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Mountain View
College

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ACADEMIC CALENDAR, 1981-82

SUMMER SESSIONS, 1981

First Session
May 23 (F) Registration
June 1 (M) Classes begin
June 2 (T) Last day for tuition refund
June 6 (F) 4th day
June 29 (M) Last day to withdraw "W"
July 5 (F) Independence Day holiday
July 6 (M) Final Examinations
July 6 (M) Session closes

Second Session
July 7 (T) Registration
July 9 (R) Classes begin
July 10 (F) Last day for tuition refund
July 14 (T) 4th day
Aug. 6 (R) Last day to withdraw "W"
Aug. 12 (W) Final Examinations
Aug. 12 (W) Session closes

FALL SEMESTER, 1981

Aug. 17 (M) Faculty reports
Aug. 18-20 (T-R) Registration
Aug. 21 (T) Faculty development
Aug. 22 (R) Saturday classes begin
Aug. 24 (M) Classes begin
Aug. 31 (M) Last day for tuition refund
Sept. 4 (F) 12th class day
Sept. 7 (M) Labor Day holiday
Nov. 26 (R) Thanksgiving holidays begin
Nov. 30 (M) Classes resume
Dec. 4 (F) Last day to withdraw "W"
Dec. 11 (F) Last day of classes
Dec. 12 (S) Final exams, Sat. classes
Dec. 14-17 (M-R) Final examinations
Dec. 17 (R) Semester closes

SPRING SEMESTER, 1982

Jan. 11 (M) Faculty reports
Jan. 12-14 (T-R) Registration
Jan. 15 (F) Faculty development
Jan. 16 (S) Saturday classes begin
Jan. 18 (M) Classes begin
Jan. 23 (M) Last day for tuition refund
Jan. 29 (F) 12th class day
Feb. 18 (R) District Conference Day
Feb. 19 (F) Faculty development
Mar. 15 (M) Spring break begins
Mar. 19 (F) Spring holiday for all employees
Mar. 23 (M) Classes resume
Apr. 9 (F) Easter holidays begin
Apr. 12 (M) Classes resume
May 7 (F) Last day to withdraw "W"
May 14 (F) Last day of classes
May 15 (S) Final exams, Sat. classes
May 17-20 (M-R) Final examinations
May 20 (R) Graduation
May 21 (F) Session closes

SUMMER SESSIONS, 1982

First Session
May 27 (R) Registration
May 31 (M) Memorial Day holiday
June 1 (T) Classes begin
June 2 (W) Last day for tuition refund
June 6 (F) 4th day
June 29 (T) Last day to withdraw "W"
July 5 (M) Independence Day holiday
July 6 (T) Final Examinations
July 9 (T) Session closes

Second Session
July 9 (R) Registration
July 12 (M) Classes begin
July 13 (T) Last day for tuition refund
July 15 (R) 4th day class
Aug. 9 (M) Last day to withdraw "W"
Aug. 15 (F) Final Examinations
Aug. 17 (F) Session closes

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

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

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

The Campus

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

Accreditation

Mountain View College is a member of:

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

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

Evening and Weekend Program

The evening and weekend program at Mountain View reflects the District's commitment to serve the needs of a diverse student body. With busy work and family schedules, many people can begin or continue college studies only when evening and Saturday classes are available. For these students, Mountain View offers most courses during the day and also in the evening and on Saturday. Students may select the classes and meeting times most convenient to their schedules, including any combination of day, evening, and Saturday classes.

Community Council

The Community Council of Mountain View College is a coalition of "non-traditional" students which was formed in 1979. The Council defines a non-traditional student as one who has been out of school from 2 to 99 years. Students of all ages comprise the Council which was assembled in an effort to heighten community awareness of what the community college is all about and to lower the anxiety level of students returning to college.

Membership in the Community Council involves training for community outreach and peer counseling. Another option available to Council members is enrollment in a Human Development Leadership Training course offered through Mountain View. The course involves group interaction and leadership training skills as well as preparation for public speaking. The Council works through the Public Information Office on campus in making presentations to community groups on programs and services available at Mountain View College. Persons interested in more information on the Community Council should contact the Office of Student Development and Programs, W-45.

Women's Center

The Women's Center at Mountain View College is designed to serve as a clearinghouse of information and referral services available to students on campus and in the community. Students are welcome to take advantage of the services provided by the Women's Center which include personal and career counseling.

The Center seeks to provide information and resources pertinent to the specific problem solving needs of women returning to school. As a means of meeting these needs, the Women's Center offers a variety of seminars throughout the academic year that deal with such topics as child care, legal aid, tax and credit information, family management, make-up consultation and assertiveness training. These and other support programs are provided in an effort to minimize the barriers for women returning to the college environment. The Women's Center is located in W-46 and is open Monday through Friday from 8:30 a.m. to 3:30 p.m.
COGNITIVE STYLE MAPPING

Cognitive Style describes the unique way a given individual learns most effectively. Some individuals learn better by hearing, or by reading, others prefer small group situations, while some enjoy large group instruction. In addition, there are some students who prefer to work at their own pace while others learn more effectively when the pace is set for them.

Over the past seven years, Mountain View College has played a leading role both locally and nationally in developing Cognitive Style Mapping. Approximately 15,000 of the college's students have been individually mapped. Mountain View has also served as a consultant to over 3,500 professionals in the development of cognitive style programs across the nation.

One of the most successful outcomes of the cognitive style program at Mountain View College is the level of awareness developed in instructors. By identifying their own learning style, instructors have become more sensitive to the variety of cognitive styles to be found among their students.

Cognitive Style Mapping holds high promise of helping the educator and student jointly determine the most effective environment for learning by combining information about how the learner gains knowledge with available alternative instruction. For more information concerning the Cognitive Style Mapping program at Mountain View College, contact the Learning Resource Center.

FLEXIBLE ENTRY CENTER

Recognizing that the decision to enter college is not necessarily one which is reached twice a year served as a basis for the establishment of a Flexible Entry Center at Mountain View College. Students may now elect to enter many programs of the college, including technical/occupational programs and traditional academic subjects, throughout the academic year.

The Flexible Entry Center also makes it possible for a student to enroll for additional course work throughout the semester if, for any reason, he feels it necessary to augment or alter his original schedule.

Courses and programs offered through the Flexible Entry Center are available in a self-paced mode, and make significant use of audio, visual and video instructional materials. All self-paced instruction is under the close supervision of regular Mountain View College faculty and staff.

Flexible entry courses are available for both day and evening students.

LEARNING SKILLS CENTER

The Learning Skills Center (LSC) offers instruction in reading, writing, mathematics and study skills to all interested students. Credit for a one-hour course, offered through flexible entry, is granted for completion of work in the LSC. Among the topics of study available in the LSC are time management, improvement of reading speed and comprehension, organizing themes and essays, using proper grammar and mechanics in writing and math and computation skills. A Mountain View College instructor works with each student to decide upon goals and materials with which to accomplish them. Students who are eligible for admission to Mountain View College or its Community Service programs are welcome in the LSC programs. Some are just beginning their college work and come to review basic skills; others participate for self-improvement. The Learning Skills Center is located in W-176. It is open from 8 a.m. to 9 p.m. Monday through Thursday, 8 a.m. to 3 p.m. Friday.

EDUCATIONAL ALTERNATIVES COURSE

All full-time day students who are enrolling at Mountain View College for the first time are required to enroll in a one credit hour orientation course (Educational Alternatives/HD 100) during their first semester.

NATURE TRAILS

New to Mountain View College is a nature trail which has been designed to enhance the beauty and interest of approximately forty acres of the northern section of the campus.

The Creek Bottom Trail encompasses approximately a one mile area of the rolling countryside acreage. Over forty-three different woody plants have been identified on the trail which is also equipped with picnic facilities for public use. On the trail, one will find three suspension bridges, one of which gives a scenic overlook of the area. Bird and small animal feeders have been placed along the trail to preserve the natural environment of the animals in the area. A brochure identifying the various plants found along the trail will be provided upon request from the Public Information Office.

Two additional trails, the Woodlands and Prairie Grasslands are scheduled for completion by the end of 1980. Students and community members are welcome to utilize this scenic and interesting area of the Mountain View campus.

AVIATION TECHNOLOGY

Aviation Technology at Mountain View College is designed to allow students to take a core of basic courses and then choose the fields they wish to enter. The options available are Career Pilot (including Flight Instructor Certificate and Multi-Engine Rating), Air Cargo Transport, Airline Marketing, Fixed Base Operations/Airport Management and Aircraft Dispatcher.

The Career Pilot option provides students with flight training and ground school through the commercial certificate. All ground school instruction and flight training conform to parts 61 and 141 of the Federal Aviation Regulations, and thus, are subject to change to conform to such regulations. A regularly enrolled student holding an FAA Pilot Certificate and Rating may establish
degree credit by special examination. Admission to this program is by application to the Chief Flight Instructor and should be approved prior to registration and payment of tuition and fees. The student should recognize that simulator, flight fees and fees for pre-and post-flight briefing are in addition to the regular tuition charge.

The Air Cargo Transport option prepares students for entry into the field of Air Cargo Management. Typical employment opportunities include management trainee, support staff member, assistant to an administrator and advisor to station manager.

The Airline Marketing option prepares students for positions as airline or cargo manager trainees in the area of customer service, sales or promotional efforts.

The Fixed Base Operations/Airport Management option prepares students for entry into training positions as fixed base operators, small airport managers, staff members to operation superintendents or aviation authority boards.

The Aircraft Dispatcher option is a one-year certificate program. Entry into this program will be with the instructor's approval in accordance with FAA regulations. On-the-job work experience will be an integral part of the Aircraft Dispatcher program. Upon completion of the courses in this option, the student will be prepared to successfully complete the FAA written exam for Aircraft Dispatcher.

Registration for flight training and certain related courses is open the first Monday of October and November in the fall semester and the first Monday of February and March in the spring semester. Both general academic and associated technical courses are included in the comprehensive program to prepare students for careers in the aviation field.

AVIATION MAINTENANCE TECHNOLOGY

The Aviation Maintenance Technology Program at Mountain View College is designed to provide the student for a career in aircraft maintenance. Such maintenance includes service, repair and overhaul of aircraft, aircraft engines and aircraft accessory systems. Upon completion of the program, the student is eligible to take the Federal Aviation Administration examinations for the Airframe and Powerplant Maintenance Technician Certificate.

Mountain View College will issue a Certificate of Completion when the required core courses and either the Powerplant curriculum courses or the Airframe curriculum courses are completed. If the required core courses, Powerplant and Airframe curriculum courses are completed, the student is qualified to receive an Associate of Applied Arts and Science degree in Aviation Maintenance Technology.

MACHINESHOP

Machine Shop at Mountain View College is a two-year program designed to prepare students for employment as entry-level machinists in industry. An increased demand for machinists is expected as industries use more sophisticated equipment and techniques. In highly mechanized plants, machinist-mechanics are needed for preventive maintenance and repair of machine tools and equipment.

The coursework for the Machine Shop program is designed to allow students to proceed through the program at their own pace but, generally, students should plan to spend 18 months completing the entire course of study. The program includes Cooperative Work Experience that provides a bridge between classroom instruction and on-the-job application.

Employment upon completion of the program may be in the form of an apprentice machinist, an apprentice tool and die maker or a trainee in a specialized area. In addition, machinists may be employed as planners, programmers and/or in other positions in the metal working field.

HOROLOGY

Horoology is the science of time and timekeeping instruments. In the certificate programs offered at Mountain View College, students study the design, construction and mathematics of individual parts in antique and modern timepieces. The program develops the students' manual dexterity, judgement and skill in the repair and adjustment techniques required to service all types of modern timekeeping mechanisms: watches, clocks, timers and chronographs. Instruction includes the special knowledge necessary to service self-winding, calendar, waterproof, electric and electronic movements. Students also learn to refurbish 400-day clocks, triple-chime clocks and marine and aircraft clocks.

The Horology programs are designed to be self-paced, with students making use of up-to-date innovations in individualized instruction. On the average, a full-time student should plan to spend 18 months completing the program.

Upon completion of the programs, students may find employment as watchmakers or clockmakers in retail jewelry establishments, in jewelry chain service centers, in private trade shops, in allied fields where micro-precision skill is essential or as self-employed watch or clock repairers.
MOUNTAIN VIEW ADMINISTRATIVE STAFF

President ......................................................... W. H. Jordan 746-4200
Vice President of Business Services ...................... Ralph G. Hall 746-4205
Vice President of Instruction ............................... Coniahn Fields 746-4210
Vice President of Student Services ....................... Jim Horton 746-4196
Dean of Instructional Services ............................. Richard E. Smith 746-4271
Associate Dean, Extended Day Programs ............... John Nelson 746-4110
Associate Dean, Learning Resources ..................... Jim Convey 746-4164
Associate Dean, Technical/Occupational Programs . Tom Goza 746-4255
Administrative Assistant to President .................. Sharron Colburn 746-4178
Director of Admissions/Registrar ......................... Don Gentsch 746-4100
Director of Co-operative Education ...................... William F. Fowler 746-4273
Director of Counseling Services ......................... Bill Wilson 746-4209
Director of Financial Aid ..................................... Wilma Robinson 746-4188
Director of Health/Handicapped Services ............... Donna Richards 746-4199
Director of Public Information ............................ Kathleen Cook 746-4180
Director of Veteran Affairs ................................. Beth Merren 746-4267
Project Manager .................................................. Carol Flannery 746-4115
Assistant Director, Community Service ................. Maggie Whitt 746-4275
Assistant Director, Student Development and Programs Guy Gooding 746-4185

MOUNTAIN VIEW FACULTY AND STAFF

Affairs, Kenneth G. .................................................. History
Creighton Univ., B.A., M.A.; George Washington Univ., M.A., Ph.D.

Allen, Genny ....................................................... Mid-Management
U.T. Arlington, B.B.A.; North Texas State Univ., M.B.A.

Armstead, Patricia ................................................. Spanish
Univ. of Havana, Cuba, B.A.; Texas Woman's Univ., M.A.

Bales, Fred ........................................................... Physical Education
Kigore Jr. College, A.A.; Baylor Univ., B.S., M.S.; North Texas State Univ., Ed.D.

Bean, Al .............................................................. Government
Baylor Univ., B.A.; Southern Methodist Univ., M.Ed.; North Texas State Univ., Ed.D.

Benson, Paul F. ...................................................... English
Baylor Univ., B.A.; Southern Methodist Univ., M.Ed.; North Texas State Univ., Ph.D.

Blaise, Roi ............................................................ Dance
Pacific Lutheran Univ., B.A.; Colorado State Univ., M.A.; North Texas State Univ., Ph.D.

Brace, Rol ............................................................. Drafting
Studies Columbia Univ. of Fine Arts Institute, New York Fine Arts Institute

Brown, David L ....................................................... Music
East Texas State Univ., B.S., M.Ed.

Brown, Jean W. ...................................................... Pilot Technology
Texas Woman's Univ., B.S., M.A.

Cotswold, Curtis .................................................... F.A.A. Aeronautical Training Center, Certificate: Air Traffic Control Specialist, Certificate: F.A.A.-Certified Advanced Ground Instructor; F.A.A. Certified Instrument Ground Instructor; Synthetic Flight Trainer Instruction; Airplane Flight Instructor; Instrument Flight Instructor
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<th>Name</th>
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<td>Caldwell, Leona E.</td>
<td>Bishop College, B.S.; Southeastern State College, M.Ed.</td>
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<td>Coed, Bruce</td>
<td>Wittenburg Univ., B.A.; Univ. of North Carolina, M.A.; Duke Univ., Ph.D.</td>
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<td>Cook, Kathleen</td>
<td>Univ. of Texas at Austin, B.J.</td>
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<td>Cook, E. Wayne</td>
<td>Hardin-Simmons Univ., B.A.; Texas Tech Univ., M.A., Ph.D.</td>
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<td>Cortez, Lionel M., Jr.</td>
<td>Univ. of Texas at Austin, B.A.; Our Lady of the Lake College, M.Ed.; Nova Univ., Ed.D.</td>
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<td>Conley, Sanford James</td>
<td>Florida Atlantic Univ., B.A., M.Ed.; State Univ. of New York, Geneseo, M.S.</td>
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<td>Baylor Univ., B.S., M.S.</td>
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<td>Duvall, Johnny W.</td>
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<td>Edwards, Annie</td>
<td>Prairie View A&amp;M College, B.S., M.Ed.; Nova Univ., Ed.D.</td>
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<td>Ehhardt, Harryette B.</td>
<td>Southern Methodist Univ., B.S., M.A.; Univ. of Houston, D.Ed.</td>
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<td>England, Daniel B.</td>
<td>Univ. of Oregon, B.S.; Dallas Seminary, Th.M.; North Texas State Univ., M.F.A.</td>
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<td>Faulkner, Ann</td>
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<td>Fealty, Larry</td>
<td>East Texas State Univ., B.S., M.S.</td>
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<td>Ferguson, Susan French</td>
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<td>Fields, Conrhann</td>
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<td>Flannery, Carol A.</td>
<td>Univ. of Texas, Arlington, B.S.</td>
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<td>Fletcher, Ann</td>
<td>DePauw Univ., B.A.; Univ. of Houston, M.Ed.</td>
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<td>Forrest, Patricia</td>
<td>North Texas State Univ., B.F.A., M.F.A.</td>
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<td>Fowler, William F.</td>
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<td>Fulton, Stan</td>
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<td>Gantisch, Don</td>
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| Reading                | Gooding, Guy                               | Texas Tech Univ., B.A.; North Texas State Univ., M.Ed. |
| English                | Goetz, Rays                                | Financial Aid Counselor |
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| Counseling             | Gregory, David A.                          | Temple Junior College, A.A.; Southwest Texas State Univ., B.S.; North Texas State Univ., M.Ed. |
| Art                    | Grimes, Geoffrey Allen                     | Austin College, A.B.; East Texas State Univ., M.S., Ph.D. |
| Art                    | Gristom, Anne                              | Austin College, B.A.; Texas Tech Univ., M.A., Ph.D. |
| Speech                 | Hall, Ralph G                              | Southeastern State Univ., B.S. |
| Speech                 | Hamilton, Ramona                           | Vice President of Business Services |
| Counseling             | Hegar, Kathryn W                           | Office Careers |
| Counseling             | Hert, Ron                                 | Business |
| Counseling             | Hettle, Mark                              | Music |
| Counseling             | Holland, Ronald C                          | Physical Education |
| Mathematics            | Horton, Jim                                | Vice President of Student Services |
| Mathematics            | Jordan, W.H.                              | President |
| Drafting               | Kavalius, Jim                              | Counselor |
| Learning Skills        | Korman, Frank                              | Supervisor, Media Services |
| Art                    | Legg, Larry                                | Biology |
| Art                    | Lockley, J Elaine                          | Mathematics |
| Art                    | Lovelace, Curtis                           | Electronics |
| Project Manager        | McGuin, Charles                           | Mountain View College, Assoc. Applied Science |
| Educational Periaprofessional | Mclod, William S                        | Resources Consultant |
| Director, Co-operative Education | Mead, Thomas M                           | Geology/Geography |
| Registrar and Director of Admissions | Marks, Richard L                          | History |
| Director, Co-operative Education | Marlow, Roger A                           | Henderson State Teachers College, B.A.; Univ. of Arkansas, M.A. |
| Director, Co-operative Education | McMillan, Beth                            | Counselor |
| Director, Co-operative Education | Miller, Clifford D                        | Wayne State Univ., B.S.; Washington Univ., M.A.; Univ. of Kentucky, Ph.D.; Studies: Max Planck Institut |
| Director, Co-operative Education | Morris, Ed                                | Mount, George |
| Director, Co-operative Education | Mutzn, George                             | Univ. of Texas, Arlington, B.A.; North Texas State Univ., M.S., Ph.D. |
General Information
For the Seven Member Colleges of the Dallas County Community College District
The Dallas County Community College District is comprised of seven colleges located strategically throughout Dallas County. Together the colleges enroll approximately 75,000 students and employ over 1,900 full-time faculty and staff members.

The growth of the District into an educational system with such impact was not by chance. In May, 1965, voters created the Dallas County Junior College District and approved a $41.5 million bond issue to finance it.

The next year the District's first college, El Centro, began operation in downtown Dallas.


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

Brookhaven College, the final campus in the seven-college master plan, opened in 1978.

**DISTRICT PHILOSOPHY AND GOALS**

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

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

The District therefore has a place for different kinds of students. There is a place for the young person setting forth toward a degree in medicine, and a place for the adult delving into an interesting hobby to enrich leisure hours.

There is a place for the person preparing to enter a trade or technical field with a year or two of studies, and a place for the employed individual wanting to improve occupational skills.

There is a place for the very bright high school student ready to begin college work in advance of high school graduation, and a place for the high school dropout who now sees the need for education in today's complex society. In short, there is a place for everyone.

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

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

Additional programs are available for the high school student, dropout, and others with special needs.

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

**DISTRICT RESPONSIBILITIES**

To carry out the District philosophy, the colleges obviously must offer a range of programs and courses, including guidance services. These programs and courses must help each individual attain a high level of technical competence and a high level of cultural, intellectual, and social development.

In addition, high professional standards for the academic staff must be maintained within a framework prescribed by the Board of Trustees. At the same time, the program and organization of each college must make maximum use of faculty and facilities.

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

Creativity and flexibility are therefore fostered at the District level and on each campus.

**LEAGUE FOR INNOVATION**

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is composed of 16 outstanding community college districts throughout the nation. Its purpose is to encourage innovative experimentation and the continuing development of the community college movement in America. Membership commits the District to research, evaluation, and cooperation with other community college districts. The goal is to serve the community with the best educational program and the fullest use of resources.
EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) dates of attendance, (5) educational institution most recently attended, and (6) other information, including major field of study and degrees and awards received. A student may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first twelve class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, information is released upon inquiry. No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without written consent from the student stating the information to be given, except as specified by law.

STUDENT CONSUMER INFORMATION SERVICES

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

STANDARDS OF CONDUCT

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

II. ADMISSIONS AND REGISTRATION

GENERAL ADMISSIONS POLICY

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

ADMISSION REQUIREMENTS

Beginning Freshmen

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

a. Graduates from an accredited high school or those who have earned a General Education Diploma (G.E.D.)

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

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

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

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

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 further information.

APPLICATION AND ADMISSION PROCEDURES

Applications may be submitted any time prior to registration, but applicants should submit materials at least three weeks before registration to insure effective counseling and schedule planning. Earlier applications are desirable because the student's place in registration is determined by the date an applicant's admission file is complete. A late place in registration
may mean that the student cannot register for some courses because they are already filled. Applicants must submit the following material to the Admissions Office to have a complete admissions file:

a. An official application, available from the Admissions Office.
b. An official transcript from the last school (high school or college) attended. Students seeking certificates or associate degrees must submit official transcripts of all previous college work. The College's accrediting agency requires transcripts, and the College uses them in program advisement.
c. Written proof from a medical office of (1) a negative tuberculin skin test or chest X-ray, (2) a polio immunization if the applicant is under 19 years of age, and (3) a diphtheria/tetanus injection within the last 10 years. This medical proof is required by state law (Senate Bill 27).

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

TUITION

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

ADDITIONAL FEES

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

SPECIAL FEES AND CHARGES

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

Physical Education Activity Fee: $5 a semester.

Bowling Class Fee: Student pays cost of lane rental.

Private Music Lesson Fee:* $35 for one hour per week (maximum) for one course, $20 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: Fee of $20 per examination per course.**

* Available only to music majors enrolled for 12 hours or more.
** This fee can change without prior notice.

**The Dallas County Community College District Board of Trustees has waived the difference in the rate of tuition for non-resident and resident students for a person or his dependent, who owns property which is subject to ad valorem taxation by the District.

**The DCCCD Board of Trustees defines an Out-of-District student as: (1) a student eighteen (18) years of age or older who resides in a Texas county other than Dallas County; (2) a student who is less than eighteen (18) years of age whose parents do not live in Dallas County.

A non-resident student is hereby defined to be a student less than eighteen (18) years of age living away from his family and whose family resides in another state, or whose family has not resided in Texas for twelve (12) months immediately preceding the date of registration; or a student of eighteen (18) years of age who resides out of the state or who has not been a resident of the state twelve (12) months.

**These definitions are intended as a guideline for the student. The student is referred to the Director of Admissions for a more complete definition.

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

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DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
TUITION AND STUDENT SERVICES FEE  
FALL AND SPRING SESSIONS,

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<th>Dallas County**</th>
<th>Out-of-District***</th>
<th>Out-of-State, Out-of-Country****</th>
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TUITION SCHEDULE FOR SUMMER SESSIONS,

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These definitions are intended as a guideline for the student. The student is referred to the Director of Admissions for a more complete definition.
REFUND POLICY

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

a. No 100% refund is granted unless College error is involved.
b. An 80% refund of tuition and fees may be obtained through the date noted in the college calendar. An 80% refund may be given through the first two class days of a six-week summer session or fast track semester. Refunds for Flexible Entry Courses are considered through completion of the second day of class from the date of enrollment.
c. No refund is given for advanced placement or College Level Examination Program (CLEP) tests.
d. A physician’s statement must be submitted along with petitions when medical reasons account for withdrawal. Requests for refunds must be submitted before the end of the semester for which the refund is requested.
e. No refund of less than $4 for tuition and fees is made.

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

ADVISEMENT PROCEDURES

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

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

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. No credit is awarded.

ADDRESS CHANGES AND SOCIAL SECURITY NUMBER

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

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

ASSOCIATE IN ARTS AND SCIENCES DEGREE
Students must have a minimum of 60 credit hours and a grade point average of at least "C" (2.0) to receive the Associate in Arts and Sciences Degree. These 60 hours may be earned at any District college. They must include:
- English 101-102 plus an additional 6 hours of English for a total of 12 credit hours in English.
- 8 credit hours in Laboratory Science (music majors will substitute Music 199, Art 199, and Theatre 199 for this requirement).
- 12 credit hours of History 101-102 and Government 201-202. No substitutions are allowed. Only 3 credit hours of history or 3 credit hours of government may be earned through credit by examination. CLEP credit may not be used to meet this requirement.
- 3 credit hours in Humanities, selected from Theater 101, Art 104, Music 104, Humanities 101 or Philosophy 102.
- A maximum of 4 physical education activity hours may be counted as credit toward requirements for graduation. Courses numbered 99 and below cannot be included to meet degree or certificate requirements. Music 199, Art 199, and Theatre 199 may not be counted toward the 60-hour minimum.

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

The requirements for certificates are detailed under specific programs listed in the Technical/Occupational Programs section of this catalog for a more detailed explanation.

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. Students must receive permission of the Registrar or the appropriate college official to carry a heavier load. Employed students carrying a full load (12 credit hours or more) should not work more than twenty hours per week. Students working more hours should reduce their academic load proportionately.

