynomial, rational, exponential, logarithmic and trigonometric functions, functions of two variables, complex numbers, vectors and analytic geometry which includes conics, transformation of coordinates, polar coordinates, and parametric equations. (5 Lec.)

(MTH) 111 Mathematics for Business and Economics I (3)
Prerequisite: Two years of high school algebra or Developmental Mathematics 093. This course includes equations, inequalities matrices, linear programming: linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(MTH) 112 Mathematics for Business and Economics II (3)
Prerequisite: Mathematics 111. This course includes sequences and limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(MTH) 115 College Mathematics I (3)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

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

(MTH) 117 Fundamental Concepts Of Mathematics For Elementary Teachers (3)
This course includes the structure of the real number system, geometry, and mathematical analysis. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)

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

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

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

(MTH) 139 Applied Mathematics (3)
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. (3 Lec.)
(MTH) 195 Technical Mathematics (3)
Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. This course is designed for technical students. It covers a general review of arithmetic, the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems. (3 Lec.)

(MTH) 196 Technical Mathematics (3)
Prerequisite: Mathematics 195. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions and the solution of triangles. (3 Lec.)

(MTH) 202 Introductory Statistics (3)
Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)

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

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

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

(MTH) 230 Differential Equations (3)
Prerequisite: Mathematics 225 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

MEDICAL ASSISTING TECHNOLOGY

(MA) 151 Medical Terminology (4)
Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program with concurrent enrollment in Biology 123 or demonstrated competence approved by the instructor. This course is a study of the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Emphasis is on pronunciation, spelling, and definition. Exercises in the use of the medical dictionary are also included. (4 Lec.)

(MA) 152 Medical Law And Ethics (2)
Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. The principles of medical ethics and ethical behavior of the physician and patient are introduced. Topics include contracts, professional liability, malpractice, and the medical practice acts. The legal relationship of the medical assistant-transcriptionist is examined in regard to the physician’s legal responsibilities. (2 Lec.)

(MA) 153 Medical Office Microbiology And Sterilization Procedures (3)
Prerequisite: Admission to the Medical Assisting Technology Program. This course is a study of fundamental microbiology and methods of sanitation, asepsis, and sterilization. The operation of sterilization equipment, application of the principles of asepsis in handwashing, dressings, and creating and maintaining a sterile field are included. The proper disposal of contaminated materials is demonstrated. (2 Lec., 2 Lab.)

(MA) 154 Introduction to Medical Transcription (2)
Prerequisite: Admission to the Medical Transcription Program and typing skills of 50 words per minute corrected, or demonstrated competence approved by the Program Coordinator. This course introduces the student to the transcription machines for simulation of medical office or hospital medical records correspondence. The mechanics of English and use of medical terminology are reinforced. Laboratory fee. (1 Lec., 2 Lab.)

(MA) 160 Medical Transcription (4)
Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. Completion of Medical Assisting 151 and Office Careers 173 or the equivalent with a GPA of 2.0 or better or demonstrated competence approved by the instructor. Medical transcription is presented. Speed and accuracy in typing, use of transcribing equipment, and medical-surgical terminology are all included. Practice in completing medical forms, transcribing medical-surgical reports, and handling medical correspondence is emphasized. (2 Lec., 6 Lab.)

(MA) 161 Medical Office-Administration And Management Procedures (3)
Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. This course covers the principles of medical office communications. Medical recordkeeping, types of records, reports, and computerized and statistical procedures are introduced. The function of the hospital medical record department in relation to the medical office is also introduced. The fundamentals of medical office, care of equipment, ordering of office supplies, and office housekeeping are covered. (3 Lec.)

(MA) 162 Medical Office Bookkeeping And Insurance Procedures (3)
Prerequisite: Admission to the Medical Assisting Technology Program. The fundamentals of medical office
bookkeeping and financial recordkeeping are studied. The pegboard system is covered and computerized accounting is introduced. Appraisal of health insurance plans is covered, including study of benefits and claims procedures with an emphasis on the completion of claim forms. (3 Lec.)

(MA) 163 Medical Office Clinical Medical Assisting Procedures (3)
Prerequisite: Admission to the Medical Assisting Technology Program. The role of the clinical medical assistant is introduced in lectures and in laboratory experiences. Topics include techniques in the examining room, patient handling and preparation, taking and recording vital signs, and assisting the physician with examination, treatments, minor surgery, and office emergencies. The ordering, storing and inventory of medical supplies and care of equipment are also included. (2 Lec., 2 Lab.)

(MA) 164 Medical Office Pharmacology And Drug Administration (3)
Prerequisite: Admission to the Medical Assisting Technology Program. This course enables students to identify basic drugs, their use and effect on the body, and the calculation of dosage and solutions. The definition and use of correct abbreviations and terminology are covered. Ways to identify and use of correct abbreviations and terminology are covered. Ways to identify medications regulated by the Bureau of Narcotics and Dangerous Drugs are included and the records required on them are explained. Also included are the ordering, storage inventory, and disposal of drugs. Methods of drug administration are identified, including techniques of giving injections and selecting of sites. Laboratory fee. (2 Lec., 2 Lab.)

(MA) 166 Introduction To Medical Word Processing (2)
This course is designed to introduce students to the concepts of word processing with actual experience in composing, dictating, and producing simulated written communications as used in the medical field. Laboratory fee. (1 Lec., 2 Lab.)

(MA) 170 Medical Office X-Ray Orientation And Electromedical Instrumentation (3)
Prerequisite: Admission to the Medical Assisting Technology Program. This course prepares students to communicate instructions to the patient for proper preparation for X-ray examinations. The identification of safety hazards and precautions related to X-ray equipment is included. The handling and storage of X-rays are demonstrated. Methods of electrocardiography are explained, including operation of the machine, specific techniques and mounting the tracing. The operation and care of other electromedical instruments, ultrasound, and ultraviolet light are also covered. Laboratory fee. (5 Lec. 5 Lab.)

(MA) 171 Medical Office Laboratory Procedures (3)
Prerequisite: Admission to the Medical Assisting Technology Program. The purpose, techniques, and recording of basic laboratory procedures commonly performed in a physician's office are covered in lectures and laboratory sessions. Included are urinalysis, blood counts, gram stains, sedimentation rates, and pregnancy tests. The collection, preparation, and labeling of specimens are also covered. Clinical laboratory reports are explained. The assistance of patients by giving the proper instructions for their preparation for clinical lab tests is described. Laboratory fee. (5 Lec. 5 Lab.)

(MA) 172 Medical Assisting Externship (6)
Prerequisite: Completion of all Medical Assisting Technology courses with an overall GPA of 2.0 or above. This course provides supervised work experience in a private medical office, clinic or hospital. Classroom reports and critique are also included. The student is assigned regular duties and is responsible to the supervisor in charge. The work is coordinated by a member of the Medical Assisting faculty. A minimum of 180 hours is required in the clinical setting for externship. (2 Lec., 36 Lab.)

(MA) 704 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

MEDICAL LAB TECHNOLOGY

(MLT) 133 Hematology (4)
Prerequisite: Acceptance into the Medical Laboratory Technician Program with an ACT composite score of 18 and concurrent enrollment in Medical Laboratory Technology 135. The theory and basic techniques used in the hematological examination of blood are presented. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 135 Urinalysis (3)
Prerequisite: Acceptance into the Medical Laboratory Technician Program with an ACT composite score of 18 and a math score of 18 and concurrent enrollment in Medical Laboratory Technology 133. This course is an orientation to the medical laboratory and a study of the theory and laboratory procedures used in the analysis of urine. Laboratory fee. (2 Lec., 4 Lab.)

(MLT) 138 Immunology (4)
Prerequisite: Minimum grade of “C” in Medical Lab Technology 133 and 135. The theory and principles of immunology are presented. Laboratory procedures used in the serological and immunohematological examination of blood and serum are considered. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 139 Clinical Practice I (8)
Prerequisites: Minimum grade of “C” in Medical Laboratory Technology 133, 135 and 138, and an overall “C” average in non-technical course work. This course provides supervised clinical practice in hematology, serology, blood banking, and urinalysis. The student is assigned to a clinical laboratory. (26 Lab.)

(MLT) 229 Medical Microbiology I (4)
Prerequisite: Completion of the first year of the Medical Laboratory Technology Program or demonstrated competence approved by the instructor. The fundamentals of microbial life are studied. Methods and procedures used in diagnostic microbiology are covered. Included are the principles of aseptic technique, susceptibility testing of bacteria, quantification of bacteria in body fluids, and the
isolation and identification of selected bacteria. The normal body flora are discussed, and the relationship of these bacteria to disease in humans is emphasized. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 231 Clinical Chemistry (4)
Prerequisite: "C" average in Medical Laboratory Technology 229 and completion of Chemistry 203. This course focuses on the theory and procedures used in the clinical chemistry laboratory. Both manual and automated methods are presented in lectures and laboratory assignments. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 236 Medical Microbiology II (4)
Prerequisite: Medical Laboratory Technology 229. This course is a continuation of Medical Laboratory Technology 229. It includes the study of the isolation and identification procedures for selected bacteria, fungi, and parasites. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 238 Clinical Practice II (8)
Prerequisite: Minimum grade of "C" in Medical Laboratory Technology 229 and 231, and an overall "C" average in non-technical course work. This course provides supervised experience in diagnostic microbiology and clinical chemistry. The student is assigned to a clinical laboratory. (26 Lab.)

