richland college catalog 1982-83
All blank pages have been removed from this document.
## ACADEMIC CALENDAR

### SUMMER SESSIONS, 1982

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Session</td>
<td>May 27 (R)</td>
<td>Registration</td>
</tr>
<tr>
<td></td>
<td>May 31 (M)</td>
<td>Memorial Day holiday</td>
</tr>
<tr>
<td></td>
<td>June 1 (T)</td>
<td>Classes begin</td>
</tr>
<tr>
<td></td>
<td>June 2 (W)</td>
<td>Last day for tuition refund</td>
</tr>
<tr>
<td></td>
<td>June 4 (F)</td>
<td>4th class day</td>
</tr>
<tr>
<td></td>
<td>June 29 (T)</td>
<td>Last day to withdraw &quot;W&quot;</td>
</tr>
<tr>
<td></td>
<td>July 5 (M)</td>
<td>Independence Day holiday</td>
</tr>
<tr>
<td></td>
<td>July 9 (T)</td>
<td>Final examinations</td>
</tr>
<tr>
<td></td>
<td>July 9 (T)</td>
<td>Session closes</td>
</tr>
</tbody>
</table>

| Second Session| July 8 (R)     | Registration                                |
|               | July 12 (M)    | Classes begin                               |
|               | July 15 (F)    | Last day for tuition refund                 |
|               | July 17 (F)    | 4th class day                               |
|               | Aug. 8 (M)     | Last day to withdraw "W"                    |
|               | Aug. 13 (F)    | Final examinations                          |
|               | Aug. 13 (F)    | Session closes                              |

### FALL SEMESTER, 1982

- **Aug. 16 (W)** Faculty reports
- **Aug. 19, 20, 23 (RFM)** Registration
- **Aug. 24 (T)** Faculty development
- **Aug. 28 (S)** Classes begin
- **Sept. 1 (W)** Last day for tuition refund
- **Sept. 6 (M)** Labor Day holiday
- **Sept. 8 (W)** 12th class day
- **Nov. 25 (R)** Thanksgiving holidays begin
- **Nov. 29 (M)** Classes resume
- **Nov. 30 (T)** Last day to withdraw "W"
- **Dec. 15 (W)** Last day of classes
- **Dec. 15-17, 20-21 (RFM)** Final examinations
- **Dec. 18 (S)** Final exams, Sat. classes
- **Dec. 21 (T)** Semester closes

### SPRING SEMESTER, 1983

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Events</th>
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</thead>
<tbody>
<tr>
<td>First Session</td>
<td>Jan. 10 (M)</td>
<td>Faculty reports</td>
</tr>
<tr>
<td></td>
<td>Jan. 13 (TWR)</td>
<td>Registration</td>
</tr>
<tr>
<td></td>
<td>Jan. 14 (F)</td>
<td>Faculty development</td>
</tr>
<tr>
<td></td>
<td>Jan. 15 (S)</td>
<td>Saturday classes begin</td>
</tr>
<tr>
<td></td>
<td>Jan. 17 (M)</td>
<td>Classes begin</td>
</tr>
<tr>
<td></td>
<td>Jan. 24 (M)</td>
<td>Last day for tuition refund</td>
</tr>
<tr>
<td></td>
<td>Jan. 28 (F)</td>
<td>12th class day</td>
</tr>
<tr>
<td></td>
<td>Feb. 17 (R)</td>
<td>District Conference Day</td>
</tr>
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<td></td>
<td>Feb. 18 (F)</td>
<td>Faculty development</td>
</tr>
<tr>
<td></td>
<td>Mar. 14 (M)</td>
<td>Spring break begins</td>
</tr>
<tr>
<td></td>
<td>Mar. 18 (F)</td>
<td>Spring holiday for all employees</td>
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<tr>
<td></td>
<td>Mar. 21 (M)</td>
<td>Classes resume</td>
</tr>
<tr>
<td></td>
<td>Apr. 1 (F)</td>
<td>Easter Holidays begin</td>
</tr>
<tr>
<td></td>
<td>Apr. 4 (M)</td>
<td>Classes resume</td>
</tr>
<tr>
<td></td>
<td>May 6 (F)</td>
<td>Last day to withdraw &quot;W&quot;</td>
</tr>
<tr>
<td></td>
<td>May 10 (T)</td>
<td>Last day of classes</td>
</tr>
<tr>
<td></td>
<td>May 13 (F)</td>
<td>Final exams, Sat. classes</td>
</tr>
<tr>
<td></td>
<td>May 15 (S)</td>
<td>Final exams, Sat. classes</td>
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<td></td>
<td>May 16-19 (MTWR)</td>
<td>Final examinations</td>
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<tr>
<td></td>
<td>May 19 (F)</td>
<td>Graduation</td>
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<tr>
<td></td>
<td>May 19 (R)</td>
<td>Semester closes</td>
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### SUMMER SESSIONS, 1983

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<td>May 31 (T)</td>
<td>Classes begin</td>
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<td></td>
<td>June 1 (W)</td>
<td>Last day for tuition refund</td>
</tr>
<tr>
<td></td>
<td>June 3 (F)</td>
<td>4th class day</td>
</tr>
<tr>
<td></td>
<td>June 24 (F)</td>
<td>Last day to withdraw &quot;W&quot;</td>
</tr>
<tr>
<td></td>
<td>July 1 (F)</td>
<td>Final examinations</td>
</tr>
<tr>
<td></td>
<td>July 1 (F)</td>
<td>Semester closes</td>
</tr>
</tbody>
</table>

| Second Session| July 5 (T)     | Registration                                |
|               | July 7 (R)     | Classes begin                               |
|               | July 11 (M)    | Last day for tuition refund                 |
|               | July 12 (T)    | 4th class day                               |
|               | Aug. 4 (R)     | Last day to withdraw "W"                    |
|               | Aug. 10 (W)    | Final examinations                          |
|               | Aug. 10 (W)    | Semester closes                             |
Richland College

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

Richland is located on a 259-acre site at 12800 Abrams Road just north of LBJ Freeway. When the land was acquired in 1966, the Board of Trustees approved the name Richland to suggest a link between the two major adjacent communities of Richardson and Garland.

Richland was the fourth of the seven colleges in the Dallas County Community College District. It enrolled its first students in 1972 and subsequently grew to become the college with the largest enrollment in the District.

THE CAMPUS:
The campus plan enhances the natural beauty of the site which was previously used for agriculture. A spring-fed creek forms two picturesque man-made lakes. Campus facilities extend along both sides of the lakes, linked by pedestrian bridges. Lakeside walkways, open-air lounge areas, and extensive use of glass in the buildings combine to make the architectural setting one of remarkable beauty.

Richland has the District’s only planetarium, a 100-seat facility with a 40-foot dome. The Cosmic Theatre and Planetarium is a space-age environment for multi-media adventures which features special effects instruments and a quadraphonic sound system. The theatre produces several “plays for planetarium” each year which are open to the public.

Another “Richland only” feature is the horticulture unit located near the main entrance to the campus. It has a plant nursery area and houses occupational programs in landscaping.

DISTINCTIVE SERVICES AND PROGRAMS
CENTER FOR CHOICE
The Center is a place designed to help students make decisions. It is a clearinghouse for human resources that can help the student plan his or her career, life, and education. These resources cover selecting, financial aid, technical/occupational education, cooperative education, placement, job information, veteran’s counseling, and vocational and personality testing.
There are many ways a student can use the Center for Choice:
• Just drop in—an appointment is not needed. The staff is always available for informal discussion.
• Sign up for a group. Many short-term groups are offered in vocational exploration, assertiveness training, how to interview for a job, etc.
• Take a class. Credit can be given for efforts in career decision-making.
• Examine the materials in the Career Information Area. A library of career-related literature, including many printed brochures, contains much information about specific jobs. The library is cataloged by career areas and is continually updated.
• The Center for Choice is located on the

ASSOCIATION SERVICES AND PROGRAMS
CONTINUING EDUCATION CENTER
This center helps persons improve professional skills and abilities and acquire new ones through non-credit Community Service courses. For persons considering new occupational possibilities, it offers helpful insight about alternatives. This Center is also concerned with personal financial management and certain other elements essential to the enjoyment of leisure time.
Program areas include real estate, personal money management and investments, management development, office occupations, occupations, vocations, and trades, horticulture, health and recreation special interests.

CULTURAL ENRICHMENT CENTER
Through the Cultural Enrichment Center, persons have the opportunity to increase their sensitivity to beauty through non-credit Community Service courses. The Center re-introduces the excitement of ideas, the power of the imagination, and the unsuspected energies of the creative spirit. Program areas include religion, philosophy, and culture; languages and guided studies; music, dance, and theatre; photography and film; visual arts and crafts; and cooking, sewing, and interior decoration.

Accreditation
Richland College is a member of:
• The Southern Association of Colleges and Schools
• The American Association of Junior Colleges
• The League for Innovation in the Community College

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

Services, educational opportunities, and referrals are offered in the Everywoman Center. These programs meet the continuing educational needs of the community's EVERYWOMAN in today's society — whether she be a homemaker, mother, career woman, single or married woman, or a combination of any of these. Counseling for the displaced homemaker is also offered.

An active, community-based advisory committee, representing diverse women's interests, serves as a valuable resource to the Everywoman Center. For further information, call 746-4664.

CENTER FOR OLDER TEXANS

The educational needs of persons 55 years of age or older are met in the Center for Older Texans. It complements the resources of numerous other agencies and organizations providing direct services to older Texans. Programs, classes, and presentations are developed and delivered both on-campus and off-campus. Topics include retirement, pre-retirement, how to make ends meet on a retirement check, health and recreation, nutrition, security, community services, volunteer work, preparation for part-time employment, hobbies, social security, death as a part of life, human potential, and other areas of human resources.

CENTERS FOR CHILDREN AND YOUTH

The major thrust of the Richland Community Service Program is aimed toward meeting continuing educational needs of persons 18 years of age and older, but the College feels a special mission to provide, on a smaller scale, non-credit programs especially for children and youth. The Center for Children and Youth offers programs that capitalize on the unique resources and personnel at Richland College and meet otherwise unmet educational needs of children and youth in the area. These programs complement rather than compete with those programs offered in public and private schools and by recreational agencies that cater directly to children and youth.

STAFF DEVELOPMENT RESOURCES CENTER

The services of this Center augment the staff development and training programs of business, industrial, labor, governmental, and professional groups. Non-credit training programs are tailor-made and offered "in-house" to meet specific job improvement and mobility needs of individual organizations. College staff members meet with firms which have needs to design these programs.

CENTER FOR INDEPENDENT STUDY

The Center for Independent Study (CIS) is an open learning lab offering services to students needing help in reading, writing, and study skills. Tutors for all subjects can be hired through the CIS. Students may elect to get college credit for skills improvement. Various methods of diagnosis are used, resulting in evaluation and recommendations by CIS instructors. The CIS can help students solve academic problems before they get far behind in class work or drop a course. A student needs simply to stop by or call in order to get help. A referral, recommendation, or appointment is not needed.

PRE-ENGINEERING PROGRAM

In addition to all traditional support courses—such as mathematics, science, English, history, and government—engineering courses are also available. These courses enable students to complete requirements for the first two years of engineering studies while attending Richland.

The suggested Pre-Engineering curriculum includes basic courses in engineering analysis, engineering graphics, and engineering mechanics. Credit in these courses may be transferred to programs at Texas universities. Students are encouraged to consult with counselors at universities to which they plan to transfer prior to selecting courses at Richland. A Richland Pre-Engineering brochure is available for additional guidance.

SCHOLARSHIPS AVAILABLE

• Institutional Scholarships. Richland College offers several scholarships to students when funds are available. Contact the Financial Aid Office for more information. The following Divisions offer scholarships:
  • Business
    • Connie Eikenburg Real Estate Scholarship
    • Sunoco Accounting Scholarship
    • Women's Council of Greater Dallas Board of Realtors Scholarship
  • Communications
    • Press Club Foundation Scholarship
  • Humanities
    • Instrumental Music Scholarship
    • Ruth Anguish Conservatory Theatre Scholarship
    • Vocal Music Scholarship
    • Mathematics/Technology Association of General Contractors Scholarship
    • Miscellaneous Scholarships and Short Term Loans
    • Alcoa Scholarship
    • Crown Zellerbach Foundation Scholarship
    • Edwin L. Biggerstaff Scholarship
    • College Loan Fund
    • Co-op Loan
    • Dye Foundation Loan
    • Mary Ellen Mittelstet Memorial Loan
    • Roy Petty Memorial Loan
    • Sears Loan
  • Science/Horticulture
    • Horticulture Scholarship
  • Private Scholarships. Frequently during the academic year, scholarships are offered to Richland students by private organizations and foundations. Information is posted on the Financial Aid bulletin board outside the Student Development Office. Additional information may be obtained directly from the Financial Aid Office.
RICHLAND COLLEGE ADMINISTRATION

President .................................................. Stephen K. Mittelstet 238-6200
Vice President of Instruction ....................... Jesse Jones 238-6193
Vice President of Student Services ............... Jean Sharon Griffith 238-6202
Vice President of Business Services .......... Lee Bacon 238-6205
Dean, Instructional Services, Technology, Learning Resources ..................... Harold Albertson 238-6193
Dean, Instructional Services, Community Service, Extended Day ............... Tom McLaughlin 238-6193
Associate Dean of Instruction Learning Resources Center .................... Larry Kitchens 238-6150
Assistant Dean of Community Service .............. Susan Muha 238-6144
Special Assistant to President ...................... Luke Barber 238-6208
Director of Admissions/Registrar .................. Dana Goodrich 238-6100
Director of Counseling ................................ John Harwood 238-6106
Director of Financial Aid ............................. Huan T. Luong 238-6188
Director of Human Resources Development Center .......................... Lesa Taylor 238-6020
Director of Public Information ..................... Valenda Archer 238-6194
Director of Student Development .................. Katharine Bryan 238-6130
Director of Physical Plant ........................... Wes Hayes 238-6170
Director of Security .................................. John MacMicken 238-6175
Coordinator of Handicapped Student Services .......... Larry Bonner 238-6190

DIVISION CHAIRPERSONS
Business ...................................................... David Chamberlin 238-6210
Communications .......................................... Mary Osentowski 238-6220
Developmental Studies ................................. Katherine Gonnet 238-6230
Humanities .................................................. George Massingale 238-6250
Math/Science ............................................... Georgia Sims 238-6248
P.E./Dance/Nursing ...................................... Bill White (Lead Instructor) 238-6260
Social Science ............................................. Steve Ellis 238-6290
Technology .................................................. Jackie Claunch

RICHLAND FACULTY AND STAFF

Acrea, Patricia ............................................. Secretarial Science
Texas Christian Univ., B.S.; North Texas State Univ., M.B.E.
Aguren, Carolyn ........................................... Counselor
Univ. of Texas, Austin, B.S.; Southern Methodist Univ., M.A.; North Texas State Univ., Ed.D.
Albertson, Harold D. ...................................... Dean of Instructional Services
Univ. of Houston, B.S.; Southern Methodist Univ., M.S.; Univ. of Texas, Austin, Ph.D.
Allen, Floyd A., Jr. ........................................ English
Univ. of Michigan, B.A., M.A.; North Texas State Univ., Ph.D.
Ather, Robert C. ........................................... History
Indiana Univ., B.A., M.A.
Anders, Sue Stallings ................................... Assistant Director of Community Service
Univ. of Texas, B.A.
Archer, Valenda K. ....................................... Director of Public Information
Richland College, A.A.; Univ. of Texas, Arlington, B.A.
Bacon, Lee .................................................. Vice President of Business Services
Univ. of Texas, Dallas, M.S.
Barber, Luke .............................................. Assistant to the President
Univ. of Houston, B.A.; Univ. of Wisconsin, M.A.; Univ. of Notre Dame, Ph.D.
Beck, Larry A. ............................................ Mid-Management/General Business
Drake Univ., B.S.; North Texas State Univ., M.B.E.
Bell, David .................................................. Business
Stephen F. Austin State Univ., B.B.A., M.B.A.
Belt, Michael C. ........................................... Biology
East Texas State Univ., B.S., M.S.
Bird, Sharon W. ........................................... Developmental Mathematics
Univ. of Texas, Austin, B.S.; Southern Methodist Univ., M.Ed.; East Texas State Univ., Ed.D.
Black, Jane M. ........................................ Developmental Writing
East Texas State Univ., B.A., M.A., Ed.D.

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

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

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

Bonner, Larry ......................................... Coordinator, Handicapped Services
East Texas State Univ., M.Ed.

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

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

Brownlee, Don D. ..................................... Engineering/Engineering Technology
Louisiana Tech. Univ., B.S.E.E.

Bryan, Katharine ...................................... Director of Student Development
Carson-Newman College, B.A.; Southwestern Baptist Theological Seminary, Ed.D.