The recommended load limit in a six-week summer session is 6 credit hours. A total of 14 credit hours is the maximum that may be earned in any twelve-week summer period.

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

Instructors are responsible for describing attendance policy and procedures to all students enrolled in their classes.

As a general rule, when absences become so excessive as to endanger the student’s class standing, the instructor will file a drop notice. The student is notified by a letter from the Registrar’s Office sent to the student’s

the deadline announced by the Registrar.

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

Within five years of initial enrollment a student may graduate according to the catalog requirements in effect at the time of first enrollment or any subsequent catalog provided the requisite courses are still being offered.

If a student fails to complete within five years all requirements of the catalog in effect at the time of initial enrollment, then the student may be required to graduate under a later catalog at the discretion of the institution.

RECOMMENDED ACADEMIC LOAD

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. Students must receive permission of the Registrar or the appropriate college official to carry a heavier load. Employed students carrying a full load (12 credit hours or more) should not work more than twenty hours per week. Students working more hours should reduce their academic load proportionately.

The recommended load limit in a six-week summer session is 6 credit hours. A total of 14 credit hours is the maximum that may be earned in any twelve-week summer period.

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

Instructors are responsible for describing attendance policy and procedures to all students enrolled in their classes.

As a general rule, when absences become so excessive as to endanger the student’s class standing, the instructor will file a drop notice. The student is notified by a letter from the Registrar’s Office sent to the student's
address of record. The effective drop
date is stated in the letter. A student
who desires to remain in class must
contact the instructor within the time
specified in the instructor's letter. With
the instructor's approval, a student may
be reinstated. Students dropped for
excessive absences prior to the
published withdrawal deadline receive
a grade of "W". Students who do not
attend class during the first twelve days
of a long semester or the first four days
of a summer session are dropped.

**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 points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1 point</td>
</tr>
<tr>
<td>P</td>
<td>Progress</td>
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<tr>
<td>F</td>
<td>Failing</td>
<td>0 points</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
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</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>
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<td>9</td>
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<tr>
<td>4-hour course</td>
<td>B</td>
<td>12</td>
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<tr>
<td>3-hour course</td>
<td>C</td>
<td>6</td>
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<td>Total Credit</td>
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<td>Total Grade</td>
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<tr>
<td>Hours: 12</td>
<td></td>
<td>Points: 35</td>
</tr>
</tbody>
</table>

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.

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

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

The "P" grade (Progress) may be
awarded when a student has attended
class regularly and the instructor has
evidence that the student has made
significant progress toward meeting
course objectives, but the student has
not met those objectives at a level
appropriate for a performance grade
(A-F). "P" grade may be computed as
an "F" grade at some receiving
colleges and universities. To earn credit
for a course in which the student has a
"P" grade, the student must re-enroll in
that course.

**ACCEPTABLE SCHOLASTIC PERFORMANCE**

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

**HONORS**

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

**SCHOLASTIC PROBATION AND
SCHOLASTIC SUSPENSION**

Full-time and part-time students who
have completed a total of 12 credit
hours are placed on probation if they
fail to maintain a 2.0 cumulative grade
point average. Students may be
removed from probation when they
earn a 2.0 cumulative grade point
average. Students on scholastic
probation who achieve either a
cumulative grade point average of 1.5
or above or a previous semester grade
point average of 2.0 or above are
continued on scholastic probation.

Students on probation who do not meet
the requirements for continued
probation are placed on scholastic
suspension. Students on suspension
for the first time may not register for the
immediately following semester or
summer session without special
permission. Suspended students must
file a petition for readmission. The
conditions for readmission are
established and administered by the
Vice President of Student Services.

**GRADE REPORTS**

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

**WAIVING OF SCHOLASTIC
DEFICIENCY**

Any student in an academic transfer
program may transfer to a career
program. In such 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
transfér 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.
The procedure for waiving scholastic deficiency applies both to students of this college and to students transferring from other institutions. The student who wishes to use the procedure for waiving scholastic deficiency should so state in writing to the Registrar prior to registration and should inform a counselor of such intentions during the pre-registration advisement session.

**TRANSCRIPTS OF CREDIT**

Upon the written request of a student, the Registrar’s Office will send an official transcript to the individual student or to any college or agency named. The transcript may be withheld, however, until the student has settled all obligations with the College. The first two requests for a transcript are filled without charge. Later requests are filled for a $1 charge.

**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.

**INSTRUCTORS**

The faculty is comprised of outstanding professional educators who were chosen as a result of their recognized accomplishments as educators, business leaders, government leaders, and community leaders. All share with students the knowledge and practical insight gained from years of experience in successful careers and avocations.

**LEARNING RESOURCES CENTER AND LIBRARY OBLIGATIONS**

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

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

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

**IV. EDUCATIONAL AND SPECIAL OPPORTUNITIES**

**ACADEMIC TRANSFER STUDIES**

Students who desire to earn a bachelor’s degree may complete the first two years at this college before transferring to a four-year institution. The academic transfer curriculum is coordinated with junior colleges and universities to facilitate the transfer of credits to these schools.

**TECHNICAL/OCCUPATIONAL PROGRAMS**

Students who desire to enter a chosen field as a skilled employee after one or two years of college work may enroll in one of the many Technical/Occupational Programs offered by the College. Technical/occupational courses carry college credit leading to a Certificate of Completion or an Associate in Applied Arts and Sciences Degree. These programs are established only after studies verify that employment opportunities will exist at the time the student completes training. The College attempts to match the community’s labor requirements with the ambitions and goals of its students. This realistic approach to occupational education is made possible by the excellent cooperation of local industry, business, and public agencies. They increasingly depend on District colleges to supply skilled personnel. A continuous liaison is maintained with prospective employers to help place graduates and to keep the training programs current with job requirements. Recommendations for adding new programs to the College offerings are made periodically and are based on community studies which identify additional training needs.

**CREDIT BY EXAMINATION**

Students who believe they already meet the requirements of a course by experience or previous training may request credit by examination. 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 (CLEP), or a teacher-made test, depending on the course. The student pays an examination fee of $22.00 per course examination. This fee must be paid prior to taking the examination and is not refundable.

The colleges credit by examination program is coordinated with similar programs of four-year institutions. Final acceptance of credit by examination for specific degree purposes is determined by the degree-granting institution. Students planning to use credit by examination to meet degree requirements at other institutions should check the requirements of the receiving institution. Students must be currently enrolled at this college to receive credit by examination. Students may not request credit by examination in courses for which they are currently enrolled. Students may earn as many credits through examination as their ability permits and needs require, but the last 15 credit hours required for graduation in any degree or certificate program must be earned in residency. Credit by examination may be attempted only once in any given course, and a grade of "C" or better must be earned in order for credit to be recorded. A student may use credit by examination for only three (3) credit hours to apply...
toward the degree requirements in history and only three (3) credit hours to apply toward the degree requirements in government.

(CLEP exam does not meet this requirement.)

NON-TRADITIONAL LEARNING

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

1. A student must be currently enrolled in the College to receive equivalent credit for non-traditional learning.
2. Credit may be granted for non-traditional learning as it relates to specific courses offered by the college assessing the learning experiences. Credit will be awarded on a course by course basis only.
3. A student is required to complete at least 12 semester hours of course work with the District prior to awarding of equivalent credits for non-traditional activities. The "CR" grade is awarded for non-traditional course work accepted for credit.
4. Credit may be granted for occupational courses approved by the District prior to awarding of equivalent credits for non-traditional learning.
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, or program requirements will be waived as a result of credits earned as provided by this policy.
6. Students desiring to take advantage of this opportunity should consult with the College Advocate For Non-traditional Learning for additional information.
7. Students making application for assessment of prior learning through life experiences are required to enroll in a Human Development Course to facilitate the process.

FLEXIBLE ENTRY COURSES

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

TELECOURSES

Students may take a variety of college credit courses via television. The schedule of telecourses varies each semester and may include courses in anthropology, astronomy, business, earth science, ecology, biology, English, economics, government, history, humanities, psychology, religion, and sociology. Content and credit for these courses are the same as for similar courses taken on campus. Telecourses include the viewing of television programs on KERA/Channel 13 and on cable, plus reading, study guide and writing assignments.

Students come to the campus for an orientation session at the beginning of the semester, for one to four discussion meetings, for three or four tests, and for laboratory sessions in science courses having laboratories. These campus visits are normally scheduled for a time convenient to the students. Field trips are required in some courses.

Telecourses may be taken in conjunction with on-campus courses or by persons who are not enrolled in any on-campus courses. Students may register for telecourses by mail or through the regular on-campus registration process.

COOPERATIVE WORK EXPERIENCE EDUCATION

Students may enrich their education in certain career programs by enrolling in Cooperative Work Experience Courses. These courses allow students to combine classroom study with on-the-job experience at training stations approved by the College. Students must have completed at least two courses in their occupational major to be eligible for Cooperative Work Experience. A full-time student (carrying 12 credit hours of work) must take two courses which relate to the student's work experience, and a maximum of 4 credit hours may be in Cooperative Work Experience. Part-time students (carrying under 12 credit hours) may take a maximum of 4 credit hours of work experience. They must be concurrently enrolled in a course related to their work experience (or a support course to be applied toward their occupational degree or certificate).

To enroll in a Cooperative Work Experience Course, students must have the approval of their instructor/coordinate. Course credit is awarded at the rate of 1 credit hour for each 80 hours of approved work experience during the semester. The 80 hours is approximately 5 hours per week during a fall or spring semester. Additional information regarding Cooperative Work Experience may be secured from the Cooperative Education Office. The Technical/Occupational Programs having work experiences are indicated in the Course Descriptions Section of this catalog.

INTERNATIONAL STUDIES

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

HUMAN DEVELOPMENT

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

EVENING AND WEEKEND COLLEGE

In dynamic, growing communities such as those encompassing this college, people have continuing educational needs, yet many of them have work schedules and personal involvements which make it impossible for them to attend college during normal daytime hours. For this reason, evening and weekend college courses offer the same broad spectrum of programs available for full-time day students. Courses are offered both on campus and at selected community locations. Evening and weekend courses offer high-quality instruction, excellent facilities, and a variety of student services, including counseling, health, library, bookstore, food services, financial aid, and recreation. Instructors are selected from the College's own full-time staff, from outstanding Dallas area educators, and from other professional specialists.
interested in teaching. To enroll in the evening and weekend courses, contact the Director of Admissions. Information may also be obtained by contacting the Extended Day Administration Office.

SERVICEMEN'S OPPORTUNITY COLLEGE

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

For further information, contact the Admissions Office.

COMMUNITY SERVICE PROGRAMS

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

Community Service Programs are offered in the following categories:

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

Community Service Programs offer short courses, seminars, workshops, and institutes. The type of course offering is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations.

Generally there are no entrance requirements or examinations. Some courses may have age restrictions or may require a certain amount of experience for enrollment. Admission is on a first-come, first-served basis. All one need do to register is fill out the form and pay the fee. Classes and activities are held on campus and in a variety of locations throughout the community. Most classes and activities are conducted on weekday evenings, but many are also held on weekdays and weekends.

Community Service Program instructors are professional men and women from the community who have proven experience in their fields. Their objective is to share their knowledge, insight, and experience, and to insure that students acquire a greater perspective of the subject and have a meaningful experience.

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

Library privileges are available for Community Service students during the term they are registered. Contact the Community Service Office for further information.

CONTINUING EDUCATION UNITS (CEU'S)

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

V. STUDENT SERVICES

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

STUDENT DEVELOPMENT AND ACTIVITIES

The Student Development 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.

GUIDANCE AND COUNSELING SERVICES

Individuals may find the counseling services helpful as they make plans and decisions in various phases of their development. For example, counselors can assist students in selecting courses of study, determining transferability of courses, choosing or changing careers, gaining independence, and confronting problems of daily living.

Confidential assistance is provided by the counseling staff in the following areas:

1. Career counseling to explore possible vocational directions, occupational information, and self-appraisals of interest, personality and abilities.
2. Academic advisement to examine appropriate choices of courses, educational plans, study skills, and transferability of courses.
3. Confidential personal counseling to make adjustment and life decisions about personal concerns.
4. Small group discussions led by counselors and focusing on such areas as interpersonal relationships, test anxiety, and assertiveness.
5. Standardized testing to provide
additional information about interests, personality and abilities needed in planning and making decisions.

6. Referral sources to provide indepth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or psychological problems.

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

TESTING AND EVALUATION 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 instruction programs. Many courses are individualized and self-paced, permitting students to be tested at appropriate times.
3. Assessment tests for appropriate class placement. These tests are very strongly recommended to insure student success.
4. Tests for selected national programs.

HEALTH CENTER
Health is the most fundamental human need, and a high standard of physical and mental health is a basic right of every human being. The Health Center helps maintain and promote the health of students, faculty, and staff. Services provided by the Health Center include education and counseling about physical and emotional health, emergency first aid treatment, referral services to community agencies and physicians, free tuberculin skin tests and other screening programs, and programs of interest to students and faculty.

Students are encouraged to make an appointment with the nurse to discuss specific health problems. No information on a student’s health is released without written permission from the student, except as required by law.

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

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

- Co-curricular organizations pertinent to the educational goals and purposes of the College.
- Social organizations to provide an opportunity for friendships and promote a sense of community among students.
- Service organizations to promote student involvement in the community.
- Pre-professional and academic organizations to contribute to the development of students in their career fields.

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

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

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

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

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

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. Early application allows the Financial Aid Office to prepare a realistic financial aid package.

Some of the benefits of a financial aid program are outlined in the following paragraphs. Contact the Financial Aid Office for detailed information about any program.

BEOG GRANT
The BEOG 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 BEOG Grant. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for BEOG Grant is based on "financial need" and satisfactory academic progress. Applications and additional information concerning the BEOG Grant Program are available in the Financial Aid Office and in the counseling offices of most high schools. The application process takes approximately four to six weeks. In response to the BEOG Grant application, a Student Eligibility Report (SER) will be mailed directly to the student. The student should immediately review the SER to make sure it is correct and bring it to the
Financial Aid Office. The exact amount of the BEOG Grant award will depend upon the eligibility index on the SER and the number of hours for which the student enrolls. In order to be eligible, a student must enroll for at least 6 credit hours each semester. Students must apply each year.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The SEOG is a Federal program to help pre-baccalaureate students with eligibility based solely on need. The amount of a SEOG award depends on the individual student's needs, the total number of applicants, and funds available. The SEOG must be matched by other sources of aid, such as BEOG, College Work/Study Program, private scholarships, etc. To be eligible, students must enroll for at least 6 credit hours, make satisfactory progress toward their educational goal and have financial need. Students must apply each year for the SEOG.

TEXAS PUBLIC EDUCATIONAL GRANT (TPEG)

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

TEXAS PUBLIC EDUCATIONAL GRANT STATE STUDENT INCENTIVE GRANT (TPEG-SSIG)

The TPEG-SSIG is a State program. To qualify, students must enroll and remain in 12 credit hours per semester, make satisfactory progress toward their educational goal, be enrolled in an undergraduate course of study (not possess a bachelor's or graduate degree), be a Texas resident, and have financial need. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPEG-SSIG.

HINSON-HAZLEWOOD COLLEGE STUDENT LOAN PROGRAM

The Hinson-Hazlewood College Student Loan Program is a state operated, federally insured student loan program. To qualify, students must enroll on at least a half-time basis (6 credit hours in the fall or spring semester), be a Texas resident, and demonstrate financial need. Students must apply for all other types of aid before applying for this loan, and they must apply each year to renew the loan. Repayment begins nine to twelve months after the student ceases to be enrolled for at least one-half the normal course load. Repayment may extend up to 10 years, but a minimum payment of $30 a month is required. The interest rate is 7% a year (adjusted).

STUDENT EMPLOYMENT

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

SOCIAL SECURITY ADMINISTRATION

The Social Security Administration offers benefits to students who meet its criteria. The Admissions Office acts as liaison between students and the Social Security Administration. Students need to contact the regional Social Security Administration Office regarding eligibility.

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.

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. For further information, contact Texas Rehabilitation Commission, 13612 Midway, Suite 530, Dallas, Texas 75234.

VETERANS' BENEFITS PROGRAM

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

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

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

Under the Hazlewood Act certain veterans who have exhausted, remaining educational benefits from the Veterans Administration can attend Texas state-supported institutions and have some fees waived. To be eligible, students must have been residents of Texas at the time they entered the service, have an honorable discharge and must now be residents of Texas. To apply, students must submit a Hazlewood Act application and a copy of their discharge papers to the Financial Aid Office.

ACADEMIC PROGRESS REQUIREMENT

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

SHORT-TERM LOANS

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

JOB PLACEMENT SERVICES

The Placement Office is available to assist any student in job placement, either on or off-campus. Job openings are listed in the Placement Office. The Placement Office also works directly with students and community employers to locate jobs and students qualified to fill them. Career placement assistance is available for students nearing the end of their course of study. In addition to listing full-time career opportunities, the Placement Office also assists students in developing resumes, preparing for interviews, and developing successful job search strategies.

VII. STUDENT CODES AND EXPECTATIONS

   a. Purpose
   (1) The purpose of this code is to assure students of a safe, healthy, and enjoyable campus environment.
   (2) The code is not intended to infringe upon the right of free speech or the right of students to exercise control over their conduct.
   (3) The College Board of Trustees and College Administration have the authority to make and enforce regulations reasonably necessary to secure the maximum use of the College for the purpose for which it was intended.

   b. Scope
   (1) This code applies to individual students and states the conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.
   (2) This code contains regulations for dealing with alleged student violations of college standards of conduct in a manner consistent with the requirements of due process. It also contains requirements of the standards of conduct which students must observe and the penalties which may be imposed for the violation of those standards.

   c. Definitions
   (1) Academic Progress Requirement means the requirement that students must maintain a certain level of academic progress in order to remain eligible for financial aid.
   (2) Board means the Board of Trustees, Dallas County Community College District.
   (3) Chancellor means the Chancellor of the Dallas County Community College District.
   (4) Class day means a day on which classes before semester or summer session final examinations are regularly scheduled or on which summer session final examinations are given.
   (5) Day means any day except Sunday or any other day on which the College is closed.
   (6) Disruptive Activities means any activity which is directed against the orderly educational process of the College or denial of degree or diploma.
   (7) Full-time means any student who is enrolled for at least 12 credit hours.
   (8) General Provisions means the regulations for the College's Academic Progress Requirement.
   (9) Ineligible means not eligible to participate in College activities and programs.
   (10) Ineligible means not eligible to participate in College activities and programs.
   (11) Major violation means one which can result in suspension of expulsion from the College or denial of degree.
   (12) Minor violation means one which cannot result in any disciplinary action other than suspension or expulsion from the College or denial of degree.

2. Standards of Conduct
   a. Basic Standard: The basic standard of behavior required of a student is:
      (1) To comply with all College regulations and policies.
      (2) To respect the rights of others.
      (3) To be honest in all transactions.
      (4) To obey all laws.

   b. Enumerated Standards: The succeeding regulations describe offenses for which disciplinary proceedings may be initiated. All students are expected to observe the procedures of the College and the rules of the School of their choice.

      c. Holding rallies, demonstrations, or any other form of public gathering without prior approval of the College.
      d. Preparing or attempting to prepare by force or violence the threat of force or violence any unlawful act which involves or may violate the rights of another person.
      e. Seizing control at any building or portion of a building for the purpose of interfering with any lawful activity or authorized activity.
      f. Preventing or attempting to prevent any lawful activity or authorized activity.
      g. Disrupting the flow of public or private assembly or public meeting.
      h. Invading or attempting to invade any lawful assembly.
      i. Preventing or attempting to prevent by force or violence the threat of force or violence any unlawful act which involves or may violate the rights of another person.
      j. Seizing control at any building or portion of a building for the purpose of interfering with any lawful activity or authorized activity.
      k. Preparing or attempting to prepare by force or violence the threat of force or violence any unlawful act which involves or may violate the rights of another person.
      l. Seizing control at any building or portion of a building for the purpose of interfering with any lawful activity or authorized activity.
      m. Preventing or attempting to prevent any unlawful act which involves or may violate the rights of another person.
      n. Seizing control at any building or portion of a building for the purpose of interfering with any lawful activity or authorized activity.
      o. Preparing or attempting to prepare by force or violence the threat of force or violence any unlawful act which involves or may violate the rights of another person.
      p. Seizing control at any building or portion of a building for the purpose of interfering with any lawful activity or authorized activity.
      q. Preparing or attempting to prepare by force or violence the threat of force or violence any unlawful act which involves or may violate the rights of another person.
      r. Seizing control at any building or portion of a building for the purpose of interfering with any lawful activity or authorized activity.
      s. Preparing or attempting to prepare by force or violence the threat of force or violence any unlawful act which involves or may violate the rights of another person.
      t. Seizing control at any building or portion of a building for the purpose of interfering with any lawful activity or authorized activity.
      u. Preparing or attempting to prepare by force or violence the threat of force or violence any unlawful act which involves or may violate the rights of another person.
      v. Seizing control at any building or portion of a building for the purpose of interfering with any lawful activity or authorized activity.
      w. Preparing or attempting to prepare by force or violence the threat of force or violence any unlawful act which involves or may violate the rights of another person.
      x. Seizing control at any building or portion of a building for the purpose of interfering with any lawful activity or authorized activity.
      y. Preparing or attempting to prepare by force or violence the threat of force or violence any unlawful act which involves or may violate the rights of another person.
      z. Seizing control at any building or portion of a building for the purpose of interfering with any lawful activity or authorized activity.

   c. Replacement Cards: Replacement cards may be issued by the College on withdrawal from school. A student who requests a replacement card must return his or her D Card to the Registrar's Office.
college, or university receiving funds from the State of Texas for a period of two years from such third conviction.
(a) The Vice President for Student Services, after due notice upon any right of free speech or expression guaranteed by the Con-
stitution of the United States or the State of Texas
(b) Academic Regulations: Each college of the Dallas County Community College District specifically for-
bids the drinking of or possession of alcoholic beverages on its
(c) Gambling: State law expressly forbids gambling of any
kind on State property.
(7) Hazing: Each college of the Dallas County Com-

regulation, or administrative rules.
the Vice President be appointed by the Committee on the date and at the time and place specified.
and a description of all documentary and other
evidence possessed by the College which he wants
to use in disciplinary hearings along with a list of
witnesses and documentary evidence supporting the
allegation.
(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 the request by one of the students-in-interest, separate hearings may be held.
(b) At least three (3) class days before the hearing date, the student concerned shall furnish the Committee Chair-

Committee on the date and at the time and place speci-
ed by the Committee, the College before the Student Discipline Committee and
the College, or university receiving funds from the State of Texas.
(a) The Vice President of Student Services shall represent
the College before the Student Discipline Committee and
evidence to support any allegations of violations of Board policy, college regulation, or administrative rules.
The Vice President shall be assisted by legal counsel when in the opinion of the Vice
President of Student Services the best interests of the student or the College would be served by such assistance.
(2) Notice.
(a) The Committee Chairperson shall by letter notify the
student concerned of the date, time and place for the hear-
ing. The letter shall specify a hearing date not less than three days 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 Chairperson 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 Disciplinary 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 and in person to the hearing, or is not

(c) Chairman: The Chairman shall set the date, time, and place for the hearing between the student, or the student's
lawyer or other authorized activities on college
premises:
(iv) Engages in hazing, as defined by State law and
Federal law.
3. Disciplinary Proceedings
a. Administrative Disposition
(1) Investigation, Notice and Complaint.
(a) When the Vice President of Student Services Office
receives information that a student has allegedly violated
a Board policy, disciplinary action shall be taken by the
Vice President or a subordinate delegated by him
shall investigate the alleged violation. After completing the
(a) Dismiss the allegation as un founded, either before
or after conferring with the student; or
(b) Vocational college policies or regulations concern-
ing parking, registration of student organizations, use of college facilities; or the place, time, and man-
er of public gathering.
(f) Fails to comply with directions of college
officials acting in the preference of their duties.
(g) Fails to comply with discipline or other conduct
which adversely affects his suitability as a member of the academic
community or endangers his own safety or the safety of others.
(h) Illegally possesses, uses, sells or purchases
drugs, narcotics, hallucinogens, or alcoholic beverages.
(i) Commits any act which is classified as an indi-
cetable offense under either State or Federal law.

(c) The Student Discipline Committee shall have
jurisdiction as set forth in this Code to punish

revenue from the State of Texas

(c) Chairman: The Chairman shall set the date, time,
and place for the hearing for the student and
summons witnesses, and require the production of documentary and other evidence.
This section does not extend to the discovery or taking of evidence by a student party or a non-
student party.
(5) The notice shall specify whether the charges or alleged
violations or disciplinary actions are minor or serious.
Minor violations are defined as those minor violations or disciplinary actions, which are not
harmful to the community, and which lack serious consequences. Serious violations are defined
as those violations which are harmful to the community, and which have serious consequences.
(1) CHEATING means the unauthorized collaboration
in one's own written work offered for credit
rehearsal of the hearing and may summon witnesses, and
to within a reasonable opportunity, but a majority of
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. The student shall be furnished a copy of the

(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 the request by one of the students-in-interest, separate hearings may be held.
(b) At least three (3) class days before the hearing date, the student concerned shall furnish the Committee Chair-

(e) "Collusion" means the unauthorized collaboration
in one's own written work offered for credit
(research, and practice tests.
Paraphrasing
(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 and in person to the hearing, or is not

(e) To cross-examine each witness who testifies against
him;
(f) To a private hearing;
(g) To appeal to the Vice President for Student Services
if charged with a violation under the College
Regulations, other than those in the College
Regulations, or administrative rule, when in the opinion of
the Committee, the enforcement of the College would best be served by such action.
(h) No person shall search a student's personal posses-
sions for the purpose of enforcing this code unless the
individual's prior permission has been obtained. Sche-

said to be only authorized if law.
(iii) Knowingly gives false or misleading information in response to
any request by one of the students-in-interest; separate hear-
ing shall be united with the hearing.

The Vice President shall be assisted by legal counsel when in the opinion of the Vice
President of Student Services the best interests of the student or the College would be served by such assistance.
of the Vice President of Student Services Office, legal counsel and other persons designated by the President. The hearing shall be open to the public so long as space is available, but may include the following persons on the invitation of the student:

(i) Representatives of the College Council;
(ii) The student's advisor;
(iii) Representatives of the Faculty Association;
(iv) Student's legal counsel; and
(v) Members of the student's immediate family.

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

(i) The President of Student Services shall read the complaint.
(ii) The Vice President of Student Services shall inform the student of his rights, as stated in the notice of hearing.
(iii) The Vice President of Student Services shall present the College's case:

(a) The hearing record shall include: a copy of the notice of appeal; other materials considered by the Committee: and the evidence admitted in evidence; written motions, pleas, and any oral or written argument by the Committee; members may freely question witnesses.