MUSIC

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

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

(MUS) 105 Italian Diction (1)
The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 106 French Diction (1)
The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 107 German Diction (1)
The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 108 English Diction (1)
The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

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

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

(MUS) 112 Guitar Literature And Materials (3)
The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)

(MUS) 113 Foundations Of Music I (3)
This course focuses on participation and skills for satisfactory performance in singing, playing an instrument, listening, and creating rhythmic responses. The ability to manage notation (music reading) is developed. (3 Lec.)

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

(MUS) 115 Jazz Improvisation (2)
The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

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

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

(MUS) 119 Guitar Class I (1)
This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)

(MUS) 120 Guitar Class II (1)
Prerequisite: Music 119 or the equivalent. This course is a continuation of Music 119. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(MUS) 121-143 Applied Music-Minor (1)
This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Fee required. Private music may be repeated for credit. (1 Lec.)
(MUS) 145 Music Theory I (3)
This course presents the basic elements of music. Emphasis is on notation, cadences, classification of diatonic triads, scales and modes. (3 Lec.)

(MUS) 146 Music Theory II (3)
Prerequisite: Music 145. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as later periods. (3 Lec.)

(MUS) 150 Chorus (1)
Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

(MUS) 151 Voice Class I (1)
This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)

(MUS) 152 Voice Class II (1)
This course is a continuation of Music 151. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)

(MUS) 155 Vocal Ensemble (1)
A group of mixed voices concentrates on excellence of performance. Membership is open to any student by audition. The director selects those who possess special interest and skill in the performance of advanced choral literature. This course may be repeated for credit. (3 Lab.)

(MUS) 156 Madrigal Singers (1)
A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 157 Band (1)
Prerequisite: The demonstrated competence approved by the instructor is required for non-wind instrument majors. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)

(MUS) 158 Musicianship I (1)
This course relates to topics in Music 145. Aural skills including sight-singing, ear training, and keyboard are developed. (3 Lab)

(MUS) 159 Musicianship II (1)
Prerequisite: Music 161. This course relates to topics in Music 146. Aural music skills including sight-singing, ear training, and keyboard are further developed. (3 Lab.)

(MUS) 160 Orchestra (1)
Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit. (3 Lab.)

(MUS) 161 Lab Band (1)
Prerequisite: The demonstrated competence approved by the instructor. In the Lab Band students study and perform all forms of commercial music, such as jazz, pop, avant-garde, and soul. Student arranging, composing, and conducting is encouraged. This course may be repeated for credit. (3 Lab.)

(MUS) 171 Woodwind Ensemble (1)
A group of woodwind instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 172 Brass Ensemble (1)
A group of brass instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 173 Percussion Ensemble (1)
A group of percussion instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 174 Keyboard Ensemble (1)
A group of keyboard instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 175 String Ensemble (1)
A group of string instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 176 Symphonic Wind Ensemble (1)
In the symphonic wind ensemble students study and perform stylistic literature of all periods. This course may be repeated for credit. (3 Lab.)

(MUS) 177 Chamber Ensemble (1)
A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 180 Audio Production for Voice (2)
This course is designed to introduce students to audio production as it relates to the human voice. Topics include physiology of the voice, technical skills for the studio singer and speaker, jingle copy writing, and studio and sound support production. The course concludes with individually produced advertising jingles. (1 Lec., 2 Lab.)

(MUS) 181 Lab Band (1)
Prerequisite: The demonstrated competence approved by the instructor. In the Lab Band students study and perform all forms of commercial music, such as jazz, pop, avant-garde, and soul. Student arranging, composing, and conducting is encouraged. This course may be repeated for credit. (3 Lab.)

(MUS) 185 Stage Band (1)
Prerequisite: The demonstrated competence approved by the instructor. In the Stage Band students study and perform a wide variety of music. Emphasis is on the jazz oriented, big-band styles of the 1960's. This may be repeated for credit. (3 Lab.)
(MUS) 190 Survey Of Recording (2)
This descriptive course includes an introduction to audio recording. This introduction includes the nature of sound, operation of recording equipment, session procedures, studio techniques, simultaneous recording, and multi-track recording. (2 Lec.)

(MUS) 191 Survey Of Recording Laboratory (1)
Prerequisite: Successful completion of or concurrent enrollment in Music 190. This course parallels Music 190 and provides students with laboratory experiments in the operation of recording equipment, session procedures, and audio techniques. The course also includes acoustic and electronic theory. Laboratory fee. (3 Lab.)

(MUS) 192 Music In America (3)
American music and musicians from early times to the present are surveyed. Various styles and periods are covered. Religious, folk, jazz, rock, musical theatre, and contemporary developments are included. (3 Lec.)

(MUS) 193 Improvisation (3)
The creation of spontaneous melodic and harmonic ideas and the translation of these ideas into notation are emphasized. Using scales and modes, the instrumentalist improvises on his/her major instrument. The vocalist uses scat singing techniques. Analysis of transcribed solos and student transcriptions are included. (3 Lec.)

(MUS) 194 Jazz Workshop (3)
This course is for the advanced instrumentalist and vocalist. Jazz is performed in recitals and scheduled functions. Discussion, analysis, writing, rehearsing, improvising, and style are emphasized. Articulating, phrasing, and conducting jazz compositions are discussed with guest artist who work and perform with the group periodically. (3 Lec.)

(MUS) 195 Introduction To Synthesizer (2)
The elements of electronically produced music are studied. Emphasis is on the musical aspects of synthesized sound. Topics include theory, basic waveforms, frequency and frequency modulation, amplitude modulation, envelope generators, filters, white noise, pink noise, and patch diagramming. (2 Lec.)

(MUS) 196 Business Of Music (3)
The world of the music industry is presented. Panels, guest artists, and consultants discuss careers in the recording and performing fields and retail music business. Publishing, copyrights and other legalities, agents, managers, showmanship, and conducting techniques necessary for small and large ensemble work are included. (3 Lec.)

(MUS) 197 Studio Technology (2)
Prerequisite: Music 190 and Music 191 or demonstrated competence approved by the instructor. This course is an intensive study of the theory of studio, microphone, and multi-track mixdown techniques. (2 Lec.)

(MUS) 198 Studio Technology Laboratory (1)
Prerequisite: Completion of or concurrent enrollment in Music 197 or demonstrated competence approved by the instructor. This course reinforces, by application and demonstration, the theory covered in Music 197. By the end of this course, a student is able to perform the basic operations necessary to operate a multi-track studio. Laboratory fee. (3 Lab.)

(MUS) 199 Recital (1)
Students of private lessons perform before an audience one period each week. Credit for this course does not apply to the Associates Degree. This course may be repeated for credit. (2 Lab.)

(MUS) 203 Composition (3)
Prerequisite: Music 101 and 102 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in both traditional styles and styles of the student's choice. The course may be repeated for credit. (3 Lec.)

(MUS) 204 Guitar Pedagogy (2)
Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed. (2 Lec.)

(MUS) 217 Piano Class III (1)
Prerequisite: Music 118 or the equivalent. This course is a continuation of functional keyboard skills, including harmonization, sightreading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)
(MUS) 218 Piano Class IV (1)
Prerequisite: Music 217 or the equivalent. This course is a continuation of functional keyboard skills in Music 217 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(MUS) 221-243 Applied Music-Concentration (2)
This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of two one-half-hour lessons a week. Fee required. Private music may be repeated for credit. (1 Lec.)

(MUS) 245 Music Theory III (3)
Prerequisite: Music 146. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development. (3 Lec.)

(MUS) 246 Music Theory IV (3)
Prerequisite: Music 245. This course is a continuation of the topics developed in Music 245. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. (3 Lec.)

(MUS) 251-270 Applied Music-Major (3)
This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student's major instrument and consists of two one-half-hour lessons a week. Fee required. (1 Lec.)

(MUS) 271 Musicianship III (1)
Prerequisite: Music 162. This course relates to topics in Music 245. Aural music skills, including sight-singing, ear training, and keyboard are developed. (3 Lab.)

(MUS) 272 Musicianship IV (1)
Prerequisite: Music 271. This course relates to topics in Music 246. Aural music skills, including sight-singing, ear training, and keyboard are developed. (3 Lab.)

(MUS) 292 Arranging/Orchestrating (3)
The knowledge of ranges and the ability to transpose for instruments, to write for voices, and to plan and execute an arrangement is developed. Standard copying techniques, chord voicing, large ensemble writing and combo writing, and use of strings (simulated by string synthesizer) are also included. (3 Lec.)

(MUS) 293 Independent Study (3)
This course is for advanced work in music and is designed to meet specific needs of the student. On approval of the instructor and division chairperson, the student prepares and executes a written contract (proposals for learning). Credit is given upon completion of all aspects of the contract. This course may be repeated for credit. (3 Lec.)