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

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

Cadenhead, C. T. ...................................... Data Processing
North Texas State Univ., B.A., M.A. Southern Methodist Univ., M.S., Ph.D.

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

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

Chamberlin, David D. .................................. Chairperson, Div. of Business
Texas, Tech Univ., B.A.; Univ. of Southern California, M.B.A.; Univ. of Southern Mississippi, M.S., Ph.D.

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

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

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

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

Cirigliana, Mary † Hatz ............................ Art
Texas Woman's Univ., B.S., M.A.

Claunch, Jackie L. ................................... Chairperson, Div. of Technology
Trinity Univ., B.A.; Texas A & I Univ., M.A.

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

Collins, Dan .......................................... Media Consultant
East Texas State Univ., B.S., M.S.

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

Cox, John M. ......................................... Religion
Howard Payne Univ., B.S.; Southwestern Theological Seminary, M.R.E.; Univ. of Houston, M.Ed

Darlin, Mary .......................................... Career Services
Augustana College, B.A.; Univ. of Texas, Austin, M.Ed.

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

Davis, Randy T. ...................................... Business
North Texas State Univ., B.S., M.B.A

Davis, Roger Guion ................................. History
Union College, B.A.; George Washington Univ., M.A., Ph.D.

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

Deek, Sam D. ......................................... Mathematics
Grace College, B.A.; Ball State Univ., M.S.

Dees, Charles H. II .................................. History
Southern Methodist Univ., B.S.; North Texas State Univ., M.S.

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

DeWald, George C. .................................. Assistant Director of Community Service
Saint Francis College, B.A., M.S.
Dolance, John .................................................. Spanish
                      Colorado State Univ., B.A.; Univ. of Colorado, M.A.

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

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

Elder, Janet R. ................................................. Developmental Reading
                      Univ. of Texas, Austin, B.A.; Southern Methodist Univ., M.A.; Texas Women’s Univ., Ph.D.

Elliott, Clay .................................................. Engineering
                      Univ. of Texas, Austin, B.S., M.S., Texas P.E.

Ellis, Steve E. .................................................. Chairperson, Div. of Social Science
                      North Texas State Univ., B.A., M.A.

Espaute, Ralph Jr. ............................................. Mathematics
                      Midwestern Univ., B.S.; Oklahoma State Univ., M.S.

Fenceroy, Gloria Jean ........................................... Counselor
                      Bishop College, B.S.; East Texas State Univ., M.Ed.

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

Garza, Valole E. ................................................ History
                      Southern Methodist, B.A., M.L.A.

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

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

Gonnel, Katherine .............................................. Chairperson, Div. of Developmental Studies
                      Texas Woman’s Univ., B.S.; Southern Methodist Univ., M.Ed.

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

Goodrich, Dana ................................................ Registrar and Director of Admissions
                      Univ. of Dallas, B.A.; Southern Methodist Univ., M.A.

Graham, Stephen ........................................... Southern Methodist Univ., B.A., M.A.

Griffin, Delores H. ............................................. Journalism/Photography
                      Univ. of South Carolina, B.S., M.S.; Univ. of Alabama, Ph.D.

Griffith, Henry V. ............................................ Horticulture
                      Univ. of Alabama, M.S.; Oklahoma State Univ., B.S., M.S., Ed. D.

Griffith, Jean Sharon ......................................... Vice President of Student Services
                      Univ. of Tulsa, B.A.; Univ. of New Mexico, M.S., North Texas State Univ., Ph.D.

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

Hall, James W. ................................................ English
                      Southern Methodist Univ., B.A., M.A.

Harrison, Bobbie J. .......................................... Assistant Director, Student Development
                      Southwestern Christian College, A.S.; Texas Tech. Univ., B.S.; East Texas State Univ.; M.S.

Harwood, John S. ........................................... Director of Counseling
                      North Texas State Univ., B.S., M.Ed.

Henderson, Jim R. ........................................... Music
                      Midwestern Univ., B.M.Ed.; North Texas State Univ., M.E.

Herring, Maris ................................................. Counselor
                      Wake Forest Univ., B.A.; Arkansas State Univ., M.R.C.

Hodge, Jewell E. ............................................ Developmental Mathematics
                      Arlington State College, B.A.; Stetson Univ., M.S.

Hughes, Robert J. ............................................ Business
                      Central College, A.A.; Bethany Nazarene College, B.S., North Texas State Univ., M.B.E., Ed.D.

Irwin, Jim ..................................................... Music
                      Univ. of Iowa, B.M.; Indiana Univ., M.M.

Irwin, Peter L. ................................................ Mid-Management/Computer Science
                      Southern Methodist Univ., B.A., M.B.A.; North Texas State Univ., Ed.D.

Jeffrey, Gloria ............................................... Counselor
                      Fisk Univ., B.A.; North Texas State Univ., M.Ed.

Jeser, Sharette A. ............................................ Student Services Librarian
                      Southwest Texas State Univ., B.A.; Univ. of Texas, Austin, M.L.S.

Jessen, Kara .................................................. Counselor
                      North Texas State Univ., B.S.; East Texas State Univ., M.S.

John, Gary G. .................................................. Counselor
                      Austin College, B.A., M.A.; East Texas State Univ., Ed.D.

Johnson, Carole ............................................... Director, Library Services
                      West Texas State Univ., B.S.; North Texas State Univ., M.L.S.

Johnson, Dan R. ................................................ Accounting
                      Univ. of Texas, Austin, B.B.A.; Texas Christian Univ., M.B.A.; Texas C.P.A.
<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Institution(s)</th>
</tr>
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<tr>
<td>Jones, Jesse</td>
<td>Vice President of Instruction</td>
<td>North Texas State Univ., B.A., M.A., Ph.D.</td>
</tr>
<tr>
<td>Kely, Jane</td>
<td>Accounting</td>
<td>East Texas State Univ., B.B.A., M.B.A.; Texas, C.P.A.</td>
</tr>
<tr>
<td>Kelso, Mark</td>
<td>English</td>
<td>Stephen F. Austin State Univ., B.A., M.A.</td>
</tr>
<tr>
<td>Kerr, James E.</td>
<td>English</td>
<td>Univ. of Iowa, B.A., M.A., M.F.A.</td>
</tr>
<tr>
<td>Kitchens, Larry E.</td>
<td>Associate Dean of Instruction, Learning Resources Center</td>
<td>Texas Wesleyan College, B.S.; Texas Christian Univ., M.Ed.</td>
</tr>
<tr>
<td>Lambert, James W.</td>
<td>Media Consultant, Audio/Video</td>
<td>Northwestern State College, B.S.; Indiana Univ., M.S.</td>
</tr>
<tr>
<td>Left, Gladys R.</td>
<td>History</td>
<td>New York Univ., B.A., M.A.; North Texas State Univ., Ph.D.</td>
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<td>Little, Peggy</td>
<td>German</td>
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<td>Mathematics</td>
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<td>Lowe, Albert J.</td>
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<td>Orange County Community College, A.A.; State Univ. of New York, New Paltz, B.S.; Indiana Univ., M.S., Ed.D.</td>
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<td>Physics/Physical Science</td>
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<td>Luong, Huan T.</td>
<td>Director of Financial Aid</td>
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<td>Luter, Edward C.</td>
<td>English</td>
<td>Univ. of Dallas, B.A.; Univ. of Miami, M.A.</td>
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<td>Massingale, George W.</td>
<td>Chairperson, Div. of Humanities</td>
<td>Northeast Louisiana Univ., B.A., M.M.E.; North Texas State Univ., Ph.D.</td>
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<td>Matlock, Jerry L.</td>
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<td>McAde, Judith</td>
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<td>Mecom, John O.</td>
<td>Biology</td>
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<td>McMurry College, B.A., Univ of Texas, Austin, Ph.D.</td>
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<td>Osentowski, Mary</td>
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<td>Parker, Carolyn</td>
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<td>Penner, Gary R.</td>
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<td>Pepper, Le Vada</td>
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<td>Bethel College</td>
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<td>Rager, Ernest F.</td>
<td>North Texas State Univ., B.B.A.; Univ. of Illinois, M.S.</td>
<td>Humanities</td>
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<td>Ricks, Gay S.</td>
<td>East Texas State Univ., B.S., M.S.</td>
<td>Counselor</td>
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<td>Rittenhouse, Jerri D.</td>
<td>Northwestern State College</td>
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<td>Ritter, John T.</td>
<td>Univ. of Tulsa</td>
<td>B.S.; Illinois Institute of Technology, Ph.D.</td>
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<td>Seal, Ginger</td>
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<td>B.A.; North Texas State Univ., M.Ed.</td>
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<td>Sheffield, Charles</td>
<td>Univ. of Texas</td>
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<td>Central State Univ.</td>
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<td>Shorow, David</td>
<td>Casper College</td>
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<td>Sims, Georgia</td>
<td>Texas Christian Univ.</td>
<td>B.A., M.S.; Florida State Univ., Ph.D.</td>
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<td>Sims, Lyndana D.</td>
<td>Florida State Univ.</td>
<td>B.A., M.A.; Univ. of Texas, Austin, Ph.D.</td>
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<td>Spence, Patricia R.</td>
<td>Queens College</td>
<td>C.U.N.Y., B.A.; Univ. of Wisconsin, M.A.</td>
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<td>Stacy, Marilyn</td>
<td>Richland College</td>
<td>A.A.; North Texas State Univ., B.S.; Texas Woman’s Univ., M.A.</td>
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</table>
Stanco, Joe ........................................... Instructional Development
          Univ. of Dallas, B.A.; Univ. of Texas, Austin, M.A.
Stanson, John D. ...................................... Physical Education
          State Univ. of New York, Buffalo, B.S.; Texas Tech Univ., M.S.
Stone, Cynthia ........................................ Off Campus Coordinator
          Virginia Commonwealth Univ., B.S., M.S.
Stone, Louis R. ......................................... Physical Education
          Abilene Christian Univ., B.S.E., M.E.
Stout, Dean ............................................. Real Estate/Accounting
          Southwestern State Univ., B.S.; Oklahoma State Univ., M.S., Texas A & M Univ., S.D.A.R.S.

Stover, James W. ........................................ Art
          Baylor Univ., B.F.A.; Columbia Univ., M.A.
Stupp, William E. ..................................... English
          Pennsylvania State Univ., B.A., M.A.
Sullivan, Elaine ........................................ Counselor
          Loyola Univ., B.S.; M.S.
Swedlund, Trudi J. ..................................... English
          Univ. of Houston, B.A.; Southern Methodist Univ., M.A.; North Texas State Univ., M.Ed.
Taulbee, Thomas L. ................................... Psychology/Sociology
          Illinois State Univ., B.S.; East Texas State Univ., M.S., Ed.D.
Taylor, Lesa ............................................. Director of Human Resource Development
          Univ. of Texas, Arlington, M.A.
Teagardin, Steffani S. ................................ Physical Education
          Richland College, A.A.; North Texas State Univ., B.S.; East Texas Univ., M.S.
Thompson, Donald E .................................. Counselor
          State Univ. of New York, Buffalo, B.A.; North Texas State Univ., M.Ed., Ph.D.
Tinnin, Joe .............................................. Psychology
          Southern Methodist Univ., B.A.; Texas Christian Univ., M.A.
Towles, Lorraine ..................................... Automated Systems Librarian
          Brigham Young Univ., B.A., M.L.S.
Trickel, John A ......................................... American History
          Univ. of Tulsa, B.A., M.A.; North Texas State Univ., Ed.D.
Turney, Sandra F. ..................................... Theatre
          Univ. of Texas, Arlington, B.A.; North Texas State Univ., M.A.
Verett, Gary D ......................................... History/Psychology
          Abilene Christian College, B.S., M.Ed., North Texas State Univ., Ph.D.
Walker, Glen D .......................................... Engineering Technology
          Univ. of Oklahoma, B.S., Univ. of Texas at Dallas, M.A.T.
Wallace, Jerry D ....................................... Music
          Texas Christian Univ., B.M., M.M.
Walter, JoAnn L ......................................... Physical Education
          Monclair State Univ., B.A.; San Jose State Univ., M.A.
Warwick, Noreen M ..................................... Political Science
          El Centro College, A.A.; Southern Methodist Univ., B.A., M.A.
Watson, Billy W ......................................... Speech
          Jones Univ., B.A., M.A.
White, Bill A ........................................... Lead Instructor, Physical Education
          Texas Wesleyan College, B.S.; North Texas State Univ., M.Ed.
Whittlefield, Ray ...................................... Engineering Technology
          Texas A&M Univ., B.S.
Wilkinson, Tom .................................... Circulation Services Librarian
          Southern Methodist Univ., B.A., M.L.A.; Univ. of Texas, Austin, M.A., M.L.S.
Williams, John O ..................................... Astronomy
          Centenary College, B.A.; Univ. of Texas; Austin, M.A.
Wingo, Peggy DeHl ................................ Data Processing
          Oklahoma Univ., B.S., Southern Methodist Univ., M.A.S.
Wood, Hugh G .......................................... Western Civics/U.S. History
          Western State College, B.A.; Univ. of Colorado, M.A., Ph.D.
Yates, Kathryn ......................................... Government
          Midwestern State Univ., B.A., M.A.
Zamorano, E. Hector ................................... Counselor
          Texas Christian Univ., B.A., M.A.
I. GENERAL INFORMATION

HISTORY OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

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

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

The voters of Dallas County approved the sale of an additional $85 million in bonds in September, 1972. This step provided for expansion of the four existing colleges and 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 17 outstanding community college districts throughout the nation. Its purpose is to encourage innovative experimentation and the continuing development of the community college movement in America. Membership commits the District to research, evaluation, and cooperation with other community college districts. The goal is to serve the community with the best educational program and the fullest use of resources.

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 accordance 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.), who are 18 years of age or older, and whose high school class has graduated.
b. Graduates of an unaccredited high school who are 18 years of age or older.
c. Persons who do not hold a high school diploma or G.E.D. (but who are 18 years of age or older and whose high school class has graduated) may be admitted by giving evidence of an ability to profit from college instruction. Such admission will be on a probationary basis.
d. High school seniors recommended by their high school principal. The College admits a limited number of students in this category. The students are concurrently enrolled for a maximum of 6 hours of special study each semester. Students must continue to make normal progress toward high school graduation.

e. Transfer Students

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

Former Students

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

Non-Credit Students

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

International Students

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

a. Complete a personal interview with the international student-counselor and receive a foreign observer from the College administration.
b. Present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher.
c. Be proficient in English and provide a letter in their own handwriting indicating educational and vocational plans.
d. Show evidence of sufficient financial support for the academic year.
e. Complete a health information form.
f. Fulfill all admission requirements for international students at least 30 days prior to registration.
g. Enroll as a full-time student (minimum of 12 credit hours).
h. Supply official transcripts for all previous academic work with a minimum "C" average.

Contact the Admissions Office for information.

APPLICATION AND ADMISSION PROCEDURES

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

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

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

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

TUITION

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

ADDITIONAL FEES

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

SPECIAL FEES AND CHARGES

Laboratory Fee: $2 to $8 a semester (per lab).
Physical Education Activity Fee: $5 a semester.
Bowling Class Fee: Student pays cost of lane rental.

Private Music Lesson Fee:*$45 for one hour per week (maximum) for one course, $25 for one half hour per week.

Audit Fee: The charge for auditing a course is the same as if the course were taken for credit, except that a student service fee is not charged.

Credit by Examination: A fee will be charged for each examination.**

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

REFUND POLICY

Student tuition and fees provide only a fraction of the cost of education. When students enroll in a class, they reserve places which cannot be made available to other students.
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.

RETURNED CHECKS
Checks returned to the Business Office must be paid with cash or a cashier’s check within the time limits prescribed by the notification letter. An additional fee is added for returned checks.

If a check for tuition is returned by a bank for any reason, including stop payment, the college business office may submit the check to the Justice of the Peace for appropriate legal action and collection. The Vice President of Student Services may also implement disciplinary procedures.

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 or credit for a course. An instructor may give an examination if he determines the examination is an essential component of the learning process. The fee in a credit course is the same for a non-credit student as for a credit student.

TRANSFER OF CREDITS
Transfer of credit is generally given for all passing work completed at accredited colleges and universities. The Registrar’s Office evaluates all transfer credit. Transfer students admitted with a grade point deficiency cannot graduate until the deficiency is cleared by earning additional grade points.

Credits earned in military service schools or through the U.S. Armed Forces Institute are reviewed by the Registrar and credit granted if applicable.

DROPPING A COURSE OR WITHDRAWING FROM COLLEGE
To drop a class or withdraw from the College, students must obtain a drop or withdrawal form and follow the prescribed procedure. Should circumstances prevent a student from appearing in person to withdraw from the College, the student may withdraw by mail by writing to the Registrar. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a “W” (Withdraw) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar. After that time students receive a performance grade in each course.