(b) The Committee shall assume a student innocent of the violation until it is convinced by clear and convincing evidence that the student violated a Board policy, college regulation or administrative rule.

(c) Evidence shall be in the form of testimony or documentary evidence unless otherwise authorized by the Committee. Evidence shall be inadmissible if it is irrelevant, immaterial, or unduly repetitious.

(d) The Committee shall consider each appeal on the record of the Student Discipline Committee and for good cause shown, original evidence and newly discovered evidence may be presented.

(e) Upon timely appeal, the President shall select a Board of Review as a board of review may not include any student appellant and the Vice President of Student Services in writing of the time, date, and place of the hearing as determined by the President.

(f) The President shall designate one of the members of the Board of Review to serve as Chairman.

(g) Appellate hearings will follow the procedure prescribed in 3b of this section.

(h) The Board of Review shall hear oral arguments and receive written briefs from the student appellant and Vice President of Student Services.

(i) 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.

(j) The Board of Review shall modify or set aside the finding of violation; penalty or both. When the substantive rights of the student were prejudiced because the Student Discipline Committee's finding of fact, conclusions or decisions were

(i) in violation of a Federal or State law, Board policy, college regulation or administrative rule or authorized procedure.

(2) The Student Discipline Committee shall inform the Board of Review of the complaint.

(3) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(k) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(l) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(m) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(n) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(o) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(p) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(q) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(r) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(s) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(t) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(u) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(v) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(w) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(x) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(y) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(z) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee
determined by the President.

(3) Consideration of Appeal:

(a) The Board of Review shall consider each appeal on the record of the Student Discipline Committee and for good cause shown, original evidence and newly discovered evidence may be presented.

(b) Notice timely given suspends the imposition of any penalty until the appeal is finally decided, but interim action may be taken as authorized under 3a(10).
General Education
Technical/Occupational
Course Descriptions
ACCOUNTING (ACC) 131 (3)
BOOKKEEPING I (3 LEC.)
The fundamental principles of double-entry bookkeeping are presented and applied to practical business situations. Emphasis is on financial statements, trial balances, work sheets, special journals, and adjusting and closing entries. A practice set covering the entire business cycle is completed.

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

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

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

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

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

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

ACCOUNTING (ACC) 207 (3)
INTERMEDIATE ACCOUNTING II (3 LEC.)
This course continues Accounting 203. Principles and problems in fixed liabilities and the analysis and interpretation of supplementary statements are also included.

ACCOUNTING (ACC) 238 (3)
COST ACCOUNTING (3 LEC.)
Prerequisite: Accounting 202. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and factory overhead are studied. Budgets, variance analysis, standard costs, and joint and by-products costing are also included.
Emphasis is on the development of visual and aesthetic awareness.

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

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

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

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

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

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

**ART (ART) 116 (3)**
**INTRODUCTION TO JEWELRY I (2 LEC., 4 LAB.)**
Prerequisites: Art 110, Art 111, or the consent of the instructor. The basic techniques of fabrication and casting of metals are presented. Emphasis is on original design. Laboratory fee.

**ART (ART) 117 (3)**
**INTRODUCTION TO JEWELRY II (2 LEC., 4 LAB.)**
Prerequisite: Art 116. This course continues Art 116. Advanced fabrication and casting techniques are presented. Emphasis is on original design. Laboratory fee.

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

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

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

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

**ART (ART) 203 (3)**
**PAINTING I (2 LEC., 4 LAB.)**
Prerequisites: Art 110, Art 111, Art 115 or the consent of the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models and the imagination.

**ART (ART) 205 (3)**
**PAINTING II (2 LEC., 4 LAB.)**
Prerequisite: Art 204. This course continues Art 205. Emphasis is on individual expression.

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

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

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

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

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

**AVIATION MAINTENANCE TECHNOLOGY (APM) 100 (5)**
**AIRCRAFT BASIC SCIENCE (150 CONTACT HOURS)**
This course covers mathematics and physics of flight used in computing aircraft weight and balance. It also is an introduction to mechanic's privileges and limitations, Federal Aviation Regulations, and forms and publications used by the aircraft industry.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 101 (5)**
**APPLIED AIRCRAFT SCIENCE (150 CONTACT HOURS)**
Aircraft hardware and materials, non-destructive testing, and precision measurements are presented. The fabrication and installation of fluid lines and fittings are included. Servicing methods and ground operations are also covered, as well as cleaning and corrosion control.
electrical systems are studied. Topics include batteries, generators, alternators, and motors. Service and maintenance are both emphasized. The interpretation of aircraft drawings, charts, and wiring diagrams is also covered.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 200 (5)**
**AIRFRAME STRUCTURES (150 CONTACT HOURS)**

This course introduces wooden structures for aircraft. Covering materials, finishes, and application procedures are included. Fuel systems, the use of oxyacetylene welding equipment, and the inspection of aircraft welds are also covered.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 201 (5)**
**SHEET METAL STRUCTURES (150 CONTACT HOURS)**

Sheet metal structures are the focus of this course. Included are honeycomb and laminated structures as well as doors and windows. The identification, selection, and installation of rivets and fasteners are also covered.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 202 (5)**
**HYDRAULICS AND LANDING GEAR (150 CONTACT HOURS)**

Hydraulic and pneumatic principles are presented and applied to basic units and systems. Topics include wheels, tires, brakes, and fixed and retractable landing gear. Inspection, maintenance, and repair are all stressed.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 203 (5)**
**AIRFRAME ELECTRICAL SYSTEMS (150 CONTACT HOURS)**

Electrical components and related wiring are studied. Topics include instrument systems, communications, navigation equipment, power requirements, and antenna use. Proper methods of installation, removal, disassembly, and repair are emphasized.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 204 (5)**
**UTILITY SYSTEMS (150 CONTACT HOURS)**

This course covers atmospheric conditions and their modification for cabin heating, cooling, ventilation, and pressurization. It is an introduction to protection systems for ice, rain, and fire. Emphasis is on assembly and rigging by the use of manuals to install, inspect, align, and balance structural components.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 205 (5)**
**INSPECTION AND REVIEW (150 CONTACT HOURS)**

Methods and procedures for completing required inspections are presented. Included is a review of all general and airframe material. FAA examinations for the Airframe Certificate are taken upon completion of this course.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 206 (5)**
**RECOUPEATING ENGINES (150 CONTACT HOURS)**

This course focuses on the reciprocating engine. Topics include piston displacement, compression ratio, and horsepower calculations. The classification and description of engine types are also covered. Emphasis is on the disassembly, inspection, overhaul, assembly, and testing of reciprocating engines.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 220 (5)**
**GAS TURBINE POWERPLANTS (150 CONTACT HOURS)**

This course focuses on gas turbine engines. Basic operating principles are examined, the effects of temperature, pressure, volume, and velocities of the working gases are explored. Components and functions are identified. Emphasis is on the disassembly, inspection, assembly, and testing of turbine engines.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 221 (5)**
**POWERPLANT ELECTRICAL SYSTEMS (150 CONTACT HOURS)**

Powerplant systems and their parts are studied. Topics include powerplant magnetos and ignition systems, starter and generator systems, engine instrument systems, and engine fire protection systems. Emphasis is on the theory, construction, control, operation, maintenance, and servicing of these systems.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 222 (5)**
**POWERPLANT ACCESSORY SYSTEMS (150 CONTACT HOURS)**

Accessory systems are covered. Included are aircraft propellers and their control systems. Lubricating, induction and supercharging, cooling and exhaust systems are also included.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 224 (5)**
**FUEL METERING AND TROUBLESHOOTING (150 CONTACT HOURS)**

This course provides information about the various fuel systems used for aircraft engines. The principles, operation, overhaul, and repair of various carburetors and direct fuel injection units are presented. Emphasis is on the recognition, analysis, and elimination of common powerplant troubles as well as engine installation and removal.

**AVIATION MAINTENANCE TECHNOLOGY (APM) 225 (5)**
**POWERPLANT REVIEW AND INSPECTION (150 CONTACT HOURS)**

Methods and procedures for completing an airworthiness inspection are the focus of this course. Included is a review of all general and powerplant material. FAA examinations for the Powerplant Certificate are taken upon completion of this course.

**AVIATION TECHNOLOGY (AVT) 110 (3)**
**INTRODUCTION TO AVIATION (3 LEC.) (48 CONTACT HOURS)**

This course introduces various aspects of the aviation industry. It covers the history, development, and advances in aircraft from balloon flight to the supersonic transport. The industry's economic and sociological effects on people and communities are also included. Special emphasis is on the origin and growth of airlines and the aviation industry.

**AVIATION TECHNOLOGY (AVT) 112 (3)**
**GROUND SCHOOL PRIVATE (3 LEC.) (48 CONTACT HOURS)**

This course includes the study of Federal Aviation Regulations, flight dynamics, meteorology, navigation, use of the radio, and general service of aircraft. The course is designed to fulfill the Ground School Requirements for the FAA Private Pilot Certificate.

**AVIATION TECHNOLOGY (AVT) 122 (3)**
**AVIATION LAW (3 LEC.) (48 CONTACT HOURS)**

Prerequisite: Aviation Technology 110 or concurrent enrollment in Air Transportation. Procedural laws and regulations are studied. Local, national, and international laws and procedures are included as well as those relating both to public and private sectors of air commerce. Topics include the development of aviation law, regulatory agencies, and quasi-official study and advisory groups. Special emphasis is on flight procedures (flight plans), ports of entry, customs, clearances, contraband, quarantines, aviation hazards, and liabilities. The present legal structure and possible future changes are covered, including reciprocity agreements.
AVIATION TECHNOLOGY (AVT) 212 (3)  
GROUNDSCHOOL INSTRUMENT (3 LEC.) (48 CONTACT HOURS)  
Prerequisite: Private Pilot Certificate. This course is an in-depth study of all topics covered in the Commercial Pilot written examination. Emphasis is on problem development and solutions. Advanced exercises are included in the areas of aircraft operation, meteorology, navigation, communications, theory and hazards of attitude instrument flight, flight physiology, and emergency procedures. This course is designed to fulfill the Ground School Requirements of the FAA for the Commercial Pilot Certificate.

AVIATION TECHNOLOGY (AVT) 128 (3)  
AERO ENGINES AND SYSTEMS (3 LEC.) (48 CONTACT HOURS)  
Prerequisite: Credit or concurrent enrollment in Aviation Technology 110, Electronics Technology 225, or the equivalent. Basic power plant types and principles of operation are presented. Reciprocating, rotary, jet, and rocket engines are included. Also covered are configurations, such as in-line, radial, vee and horizontally opposed, turbo-prop, turbo-jet, fan-jet, and ram-jet. Also included are numerous systems, such as the fuel, ignition, electrical, environmental, lubrication, hydraulics, pneumatics, fire detection and extinguishing, cooling, tachometer, monitoring, manual control, and power boosted systems.

AVIATION TECHNOLOGY (AVT) 135 (2)  
FLIGHT BASIC (1 LAB., 25 FLIGHT) (34 CONTACT HOURS)  
This course provides 25 hours of flight instruction (15 hours dual, 10 hours solo flight). Two hours in the Synthetic Flight Trainer are required. A current Second-Class Medical Certificate is required. Flight and laboratory fee.

AVIATION TECHNOLOGY (AVT) 137 (1)  
FLIGHT PRIVATE PILOT (4 LAB., 20 FLIGHT) (24 CONTACT HOURS)  
This course provides 20 hours of flight instruction (10 hours dual and 10 hours solo flight). Pre-flight instruction and briefing are included. Students receive credit for the course upon completion of the flight prerequisite for the Private Pilot Flight Examination. Flight and laboratory fee.

AVIATION TECHNOLOGY (AVT) 210 (4)  
FEDERAL AVIATION REGULATIONS, AIRSPACE AND

AIR TRAFFIC CONTROL SERVICES (3 LEC., 4 LAB.) (52 CONTACT HOURS)  
It is recommended that this course be taken concurrently with one of the ground school courses. This course is an in-depth study of Federal Aviation Regulations, Air Traffic Control Procedures, the National Airspace System, and NTSS Regulations. Rated pilots may take this course to prepare for the 24-month flight review. A total of 4 hours in the Synthetic Flight Trainer is required. Instruction is in the use of various radar services. Laboratory fee.

AVIATION TECHNOLOGY (AVT) 212 (3)  
AIRPORT MANAGEMENT (3 LEC.) (48 CONTACT HOURS)  
Prerequisites: Required core courses and Business 136. The major functions of airport management are presented. Topics include the adequacy of facilities and services, organization, personnel, maintenance, planning and zoning, operations, revenues and expenses, public relations, ecology, and safety. A study of the socioeconomic effect of airports on the communities they serve is also covered.

AVIATION TECHNOLOGY (AVT) 220 (3)  
AERO DYNAMICS (3 LEC.) (48 CONTACT HOURS)  
Prerequisite: Credit or concurrent enrollment in Mathematics 196. The aeronautical applications of physical laws are studied. Areas considered include gravitational laws, forces and stresses, Bernoulli's principle, gyroscopic principles, and velocity-sonic relationships. The dynamics of airfoils, high efficiency lift devices, energy conversion to reactive forces related to aerobatics, and precision flight are also covered.

AVIATION TECHNOLOGY (AVT) 221 (3)  
ADVANCED NAVIGATION (2 LEC., 2 LAB.) (64 CONTACT HOURS)  
Prerequisite: Credit or concurrent enrollment in Aviation Technology 226 or the consent of the instructor. This course covers flight planning. Consideration is given to adverse atmospheric conditions, navigational capabilities, and safety. The course also includes the analysis of atmospheric maps, charts, and weather radar. The interpretation and use of all operational data are also presented. Laboratory fee.

AVIATION TECHNOLOGY (AVT) 222 (3)  
TRANSPORTATION, TRAFFIC AND AIR CARGO (3 LEC.) (48 CONTACT HOURS)  
Prerequisites: Required core courses and credit or concurrent enrollment in Business 136. Transportation methods of passengers and cargo are examined. Emphasis is on the diagnosis and solution of problems at terminals. Topics include air cargo, air mail, air express, and air freight. The nature of automation and future trends are also covered.

AVIATION TECHNOLOGY (AVT) 223 (3)  
AIRLINE MANAGEMENT (3 LEC.) (48 CONTACT HOURS)  
Prerequisites: Required core courses and Business 136. This course covers the organization, operation, and management of an airline. Topics include planning, facility requirements, financing, aircraft selection criteria, route feasibility studies, market and passenger trends, and population trends affecting load factors. Problems unique to airline operations are explored.

AVIATION TECHNOLOGY (AVT) 224 (3)  
AVIATION MARKETING (3 LEC.) (48 CONTACT HOURS)  
Prerequisite: Private or Commercial Pilot Certificate. This course presents aircraft attitude control, flight procedures, and maneuvering by reference solely to cockpit instruments. Completion of this course will qualify the student to take the FAA Instrument Rating Written Examination.

AVIATION TECHNOLOGY (AVT) 225 (3)  
AVIATION TECHNOLOGY (AVT) 226 (3)  
METEOROLOGY (3 LEC.) (48 CONTACT HOURS)  
Basic concepts of meteorology are studied. Weather data and measuring devices are covered. Topics include weather maps and symbols, U.S. Weather Bureau documents, structure and general circulation of the atmosphere, theories of air mass fronts, pressure areas, temperature gradients and inversions, violent atmospheric activities, and ecological considerations.
AVIATION TECHNOLOGY (AVT) 227 (2)  
FLIGHT COMMERCIAL I (8 LAB., 30 FLIGHT) (38 CONTACT HOURS)  
Prerequisite: Private Pilot Certificate. This course provides 30 hours of flight instruction (10 hours dual and 20 hours solo flight) to apply toward the Commercial Pilot Certificate. Pre-flight instruction and briefing are included. A current Second-Class Medical Certificate is required. Flight and laboratory fee.  

AVIATION TECHNOLOGY (AVT) 228 (3)  
FLIGHT COMMERCIAL II (8 LAB., 46 FLIGHT) (54 CONTACT HOURS)  
Prerequisite: Aviation Technology 227 and concurrent enrollment in Aviation Technology 123. This course provides 46 hours of flight instruction (10 hours dual instrument instruction, 6 hours dual instruction, and 30 hours of solo flight) to apply toward the Commercial Pilot Certificate. Pre-flight instruction and briefing are included, as are 5 hours of night flight. Flight and laboratory fee.  

AVIATION TECHNOLOGY (AVT) 229 (3)  
FLIGHT COMMERCIAL III (4 LAB., 46 FLIGHT) (50 CONTACT HOURS)  
Prerequisite: Aviation Technology 228. This course provides 46 hours flight instruction (6 hours dual flight, 30 hours solo flight, and 10 hours dual and practice flight in a more sophisticated aircraft) to fulfill flight-law requirements for the Commercial Pilot Certificate. Pre-flight instruction and briefing are included. Students receive course credit upon completion of the flight prerequisite to the Commercial Pilot Flight Examination. Flight and laboratory fee.  

AVIATION TECHNOLOGY (AVT) 230 (3)  
FLIGHT COMMERCIAL IV-INSTRUMENT (28 LAB., 20 FLIGHT) (46 CONTACT HOURS)  
Prerequisite: Private or Commercial Pilot Certificate. This course provides 45 hours of flight instruction (25 hours of instrument flight instruction and 20 hours instruction in an instrument, synthetic trainer). Pre-flight instruction and briefing are included. Laboratory fee.  

AVIATION TECHNOLOGY (AVT) 248 (3)  
AIR TRANSPORTATION (3 LEC.) (48 CONTACT HOURS)  
Prerequisite: Aviation Technology 110. This course is a study of the need, nature, and structure of the air transportation segment of the aviation industry. It includes passengers and cargo in both domestic and international travel. Topics cover kinds of transportation, such as air carrier, air taxi, commuter, business, and pleasure. Basic costs and revenue sources are explored. Legal issues and future trends are described.  

AVIATION TECHNOLOGY (AVT) 250 (2)  
FLIGHT INSTRUCTOR GROUND SCHOOL (2 LEC.) (32 CONTACT HOURS)  
Prerequisite: Commercial Pilot Certificate or Private Pilot Certificate with 200 hours logged flight time. Principles of flight and ground instruction are presented. Instructional techniques, analysis of maneuvers, and Federal Aviation Regulations are included. Completion of this course should qualify the student to pass the Flight Instructor Written Examination.  

AVIATION TECHNOLOGY (AVT) 251 (2)  
FLIGHT INSTRUCTOR AIRPLANE/SINGLE OR MULTI-ENGINE (40 CONTACT HRS.)  
Prerequisite: Commercial pilot certificate or private pilot certificate with 200 hours logged flight time. This course focuses on the science of flight instruction. Evaluation of student performance and maneuver analysis are included. The required instructional flight disciplines are covered in order to qualify students for the FAA Flight Instructor Rating. Simulator fee. MVC ONLY  

AVIATION TECHNOLOGY (AVT) 252 (3)  
INSTRUMENT FLIGHT INSTRUCTOR GROUND SCHOOL (48 CONTACT HRS.)  
Prerequisites: Instrument Rating and Commercial Pilot Certificate; pass written examination on airspace and regulations or concurrent enrollment in Aviation Technology 210. Instructional techniques of the Synthetic Flight Trainer are presented. Included are instrument flight rules, instrument charts, instrument procedures, and the use of aircraft instruments for instrument flight. Emphasis is on developing instructional techniques and materials. The course is designed to prepare students for the FAA Instrument Flight Instructor Flight Test and Written Test. Students will be required to conduct instruction in Synthetic Ground Trainers. MVC ONLY  

AVIATION TECHNOLOGY (AVT) 253 (1)  
FLIGHT INSTRUCTOR-AIRPLANE INSTRUMENT (20 CONTACT HRS.)  
Prerequisite: Certified Flight Instructor Rating. This course includes 20 hours of flight training in the science of flight instruction including evaluation of student performance and maneuver analysis. The required flight disciplines that qualify the student for the FAA Flight Instructor-Airplane Instrument Rating are covered. Ten (10) hours in the Synthetic Flight Trainer are required. Flight and laboratory fee. MVC ONLY  

AVIATION TECHNOLOGY (AVT) 254 (1)  
FLIGHT ADVANCED I (16 CONTACT HRS.)  
Prerequisite: A Private Pilot Certificate or a Commercial Pilot Certificate. This course includes 16 hours of flight instruction. All flying is in modern twin-engine aircraft and is designed to give the advanced pilot a greater depth of aircraft experience. The course includes pre-flight instruction and briefing. It leads to the FAA Multi-Engine Pilot Rating. Flight fee. MVC ONLY  

AVIATION TECHNOLOGY (AVT) 261 (3)  
AIRCRAFT DISPATCHER I (48 CONTACT HRS.)  
This course includes a survey of FAA regulations and duties of an aircraft dispatcher plus basic flight planning for transport category aircraft. MVC ONLY  

AVIATION TECHNOLOGY (AVT) 262 (4)  
PRACTICAL DISPATCHING (56 CONTACT HRS.)  
The content of this course is described in the current FAA Aircraft Dispatcher Circular. The content is designed to prepare the student for the FAA written exam for aircraft dispatcher. Ten hours are required in the Simulated Flight Trainer. (Simulated flight hours can be accumulated both on and off campus but must be verified by the instructor.) Simulator fee. MVC ONLY  

AVIATION TECHNOLOGY (AVT) 263 (3)  
FLIGHT ENGINEER GROUND SCHOOL (48 CONTACT HRS.)  
Prerequisites: Aviation Technology 261 and Aviation Technology 262 or the equivalent experience and/or credentials. This course includes FAA regulations, flight theory and aerodynamics, basic meteorology with respect to engine operations, center of gravity computations, airplane systems and equipment, and normal and emergency operating procedures. This information prepares the student for the flight engineer's written tests. Specific emphasis is placed on the Boeing 727 and Boeing 707 as aircraft which are used for flight engineer training by civil United States air carriers. MVC ONLY
AVIATION TECHNOLOGY (AVT) 260 (3)
AIR TRANSPORT PILOT GROUND SCHOOL (48 CONTACT HRS.)
Prerequisites: Aviation Technology 261 and Aviation Technology 262 or the equivalent experience and/or credentials. This course is designed to prepare the student for the Air Transport Pilot Written Test and includes operations of air carrier aircraft, navigation by instruments, the general system and material relative to weather information collection and dissemination, meteorology, weather conditions, air navigation facilities, airplane weather observations and influence of terrain on meteorological conditions, radio communications, and basic principles of loading and weight distribution. MVC ONLY

AVIATION TECHNOLOGY (AVT) 270 (5)
ORIENTATION TO AIR TRAFFIC CONTROL (80 CONTACT HRS.)
This course is designed to acquaint new employees with the FAA organization, the options within the air traffic service, and the emergency readiness requirements. It provides a basic orientation to the history, structure, and functions of the FAA with emphasis on air traffic service. National, local, and individual policies and obligations are also presented. MVC ONLY

AVIATION TECHNOLOGY (AVT) 272 (2)
AIRCRAFT TYPES AND CHARACTERISTICS / AIR TRAFFIC CONTROL COMMUNICATIONS (32 CONTACT HRS.)
This course is designed to introduce developmental controllers to the information necessary to identify the types of aircraft by name or model by its physical characteristics and to state the normal range of operating speeds, altitudes, the weight class and category, as well as developing the ability to identify the procedures, phraseology, and discipline pertaining to radio communications in accordance with FCC regulations. Emergency communications and visual communications used by air traffic control facilities are also presented. MVC ONLY

AVIATION TECHNOLOGY (AVT) 274 (3)
AIR TRAFFIC COMPUTER OPERATIONS (48 CONTACT HRS.)
This course is designed to train the student to operate the components of the central computer complex in an enroute air traffic control center and includes computer operations, input and output devices and their operating characteristics and message format, content, and computer responses. MVC ONLY

AVIONICS TECHNOLOGY (AV) 129 (3)
INTRODUCTION TO AIRCRAFT ELECTRONIC SYSTEMS (2 LEC., 2 LAB.) (64 CONTACT HOURS)
This course introduces the aircraft and the nature of flight. Emphasis is on electronic systems and their function and operation. Laboratory fee.

AVIONICS TECHNOLOGY (AV) 132 (4)
MATERIALS, TOOLS, AND INSTALLATION TECHNIQUES AND PRACTICES (3 LEC., 3 LAB.) (96 CONTACT HOURS)
This course is designed to acquaint the student with a variety of acceptable materials available for use in avionics installations and the correct tools and techniques applicable to quality, reliability, safety, and longevity in such installations. Laboratory fee.

AVIONICS TECHNOLOGY (AV) 235 (4)
CHECKOUT, TROUBLE-SHOOTING AND RELATED TEST APPARATUS (3 LEC., 3 LAB.) (96 CONTACT HOURS)
This course incorporates a combination of technical drawing interpretation, wiring interface checkout, and application of checkout test apparatus to the level of some ramp test equipment in common usage. Laboratory fee.

AVIATION TECHNOLOGY (AVT)
AVIONICS TECHNOLOGY (AV)
COOPERATIVE WORK EXPERIENCE
701, 711, 801, 811 (1)
702, 712, 802, 812 (2)
703, 713, 803, 813 (3)
704, 714, 804, 814 (4)

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

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

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

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

BIOLOGY (BIO) 120 (4)
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (3 LEC., 3 LAB.)
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. No science background is presupposed. Major topics include cell structure and function, organization of the body, tissues, organs, the blood and cardiovascular system, and the respiratory system. Emphasis is on homeostasis. Laboratory fee.

BIOLOGY (BIO) 121 (4)
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (3 LEC., 3 LAB.)
Prerequisites: Biology 120. This course is a continuation of Biology 120. Major topics include the neuro-muscular, digestive, excretory, and endocrine systems. Laboratory fee.

BIOLOGY (BIO) 203 (4)
INTERMEDIATE BOTANY (3 LEC., 3 LAB.)
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.

BIOLOGY (BIO) 216 (4)
GENERAL MICROBIOLOGY (3 LEC., 4 LAB.)
Prerequisite: Biology 102 or the consent of the instructor. Microbes are studied. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms. Laboratory activities constitute a major part of the course. Laboratory fee.
ANATOMY AND PHYSIOLOGY II (3 LEC., 3 LAB.)
Structure and function as related to the course of a two course sequence. Consent of the instructor. Second course of a two course sequence. Structure and function as related to the human digestive, nervous, respiratory, reproductive, and endocrine systems. Emphasis placed on the interrelationships of these systems. Laboratory fee.

ANATOMY AND PHYSIOLOGY I (3 LEC., 3 LAB.)
Prerequisite: Biology 102 or the consent of the instructor. The systems. Laboratory fee.