(MUS) 295 Advanced Synthesizer Techniques (2)
This course is limited to students who display promise in synthesizer composition or performance. Two major works are composed for the synthesizer and one for the synthesizer and traditional media. (2 Lec.)

(MUS) 296 Recording Studio Practices (3)
Prerequisite: Music 197 and Music 198. The lecture portion of this course concentrates on the artistic and stylistic considerations of audio recording. The laboratory portion translates these considerations into class projects. Laboratory fee. (2 Lec., 3 Lab.)

(MUS) 297 Studio Production (3)
Prerequisite: Music 296. In this course students produce, engineer, mix, set-up, and perform in actual recording sessions. Samples for portfolios may be acquired. Laboratory fee. (2 Lec., 3 Lab.)

NURSING

(NUR) 101 Basic Pharmacology (3)
This course will be a comprehensive study of pharmacologic agents utilized by nurses and other health care workers. The focus is on the overall classification and pharmacokinetic properties of that classification. Drugs affecting all body systems are included. (3 Lec.)

(NUR) 102 Introduction To Pathophysiology (3)
Prerequisites: Biology 120 and concurrent enrollment in Biology 121. This course will provide a basic introduction to the pathophysiology of disease processes. The focus of the course will include a systems approach to the development of disease, abnormal physiological responses, clinical manifestations and some treatment modalities. (3 Lec.)

(NUR) 144 Nursing I (8)
Prerequisites: Admission to the program and "C" grade in Biology 120 or 221 and English 101. Concurrent enrollment in Biology 121 or 222, Math 139 or 101, and Psychology 106. This basic nursing course will serve as a foundation on which four courses will build and expand. Topics include an introduction to nursing as a profession, the nursing process, communication, health teaching, and basic technical skills. Based on an integrated approach, concepts of health, illness, growth and development, basic human needs, the family, stress, pain and loss are explored in all age groups. Selected clinical experiences will enable the student to begin to assess, analyze, plan, implement and evaluate nursing care for all age groups. A system of measurements competency is a required component of the pharmacology introduction. Laboratory fee. (4 Lec., 12 Lab.)

(NUR) 146 Nursing II (9)
Prerequisites: Minimum grade of "C" in Nursing 144, and in all Semester I support courses. Concurrent enrollment in Biology 216 and Psychology 201. This course focuses on the application of the basic principles, concepts, and skills from Nursing 144. Included is medication administration and intravenous fluid therapy. Psychological and physiological stress is further explored with discussion of the nursing care of patients experiencing pregnancy, delivery including care of the newborn, postpartum, surgery, abnormal cell proliferation, impaired nutrition, and maladap-
tive behavior in all age groups. Selected clinical experiences including an obstetric rotation continue to focus on the nursing process in caring for patients of all age groups. An application of pharmacology dosage and solution competency is a required component of this course. Laboratory fee. (5 Lec., 12 Lab.)

(NUR) 147 Nursing II A (5)
Prerequisites: Current Texas LVN license. Admission to the Associate Degree Nursing Program, and “C” grade in 24 credit hours including: Biology 121 or 222, 216, Math 139 or 101, Psychology 201, and English 101. Licensed Vocational Nurses will take this course in place of Nursing 144 and 146. This course will include assessment of the student’s theoretical, attitudinal and psychomotor skills. Content will focus on the change in role from LVN to RN, communication, application of the nursing process, and maintenance of homeostasis. Specific areas of emphasis include problems of fluid and electrolytes, inflammation/immune response, abnormal cell proliferation, nutrition, pregnancy, birth, the neonate, and psychosocial aspects. Upon successful completion of this course, the student will be granted 12 hours of equivalency for Nursing 144 and 146. Laboratory fee. (4 Lec., 3 Lab.)

(NUR) 201 Special Topics: Applied Management in Health Care Settings (3)
Prerequisite: Sophomore level in nursing. The focus of this course will be on management theory as applied to health care settings. Topics include: management theory, leadership characteristics, group dynamics, health care organizational structures, the planning process, change, budgeting, evaluation, staffing, and applied concepts. (3 Lec.)

(NUR) 202 Special Topics: Geriatric Care (3)
Prerequisite: Sophomore level in nursing. This course will focus on the special care needs of the older adult. Topics will include an overview of the physical, psychological and social changes associated with aging, geriatric assessment skills, and health care intervention in institutional and non-institutional settings. (3 Lec.)

(NUR) 241 Nursing III (4)
Prerequisites: August admission. Minimum grade of "C" in Nursing 146, and in all required Semester II support courses. January admission: Minimum grade of "C" in Nursing 250, and in all required Semester III support courses. This course emphasizes the application of the nursing process to the care of patients experiencing crisis, and patients exhibiting severely impaired behavior. Selected clinical experiences include a psychiatric rotation. Nursing 250 precedes Nursing 241 in the January admission curriculum plan. Laboratory fee. (6 Lec., 15 Lab.)

(NUR) 250 Nursing IV (9)
Prerequisite: August admission. Minimum grade of "C" in Nursing 241. January admission. Minimum grade of "C" in Nursing 146. Concurrent enrollment in Speech Communication 101. This course emphasizes a conceptual approach to care of patients in all age groups with complex health care needs pertaining to immobility, problems of moderately impaired oxygen exchange, immunological/inflammatory response, and elimination. Selected clinical experiences focus on application of the nursing process with emphasis on priority setting. A pharmacology application competency is a required component of this course. Laboratory fee. (5 Lec., 15 Lab.)

(NUR) 257 Nursing V (9)
Prerequisites: August admission. Minimum grade of "C" in Nursing 250. January admission. Minimum grade of "C" in Nursing 241. Concurrent enrollment in approved elective course. This course emphasizes a conceptual approach to care for patients in all age groups with problems of sensory deprivation and overload, severely impaired oxygen exchange, and severe fluid and electrolyte imbalance. The role transition process and current issues affecting the practice of nursing are explored. Selected clinical experiences focus on continued application of the nursing process to a group of patients, stressing independent decision-making. A pharmacology application competency is a required component of the course. Laboratory fee. (5 Lec., 15 Lab.)

OFFICE CAREERS

(OFC) 103 Speedwriting Theory (4)
Prerequisite: Credit or concurrent enrollment in Office Careers 172 or one year of typing. The principles of speedwriting are introduced. Included is the development of the ability to read, write and transcribe speedwriting notes. Basic spelling, grammar and punctuation rules are reviewed. (3 Lec., 2 Lab.)

(OFC) 106 Speedwriting Dictation and Transcription (4)
Prerequisite: Office Careers 103, 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. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 143 Contemporary Topics In Office Careers (1)
Prerequisite: The demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office career fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with different emphasis up to six hours. (1 Lec.)

(OFC) 150 Filing Practices (3)
This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

(OFC) 152 Introduction To Records Management (3)
A survey course in the policies and principles affecting the creation, protection, circulation, retrieval, preservation and control of business and institutional records. The course includes basic classification systems, history and status of records management, retention and disposition of records, maintenance procedures and career ladders. (3 Lec.)

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

(OFC) 160 Office Calculating Machines (3)
This course focuses on the development of skills in using office machines. Adding machines, printing calculators, electronic display calculators, and electronic printing calculators are included. Emphasis is on developing the touch system for both speed and accuracy. Laboratory fee. (3 Lec.)

(OFC) 162 Office Procedures (3)
Prerequisite: Office Careers 173 or concurrent enrollment or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include record management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

(OFC) 166 Intermediate Shorthand (4)
Prerequisites: Office Careers 159 or one year of shorthand in high school, Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand are studied. Emphasis is on increased speed dictation, accuracy in typing from shorthand notes, and beginning techniques of transcription skills. Also included are oral reading, speed-building, and grammar. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 167 Legal Terminology And Transcription (3)
Prerequisite: Completion of Office Careers 173 or typing speed of 50 words per minute. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

(OFC) 172 Beginning Typing (3)
This course is for students with no previous training in typewriting. Fundamental techniques in typewriting are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. Laboratory fee. (2 Lec., 3 Lab.)

(OFC) 173 Intermediate Typing (3)
Prerequisites: Office Careers 172 or one year of typing in high school. Typing techniques are developed further. Emphasis is on problem solving. Increasing speed and accuracy in typing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

(OFC) 176 Beginning Typing I (1)
This course is for students with no previous training in typing. The course introduces the typewriter parts. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

(OFC) 177 Beginning Typing II (1)
Prerequisite: Office Careers 176. Practical techniques for business correspondence are developed. Memorandums, personal letters, and business letters are covered. Exercises to increase skill are stressed. (1 Lec.)

(OFC) 178 Beginning Typing III (1)
Prerequisite: Office Careers 176. The typing of manuscripts and tables is emphasized. Production typing is included, and proper report typing is developed. Exercises to increase skill are also included. Laboratory fee. (2 Lab.)

(OFC) 179 Information/Word Processing Concepts (2)
This course introduces information/word processing and describes its effect on traditional office operations. An understanding of basic word processing principles, concepts, terminology and advantages of word processing environment system is introduced. (2 Lec.)