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

ASSOCIATE IN ARTS AND SCIENCES DEGREE

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

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

PROCEDURE FOR FILING DEGREE AND CERTIFICATE PLANS AND FOR GRADUATION

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

An annual graduation ceremony is held at the conclusion of the spring semester. Participation is ceremonial only and confers on a student no rights to a degree. 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.

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.

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

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 for day or evening students who are employed full-time is 6 credit hours. The recommended load limit in a six-week summer session is 6 credit hours. A total of 14 credit hours is the maximum that may be earned in any twelve-week summer period.
CLASS ATTENDANCE

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

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

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

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>F</td>
<td>Failing</td>
<td>0 points</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not Computed</td>
</tr>
<tr>
<td>WX</td>
<td>Progress; re-enrollment required</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>Not Computed</td>
</tr>
</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 of 2.93:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-hour course</td>
<td>A</td>
<td>8</td>
</tr>
<tr>
<td>3-hour course</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>4-hour course</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>5-hour course</td>
<td>C</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credit: 12
Total Grade Points: 35

35 ÷ 12 = 2.93

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

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

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.

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

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.

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

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.

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.

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 audiovisual 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 senior colleges and universities to facilitate the transfer of credits to those 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 (CEEB), or a teacher-made test, depending on the course. The student pays an examination fee for each course examination. This fee must be paid prior to taking the examination and is not refundable. The college credit by examination program is coordinated with similar programs of four-year institutions.

Final acceptance of credit by examination for specific degree purposes is determined by the degree-granting institution. Students planning to use credit by examination to meet degree requirements at other institutions should check the requirements of the receiving institution.

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

Credit by examination may be
attempted only one time in any given
course, and a grade of "C" or better
must be earned in order for credit to
be recorded. A student may use
credit by examination for only three
(3) credit hours to apply toward the
degree requirements in history and
only three (3) credit hours to apply
toward the degree requirements in
government.
(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
Texas Education Agency.
5. The number of equivalent credits
awarded may not exceed the total
number of credits required for the
student's specific associate degree
objective. No graduation,
residency, degree or program
requirements will be waived as a
result of credits earned as
provided by this policy.

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

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
cautions 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 period or at
regular times during the semester.

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

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

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

INTERNATIONAL STUDIES

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

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 division 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. Counselors will consider forming any type of group for which there is a demand.
5. Standardized testing to provide additional information about interests, personality and abilities needed in planning and making decisions.
6. Referral sources to provide indepth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or psychological problems.

TUTORING SERVICES

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

TESTING AND EVALUATION CENTER

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

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

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.

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.

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. The Financial Aid Needs Analysis Forms take 4-6 weeks to process. Early application allows the Financial Aid Office to prepare a realistic financial aid package.

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

PELL GRANT

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

All students applying for financial assistance through the College must apply for a PELL Grant. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for PELL Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the PELL Grant Program are available in the Financial Aid Office and in the counseling offices of most high schools. The application process takes approximately 4-6 weeks. In response to the PELL Grant application, a Student Aid Report (SAR) will be mailed directly to the student. The student should immediately review the SAR to make sure it is correct and bring it to the Financial Aid Office. The exact amount of the PELL Grant award will depend upon the aid index on the SAR and the number of hours for which the student enrolls. In order to be eligible, a student must enroll for at least 6 credit hours each semester. Students must apply each year.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

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

TEXAS PUBLIC EDUCATIONAL GRANT (TPEG)

The TPEG is a State program to assist students attending state-supported colleges. To be eligible, students must make satisfactory progress toward 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.

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. New students must have applied for and been denied a Texas Guaranteed Student Loan before applying for this 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 9% a year (adjusted).
need to contact the regional Social Security Administration after eligibility has been established.

**BUREAU OF INDIAN AFFAIRS**
The Bureau of Indian Affairs offers educational benefits to American Indian students. Students need to contact the regional Bureau of Indian Affairs Office regarding eligibility.

Bureau of Indian Affairs
1100 Commerce - Room 2C44
Dallas, Texas 75202

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

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

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

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

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

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.

**The 2.0 Grade Point average (GPA) Requirement**

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

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

**Academic Compliance**

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

b. If the 2.0 GPA requirement is not met twice, no award is made for six months.

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

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

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

SHORT-TERM LOANS

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

JOB PLACEMENT SERVICES

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

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

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

The DCCCD Board of Trustees defines an Out-of-District student as (1) a student eighteen (18) years of age or older who resides in a Texas county other than Dallas County or (2) a student who is less than eighteen (18) years of age whose parents live in a Texas county other than Dallas County. In either case, state residency requirements must be fulfilled (see above).

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

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

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

### DCCCD PROGRAMS

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Campus</th>
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</thead>
<tbody>
<tr>
<td>Advertising Art</td>
<td>BHC</td>
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<tr>
<td>Animal Medical Technology</td>
<td>CVC</td>
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<tr>
<td>Apparel Design</td>
<td>ECC</td>
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<tr>
<td>Aviation Technology</td>
<td>MVC</td>
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<td>Air Cargo</td>
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<td>Air Traffic Control</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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<td>Fixed Base Operations</td>
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<tr>
<td>Avionics</td>
<td>MVC</td>
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<tr>
<td>Automotive Parts</td>
<td>BHC</td>
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<tr>
<td>Automotive Machinist</td>
<td>BHC</td>
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<tr>
<td>Building Trades</td>
<td>NLC</td>
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<tr>
<td>Carpentry</td>
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<tr>
<td>Electrical</td>
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<tr>
<td>Commercial Design &amp; Advertising</td>
<td>CVC</td>
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<tr>
<td>Commercial Music</td>
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<tr>
<td>Construction Management</td>
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<tr>
<td>Diesel Mechanics</td>
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<tr>
<td>Distribution Technology</td>
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<td>Engineering Technology</td>
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<tr>
<td>Food Service Operations</td>
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<tr>
<td>Graphic Communications</td>
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<tr>
<td>Horology</td>
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<tr>
<td>Hotel/Motel Operations</td>
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<tr>
<td>Human Services</td>
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<tr>
<td>Interior Design</td>
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<tr>
<td>Motorcycle Mechanics</td>
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<td>Optical Technology</td>
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<td>Outboard Marine</td>
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<tr>
<td>Engine Mechanics</td>
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<tr>
<td>Pattern Design</td>
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<tr>
<td>Purchasing Management</td>
<td>EFC, NLC</td>
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<tr>
<td>Retail Management</td>
<td>BHC, CVC</td>
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<tr>
<td>Solar Energy Technology</td>
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<tr>
<td>Vocational Nursing</td>
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</tbody>
</table>

### TCJC PROGRAMS

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

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

*NE — Northeast Campus, NW — Northwest Campus, S — South Campus.
SYNOPSIS:
2. Acquainlance with Policies, Rules Regulations
   a. Preamble
   b. Scope
   c. Definitions
2. Acquaintance with Policies, Rules Regulations
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   b. Enrolled Standards
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   (2) Use of District Facilities
   (3) Speech and Lending Property
   (4) Disruptive Activities
   (5) Alcoholic Beverages
   (6) Drugs
   (7) Gambling
   (8) Mailing
   (9) Academic Dishonesty
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   (3) Preliminary Matters
   (4) Summary
   (5) Evidence
   (6) Record
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   (1) Constitution
   (2) Organization
   (3) Disposition
   c. Factfinders
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   (2) Board Composition
   (3) Conviction of Appeal
   (4) Petition for Administrative Review
5. Penalties
   a. Authorized Disciplinary Penalties
   b. Definition of Penalties
6. Parking and Traffic Regulations

   a. Preamble
      The primary goal of the District and its Colleges is to help students of all ages achieve effective living and responsible citizenship in a changing world. The District’s primary concern is the student. Each college attempts to provide an environment which will students in a holistic manner encouraging and involving them to learn and grow independently, stressing the process and the acquisition of skills. Such an environment presupposes both rights and responsibilities.
   b. Scope
      (1) The code applies to individual students and states the function of student, faculty, and administrative staff members of the college in disciplinary proceedings.
      (2) The college has jurisdiction for disciplinary purposes over any person who was a student at the time he/she allegedly violated a Board policy, college regulation, or administrative rule.
   c. Definitions: In this code, unless the context requires a different meaning:
      (1) "Class day" means a day on which classes before summer session or summer session final examinations are regularly scheduled or on which semester or summer session examinations are given;
      (2) "Vice President of Student Services" means the Vice President of Student Services, his or her designee, or his or her representative;
      (3) "Director of Student Development" means the Director of Student Development, his or her representative;
      (4) "Director of Campus Security" means the Director of Campus Security, his or her delegate(s) or his or her representatives;
      (5) "President" means the president of a college of the Dallas County Community College District;
      (6) "Student" means an authorized student of the Dallas County Community College District, or a person accepted for admission to the college;
      (7) "Student" means any person who was a student at the time he/she allegedly violated a Board policy, college regulation, or administrative rule.
   d. Basic Standard
      (1) Not to violate any municipal, state, or federal laws.
      (2) Obey all teachers, faculty and other officials of the college and must be shown on request of a representative of the college.
      (3) To observe standards of behavior and conduct him/herself in a manner compatible with the function as an educational institution.
   e. Authorization of I.D. cards
      A student is not entitled to greater immunities or privileges than those enjoyed by other citizens generally.
   f. Enumerated Standards: The following regulations describes offenses for which disciplinary proceedings may be initiated.
      (1) Noperson or group of persons acting in concert may willfully engage in any assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical schools designed to interfere with any administrative, educational, or other authorized activity.
      (2) Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration.
      (3) Conducting any activity which causes college officials to perform contractual obligations to maintain absolute integrity and a high standard of conduct, engage in disruptive activity or disrupt a lawful assembly on campus or property or prevent the entrance to or egress from any premises of any person to or from said property or campus without the authorization of the administration of the school.
   (3) "Student" means any person who was a student at the time he/she allegedly violated a Board policy, college regulation, or administrative rule.
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   (c) For the purposes of this section, a lawfully assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly, to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.
   (d) A person who violates any provisions of this section is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed $200 or by confinement in jail for not less than 10 nor more than 90 days.
   (e) Any person who convictions the third time of violating this section shall not be eligible to attend any educational, technical, or public vocational school in the State of Texas for a period of two years from such conviction.
   (f) Nothing herein shall be construed to prevent any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.
Drinking of Alcoholic Beverages: Each college of the Dallas County Community College District specifically forbids the drinking of or possession of alcoholic beverages on campus.

Drugs: Each college of the Dallas County Community College District specifically forbids the illegal possession, sale or purchase of narcotics, hallucinogenic novels or any item on or off campus.

Gambling: State law expressly forbids gambling of any kind on or off campus.

Handball: Each college of the Dallas County College District, as a matter of principle and because it is a violation of state law, is opposed to and will endeavor to prevent gambling activities and to approve any of the following fac-simile or in conjunction.

(a) Any action which seriously impairs the physical well-being of any as a whole and the behavior is held to be actions which seriously impairs the physical well-being of students and faculty, and therefore, according to the specific prohibited.

(b) Activities which are by nature indecent, drug dealer, or alcoholic beverages on or off campus.

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

The institutional policy is one discouraging all activities inconsistent with the dignity of the college student and exercising disciplinary correction for such activities as escape from reasonable control, neglect, and defiance of the institution's point of view, the reasonable faculty in the control of the activities, if engaged in an organization, rests in the executive and responsive to the college as an individual, and as individuals, in the group as a whole, since it is accepted and approved by the faculty to be followed in these matters. It is, accordingly, recommended that all activities be informed that both their officier and the group as a whole, will be held singularly and collectively as any activity considered to be unreasonable, immoral, and irresponsible, and in violation of the policy limits desired above, individual activity falling in that category shall be handled on an individual basis and will result in disciplinary action.

3. Academic Dishonesty
(a) The Vice President of Student Services may initiate disciplinary proceedings against a student accused of academic dishonesty.
(b) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.
(c) "Cheating on a test" includes:
   (i) Copying from another student's test paper;
   (ii) Using, during a test, materials not authorized by the person giving the test;
   (iii) Collaborating with another student during a test without authority;
   (iv) Knowing, using, buying, selling, storing, transporting, distributing, or parting with the contents of an unadministered test;
   (v) Substituting for another student, or permitting another student to substitute for one's self, to take a test; and
   (vi) Bringing another person to obtain an unadministered test or information about an unadministered test.
(d) "Plagiarism" means the appropriation of another's work without acknowledgment of the original authorship or on a written work offered for credit.
(e) "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.

4. Disciplinary Procedures

a. Administrative Dispositions
(1) Investigation, Conference and Complain
(a) When the Vice President of Student Services receives an explanation that a student has allegedly violated a Board policy, college regulation, or administrative rule, the Vice President may require by demand that the student shall answer the violation alleged. After completing the preliminary investigation, the Vice President may:
   (i) Dismiss the allegations as unproven, either before or after confering with the student;
   (ii) Proceed, at the student's request, to discipline him or impose disciplinary action;
   (iii) Make a complaint based on the allegations for all disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegations.
(b) The President takes immediate disciplinary action, suspending the right of a student to be present on the campus and to attend classes, or other such limitations, after the status of a student for violation of a Board policy, college regulation, or administrative rule, when in the opinion of such official the student's absence from the college would be best served by such action.
(c) No person shall search a student's personal possessions for the purpose of enacting this code unless the individual's prior permission has been obtained. Searches by law enforcement officers of student possessions shall be only as authorized by law.

2. Summary
(a) A student may be summoned to appear in connection with an alleged violation by sending them a letter certified mail, return receipt requested, addressed to the student at his or her address appearing in the registrar's office records. It is the student's responsibility to immediately inform the registrar's office of any change of address.
(b) The student shall direct the student to appear at a specified time and place not less than three class days after the date of the letter. The letter shall also describe the alleged violation and describe the student President of Student Services' intention to handle the allegation as a minor or major violation.
(c) The student shall file a written request with the Vice President of Student Services to have a hearing at the same time and place specified on the letter.
(d) The Vice President of Student Services shall have the discretion to approve any request for a hearing.

3. Disciplinary Dispositions
(a) At a conference with a student in connection with an alleged minor or major violation, the Vice President shall identify the student of his right:
   (i) To attend a conference with the student and, if the student is a minor, to the parent or guardian of the student, to the Director of Student Development and to the Director of Campus Security.
   (ii) The Vice President of Student Services may impose disciplinary action as follows:
   (iii) For minor violations, any action authorized by this code in the section on Penalties (from a written statement to a letter of reprimand through Suspension of eligibility).
   (iv) For major violations, any action authorized by this code in the section on Penalties (from a letter of reprimand to suspension).
Preliminary Matters

(a) Charges arising out of a single transaction or occurrence, against one or more students, may be heard together. If a student is notified of the opinion of the Committee or upon request by one of the students involved, separate hearings may be held.

(b) At least three (3) days prior to the hearing date, the student concerned shall furnish the Committee Chairman with:

(i) The name of any witness he wants summoned and a description of all documentary and other evidence possessed or believed to be possessed by the witness;

(ii) An objection that it is not sustained by the Chairman of the Student Discipline Committee which would prevent the hearing;

(iii) The name of legal counsel, if any, who will appear with him;

(iv) The name of any other persons desiring to appear at the hearing on any part of the case;

(v) The name of any person whose attendance is desired by the student or his counsel, but who cannot be summoned and who has not been informed of the hearing.

(c) When the hearing is set under waiver of notice or procedure by the Committee Chairman, the student is entitled to furnish the information described in paragraph (b) hereof at any time before the hearing begins.

(4) Procedure

(a) The hearing shall be informal and the Chairman shall provide reasonable opportunities for witnesses to be heard. The college may be represented by staff members of the Vice President of Student Services' office, legal counsel and other persons designated by the President. The hearing shall be open to the public and to any person who may be attending while the Committee, but may include the following persons on the invitation of the student:

(i) Representatives of the College Council;

(ii) A staff member of the College newspaper;

(iii) Representatives of the Faculty Association;

(iv) The student's legal counsel; and

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

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

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

(ii) The President shall read the student's rights, as stated in the notice of hearing;

(iii) The President shall hear the student's defense;

(iv) The President shall hear the evidence and argument;

(v) The Committee will vote on the issue of whether or not the student violated the Board of College policy, college regulation or administrative rule; if the Committee finds the student has violated a Board policy, college regulation or administrative rule, the Committee will determine an appropriate penalty;

(vi) The Committee shall determine the student of the decision and penalty, if any;

(vii) The Committee shall state in writing the findings of fact, conclusions or decisions were:

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

(b) Upon timely appeal, the President shall select a Board of Review as aforesaid and shall notify the student appellant and the President of the Board of Review of the time, date and place of the hearing as determined by the President.

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

(d) Appellate hearings will follow the procedure prescribed in this code.

(e) The Board of Review shall hear oral argument and receive written briefs from the student appellant and President of Student Services or their representatives.