BLUEPRINT READING (BPR) 177 (2)
BLUEPRINT READING (1 LEC., 3 LAB.) (64 CONTACT HOURS)
Engineering drawings are described and explained. Topics include multi-view projection, sections, auxiliaries, bill of materials, symbols, notes, conventions, and standards. The skills of visualization, dimensioning, and sketching of machine parts are covered.

BLUEPRINT READING (BPR) 178 (2)
BLUEPRINT READING (1 LEC., 3 LAB.) (64 CONTACT HOURS)
Prerequisite: Blueprint Reading 177. The different types of prints are read. More complex prints are included. Types of prints include machine, piping, architectural, civil, structural, electrical, electronic, numerical control documents, and aircraft. Calculations required in blueprint reading are emphasized.

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

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

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

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

BUSINESS (BUS)
COOPERATIVE WORK EXPERIENCE
701, 711, 801, 811 (1)
702, 712, 802, 812 (2)
703, 713, 803, 813 (3)
704, 714, 804, 814 (4)

CHEMISTRY (CHM) 101 (4)
GENERAL CHEMISTRY (3 LEC., 3 LAB.)
Prerequisite: Developmental Mathematics 092 or the equivalent. This course is for science and science-related majors. It covers the laws and theories of matter. The laws and theories are used to understand the properties of matter, chemical bonding, chemical reactions, the physical states of matter, and changes of state. The fundamental principles are applied to the solution of quantitative problems relating to chemistry. Laboratory fee.

CHEMISTRY (CHM) 102 (4)
GENERAL CHEMISTRY (3 LEC., 3 LAB.)
Prerequisite: Chemistry 101. This course is for science and science-related majors. It is a continuation of Chemistry 101. Previously learned and new concepts are applied. Topics include solutions and colloids, chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is also included. Laboratory fee.

CHEMISTRY (CHM) 115 (4)
GENERAL CHEMISTRY (3 LEC., 3 LAB.)
Prerequisite: Chemistry 115. This course is for science and science-related majors. It introduces organic chemistry. The fundamental types of organic compounds are presented. Their nomenclature, classification, reactions, and applications are included. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory. Emphasis is on reaction mechanisms, stereo-chemistry, transition state theory, and organic synthesis. Laboratory fee.

CHEMISTRY (CHM) 116 (4)
GENERAL CHEMISTRY (3 LEC., 3 LAB.)
Prerequisite: Chemistry 115. This course is for non-science majors. It covers inorganic 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, and aromatic systems. Laboratory fee.

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

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

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

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

COMMUNICATIONS (COM) 131 (3)
APPLIED COMPOSITION AND SPEECH (3 LEC.)
Communication skills are studied as a means of preparing for one's vocation. Practice in writing letters, applications, resumes, and short reports is included.
COMMUNICATIONS (COM) 132 (3)
APPLIED COMPOSITION AND SPEECH (3 LEC.)
Prerequisite: Communications 131 or consent of instructor. The study of
communication processes is continued. Emphasis is on written persuasion
directly related to work. Expository techniques in business letters and
documented reports are covered. Practice in oral communication is provided.

COMPUTING SCIENCE (CS) 175 (3)
INTRODUCTION TO COMPUTER SCIENCE (3 LEC.)
This course is an introduction to the computer. The history of computers
and their cultural impact are explored. Topics include vocabulary, flow
charting, data representation, and procedure-oriented languages with
general applications.

COMPUTING SCIENCE (CS) 176 (3)
FORTRAN PROGRAMMING (2 LEC., 2 LAB.)
Prerequisite: Mathematics 101 or Data Processing 137. This course provides
programming skills for students who need to use the computer in their
curriculum, particularly those in the math and science disciplines.
Laboratory fee.

COMPUTING SCIENCE (CS) 240 (4)
TELECOMMUNICATIONS I (3 LEC., 4 LAB.)
Prerequisite: A minimum of 2 semesters of a high level language and credit in
Data Processing 232, or the consent of the instructor. Telecommunications
concepts are introduced. Topics include configuration of a teleprocessing
network on a third generation computer, vocabulary, modems, terminal configuration,
polling simulation, and common carrier characteristics. An existing telecommunication
system and a student conceived national data system are investigated, analyzed, and designed.

COMPUTING SCIENCE (CS) 250 (3)
CONTEMPORARY TOPICS IN COMPUTER SCIENCE (3 LEC.)
Prerequisite: A minimum of two semesters of a high level language, or
employment in the computer industry and the consent of the instructor.
Recent developments and topics of current interest are studied.

COMPUTING SCIENCE (CS) 251 (4)
SPECIAL TOPICS IN COMPUTER SCIENCE AND DATA PROCESSING (3 LEC., 3 LAB.)
Prerequisite: Completion of at least one semester of any of the 5 data
processing curriculum options, or employment in the computer industry
and the consent of the instructor. Current developments in the rapidly
changing field of computer science and data processing are studied.

Topics will vary each semester, but may include such areas as basic
programming for small computer systems, advanced RPG II concepts,
PL/I programming, or advanced data entry concepts. Laboratory fee.

COOPERATIVE WORK EXPERIENCE
701, 711, 801, 811 (1)
702, 712, 802, 812 (2)
703, 713, 803, 813 (3)
704, 714, 804, 814 (4)
723, 733, 724, 734 for CVC ONLY
723, 733, 823, 834 for BHC ONLY
Prerequisite: Completion of two courses in the student's major or
instructor or coordinator approval. These courses consist of seminars and on-the-job experience. Theory
and instruction received in the courses of the students' major curricula are
applied to the job. Students are placed in work-study positions in their technical
occupational fields. Their skills and abilities to function successfully in
their respective occupations are tested. These work internship courses are
guided by learning objectives composed at the beginning of each semester by the students, their instructors
or coordinators, and their supervisors at work. The instructors determine if the learning objectives are valid and
give approval for credit.

DANCE (DAN) 116 (1)
REHEARSAL AND PERFORMANCE (2 LAB.)
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.

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

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

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

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

DANCE (DAN) 160 (3)
CONTEMPORARY TOPICS IN DANCE HISTORY (3 LEC.)
A history of dance forms is presented. Primitive, classical, and contemporary forms are included.

DANCE (DAN) 250 (3)
INTERMEDIATE BALLET I (1 LEC., 3 LAB.)
Prerequisite: Dance 151. The development of ballet technique is continued. More complicated
exercises at the barre and centre floor are included. Emphasis is on long series of movements, adagio and
jumps. Precision of movement is stressed. Laboratory fee.

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

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

DATA PROCESSING (DP) 129 (4)
DATA ENTRY CONCEPTS (2 LEC., 5 LAB.)
Prerequisite: Business 172 or one year of typing in high school. This course
provides skills using card-oriented and 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 and multiple program levels are also
covered. Laboratory fee.
DATA PROCESSING (CS) 131  (3)
RPG PROGRAMMING (2 LEC., 2 LAB.)
Prerequisite: Data Processing 133 or the consent of the instructor. This course is for persons who require RPGII in job. Programming skills using RPGII are developed. Emphasis is on language techniques and not on operation and functioning of the equipment. Programming programs emphasize card processing, and will include basic listing, multicard records, and multi-file processing. Laboratory fee.

DATA PROCESSING (DP) 133  (4)
BEGINNING PROGRAMMING (3 LEC., 4 LAB.)
Prerequisites: Data Processing 139 and Computing Science 175 or the consent of the instructor. Concurrent enrollment in Data Processing 138 is advised. This course introduces programming skills using the COBOL language. Skills in problem analysis, flowcharting, coding, testing, and documentation are developed. Programs are designed to provide competency using cards. Laboratory fee.

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

DATA PROCESSING (DP) 137  (3)
DATA PROCESSING MATHEMATICS (3 LEC.)
This course introduces the principles of computer computation. Topics include the number system, fundamental processes, number bases, and the application of mathematics to typical business problems and procedures.

DATA PROCESSING (DP) 138  (3)
DATA PROCESSING LOGIC (3 LEC.)
Prerequisites: Data Processing 139 and Computing Science 175 or the consent of the instructor. Concurrent enrollment in Data Processing 133 is advised. This course presents basic logic needed for problem solving with the computer. Topics include flowcharting standards, techniques for basic logic operations, table search and build techniques, types of report printing, conditional tests, multiple record types, and sequential file maintenance. System flowcharting is introduced.

DATA PROCESSING (DP) 139  (3)
TECHNICIAN (2 LEC., 4 LAB.)
Prerequisite: Credit or concurrent enrollment in Computing Science 175 or the consent of the instructor. This course focuses on additional language capabilities and third generation hardware concepts. The assembly language instruction set of the IBM 360/370 is used. Included is an in-depth study of the standard instruction set and the decimal feature instructions. Data structure, system organization, linkage conventions, and selected macro-instructions are also presented. Laboratory fee.

DATA PROCESSING (DP) 231  (4)
ADVANCED PROGRAMMING (3 LEC., 4 LAB.)
Prerequisite: Data Processing 136 or the consent of the instructor. This course focuses on the additional language capabilities and third generation hardware concepts. The assembly language instruction set of the IBM 360/370 is used. Included is an in-depth study of the standard instruction set and the decimal feature instructions. Data structure, system organization, linkage conventions, and selected macro-instructions are also presented. Laboratory fee.

DATA PROCESSING (DP) 232  (4)
APPLIED SYSTEMS (3 LEC., 4 LAB.)
Prerequisite: Data Processing 136. This course introduces and develops skills to analyze existing systems and to design new systems. Emphasis is on a case study involving all facets of system design from the original source of data to final reports. Flowcharts and documentation are included.

DATA PROCESSING (DP) 233  (4)
OPERATING SYSTEMS AND COMMUNICATIONS (3 LEC., 4 LAB.)
Prerequisite: Data Processing 133 or the consent of the instructor. Concepts and technical knowledge of an operating system, JCL, and utilities are presented. The internal functions of an operating system are analyzed.

DATA PROCESSING (DP) 234  (4)
ADVANCED COBOL TECHNIQUES (3 LEC., 4 LAB.)
Prerequisite: Data Processing 133 and 136, or the consent of the instructor. Advanced problem solving techniques are studied using the COBOL programming language. Emphasis is placed on sequential and random processing techniques using disk. Additional ANSI COBOL conventions are covered. Set/search table lookup, sort verb, report writer, and modular programming techniques are included. Laboratory fee.

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

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

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

DEVELOPMENTAL MATHEMATICS

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

DEVELOPMENTAL MATHEMATICS (DM) 060  (1)
BASIC MATHEMATICS II (1 LEC.)
This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percent, and basic operations with fractions.

DEVELOPMENTAL MATHEMATICS (DM) 061  (1)
BASIC MATHEMATICS II (1 LEC.)
This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percent, and basic operations with fractions.

DEVELOPMENTAL MATHEMATICS (DM) 063  (1)
PRE ALGEBRA (1 LEC.)
This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers.
DEVELOPMENTAL MATHEMATICS (DM) 070 (1)
ELEMENTARY ALGEBRA I (1 LEC.)
Prerequisites: Developmental Mathematics 090, 063 or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers and integers.

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

DEVELOPMENTAL MATHEMATICS (DM) 072 (1)
ELEMENTARY ALGEBRA III (1 LEC.)
Prerequisite: Developmental Mathematics 071 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers.

DEVELOPMENTAL MATHEMATICS (DM) 080 (1)
INTERMEDIATE ALGEBRA I (1 LEC.)
Prerequisites: Developmental Mathematics 072, 091 or equivalent. This course includes selected topics such as sets, relations, functions, inequalities, and absolute values.

DEVELOPMENTAL MATHEMATICS (DM) 081 (1)
INTERMEDIATE ALGEBRA II (1 LEC.)
Prerequisite: Developmental Mathematics 080 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers.

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

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

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

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

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

DEVELOPMENTAL READING
(1)
TECHNIQUES OF READING/LEARNING (3 LEC)
Comprehension, vocabulary development, and study skills are the focus of this course. Emphasis is on learning how to learn. Included are reading and learning experiences to strengthen the total educational background of each student. Meeting individual needs is stressed.

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

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

DEVELOPMENTAL WRITING
(DW) 090 (3)
WRITING (3 LEC)
Basic writing skills are developed. Topics include spelling, grammar, and vocabulary improvement. Principles of sentence and paragraph structure are also included. Organization and composition are covered. Emphasis is on individual needs and strengthening the student’s skills.

DEVELOPMENTAL WRITING
(DW) 091 (3)
WRITING (3 LEC)
This course is a sequel to Writing 090. It focuses on composition. Included are skills of organization, transition, and revision. Emphasis is on individual needs and personalized assignments.

DRAFTING (DFT) 135 (2)
REPRODUCTION PROCESSES (1 LEC., 3 LAB.) (64 CONTACT HOURS)
Equipment and processes used to reproduce technical art are studied. Included are the graphic arts process camera, lithographic offset printing, diazo reproduction, blueprinting, photodrafting, microfilming, photocopying, silk screen printing, printed circuit board etching, thermography, typographies, Xerography, engravings, and others. The rapidly expanding field of computer graphics is also covered. Lab work includes the preparation of flats for offset printing of brochures. Laboratory fee.

DRAFTING (DFT) 136 (3)
GEOLOGICAL AND LAND DRAFTING (2 LEC., 4 LAB.) (96 CONTACT HOURS)
Prerequisites: Drafting 183 or the equivalent and Mathematics 196. Equivalent is based on high school drafting courses or on student’s work experience. Sample of drawings is presented. This is a specialty course to prepare one to work in civil drafting. Various drawings are completed, such as relief maps, plan and profile drawings, roads, pipelines, and petroleum and geophysical maps. Calculations are made from surveyor’s notes to plot a traverse and contour lines and to determine area and volumes. A set of drawings is prepared for a residential subdivision, a shopping center, or some other type of land development.

DRAFTING (DFT) 182 (2)
TECHNICIAN DRAFTING (1 LEC., 3 LAB.) (64 CONTACT HOURS)
This course focuses on the reading and interpretation of engineering drawings. Topics include multiview drawings,
pictorial drawings, dimensioning, measurement with scales, schematic diagrams, and printed circuit boards. Laboratory fee.

**DRAFTING (DFT) 183 (4)**
**BASIC DRAFTING (2 LEC., 6 LAB.) (128 CONTACT HOURS)**
This course is for students who have had little or no previous experience in drafting. Skill in orthographic, axonometric, and oblique sketching and drawing is developed. Topics include lettering, applied geometry, fasteners, sectioning, foreshortening, and auxiliaries. Experience is provided in using handbooks and other resource materials and in developing design skills. U.S.A.S.I., government, and industrial standards are used. Emphasis is on both mechanical skills and graphic theory. Laboratory fee.

**DRAFTING (DFT) 184 (3)**
**INTERMEDIATE DRAFTING (2 LEC., 4 LAB.) (96 CONTACT HOURS)**
Prerequisite: Drafting 183 or the equivalent. Equivalent is based on high school drafting courses or on student's work experience. Sample of drawings and/or high school transcript must be presented. Drafting problems, design function, and specialized drafting areas are examined. Included are the detailing and assembling of machine parts, gears, cams, jigs, fixtures, metals, and metal forming processes. Drawing room standards and reproducing drawings are studied. Detail and assembly drawings are made. Laboratory fee.

**DRAFTING (DFT) 185 (4)**
**ARCHITECTURAL DRAFTING (2 LEC., 6 LAB.) (128 CONTACT HOURS)**
This course begins with architectural lettering, and drafting of construction details. Emphasis is on technique and use of appropriate material symbols and conventions. Working drawings are prepared, including plans, elevations, sections, and details. Drawings for buildings using steel, concrete, and timber structural components are covered. Reference materials are used to provide skills in locating data and in using handbooks.

**DRAFTING (DFT) 230 (3)**
**STRUCTURAL DRAFTING (2 LEC., 4 LAB.) (96 CONTACT HOURS)**
Prerequisite: Drafting 184 and Mathematics 196. Stresses and thermal and elastic qualities of various materials are studied. Beams, columns, and other materials are included. Structural plans, details, and shop drawings of components are developed for buildings using steel, reinforced concrete, and timber structures. Emphasis is on drafting appropriate drawings for fabrication and erection of structural components.

**DRAFTING (DFT) 231 (3)**
**ELECTRONIC DRAFTING (2 LEC., 4 LAB.) (96 CONTACT HOURS)**
Prerequisite: Drafting 183. This course focuses on drawings used in the electronics industry. Topics include block and logic diagrams, schematic diagrams, interconnecting wiring diagrams, printed circuit boards, integrated circuits, component packaging, chassis design and current practices.

**DRAFTING (DFT) 232 (3)**
**TECHNICAL ILLUSTRATION (2 LEC., 4 LAB.) (96 CONTACT HOURS)**
Prerequisite: Drafting 183. The rendering of three-dimensional drawings is covered. Orthographic views and engineer's sketches are developed into isometric, dimetric, perspective, and diagramatic drawings of equipment and their environments. Technical sketching, and hand mechanical lettering, air brush retouching of photographs, handling of commercially prepared pressure sensitive materials, and layout of schematics, charts, and graphs are practiced. Laboratory fee.

**DRAFTING (DFT) 234 (4)**
**ADVANCED TECHNICAL ILLUSTRATION (2 LEC., 6 LAB.) (128 CONTACT HOURS)**
Prerequisite: Drafting 232. An area of specialization is chosen and pursued in depth. Examples are pictorials for color separation printing, air brush renderings, letterforms for logos and hand lettering, complex exploded views in isometric, perspective renderings, design of commercial displays and art for slide presentations. Laboratory fee.

**DRAFTING (DFT) 235 (3)**
**BUILDING EQUIPMENT (MECHANICAL AND ELECTRICAL) (2 LEC., 4 LAB.) (96 CONTACT HOURS)**
Prerequisite: Drafting 183 or Drafting 185. Plans and details for mechanical equipment are drawn. Equipment includes air conditioning, plumbing, and electrical systems. Emphasis is on the use of appropriate symbols and conventions. Mechanical and electrical features are coordinated with structural and architectural components. Laboratory fee.

**DRAFTING (DFT) 236 (3)**
**PIPING AND PRESSURE VESSEL DESIGN (2 LEC., 4 LAB.) (96 CONTACT HOURS)**
Prerequisites: Drafting 183 and Mathematics 195 or the equivalent. This course presents the methods of piping of fluids for refineries, petrochemical plants, and industrial facilities. ASME codes are applied to the design of pressure vessels, pipefitting, welded and seamless piping, pumps, and heat exchanges. Drawing techniques are emphasized in orthographic and isometric projections. Laboratory fee.

**DRAFTING (DFT) COOPERATIVE WORK EXPERIENCE**

- **701, 711, 801, 811 (1)**
- **702, 712, 802, 812 (2)**
- **703, 713, 803, 813 (3)**
- **704, 714, 804, 814 (4)**

**ECOLOGY (ECY) 291 (3)**
**PEOPLE AND THEIR ENVIRONMENT II (3 LEC.)**
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.)

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

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

**EDUCATIONAL PARAPROFESSIONAL (EP) 129 (3)**
**COMMUNICATION SKILLS FOR EDUCATIONAL PARAPROFESSIONAL (3 LEC.)**
This course surveys methods for developing the language skills of students. Topics include creative writing, story telling, appreciation of literature, tutoring, curing and manuscript handwriting, and listening skills.

**Educational Paraprofessional (EP) 131 (3)**
**Introduction to Educational Processes I (3 LEC.)**
The role of the Educational Paraprofessional is defined. The organization and administration of the public school system are described. Special attention is given to the development of effective interpersonal relationships. Through direct experiences with students on a one-to-one basis, the paraprofessional trainee observes and studies the developmental patterns of children. The principles of human growth and development are included.

**Educational Paraprofessional (EP) 133 (3)**
**Introduction to Educational Processes II (3 LEC.)**
This course focuses on developing a wholesome learning environment in the classroom. The facilitation of learning in small groups is emphasized. Factors affecting the growth and development of students in a pluralistic society are covered. The responsibilities of the Educational Paraprofessional are covered.

**Educational Paraprofessional (EP) 134 (3)**
**Introduction to Media (2 LEC., 2 LAB.)**
Basic skills for preparing graphic and projected educational materials are developed. The operation of selected audiovisual equipment is also included. EEC, MVC, RLC ONLY

**Educational Paraprofessional (EP) 135 (3)**
**Arts and Crafts for Educational Paraprofessionals (3 LEC.)**
Creative art materials and methods used in programs for children are presented. Opportunities are provided for the use of these materials. Classroom displays, charts, posters, and bulletin boards are included. Emphasis is on creating an attractive environment in the classroom.

**Educational Paraprofessional (EP) 247 (3)**
**Diversified Studies (3 LEC.)**
This course provides for specialized study by the Educational Paraprofessional. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor.

**Electronics Technology (ET) 191 (4)**
**DC Circuits and Electrical Measurements (3 LEC., 3 LAB.) (96 CONTACT HOURS)**
Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Electronics Technology 191. Active devices are applied to circuitry common to electronic control systems and automatic measuring equipment. Both the theory of operation and practical applications of the circuits in laboratory experiments are included. Circuits including power supplies, voltage regulators, tuned and untuned amplifiers, filters, oscillators, modulators and detectors, with application to various types of intelligence transmission and reception are emphasized in the course. Laboratory fee.

**Electronics Technology (ET) 192 (4)**
**AC Circuits (3 LEC., 3 LAB.) (96 CONTACT HOURS)**
Prerequisites: Electronics Technology 191 and credit or concurrent enrollment in Electronics Technology 191. Semiconductors (active devices) are the focus of this course. Topics include composition, parameters, linear and non-linear characteristics, in circuit action, amplifiers, rectifiers, and switching. Laboratory fee.

**Electronics Technology (ET) 194 (3)**
**Instrumentation (2 LEC., 3 LAB.) (80 CONTACT HOURS)**
Prerequisites: Electronics Technology 190 and concurrent enrollment in Electronics Technology 191 and 193. Electrical devices for measurement and instrumentation are studied and applied to work situations. Included are basic AC and DC measurement meters, impedance bridges, oscilloscopes, signal generators, signal-tracers, and tube and transistor testers. The course concludes with a study of audio frequency test methods and equipment. Laboratory fee.

**Electronics Technology (ET) 231 (4)**
**Special Circuits with Communications Applications (3 LEC., 3 LAB.) (96 CONTACT HOURS)**
Prerequisites: Electronics Technology 193 and 194. Active devices are applied to circuitry common to most communications equipment. Both the theory of operation and practical applications of the circuits in laboratory experiments are included. Circuits including power supplies, voltage regulators, tuned and untuned amplifiers, filters, oscillators, modulators and detectors, with application to various types of intelligence transmission and reception are emphasized in the course. Laboratory fee.

**Electronics Technology (ET) 232 (4)**
**Analysis of Electronics Logic and Switching Circuits (3 LEC., 3 LAB.) (96 CONTACT HOURS)**
Prerequisites: Electronics Technology 193 and 194. The course presents circuitry common to electronic control systems and automatic measuring systems. Typical circuit functions covered include clamping, gating, switching, and counting. Circuits include voltage discriminators, multivibrators, dividers, counters, and gating circuits. Boolean algebra and binary numbers are reviewed. Emphasis is on semiconductor devices. Fluidic switching devices are introduced. Laboratory fee.
ELECTRONICS TECHNOLOGY (ET) 234 (3)
ELECTRONIC CIRCUITS AND SYSTEMS (6 LEC., 6 LAB.) (96 CONTACT HOURS)
Prerequisites: Completion of all Electronics Technology Courses up to and including Electronics Technology 231; and may take Electronics Technology 232 and Electronics Technology 231 concurrently with Electronics Technology 234. The design, layout construction, and calibration of an electronics project are covered. Students develop independent project and prepare term papers on functions of components, operating specifications, and schematics. Laboratory fee.

ELECTRONICS TECHNOLOGY (ET) 235 (4)
FUNDAMENTALS OF ELECTRICITY (3 LEC., 3 LAB.) (96 CONTACT HOURS)
This course is an introduction to electricity for students in related programs. Topics include basic AC and DC theory, voltage, current, and resistance, and electrical wiring principles and schematics. Transformers, relays, timers, electrical measuring devices, and basic electrical calculations are also included. Laboratory fee.

ELECTRONICS TECHNOLOGY (ET) 237 (4)
MODULAR MEMORIES AND MICROPROCESSORS (3 LEC., 3 LAB.) (96 CONTACT HOURS)
Prerequisites: Electronics Technology 232. Read only memories (ROM's), random access memories (RAM's), and microprocessors are presented. Emphasis is on specifications, applications, and operation. Control buses data basis, addressing, coding, and programming of typical microprocessor units are included. Microprocessor system is constructed, tested, coded, and programmed. Laboratory fee.

ELECTRONICS TECHNOLOGY (ET) 238 (4)
LINEAR INTEGRATED CIRCUITS (3 LEC., 3 LAB.) (96 CONTACT HOURS)
Prerequisites: Electronics Technology 190, 191, and 193. Differential amplifiers, operational amplifiers, and integrated circuit timers are investigated. Topics include comparators, detectors, inverting and non-inverting amplifiers, OP AMP adders, differentiating and integrating amplifiers, and instrumentation amplifiers. Digital to analog converters, analog to digital converters, special OP AMP applications, and integrated circuits timers are also included. Limitations and specifications of integrated circuits are covered. Laboratory fee.

ELECTRONICS TECHNOLOGY (ET) 239 (3)
INDUSTRIAL AND MICROWAVE ELECTRONICS TECHNOLOGY (3 LEC.)
Prerequisites: Electronics Technology 194 and 231. The microwave portion of this course involves a study of U.H.F. and V.H.F. components, circuits, and measurement techniques including the use of distributed constant-element waveguides, microwave links, and an introduction to radar and similar systems. The industrial electronics portion of this course involves a study of time constant and electronic timing circuits, photoelectric controls, synchros and servomechanisms, induction and dielectric heating, radiation detection, applications in the field of industrial control and automation, combining of electrical, electronic, magnetic, and mechanical principles. MVC ONLY

ELECTRONICS TECHNOLOGY (ET) 240 (4)
ELECTRONICS THEORY AND APPLICATION OF DIGITAL COMPUTERS (3 LEC., 3 LAB.)
Prerequisite: Mathematics 196 and Electronics Technology 193. This course is designed primarily to provide related theory and applications of electronic switching circuits to digital computer systems. Logic symbology, gates, and related boolean algebra to predict the output of such circuits are presented. An overview of general computer terminology and number systems is provided. APL programming with respect to basic electronic circuit analysis is also included. Laboratory fee. MVC ONLY

ENGINEERING (EGR) 186 (2)
MANUFACTURING PROCESSES (1 LEC., 2 LAB.) (48 CONTACT HOURS)
This course introduces the student enrolled in technical programs to the many steps involved in manufacturing a product. This is accomplished by involving the class in producing a device with precision. The student gains practical experience with working drawings, a variety of machine tools and the assembly of components. The student is made aware of the factors involved in selecting materials and economical utilization of materials. Laboratory fee.