(OFC) 182 Introduction to Word Processing Equipment (1)
Prerequisite: Office Careers 173 or demonstrated competence approved by the instructor. Credit in or concurrent enrollment in Office Careers 179. This course introduces the fundamental techniques required in the operation of word processing equipment. Basic concepts of electronic storage and retrieval involved in creating, printing, centering and revising documents are introduced. May be repeated for credit. Laboratory fee. (2 Lab.)

(OFC) 185 Basic Machine Transcription (1)
Prerequisite: Office Careers 172. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Automated equipment audio transcription machine are used. Laboratory fee. (1 Lec., 1 Lab.)

(OFC) 187 Intermediate Shorthand I (2)
Prerequisite: Prior shorthand experience equivalent to Office Careers 159 or one year of shorthand in high school. This course is for students who have a basic knowledge of Gregg Shorthand theory and ability to take dictation at approximately 50 words per minute. The course is a review of selected shorthand phrases; brief forms, word families, and word beginnings and endings. Included are the proper use of basic punctuation, typing format, and simple business letters. (2 Lec.)

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

(OFC) 189 Intermediate Shorthand III (1)
This course is designed for students who have a thorough and complete knowledge of Gregg Shorthand theory and are interested in increasing speed. Special attention is on producing mailable letters within certain time periods. The dictation speed is flexible and depends on student abilities. (2 Lab.)
(OFC) 190 Principles of Word Processing (4)
Prerequisite: Office Careers 173 or concurrent enrollment.
This course introduces word processing and describes its
effect on traditional office operations. An understanding of
basic word processing principles and fundamental tech-
niques required in the operation of word processing and
transcription equipment are introduced. Emphasis is placed
on grammar, punctuation and spelling skills required in
word processing operations. Laboratory fee. (3 Lec.,
3 Lab.)

(OFC) 192 Office Machines I (1)
Business mathematical skills needed to operate office
machines are reviewed. Ten-key touch development is
introduced. Speed development is incorporated with
accuracy requirements. (1 Lec.)

(OFC) 193 Office Machines II (1)
Prerequisite: Office Careers 192. This course covers exten-
sive training on basic office machines. Speed development
and business applications are included. (1 Lec.)

(OFC) 194 Office Machines III (1)
Prerequisite: Office Careers 192. Extensive training on
basic office machines is continued. Speed development
and business applications are stressed. (1 Lec.)

(OFC) 231 Business Communications (3)
Prerequisites: Credit in Office Careers 172 or one year of
typing in high school; credit in Communications 131 or
English 101. This practical course includes a study of letter
forms, the mechanics of writing and the composition of
various types of communications. A critical analysis of the
appearance and content of representative business
 correspon
dence is made. (3 Lec.)

(OFC) 250 Records Control (3)
Prerequisite: Office Careers 152. This course includes a
comprehensive study and application of the knowledge
and skills involved in the control of records and record
systems. The course includes the control procedures for
the management of routine and unique correspondence,
directives, proposals, reports and forms, inventory, sched-
uling, vital records control, records storage centers, and
archives. (3 Lec.)

(OFC) 252 Micrographics (3)
Prerequisites: 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. (3 Lec.)

(OFC) 256 Office Management (3)
This course focuses on the organization, design, and con-
trol of office activities. Topics include office practice, office
services, and wage payment plans. The selection, training
and supervision of employees are covered. Office plan-
ning, organizing, and controlling techniques are pre-
sented. Responsibilities of the office manager are also
included. (3 Lec.)

(OFC) 266 Advanced Shorthand (4)
Prerequisites: Office Careers 166 or two years of shorthand
in high school, Office Careers 174 or two years of typing in
high school. Emphasis is on building dictation speed. Pro-
ducing mailable typed transcriptions under timed condi-
tions is also stressed. Vocabulary and extensive production work capabilities are developed. Laboratory
fee. (3 Lec., 2 Lab.)

(OFC) 273 Advanced Typing Applications (2)
Decision-making and production of all types of business
materials under time conditions are emphasized. A con-
tinuation of skill development and a review of typing tech-
niques are also stressed. Accuracy at advanced speeds is
demanded. Laboratory fee. (1 Lec., 2 Lab.)

(OFC) 274 Legal Secretarial Procedures (3)
Prerequisites: Office Careers 173 or typing speed of 50
words per minute; Office Careers 166 or shorthand dicta-
tion of 80 words per minute. This course focuses on pro-
cedures of the legal secretary. Topics include reminder and
filing systems, telephone usage, dictation and corres-
donse, the preparation of legal documents, and the
court system. Client contacts, use of law library, research
techniques, timekeeping, billing, bookkeeping, and ethics
are also covered. Ways to obtain a position as a legal
secretary are described. (3 Lec.)

(OFC) 275 Secretarial Procedures (3)
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. (3
Lec.)

(OFC) 282 Word Processing Applications (1)
Prerequisites: Office Careers 180 or 182 and completion of
or concurrent enrollment in Office Careers 185. This
course is designed for students who have a basic knowl-
gedge of word processing equipment. Advanced word proc-
 essing concepts and machine functions are developed on
a specific keyboard. Special emphasis is placed on pro-
ducing mailable letters and other business communica-
tions. May be repeated for credit with the consent of the
instructor. Laboratory fee. (2 Lab.)

(OFC) 285 Applied Machine Transcription (1)
Prerequisites: Office Careers 180 or 173 and Office
Careers 185 or demonstrated competence approved by
the instructor. This course is designed for students with
basic skills in machine transcription. Emphasis is placed
on increasing accuracy and speed in the timed transcrip-
tion of recorded information. Composing and dictating
business communications are introduced. (1 Lec., 1 Lab.)

(OFC) 713, 803, 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(OFC) 714, 804, 814 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)
PATTERN DESIGN

(PDD) 151 Pattern Drafting I (3)
The principles of drafting and draping basic patterns for collars, skirts, bodices, and sleeves are presented. Cutting out garments is also included. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 152 Pattern Drafting II (3)
Prerequisite: Pattern Design 151. Drafting and draping basic patterns for separates and dresses are covered. Basic techniques are developed in pattern grading. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 153 Pattern Drafting III (3)
Prerequisite: Pattern Design 152. Techniques are developed for drafting and draping patterns for girls, junior petite, and junior sizes. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 254 Pattern Drafting IV (3)
Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for misses and half-sizes of casual, daytime dresses. Laboratory fee: (2 Lec., 4 Lab.)

(PDD) 255 Pattern Drafting V (3)
Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for junior sportswear and misses sportswear. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 256 Pattern Drafting VI (3)
Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for dressy dresses and lingerie. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 257 Pattern Drafting VII (3)
Prerequisite: Pattern Design 255. Techniques are developed for drafting and draping patterns for misses and junior tailored garments. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 812 Cooperative Work Experience (2)
(See Cooperative Work Experience). (1 Lec., 10 Lab.)

(PDD) 813 Cooperative Work Experience (3)
(See Cooperative Work Experience). (1 Lec., 15 Lab.)

(PDD) 814 Cooperative Work Experience (4)
(See Cooperative Work Experience). (1 Lec., 20 Lab.)

PHILOSOPHY

(PHI) 102 Introduction To Philosophy (3)
The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)

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

(PHI) 202 Introduction To Social And Political Philosophy (3)
The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

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

(PHI) 207 History Of Ancient Philosophy (3)
The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratic, Plato, and Aristotle, Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)

(PHI) 208 History Of Modern Philosophy (3)
The history of philosophy from the Renaissance through the 19th century is examined. Emphasis is on continental rationalism, British empiricism; Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)

(PHI) 210 Studies In Philosophy (3)
Prerequisite: Three hours of philosophy and the demonstrated competence approved by the instructor. A philosophical problem, movement, or special topic is studied. The course topic changes each semester. This course may be repeated for credit. (3 Lec.)

PHOTOGRAPHY

(PHO) 110 Introduction To Photography And Photo-Journalism (3)
Photography and photo-journalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is studied. Laboratory fee. (2 Lec., 4 Lab.)

(PHO) 111 Advanced Photography And Photo-Journalism (3)
Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)
(PHO) 107 Commercial Photography I (4)
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. (3 Lec., 3 Lab.)

(PEH) 110 Community Recreation (3)
This course is primarily for students majoring or minoring in health, physical education, or recreation. The principles, organization, and function of recreation in American society are covered. (3 Lec.)

(PEH) 111 Beginning Wrestling (1)
The fundamentals, techniques, rules, and strategy of wrestling are presented. Emphasis is also on spectator appreciation. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 112 Beginning Softball And Soccer (1)
Basic softball and soccer skills, rules and strategies are taught. Class tournaments are conducted. 24 class hours are devoted to each activity. Laboratory fee. (3 Lab.)

(PEH) 113 Beginning Handball And Racquetball (1)
Basic handball and racquetball skills, rules and strategies are taught and class tournaments are conducted. 24 class hours are devoted to each activity. Laboratory fee. (3 Lab.)

(PEH) 114 Beginning Badminton (1)
The history, rules, and skills of badminton are taught. A uniform is required. Laboratory fee. (3 Lab.)