(f) The Board of Review, after considering the appeal, may affirm the Student Discipline Committee's decision, reduce the penalty determined or otherwise modify the decision of the Student Disciplinary Committee, or dismiss the complaint.

(g) 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'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 an authorized procedure;

(ii) Clearly erroneous in view of the relative


3 Penalties

a. Authorized Disciplinary Penalties: The Vice President of Student Services, the Chancellor, or the President may impose any one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

(1) Probation

(2) Warning probation

(3) Disciplinary probation

(4) Withholding of transcript or degree

(5) Bar against readmission

(6) Restitution

(7) Suspension of rights or privileges

(8) Suspension of eligibility for official athletic and non-athletic extracurricular activities

(9) Denial of degree

(10) Suspension from the college

(11) Expulsion from the college

b. Definitions: The following definitions apply to the penalties provided above:

(1) "Probation" is a written reprimand from the Vice President of Student Services to the student on whom it is imposed.

(2) "Warning probation" indicates that further violations may result in suspension. Probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation if a violation beyond probation expires.

(3) "Disciplinary probation" indicates that further violations may result in suspension. Probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation if the imposed period has not been completed. Probation shall be placed on disciplinary probation for engaging in activities such as:

(i) Being intoxicated, misuse of I.D. cards, creating a disturbance in or on campus facilities, and parties.

(ii) "Withholding of transcript or degree" is imposed upon a student who fails to pay a debt owed to the college or who has a disciplinary case pending disposition. This penalty terminates on payment of the debt or final disposition of the case.

(iii) "Bar against readmission" is imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.

(iv) "Restitution" is reimbursement for damage to or misappropriation of property. Restitution may take the form of student labor to repair or otherwise compensate for damages.

(v) "Disciplinary suspension" may be either or both of the following:

(a) "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions on participation in student activities or other extracurricular activities such as:

(i) "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions on participation in student activities or other extracurricular activities such as:

(ii) "Suspension of eligibility for official athletic and non-athletic extracurricular activities" prohibits the student appellee from participating in any official athletic and non-athletic extracurricular activity. These limitations may be imposed for any length of time up to one calendar year. Students will be placed on disciplinary probation for engaging in activities such as:

(i) Being intoxicated, misuse of I.D. cards, creating a disturbance in or on campus facilities, and parties.

(ii) "Withholding of transcript or degree" is imposed upon a student who fails to pay a debt owed to the college or who has a disciplinary case pending disposition. This penalty terminates on payment of the debt or final disposition of the case.

(iii) "Bar against readmission" is imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.

(iv) "Restitution" is reimbursement for damage to or misappropriation of property. Restitution may take the form of student labor to repair or otherwise compensate for damages.

(v) "Disciplinary suspension" may be either or both of the following:

(a) "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions on participation in student activities or other extracurricular activities such as: © 2023 ProQuest. All rights reserved.
CAMPUS MAP

RICHLAND COLLEGE
Administration 1
Bridge 2
Campus Center 3
Fine Arts 4
Horticulture 5
ITV Center (W Bldg) 8
LRQBusiness 7
Physical Education 6
Planetarium 9
Science & Occupations 10
Service 11
Swimming Pool 12
W. Bldg. (ITV Center) 6
X Building 13
Administration/Classrooms 14
Tow Away Zones

(C) Handicapped Parking
(In W-2 & E-2 only)
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
Seated from left: Jerry Gilmore, chairman; Pattie T. Powell; Robert H. Power. Standing from left: Bob Beard; Bart Rominger, vice-chairman; J.D. Hall; and Don Buchholz.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT ADMINISTRATORS

Chancellor ........................................R. Jan LeCroy
Vice Chancellor of Business Affairs ....................Walter Pike
Associate Vice Chancellor of Business Affairs ..........Ted B. Hughes
Vice Chancellor of Educational Affairs ...............Terry O'Banion
Associate Vice Chancellor of Educational Affairs ....Ruth Shaw
Assistant Chancellor of Planning and Development Affairs ...............Bill Tucker
Assistant to the Chancellor ................................Jackie Caswell
Director of Development ................................Carole Shlipak
Legal Counsel .......................................Robert Young
Special Assistant to the Chancellor ......................Lehman E. Marks
Director of Business Services ........................Robb Dean
Director, Center for Telecommunications .............Rodger Pool
Director of Computer Services ........................Jim Hill
Director of Community & Student Programs ..........Richard McCrory
Director of Facilities Management ....................Edward Bogard
Director of Occupational Education ..................Linda Coffey
Director of Personnel .................................Quincy Ellis
Director of Planning, Marketing, Research ...........Colin Shaw
Director of Public Information ........................Claudia Robinson
Director of Purchasing ................................Mavis Williams
Director of Resource Development ......................Bonny Franke
Director of Technical Services ........................Paul Dumont
DEFINITION OF TERMS

The following terms are used throughout the catalog and particularly in this section of Course Descriptions. A brief explanation follows each term.

1. **Concurrent Enrollment**
   (a) Enrollment by the same student in two different colleges of the District at the same time, or (b) enrollment by a high school senior in a high school and one of the District colleges at the same time, or (c) enrollment by a student in two related courses in the same semester.

2. **Contact Hours** - The number of clock hours a student spends in a given course during the semester.

3. **Credit Hours (Cr.)** - College work is measured in units called credit hours. A credit hour value is assigned to each course and is normally equal to the number of hours the course meets each week. Credit hours are sometimes referred to as semester hours.

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

5. **Flexible Entry Course** - A course that permits beginning or ending dates other than the beginning or ending of the semester. Consult the class schedule for further information.

6. **Laboratory Hours (Lab.)** - The number of clock hours in the fall or spring semester the student spends each week in the laboratory or other learning environment.

7. **Lecture Hours (Lec.)** - The number of clock hours in the fall or spring semester the student spends each week in the classroom.

8. **Major** - The student's main emphasis of study (for example, Automotive Technology, Psychology, etc.)

9. **Performance Grades** - Grades assigned point values, including A, B, C, D, and F.

10. **Prerequisite** - A course that must be successfully completed or a requirement such as related life experiences that must be met before enrolling in another course.

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

All courses listed in this catalog may not be offered during the 1980-1981 year.
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. Course covers accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations is introduced.

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

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

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

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

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

ACCOUNTING (ACC) 238 (3)
COST ACCOUNTING (3 LEC.)
Prerequisite: Accounting 202. The theory and practice of cost accounting 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.

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

ACCOUNTING (ACC) 713, 803, 813 (3)
(See Cooperative Work Experience)

ACCOUNTING (ACC) 714, 804, 814 (4)
(See Cooperative Work Experience)

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

ANTHROPOLOGY (ANT) 101 (3)
CULTURAL ANTHROPOLOGY (3 LEC.)
Cultures of the world are surveyed and emphasis given to those of North America. Included are the concepts of culture, social and political organization, language, religion and magic, and elementary anthropological theory.

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

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

ANTHROPOLOGY (ANT) 208 (3)
MULTICULTURAL STUDIES (3 LEC.)
Prerequisite: Anthropology 101 or consent of instructor. This course is a multicultural approach to the study of modern Texas. Emphasis is on African, Anglo and Hispanic cultures. Field experiences and interviews are interspersed with lecture to provide opportunities for personal contact with various cultural behaviors.

ANTHROPOLOGY (ANT) 210 (3)
LANGUAGE, CULTURE AND PERSONALITY (3 LEC.)
Prerequisite: Anthropology 101 or consent of instructor. Interrelated aspects of language, culture and personality are presented. Special consideration is given to intellectual, social and behavioral problems characteristic of multilingual, multicultural societies.

ANTHROPOLOGY (ANT) 231 (3)
INTRODUCTION TO ARCHEOLOGY (3 LEC.)
This course is an anthropological approach to archeology. Topics include an introduction to the study of humanity's past. How archeologists retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through neolithic times.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART (ART) 104</td>
<td>ART APPRECIATION</td>
<td>3</td>
<td>Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness.</td>
</tr>
<tr>
<td>ART (ART) 105</td>
<td>SURVEY OF ART HISTORY</td>
<td>3</td>
<td>This course covers the history of art from prehistoric times to the present. It explores the cultural, geophysical, and personal influences on art styles.</td>
</tr>
<tr>
<td>ART (ART) 106</td>
<td>SURVEY OF ART HISTORY</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART (ART) 110</td>
<td>DESIGN I</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART (ART) 111</td>
<td>DESIGN II</td>
<td>3</td>
<td>Basic concepts of design with two-dimensional materials are explored. The use of mass, space, movement, and texture is considered.</td>
</tr>
<tr>
<td>ART (ART) 114</td>
<td>DRAWING I</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART (ART) 115</td>
<td>DRAWING II</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART (ART) 189</td>
<td>ART SEMINAR</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>ART (ART) 201</td>
<td>DRAWING III</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART (ART) 202</td>
<td>DRAWING IV</td>
<td>3</td>
<td>Prerequisites: Art 201, Sophomore standing and/or permission of the division chair. This course continues Art 201. Emphasis is on individual expression. Laboratory fee.</td>
</tr>
<tr>
<td>ART (ART) 203</td>
<td>ART HISTORY III</td>
<td>3</td>
<td>Prerequisites: Art 105 and Art 106. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe.</td>
</tr>
<tr>
<td>ART (ART) 204</td>
<td>ART HISTORY IV</td>
<td>3</td>
<td>Prerequisites: Art 105 and Art 106. The development of the art of western culture from the late 19th century to the present is presented. Emphasis is on the development of modern art in Europe and America.</td>
</tr>
<tr>
<td>ART (ART) 205</td>
<td>PAINTING I</td>
<td>3</td>
<td>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, value, light, and the imagination.</td>
</tr>
<tr>
<td>ART (ART) 206</td>
<td>PAINTING II</td>
<td>3</td>
<td>Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression.</td>
</tr>
<tr>
<td>ART (ART) 208</td>
<td>SCULPTURE I</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART (ART) 209</td>
<td>SCULPTURE II</td>
<td>3</td>
<td>Prerequisite: Art 208. This course continues Art 208. Emphasis is on individual expression. Laboratory fee.</td>
</tr>
<tr>
<td>ART (ART) 215</td>
<td>CERAMICS I</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART (ART) 216</td>
<td>CERAMICS II</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART (ART) 220</td>
<td>PRINTMAKING I</td>
<td>3</td>
<td>Prerequisites: Art 110, Art 111, Art 115, or the consent of the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee.</td>
</tr>
<tr>
<td>ART (ART) 222</td>
<td>PRINTMAKING II</td>
<td>3</td>
<td>Prerequisite: Art 220. This course is a continuation of Printmaking I. Laboratory fee.</td>
</tr>
<tr>
<td>ART (ART) 228</td>
<td>THREE-DIMENSIONAL DESIGN</td>
<td>3</td>
<td>Three-Dimensional Design (2 LEC., 4 LAB.)</td>
</tr>
<tr>
<td>ART (ART) 230</td>
<td>DRAWING IV</td>
<td>3</td>
<td>Prerequisite: Art majors: Art 110, Art 111, Art 114. Drafting Technology majors: Drafting 183, Engineering 186. Development of three-dimensional projects in metal, plastic, and wood through the stages of design: idea, sketches, research, working drawing, model and finished product. Emphasis is on function, material, and esthetic form. Laboratory fee.</td>
</tr>
<tr>
<td>ASTRONOMY (AST) 101</td>
<td>DESCRIPTIVE ASTRONOMY</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ASTRONOMY (AST) 102</td>
<td>GENERAL ASTRONOMY</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ASTRONOMY (AST) 103</td>
<td>ASTRONOMY LABORATORY I</td>
<td>1</td>
<td>Prerequisite: Credit or concurrent enrollment in Astronomy 101. The student uses simple equipment to make elementary astronomical observations of the motions of celestial objects. Also covered are elementary navigational techniques, graphical techniques of calculating the position of a planet or comet, and construction of simple observing equipment. This course includes night observations. Laboratory fee.</td>
</tr>
</tbody>
</table>
BANKING AND FINANCE
(BF) 100 (3)
INTRODUCTION TO CREDIT UNION BUSINESS (3 LEC.)
This course presents a survey of the history and philosophy of credit unions as a part of the U.S. economy. Topics include credit union organizational structure, legal basis, regulatory agencies, general functions, duties of board and committees, reports, procedures, accounting statements, and data processing.

BANKING AND FINANCE
(BF) 101 (3)
CREDIT MANAGEMENT (3 LEC.)
Prerequisite: Banking and Finance 115. Methods of credit management and control are presented and applied to cases. Topics include making credit decisions, fixing credit limits, and handling complicated accounts. Adjustments, extensions, composition settlements, assignments, reorganizations, and bankruptcies are also covered. Emphasis is on analysis of profitability, capacity to pay debts and provide essential services, and ability to withstand adversity. Trade credit is examined as a commitment of corporate assets.

BANKING AND FINANCE
(BF) 103 (3)
INTRODUCTION TO BANKING (3 LEC.)
This course is an overview of the internal organization and operation of the departments of a full-service bank. Emphasis is on an operational perspective of banking services.

BANKING AND FINANCE
(BF) 104 (3)
MONEY AND BANKING (3 LEC.)
Prerequisite: Economics 201. Basic economic principles related to money and banking are presented. Emphasis is on the practical application of the economics of money and banking to the financial institution. Topics include the structure of the commercial banking system and the nature and functions of money. Bank investments, loans, earnings, and capital are also covered. The Federal Reserve System, The Treasury Department, and the changing international monetary system are included. RLC ONLY

BANKING AND FINANCE
(BF) 105 (3)
COMPARATIVE FINANCIAL INSTITUTIONS (3 LEC.)
The nature, functions and relationships of different financial institutions are explored. Money markets and capital are included. Banking, savings and loan, and financial credit institutions are investigated. The role, characteristics, operations, capabilities and customer orientation of each are noted. The effect of state and federal regulatory agencies is also covered.

BANKING AND FINANCE
(BF) 106 (2)
INTRODUCTION TO THE SAVINGS ASSOCIATION BUSINESS (2 LEC.)
This course is an introduction to the modern business world and to the role of savings associations. The historical development, present-day organization, competition and future direction of associations are presented.

BANKING AND FINANCE
(BF) 107 (2)
SAVINGS ASSOCIATION OPERATIONS (2 LEC.)
This course is an overview of the internal operations of a savings association. Topics include the responsibilities to various departments and the interrelationship of all job assignments.

BANKING AND FINANCE
(BF) 110 (3)
FEDERAL RESERVE SYSTEM (3 LEC.)
The operations and policies of the Federal Reserve System are examined. Attention is given to international monetary affairs, especially the changing role of gold. Economic developments and goals which affect the stability of the American economy are explored. Federal Reserve efforts to adapt and influence the changing economic environment are included.

BANKING AND FINANCE
(BF) 111 (3)
TRUST FUNCTIONS AND SERVICES (3 LEC.)
This course covers the services of institutions engaged in trust business. Topics include the history of trust services and institutions, trust powers and government supervision, and trust department services. Also included are property, wills, estates, personal agencies, different kinds of trusts, and guardianship. Investment of trust funds and management of property and mortgages are also presented.

BANKING AND FINANCE
(BF) 112 (3)
INSTALLMENT CREDIT (3 LEC.)
Installment credit is the focus of this course. Topics include credit evaluation, open-end credit, marketing bank services, and collection policies and procedures. Also included are legal aspects, financial statement analysis, installment lending, and leasing. Management of the credit department, insurance and rate structure and yields are also covered.

BANKING AND FINANCE
(BF) 113 (3)
CREDIT CARD BANKING (3 LEC.)
This course examines the operation of a bank charge plan. It briefly examines the marketing of credit cards.

BANKING AND FINANCE
(BF) 114 (3)
TELLER TRAINING (2 LEC., 1 LAB)
The basics of teller operation are presented. The fundamentals of negotiable instruments and the care and handling of money are included. Other topics are deposits, checking and savings transactions, special teller functions, and balancing, cashing, and paying checks. The importance of public relations in the teller's job security measures, fraud and robbery are also covered.

BANKING AND FINANCE
(BF) 115 (3)
CREDIT AND COLLECTION PRINCIPLES (3 LEC.)
This course examines credit and collections. Topics include the nature and function of credit, types of credit and bank and commercial credit. Also covered are credit risk, sources of information, analysis of agency reports, interchange services and collection procedures.

BANKING AND FINANCE
(BF) 116 (1)
CONSTRUCTION LENDING (1 LEC.)
Construction lending in commercial banks is presented. Topics include an analysis of applications, permanent financing and loan participations and servicing. Commitment procedures, bonding and developer guarantees, and advances are covered. Inspections, legal work, unsecured construction financing, and land development loans are studied. Bank relationships with mortgage bankers are also included.

BANKING AND FINANCE
(BF) 117 (2)
LETTERS OF CREDIT (2 LEC.)
This course focuses on letters of credit. Shipping documents, mechanics of letters of credit, payment, reimbursement, and document examination are all included.