ENGINEERING (EGR) 188 (3)
STATICS (3 LEC.) (48 CONTACT HOURS)
Prerequisite: Credit or concurrent enrollment in Mathematics 196. This course is a study of force and force systems, resultants, friction, centroids, conditions of equilibrium, analysis of trusses, and frame structures. Both numerical and graphical methods are used.

ENGINEERING (EGR) 198 (3)
CHARACTERISTICS AND STRENGTHS OF MATERIALS (3 LEC.) (48 CONTACT HOURS)
Prerequisites: Engineering 186. The characteristics and strengths of materials are examined. Emphasis is on loads, stresses, and deformations within the elastic range.

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

ENGLISH IN THE SOPHOMORE YEAR
English 201, 202, 203, 204, 205, 206, 215 and 216 are independent units of three credit hours each, from which any combination of two will be selected to satisfy degree requirements in sophomore English. Student should consult catalog of the senior college he expects to attend for requirements in his major before choosing English courses.

ENGLISH (ENG) 101 (3)
COMPOSITION AND EXPOSITORY READING (3 LEC.)
The development of skills is the focus of this course. Skills in writing and in the critical analysis of prose are included. (This course is offered on campus and may be offered via television.)

ENGLISH (ENG) 102 (3)
COMPOSITION AND LITERATURE (3 LEC.)
Prerequisite: English 101. This course
continues the development of skills in writing. Emphasis is on analysis of literary readings, expository writing, and investigative methods of research. (This course is offered on campus and may be offered via television.)

**ENGLISH (ENG) 201**  (3)  
**BRITISH LITERATURE (3 LEC.)**  
Prerequisite: English 102. Significant works of British literature are studied. The Old English Period through the 18th century is covered.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**GEOGRAPHY (GPY) 103**  (3)  
**CULTURAL GEOGRAPHY (3 LEC.)**  
This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion.

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

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

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

**GEOLOGY (GEO) 205**  (4)  
**FIELD GEOLOGY (3 LEC., 3 LAB.)**  
Prerequisite: Geology 101 and/or Geology 102 or concurrent enrollment in Geology 101 or 102. Geological features, landforms, rocks, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification, and collection of specimens in the field. This course may be repeated for credit.

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

**GERMAN (GER) 102**  (4)  
**BEGINNING GERMAN (3 LEC., 2 LAB.)**  
This course is for science and non-science majors. It is a study of German materials and processes. Included is an introduction to geomorphology, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee.
Prerequisite: German 101 or the equivalent. This course is a continuation of German 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee.

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

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

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

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

**HISTORY (HST) 102 (3)**
HISTORY OF THE UNITED STATES (3 LEC.)
Prerequisite: History 101 recommended. This course is a continuation of History 101. The history of the United States is surveyed from the reconstruction era to the present day. The course may be repeated once for credit when different topics are presented. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes.

**HISTORY (HST) 205 (3)**
STUDIES IN U.S. HISTORY (3 LEC.)
Prerequisite: Sophomore standing and 6 hours of American history. Selected topics in the history of the United States are presented. The course may be repeated once for credit when different topics are presented.

**HOROLOGY (HOR) 139 (B)**
ANTIQUE CLOCK THEORY AND REPAIR (2 LEC., 23 LAB.) (275 CONTACT HOURS)
The history, design, and repair of clocks are covered. French, German, English, and Early American clocks are included, and both weight-driven and spring-driven clocks are studied. Types of clock movements to be reconditioned include grandfather, wall, shelf, and Westminster chime. Emphasis is on cleaning, rebushing plates, repivoting wheels, and adjusting chime and strike trains for count wheel and rack-and-snail types. The use and care of specialized hand tools and equipment are also covered. Laboratory fee.
The advanced watchmaking course presents design factors and repair techniques of American, German, and Swiss clocks. Included are clocks with weight, spring, motor, and battery power in the 1-day, 8-day, and 400-day, and continuous synchronous-electric variations. Repair and adjustment of anniversary, cuckoo, travel, alarm, timers, electric, cordless, and atmos clocks are included. Laboratory fee.

This course presents design factors and repair techniques of American, German, and Swiss clocks. Included are clocks with weight, spring, motor, and battery power in the 1-day, 8-day, and 400-day, and continuous synchronous-electric variations. Repair and adjustment of anniversary, cuckoo, travel, alarm, timers, electric, cordless, and atmos clocks are included. Laboratory fee.

HUMAN DEVELOPMENT (HD) 100 (1)
EDUCATIONAL ALTERNATIVES (1 LEC.)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. Laboratory fee.

HUMAN DEVELOPMENT (HD) 102 (1)
SPECIAL TOPICS IN HUMAN DEVELOPMENT (1 LEC.)

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

HUMAN DEVELOPMENT (HD) 104 (3)
EDUCATIONAL AND CAREER PLANNING (3 LEC.)

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

HUMAN DEVELOPMENT (HD) 105 (3)
BASIC PROCESSES OF INTERPERSONAL RELATIONSHIPS (3 LEC.)

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

HUMAN DEVELOPMENT (HD) 106 (3)
PERSONAL AND SOCIAL GROWTH (3 LEC.)

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

HUMAN DEVELOPMENT (HD) 107 (3)
DEVELOPING LEADERSHIP BEHAVIOR (3 LEC.)

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

HUMANITIES (HUM) 101 (3)
INTRODUCTION TO THE HUMANITIES (3 LEC.)

Related examples of humans' creative achievements are examined. Emphasis is on understanding the nature of humans and the values of human life. (This course is offered on campus and may be offered via television. Laboratory fee required for television course.)

JOURNALISM (IN) 100 (3)
NEWS GATHERING AND WRITING (2 LEC., 3 LAB.)

Prerequisite: Typing ability. Beginning reporting is presented. Topics include types of news, leads, body treatment of a story, feature in the lead, facts, and background. A practice in writing straight news stories is provided.

JOURNALISM (IN) 101 (3)
NEWSPAPER AND MAGAZINE WRITING (2 LEC., 3 LAB.)

This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society.

JOURNALISM (IN) 102 (3)
ADVANCED WRITING AND EDITING (2 LEC., 3 LAB.)

Prerequisite: Journalism 102. This course is a continuation of Journalism 102. Complex news stories are written. Specialized writing is covered for sports, police news, market, finance, society, amusement, government, and women's stories. Laboratory work on the student newspaper is required.
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. This course may be repeated for a total of three credits.

JOURNALISM (IN) 104 (1)
STUDENT PUBLICATIONS (3 LAB.)

JOURNALISM (IN) 105 (1)
STUDENT PUBLICATIONS (3 LAB.)

This course may not be taken for credit concurrently with Journalism 102 or 103. The course is a continuation of Journalism 104.

JOURNALISM (IN) 201 (3)
EDITORIAL AND FEATURE WRITING (3 LEC.)

Prerequisites: 6 hours of journalism or the consent of the instructor. This course covers difficult news stories, editorials, and features. Research, interviewing techniques, and the development of feature stories for use in newspapers and magazines are emphasized.

JOURNALISM (IN) 202 (1)
STUDENT PUBLICATIONS (3 LAB.)

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

JOURNALISM (IN) 203 (1)
STUDENT PUBLICATIONS (3 LAB.)

This course may not be taken for credit concurrently with Journalism 102 or 103. The course is a continuation of Journalism 202.

JOURNALISM (IN) 204 (3)
NEWS EDITING AND COPY READING (3 LEC.)

Prerequisite: Journalism 102. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages.

LIBRARY SKILLS (LS) 101 (3)
INTRODUCTION TO LIBRARY RESEARCH (3 LEC.)

In this course the student explores the various types of print and non-print sources of information and learns to document research. Emphasis is on practical skills with a great deal of hands-on experience. The course skills consist of lectures as well as the following learning experiences:

1. Examination of the specific materials covered in the lecture.
2. Completion of appropriate exercises designed to build basic skills used in research.
3. Conference with each student to determine rate of progress and to provide guidance on an individual basis.

MACHINE PARTS INSPECTION (MPI) 122 (3)
INDUSTRIAL QUALITY CONTROL AND PROCEDURES (3 LEC.)

Prerequisite: The consent of the instructor. An overview of the history of industrial practices, present trends and opportunities in the field of quality control are explored. Emphasis is on stimulating interest in the quality control field, and information is provided to help prepare the student for possible future employment. MVC ONLY

MACHINE PARTS INSPECTION (MPI) 124 (5)
BASIC INSPECTION FUNDAMENTALS (1 LEC., 8 LAB.)

Prerequisite: The consent of the instructor. The basics of inspection fundamentals are stressed and include terminology, use of basic measuring instruments, and measuring techniques. The student gains a respect for the complex nature of industrial quality control techniques in practice today. The laboratory experiences bring together theory and practical applications appropriate to prepare for the entrance into productive industrial experiences. The use and care of measuring instruments becomes a familiar daily task through laboratory exercises. MVC ONLY

MACHINE PARTS INSPECTION (MPI) 135 (5)
INTERMEDIATE INSPECTION CONCEPTS (1 LEC., 8 LAB.)

Prerequisite: Machine Parts Inspection 124 or the consent of the instructor. Reviews of all inspection techniques are covered before embarking on the study of the most complex equipment and techniques. Coordinate measuring instruments, optical flats, X-ray inspection and electronic comparators are studied. Calibration of all types of measuring and inspection equipment is studied under classroom and laboratory - field trip - on the job conditions. The most complex systems and techniques are encountered and explored. MVC ONLY

MACHINE PARTS INSPECTION (MPI) 223 (5)
ADVANCED INSPECTION CONCEPTS (1 LEC., 8 LAB.)

Prerequisite: Machine Parts Inspection 124 and 135 or the consent of the instructor. Reviews of all inspection techniques are covered before embarking on the study of the most complex equipment and techniques. Coordinate measuring instruments, optical flats, X-ray inspection and electronic comparators are studied. Calibration of all types of measuring and inspection equipment is studied under classroom and laboratory - field trip - on the job conditions. The most complex systems and techniques are encountered and explored. MVC ONLY

MACHINE PARTS INSPECTION (MPI) 227 (3)
NON-DESTRUCTIVE TESTING (3 LEC.)

Prerequisite: Machine Parts Inspection 121, 220 and Quality Control Technology 122 or the consent of the instructor. An in-depth study is made of ultrasonic, radiographic, and magnetic
MACHINE CUTTING SPEEDS AND FEEDS IS ALSO INTRODUCED. ADDITIONAL WORK IN DETERMINING METHODS ARE USED. PRECISION IS EXACTING. VARIOUS MACHINES AND WORKPIECES ARE MORE COMPLICATED AND TOLERANCES MORE ENGINELATHE. WORKPIECES ARE MORE PRECISION AND MEASURING TOOLS ARE INCLUDED. LABORATORY FEE.

MACHINE SHOP (MS) 135 (5)
INTERMEDIATE LATHE (1 LEC., 8 LAB.)
Prerequisite: Machine Shop 133. This course is the intermediate study of the engine lathe. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 136 (5)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
Prerequisite: Machine Shop 134. This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 137 (3)
INTERMEDIATE MACHINE SHOP (MS) 134 (5)
Prerequisite: Concurrent enrollment in approved Management Program. This course provides for supervised employment in the student's chosen field. It gives practical experience to students preparing for careers in business management.

MACHINE SHOP (MS) 138 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 139 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 140 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 141 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 142 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 143 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 144 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 145 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 146 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 147 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 148 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 149 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 150 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 151 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 152 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 153 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 154 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 155 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.

MACHINE SHOP (MS) 156 (3)
INTERMEDIATE MILLING MACHINE (1 LEC., 8 LAB.)
This course is the intermediate study of the milling machine. Workpieces are more complicated and tolerances more exacting. Various machines and holding methods are used. Precision layout and measuring tools are introduced. Additional work in determining cutting speeds and feeds is also included. Laboratory fee.
This course focuses on basic book- and sales techniques are studied.

MANAGEMENT (MGT) 157 (3)  
SMALL BUSINESS BOOKKEEPING AND ACCOUNTING PRACTICES (3 LEC.)

This course focuses on basic bookkeeping and accounting techniques for the small business. The techniques are applied to the analysis and preparation of basic financial statements.

MANAGEMENT (MGT) 171 (3)  
INTRODUCTION TO SUPERVISION (3 LEC.)

Prerequisite: Enrollment in Technical/Occupational program or the consent of the instructor. This course provides 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.

MANAGEMENT (MGT) 206 (3)  
PRINCIPLES OF MARKETING (3 LEC.)

The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed.

MANAGEMENT (MGT) 210 (3)  
SMALL BUSINESS CAPITALIZATION, ACQUISITION AND FINANCE (3 LEC.)

The student studies alternative strategies of financial planning, capitalization, profit, acquisition, ratio analysis, and other related financial operations required of small business owners. The preparation and presentation of a loan proposal are included.

MANAGEMENT (MGT) 211 (3)  
SMALL BUSINESS OPERATIONS (3 LEC.)

Problems of daily operations of small business are introduced. Topics include compliance with regulations, personnel administration, accounts receivable management, and business insurance.

MANAGEMENT (MGT) 212 (1)  
SPECIAL PROBLEMS IN BUSINESS (1 LEC.)

Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed upon relevant problems and pragmatic solutions that 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.

MANAGEMENT (MGT) 230 (3)  
SALESMANSHIP (3 LEC.)

The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer approach and sales techniques are studied.

MANAGEMENT (MGT) 233 (3)  
ADVERTISING AND SALES PROMOTION (3 LEC.)

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

MANAGEMENT (MGT) 242 (3)  
PERSONNEL ADMINISTRATION (3 LEC.)

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

MANAGEMENT (MGT) 250 (4)  
MANAGEMENT TRAINING (20 LAB.)

Prerequisites: Management 150 and Management 151; concurrent enrollment in Management 254. This course consists of supervised employment in the student’s chosen field. It is intended to provide increased supervisory responsibility for students preparing for careers in business management.

MANAGEMENT (MGT) 251 (4)  
MANAGEMENT TRAINING (20 LAB.)

Prerequisites: Management 150 and 151; concurrent enrollment in Management 255. This course continues Management 250. It is intended to provide supervised employment in the student’s chosen field.

MANAGEMENT (MGT) 254 (2)  
MANAGEMENT SEMINAR: ORGANIZATIONAL DEVELOPMENT (2 LEC.)

Prerequisites: Management 151 and Management 155; concurrent enrollment in Management 250. Organizational objectives and management of human resources are studied. The various approaches to organizational theory are applied to the student’s work experience.

MANAGEMENT (MGT) 255 (2)  
MANAGEMENT SEMINAR: BUSINESS STRATEGY, THE DECISION PROCESS AND PROBLEM SOLVING (2 LEC.)

Prerequisites: Management 250 and Management 254; concurrent enrollment in Management 251. The course introduces the decision-making process, and attitudes toward the student’s work experience.

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

MATHEMATICS (MTH) 101 (3)  
COLLEGE ALGEBRA (3 LEC.)

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

MATHEMATICS (MTH) 102 (3)  
PLANE TRIGONOMETRY (3 LEC.)

Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measure, functions of angles, identities, solution of triangles, equations, inverse trigonometric functions, logarithms, and complex numbers.

MATHEMATICS (MTH) 107 (3)  
FUNDAMENTALS OF COMPUTING (3 LEC.)

Prerequisite: Two years of high school algebra or Developmental Mathematics 093. This course is an introductory course designed primarily for students desiring credit toward a minor or major in computer science. It includes a study of algorithms and an introduction to a procedure-oriented language with general applications.

MATHEMATICS (MTH) 111 (3)  
MATHEMATICS FOR BUSINESS AND ECONOMICS (3 LEC.)

Prerequisite: Two years of high school algebra or Developmental Mathe-
matics 093. This course includes equations, inequalities, matrices, linear programming, and linear, quadratic, polynomial, rational, exponential, and logarithmic functions. Applications to business and economics problems are emphasized.

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

MATHEMATICS (MTH) 115 (3)
COLLEGE MATHEMATICS I (3 LEC.)
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 logic, mathematical patterns, mathematical recreations, systems of numeration, mathematical systems, sets and statements and sets of numbers. Historical aspects of selected topics are emphasized.

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

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

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

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

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

MATHEMATICS (MTH) 195 (3)
TECHNICAL MATHEMATICS (3 LEC.) (48 CONTACT HOURS)
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.

MATHEMATICS (MTH) 196 (3)
TECHNICAL MATHEMATICS (3 LEC.)
Prerequisite: Mathematics 195. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions and the solution of triangles.

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

MATHEMATICS (MTH) 207 (3)
FORTRAN PROGRAMMING WITH APPLICATIONS (3 LEC.)
Prerequisite: Mathematics 107 or equivalent and Mathematics 101 or Mathematics 111 or Mathematics 104 or its equivalent. This course is a study of Fortran with emphasis on applications and programming of algorithmic language to solve numerical problems. Writing, testing, and executing typical Fortran programs are stressed. Emphasis is on applications for majors and minors in engineering, the sciences, mathematics, or business.

MATHEMATICS (MTH) 209 (3)
INTRODUCTORY APL PROGRAMMING (3 LEC.)
Prerequisites: Mathematics 101 or Mathematics 104 or Mathematics 111 and Mathematics 107 or consent of instructor. This course is a study of APL with emphasis on applications. It is designed for partial fulfillment of degree requirements in computer science.

MATHEMATICS (MTH) 222 (3)
CALCULUS II (3 LEC.)
Prerequisite: Mathematics 121. This course includes limits, continuity, differentiation of algebraic and transcendental functions, and applications, maxima and minima, antiderivatives and indeterminate forms.

MATHEMATICS (MTH) 223 (3)
CALCULUS III (3 LEC.)
Prerequisite: Mathematics 222. This course includes the indefinite integral, definite integral, and applications, techniques of integration, improper integrals, and infinite series.

MATHEMATICS (MTH) 224 (3)
ADVANCED CALCULUS (3 LEC.)
Prerequisite: Mathematics 223. This course includes multiple integrals, partial differentiation, vector analysis, series and hyperbolic functions.

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

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

MUSIC (MUS) 101 (4)
FRESHMAN THEORY (3 LEC., 3 LAB.)
Musicianship skills are developed. Emphasis is on tonal and rhythmic perception and articulation. The essential elements of music are presented, and sight-singing, keyboard, and notation are introduced.
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<td>MUSIC (MUS) 102 (4)</td>
<td>FRESHMAN THEORY (3 LEC., 3 LAB.)</td>
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Prerequisite: Music 101 or the consent of the instructor. This course introduces part-writing and harmonization with triads and their inversions. Also included are the classification of chords, seventh chords, sight-singing, dictation, and keyboard harmony.

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<td>MUSIC (MUS) 103 (1)</td>
<td>GUITAR ENSEMBLE (3 LAB.)</td>
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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.

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<td>MUSIC (MUS) 104 (3)</td>
<td>MUSIC APPRECIATION (3 LEC.)</td>
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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.

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<td>MUSIC (MUS) 110 (3)</td>
<td>MUSIC LITERATURE (3 LEC.)</td>
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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.

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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.

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<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>MUSIC (MUS) 112 (3)</td>
<td>GUITAR LITERATURE AND MATERIALS (3 LEC.)</td>
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</table>

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.

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<tbody>
<tr>
<td>MUSIC (MUS) 113 (3)</td>
<td>FOUNDATIONS OF MUSIC I (3 LEC.)</td>
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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.

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

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

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<tbody>
<tr>
<td>MUSIC (MUS) 117 (1)</td>
<td>PIANO CLASS I (2 LAB.)</td>
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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.

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<tbody>
<tr>
<td>MUSIC (MUS) 118 (1)</td>
<td>PIANO CLASS II (2 LAB.)</td>
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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.

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<tbody>
<tr>
<td>MUSIC (MUS) 119 (1)</td>
<td>GUITAR CLASS I (2 LAB.)</td>
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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.

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<th>Course Code</th>
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<tr>
<td>MUSIC (MUS) 120 (1)</td>
<td>GUITAR CLASS II (2 LAB.)</td>
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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.

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<th>Course Code</th>
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<tr>
<td>MUSIC (MUS) 121-143 (1)</td>
<td>APPLIED MUSIC-MINOR (1 LEC.)</td>
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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 one-half hour lesson a week. Fee required. Private music may be repeated for credit.

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<th>Course Code</th>
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<tr>
<td>MUSIC (MUS) 150 (1)</td>
<td>CHORUS (3 LAB.)</td>
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Prerequisite: Consent of instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit.

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<th>Course Code</th>
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<tr>
<td>MUSIC (MUS) 151 (1)</td>
<td>VOICE CLASS I (2 LAB.)</td>
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This course is primarily for students with no knowledge of piano skills. 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.

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<tr>
<td>MUSIC (MUS) 152 (1)</td>
<td>VOICE CLASS II (2 LAB.)</td>
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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.

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<tr>
<td>MUSIC (MUS) 155 (1)</td>
<td>VOCAL ENSEMBLE (3 LAB.)</td>
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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.

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<tr>
<td>MUSIC (MUS) 156 (1)</td>
<td>MADRIGAL SINGERS (3 LAB.)</td>
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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.

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<tr>
<td>MUSIC (MUS) 160 (1)</td>
<td>BAND (3 LAB.)</td>
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Prerequisite: The consent of the instructor is required for non-wind instrument majors. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit.

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<tr>
<td>MUSIC (MUS) 170 (1)</td>
<td>ORCHESTRA (3 LAB.)</td>
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Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit.

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<tr>
<td>MUSIC (MUS) 171 (1)</td>
<td>WOODWIND ENSEMBLE (3 LAB.)</td>
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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.

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<tr>
<td>MUSIC (MUS) 172 (1)</td>
<td>BRASS ENSEMBLE (3 LAB.)</td>
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A group of brass instrumentalists read
and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

**MUSIC (MUS) 173 (1)**
**PERCUSSION ENSEMBLE (3 LAB )**
A group of percussion instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

**MUSIC (MUS) 174 (1)**
**KEYBOARD ENSEMBLE (3 LAB )**
A group of keyboard instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

**MUSIC (MUS) 175 (1)**
**STRING ENSEMBLE (3 LAB )**
A group of string instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

**MUSIC (MUS) 176 (1)**
**SYMPHONIC WIND ENSEMBLE (3 LAB )**
In the symphonic wind ensemble students study and perform stylistic literature of all periods. This course may be repeated for credit.

**MUSIC (MUS) 177 (1)**
**CHAMBER ENSEMBLE (3 LAB )**
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.

**MUSIC (MUS) 181 (1)**
**LAB BAND (3 LAB )**
Prerequisite: The consent of 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.

**MUSIC (MUS) 185 (1)**
**STAGE BAND (3 LAB )**
Prerequisite: The consent of the instructor. In the Stage Band students study and perform a wide variety of music. Emphasis is on the jazz-oriented, big-band styles of the 1960's. This may be repeated for credit.

**MUSIC (MUS) 199 (1)**
**RECTAL (2 LAB )**
Students of private lessons perform before an audience one period each week. Credit for this course does not apply to the Associate Degree. This course may be repeated for credit.

**MUSIC (MUS) 201 (4)**
**SOPHOMORE THEORY (3 LEC , 3 LAB )**
Prerequisite: Music 101 and 102 or the consent of the instructor. This course is a continuation of the study of theory. Topics include larger forms, thematic development, chromatic chords such as the Neapolitan sixth and augmented sixth chords, and diatonic seventh chords. Advanced sight-singing, keyboard harmony, and ear training are also included.

**MUSIC (MUS) 202 (4)**
**SOPHOMORE THEORY (3 LEC , 3 LAB )**
Prerequisite: Music 201 or the equivalent or the consent of the instructor. This course is a continuation of Music 201. Topics include the sonata-allegro form and the ninth, eleventh, and thirteenth chords. New key schemes, impressionism, melody, harmony, melody and formal processes of 20th century music are also included. Sight-singing, keyboard harmony, and ear training are developed further.

**MUSIC (MUS) 203 (3)**
**COMPOSITION (3 LEC )**
Prerequisite: Music 101 and 102 or the consent of the instructor. This course covers composing in small forms for simple media in both traditional styles and styles of the student’s choice. The course may be repeated for credit.

**MUSIC (MUS) 204 (2)**
**GUITAR PEDAGOGY (2 LEC )**
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.

**MUSIC (MUS) 221-243 (2)**
**APPLIED MUSIC-CONCENTRATION (1 LEC.)**
This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student’s concentration and consists of two half-hour lessons a week. Fee required. Private music may be repeated for credit.

**MUSIC (MUS) 251-270 (3)**
**APPLIED MUSIC-MAJOR (1 LEC )**
This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student’s major instrument, and consists of two half-hour lessons a week. Fee required.

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

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

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

**OFFICE CAREERS (OFC) 159 (4)**
**BEGINNING SHORTHAND (3 LEC , 2 LAB )**
Prerequisite: Credit or concurrent enrollment in Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand (Diamond Jubilee Series) 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.

**OFFICE CAREERS (OFC) 160 (3)**
**OFFICE MACHINES (3 LEC )**
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.

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

**OFFICE CAREERS (OFC) 165 (3)**
**INTRODUCTION TO WORD PROCESSING (3 LEC )**
Prerequisite: Office Careers 174 or concurrent enrollment in Office
Careers 174. This course introduces word processing and describes its effect on traditional office operations. Word processing terminology and concepts for organizing word processing centers are studied. Training in the transcription and distribution of business communications is provided. English skills and mechanics are reinforced.

OFFICE CAREERS (OFC) 186 (4)
INTERMEDIATE SHORTHAND (3 LEC., 2 LAB.)
(Formerly Business 164) Prerequisite: 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 of shorthand outlines, speed building dictation, and producing mailable copy. Special attention is given to English fundamentals, such as grammar and punctuation.

OFFICE CAREERS (OFC) 172 (3)
BEGINNING TYPING (2 LEC., 3 LAB.)
This course is for students with no previous training in typewriting. Fundamental techniques in typewriting are developed. The skills of typing manuscripts, business letters, and tabulations are introduced.

OFFICE CAREERS (OFC) 174 (2)
INTERMEDIATE TYPING (1 LEC., 2 LAB.)
Prerequisite: 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 is also stressed.

OFFICE CAREERS (OFC) 231 (3)
BUSINESS COMMUNICATIONS (3 LEC.)
Prerequisites: Credit in Office Careers 172 or one year of typing in high school; credit in Communications 131 or English 101. This practical course includes a study of letter forms, the mechanics of writing and the composition of various types of communications. A critical analysis of the appearance and content of representative business correspondence is made.