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

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

(PEH) 117 Beginning Archery (1)
Basic skills, rules and strategies of archery are taught. Equipment is furnished. Laboratory fee. (3 Lab.)

(PEH) 118 Beginning Golf (1)
Basic skills, rules and strategies of golf are taught. Equipment is furnished. Laboratory fee. (3 Lab.)

(PEH) 119 Beginning Tennis (1)
This course is designed for the beginner. Tennis fundamentals are taught and played. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 120 Beginning Bowling (1)
Basic skills, rules and strategy of bowling are taught. All equipment is furnished at an off campus bowling lane. Laboratory fee. (3 Lab.)

(PEH) 121 Folk Dance (1)
Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee. (3 Lab.)

(PEH) 122 Beginning Gymnastics (1)
Beginning gymnastics is offered. Emphasis is on basic skills in tumbling and in the various apparatus events. A uniform is required. Laboratory fee. (3 Lab.)
(PEH) 123 Beginning Swimming (1)
This course teaches a non-swimmer to survive in the water. A uniform is required. Laboratory fee. (2 Lab.)

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

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

(PEH) 126 Aerobic Dance (1)
This is an aerobic class which rhythmically combines dance movement with walking, jogging, and jumping to cause sustained vigorous combination of steps, geared to raise the heart rate to a proper target zone for conditioning purposes. Each routine can be danced at different intensities, depending on the physical condition of each participant. A uniform is required. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 127 Beginning Basketball And Volleyball (1)
Basic basketball and volleyball rules, skills and strategies are taught and class tournaments are conducted. Sections using men's rules and women's rules may be offered separately. 24 class hours will be devoted to each sport. Laboratory fee. (3 Lab.)

(PEH) 128 Social And Folk Dance (1)
Social and folk dance is introduced. Laboratory fee. (3 Lab.)

(PEH) 129 Modern Dance (1)
This beginning course is designed to emphasize basic dance technique, including body alignment and placement, floor work, locomotor patterns, and creative movements. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 130 Beginning Tumbling And Trampoline (1)
Basic skills and techniques involved in tumbling and trampolining are taught. 24 class hours will be devoted to each activity. Laboratory fee. (3 Lab.)

(PEH) 131 Weight Training And Conditioning (1)
Instruction and training in weight training and conditioning techniques are offered. A uniform is required. The course may be repeated for credit. Laboratory fee. (3 Lab.)

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

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

(PEH) 144 Introduction To Physical Education (3)
This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. (3 Lec.)

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

(PEH) 148 Sports Officiating II (3)
This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games. (2 Lec., 2 Lab.)

(PEH) 200 Lifetime Sports Activities II (1)
This course is a continuation of Physical Education 100. Students participate in selected activities. Instruction is at the intermediate and intermediate/advanced levels. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 210 Sports Appreciation For The Spectator (3)
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. (3 Lec.)

(PEH) 217 Intermediate Archery (1)
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. (3 Lab.)

(PEH) 218 Intermediate Golf (1)
Prerequisite: The demonstrated competence approved by the instructor. Skills and techniques in golf are developed beyond the "beginner" stage. Green fee paid by student. Laboratory fee. (2 Lab.)

(PEH) 219 Intermediate Tennis (1)
Prerequisite: The demonstrated competence approved by the instructor. Skills and techniques in tennis are developed beyond the "beginner" stage. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 222 Intermediate Gymnastics (1)
Prerequisite: Physical Education 122. Skills and techniques in gymnastics are developed beyond the "beginner" stage. A uniform is required. Laboratory fee. (3 Lab.)
(PEH) 223 Intermediate Swimming (1)
Prerequisite: Beginning swim certificate or deep water
swimmer. This course advances the swimmer's skills.
Stroke analysis, refinement, and endurance are empha-
sized. A uniform is required. Laboratory fee. (2 Lab.)

(PEH) 225 Skin'and Scuba Diving (2)
Prerequisite: Physical Education 223 or demonstrated
competence approved by the instructor. This course in-
cludes the use of equipment, safety, physiology, and open
water diving. All equipment is supplied except mask, fins,
and snorkel. The student may rent needed equipment at
the time of registration. Students completing course re-
quirements receive certification as basic scuba divers from
the Professional Association of Diving Instructors (PADI)
or the National Association of Underwater Instructors
(NAUI) or the Young Men's Christian Association (YMCA).
Laboratory fee. (1 Lec., 2 Lab.)

(PEH) 226 Advanced Life Saving (1)
Prerequisite: Physical Education 223 or deep water swim-
ability. This course qualifies students for the Red Cross
Advanced Lifesaving Certificate. A uniform is required.
Laboratory fee. (2 Lab.)

(PEH) 231 Intermediate Weight Training (1)
Prerequisite: Physical Education 131. Skills and instruction
in weight training techniques are developed beyond the
beginner stage. This course may be repeated for credit.
Laboratory fee. (3 Lab.)

(PEH) 232 Intermediate Self Defense (1)
Prerequisite: Physical Education 132 or the demonstrated
competence approved by the instructor. Students will be
introduced to intermediate forms of defense and combina-
tion of self defense methods. Emphasis is on practical
application of self defense movements. Laboratory fee. (3 Lab.)

(PEH) 233 Jogging For Fitness (1)
Development and improvement of physical fitness through
 jogging is emphasized. Fitness concepts and jogging skills
will be introduced. Laboratory fee. (3 Lab.)

(PEH) 234 Water Safety Instructor (2)
Prerequisite: Current Advanced Life Saving Card. The prin-
ciples and techniques for instructors in water safety and life
saving classes are covered. Completion of the course
qualifies the student to test for certification by the Red
Cross as a water safety instructor. A uniform is required.
Laboratory fee. (1 Lec., 2 Lab.)

(PEH) 236 The Coaching Of Football And Basketball
(3)
The skills and techniques of coaching football and basket-
ball are presented. Included are the history, theories,
philosophies, rules, terminology, and finer points of the
sports. Emphasis is on coaching techniques. (2 Lec., 2 Lab.)

(PEH) 238 Aquatics (2)
The techniques and procedures of selected water-related
activities are studied. The use of the activities in recreation
programs is included. Pool management, staff training,
safety, and supervision of aquatics are also included. (1
Lec., 2 Lab.)

(PEH) 257 Advanced First Aid And Emergency Care
(3)
The Advanced First Aid and Emergency Care course of the
American Red Cross is taught, presenting both theory and
practice. Various aspects of safety, education also are
included. (3 Lec.)

PHYSICAL SCIENCE

(PSC) 118 Physical Science (4)
This course is primarily for non-science majors. It is a study
of the basic principles and concepts of physics, chemistry,
and nuclear science. The three basic sciences are related
to the physical world at an introductory level. Laboratory
fee. (3 Lec., 3 Lab.)

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

PHYSICS

(PHY) 100 Introductory Photographic Science (4)
Prerequisites: Photography 110, Art 113, or demonstrated
competence approved by 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 con-
tral, 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. (3 Lec., 3 Lab.)

(PHY) 101 Introductory General Physics (4)
Prerequisite: Two years of high school algebra, including
trigonometry, or the equivalent. This course is for pre-
dental, biology, pre-medical, pre-pharmacy, and pre-archi-
tecture majors and other students who need a two-semes-
ter technical course in physics. Mechanics and heat are
studied. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 102 Introductory General Physics (4)
Prerequisite: Physics 101. This course is a continuation of
Physics 101. Electricity, magnetism, light, and sound are
studied. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 117 Concepts In Physics (4)
This course is for non-science majors. It introduces prin-
ciples of physics and does not require a mathematical
background. Emphasis is on classical mechanics and ther-
modynamics. Historical developments and their impact on
daily life are included. The principle of energy conserva-
tion is stressed, and current problems of world-wide energy
production are examined. Laboratory fee. (3 Lec., 3 Lab.)

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

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

(PHY) 132 Applied Physics (4)
Prerequisite: Physics 131. This course is a continuation of Physics 131. Concepts of sound, light, electricity, magnetism, and atomic theory are explained. Laboratory fee. (3 Lec., 3 Lab.)

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

(PHY) 202 General Physics (4)
Prerequisites: Physics 201 and credit or concurrent enrollment in Mathematics 225. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 203 Introduction To Modern Physics (4)
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. (3 Lec., 3 Lab.)

(PSY) 201 Developmental Psychology (3)
Prerequisite: Psychology 105. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (This course is offered on campus and may be offered via television.) (3 Lec.)

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

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

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

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

RADIOLOGIC SCIENCES

(DMS) 200 Ultrasound Orientation I (2)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course introduces the student to the study of the application and limitations of diagnostic medical sonography examinations. Topics will include basic ultrasound terminology, and an orientation to an ultrasound department. Students will participate in field trips to affiliated hospital ultrasound departments. (3 Lec., 3 Lab.)

(DMS) 202 Film Evaluation Seminar I (1)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is designed to familiarize the student with recorded images of an ultrasound examination. A comparison between ultrasound examination and other modalities of imaging will be carried out. (2 Lec.)