BANKING AND FINANCE
(BF) 118 (1)
INSTALLMENT LOAN INTERVIEWS (1 LEC.)
This course introduces the techniques of interviewing a loan customer. Topics include Regulation B requirements and the handling of problem customers.
BANKING AND FINANCE
(BF) 119 (1)
NEW ACCOUNTS (1 LEC.)
Basic problems in working with new bank accounts are surveyed. The function of the new account and its relationship with marketing are described. Various legal questions are explored, and the legal rights of survivorship are examined.

BANKING AND FINANCE
(BF) 120 (1)
SELLING BANK SERVICES (1 LEC.)
The recognition and meeting of customer's needs are the focus of this course. Topics include checking accounts, savings accounts, savings services, loans to individuals, safe deposit, travelers checks and cross-selling.

BANKING AND FINANCE
(BF) 121 (1)
LOSS PREVENTION (1 LEC.)
This course covers check examination and cashing. Check swindles, identification with and without credentials, holdups and security procedures are all included.

BANKING AND FINANCE
(BF) 122 (1)
SAFE DEPOSIT (1 LEC.)
Safe deposit operations are presented. Security concerns, access, insurance, contracts, and powers of attorney are included. Customer relations, record-keeping and safekeeping procedures are also covered.

BANKING AND FINANCE
(BF) 123 (1)
LOAN AND DISCOUNT (1 LEC.)
This course emphasizes promissory notes. Topics include calculating interest and discounting commercial paper. Guaranties and general collateral agreements are also covered. Processing documents are also covered. Processing documents which accompany notes secured by stocks, bonds and savings account passbooks is presented. The concepts of attachment, perfection, priority, default and foreclosure are also included.

BANKING AND FINANCE
(BF) 124 (1)
STOCKS AND BONDS (1 LEC.)
The nature and function of stocks and bonds are presented. Topics include the transfer of ownership and the kinds of stocks, bonds, and government securities.

BANKING AND FINANCE
(BF) 125 (3)
SAVINGS ASSOCIATION LENDING (3 LEC.)
This course introduces the lending operations of procedures for handling conventional family mortgage loans, home improvement loans, and mobile home loans. Savings association lending is included. The role of government in home financing, the management of real estate owned and whole loan sales and participations are also studied.

BANKING AND FINANCE
(BF) 200 (3)
CREDIT UNION MANAGEMENT AND ADMINISTRATION (3 LEC.)
This course covers administration and provision of member services. Topics include loan policies, financial planning and analysis, personnel policies, member relations, delinquency control and collections and risk management.

BANKING AND FINANCE
(BF) 201 (3)
ADVANCED CREDIT ANALYSIS (3 LEC.)
Prerequisite: Banking and Finance 115. The techniques of making decisions about credit are studied. Methods of financial analysis are discussed and applied to the solution of business problems. Risk appraisal is also studied in terms of general economic conditions, the nature of particular businesses and the conditions and trends in various industries.

BANKING AND FINANCE
(BF) 202 (3)
CREDIT LAW (3 LEC.)
Laws regarding credit are examined. Emphasis is on credit regulation and commercial and consumer laws in Texas.

BANKING AND FINANCE
(BF) 203 (3)
PUBLIC RELATIONS AND MARKETING OF FINANCIAL SERVICES (3 LEC.)
This course describes the importance of public relations to the finance industry. Public relations is considered for the industry as a whole and also for individual institutions, such as commercial banks, savings and loan associations and credit unions. Emphasis is also placed on the promotion and marketing of financial services and the evaluation of different marketing practices.

BANKING AND FINANCE
(BF) 204 (3)
FEDERAL REGULATIONS OF BANKING (3 LEC.)
The federal regulation of banking is covered. Topics include regulatory agencies, bank charters, bank reports and examinations, limitations on operations, and the regulation of expansion. Emphasis is on bank supervision rather than influence through fiscal and monetary policies.
should be taken in sequence. Topics include the cell, tissue, and structure and function in plants and animals. Laboratory fee.

**BIOLOGY (BIO) 102  (4)**  
GENERAL BIOLOGY (3 LEC., 3 LAB.)

This course is a continuation of Biology 101. Topics include Mendelian and molecular genetics, evolutionary mechanisms, and plant and animal development. The energetics and regulation of ecological communities are also studied. Laboratory fee.

**BIOLOGY (BIO) 110  (4)**  
INTRODUCTORY BOTANY (3 LEC., 3 LAB.)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee.

**BIOLOGY (BIO) 115  (4)**  
BIOLOGICAL SCIENCE (3 LEC., 3 LAB.)

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

**BIOLOGY (BIO) 116  (4)**  
BIOLOGICAL SCIENCE (3 LEC., 3 LAB.)

Selected topics in biological science are presented for the non-science major. Topics include the systems of the human body, disease, drug abuse, aging, evolution, ecology, and people in relation to their environment. Laboratory fee.

**BIOLOGY (BIO) 120  (4)**  
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (3 LEC., 3 LAB.)

Prerequisite: Prior enrollment in Biology 115 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and Allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee.

**BIOLOGY (BIO) 121  (4)**  
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (3 LEC., 3 LAB.)

Prerequisite: Biology 120. This course is a continuation of Biology 120. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee.

**BIOLOGY (BIO) 203  (4)**  
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) 211  (4)**  
INVERTEBRATE ZOOLOGY (3 LEC., 3 LAB.)

Prerequisite: 8 hours of biological science. This course surveys the major groups of animals below the level of chordates. Consideration is given to phylogeny, taxonomy, morphology, physiology, and biology of the various groups. Relationships and importance to higher animals and humans are stressed. Laboratory fee.

**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.

**BIOLOGY (BIO) 217  (4)**  
FIELD BIOLOGY (3 LEC., 4 LAB.)

Prerequisite: Eight hours of biological science or the consent of the division chairperson. Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit.

**BIOLOGY (BIO) 221  (4)**  
ANATOMY AND PHYSIOLOGY I (3 LEC., 3 LAB.)

Prerequisite: Biology 102 or the consent of the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee.

**BIOLOGY (BIO) 222  (4)**  
ANATOMY AND PHYSIOLOGY II (3 LEC., 3 LAB.)

Prerequisite: Biology 221 or the consent of the instructor. Second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems. Emphasis is placed on the interrelationships of these systems. Laboratory fee.

**BIOLOGY (BIO) 235  (4)**  
COMPARATIVE ANATOMY OF THE VERTEBRATES (3 LEC., 4 LAB.)

Prerequisites: Biology 101 and 102. For science majors and pre-medical and pre-dental students. Major groups of vertebrate class is studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee.

**BUSINESS (BUS) 105  (3)**  
INTRODUCTION TO BUSINESS (3 LEC.)

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

**BUSINESS (BUS) 143  (3)**  
PERSONAL FINANCE (3 LEC.)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems.

**BUSINESS (BUS) 234  (3)**  
BUSINESS LAW (3 LEC.)

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

CHEMISTRY (CHM) 101 (4) GENERAL CHEMISTRY (3 LEC., 3 LAB.)
Prerequisites: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry, Chemistry 115, or equivalent. This course is for science and science-related majors. It covers the fundamental principles of chemistry. The laws and theories of matter are applied to the solutions of quantitative problems relating to chemistry. Laboratory fee.

CHEMISTRY (CHM) 102 (4) ORGANIC CHEMISTRY I (3 LEC., 4 LAB.)
Prerequisite: Chemistry 101. This course is for science and science-related majors. It is a continuation of Chemistry 101. It covers the fundamental types of organic compounds. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory. Emphasis is on reaction mechanisms, bond theory, and organic synthesis. Laboratory fee.

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

CHEMISTRY (CHM) 202 (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, volumetric analysis, titration, indicators, and acid-base theory. Gravimetric and volumetric analysis is emphasized. Colorimetry is introduced. Laboratory fee.

CHEMISTRY (CHM) 205 (2) INSTRUMENTAL ANALYSIS (2 LEC.)
Prerequisite: Chemistry 202. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium.

CHEMISTRY (CHM) 234 (4) INSTRUMENTAL ANALYSIS (2 LEC., 6 LAB.)
Prerequisite: Chemistry 203 or the consent of the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee.
COMPUTING SCIENCE (CS) 174 (3)  
Fundamentals of Computing (3 LEC.)  
Prerequisite: Two years high school algebra or Developmental Mathematics 093. This course is an introductory course designed primarily for students desiring credit towards a minor or major in computer science or other scientific field. It includes a study of algorithms and an introduction to a procedure-oriented language with general applications.

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

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

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

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

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

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

COMPUTING SCIENCE (CS) 186 (3)  
Introduction to Assembly Language (2 LEC., 2 LAB.)  
Prerequisites: Computing Science 174 or Computing Science 175 and six semester hours of computer programming or the consent of the instructor based on equivalent experience. This course is an introduction to ASSEMBLY language programming. Topics will include machine representation of data and instructions, logical input/output control systems, subroutine and addressing concepts, and presentation of selected macro instructions. Laboratory fee.

COMPUTING SCIENCE (CS) 230 (4)  
Advanced Assembly Language Coding (3 LEC., 3 LAB.)  
Prerequisite: Data Processing 231. The development of programming skills using the assembly language instruction set of the system/360 is covered. Topics include indexing, indexed sequential file organization, table search methods, data and bit manipulations techniques, code translation, advanced problem analysis, and debugging techniques. Floating point operations are introduced. Laboratory fee.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 121 (3)  
Construction Materials, Methods and Equipment I (2 LEC., 3 LAB.)  
This course introduces construction materials, methods, and equipment. The origin, nature, and normal uses of materials are investigated. The integration of materials into finished projects is also covered. Laboratory fee.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 122 (3)  
Construction Materials, Methods and Equipment II (2 LEC., 3 LAB.)  
This course continues the study of construction materials, methods, and equipment. Laboratory fee.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 123 (4)  
Construction Graphics (2 LEC., 6 LAB.)  
Construction technology and construction graphic communications are introduced. The student learns to read blueprints and understand the expressed and implied meanings of symbols, conventions, and drawing. Free hand sketching and basic drafting required of construction supervisors are also included. Laboratory fee.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 124 (4)  
Electrical and Mechanical Equipment for Buildings (3 LEC., 3 LAB.)  
The nature and use of materials and equipment in various systems are explained. Included are plumbing, heating, ventilation, air conditioning, electrical, and conveying systems. The design theories and uses of the completed systems are introduced.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 132 (3)  
The Construction Industry (3 LEC.)  
This course surveys the growth, magni-
tude, and economic importance of the construction industry. Emphasis is on understanding the interrelationship between the many trades, professions, and agencies in construction.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 136
SURVEYING AND MEASUREMENTS (2 LEC. 6 LAB.)
Prerequisite: Mathematics 195 or the equivalent. This course is for students with little or no training in surveying. It covers the theory, methods, equipment, and problems of surveying and measurement. Field work provides the opportunity to apply the theory.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 138
CONSTRUCTION MANAGEMENT I
(3 LEC. 3 LAB.)
This course covers the responsibilities of a supervisor. Topics include organization, human relations, grievances, training, rating, promotion, quality and quality control, management-employee relations, scheduling of work, and job and safety instructions. Roles played by labor and management in the development of American industry are studied. Forces affecting labor supply, employment, and industrial relations in a democracy are analyzed. Emphasis is on safety and its value to economic operations and employee morale.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 230
QUALITY CONTROL AND COST CONTROL (3 LEC. 3 LAB.)
Prerequisite: Construction Management and Technology 121, 122, and 234, or the consent of the instructor. Quality control approaches to construction are included. Construction costs and economics are separated, analyzed, and evaluated. Methods to control costs are explored. CPM scheduling and techniques are covered. Laboratory fee.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 231
CONSTRUCTION CONTRACTS AND SPECIFICATIONS (2 LEC. 3 LAB.)
Prerequisite: Construction Management and Technology 121, 122, and 123 or consent of the instructor. Written construction communications are the focus of this course. Included is the study of construction contracts and specifications. Their preparation, implementation, modification, administration, and legal pitfalls are covered. Laboratory fee.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 234
ESTIMATING (2 LEC. 6 LAB.)
Prerequisite: Credit or concurrent enrollment in Construction Management and Technology 123 and 231 or consent of the instructor. Construction estimation is presented. Topics include quality surveying and the interpretation and use of bid documents. Students learn to compute and assemble labor and material costs, unit and lump sum costs, and preliminary and final estimates. Laboratory fee.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 236
BUILDING CODES AND SAFETY (3 LEC. 3 LAB.)
This course presents construction methods in relation to zoning and building codes and occupational safety standards and regulations. The interrelationships among federal, state, and municipal authorities and construction operations are examined in detail. Emphasis is placed on the development and implementation of effective loss and accident prevention planning.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 237
SOILS, FOUNDATIONS AND REINFORCED CONCRETE (3 LEC. 3 LAB.)
Prerequisite: Construction Management and Technology 121 and 122; Engineering 289 desirable. Soil characteristics for a good foundation are studied. Topics include soil sampling and testing. Concrete design, placement, and testing are also covered. Some study of asphaltic pavements is included. Laboratory fee.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY (CMT) 238
CONSTRUCTION MANAGEMENT II
(3 LEC. 3 LAB.)
Prerequisite: Construction Management and Technology 138. This course examines project planning and development. Topics include feasibility studies, financing, planning, programming, design, and construction. Office engineering techniques and problem-solving are covered.

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

DANCE (DAN) 116
REHEARSAL AND PREPERFORMANCE (4 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
BEGINNING BALLET I (11 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
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 pirouettes are introduced. Laboratory fee.

DANCE (DAN) 155
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
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
INTRODUCTION TO DANCE HISTORY (3 LEC.)
A history of dance forms is presented. Primitive, classical, and contemporary forms are included.

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

**DANCE (DAN) 250 (3)**
INTERMEDIATE BALLET I (1 LEC., 3 LAB.)
Prerequisite: Dance 151. The development of ballet technique is continued. More complicated exercises at the barre and center 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: Office Careers 172 or one year of typing in high school or equivalent. This course provides skills using buffered display equipment. Emphasis is on speed and accuracy. Topics include performing the basic functions and record formatting with protected and variable fields, and using a variety of source documents. Program control, multiple programs, and program chaining are also covered. Laboratory fee.

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

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

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

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

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

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

**DATA PROCESSING (DP) 230 (4)**
ADVANCED ASSEMBLY LANGUAGE CODING (3 LEC., 3 LAB.)
Prerequisite: Data Processing 231 or the consent of the instructor. The development of programming skills using the assembly language instruction set of the system/360 is covered. Topics include indexing, indexed sequential file organization, table search methods, data and bit manipulation techniques, code translation, advanced problem analysis, and debugging techniques. Floating point operations are introduced. Laboratory fee.

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

**DATA PROCESSING (DP) 232 (4)**
APPLIED SYSTEMS (3 LEC., 4 LAB.)
Prerequisite: Data Processing 136 or the consent of the instructor. This course introduces and develops skills to analyze existing systems and to design new systems. Emphasis is on a case study involving all facets of system design from the original source of data to final reports. 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. Training is given in the use of JCL and utilities. The emphasis of the operating system depends on the computer system used. Laboratory fee.
DATA PROCESSING (DP) 238  (4)
ADVANCED COBOL TECHNIQUES (3 LEC., 4 LAB.)
Prerequisites: Data Processing 133 and Data Processing 136 or the consent of the instructor. This course provides advanced programming techniques using structured programming with the COBOL language. Random and sequential updating of disk files, table handling, report writer, the internal sort verb, and calling and copying techniques are emphasized. Laboratory fee.

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

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

DATA PROCESSING (DP) 242  (4)
COMPUTER HARDWARE AND DATA BASE SYSTEMS (3 LEC., 4 LAB.)
Prerequisites: Computing Science 175, one year of a high level language. Data Processing 138 or the consent of the instructor. The organization and architecture of large, medium, small, mini, and micro computers are compared. Topics include digital number systems, machine language and assemblers, on-line and off-line data base systems, and data management. Currently used data bases (IMS, TOTAL, ADABAS, etc.) and graphic systems are emphasized. Laboratory fee.

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

DATA PROCESSING (DP) 701, 711, 801, 811  (1)
(See Cooperative Work Experience)

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

DATA PROCESSING (DP) 703, 713, 803, 813  (3)
(See Cooperative Work Experience)

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

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 MATHEMATICS

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 Mathe-
DEVELOPMENTAL WRITING (DW) 091 (3)
WRITING (3 LEC.)
This course is a sequel to Writing 090. It focuses on composition. Included are skills of organization, transition, and revision. Emphasis is on individual needs and personalized assignments. Brief, simple forms as well as more complex critical and research writing may be included.