OFFICE CAREERS (OFC) 256 (3)
OFFICE MANAGEMENT (3 LEC.)
This course focuses on the organization, design, and control of office activities. Topics include office practice, office services, and wage payment plans. The selection, training and supervision of employees are covered. Office planning, organizing, and controlling techniques are presented. Responsibilities of the office manager are also included.

OFFICE CAREERS (OFC) 265 (3)
WORD PROCESSING PRACTICES AND PROCEDURES (3 LEC.)
Prerequisite: Office Careers 165. This course concerns translating ideas into words, putting those words on paper, and turning that paper into communication. Emphasis is on training in composing and dictating business communications. Teamwork skills, priorities, scheduling, and procedures are included. Researching, storing, retrieving documents, and managing word processing systems are also covered. Transcribing and magnetic keyboarding skills are developed. Typing skills and English mechanics are reinforced.

OFFICE CAREERS (OFC) 286 (4)
ADVANCED SHORTHAND (3 LEC., 2 LAB.)
Prerequisites: Office Careers 166 or two years of shorthand in high school, Office Careers 174 or two years of typing in high school. Emphasis is on building dictation speed. Producing mailable, typed transcriptions under timed conditions is also stressed. Vocabulary and extensive production work capabilities are developed.

OFFICE CAREERS (OFC) 273 (2)
ADvanced TYPING (1 LEC., 2 LAB.)
Prerequisite: Office Careers 174 or two years of typing in high school. Decision-making and production of all types of business materials under time conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded.

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

OFFICE CAREERS (OFC)
(See Cooperative Work Experience)
703, 713, 803, 813 (3)
704, 714, 804, 814 (4)

PHILOSOPHY (PHI) 102 (3)
INTRODUCTION TO PHILOSOPHY (3 LEC.)
The fundamental problems in philos-
are social photography, portrait and studio photography, fashion and theatrical portfolio, publicity photography, and convention photography. The use of natural, stationary, flash, and strobe artificial lights is covered. Laboratory fee.

**PHOTOGRAPHY (PHO) 121 (4)**
COMMERCIAL PHOTOGRAPHY II (3 LEC., 3 LAB.)
This course is a continuation of Photography 120. Publicity photography, architectural photography, interior photography, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges are made with sample clients, employers, studios, and agencies. Laboratory fee.

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

**PHYSICAL EDUCATION NON-ACTIVITY COURSES**
PEH 101, 109, 110, 114

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

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

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

**PHYSICAL EDUCATION (PEH) 105 (3)**
OUTDOOR RECREATION (3 LEC.)
Outdoor recreation and organized camping are studied. Both the development of these activities and present trends are covered.

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

**PHYSICAL EDUCATION (PEH) 112 (1)**
SOFTBALL AND SOCCER (3 LAB.)
Softball and soccer are taught and played. A uniform is required. Laboratory fee.

**PHYSICAL EDUCATION (PEH) 113 (1)**
HANDBALL AND RACQUETBALL (3 LAB.)
Handball and racquetball are taught and played. Emphasis is on the development of skills. A uniform is required. Laboratory fee.

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

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

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

**PHYSICAL EDUCATION (PEH) 117 (1)**
BEGINNING ARCHERY (3 LAB.)
Beginning archery is taught and played. Equipment is furnished. Laboratory fee.

**PHYSICAL EDUCATION (PEH) 118 (1)**
BEGINNING GOLF (3 LAB.)
Beginning golf is taught and played. Equipment is furnished. Laboratory fee.

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

**PHYSICAL EDUCATION (PEH) 120 (1)**
BEGINNING BOWLING (2 LAB.)
Beginning bowling is taught and played. Equipment is furnished. Laboratory fee.

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

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

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

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

**PHYSICAL EDUCATION (PEH) 126 (1)**
AEROBIC DANCE (3 LAB.)
This is a dance class which rhythmically combines dance movement with walking, jogging, and jumping to cause a 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,
PHYSICAL EDUCATION (PEH)
127 (1)
BASKETBALL AND VOLLEYBALL (3 LAB.)
The techniques, rules, and strategy of basketball and volleyball are covered. Emphasis is on playing the games. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH)
128 (1)
MODERN DANCE (3 LAB.)
This beginning course is designed to emphasize basic dance technique, including body alignment and placement, floor work, locomotor patterns, and creative movements. A uniform is required. Laboratory fee.

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

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

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

PHYSICAL EDUCATION (PEH)
144 (3)
INTRODUCTION TO PHYSICAL EDUCATION (3 LEC.)
This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing.

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

PHYSICAL EDUCATION (PEH)
148 (3)
SPORTS OFFICIATING II (2 LEC., 2 LAB.)
This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games.

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

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

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

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

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

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

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

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

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

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

PHYSICAL EDUCATION (PEH)
236 (3)
THE COACHING OF FOOTBALL AND BASKETBALL (2 LEC., 2 LAB.)
The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques.
Grund. Emphasis is on modern de- vices principles of physics and does not require a mathematical back- ground. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The properties of matter, mechanics, and heat are introduced. Emphasis is on uses and problem-solving. Laboratory fee.

PHYSICS (PHY) 101 (4)
INTRODUCTORY GENERAL PHYSICS (3 LEC., 3 LAB.)
Prerequisite: Physics 100, Art 113, or the consent of the instructor, and access to a camera with variable speed and aperture. This course introduces the physical and chemical principles which form the basis for photographic technology. Topics covered include the production of light, its measurement and control, principles of optics and the formation of images, the basic chemistry of black and white and color processes, film structure and characteristics, filter characteristics, lasers, and holography. Laboratory fee.

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

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

PHYSICS (PHY) 117 (4)
CONCEPTS IN PHYSICS (3 LEC., 3 LAB.)
This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee.

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

PHYSICS (PHY) 201 (4)
GENERAL PHYSICS (3 LEC., 3 LAB.)
Prerequisite: Credit or concurrent enrollment in Mathematics 126 or 222. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee.

PHYSICS (PHY) 202 (4)
GENERAL PHYSICS (3 LEC., 3 LAB.)
Prerequisite: Physics 201 and credit or concurrent enrollment in Mathematics 223 or 227. 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.

POSTAL SERVICE ADMINISTRATION (PSA) 122 (3)
CUSTOMER SERVICES (3 LEC.)
This course provides functional information about mail delivery and collection systems and in-depth information about services provided for postal customers. Included in the course are rural and city delivery systems, marketing of postal products and services, and techniques of effective public relations.

POSTAL SERVICE ADMINISTRATION (PSA) 125 (3)
POSTAL ECONOMICS AND FINANCE (3 LEC.)
This course explores how postal revenues are established, controlled, received, processed and used to defray operating costs. With emphasis on planning, organization, cost control, budget preparation, cost benefit analysis and related office services functions, the course will deal in depth with control techniques and accountability required of the Postal Service.

POSTAL SERVICE ADMINISTRATION (PSA) 210 (3)
LABOR RELATIONS (3 LEC.)
This course will provide an overview of the laws and practices leading to the current labor situation in the Postal Service. Discussion will focus on development of labor unions, problems and issues in the Postal Service, national and local agreements, bargaining units, grievance procedures, disciplinary action procedures and the relationships to the national labor relations board.

POSTAL SERVICE ADMINISTRATION (PSA) 212 (3)
EMPLOYEE SERVICES (3 LEC.)
This course details the actual functions of the employee relations office with a view of the services provided for Postal Service employees. Among the topics included are policies and practices concerning selection, placement, training, and promotion of employees, the Equal Employment Opportunity Act, programs for alcoholic recovery, insurance and retirement benefits, awards programs, salary schedules, and safety and health rules.

POSTAL SERVICE ADMINISTRATION (PSA) 214 (3)
POSTAL PROBLEMS ANALYSIS (3 LEC.)
This course provides opportunity for practical application of Postal Service and management theories. Students
must use system analysis, problem solving grids and other tools of management decision-making to assess a stated Postal Service problem and to determine appropriate solution(s).

PSYCHOLOGY (PSY) 103
SEX ROLES IN AMERICAN SOCIETY (3 LEC.)
Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Human sexuality is studied. The physiological, psychological, and sociological aspects are included.

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

PSYCHOLOGY (PSY) 131
HUMAN RELATIONS (3 LEC.)
Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement.

PSYCHOLOGY (PSY) 201
DEVELOPMENTAL PSYCHOLOGY (3 LEC.)
Prerequisite: Psychology 105. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (This course is offered on campus and may be offered via television.)

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

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

PSYCHOLOGY (PSY) 207
SOCIAL PSYCHOLOGY (3 LEC.)
Prerequisite: Psychology 105 or Sociology 102. Students may register for either Psychology 207 or Sociology 207 but receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

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

QUALITY CONTROL TECHNOLOGY (QCT) 122
DIMENSIONAL MEASUREMENT (2 LEC., 2 LAB.)
This course provides an opportunity to obtain a practical and theoretical understanding of many types of mechanical and optical measuring devices which are used in dimensional inspection. Laboratory fee.

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

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

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

RELIGION (REL) 201
MAJOR WORLD RELIGIONS (3 LEC.)
This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion.

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

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

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

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

SOCIOLOGY (SOC) 103
SEX ROLES IN AMERICAN SOCIETY (3 LEC.)
Students may register for either Sociology 103 or Psychology 103 but may receive credit for only one. Human sexuality is presented. Topics include physiological, psychological, and sociological aspects.

SOCIOLOGY (SOC) 203
MARRIAGE AND FAMILY (3 LEC.)
Prerequisite: Sociology 101 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included.
SOCIOLOGY (SOC) 204 (3) AMERICAN MINORITIES (3 LEC.)
Prerequisite: Sociology 101 or 6 hours of U.S. history recommended.
Students may register for either History 204 or Sociology 204 but may receive credit for only one. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes.

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

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

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

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

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

SPANISH (SPA) 202 (3) INTERMEDIATE SPANISH (3 LEC.)
Prerequisite: Spanish 201 or the equivalent. This course is a continuation of Spanish 201.

Contemporary literature and composition are studied.

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

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

SPEECH (SPE) 100 (1) SPEECH LABORATORY (3 LAB.)
This course focuses on preparing speeches, reading dialogue from literature, and debating propositions. Presentations are made throughout the community. This course may be repeated for credit each semester.

SPEECH (SPE) 105 (3) FUNDAMENTALS OF PUBLIC SPEAKING (3 LEC.)
Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, and outlining. Emphasis is on giving well prepared speeches.

SPEECH (SPE) 108 (3) VOICE AND ARTICULATION (3 LEC.)
Students may register for either Speech 108 or Theatre 109 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on pronunciation.

SPEECH (SPE) 110 (1) FORENSIC WORKSHOP (2 LAB.)
This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before selected audiences. This course may be repeated for credit.

SPEECH (SPE) 201 (1) FORENSIC WORKSHOP (2 LAB.)
This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before selected audiences. This course may be repeated for credit.

SPEECH (SPE) 205 (3) DISCUSSION AND DEBATE (3 LEC.)
Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking.

SPEECH (SPE) 206 (3) ORAL INTERPRETATION (3 LEC.)
Techniques of analyzing various types of literature are examined. Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement.

THEATRE (THE) 100 (1) REHEARSAL AND PERFORMANCE (4 LAB.)
Prerequisite: To enroll in this course, a student must be accepted as a member of the cast or crew of a major production. Participation in the class will include the rehearsal and performance of the current theatrical presentation of the division. This course may be repeated for credit.

THEATRE (THE) 101 (3) INTRODUCTION TO THE THEATRE (3 LEC.)
The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians.

THEATRE (THE) 102 (3) CONTEMPORARY THEATRE (3 LEC.)
This course is a study of the modern theatre and cinema as art forms. The historical background and traditions of each form are included. Emphasis is on understanding the social, cultural, and aesthetic significance of each form. A number of modern plays are read, and selected films are viewed.

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

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

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

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

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

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

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

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

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

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

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

THEATRE (THE) 115 (2) MIME (1 LEC., 2 LAB.)
Prerequisite: Theatre 108. Mime is studied. Both the expressive significance and techniques of mime are included.

THEATRE (THE) 199 (1) DEMONSTRATION LAB (1 LAB.)
This course provides practice before a live audience of theory learned in theatre classes. Scenes studied in various drama classes are used to show contrast and different perspectives. This course may be repeated for credit.

THEATRE (THE) 205 (3) SCENE STUDY I (2 LEC., 3 LAB.)
Prerequisite: Theatre 106 and 107. This course is a continuation of Theatre 107. Emphasis is on developing dramatic action through detailed study of the script. Students deal with stylistic problems presented by the staging of period plays and the development of realism. Rehearsals are used to prepare for scene work.

THEATRE (THE) 207 (3) SCENE STUDY II (2 LEC., 3 LAB.)
Prerequisite: Theatre 205. This course is a continuation of Theatre 205. Emphasis is on individual needs of the performer. Rehearsals are used to prepare for scene work.

THEATRE (THE) 208 (3) INTRODUCTION TO TECHNICAL DRAWING (2 LEC., 3 LAB.)
Basic techniques of drafting are studied. Isometrics, orthographic projections, and other standard procedures are included. The emphasis is on theatrical drafting, including groundplans, vertical sections, construction elevations, and spider perspective.

THEATRE (THE) 209 (3) LIGHTING DESIGN (2 LEC., 3 LAB.)
Prerequisite: Theatre 103 and 104. The design and techniques of lighting are covered. Practical experience in departmental productions is required for one semester.

THEATRE (THE) 235 (3) COSTUME HISTORY (3 LEC.)
Fashion costume and social customs are examined. The Egyptian, Greek, Roman, Gothic, Elizabethan, Victorian, and Modern periods are included.

WELDING (WE) 120 (3) OXYACETYLENE WELDING (1 LEC., 5 LAB.)
This course meets general industrial requirements and focuses on setting up and using equipment for welding and cutting sheet and thin plate and small diameter pipe. All positions are included. Braze welding carbon steels and coat-irons are also included. This course is equivalent to Welding 140, 141, and 142. Laboratory fee.

WELDING (WE) 121 (3) INTRODUCTION TO SHIELDED METAL-ARC PLATE WELDING (1 LEC., 7 LAB.)
Welding for general maintenance and production is the emphasis of this course. The use of manual alternating and direct current shielded metal-arc welding is included. Welding on ferrous metal in flat position and performing groove and fillet welds is covered. This course is equivalent to Welding 143, 144, and 145. Laboratory fee.

WELDING (WE) 122 (3) SEMIAUTOMATIC WELDING (1 LEC., 5 LAB.)
The semiautomatic and micro-wire-arc welding process in the flat position is presented. This course is designed to enable students to meet general industrial requirements. This course is equivalent to Welding 145 and 148. Laboratory fee.

WELDING (WE) 123 (4) COMBINATION ARC WELDING (1 LEC., 7 LAB.)
Prerequisites: Welding 141, 142, and 145 or the equivalent. This course includes basic and advanced manipulative skills. It is designed to enable students to qualify for weld quality testing in accordance with the standards established by the American Welding Society for electric arc welding. This course is equivalent to Welding 149 and 241. Laboratory fee.

WELDING (WE) 124 (4) COMBINATION PIPE WELDING (1 LEC., 7 LAB.)
Prerequisites: Welding 145 and 149 or the equivalent. Welding techniques for the basic manual shielded metal-arc pipe are stressed. The course is designed to enable students to qualify on the various qualifications tests, as required by industry, in all positions with the semiautomatic micro-wire and flux cored arc welding process. This
course is equivalent to Welding 240 and 243. Laboratory fee.

WELDING (WE) 125 (4) COMBINATION GAS SHIELDED ARC WELDING (1 LEC., 7 LAB.)
Prerequisite: Welding 147, 148, 149 and 243 or the equivalent. This course is designed to enable students to qualify on the various qualification tests in accordance with industrial requirements. This course also enables the student to weld pipe in the horizontal and vertical fixed positions with sufficient skill to pass the API and ASME qualification test using the micro-wire arc welding process. This course is equivalent to Welding 242 and 244. Laboratory fee.

WELDING (WE) 130 (3) PATTERN LAYOUT (2 LEC., 3 LAB.)
Prerequisite: Blueprint Reading 177 or the equivalent or the consent of the instructor. The preparation and development of patterns are covered. The use of templet for general fabrication of sheet metal and structural materials is also covered. Laboratory fee.

WELDING (WE) 140 (1) OXYACETYLENE WELDING (1 LEC., 7 LAB.)
This course focuses on setting up and using equipment for flat position welding and cutting. On completion, students should be able to meet general industrial requirements for using oxyacetylene equipment in the flat position. Laboratory fee.

WELDING (WE) 141 (1) OXYACETYLENE WELDING II (1 LEC., 7 LAB.)
This course covers the use of oxyacetylene equipment for welding sheet, thin plate, and small diameter pipe in all positions. It is designed to enable students to meet general industrial requirements. Laboratory fee.

WELDING (WE) 142 (1) OXYACETYLENE BRAZE WELDING (1 LEC., 7 LAB.)
This is a basic manipulative skills training course designed to enable a student to meet general industrial requirements while using oxyacetylene equipment for braze welding carbon steels and cast-iron. Laboratory fee.

WELDING (WE) 143 (1) SHIELDED METAL ARC WELDING (1 LEC., 7 LAB.)
This is a basic manipulative skills training course designed to develop general maintenance and production welding abilities for using manual alternating current shielded metal-arc (stick) welding equipment on ferrous metal in the flat position. Laboratory fee.

WELDING (WE) 144 (1) SHIELDED METAL ARC WELDING II (1 LEC., 7 LAB.)
This is a basic manipulative skills training course designed to develop general maintenance and production welding abilities for using manual direct current shielded metal-arc (stick) welding equipment on ferrous metal in the flat position. Laboratory fee.

WELDING (WE) 145 (2) PLATE WELDING I (1 LEC., 7 LAB.)
Prerequisite: Welding 143 and Welding 144, or equivalent. This is a basic manipulative skills training course designed to develop general maintenance and production welding abilities while using the manual shielded metal-arc (stick) process for performing groove and fillet welds with ferrous metals in all positions. Laboratory fee.

WELDING (WE) 146 (1) PLASMA — ARC WELDING (1 LEC., 7 LAB.)
Prerequisite: Welding 140, 141, and 145; or equivalent. This is a basic manipulative skills training course designed to enable the student to set up the equipment for flat position plasma-arc welding on stainless steel and aluminum. Laboratory fee.

WELDING (WE) 147 (2) MICRO-WIRE WELDING (1 LEC., 7 LAB.)
This is a basic manipulative skills training course designed to enable the student to meet general industrial requirements while using the micro-wire-arc (MIG) welding process in the flat position for sheet metal and thin gage plate. This course is open to both the beginning student and experienced welder. Laboratory fee.

WELDING (WE) 148 (1) SEMIAUTOMATIC ARC WELDING (1 LEC., 7 LAB.)
This is a basic manipulative skills training course designed to enable the student to meet general industrial requirement while using the semiautomatic arc welding process (large wire Co2 and flux cored) for joining heavier plates in the flat position. This course is open to both the beginning student and experienced welders. Laboratory fee.

WELDING (WE) 149 (2) GAS TUNGSTEN ARC WELDING (TIG) (1 LEC., 7 LAB.)
Prerequisite: Welding 141 and 142; or equivalent. This is a basic manipulative skills training course designed to enable a student to meet general industrial requirements while using the gas tungsten-arc welding process for joining thin gauge material. Laboratory fee.

WELDING (WE) 150 (3) BASIC WELDING METALLURGY (3 LEC.)
This is a theory type course designed to assist those students in welding or who are employed in welding and related industries to refresh and extend their knowledge of the behavior of the various fabricating metals during welding. The effects of the joining processes and procedures on the fabrication and service performance of weldments are also considered.
micro-wire arc welding process. Laboratory fee.

WELDING (WE) 245 (1)
PLASMA-ARC WELDING II (1 LEC., 7 LAB.)
Prerequisite: Welding 146 or equivalent. This is an advanced skills level training course designed to enable the student to pass applicable qualification codes with the plasma arc welding process while joining carbon steel, stainless steel, and aluminum in all positions. Laboratory fee.

WELDING (WE) 246 (2)
PIPE WELDING II (1 LEC., 7 LAB.)
Prerequisite: Welding 143, 144, 145, and 240 or equivalent. This is an advanced skills level training course designed to enable the student to pass code qualification tests for carbon steel pipe welding in accordance with section IX of the ASME Boiler and Pressure Vessel Codes, or on request, Standard E1104 from the American Petroleum Institute. Laboratory fee.

WELDING (WE) 247 (1)
MANUAL SUBMERGED ARC WELDING (1 LEC., 7 LAB.)
Prerequisite: Welding 147 and 149; or equivalent. This is a manipulative skills level training course designed to familiarize the student with the variables concerning industrial applications of the submerged-arc welding process. On completion of this course the student will have a practical level of technical knowledge and ability for meeting general production welding requirements. Laboratory fee.

WELDING (WE) 248 (2)
SPECIALIZED WELDING APPLICATION II (1 LEC., 7 LAB.)
This is an advanced skills development course designed to allow the student to program his own specialization area course objectives under instructional supervision. This will allow a student to upgrade his present skills development level in order to meet employment reclassification requirements, or allow him to meet job classification requirements of a selected potential employer. This course is open only to those students in advanced standing or who are presently employed and in need of additional skill development. Laboratory fee. This course may be repeated for credit.

WELDING (WE) 249 (2)
SPECIFIC CODE COMPETENCY PREPARATION (1 LEC., 7 LAB.)
This is an advanced skills level training course designed for welding operators wishing to qualify under specific welding codes or specifications. The training during this course will be conducted under instructional supervision in order to enable the operator to correct any faulty techniques he may have developed. Any specific code/codes involved must be specified when applying for admission to such training. This course is open only to experienced welding operators or students in advance standing. Laboratory fee. This course may be repeated for credit.

WELDING (WE) 250 (2)
SPECIALIZED WELDING APPLICATION III (1 LEC., 7 LAB.)
Prerequisite: Welding 248. A continuation of Welding 248-Specialized Welding Application I. Laboratory fee. This course may be repeated for credit.

WELDING (WE) 251 (3)
APPLIED WELDING METALLURGY (3 LEC.)
Prerequisite: Welding 150, 6 credit hours, welding lab courses. A theory course to continue, in more depth, than material covered in Welding 150. Designed to assist the student to improve communication skills with welding engineers and metallurgists. Includes a study of welding processes and their relationship to and effect upon metals and why they can/cannot be used for certain applications: the theory of heat-treating and its many uses: the value of preheat, inter pass temperature, and post heat in welding procedures. Designed to increase students knowledge of what metals are made of and why they are used for specific industrial applications; to strengthen the knowledge and understanding of the grain structure of metals and the effect that welding processes have on them.

WELDING (WE)
COOPERATIVE WORK EXPERIENCE
701, 711, 801, 811 (1)
702, 712, 802, 812 (2)
703, 713, 803, 813 (3)
704, 714, 804, 814 (4)
Technical/Occupational Programs
RECIPEAL TUTION 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:

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<th>Campus</th>
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<td>BHC</td>
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<tr>
<td>Air Traffic Control</td>
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<tr>
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<td>Histotechnology</td>
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<tr>
<td>Nuclear Medicine</td>
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<td>Radiation Therapy</td>
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<td>Audio-Video Technician</td>
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<td>Aircraft Dispatcher</td>
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<td>Airline Marketing</td>
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<td>Career Pilot</td>
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<tr>
<td>Fixed Base Operations</td>
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<td>Automotive Parts</td>
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<td>Carpentry</td>
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<td>Chemical Quality Control</td>
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<td>Paint and Coatings Control</td>
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<td>Water Quality Control Tech.</td>
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<td>Commercial Music</td>
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<td>Construction Management</td>
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<td>Quality Control</td>
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<td>Graphic Communications</td>
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<td>Horology</td>
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<td>Outboard Marine Engineer</td>
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<td>Purchasing Management</td>
<td>EFC, NLC</td>
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<td>Retail Distribution Mktg.</td>
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<td>CVC</td>
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<td>Retail Management</td>
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<tr>
<td>Vocational Nursing</td>
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TCJC PROGRAMS
The following programs offered by Tarrant County Junior College may be taken by Dallas County residents at in-county tuition rates:

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<td>Dental Hygiene</td>
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<td>Emergency Medical Technology</td>
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<td>Food Store Marketing</td>
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<td>Industrial Supervision</td>
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<td>Labor Studies</td>
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<td>Long Term Health</td>
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<td>Care Administration</td>
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<td>Mechanical Technology</td>
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<td>Cast Metals Technology</td>
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<td>Nondestructive Evaluation</td>
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<td>Power Transmission</td>
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<td>Media Technology</td>
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<td>Property Tax Appraisal</td>
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<td>Horology</td>
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<td>Machine Shop</td>
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<tr>
<td>Office Careers</td>
<td>S</td>
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<tr>
<td>Welding</td>
<td>S</td>
</tr>
<tr>
<td>Drafting &amp; Design Technology</td>
<td>S</td>
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<tr>
<td>Technology</td>
<td>S</td>
</tr>
<tr>
<td>Therapist</td>
<td>S</td>
</tr>
<tr>
<td>Work Paraprofessional Experience Courses</td>
<td>S</td>
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</table>

FLEXIBLE ENTRY
In addition to the regular registration periods, registration for courses offered through Flexible Entry is held the last Wednesday of most months during the academic year. Registration is in the Registrar’s Office and requires the instructor’s approval. The following Technical/Occupational Programs offer sections included in this registration arrangement:

<table>
<thead>
<tr>
<th>Program</th>
<th>Campus</th>
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<tbody>
<tr>
<td>Avionics Technology</td>
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<td>Technology</td>
<td>NE</td>
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<td>Horology</td>
<td>NE</td>
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<tr>
<td>Machine Shop</td>
<td>S</td>
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<tr>
<td>Welding</td>
<td>S</td>
</tr>
<tr>
<td>Drafting &amp; Design</td>
<td>S</td>
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<tr>
<td>Technology</td>
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<tr>
<td>Technology</td>
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<tr>
<td>All Cooperative Work Paraprofessional Experience Courses</td>
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</table>

Students should check with the Registrar’s Office each month to determine the sections which will be offered.

COOPERATIVE WORK EXPERIENCE
Students may enrich their education in certain Technical/Occupational Programs by enrolling in Cooperative Work Experience courses. These courses are designed to assist students in coordinating classroom study with related on-the-job experience.

Requirements:
1. Students must have completed at least six semester hours in their occupational major or secure instructor approval to be eligible for Cooperative Work Experience.
2. Students must be concurrently enrolled in a course related to their major or subject area.
3. To enroll in a Cooperative Work Experience course, a student must have the approval of his instructor/coordinator.