(DMS) 203 Ultrasound Orientation II (2)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Sciences 201, with emphasis on
the practices and procedures commonly found in a modern day ultrasound department. (3 Lec., 3 Lab.)

(DMS) 204 Film Evaluation Seminar II (1)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Sciences 202, with the discussion focused on the variety of examinations carried out by ultrasound. Identification of body parts on a recorded image of ultrasound will be demonstrated and practiced. (2 Lec.)

(DMS) 210 Acoustical Physics (3)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Science courses. This course is designed to introduce the student to the study of acoustical physics, with the discussion of such topics as the interaction of ultrasound with tissues, mechanics of ultrasound production, various transducer design and construction and principles of doppler devices. (3 Lec.)

(DMS) 212 Cross Section Anatomy (4)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course focuses on a detailed study of the anatomy of the abdomen, including the anatomical relationships of organs such as the liver, gallbladder, spleen, and vascular system as it relates to ultrasound examination. Laboratory fee. (3 Lec.)

(DMS) 213 Ultrasound Science I (3)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course discusses the history of sonography, related diagnostic research, and departmental procedures. Patient history and clinical findings relative to sonographic examination will be discussed. (3 Lec.)

(DMS) 214 Clinical Medicine I (4)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. A detailed study of scanning techniques, transducers, normal and abnormal anatomy, and patient history and laboratory data as it relates to sonographic examination are the focus of this course. (3 Lec., 3 Lab.)

(DMS) 221 Instrumentation/Standardization (4)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course focuses on the components and functions of the scanner, display systems, scan converter, and hard copy units of sonographic examination. Discussion will include a comparison of real time units, (B) scan units and echo-cardiographic units. Operations and calibration of an ultrasound unit will also be discussed. (3 Lec., 2 Lab.)

(DMS) 222 Pathophysiology (3)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course presents a study of the pathology and pathophysiology of abdominal structures visualized with ultrasound examination, including urinary and reproductive systems, breast and thyroid. Correlations will be made between sonographic examination and disease processes of these organs. (3 Lec.)

(DMS) 223 Clinical Medicine II (4)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This is a continuation of Radiologic Sciences 214, with emphasis on the male and female pelvis, obstetrics, and cardiovascular system. (3 Lec., 2 Lab.)

(DMS) 224 Clinical Education I (6)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. The student will participate in supervised experiences in an affiliated hospital ultrasound department. (25 Lab.)

(DMS) 231 Clinical Education II (4)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This is a continuation of Radiologic Sciences 224. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

(DMS) 236 Clinical Medicine III (2)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This is a continuation of Radiologic Sciences 231, with emphasis on the neonatal head. (3 Lec., 2 Lab.)

(DMS) 238 Clinical Education III (4)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This is a continuation of Radiologic Sciences 231. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

(DMS) 239 Clinical Medicine IV (2)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 238, with emphasis placed on review of adult abdominal organ systems. (3 Lec., 2 Lab.)
(RAD) 101 Introduction To Radiologic Sciences I (3)
Prerequisite: Admission to the Radiologic Sciences program and concurrent enrollment in Biology 120, Math 139, or High Level Non-Business Math, English 101, and Human Development 105. This course is designed to introduce the student to various career opportunities within the field of Radiologic Sciences, including nuclear medicine, radiation therapy, diagnostic medical sonography and diagnostic radiography. Patient care skills and medical ethics, pertinent to Radiologic Sciences, will be discussed. (2 Lec., 4 Lab.)

(RAD) 102 Introduction To Radiologic Sciences II (3)
Prerequisites: Minimum grade of “C” or better in all previous Radiologic Sciences and support courses, and concurrent enrollment in Biology 121, Physics 118, English 102, and Computer Science 175. This course is a continuation of Radiologic Sciences 102, and provides the student with an introduction to medical terminology. Continuation of patient care skills, an orientation to affiliated hospital radiology departments, and demonstration and observation of radiologic skills in the laboratory setting will be presented. Students will become certified in basic cardiopulmonary resuscitation. (2 Lec., 2 Lab.)

(RAD) 103 Radiographic Positioning And Osteology I (2)
Prerequisite: Minimum grade of “C” or better in all previous Radiologic Sciences courses and support courses. This course is designed to give the student an introduction to the study of basic routine positioning and osteology of various human structures, including the chest, GI tract, biliary tract, urinary system, and reproductive systems. Laboratory fee. (4 Lec., 4 Lab.)

(RAD) 105 Principles Of Radiographic Exposure I (1)
Prerequisite: Minimum grade of “C” or better in all previous Radiologic Sciences and support courses. Film processing techniques and prime exposure factors will be the main focus of this course. Four radiographic quality factors will be introduced, with emphasis on radiographic definition and distortion. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 107 Applied Physics I (1)
Prerequisite: Minimum grade of “C” or better in all previous Radiologic Sciences and support courses. An analysis of basic principles related to magnetic fields, induction principles and transformers is the focus of this course. An analysis of basic radiographic X-ray tubes and rectifiers will also be discussed. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 109 Radiation Protection (1)
Prerequisite: Minimum grade of “C” or better in all previous Radiologic Sciences and support courses. This course is designed to introduce the student to the application of radiation limiting devices and techniques utilized in radiography to protect the public from excessive radiation during radiographic examinations. Discussion will include patient and personnel protective measures, as well as various methods to detect and measure radiation. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 111 Radiographic Positioning And Osteology II (2)
Prerequisite: Minimum grade of “C” or better in all previous Radiologic Sciences courses. This is a continuation of Radiographic Positioning and Osteology I, with focus on the study of the positioning and osteology of the upper extremities, pectoral girdle, lower extremities, and pelvic girdle. Laboratory fee. (4 Lec., 4 Lab.)

(RAD) 113 Principles Of Radiographic Exposure II (1)
Prerequisite: Minimum grade of “C” or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Sciences 105, with emphasis on radiographic density and contrast, as well as principles of technic formation and conditions influencing exposure factors. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 115 Applied Physics II (1)
Prerequisite: Minimum grade of “C” or better in all previous Radiologic Sciences courses. This course is a continuation of Applied Physics I, with emphasis on the analysis of physical principles of interaction of radiation and matter, and the production of X-rays. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 117 Radiation Biology (1)
Prerequisite: Minimum grade of “C” or better in all previous Radiologic Sciences courses. This course provides an introduction to the theory of radiobiology. Discussion will focus on the interaction between ionizing radiation and living tissue, with emphasis on fundamental radiological principles. Cellular, systemic and total body response to radiation from diagnostic technology, nuclear medicine technology, and radiation therapy will be presented. (3 Lec.)

(RAD) 201 Clinical Education I (6)
Prerequisite: Minimum grade of “C” or better in all previous Radiologic Sciences courses. Under supervision of faculty and clinical staff, the student will assist, observe, and perform basic diagnostic radiographic procedures in a clinical setting. Students are assigned to an affiliated hospital radiology department. (24 Lab.)

(RAD) 205 Principles Of Radiographic Exposure III (4)
Prerequisite: Minimum grade of “C” or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 113 with an emphasis on the study of processor quality assurance and quality control, mathematical relationships related to technic formation and various imaging modalities. Laboratory fee. (3 Lec., 1 Lab.)

(RAD) 206 Radiographic Positioning And Osteology III (3)
Prerequisite: Minimum grade of “C” or better in all previous Radiologic Sciences courses. This course is a continuation of Radiographic Positioning and Osteology II, with emphasis on the positioning and osteology of the thoracic cage, vertebral column, skull, paranasal sinuses and facial bones. Laboratory fee. (2 Lec., 3 Lab.)

(RAD) 207 Clinical Education II (8)
Prerequisite: Minimum grade of “C” or better in all previous Radiologic Sciences courses. This is a continuation of Radiologic Sciences 201. Students will be assigned to an affiliated hospital radiology department. (32 Lab.)
(REL) 201 Major World Religions (3)
This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)

**RESPIRATORY THERAPY**

(RES) 135 Applied Pharmacology (3)
Prerequisite: Minimum grade of "C" or better in Physical Science 118 or Chemistry 115. This course covers instruction in the identification, classification, dosage and dilution calculation, and principle side effects of inhalational and non-inhalational cardio-respiratory medications. (3 Lec.)

(RES) 137 Basic Respiratory Therapy Skills And Procedures I (4)
Prerequisite: Admission to the Respiratory Therapy Program and concurrent enrollment in Biology 123 or 120, or 221, Physical Science 118 or Chemistry 115 or 101. Basic respiratory therapy skills are described, demonstrated then practiced in the laboratory and hospital clinical setting. Equipment function and maintenance and patient response to therapy are discussed. Therapeutic procedures are generally limited to the noncritical patient. Laboratory fee. (3 Lec., 6 Lab.)

(RES) 138 Clinical Practice II (4)
Prerequisite: "C" or better in all Respiratory Therapy courses. Practice in procedures related to cleaning and sterilization, periodic positive therapy, humidity and aerosol therapy, and chest physiotherapy is provided. (16 Lab.)