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

DRAFTING (DFT) 182 (2)
TECHNICIAN DRAFTING (1 LEC., 3 LAB.)
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.)
This course is for students who have had little or no previous experience in drafting. Skill in orthographic, axonometric, and oblique sketching and drawing is developed. Topics include lettering, applied geometry, fasteners, sectioning, tolerancing, and auxiliaries. Experience is provided in using handbooks and other resource materials and in developing design skills. U.S.A.S.I., government, and industrial standards are used. Emphasis is on both mechanical skills and graphic theory. Laboratory fee.

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

ECONOMICS (ECO) 201 (3)
PRINCIPLES OF ECONOMICS (3 LEC.)
Sophomore standing is recommended. The principles of microeconomics 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.)

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.

COMMUNICATIONS SKILLS FOR EDUCATIONAL PARAPROFESSIONALS (EP) 129 (3)
COMPUTATIONAL KILLS FOR EDUCATIONAL PARAPROFESSIONALS (3 LEC.)
This course surveys methods for developing the language skills of students. Topics include creative writing, story telling, appreciation of literature, tutoring, cursive and manuscript handwriting, and listening skills.

INTRODUCTION TO EDUCATIONAL PROCESSES (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 students. The principles of human growth and development are included.

INTRODUCTION TO EDUCATIONAL PROCESSES II (3 LEC.)
This course focuses on the development of 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.

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. EGC, MVC, RLCS ONLY

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, poster art, and bulletin boards are included. Emphasis is on creating an attractive environment in the classroom.

EDUCATIONAL PARAPROFESSIONAL (EP) 245 (1)
DIVERSED STUDIES (1 LEC.)
This course provides for specialized study by the educational paraprofessional. Possible areas of study are special education, bilingualism, child development, educational counseling, and health services. Other areas may be approved by the instructor.

EDUCATIONAL PARAPROFESSIONAL (EP) 246 (2)
DIVERSED STUDIES (2 LEC.)
This course provides for specialized study by the educational paraprofessional. Possible areas of study are special education, bilingualism, child development, educational counseling, and health services. Other areas may be approved by the instructor.

EDUCATIONAL PARAPROFESSIONAL (EP) 247 (3)
DIVERSED STUDIES (3 LEC.)
This course provides for specialized study by the educational paraprofessional. Possible areas of study are special education, bilingualism, child development, educational counseling, and health services. Other areas may be approved by the instructor.

EDUCATIONAL PARAPROFESSIONAL (EP) 249 (3)
THE EXCEPTIONAL CHILD (3 LEC.)
This course is designed as a comprehensive survey of the field of exceptionality with emphasis on the educational, sociological, and psychological effects of handicapping conditions on children.

EDUCATIONAL PARAPROFESSIONAL (EP) 803, 813 (3)
(See Cooperative Work Experience)

EDUCATIONAL PARAPROFESSIONAL (EP) 804, 814 (4)
(See Cooperative Work Experience)

ELECTRO-MECHANICAL TECHNOLOGY (EMT) 228 (4)
AMPLIFIER AND ANALOG CONTROL CIRCUIT (3 LEC., 3 LAB.)
Prerequisite: Electronics Technology 193. This course treats analog circuits including conventional amplifiers and operational amplifiers. The use of these circuits in controls.
sensing, and testing is stressed. The laboratory emphasis is on application and characteristics of these circuits as applied to electromechanical controls. Reliance on preassembled or commercially available circuits is emphasized especially semiconductor and integrated circuits. Laboratory fee.

**ELECTRO-MECHANICAL TECHNOLOGY (ETM) 232 (4)**
APPLIED MECHANICS (3 LEC., 3 LAB)
Prerequisite: Mathematics 196 or equivalent. The theory and applications of mechanics are presented. Basic static and dynamic concepts are included. Topics include forces, vectors, equilibrium, moments, friction, moment of inertia, rectilinear and angular motion, work, energy and power. The construction, testing and analysis of linkage and drive elements in laboratory supports lecture material on related topics.

**ELECTRO-MECHANICAL TECHNOLOGY (ETM) 233 (3)**
ELECTRICAL MACHINERY (2 LEC., 3 LAB)
Prerequisite: Electronics Technology 191 or concurrent enrollment in Electronics Technology 191. The theory and function of power electricity, including AC and DC machines. Electrical and mechanical aspects are stressed. The laboratory provides hands-on experience in operation of machinery, quantitative analysis of performance characteristics, electrical measurements on power circuits and demonstration of principles discussed in class. Safety practices are stressed. Laboratory fee.

**ELECTRO-MECHANICAL TECHNOLOGY (ETM) 237 (3)**
ELECTROMAGNETIC AND DIGITAL MACHINE CONTROL (2 LEC., 3 LAB)
Prerequisite: Electronics Technology 191. This course emphasizes electromechanical and solid state industrial machine control systems. Control components, control and power circuit diagrams, manual and automatic AC and DC machine starters, manual and automatic AC and DC machine speed control, and solid state logic elements are studied. Problem identification, problem solving, and reporting techniques are emphasized. Laboratory fee.

**ELECTRO-MECHANICAL TECHNOLOGY (ETM) 239 (4)**
PRINCIPLES OF MICROPROCESSOR CONTROL (2 LEC., 3 LAB)
Prerequisite: Electo-Mechanical Technology 242. The control of automated industrial systems with digital elements as subsystems is studied. Included are the functions of the various control elements and their interface with other components. The conversion of control information between analog and binary forms is examined. The use and implementation of logical decision elements are covered. Emphasis is on the operation and function of microprocessors in modern control systems. Laboratory fee.

**ELECTRO-MECHANICAL TECHNOLOGY (ETM) 242 (4)**
DIGITAL CONTROL CIRCUITS (3 LEC., 3 LAB)
Prerequisite: Electronics Technology 193 or equivalent. This course covers number systems used in computer systems. Alphanumeric and interchange codes are included. Binary arithmetic, including octal, hexadecimal and BCD, is covered with logic functions and Boolean algebra presented at a conceptual level. Logic gates, flip-flops, registers, encoders, decoders, counters, timing circuits. ALU's and memory units are included. Lecture material is supported by laboratory work. Laboratory fee.

**ELECTRONICS TECHNOLOGY (ET) 190 (4)**
D.C. CIRCUITS AND ELECTRICAL MEASUREMENTS (3 LEC., 3 LAB)
Prerequisite: Mathematics 195 or the equivalent recommended. The mathematical theory of direct current circuits is presented in combination with laboratory fundamentals. Emphasis is on elementary principles of magnetism, electric concepts and units, diagrams, and resistance. Electromagnetism, series and parallel circuits, simple meter circuits, conductors, and insulators are also stressed. Laboratory fee.

**ELECTRONICS TECHNOLOGY (ET) 191 (4)**
A.C. CIRCUITS (3 LEC., 3 LAB)
Prerequisite: Electronics Technology 190 and credit or concurrent enrollment in Mathematics 195 or the equivalent. This course covers the fundamental theories of alternating current. The theories are applied in various circuits. Included are laboratory experiments on power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, magnetism, and resistance. Laboratory fee.

**ELECTRONICS TECHNOLOGY (ET) 193 (4)**
ACTIVE DEVICES (3 LEC., 3 LAB)
Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Electronics Technology 191. Semiconductors (active devices) are the focus of this course. Topics include composition, parameters, linear and non-linear characteristics, in circuit action, amplifiers, rectifiers, and switching. Laboratory fee.

**ENGINEERING TECHNOLOGY (ETG) 141 (4)**
BASIC HYDRAULICS AND FLUID MECHANICS (3 LEC., 3 LAB)
Principles of hydraulics and fluid mechanics are examined. Hydraulic pumps, motors, cylinders, and valves are studied. Emphasis is on the application of formulas related to the properties of fluids and the laws which govern fluid flow. Various hydraulic components are tested, and basic hydraulic circuits are set up and evaluated.

**ENGINEERING TECHNOLOGY (ETG) 142 (3)**
INSTRUMENTATION AND TESTING (2 LEC., 3 LAB)
Prerequisite: Credit or concurrent enrollment in Electronics Technology 191. Industrial instrumentation and testing are introduced. The characteristics of various instruments are investigated. The static and dynamic characteristics of measuring devices are examined.
used in such areas as heat flow, liquid flow, electronic control, pressure and related areas in instrumentation, control, and materials handling are studied. Laboratory fee.

ENGINEERING TECHNOLOGY (EGT) 143 (4)
TECHNICAL PROGRAMMING (3 LEC., 3 LAB.)
Prerequisite: Mathematics 195 or the consent of the instructor. This course introduces the engineering technician to the world of technology. Skills are developed using hand calculators and computers to solve engineering problems. Basic computer programming techniques are introduced in the microcomputer laboratory using high-level languages such as BASIC. Laboratory fee.

ENGINEERING TECHNOLOGY (EGT) 240 (3)
ELECTRONIC CONTROL SYSTEMS (2 LEC., 3 LAB.)
Electro-mechanical and electro-hydraulic control systems are explored. The response and stability characteristics of feedback control systems, electro-mechanical and electro-hydraulic control systems are set up and evaluated. The analog computer is used to analyze these systems. Laboratory fee.

ENGINEERING TECHNOLOGY (EGT) 803 (3)
(See Cooperative Work Experience)

ENGINEERING TECHNOLOGY (EGT) 804 (4)
(See Cooperative Work Experience)

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

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

ENGINEERING (EGR) 108 (3)
DESCRIPTIVE GEOMETRY (2 LEC., 4 LAB.)
Prerequisite: Drafting 183 or Engineering 105. This course provides training in the visualization of three-dimensional structures. Emphasis is on accurately representing these structures in drawings by analyzing the true relationship between points, lines, and planes. Included are the generation and classification of lines, surfaces, intersections, developments, auxiliaries, and revolutions. Laboratory fee.

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

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

ENGINEERING (EGR) 185 (2)
MANUFACTURING PROCESSES (1 LEC., 2 LAB.)
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) 187 (2)
MANUFACTURING PROCESSES (1 LEC., 2 LAB.)
Prerequisite: Engineering 186 or acceptable industrial experience. This course is a continuing study of metal working processes, chipless machining, threads, gears, jigs, fixtures, surface treatments, automation, and operations planning. Laboratory fee.

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

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

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

ENGINEERING (EGR) 204 (3)
ELECTRICAL SYSTEMS ANALYSIS (3 LEC.)
Prerequisite: Credit or concurrent enrollment in Mathematics 225. Electrical science is introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also covered.

ENGINEERING (EGR) 206 (1)
ELECTRICAL ENGINEERING LABORATORY (3 LAB.)
Prerequisite: Credit or concurrent enrollment in Engineering 204. Various instruments are studied and used. These include the cathode ray oscillo-
scope, ammeters, voltmeters, ohmmeters, power supplies, signal generators, and bridges. Basic network laws, steady state and transient responses, and diode characteristics and applications are demonstrated. Computer simulation is introduced. Laboratory fee.

ENGINEERING (EGR) 289 \( \text{(3)} \)
MECHANICS OF STRUCTURES \( \text{(3 LEC.)} \)
Prerequisite: Mathematics 195. This is a basic course in engineering mechanics for technology students. Topics include forces and force systems, equilibrium, moments, centroids, stresses and strains. Methods analysis and design of bolted and welded joints, trusses, beams, and columns are introduced.

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 \( \text{(3)} \)
COMPOSITION AND EXPOSITORY READING \( \text{(3 LEC.)} \)
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 \( \text{(3)} \)
COMPOSITION AND LITERATURE \( \text{(3 LEC.)} \)
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 \( \text{(3)} \)
BRITISH LITERATURE \( \text{(3 LEC.)} \)
Prerequisite: English 102. Significant works of British literature are studied. The Old English Period through the 18th century is covered.

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

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

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

ENGLISH (ENG) 205 \( \text{(3)} \)
AMERICAN LITERATURE \( \text{(3 LEC.)} \)
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 \( \text{(3)} \)
AMERICAN LITERATURE \( \text{(3 LEC.)} \)
Prerequisite: English 102. Significant works of American writers from Walt Whitman to the present are studied.

ENGLISH (ENG) 209 \( \text{(3)} \)
CREATIVE WRITING \( \text{(3 LEC.)} \)
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 \( \text{(3)} \)
TECHNICAL WRITING \( \text{(3 LEC.)} \)
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 \( \text{(3)} \)
STUDIES IN LITERATURE \( \text{(3 LEC.)} \)
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 \( \text{(3)} \)
STUDIES IN LITERATURE \( \text{(3 LEC.)} \)
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.

FLUID POWER TECHNOLOGY (FLP) 222 \( \text{(3)} \)
FUNDAMENTALS OF PNEUMATICS \( \text{(2 LEC.. 3 LAB.)} \)
Pneumatic power units, pneumatic controls, and pneumatic cylinders are studied. Both construction and operation are covered. Pneumatic circuits, power operated holding devices, safety circuits, and remote controlled circuits are presented. Manual, mechanical, pilot, and solenoid operated circuits are all included. Laboratory fee.

FLUID POWER TECHNOLOGY (FLP) 225 \( \text{(4)} \)
ADVANCED FLUID POWER SYSTEMS \( \text{(3 LEC., 3 LAB.)} \)
This course examines fluid power systems. Included is the design of hydraulic and pneumatic systems. Circuit calculations are made for force, torque, power, speed, fluid pressure, fluid rate, and velocity. Emphasis is on the selection of pumps, cylinders, valves, motors, compressors, filters, and other fluid power components. The set-up, operation, and testing of various fluid power circuits are covered. Laboratory fee.

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

FRENCH (FR) 102 \( \text{(4)} \)
BEGINNING FRENCH \( \text{(3 LEC., 2 LAB.)} \)
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 \( \text{(3)} \)
INTERMEDIATE FRENCH \( \text{(3 LEC.)} \)
Prerequisite: French 102 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed.

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

FRENCH (FR) 203 \( \text{(3)} \)
INTRODUCTION TO FRENCH LITERATURE \( \text{(3 LEC.)} \)
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.

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

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

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

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

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

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

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

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

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

GOVERNMENT (GVT) 201 (3)
AMERICAN GOVERNMENT (3 LEC.)
Prerequisite: Sophomore standing recommended. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. This course satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.)

GOVERNMENT (GVT) 205 (3)
STUDIES IN GOVERNMENT (3 LEC.)
Prerequisite: Sophomore standing and 6 hours of history or government. Selected topics in government are presented. The course may be repeated once for credit when different topics are presented.

GOVERNMENT (GVT) 231 (3)
MUNICIPAL AND COUNTY GOVERNMENT (3 LEC.)
Prerequisite: Sophomore standing and 6 hours of history or government. Surveys of area problems are stressed.
HISTORY (HST) 101 (3)
HISTORY OF THE UNITED STATES (3 LEC.)
The history of the United States is presented, beginning with the European
background and first discoveries. The pattern of exploration, settlement, and
development of institutions is followed throughout the colonial period and the
early national experience to 1877. (This course is offered on campus and may
be offered via television.)

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

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

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

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

HISTORY (HST) 204 (3)
AMERICAN MINORITIES (3 LEC.)
Prerequisites: Sociology 101 or 6 hours
of U.S. history recommended.
Students may register for either
History 204 or Sociology 204 but may
receive credit for only one of the two.
The principal minority groups in
American society are the focus of this
course. The sociological significance
and 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.

HORTICULTURE TECHNOLOGY
(HLN) 131 (4)
HORTICULTURE SCIENCE (3 LEC., 3 LAB.)
This course covers the science and
practices of ornamental
horticulture. Stress is on the culture
and growth of plants, landscaping,
plant production, and nursery
propagation. Laboratory fee.

HORTICULTURE TECHNOLOGY
(HLN) 132 (2)
LANDSCAPE TREES (1 LEC., 3 LAB.)
The identification and classification of
landscape trees are studied.
Characteristics and landscape uses
are included. Laboratory fee.

HORTICULTURE TECHNOLOGY
(HLN) 133 (2)
LANDSCAPE SHRUBS, VINES, AND GROUND
COVER (1 LEC., 3 LAB.)
The identification and classification of
landscape shrubs, vines, and ground
covers are studied. Characteristics
and landscape uses are included.
Laboratory fee.

HORTICULTURE TECHNOLOGY
(HLN) 140 (3)
HERBACEOUS AND EXOTIC
PLANTS (2 LEC., 3 LAB.)
The identification, culture, and use of
ornamental herbaceous plants are
studied. Plants for homes, gardens,
and conservatories are included.
Laboratory fee.

HORTICULTURE TECHNOLOGY
(HLN) 141 (4)
FLORAL DESIGN (2 LEC., 6 LAB.)
This course presents the principles of
floral art, flowers, and other design
materials. Special and unusual floral
designs are included. Laboratory fee.

HORTICULTURE TECHNOLOGY
(HLN) 145 (3)
LANDSCAPE DEVELOPMENT I (1 LEC., 6 LAB.)
Prerequisite: Horticulture Technology
131 or the consent of the instructor.
This course covers the planning and
scheduling of landscape operations,
the application of pesticides, the study
of pests and diseases in the landscape,
maintenance of landscaping tools and
equipment, installation of irrigation
systems, contracts and construction
specifications, and related government
regulations. Laboratory fee.