Course credit will be awarded at the rate of one credit hour for each 80 hours of approved work experience accomplished during the semester. This is approximately five (5) hours a week during a sixteen (16) week semester. The work will be listed in the curriculum pattern for that program. Technical/Occupational Programs which include Cooperative Work Experience are:

<table>
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<tr>
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<td>Educational Paraprofessional</td>
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<tr>
<td>Aviation</td>
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<tr>
<td>General Office</td>
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<tr>
<td>Avionics Technology</td>
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<td>Technology</td>
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<td>Horology</td>
<td>NE</td>
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<td>Machine Shop</td>
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<tr>
<td>Welding</td>
<td>NE</td>
</tr>
<tr>
<td>Drafting &amp; Design</td>
<td>NE</td>
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<tr>
<td>Technology</td>
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<tr>
<td>Therapist</td>
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<tr>
<td>Work Paraprofessional Experience Courses</td>
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<td>Horology</td>
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<td>Welding</td>
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<tr>
<td>Drafting &amp; Design</td>
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<tr>
<td>Work Paraprofessional Experience Courses</td>
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Students should check with the Registrar’s Office each month to determine the sections which will be offered.
### Dallas County Community College District

**Occupational Education Programs**

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<thead>
<tr>
<th>Program</th>
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<th>RLC</th>
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<tr>
<td>Food Service</td>
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**Graphic Arts**
**Graphic Communications**
**Hotel/Motel Operations**
**Interior Design**
**Legal Assistant**
**Machine Parts Inspection**
**Machine Shop**
**Major Appliance Repair**
**Medical**
**Allied Health Technology**
**Biotechnology**
**Chemical Engineering**
**Chemistry**
**Clinical Laboratory**
**Computer & Information Sciences**
**Consumer Services**
**Construction & Shop Management**
**Culinary Arts**
**Dental Assistant**
**Dental Assistant Technology**
**Medical Assistant Technology**
**Medical Lab Technician**
**Medical Transcriptionist**
**Medical Laboratory**
**Medical Technology**
**Medical Technology Assistant**
**Nuclear Medicine**
**Radiation Therapy**
**Associate Degree Nursing**
**Business Administration**
**Business Management**
**Business Management Option**
**Purchasing Management**
**Sellers, Marketing and Retail Management**
**Small Business Management**
**Motorcycle Mechanics**
**Office Systems**
**Insurance Office**
**Office Skills and Systems**
**Optical Technology**
**Ornamental Horticulture Technology**
**Florist and Greenhouse**
**Landscape Nursery and Gardener**
**Outboard Marine Mechanics**
**Pattern Design**
**Precision Optics Technology**
**Police Science**
**Postal Service Administration**
**Real Estate**
**Retail Distribution and Marketing**
**Commercial Design and Advertising**
**Fashion Merchandising**
**Secretarial Careers**
**Administrative Secretary**
**Educational Secretary**
**General Secretary**
**Legal Secretary**
**Professional Secretary**
**Small Engine Mechanics**
**Social Work Associate**
**Solar Energy Technology**
**Training Paraprofessional for Dead**
**Transportation Technology**
**Welding Technology**

**HOME/HOST COURSES:** A limited number of courses pertaining to a program which is available at one college (home) might be offered at another college (host). This arrangement would involve only the introductory courses in a program and would necessitate completion of the program at the "home" college.
ACCOUNTING ASSOCIATE

(Associate Degree of Applied Arts and Sciences)

This two-year program is designed for persons interested in pursuing careers as junior accountants in business, industry, and government. Emphasis will be placed on internal accounting procedures and generally accepted accounting principles and tax accounting.

Students must complete all of the following:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>LEC.</th>
<th>LAB</th>
<th>CONT. HRS.</th>
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<tr>
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<td>ACC 202 Principles of Accounting II</td>
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<td>ACC 203 Intermediate Accounting</td>
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<td>ACC 204 Managerial Accounting</td>
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<tr>
<td>MGT 136 Principles of Management</td>
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<td>OFC 162 Office Machines</td>
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<td>80</td>
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<td>OFC 231 Business Communications</td>
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<td>BUS 234 Business Law</td>
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<td>ACC 238 Cost Accounting</td>
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<td>COM 131 Applied Composition and Speech</td>
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<tr>
<td>or ENG 101 Composition &amp; Expository Reading</td>
<td>3</td>
<td>48</td>
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<tr>
<td>COM 132 Applied Composition and Speech</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>or ENG 102 Composition and Literature</td>
<td>3</td>
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<tr>
<td>CS 175 Introduction to Computing Science</td>
<td>3</td>
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<tr>
<td>ECO 201 Principles of Economics I</td>
<td>3</td>
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<tr>
<td>ECO 202 Principles of Economics II</td>
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<td>GOV 201 American Government</td>
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<tr>
<td>MTH 130 Business Mathematics</td>
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<td>or MTH 11 Mathematics for Business</td>
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Plus any additional 6 credit hours of recommended electives listed below.

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<th>RECOMMENDED ELECTIVES:</th>
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<tr>
<td>BUS 143 Personal Finance</td>
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<tr>
<td>ACC 205 Business Finance</td>
<td>3</td>
<td>48</td>
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<tr>
<td>MGT 206 Principles of Marketing</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>ACC 239 Income Tax Accounting</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>PSY 105 Introduction to Psychology</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>PSY 131 Human Relations</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>ACC 303 Cooperative Work Experience</td>
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<tr>
<td>or ACC 304 Cooperative Work Experience</td>
<td>1</td>
<td>20</td>
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<td></td>
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<td>256</td>
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</table>

Those students who plan to continue their education in Accounting Associate in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

ACCOUNTING TECHNICIAN

(One-Year Certificate)

The objective of this program is to provide the student with a working knowledge of bookkeeping procedures currently in use in business; to introduce the student to accounting principles supporting bookkeeping procedures; and to give the student practical bookkeeping experience by the use of problem solving.

Students must complete all of the following:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>LEC.</th>
<th>LAB</th>
<th>CONT. HRS.</th>
<th>CR. HRS.</th>
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</thead>
<tbody>
<tr>
<td>BUS 105 Introduction to Business</td>
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<td>ACC 131 Bookkeeping I</td>
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<td></td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ACC 132 Bookkeeping II</td>
<td>3</td>
<td></td>
<td>48</td>
<td>3</td>
</tr>
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<td>OFC 160 Office Machines</td>
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<td>3</td>
</tr>
<tr>
<td>OFC 172 Beginning Typing</td>
<td>2</td>
<td>3</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>or OFC 174 Intermediate Typing</td>
<td>(1)</td>
<td>(2)</td>
<td>(48)</td>
<td>(2)</td>
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<thead>
<tr>
<th>REQUIRED SUPPORT COURSES</th>
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<tbody>
<tr>
<td>COM 131 Applied Composition and Speech</td>
<td>3</td>
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<tr>
<td>or ENG 101 Composition &amp; Expository Reading</td>
<td>3</td>
</tr>
<tr>
<td>COM 132 Applied Composition and Speech</td>
<td>3</td>
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<tr>
<td>or ENG 102 Composition and Literature</td>
<td>3</td>
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<tr>
<td>CS 175 Introduction to Computing Science</td>
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<td>MTH 130 Business Mathematics</td>
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Plus any additional 3 credit hours of recommended electives listed below.

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<th>RECOMMENDED ELECTIVES:</th>
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<th>CR. HRS.</th>
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<td>OFC 162 Office Procedures</td>
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<td>OFC 231 Business Communications</td>
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<tr>
<td>BUS 234 Business Law</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>PSY 131 Human Relations</td>
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<td>48</td>
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</tbody>
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Those students who plan to continue their education in Accounting Technician in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.
### AIR TRAFFIC CONTROL

(Associate of Applied Arts and Sciences)

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>LEC</th>
<th>LAB</th>
<th>FLT. HRS</th>
<th>CONT. HRS</th>
<th>CR HRS</th>
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<tr>
<td>AVT 121 Ground School Private</td>
<td>3</td>
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<tr>
<td>AVT 210 FAA Regulations, Airspace and Air Traffic Control</td>
<td>3</td>
<td>4+</td>
<td>52</td>
<td>3</td>
<td></td>
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<tr>
<td>AVT 226 Meteorology</td>
<td>3</td>
<td></td>
<td>48</td>
<td>3</td>
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<tr>
<td>AVT 135 Flight Basic</td>
<td>9</td>
<td>25</td>
<td>34</td>
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<tr>
<td>AVT 137 Flight Private Pilot</td>
<td>4</td>
<td>20</td>
<td>24</td>
<td>1</td>
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<tr>
<td>AVT 221 Advanced Navigation</td>
<td>2</td>
<td></td>
<td>64</td>
<td>3</td>
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<tr>
<td>AVT 224 Ground School Instrument</td>
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<td></td>
<td>48</td>
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<tr>
<td>AVT 270 Orientation to Air Traffic Control</td>
<td>5</td>
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<tr>
<td>AVT 272 Aircraft Types and Characteristics/ Air Traffic Control Communications</td>
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<td>32</td>
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<tr>
<td>AVT 274 Air Traffic Control Computer Operations</td>
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<td>336</td>
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<td>336</td>
<td>4</td>
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+ 4 hours in the Synthetic Flight Trainer per semester

**REQUIRED SUPPORT COURSES**

| ENG 101 Composition and Expository Reading | 3   |     | 48       | 3         |        |
| ENG 102 Composition and Literature | 3   |     | 48       | 3         |        |
| SPE 105 Fundamentals of Public Speaking | 3   |     | 48       | 3         |        |
| MTH 195 Technical Mathematics | 3   |     | 48       | 3         |        |

12

Plus any additional 9 credit hours of recommended electives listed below:

**RECOMMENDED ELECTIVES**

| MGT 136 Principles of Management | 3   |     | 48       | 3         |        |
| MGT 242 Personnel Administration | 3   |     | 48       | 3         |        |
| AVT 212 Airport Management | 3   |     | 48       | 3         |        |
| AVT 223 Airline Management | 3   |     | 48       | 3         |        |
| PSY 131 Human Relations | 3   |     | 48       | 3         |        |

### AIRCRAFT DISPATCHER

(Associate in Applied Arts and Sciences)

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<th>LAB</th>
<th>FLT. HRS</th>
<th>CONT. HRS</th>
<th>CR HRS</th>
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<tr>
<td>AVT 110 Introduction to Aviation</td>
<td>3</td>
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<tr>
<td>AVT 121 Private Pilot Ground School</td>
<td>3</td>
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<tr>
<td>AVT 122 Aviation Law</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>AVT 128 Aero Engines and Systems</td>
<td>3</td>
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<tr>
<td>AVT 210 FAA Regulations, Airspace &amp; Air Traffic Control Services</td>
<td>3</td>
<td>4+</td>
<td>52</td>
<td>3</td>
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<tr>
<td>AVT 226 Meteorology</td>
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<td>AVT 123 Ground School Commercial</td>
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<td>AVT 221 Advanced Navigation</td>
<td>2</td>
<td>2</td>
<td>64</td>
<td>3</td>
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<tr>
<td>AVT 224 Ground School Instrument</td>
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<td>AVT 261 Aircraft Dispatcher</td>
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<tr>
<td>AVT 262 Practical Dispatching</td>
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+ 4 hours in the Synthetic Flight Trainer per semester

**REQUIRED SUPPORT COURSES**

| CS 175 Computing Science | 3   |     | 48       | 3         |        |
| ENG 101 Composition & Expository Reading | 3   |     | 48       | 3         |        |
| SPE 105 Fundamentals of Public Speaking | 3   |     | 48       | 3         |        |
| MTH 195 Technical Mathematics | 3   |     | 48       | 3         |        |
| PSY 131 Human Relations | 3   |     | 48       | 3         |        |
| AV 129 Introduction to Aircraft Electronic Systems | 2   | 2   | 64       | 3         |        |
| MGT 136 Principles of Management | 3   |     | 48       | 3         |        |

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Plus any additional 4 credit hours of recommended electives listed below:

**RECOMMENDED ELECTIVES**

| PEH 115 Physical Fitness | 3   |     | 48       | 1         |        |
| PEH 125 Conditioning Exercise | 3   |     | 48       | 1         |        |
| PEH 131 Weight Training and Conditioning | 3   |     | 48       | 3         |        |
| BUS 105 Introduction to Business | 3   |     | 48       | 3         |        |
| MTH 196 Technical Mathematics | 3   |     | 48       | 3         |        |
| AVT 703 Cooperative Education | 1   | 15  | 256      | 3         |        |
| or AVT 704 Cooperative Education | 1   | 20  | 336      | 4         |        |
AVIATION MAINTENANCE TECHNOLOGY
( Associate Degree of Applied Arts & Sciences )
This program is designed to provide a technical course of study which prepares the student for a career in aircraft maintenance. Such maintenance includes service, repair, and overhaul of aircraft, aircraft engines and aircraft accessory systems. Upon completion of the program, the student is eligible to take the Federal Aviation Administration examinations for the Airframe and Powerplant Maintenance Technician School.
Training is provided by Mountain View College in cooperation with Braniff Education Systems, Inc. Braniff holds Air Agency Certificate 202-58 issued by the Federal Aviation Administration, and certifies approval as an aviation maintenance technician school.
Mountain View College will issue a Certificate of Completion when the Required Core courses and either the Powerplant curriculum courses or the Airframe Curriculum courses are completed. If the Required Core courses, Powerplant AND Airframe Curriculum courses are completed, the student is qualified to receive an Associate of Applied Arts and Sciences degree in Aviation Maintenance Technology.

REQUISITE CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<td>APM 102</td>
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<td>COM 131</td>
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AIRFRAME OPTION

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<td>APM 204</td>
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<td>APM 205</td>
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<td>PSY 131</td>
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POWERPLANT OPTION

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<td>APM 223</td>
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<td>APM 224</td>
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<td>APM 225</td>
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<tr>
<td>or SS 131</td>
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### Required Core Courses

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<td>AVT 121</td>
<td>Private Pilot Ground School</td>
<td>3</td>
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<td>AVT 122</td>
<td>Aviation Law</td>
<td>3</td>
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<tr>
<td>AVT 210</td>
<td>FAA Regulations, Airspace &amp; Air Traffic Control Services</td>
<td>3</td>
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<td>AVT 212</td>
<td>Airport Management</td>
<td>3</td>
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<tr>
<td><strong>AVT 226</strong></td>
<td>Meteorology</td>
<td>3</td>
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<td>ENG 101</td>
<td>Composition &amp; Expository Reading</td>
<td>3</td>
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<td>SPE 105</td>
<td>Fundamentals of Public Speaking</td>
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<td>MTH 101</td>
<td>College Algebra</td>
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<td>or</td>
<td>PSY 131</td>
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<td></td>
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<tr>
<td>or</td>
<td>MTH 130</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>or</td>
<td>*AVT 129 Introduction to Aircraft Electronic Systems</td>
<td>2</td>
<td>2</td>
<td>64</td>
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</table>

*Not required for Air Cargo or Marketing Options

**AVT 226** not required for Airline Marketing Option

+ 4 hours in the Synthetic Flight Trainer per semester

### Career Pilot Option

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>LEC</th>
<th>LAB</th>
<th>CONT. HRS</th>
<th>CR HRS</th>
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<tbody>
<tr>
<td>AVT 128</td>
<td>Aero Engines &amp; Systems</td>
<td>3</td>
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<td>AVT 123</td>
<td>Ground School Commercial</td>
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<td>AVT 220</td>
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<td>AVT 224</td>
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<td>AVT 135</td>
<td>Flight Basic</td>
<td>9</td>
<td>25</td>
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<td>AVT 137</td>
<td>Flight Private Pilot</td>
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<td>AVT 227</td>
<td>Flight Commercial I</td>
<td>8</td>
<td>30</td>
<td>38</td>
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<tr>
<td>AVT 228</td>
<td>Flight Commercial II</td>
<td>8</td>
<td>46</td>
<td>54</td>
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<td>AVT 229</td>
<td>Flight Commercial III</td>
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<td>46</td>
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<td>AVT 230</td>
<td>Flight Commercial IV — Instrument</td>
<td>26</td>
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### Flight Engineer

**AVT 263** Flight Engineer-Ground School 3 48 3

### Air Transport Pilot

**AVT 264** Air Transport Pilot Ground School 3 48 3

### Air Cargo Transport Option

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>LEC</th>
<th>LAB</th>
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<tbody>
<tr>
<td>AVT 222</td>
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<td>AVT 225</td>
<td>Aviation Marketing</td>
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<td>AVT 248</td>
<td>Air Transportation</td>
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<tr>
<td>BUS 105</td>
<td>Introduction to Business</td>
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<tr>
<td>ACC 201</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td></td>
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<td>Principles of Economics I</td>
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<td>CS 175</td>
<td>Introduction to Computing Science</td>
<td>3</td>
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<td>AVT 703</td>
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### Airline Marketing Option

<table>
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<tr>
<td>AVT 223</td>
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<td>3</td>
</tr>
<tr>
<td>AVT 225</td>
<td>Aviation Marketing</td>
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<td>3</td>
</tr>
<tr>
<td>AVT 248</td>
<td>Air Transportation</td>
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<td></td>
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<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Introduction to Business</td>
<td>3</td>
<td></td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201</td>
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<td>MGT 230</td>
<td>Salesmanship</td>
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<td>or</td>
<td>MGT 233</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>or</td>
<td>Advertising and Sales Promotion</td>
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<tr>
<td>or</td>
<td>ECO 201</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>or</td>
<td>AVT 703</td>
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<td>or</td>
<td>Cooperative Work Experience</td>
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<td>256</td>
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</table>

### Recommended Electives:

**MGT 136** Principles of Management 3 48 3

**ACC 202** Principles of Accounting II 3 48 3

**BUS 234** Business Law 3 48 3

**ECO 202** Principles of Economics II 3 48 3

### Additional Options for Career Pilot

### Flight Instructor Certificate:

**AVT 250** Flight Instructor - Ground School 2 32 2

**AVT 252** Instrument Flight Instructor Ground School 3 48 3

**AVT 251** Flight Instructor - Airplane (Single or Multi-engine) 10 30 40 2

**AVT 253** Flight Instructor - Airplane Instrument 10 10 20 1

### Multi-Engine Rating:

**AVT 254** Flight Advanced I 6 10 16 1

### Recommended Electives:

**ACC 202** Principles of Accounting II 3 48 3

**MGT 206** Principles of Marketing 3 48 3

**BUS 234** Business Law 3 48 3

**ECO 202** Principles of Economics II 3 48 3

### Fixed Base Operations/Airport Management Option

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>CONT. HRS</th>
<th>CR HRS</th>
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<tbody>
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<td>AVT 248</td>
<td>Air Transportation</td>
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</tbody>
</table>

**AVT 223** and **AVT 248** are part of the Multi-Engine Rating.

**AVT 222** and **AVT 248** are part of the Airline Marketing Option.

*Not required for Airline Marketing Option

+ 4 hours in the Synthetic Flight Trainer per semester
BUS 105 Introduction to Business 3
ACC 201 Principles of Accounting I 3
ECO 201 Principles of Economics I 3
CS 175 Introduction to Computing Science 3
AVT 703 Cooperative Work Experience or Elective 1 15 256

RECOMMENDED ELECTIVES:
MGT 136 Principles of Management 3
ACC 202 Principles of Accounting II 3
BUS 234 Business Law 3
MGT 153 Small Business Management 3
ECO 202 Principles of Economics II 3

AVIONICS TECHNOLOGY
(One-Year Certificate)
This one-year Certificate program is intended to provide the student with a basic electronics background and a level of knowledge and practical skills adequate to gain entry-level employment in the installation and maintenance of Aircraft Electronics Systems (Avionics). This program will concentrate on the technical knowledge offered in a lecture/supervised laboratory instructional mode.

REQUIRED CORE COURSES
AV 129 Introduction to Aircraft Elec. Systems 2 2 64 3
AV 132 Materials, Tools and Installation Techniques and Practices 3 3 96 4

RECOMMENDED ELECTIVES:
AV 235 Checkout, Troubleshooting and Related Test Apparatus 3 3 96 4
ET 135 D.C./A.C. Theory and Circuit Analysis 5 3 128 6
or ET 190 D.C. Circuits & Electrical Measurement and
ET 191 A.C. Circuits
ET 193 Active Devices 3 3 96 4

RECOMMENDED ELECTIVES:
AV 803-813 1 15 256 3
AV 804-814 1 20 336 4

+ 4 hours in the Synthetic Flight Trainer per semester
$10 hours in the Synthetic Flight Trainer per semester

RECOMMENDED ELECTIVE:
AVT 703 Cooperative Work Experience 1 15 256 3
DATA PROCESSING PROGRAMMER
(Associate Degree in Applied Arts and Sciences)

This curriculum is intended for the preparation of students interested in systems work or other four-year degree programs. The curriculum includes many of the basic data processing courses as well as the basic requirements for four-year programs. There is a heavy emphasis on accounting. Students who plan to obtain baccalaureate degrees should determine what school they wish to transfer to and then seek the assistance of a counselor in planning their program to meet the requirements of the particular college to which they plan to transfer.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>FALL SEMESTER I</th>
<th>LEC.</th>
<th>LAB.</th>
<th>CR.</th>
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<td>DP 137</td>
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<td>3</td>
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<tr>
<td>COM 131</td>
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<td>0</td>
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<td>ENG 101</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ACC 131</td>
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<td>DP 138</td>
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</tr>
<tr>
<td>ACC 202</td>
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<tr>
<td>CS 176</td>
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<tr>
<td>DP 233</td>
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<td>ACC 203</td>
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<td>DP 232</td>
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<td>Approved elective (listed below)</td>
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<td>ECO 201</td>
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Approved Electives:
- DP 129 Data Entry Concepts
- MGT 136 Principles of Management
- MGT 206 Principles of Marketing
- BUS 234 Business Law
- BUS 237 Organizational Behavior
- ECO 202 Principles of Economics II
- MTH 202 Introductory Statistics
- CS 176 FORTRAN Programming
- CS 250 Cont. Topics in CS
- CS 251 Special Topics in CS & DP
- DP 230 Advanced COBOL Techniques
- CS 240 Telecommunications I
- DP (Cooperative Work Experience)
- EG0 201 Principles of Economics

Total HRS: 62-64
DRAFTING & DESIGN TECHNOLOGY
(Associate Degree of Applied Arts and Sciences)

This program prepares the student for employment in a wide range of industries as a draftsman or engineering aide. Information in related fields is provided to enable the student to work effectively with the engineer and professional staff. This program is also adapted to the Flexible Entry mode of registration which allows students to enroll the first Monday of October and November in the fall semester and the first Monday of February and March in the spring semester. Students must complete all of the following:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
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<th>CONT. HRS.</th>
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<tr>
<td>DFT 135 Reproduction Processes</td>
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<td>DFT 183 Basic Drafting</td>
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<td>6</td>
<td>128</td>
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<td>DFT 184 Intermediate Drafting</td>
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<td>4</td>
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<td>DFT 230 Structural Drafting</td>
<td>2</td>
<td>4</td>
<td>96</td>
<td>3</td>
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<td>DFT 231 Electronic Drafting</td>
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<td>3</td>
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<tr>
<td>DFT 232 Technical Illustration</td>
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<td>4</td>
<td>96</td>
<td>3</td>
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<tr>
<td>EGR 108 Descriptive Geometry</td>
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<td>EGR 186 Manufacturing Processes</td>
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<tr>
<td>COM 132 Applied Composition and Speech</td>
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<td>MTH 196 Technical Mathematics</td>
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<td>PHY 131 Applied Physics</td>
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<td>PSY 131 Human Relations</td>
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<td>SS 131 American Civilization</td>
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<td>SS 132 American Civilization</td>
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Plus any additional 13 credit hours of recommended elective courses listed below.

<table>
<thead>
<tr>
<th>RECOMMENDED ELECTIVES:</th>
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<tbody>
<tr>
<td>(These courses are offered on the basis of sufficient demand for them.)</td>
</tr>
<tr>
<td>DFT 136 Geological and Land Drafting</td>
</tr>
<tr>
<td>DFT 185 Architectural Drafting</td>
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<tr>
<td>DFT 233 Machine Design</td>
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<tr>
<td>DFT 234 Advanced Technical Illustration</td>
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<tr>
<td>DFT 235 Building Equipment</td>
</tr>
<tr>
<td>DFT 236 Piping and Pressure Vessel Design</td>
</tr>
<tr>
<td>DFT 813 Cooperative Work Experience</td>
</tr>
<tr>
<td>DFT 814 Cooperative Work Experience</td>
</tr>
</tbody>
</table>

Those students who plan to continue their education in Drafting in pursuit of a Bacca­laureate Degree should consult a counselor on entering this program.

EDUCATIONAL PARAPROFESSIONAL
(Educational Assistant, One-Year Certificate Program)
(Educational Associate Degree of Applied Arts and Sciences, Two-Year Program)

This program is designed to prepare paraprofessionals to school personnel in a wide range of supportive duties common to educational processes. It is designed to enhance a student's understanding of the learning processes and stages of development. This program can also be adapted to Flexible Entry mode of registration which allows students to enroll the first Monday of October and November in the fall semester and the first Monday of February and March in the spring semester.

A student completing the following courses may receive an Educational Assistant Certificate:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>LEC.</th>
<th>LAB</th>
<th>CONT. HRS.</th>
<th>CR. HRS.</th>
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<tbody>
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<td>EP 131 Introduction to Educational Processes I</td>
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<tr>
<td>EP 129 Communications Skills for Educational Paraprofessionals</td>
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<td>EP 134 Introduction to Media</td>
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<td>64</td>
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<tr>
<td>EP 135 Arts and Crafts for Educational Paraprofessionals</td>
<td>3</td>
<td>48</td>
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</tbody>
</table>

Plus any additional 15 hours of support courses as approved from the total educational paraprofessional program to complete a total of 30 semester hours.

A student wishing to receive an Educational Associate Degree for the Educational Paraprofessional may continue in the program and receive the Associate of Applied Arts and Sciences Degree by completing the following courses:

<table>
<thead>
<tr>
<th>The EP core courses listed above plus:</th>
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</thead>
<tbody>
<tr>
<td>EP 247 Diversified Studies</td>
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<tr>
<td>EP 804 Cooperative Work Experience</td>
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</tbody>
</table>

Plus any additional 27 hours of support courses as approved from the total Educational Paraprofessional program for a total of 64 semester hours for an Educational Associate Degree.

Cooperative Work Experience
Communications (may be chosen from the following): 12
Developmental Studies Reading and/or Writing
| COM 131 Applied Composition and Speech | 3 | 48 |
| COM 132 Applied Composition and Speech | 3 | 48 |
| ENG 101 Composition and Expository Reading | 3 | 48 |
| ENG 102 Composition and Literature | 3 | 48 |
| ENG 201 British Literature | 3 | 48 |
| ENG 202 British Literature | 3 | 48 |
| HD 105 Basic Processes of Interpersonal Relationships | 3 | 48 |
| DM 090 or 091 or Math Elective | 3 | 48 |
| OFC 172 Beginning Typing or Proficiency exam | 2 | 3 | 80 | 3 |
ELECTRONICS TECHNOLOGY
(Associate Degree of Applied Arts and Sciences)

This two-year program will prepare the student for work as an electronics technician by familiarizing him with most electronic testing equipment, training him in technical communications, and providing him with electronic theory and skills.