(RES) 145 Basic Technology I (4)
Prerequisite: Minimum grade of "C" or better in all previous Respiratory Therapy courses. This course provides instruction in specific details of design and function of respiratory therapy equipment, routine maintenance procedures, and detection and correction of malfunction. It also provides practice in adapting, applying, and modifying equipment in the patient care situation. Laboratory fee. (3 Lec., 6 Lab.)

(RES) 149 Pathology and Treatment Rationale II (2)
A continuation of Pathology and Treatment Rationale I to include the spectrum of commonly encountered disease states and associated gas exchange and ventilatory defects and their potential reversibility with therapy. (2 Lec.)

(RES) 151 Pathology And Treatment Rationale I (3)
Prerequisite: Admission to the Respiratory Therapy Program. This course focuses on the normal anatomy and physiology of the human lung, and deviation from normal in specific pulmonary diseases. Selection of appropriate therapy and assessment of the effect of therapy on specific disease states are emphasized. (3 Lec.)

(RES) 153 Respiratory Therapy Skills And Procedures II (6)
Prerequisite: Minimum grade of "C" or better in all previous
Respiratory Therapy courses. This course is a continuation of Respiratory Therapy 137. Specific details of the design and function of respiratory therapy equipment are discussed. An emphasis is placed on periodic therapeutic procedures. These procedures will be demonstrated and practiced in the laboratory and clinical setting. Laboratory fee. (3 Lec., 12 Lab.)

(RES) 154 Pharmacology (3)
Prerequisites: Minimum grade of “C” or better in all previous Respiratory Therapy courses and Chemistry 101 or 115, Biology 120 or 221. This course introduces the student to the fundamental principles and practices of Respiratory Therapy Pharmacology. Identification, classification, dosage calculation, and principle effects and side effects of cardiopulmonary drugs are discussed. (3 Lec.)

(RES) 156 Respiratory Therapy Skills And Procedures III (4)
Prerequisite: Minimum grade of “C” or better in all previous Respiratory Therapy courses. This course is a continuation of Respiratory Therapy 153, with introduction of critical patient care procedures. Equipment and procedures utilized in long term ventilatory support of the critically ill patient are emphasized. Laboratory fee. (3 Lec., 22 Lab.)

(RES) 158 Respiratory Therapy Skills And Procedures IV (5)
Prerequisite: Minimum grade of “C” or better in all previous Respiratory Therapy courses. This course is a continuation of Respiratory Therapy 156 with emphasis on the management of the patient requiring mechanical ventilatory support. Topics such as patient assessment and complications of continuous ventilation are discussed. Laboratory fee. (6 Lec., 16 Lab.)

(RES) 160 Clinical Practice III (3)
Prerequisite: “C” or better in all previous Respiratory Therapy courses. This course is a continuation of Clinical Practice II with introduction to continuous ventilation. (24 Lab.)

(RES) 162 Clinical Practice IV (4)
Prerequisite: “C” or better in all Respiratory Therapy courses. Continued practice in respiratory therapy procedures with emphasis on continuous ventilation and pediatric and neonatal therapy is provided. (32 Lab.)

(RES) 164 Basic Technology II (3)
Prerequisite: Minimum grade of “C” or better in all previous Respiratory Therapy courses. A continuation of Basic Technology I with emphasis on continuous ventilation and volume ventilators. Laboratory fee. (3 Lab.)

(RES) 243 Pulmonary Function (3)
Prerequisite: Minimum grade of “C” or better in all previous Respiratory Therapy courses. This course provides instruction in measurement of spirometry, pulmonary mechanics, lung volumes, and airway resistance. Emphasis is on equipment operation, testing techniques, data collections and interpretation. Laboratory fee. (2 Lec., 3 Lab.)

(RES) 257 Advanced Physiology And Pathology (3)
Prerequisite: “C” or better in all previous Respiratory Therapy courses. This course provides an in-depth study of disease states related to cardiopulmonary function and the application and interpretation of related diagnostic, evaluative, and therapeutic procedures. (3 Lec.)

(RES) 261 Critical Care Clinical Procedures (4)
Prerequisites: Minimum grade of “C” or better in all previous Respiratory Therapy courses and concurrent enrollment in Respiratory Therapy 243, 263, and 257. This course is designed to give the student clinical experience in assuming total responsibility for continuous ventilator patients, monitoring, airway care, and weaning are all included. Students participate in preoperative evaluation, observation of surgery, and post-operative management of thoracic surgery patients. (16 Lab.)

(RES) 263 Advanced Pharmacology (2)
Prerequisites: Minimum grade of “C” or better in all previous Respiratory Therapy courses. This course is designed to introduce the student to pharmacologic agents which have a secondary effect on the cardiopulmonary system. Emphasis is placed on drugs not administered by inhalational methods. (2 Lec.)

(RES) 264 Special Clinical Procedures (4)
Prerequisites: Minimum grade of “C” or better in all previous Respiratory Therapy courses, and concurrent enrollment in Respiratory Therapy 271 and 265. This course will provide clinical experience in pulmonary rehabilitation, pediatric and neonatal respiratory care, and intensive care. Students will be assigned to affiliated hospitals. (16 Lab.)

(RES) 265 Pulmonary Rehabilitation (5)
Prerequisites: Minimum grade of “C” or better in all previous Respiratory Therapy courses, or the demonstrated competence approved by the Program Coordinator. This course focuses on the rehabilitation of a patient with pulmonary disease. Breathing retraining, exercise programs, and behavior modification are discussed. Laboratory fee. (4 Lec., 3 Lab.)

(RES) 271 Pediatric Respiratory Therapy (2)
Prerequisite: “C” or better in all previous Respiratory Therapy courses. This course provides an in-depth study of fetal lung development and the cardiopulmonary disorders associated with neonates and pediatric patients. (2 Lec.)

SOCIAL SCIENCE

(SS) 131 American Civilization (3)
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. (3 Lec.)

(SS) 132 American Civilization (3)
Prerequisite: Social Science 131. Topical Studies are made of the theories and institutions of modern society. Psychological, historical, sociocultural, political, and economic factors are all considered. Emphasis is on analyzing and applying theory to life experiences. (3 Lec.)
SOCIOLOGY

(SOC) 101 Introduction To Sociology (3)
This course is a study of the nature of society and the foundations of group life. Topics include institutions, social change, processes, and problems. (3 Lec.)

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

(SOC) 103 Human Sexuality (3)
Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(SOC) 203 Marriage And Family (3)
Prerequisite: Sociology 101 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included. (3 Lec.)

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

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

(SOC) 209 Selected Topics (3)
Prerequisite: Sociology 101 or demonstrated competence approved by the instructor. This is an elective course designed to deal with specific topics in sociology. Examples of topics might be: “urban sociology,” “women in society,” or “living with divorce.” As the topics change, this course may be repeated once for credit. (3 Lec.)

(SOC) 210 Field Studies In American Minorities (3)
Prerequisite: Sociology 101 or Sociology 204. Experience is provided in Indian, Black, and Mexican-American community centers. Work is under professional supervision in a task-oriented setting. (3 Lec.)

(SOC) 231 Urban Social Problems (3)
The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (3 Lec.)

SPANISH

(SPA) 101 Beginning Spanish (4)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

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

(SPA) 201 Intermediate Spanish (3)
Prerequisite: Spanish 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

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

(SPA) 203 Introduction To Spanish Literature (3)
Prerequisite: Spanish 202 or the equivalent or demonstrated competence approved by the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(SPA) 204 Introduction To Spanish Literature (3)
Prerequisite: Spanish 202 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 203. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

SPEECH COMMUNICATION

(SC) 100 Speech Laboratory (1)
This course focuses on preparing speeches, reading dialogue from literature, and debating propositions. Presentations are made throughout the community. This course may be repeated for credit each semester. (3 Lab.)

(SC) 101 Introduction to Speech Communication (3)
Theory and practice of speech communication behavior in one-to-one, small group and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations. This course requires college-level skills in reading and writing. (3 Lec.)

(SC) 105 Fundamentals Of Public Speaking (3)
Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, and outlining. Emphasis is on giving well prepared speeches. (3 Lec.)
(SC) 109 Voice And Articulation (3)
Students may register for either Speech 109 or Theatre 109, but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)

(SC) 110 Forensic Workshop (1)
This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)

(SC) 201 Forensic Workshop (1)
This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)

(SC) 205 Discussion And Debate (3)
Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking. (3 Lec.)

(SC) 206 Oral Interpretation (3)
Techniques of analyzing various types of literature are examined. Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement. (3 Lec.)

(SC) 208 Group Interpretation (3)
Prerequisite: Speech 105 and 206. Various types of literature are studied for group presentation. Emphasis is on selecting, cutting and arranging prose and poetry, and applying reader's theatre techniques to the group performance of the literature. Although not an acting class, practical experience in sharing selections from fiction and non-fiction with audiences will be offered. (3 Lec.)

(SG) 153 Clinical Procedures (7)
Prerequisites: A grade of "C" in Surgical Technology 140, 141, and 152 and successful completion of curriculum requirements. This course provides the practical clinical experience in the operating room. An effective level of practice and knowledge must be demonstrated by the student in selected surgical procedures. (35 Lab.)