HORTICULTURE TECHNOLOGY
(HLN) 146 (3)
FUNDAMENTALS OF LANDSCAPE
PLANNING (1 LEC., 6 LAB.)
Concepts and practices used in pre-
paring landscape plans and in con-
structing and improving landscapes are
covered. Laboratory fee.

HORTICULTURE TECHNOLOGY
(HLN) 147 (3)
LANDSCAPE DEVELOPMENT II (1 LEC., 6 LAB.)
Prerequisite: Horticulture Technology
131 or the consent of the instructor.
This course trains the student in the
use and maintenance of landscape
plants, tree surgery and repair, pruning
and training plants in the landscape,
and the installation and maintenance
turf grasses in the landscape.
Laboratory fee.

HORTICULTURE TECHNOLOGY
(HLN) 226 (3)
GREENHOUSE HORTICULTURE (2 LEC., 3 LAB.)
Prerequisite: Horticulture Technology
131 and either Chemistry 115 or
Physical Science 118. The construction
and operation of ornamental horti-
culture production structures are
studied. Included are greenhouses,
plastic houses, lath houses, holbels,
and coldframes. Emphasis is on en-
vironmental control and efficiency in
production operations. Laboratory fee.
Horticulture Technology (HLN) 231 (4)
Landscaping Design (2 LEC., 6 LAB.)
Prerequisite: Horticulture Technology 132, 133, and 146; Mathematics 195 or the equivalent is desirable. This course introduces the basic principles of landscape design for residences. Plant selection is included. Laboratory fee.

Horticulture Technology (HLN) 232 (4)
Landscaping Planning and Management (2 LEC., 6 LAB.)
Prerequisite: Horticulture Technology 145 and 231. Landscape business operations and landscape principles are studied in depth. Topics include the landscape horticulture industry, management practices, marketing methods, and advanced skills in landscape planning. Laboratory fee.

Horticulture Technology (HLN) 233 (3)
Nursery Operations (2 LEC., 3 LAB.)
Prerequisite: Horticulture Technology 131 and either Chemistry 115 or Physical Science 118. In this course emphasis is placed on nursery site selection and layout, plant grow and plant protection, and production in field nurseries and container nurseries. Laboratory fee.

Horticulture Technology (HLN) 234 (3)
Ornamental Crop Production (2 LEC., 3 LAB.)
Prerequisites: Horticulture Technology 235; Horticulture Technology 226 or 233. Advanced methods of crop production in the nursery and greenhouse are presented. Topics include container nursery production, turf grass production, cut flower and pot plant production, and the field propagation and production of nursery stock. Laboratory fee.

Horticulture Technology (HLN) 235 (2)
Propogation of Woody Ornamental Plants (1 LEC., 3 LAB.)
Prerequisites: Horticulture Technology 131 and Horticulture Technology 140. This course covers all phases of propagation of woody ornamental plants including cutting and seed propagation and grafting, budding, and layering. It also includes the management of propagation facilities. Laboratory fee.

Horticulture Technology (HLN) 236 (4)
Florist Management (2 LEC., 6 LAB.)
Prerequisite: Horticulture Technology 141. Operations and design skills in the retail florist business are studied.

Topics include the florist industry, management practices, marketing methods, and advanced techniques in floral art. Laboratory fee.

Horticulture Technology (HLN) 245 (4)
Problems and Practices in Industry (2 LEC., 6 LAB.)
The student researches current regional problems and practices in industry, prepares reports and makes presentations. The student visits on-site with specialists, observes operations, studies problems, performs innovative procedures and participates in new production and marketing techniques. Laboratory fee.

Horticulture Technology (HLN) 704 (4)
(See Cooperative Work Experience)

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 (2)
Personal and Social Growth (3 LEC.)
This course focuses on the interaction between the individual and society. Societal influences, adjustment to social change, personal roles, and problem-solving are stressed. Components of a healthy personality, alternative behaviors, and lifestyles that demonstrate a responsibility to self and society are studied.

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

Human Development (HD) 110 (1)
Assessment of Prior Learning (1 LEC.)
Prerequisite: Limited to students in Technical/Occupational programs. The consent of the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit.

Humanities (HUM) 101 (3)
Introduction to the Humanities (3 LEC.)
Related examples of 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.)

Humanities (HUM) 102 (3)
Advanced Humanities (3 LEC.)
Prerequisite: Humanities 101 and/or the consent of the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and
hating being is also studied. Emphasis is on the human as seen by artists, playwrights, filmmakers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed.

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

**JOURNALISM (JN) 102 (3)**  
**NEWS GATHERING AND WRITING (2 LEC., 3 LAB)**
Prerequisite: Typing ability. This course teaches what is news, news gathering techniques, and how to write the straight news story. Students write for the campus newspaper as part of the class. This is the basic course usually required for all future study in newspaper and magazine writing, advertising, broadcast journalism and public relations.

**JOURNALISM (JN) 103 (3)**  
**NEWS GATHERING AND WRITING (2 LEC., 3 LAB)**
Prerequisite: Journalism 102. This is a continuation of Journalism 102 and is designed to sharpen the skills learned in that course. Students study more complex types of stories, such as features, profiles, follow-up stories, and sidebars. All students write for the campus newspaper as part of the class.

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

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

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

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

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

**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 built basic skills used in research, and (3) conference with each student to determine rate of progress and to provide guidance on an individual basis.

**MANAGEMENT (MGT) 136 (3)**  
**PRINCIPLES OF MANAGEMENT (3 LEC.)**
The process of management is studied. The functions of planning, organizing, leading, and controlling are included. Particular emphasis is on policy formulation, decision-making processes, operating problems, communications theory, and motivation techniques.

**MANAGEMENT (MGT) 137 (3)**  
**PRINCIPLES OF RETAILING (3 LEC.)**
The operation of the retail system of distribution is examined. Topics include consumer demand requirements, computer use, store location and layout, and credit policies. Interrelationships are emphasized.

**MANAGEMENT (MGT) 150 (4)**  
**MANAGEMENT TRAINING (20 LAB.)**
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.

**MANAGEMENT (MGT) 151 (4)**  
**MANAGEMENT TRAINING (20 LAB.)**
Prerequisite: Concurrent enrollment in approved Management Program. This course is a continuation of Management 150. It provides for supervised employment in the student's chosen field.

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

**MANAGEMENT (MGT) 154 (2)**  
**MANAGEMENT SEMINAR: ROLE OF SUPERVISION (2 LEC.)**
Prerequisite: Concurrent enrollment in Management 150 and preliminary interview by Management faculty. This course is for students majoring in Management. Emphasis is on the development of management skills, goal-setting, planning, leadership, communication, and motivation as applied to the student's work experiences.

**MANAGEMENT (MGT) 155 (2)**  
**MANAGEMENT SEMINAR: PERSONNEL MANAGEMENT (2 LEC.)**
Prerequisite: Management 150 and 154 and concurrent enrollment in Management 151. The principles, policies, and practices of the personnel function as applied to the student's work experience 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) 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, profits, acquisition, ratio analysis, and other related financial operations required of small business owners. The preparation and presentation of a loan proposal is 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.)
Prerequisite: 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 experiences.

MANAGEMENT (MGT) 255 (2)
MANAGEMENT SEMINAR: BUSINESS STRATEGY, THE DECISION PROCESS AND PROBLEM SOLVING (2 LEC.)
Prerequisite: Management 250 and Management 254; concurrent enrollment in Management 251. Business strategy and the decision-making process are applied to the front-line supervisor and middle-management positions. Emphasis is on applying the student’s course knowledge to work experiences.

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

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

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.
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) 139 (3)
APPLIED MATHEMATICS (3 LEC.)
Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. An effort will be made to tailor this course to fit the needs of the students enrolled in each semester. The course is a study of commercial, technical, and other applied uses of mathematics.

MATHEMATICS (MTH) 195 (3)
TECHNICAL MATHEMATICS (3 LEC.)
Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. A study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions and the solution of triangles.

MATHEMATICS (MTH) 196 (3)
TECHNICAL MATHEMATICS (3 LEC.)
Prerequisite: Mathematics 195. 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.

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

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

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

MUSIC (MUS) 101 (4)
FRESHMAN THEORY (3 LEC., 3 LAB.)
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.

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

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

MUSIC (MUS) 104 (3)
MUSIC APPRECIATION (3 LEC.)
The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed.
Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music.

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

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

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

**MUSIC (MUS) 119 (1)**
**GUITAR CLASS I (1 LAB.)**
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.

**MUSIC (MUS) 120 (1)**
**GUITAR CLASS II (1 LAB.)**
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.

**MUSIC (MUS) 121-143 (1)**
**APPLIED MUSIC-MINOR (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 student's secondary area and consists of a one-half hour lesson a week. Fee required. Private music may be repeated for credit.

**MUSIC (MUS) 150 (1)**
**CHORUS (3 LAB.)**
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.

**MUSIC (MUS) 151 (1)**
**VOICE CLASS I (1 LAB.)**
This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit.

**MUSIC (MUS) 152 (1)**
**VOICE CLASS II (2 LAB.)**
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 department, and personality development. Two group lessons are given a week. This course may be repeated for credit.

**MUSIC (MUS) 155 (1)**
**VOCAL ENSEMBLE (3 LAB.)**
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.

**MUSIC (MUS) 156 (1)**
**MADRIGAL SINGERS (3 LAB.)**
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.

**MUSIC (MUS) 160 (1)**
**BAND (3 LAB.)**
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.

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

**MUSIC (MUS) 171 (1)**
**WOODWIND ENSEMBLE (3 LAB.)**
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.

**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) 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)**
**RECITAL (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, tonality 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) 217 (1)
PIANO CLASS III (2 LAB.)
Prerequisite: Music 118 or the equivalent. This course is a continuation of functional keyboard skills, including harmonization, sightreading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately.

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

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.

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

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

OFFICE CAREERS (INS) 108 (3)
PERSONAL AND COMMERCIAL AUTO INSURANCE (3 LEC.)
The principles of personal and commercial auto insurance are studied, including the general background of and need for these types of insurance. Terminology and types of coverage are presented. Special emphasis is on rating, writing, billing, and servicing automobile insurance. Students develop skills in selling policies and processing claims. All forms used are those above 100 level. Nursing V emphasizes a conceptual approach to care of patients in all age groups with problems of sensory deprivation and overload, severely impaired oxygen exchange, and severe fluid and electrolyte imbalance. The role of the transition process and current issues affecting the practice of nursing are explored. Selected clinical experiences focus on continued application of the nursing process to a group of patients, stressing independent decision-making. A pharmacology application competency is a required component of the course. Laboratory fee.
prescribed for and approved by the state of Texas. This is a fundamental course for underwriters, agents, claims adjustors, and clerical and technical personnel.

OFFICE CAREERS (INS) 109 (3)
PERSONALINES—HOMEOVERS/FIRE/MARINE (3 LEC.)
This course is an introduction to the history of and need for homeowners, fire, and marine insurance. Terminology is studied and the fundamentals of coverage are included for all five of the homeowners’ forms as well as for fire and marine insurance. Emphasis is on rating, writing, billing, and servicing homeowners, fire, and marine insurance. Students develop skills in selling policies and processing claims. All forms used are those prescribed for and approved by the state of Texas. This is a fundamental course for underwriters, agents, claims adjustors, and clerical and technical personnel.

OFFICE CAREERS (INS) 110 (3)
COMMERCIAL CASUALTY, WORKERS COMPENSATION GENERAL LIABILITY AND CRIME (3 LEC.)
Prerequisites: Office Careers 108 and Office Careers 109 or the consent of the instructor. The basic facts of casualty insurance worker’s compensation, general liability and crime are introduced including its development, policy structures, and provisions of the contracts. Coverage of various worker’s compensation laws is presented as well as analysis of policy and rates. The general liability line is examined including manufacturers and contractors; owners, landlords, and tenants; and others. Crime coverage usual to the TMP are examined. The step-by-step procedure for classifying and rating is studied. All forms used are those prescribed for and approved by the state of Texas. This is a fundamental course for underwriters, agents, claims adjustors, and clerical and technical personnel.

OFFICE CAREERS (INS) 111 (3)
TMP COMMERCIAL FIRE/COMMERCIAL MARINE AND FIDELITY BOND (3 LEC.)
Prerequisites: Credit in or concurrent enrollment in Office Careers 110. This course is a study of the principles of TMP, including the history of and need for TMP. Emphasis is on commercial fire, commercial marine and fidelity bond. Terminology and basic coverage are introduced. Multiple line policies available for commercial enterprises are analyzed, including forms, rating methods, and trends. The method of determining fire insurance rates for commercial properties and of eliminating or reducing specific changes are presented. The effect on rates of construction, protective devices, exposures, etc., are covered. Marine and fidelity coverages usual to the TMP are examined. The scope of the coverage, exclusions and classification procedures are studied. All forms used are those prescribed for and approved by the state of Texas. This is a fundamental course for underwriters, agents, claims adjustors, and clerical and technical personnel.

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

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

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

OFFICE CAREERS (OFC) 160 (3)
OFFICE 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 work processing centers are studied. Training in the transcription and distribution of business communications is provided. English skills and mechanics are reinforced.

OFFICE CAREERS (OFC) 168 (4)
INTERMEDIATE SHORTHAND (3 LEC., 2 LAB.)
Prerequisites: Office Careers 159 or one year of shorthand in high school. Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand are studied. Emphasis is on increased speed dictation, accuracy in typing from shorthand notes, and beginning techniques of transcription skills. Also included are oral reading, speedbuilding, and grammar. Laboratory fee.

OFFICE CAREERS (OFC) 172 (3)
BEGINNING TYPEWRITING (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. Laboratory fee.

OFFICE CAREERS (OFC) 174 (2)
INTERMEDIATE TYPEWRITING (1 LEC., 2 LAB.)
Prerequisites: Office Careers 172 or one year of typing in high school. Typing techniques are developed further. Emphasis is on problem solving. Increasing speed and accuracy in typing business forms, correspondence, and manuscripts is also covered. Laboratory fee.

OFFICE CAREERS (INS) 209 (3)
PRINCIPLES OF INSURANCE (3 LEC.)
This course surveys the insurance needs of business and industry. Life, property, and casualty insurance are covered. Emphasis is on an economic approach to risk management. Topics include credit life insurance, key, person insurance, worker’s compensation, and title insurance. Also covered is insurance for property, auto, accounts receivable for property, auto accounts receivable, business interruption, and accident and health, business liability, and bonding.
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) 250 (3)
RECORDS CONTROL (3 LEC.)
Prerequisite: Office Careers 152. This course includes a comprehensive study and application of the knowledge and skills involved in the control of records and record systems. The course includes the control procedures for the management of routine and unique correspondence, directives, proposals, reports and forms, inventory, scheduling, vital records control, records storage centers, and archives.

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

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, and retrieving documents, and managing word processing systems are also covered. Transcribing and magnetic keyboarding skills are developed. Typing skills and English mechanics are reinforced.

OFFICE CAREERS (OFC) 266 (4)
ADVANCED SHORTHAND (3 LEC., 2 LAB.)
Prerequisites: Office Careers 166 or two years of shorthand in high school, Office Careers 174 or two years of typing in high school. Emphasis is on building dictation speed. Producing mailable, typed transcriptions under timed conditions is also stressed. Vocabulary and extensive production work capabilities are developed. Laboratory fee.

OFFICE CAREERS (OFC) 273 (2)
ADVANCED TYPEWRITING (1 LEC., 2 LAB.)
Prerequisites: Office Careers 174 or two years of typing in high school. Decisionmaking and production of all types of business materials under timed conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee.

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility.

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

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

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

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

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

PHOTOGRAPHY (PHO) 111 (3)
ADVANCED PHOTOGRAPHY AND PHOTO-JOURNALISM (2 LEC., 4 LAB.)
Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory fee.
combination of steps, geared to raise the heart rate to a proper target zone for conditioning purposes. Each routine can be "danced" at different intensities, depending on the physical condition of each participant. A uniform is required. Laboratory fee.

**PHYSICAL EDUCATION (PEH) 222 (1)**

INTERMEDIATE GYMNASTICS (2 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) 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) 217 (1)**

INTERMEDIATE ARCHERY (3 LAB.)

This course is for the student who has previous experience in archery. Target shooting and field archery are emphasized. The student must furnish equipment. Laboratory fee.

**PHYSICAL EDUCATION (PEH) 218 (1)**

INTERMEDIATE GOLF (2 LAB.)

Prerequisite: The consent of the instructor. Skills and techniques in golf are developed beyond the "beginner" stage. Green fee paid by student. Laboratory fee.

**PHYSICAL EDUCATION (PEH) 219 (1)**

INTERMEDIATE TENNIS (3 LAB.)