Students must complete all of the following:

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>LEC</th>
<th>CR</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 190 D.C. Circuits &amp; Electrical Measurements</td>
<td>3</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>ET 191 A.C. Circuits</td>
<td>3</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>ET 193 Active Devices</td>
<td>3</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>ET 194 Instrumentation</td>
<td>2</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>ET 231 Special Circuits</td>
<td>3</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>ET 232 Logic-Switch Circuits</td>
<td>3</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>ET 239 Industrial and Microwave Electronics Technology</td>
<td>3</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>ET 234 Electronic Circuits and Systems</td>
<td>6</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>ET 240 Electronics Theory &amp; Application of Digital Computers</td>
<td>3</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>ET 237 Modular Memories and Microprocessors</td>
<td>3</td>
<td>96</td>
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**REQUIRED SUPPORT COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>LEC</th>
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<tr>
<td>Communications or English</td>
<td>6</td>
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<tr>
<td>Technical Mathematics or College Level Mathematics</td>
<td>6</td>
<td></td>
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<tr>
<td>Social Science or History or Government</td>
<td>6</td>
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<tr>
<td>Applied Physics or College Level Physics</td>
<td>4</td>
<td></td>
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<tr>
<td>Human Relations or Psychology or Human Development</td>
<td>3</td>
<td></td>
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<tr>
<td>DFT 182 or DFT 183 or DFT 231</td>
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Plus any additional 3 credit hours of the recommended electives listed below.

**RECOMMENDED ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>LEC</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 238 Linear Integrated Circuits</td>
<td>3</td>
<td>96</td>
</tr>
<tr>
<td>ET 803 Cooperative Work Experience</td>
<td>15</td>
<td>256</td>
</tr>
<tr>
<td>ET 813 Cooperative Work Experience</td>
<td>15</td>
<td>256</td>
</tr>
</tbody>
</table>

Those students who plan to continue their education in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

**HOROLOGY**
(Certificate Programs)

These intensive programs have the objectives of developing the student's manual dexterity, judgement, and skill in the repair and adjustment techniques required to service all types of modern timekeeping mechanisms: watches, clocks, timers, chronographs, self-winding, calendar, electric, and electronic movements. Employment opportunities for skilled horologists may be found in jewelry stores, trade shops, or in one's own business. All Horology courses are on a Flexible Entry mode of registration on a space available basis. Students may enroll at the general registration for the fall and spring semester or they may enroll the first Monday in October and November in the fall semester and on the first Monday in February and March during the spring semester.

**CLOCK REPAIR**

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>LEC</th>
<th>HRS</th>
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</thead>
<tbody>
<tr>
<td>HOR 139 Antique Clock Theory and Repair</td>
<td>23</td>
<td>275</td>
</tr>
<tr>
<td>HOR 140 Modern Clock Theory and Repair</td>
<td>23</td>
<td>275</td>
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**REQUIRED SUPPORT COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>LEC</th>
<th>CR</th>
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</thead>
<tbody>
<tr>
<td>COM 131 Applied Composition and Speech</td>
<td>3</td>
<td>48</td>
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<tr>
<td>MGT 153 Small Business Management</td>
<td>3</td>
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**WATCH REPAIR**

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>LEC</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOR 141 Watch Cleaning and Assembly</td>
<td>23</td>
<td>275</td>
</tr>
<tr>
<td>HOR 142 Watch Part Replacement</td>
<td>23</td>
<td>275</td>
</tr>
<tr>
<td>HOR 143 Advanced Watchmaking I</td>
<td>23</td>
<td>275</td>
</tr>
<tr>
<td>HOR 144 Advanced Watchmaking II</td>
<td>23</td>
<td>275</td>
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**REQUIRED SUPPORT COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>LEC</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 131 Applied Composition and Speech</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>MGT 153 Small Business Management</td>
<td>3</td>
<td>48</td>
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</tbody>
</table>

Completion of COM 131 and MGT 153 will fulfill the requirements for either or both certificate programs.
MACHINE PARTS INSPECTION
(Associate Degree of Applied Arts and Sciences)

This program is designed to prepare the trainee in the techniques of quality control pertaining to Machine Parts production processes and inspection procedures based on sound metrological concepts. Because of the uniqueness in laboratory facilities required for this program, it is designed for in-plant training. Only support courses and courses requiring no laboratory will be taught on campus.

REQUIRED CORE COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>LEC</th>
<th>LAB</th>
<th>CONT. HRS</th>
<th>CR. HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPI 122: Industrial Quality Control &amp; Procedures</td>
<td>3</td>
<td>8</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>MPI 124: Basic Inspection Fundamentals</td>
<td>1</td>
<td>8</td>
<td>144</td>
<td>5</td>
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<tr>
<td>MPI 135: Intermediate Inspection Concepts</td>
<td>1</td>
<td>8</td>
<td>144</td>
<td>5</td>
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<tr>
<td>MPI 138: Geometric Tolerancing and True Positioning</td>
<td>2</td>
<td>2</td>
<td>64</td>
<td>3</td>
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<tr>
<td>MPI 220: Introduction to Materials and Processors</td>
<td>3</td>
<td>8</td>
<td>48</td>
<td>3</td>
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<tr>
<td>MPI 223: Advanced Inspection Concepts</td>
<td>1</td>
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<td>144</td>
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<tr>
<td>MPI 227: Non-Destructive Testing</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>MPI 230: Introduction to Statistical Quality Control Techniques</td>
<td>3</td>
<td></td>
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<td>3</td>
</tr>
<tr>
<td>MPI 237: Gage Control Standardization and Precision Measurement</td>
<td>2</td>
<td>4</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>MPI 803: Cooperative Work Experience</td>
<td>1</td>
<td>15</td>
<td>256</td>
<td>3</td>
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<tr>
<td>MPI 813: Cooperative Work Experience</td>
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REQUIRED SUPPORT COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>LEC</th>
<th>LAB</th>
<th>CONT. HRS</th>
<th>CR. HRS</th>
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<tbody>
<tr>
<td>OCT 122: Dimensional Measurements</td>
<td>2</td>
<td>2</td>
<td>64</td>
<td>3</td>
</tr>
<tr>
<td>COM 131: Applied Composition and Speech</td>
<td>3</td>
<td>8</td>
<td>48</td>
<td>3</td>
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<tr>
<td>PSY 131: Human Relations</td>
<td>3</td>
<td>8</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PHY 131: Applied Physics</td>
<td>3</td>
<td>3</td>
<td>96</td>
<td>4</td>
</tr>
<tr>
<td>BPR 177: Blueprint Reading</td>
<td>1</td>
<td>3</td>
<td>64</td>
<td>2</td>
</tr>
<tr>
<td>BPR 178: Blueprint Reading</td>
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<td>64</td>
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<tr>
<td>MTH 195: Technical Mathematics</td>
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<tr>
<td>MTH 196: Technical Mathematics</td>
<td>3</td>
<td></td>
<td>48</td>
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<tr>
<td>EGR 186: Manufacturing Processes</td>
<td>1</td>
<td>2</td>
<td>64</td>
<td>2</td>
</tr>
</tbody>
</table>

RECOMMENDED ELECTIVES:

- EGR 186: Manufacturing Processes                   | 1   | 2   | 48        | 2       |
- PHY 132: Applied Physics                            | 3   | 3   | 96        | 4       |
- MS 702: Cooperative Work Experience                 | 1   | 10  | 176       | 2       |
- MS 704: Cooperative Work Experience                 | 1   | 20  | 336       | 4       |

Those students who plan to continue their education in Machine Shop in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

MACHINE SHOP
(Associate Degree of Applied Arts and Sciences)

The Machine Shop program will prepare the student for employment as an entry-level machinist in industry. It will also prepare him for entry into an apprentice or trainee program for machinist, tool and die-maker, etc. Successful students will find access to supportive type jobs in the metal working field such as planner, programmer, etc.

Enrollment in Machine Shop courses is open on the first Monday of October and November in the fall semester and the first Monday of February and March in the spring semester. In each case, such enrollment is subject to completion of specified prerequisite competencies. The program is designed to be self-paced by the student but students can generally plan to spend 18 months of study to complete the entire program.

Students must complete all of the following:

REQUIRED CORE COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>LEC</th>
<th>LAB</th>
<th>CONT. HRS</th>
<th>CR. HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS 133: Basic Lathe</td>
<td>1</td>
<td>8</td>
<td>144</td>
<td>5</td>
</tr>
<tr>
<td>MS 134: Basic Milling Machine</td>
<td>1</td>
<td>8</td>
<td>144</td>
<td>5</td>
</tr>
<tr>
<td>MS 135: Intermediate Lathe</td>
<td>1</td>
<td>8</td>
<td>144</td>
<td>5</td>
</tr>
<tr>
<td>MS 136: Intermediate Milling Machine</td>
<td>1</td>
<td>8</td>
<td>144</td>
<td>5</td>
</tr>
<tr>
<td>MS 233: Advanced Lathe</td>
<td>1</td>
<td>8</td>
<td>144</td>
<td>5</td>
</tr>
<tr>
<td>MS 234: Advanced Milling Machine</td>
<td>1</td>
<td>8</td>
<td>144</td>
<td>5</td>
</tr>
<tr>
<td>MS 235: Applied Lathe</td>
<td>1</td>
<td>8</td>
<td>144</td>
<td>5</td>
</tr>
<tr>
<td>MS 236: Applied Milling Machine</td>
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<td>8</td>
<td>144</td>
<td>5</td>
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</table>

REQUIRED SUPPORT COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>LEC</th>
<th>LAB</th>
<th>CONT. HRS</th>
<th>CR. HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPR 177: Blueprint Reading</td>
<td>1</td>
<td>3</td>
<td>64</td>
<td>2</td>
</tr>
<tr>
<td>BPR 178: Blueprint Reading</td>
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<td>64</td>
<td>2</td>
</tr>
<tr>
<td>COM 131: Applied Composition and Speech</td>
<td>3</td>
<td>8</td>
<td>48</td>
<td>3</td>
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<tr>
<td>MTH 195: Technical Mathematics</td>
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<td>MTH 196: Technical Mathematics</td>
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<td>3</td>
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<tr>
<td>PHY 131: Applied Physics</td>
<td>3</td>
<td>3</td>
<td>96</td>
<td>4</td>
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<td>PSY 131: Human Relations</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>OCT 122: Dimensional Measurement</td>
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<td>2</td>
<td>64</td>
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</tbody>
</table>

Plus any additional 6 credit hours of recommended electives listed below.

RECOMMENDED ELECTIVES:

- EGR 186: Manufacturing Processes                   | 1   | 2   | 48        | 2       |
- PHY 132: Applied Physics                            | 3   | 3   | 96        | 4       |
- MS 702: Cooperative Work Experience                 | 1   | 10  | 176       | 2       |
- MS 704: Cooperative Work Experience                 | 1   | 20  | 336       | 4       |

Those students who plan to continue their education in Machine Shop in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.
MANAGEMENT CAREERS
(Associate Degree of Applied Arts and Sciences)

This business management program offers several options of study designed to develop the fundamental skills, knowledge, attitudes, and experiences which enable men and women to function in decision-making positions as supervisors or junior executives. Students must complete all required core and support courses as well as those courses outlined for the option of their choice. Successful completion of this program leads to the Associate Degree in Applied Arts and Sciences.

### CORE COURSES (Required for all options)

<table>
<thead>
<tr>
<th>Course</th>
<th>LEC HRS</th>
<th>LAB HRS</th>
<th>CONT HRS</th>
<th>CR HRS</th>
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<tbody>
<tr>
<td>BUS 105</td>
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<td>48</td>
<td>3</td>
<td>3</td>
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<tr>
<td>ACC 201</td>
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</tr>
<tr>
<td>ACC 132</td>
<td>(3)</td>
<td>(3)</td>
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<td>ECO 201</td>
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<td>ECO 202</td>
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<td>CS 175</td>
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<td>MGT 136</td>
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<tr>
<td>PSY 131</td>
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</table>

### SUPPORT COURSES (Required for all options)

<table>
<thead>
<tr>
<th>Course</th>
<th>LEC HRS</th>
<th>LAB HRS</th>
<th>CONT HRS</th>
<th>CR HRS</th>
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</thead>
<tbody>
<tr>
<td>COM 131</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>COM 132</td>
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<td>MTH 111</td>
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<tr>
<td>or MTH 112</td>
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</tr>
<tr>
<td>MTH 130</td>
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### ADMINISTRATIVE MANAGEMENT OPTION

<table>
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<tr>
<th>Course</th>
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<th>LAB HRS</th>
<th>CONT HRS</th>
<th>CR HRS</th>
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</thead>
<tbody>
<tr>
<td>ACC 202 Principles of Accounting II</td>
<td>3</td>
<td>48</td>
<td>3</td>
<td>3</td>
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<tr>
<td>MGT 206 Principles of Marketing</td>
<td>3</td>
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<td>3</td>
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</tr>
<tr>
<td>BUS 234 Business Law</td>
<td>3</td>
<td>48</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MGT 242 Personnel Administration</td>
<td>3</td>
<td>48</td>
<td>3</td>
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<tr>
<td>BUS 237 Organizational Behavior</td>
<td>3</td>
<td>48</td>
<td>3</td>
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<tr>
<td>OFC 231 Business Communications</td>
<td>3</td>
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<td><strong>Total</strong></td>
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Plus any additional 9 credit hours of recommended electives listed below:

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<thead>
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<th>LEC HRS</th>
<th>LAB HRS</th>
<th>CONT HRS</th>
<th>CR HRS</th>
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</thead>
<tbody>
<tr>
<td>MGT 171 Introduction to Supervision</td>
<td>3</td>
<td>48</td>
<td>3</td>
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</tr>
<tr>
<td>MGT 230 Salesmanship</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>MGT 233 Advertising and Sales Promotion</td>
<td>3</td>
<td>48</td>
<td>3</td>
<td>3</td>
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<tr>
<td>MGT 212 Special Problems in Business</td>
<td>3</td>
<td>48</td>
<td>3</td>
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<tr>
<td>OFC 150 Office Machines</td>
<td>3</td>
<td>48</td>
<td>3</td>
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<tr>
<td>OFC 172 Beginning Typing</td>
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</table>

### MID-MANAGEMENT OPTION

<table>
<thead>
<tr>
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<th>LAB HRS</th>
<th>CONT HRS</th>
<th>CR HRS</th>
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<tbody>
<tr>
<td>MGT 150 Management Training</td>
<td>20</td>
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<tr>
<td>MGT 154 Management Seminar: Role of Supervision</td>
<td>2</td>
<td>32</td>
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</tr>
<tr>
<td>MGT 151 Management Training</td>
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<td>320</td>
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<tr>
<td>MGT 155 Management Seminar: Personnel Management</td>
<td>2</td>
<td>32</td>
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<tr>
<td>MGT 250 Management Training</td>
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<td>MGT 254 Management Seminar: Organizational Development</td>
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<td>MGT 251 Management Training</td>
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<tr>
<td>MGT 255 Management Seminar: Business Strategy, the Decision Process &amp; Problem Solving</td>
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Plus any additional 3 credit hours of recommended electives listed below:

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<th>Course</th>
<th>LEC HRS</th>
<th>LAB HRS</th>
<th>CONT HRS</th>
<th>CR HRS</th>
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<tr>
<td>MGT 171 Introduction to Supervision</td>
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<td>MGT 242 Personnel Administration</td>
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<td>MGT 137 Principles of Retailing</td>
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<td>MGT 233 Advertising and Sales Promotion</td>
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<td>MGT 212 Special Problems in Business</td>
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<td>OFC 160 Office Machines</td>
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<tr>
<td>BUS 237 Organizational Behavior</td>
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**SMALL BUSINESS MANAGEMENT OPTION**

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<th>CR HRS</th>
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<td>MGT 153</td>
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<tr>
<td>MGT 157</td>
<td>Small Business Bookkeeping &amp; Accounting Practices</td>
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<td>MGT 210</td>
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**CORE COURSES**

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<th>LAB HRS</th>
<th>CONT HRS</th>
<th>CR HRS</th>
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*Students completing BUS 201-Principles of Accounting I, will not need to take Bookkeeping II. They may take one of the recommended electives.

+Students may go into BUS 174-Intermediate Typing, if speed is 30 w.p.m.

**RECOMMENDED ELECTIVES**

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<td>ECO 201</td>
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<td>OFC 256</td>
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<td>Contemporary Topics in Office Careers</td>
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**OFFICE CAREERS — GENERAL OFFICE OCCUPATIONS**

(Associate Degree of Applied Arts and Sciences)

This two-year program is designed to train persons for entry level positions as word processing operators, machine transcriptionists, and clerk typists. Management principles and human relations are stressed allowing persons to move into positions as word processing supervisors, office managers, or administrative assistants.

Students must complete all of the following:

**REQUIRED CORE COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>LEC HRS</th>
<th>LAB HRS</th>
<th>CONT HRS</th>
<th>CR HRS</th>
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<td>or</td>
<td>ACC 201 Principles of Accounting I</td>
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<td>ACC 132</td>
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<td>Office Machines</td>
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<td>Business Communications</td>
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<tr>
<td>BUS 234</td>
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<tr>
<td>or</td>
<td>CS 175 Introduction to Computing Science</td>
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</tbody>
</table>

Those students who plan to continue their education in Office Careers in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.
OFFICE CAREERS — GENERAL SECRETARY
(One-Year Certificate Program)
The purpose of this program is to prepare students with the basic skills necessary to enter the secretarial field. Students must complete all of the following:

REQUIRED CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>LEC.</th>
<th>CR. HRS.</th>
<th>CONT. HRS.</th>
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<td>ACC 201</td>
<td>Principles of Accounting I</td>
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<td>OFC 166</td>
<td>Intermediate Shorthand</td>
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<td>OFC 166</td>
<td>Intermediate Shorthand**</td>
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<td>OFC 266</td>
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<td>OFC 172</td>
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<td>OFC 174</td>
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<td>OFC 273</td>
<td>Advanced Typing</td>
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<td>OFC 231</td>
<td>Business Communications</td>
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REQUIRED SUPPORT COURSES

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<tbody>
<tr>
<td>COM 131</td>
<td>Applied Composition and Speech</td>
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<td>ENG 101</td>
<td>Composition and Expository Reading</td>
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<td>MTH 130</td>
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RECOMMENDED ELECTIVES:

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<tr>
<td>CS 175</td>
<td>Introduction to Computing Science</td>
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</table>

Students with previous training will be placed according to ability. A student is required to have his last semester of typing and shorthand at Mountain View College to complete this program.

*OFC 103 Speedwriting Theory may be substituted for OFC 159.
**OFC 104 Speedwriting Dictation and Transcription may be substituted for OFC 166.

OFFICE CAREERS — OFFICE SKILLS AND SYSTEMS
(One-Year Certificate Program)
This program is designed to meet the needs of those students who desire to enter the business world in a minimum of time. Intensive training in the basic office skills and systems is provided — including office machines, communications systems, records management, and other related business subjects. A general orientation to the business world is given. Personal development, human relations, business etiquette, and ethics are also stressed. Students must complete all of the following:

REQUIRED CORE COURSES

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<tr>
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<td>ACC 201</td>
<td>Principles of Accounting I</td>
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<td>Office Machines</td>
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<td>Office Procedures</td>
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REQUIRED SUPPORT COURSES

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<td>ENG 102</td>
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<td>MTH 130</td>
<td>Business Math</td>
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</table>

*Indicates courses which are open for enrollment on the first Monday of October and November in the fall semester and the first Monday of February and March in the spring semester. In each case, such enrollment is subject to completion of specified prerequisites.
OFFICE CAREERS — PROFESSIONAL SECRETARY

( Associate Degree of Applied Arts and Sciences )

The purpose of this program is to prepare students to become alert and responsive secretaries capable of performing the tasks required of them in the modern business office. Suggested electives are such that students may take courses which will allow specialties in secretarial areas such as law, selling, advertising, and accounting.

Students must complete all of the following:

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>LEC.</th>
<th>LAB</th>
<th>HRS.</th>
<th>CR.</th>
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<tbody>
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<td>or OFC 174 Intermediate Typing</td>
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<tr>
<td>or OFC 273 Advanced Typing</td>
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<tr>
<td>OFC 231 Business Communications</td>
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<td>OFC 265 Word Processing Practices &amp; Procedures</td>
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<tbody>
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<tr>
<td>or ENG 101 Composition and Expository Reading</td>
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</tr>
<tr>
<td>or ENG 102 Composition and Literature</td>
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<tr>
<td>CS 175 Introduction to Computing Science</td>
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<td>MTH 130 Business Mathematics</td>
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Plus any additional 12 credit hours of recommended electives listed below.

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<td>MGT 139 Principles of Management</td>
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<td>BUS 143 Personal Finance</td>
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<td>BUS 234 Business Law</td>
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<td>BUS 237 Organizational Behavior</td>
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| HUM 101 Introduction to Humanities | 3   |     | 48   | 3   |
| or ART 104, MUS 104, THE 101 | 3  |     | 48   | 3   |
| PSY 105 Introduction to Psychology | 3   |     | 48   | 3   |
| PSY 131 Human Relations | 3  |     | 48   | 3   |
| SPE 105 Fundamentals of Public Speaking | 3   |     | 48   | 3   |
| OFC 804 Cooperative Work Experience | 1  | 20  | 336  | 4   |
| OFC 814 Cooperative Work Experience | 1  | 20  | 336  | 4   |
| OFC 143 Contemporary Topics in Office Careers | 1  |     | 16   | 1   |

Those students who plan to continue their education in Office Careers in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

POSTAL SERVICE ADMINISTRATION

( Associate Degree of Applied Arts and Sciences )

The Postal Services Administration curriculum is designed as a two-year program that leads to an Associate Degree in Applied Arts and Sciences. The program aids the student in developing postal skills and provides the student with an insight into the multi-level functions employed throughout the postal service system. Emphasis is directed to the areas of methodology, technology, management, and leadership concepts reflected in modern day technology as applied to public service related agencies.

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
<th>LEC.</th>
<th>LAB</th>
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<tbody>
<tr>
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<td>PSA 120 Mail Processing</td>
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<td>PSA 122 Customer Services</td>
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<td>PSA 125 Postal Economics and Finance</td>
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<td>PSA 210 Labor Relations</td>
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<td>PSA 212 Employee Services</td>
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<td>PSA 214 Postal Problems Analysis</td>
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<td>MGT 171 Introduction to Supervision</td>
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<td>or PSY 131 Human Relations</td>
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<td>or CS 175 Introduction to Computing Science</td>
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<td>or PSY 105 Introduction to Psychology</td>
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<td>or GVT 201 American Government</td>
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<td>or MTH 130 Business Mathematics</td>
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<td>or SOC 101 Introduction to Sociology</td>
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<tr>
<td>or BUS 237 Introduction to Sociology</td>
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<td>or *PSY 202 Applied Psychology</td>
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Plus any additional 6 credit hours selected from the following:

<table>
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<tr>
<th>RECOMMENDED ELECTIVES</th>
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<th>LAB</th>
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<tr>
<td>MGT 139 Principles of Management</td>
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<td>BUS 237 Organizational Behavior</td>
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</table>
Students who plan to continue their education in Postal Service Administration in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.

WELDING TECHNOLOGY
(Associate Degree of Applied Arts and Sciences)

The Welding Technology program is designed to prepare the student in the basic processes of oxyacetylene and arc welding plus many specialized welding applications as options to fit the specific needs of the student. In addition, instruction is offered in related support areas such as metallurgy, tooling, drafting, pattern layout and characteristics of materials. Thus, the program offers preparation for both entry level jobs as well as welding inspectors.

Enrollment in welding courses is open on the first Monday of October and November in the fall semester and the first Monday of February and March in the spring semester. In each case, such enrollment is subject to completion of specified prerequisite competencies. The program is designed to be self-paced by the student, but in general the student should plan to spend 18 months in study to complete the program.

Students must complete all of the following:

RECOMMENDED ELECTIVES:

- BPR 177 Blueprint Reading
- BUS 105 Introduction to Business
- CHM 115 General Chemistry
- EGR 186 Manufacturing Processes
- MTH 195 Technical Mathematics
- PHY 131 Applied Physics
- PSY 131 Human Relations
- SS 131 American Civilization

Those students who plan to continue their education in Welding Technology in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.
# WELDING TECHNOLOGY
(Associate Degree of Applied Arts and Sciences)
Parallel Curriculum Pattern for Veteran Students

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES</th>
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<td>WE 120 Oxyacetylene Welding (WE 140, 141, 142)</td>
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<td>5</td>
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<tr>
<td>WE 121 Introduction to Shielded Metal-Arc Plate Welding (WE 143, 144, 145)</td>
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<tr>
<td>WE 122 Semiautomatic Welding I (WE 147, 148)</td>
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<td>WE 123 Combination Arc Welding I (WE 149, 241)</td>
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<tr>
<td>WE 124 Combination Pipe Welding I (WE 240, 244)</td>
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<td>WE 125 Combination Gas Shielded Arc Welding (WE 242, 243)</td>
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<tr>
<td>WE 130 Pattern Layout</td>
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<td>WE 150 Basic Welding Metallurgy</td>
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<tr>
<td>MS 151 Basic Machine Operation for Weld Tooling</td>
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<td>DFT 182 Technical Drafting</td>
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<td>ET 235 Fundamentals of Electricity</td>
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Plus any additional 21 credit hours of recommended electives listed below.

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<td>CHM 115 General Chemistry</td>
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<td>EGR 189 Characteristics and Strengths of Materials</td>
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<td>MTH 196 Technical Mathematics</td>
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<td>PHY 131 Applied Physics</td>
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<td>PSY 131 Human Relations</td>
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<td>WE 146 Plasma-Arc Welding I</td>
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<td>WE 245 Plasma-Arc Welding II</td>
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<td>WE 246 Pipe Welding II</td>
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<td>WE 247 Manual Submerged Arc Welding</td>
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<td>WE 248 Specialized Welding Application I</td>
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<td>WE 250 Specialized Welding Application II</td>
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<td>WE 251 Applied Welding Metallurgy</td>
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Cooperative Work Experience — (Students may take a total of 12 credit hours in the Cooperative Work Experience Program.)

Those students who plan to continue their education in Welding Technology in pursuit of a Baccalaureate Degree should consult a counselor on entering this program.
MOUNTAIN VIEW COLLEGE
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Mountain View College 4849 W. Illinois Ave., Dallas, Texas 75211

(Enter at either Knoxville or Duncanville)

(4.2 miles)