(SG) 154 Seminar (2)
Prerequisites: A grade of "C" in Surgical Technology 140, 141, and 152 and successful completion of curriculum requirements. This course is a study of special problems which correlate with the individual needs of students during clinical practice. Continuing education is discussed in this seminar. (2 Lec.)

(SG) 155 Operating Room Pharmacology (2)
This course is designed to introduce students to the principles and practices of pharmacology as applied in the operating room. Topics include weights and measures, dosages and solutions, common routes of administration, and drug classifications. Precautions and safe practices when handling drugs specific to the operating room will also be discussed. (2 Lec.)

(SG) 160 Operating Room Procedures For Registered Nurses (8)
Prerequisites: A grade of "C" in Surgical Technology 140 and 141 and current licensure by the Texas State Board of Nurse Examiners. In this course the student expands the principles presented in Surgical Technology 141. Included are specific patient preparation, roles, and legal and ethical responsibilities of operating room nursing. Roles of the registered nurse in pre-operative and post-operative visits and in complications of surgery are presented. (4 Lec., 20 Lab.)

SURGICAL TECHNOLOGY

(SG) 140 Medical Terminology (2)
The origin and structure of medical terms are studied. Emphasis is on building a medical vocabulary. (2 Lec.)

(SG) 141 Operating Room Techniques (8)
Prerequisites: Admission to the Surgical Technology Program, credit or concurrent enrollment in Biology 120 and 121, or Biology 123. This course is an introduction to the operating room. The basic principles of asepsis, sterilization, preparation care of surgical supplies and equipment and ethical-legal implications are studied. Also the basic care and safety of the patient in the operating room is presented. Laboratory fee. (6 Lec., 10 Lab.)

(SG) 152 Operating Room Procedures (8)
Prerequisites: A grade of "C" in Surgical Technology 140 and 141, credit or concurrent enrollment in Biology 120 and 121, or Biology 123. In this course the student expands the basic principles from Surgical Technology 141 to include specific patient preparation, medication, instrumentation, and complications related to selected surgical procedures. Laboratory fee. (4 Lec., 20 Lab.)
THEATRE

(THE) 100 Rehearsal And Performance (1)
Prerequisite: To enroll in this course, a student must be accepted as a member of the cast or crew of a major production. Participation in the class will include the rehearsal and performance of the current theatrical presentation of the division. This course may be repeated for credit. (4 Lab.)

(THE) 101 Introduction To The Theatre (3)
The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(THE) 102 Contemporary Theatre (3)
This course is a study of the modern theatre and cinema as art forms. The historical background and traditions of each form are included. Emphasis is on understanding the social, cultural, and aesthetic significance of each form. A number of modern plays are read, and selected films are viewed. (3 Lec.)

(THE) 103 Stagecraft I (3)
The technical aspects of play production are studied. Topics include set design and construction, stage lighting, makeup, costuming, and related areas. (2 Lec., 3 Lab.)

(THE) 104 Stagecraft II (3)
Prerequisite: Theatre 103 or demonstrated competence approved by the instructor. This course is a continuation of theatre 103. Emphasis is on individual projects in set and lighting design and construction. The technical aspects of play production are explored further. (2 Lec., 3 Lab.)

(THE) 105 Make-Up For The Stage (3)
The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)

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

(THE) 107 Acting II (3)
Prerequisite: Theatre 106 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 106. Emphasis is on complex characterization, ensemble acting, stylized acting, and acting in period plays. (2 Lec., 3 Lab.)

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

(THE) 109 Voice And Articulation (3)
Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)

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

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

(THE) 112 Beginning Dance Technique In Theatre (3)
Basic movements of the dance are explored. Emphasis is on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movements. Body balance, manipulation of trunk and limbs, and the rhythmic flow of physical energy are developed. (2 Lec., 3 Lab.)

(THE) 113 Intermediate Dance (3)
Prerequisite: Theatre 112 or demonstrated competence approved by the instructor. Various aspects of dance are surveyed. Topics include the role of dance in total theatre, the evolution of dance styles, and the jazz style. Emphasis is on the flow of movement, body placement, dynamic intensity, level, focus, and direction. (2 Lec., 3 Lab.)

(THE) 115 Mime (2)
Prerequisite: Theatre 108. Mime is studied. Both the expressive significance and techniques of mime are included. (1 Lec., 2 Lab.)

(THE) 199 Demonstration Lab (1)
This course provides practice before a live audience of theory learned in theatre classes. Scenes studied in various drama classes are used to show contrast and different perspectives. This course may be repeated for credit. (1 Lab.)

(THE) 201 Television Production I (3)
Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and videotape recording. (2 Lec., 3 Lab.)

(THE) 202 Television Production II (3)
Prerequisite: Theatre 201. This course is a continuation of Theatre 201. Emphasis is on the concept and technique of production in practical situations. (2 Lec., 3 Lab.)

(THE) 203 Broadcasting Communications I (3)
The nature and practice of broadcasting are covered. Basic techniques of radio and television studio operations are introduced. (3 Lec., 2 Lab.)

(THE) 204 Broadcasting Communications II (3)
This course is a continuation of Theatre 203. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec., 2 Lab.)

(THE) 205 Scene Study I (3)
Prerequisite: Theatre 106 and 107. This is a continuation of Theatre 107. Emphasis is on developing dramatic action through detailed study of the script. Students deal with stylistic problems presented by the staging of period plays and the development of realism. Rehearsals are used to prepare for scene work. (2 Lec., 3 Lab.)
(THE) 207 Scene Study II (3)
Prerequisite: Theatre 205. This course is a continuation of Theatre 205. Emphasis is on individual needs of the performer. Rehearsals are used to prepare for scene work. (2 Lec., 3 Lab.)

(THE) 208 Introduction To Technical Drawing (3)
Basic techniques of drafting are studied. Isometrics, orthographic projections, and other standard procedures are included. The emphasis is on theatrical drafting, including groundplans, vertical sections, construction elevations, and spider perspective. (2 Lec., 3 Lab.)

(THE) 209 Lighting Design (3)
Prerequisite: Theatre 103 and 104. The design and techniques of lighting are covered. Practical experience in departmental productions is required for one semester. (2 Lec., 3 Lab.)

(THE) 235 Costume History (3)
Fashion costume and social customs are examined. The Egyptian, Greek, Roman, Gothic, Elizabethan, Victorian, and Modern periods are included. (3 Lee.)

VOCATIONAL NURSING

(VN) 144 Health Maintenance Through the Life Cycle (3)
Prerequisite: Admission to the Vocational Nursing Program. This course presents the concepts necessary for general health maintenance including normal growth and development; geriatrics, normal nutrition for all ages; mental health principles; and the prevention and control of disease. (3 Lec.)

(VN) 145 Nursing Process I (3)
Prerequisite: Admission to the Vocational Nursing Program. Nursing process provides the basic concepts that serve as the foundation for other nursing courses. It includes an introduction to the health care delivery system, nursing as a profession, the nursing process, and communication techniques. The course focuses on meeting the basic physical and psychological needs of patients. A Calculation-Conversion Proficiency Test is a required component of this course. (3 Lec.)

(VN) 150 Clinical II (8)
Prerequisite: Completion of Vocational Nursing 147, 148 with a minimum grade of "C" or better. Must be concurrently enrolled in Vocational Nursing 155. This course provides the opportunity for students to use the nursing process and clinical skills to meet the needs of patients experiencing medical, surgical or emotional problems. Supervised practice in the administration of medications is included. (28 Lab.)

(VN) 152 Nursing Practice (6)
Prerequisite: Admission to the Vocational Nursing Program. This course emphasizes the scientific principles and nursing competency in nursing skills in simulated laboratory situations that prepare the student to meet the basic needs of patients in clinical situations. Selected clinical experiences enable the student to assess, plan, implement, and evaluate nursing care. Laboratory fee. (24 Lab.)

(VN) 153 Maternal Child Health (8)
Prerequisite: Completion of Vocational Nursing 144, 145, 152 and all support courses with a minimum grade of "C" or better. This course focuses on the theory, principles and nursing skills related to meeting the basic needs of maternity, newborn, and pediatric patients. Laboratory fee. (7 Lec., 3 Lab.)

(VN) 154 Maternal Child Health Clinical (7)
Prerequisite: Completion of Vocational Nursing 144, 145, 152 and all support courses with a minimum grade of "C" or better. Must be concurrently enrolled in Vocational Nursing 153. This course provides clinical experiences focusing on normal prenatal, labor and delivery, post partum, and newborn nursing care situations. Students also have the opportunity to apply the nursing process to the care of pediatric patients with acute or chronic problems. Laboratory fee. (28 Lab.)

(VN) 155 Nursing Process II (10)
Prerequisites: Completion of Vocational Nursing 153, 154 with a minimum grade of "C" or better. This course focuses on the nursing care of patients with various medical, surgical or emotional problems. Drug and diet therapy and clinical skills used in caring for acutely or chronically ill patients are included. Laboratory fee. (8 Lec., 4 Lab.)