Prerequisite: The consent of the instructor. Skills and techniques in tennis are developed beyond the "beginner" stage. A uniform is required. Laboratory fee.
COMMERCIAL PHOTOGRAPHY I (PHO 120) (4)

Commercial or contract photography is studied. Field, studio, and darkroom experience for various kinds of photography is discussed. Included are social photography, portrait and studio photography, fashion and theatrical portfolio, publicity photography, and convention photography. The use of natural, stationary, flash, and strobe artificial lights is covered. Laboratory fee.

COMMERCIAL PHOTOGRAPHY II (PHO 121) (4)

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.

PHOTOGRAPHY FOR PUBLICATIONS (PHO 207) (3)

This course is designed for the student who is interested in journalistic editing, publications photography, and graphic arts procedures. It encourages skills in all three areas and prepares the student for a broad job market that includes photojournalism, printing, editing, composing, and general copy preparation. Students who enroll in this course should have a background in journalism, photography, and graphic arts and be of sophomore standing. Laboratory fee.

PHYSICAL EDUCATION ACTIVITY COURSES

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

PHYSICAL EDUCATION NON-ACTIVITY COURSES

PEH 101, 108, 109, 110, 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 110) (3)

COMMUNITY RECREATION (3 LEC.)

This course is primarily for students majoring or minoring in health, physical education, or recreation. The principles, organization, and function of recreation in American society are covered.

PHYSICAL EDUCATION (PEH 111) (1)

BEGINNING WRESTLING (3 LAB.)

The fundamentals, techniques, rules, and strategy of wrestling are presented. Emphasis is also on spectator appreciation. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH 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 121) (1)

FOLK DANCE (3 LAB.)

Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee.

PHYSICAL EDUCATION (PEH 122) (1)

BEGINNING GYMNASTICS (3 LAB.)

Beginning gymnastics is offered. Emphasis is on basic skills in tumbling and in the various apparatus events. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH 123) (1)

BEGINNING SWIMMING (2 LAB.)

This course teaches a non-swimmer to survive in the water. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH 124) (1)

SOCIAL DANCE (3 LAB.)

This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the reel, square dance, and other dances. Laboratory fee.

PHYSICAL EDUCATION (PEH 125) (1)

CONDITIONING EXERCISE (3 LAB.)

This course focuses on understanding exercise and its effect on the body. Physical fitness is improved through a variety of conditioning activities. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION (PEH 126) (1)

AEROBIC DANCE (3 LAB.)

This is a dance class which rhythmically combines dance movement with walking, jogging, and jumping to cause sustained vigorous
PHYSICAL SCIENCE (PSC) 118  (4)
PHYSICAL SCIENCE (3 LEC., 3 LAB.)
This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee.

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

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

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

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

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

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

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

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

PHYSICS (PHY) 202  (4)
GENERAL PHYSICS (3 LEC., 3 LAB.)
Prerequisites: Physics 201 and credit or concurrent enrollment in Mathematics 225. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem solving, notation and units. The laboratory includes a one-hour problem session. Laboratory fee.

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

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

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

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

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

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

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

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

QUALITY CONTROL TECHNOLOGY (QCT) 121 (2)

INTRODUCTION TO QUALITY CONTROL (2 LEC.)
Prerequisite: Credit or concurrent enrollment in Math 195. This course introduces some of the concepts and techniques currently being used by industry to prevent defective products from reaching the consumer. Included are reliability analysis, control charts, inspection and sampling plans. The language, terminology and organization of typical industry Quality Control functions are studied. Elementary probability and statistics concepts are presented as background.

QUALITY CONTROL TECHNOLOGY (QCT) 122 (3)

DIMENSIONAL MEASUREMENT (2 LEC., 2 LAB.)
Prerequisite: Quality Control Technology 121 or the consent of the instructor. This course provides an opportunity to obtain a practical and theoretical understanding of many types of mechanical and optical measuring devices which are used in dimensional inspection. Laboratory fee.

QUALITY CONTROL TECHNOLOGY (QCT) 220 (3)

PHYSICAL AND ENVIRONMENTAL TESTING (2 LEC., 2 LAB.)
Prerequisite: Quality Control Technology 121. This course introduces tests and evaluations used on raw materials and fabricated parts. Topics include tensile and hardness testing, metallurgical cross-sectioning, temperature-humidity cycling, and corrosion resistance testing. Laboratory fee.

QUALITY CONTROL TECHNOLOGY (QCT) 227 (3)

NON-DESTRUCTIVE EVALUATION (2 LEC., 2 LAB.)
Prerequisite: Quality Control Technology 122. This course provides a basic background in such areas as industrial radiography, magnetic particle and penetrant inspection, eddy current, and ultrasonic testing. Laboratory fee.

QUALITY CONTROL TECHNOLOGY (QCT) 236 (4)

ADVANCED QUALITY CONTROL SYSTEMS (3 LEC., 2 LAB.)
Prerequisite: Quality Control Technology 122. A detailed study is made of the control and information systems and decision procedures necessary to effectively operate the quality control function. Topics and problems include reliability process control, failure analysis, and corrective action systems. A problem-prevention and problem-solving approach is emphasized.

READING (RD) 101 (3)

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

READING (RD) 102 (3)

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

REAL ESTATE (RE) 130 (3)

REAL ESTATE PRINCIPLES (3 LEC.)
Real estate principles, law, and operating procedures in the state of Texas are presented. Topics include mathematical calculations for real estate transactions, conveyancing, land economics and appraisals, obligations between the principal and agent, ethics, and sales and regulations of the Commissioner on Real Estate. The purposes of various real estate instruments are also covered, such as deeds, deed of trust, mortgages, land contracts, liens, and listing contracts.

REAL ESTATE (RE) 131 (3)

REAL ESTATE FINANCE (3 LEC.)
Prerequisite: Credit or concurrent enrollment in Real Estate 130. Procedures in financing real estate sales and obtaining funds are covered. Legal aspects of mortgages and related instruments are included. Problems and case studies are also included.

REAL ESTATE (RE) 133 (3)

REAL ESTATE MARKETING (3 LEC.)
Prerequisites: Real Estate 130, 131, and 136. The principles and techniques of marketing real estate are studied. Emphasis is on professional procedures and the satisfaction of all parties. Topics include the relationship between the agent and principal, product knowledge, prospective markets, and customer prospecting. Planning the sales presentation, meeting the prospect, having the interview, over-
development, tax shelter regulations, international money market, environmental impact and energy conservation. This course may be repeated for credit up to a maximum of three hours of credit.

REAL ESTATE (RE) 250 (4)
REAL ESTATE INTERNSHIP (40 LAB.)
Prerequisites: Real Estate 130, 131, and 133 and concurrent enrollment in Real Estate 254. Also, the student must submit an application to the instructor, be interviewed, and be approved prior to registration. This course provides practical work experience in the field of real estate. Principles and skills learned in other courses are applied. Job-related studies and independent research are emphasized.

REAL ESTATE (RE) 251 (4)
REAL ESTATE INTERNSHIP II (20 LAB.)
Prerequisite: Real Estate 130, 131, and 133 and concurrent enrollment in Real Estate 255. Also, the student must submit an application to the instructor, be interviewed, and be approved prior to registration. This course is a continuation of Real Estate 250.

REAL ESTATE (RE) 254 (2)
REAL ESTATE SEMINAR I (2 LEC.)
Prerequisites: Real Estate 130, 131, and 133, and concurrent enrollment in Real Estate 255. Preliminary interview by real estate faculty. This course is for students majoring in real estate. A particular area or problem beyond the scope of regularly offered courses is studied. Problems are analyzed, and projects are developed.

REAL ESTATE (RE) 255 (2)
REAL ESTATE SEMINAR II (2 LEC.)
Prerequisites: Real Estate 130, 131, and 133, and concurrent enrollment in Real Estate 255. Preliminary interview by real estate faculty. Business strategy and the decision-making process are applied to trends in the real estate profession. Emphasis is on the use of the intern's course knowledge and work experiences.

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

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

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

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

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

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

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

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

SOCIOLOGY (SOC) 203 (3)
MARRIAGE AND FAMILY (3 LEC.)
Prerequisite: Sociology 101 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included.
SOCIOLGY (SOC) 207 (3)
SOCIAL PSYCHOLOGY (3 LEC.)
Students may register for either Psychology 207 or Sociology 207 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

SOCIOLGY (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.

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

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

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

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

SPANISH (SPA) 201 (3)
INTERMEDIATE SPANISH (3 LEC.)
Prerequisite: Spanish 102 or the equivalent or the consent of the instructor. Reading, composition, and intensive 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, art, and civilization.

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) 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. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation.

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.

SPEECH (SPE) 208 (3)
GROUP INTERPRETATION (3 LEC.)
Prerequisite: Speech 105 and 206. Various types of literature are studied for group presentation. Emphasis is on selecting, cutting and arranging prose and poetry, and applying reader's theatre techniques to the group performance of the literature. Although not an acting class, practical experience in sharing selections from fiction and non-fiction with audiences will be offered.
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 (2 Lec., 3 Lab.)
This course is a study of the modern theatre and cinema as art forms. The historical background and traditions of each form are included. Emphasis is on understanding the social, cultural, and aesthetic significance of each form. A number of modern plays are read, and selected films are viewed.

Theatre (THE) 103 (3)
Stagecraft I (2 Lec., 3 Lab.)
The technical aspects of play production are studied. Topics include set design and construction, stage lighting, make-up, costuming, and related areas.

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

Theatre (THE) 105 (3)
Make-up for the Stage (3 Lec.)
The craft of make-up is explored. Both theory and practice are included. Laboratory fee.

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

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

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

Theatre (THE) 109 (3)
Voice and Articulation (3 Lec.)
Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation.

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

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

Theatre (THE) 112 (3)
Beginning Dance Technique in Theatre (2 Lec., 3 Lab.)
Basic movements of the dance are explored. Emphasis is on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract 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) 114 (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 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.
ACCOUNTING ASSOCIATE  
(Associate Degree)

The Accounting Associate two-year program is designed to prepare a student for a career as a junior accountant in business, industry and government. Emphasis will be placed on internal accounting procedures and generally accepted accounting principles. The Associate in Applied Arts and Sciences Degree is awarded for successful completion of at least 63 credit hours as outlined below. Students desiring a less comprehensive program that emphasizes bookkeeping procedures and practices should consider the General Office Certificate with elective emphasis on accounting careers. The General Office Certificate is available in the Office Careers Program.

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<td>COM 131</td>
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<td>MGT 136</td>
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<td>Electives</td>
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<td>ACC 703-713</td>
<td>Cooperative Work Experience 3</td>
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<tr>
<td>803-813</td>
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<td>ACC 704-714</td>
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<td>804-814</td>
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| Electives | 3-6 |

Minimum Hours Required: 63

1 Electives — A minimum of 9 credit hours must be selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACC 205</td>
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<td>Intermediate Accounting II</td>
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<td>Cost Accounting</td>
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<td>Income Tax Accounting</td>
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<td>ACC 703-713</td>
<td>Cooperative Work Experience</td>
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<td>803-813</td>
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<td>804-814</td>
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<td>BUS 143</td>
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</tr>
<tr>
<td>BUS 237</td>
<td>Organizational Behavior</td>
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<tr>
<td>CS 230</td>
<td>Contemporary Topics in Computer Science</td>
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<tr>
<td>CS 251</td>
<td>Special Topics in Computer Science and Data Processing</td>
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<tr>
<td>MGT 208</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction to Psychology or Human Relations</td>
</tr>
<tr>
<td>SPE 105</td>
<td>Fundamentals of Public Speaking</td>
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</table>

Any CS or DP Programming course

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

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

BANKING AND FINANCE — BANKING OPTION  
(Associate Degree)

The Banking and Finance program is designed to prepare students to enter the finance industry. Students completing the Banking Option will be prepared to assume positions in commercial banks, and other financial organizations.

<table>
<thead>
<tr>
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<tr>
<td>BF 104</td>
<td>Money and Banking* 3</td>
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<td>BF 105</td>
<td>Comparative Financial Institutions 3</td>
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<td>ACC 201</td>
<td>Principles of Accounting I 3</td>
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<tr>
<td>ECO 202</td>
<td>Principles of Economics II 3</td>
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<td>GVT 201</td>
<td>American Government 3</td>
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</table>

* ACC 203 or BUS 234 required in place of ECO 202
The Banking and Finance program is designed to prepare students to enter the finance industry. Students completing the Credit and Finance Management Option will be prepared to assume positions in a wide variety of business and financial organizations.

**SEMESTER III**
- **BUS 237** Organizational Behavior 3
- **CS 175** Introduction to Computer Science 3
- **ACC 202** Principles of Accounting II 3
- Technical Elective 9

**SEMESTER IV**
- **BF 204** Federal Regulations of Banking* or 3
- **BF 205** Analyzing Financial Statements* or 3
- **BF 206** Negotiable Instruments and the Payments Mechanism*. 3
- **BF 203** Public Relations & Marketing of Financial Services 3
- **OFC 231** Business Communications 3
- Technical Elective 3
- Technical Elective 3

**Minimum Hours Required:** 66

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**BANKING AND FINANCE - CREDIT AND FINANCIAL MANAGEMENT OPTION**

(Associate Degree)

The Banking and Finance program is designed to prepare students to enter the finance industry. Students completing the Credit and Finance Management Option will be prepared to assume positions in a wide variety of business and financial organizations.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
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<tr>
<td><strong>BF 101</strong> Credit Management</td>
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<td><strong>BF 115</strong> Credit and Collection Principles</td>
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<td><strong>ECO 202</strong> Principles of Economics II</td>
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<td><strong>CS 175</strong> Introduction to Computer Science</td>
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<td><strong>BF 105</strong> Comparative Financial Institutions</td>
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<td><strong>BUS 237</strong> Organizational Behavior</td>
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<td><strong>ACC 201</strong> Principles of Accounting I</td>
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<td><strong>GOV 201</strong> American Government</td>
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<td><strong>BF 202</strong> Credit Law</td>
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<td><strong>BF 203</strong> Public Relations &amp; Marketing of Financial Services</td>
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<tr>
<td><strong>OFC 231</strong> Business Communications</td>
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<td><strong>ACC 202</strong> Principles of Accounting II</td>
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**Minimum Hours Required:** 60

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**Technical Electives** - Must be selected from the following:
- **BF 110** The Federal Reserve System 3
- **BF 111** Trust Functions and Services 3
- **BF 112** Installment Credit 3
- **BF 113** Credit Card Banking 3
- **BF 114** Teller Training* 3
- **BF 115** Credit and Collection Principles 3
- **BF 116** Construction Lending 1
- **BF 117** Letters of Credit 2
- **BF 118** Installment Loan Interviews 1
- **BF 119** New Accounts 1
- **BF 120** Selling Bank Services 1
- **BF 121** Loss Prevention 3
- **BF 122** Safe Deposit 1
- **BF 123** Loan and Discount 1
- **BF 124** Stocks and Bonds 1
- **RE 131** Real Estate Finance 3

**Electives** - Must be selected from the following:
- **INS 209** Principles of Insurance 3
- **BUS 105** Introduction to Insurance 3
- **MTH 130** Business Mathematics 3
- **BUS 143** Personal Finance 3
- **OFC 159** Beginning Shorthand 4
- **OFC 160** Office Machines 3
- **OFC 162** Office Procedures 3
- **OFC 166** Intermediate Shorthand 4
- **OFC 172** Beginning Typing 2
- **OFC 174** Intermediate Typing 2
- **BUS 234** Business Law 3
- **BF 713** Cooperative Work Experience** 3
- **BF 803** Cooperative Work Experience** 3
- **BF 813** Cooperative Work Experience** 3

*Course may be offered through American Institute of Banking (AIB)
**Enrollment only with consent of instructor
***Students may substitute "Principles of Bank Operations" (taken through the American Institute of Banking)
### Banking and Finance - Credit Union Option

(Associate Degree)

The Banking and Finance Program is designed to prepare students to enter the finance industry. Students completing the Credit Union Option will be prepared to assume positions in credit unions and other financial organizations.

<table>
<thead>
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### Banking and Finance - Savings and Loan Option

(Associate Degree)

The Banking and Finance program is designed to prepare students to enter the finance industry. Students completing the Savings and Loan Option will be prepared to assume positions in Savings and Loan Associations and other financial organizations.

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*To qualify as a candidate for National Institute of Credit Fellow Award, students must complete required courses indicated in the 4 semesters plus one course from the Elective component of the curriculum designated by.

**Enrollment only with consent of instructor.
BUS 237  Organizational Behavior
  3
† Technical Elective
  3

SEMMESTER IV
ACC 202  Principles of Accounting II
BF 203  Public Relations & Marketing of Financial Services
GVT 201  American Government
RE 130  Real Estate Principles
† Technical Elective
  3

Minimum Hours Required:
‡ Technical Electives - Must be selected from the following:
BF 125  Saving Association Lending
BF 205  Analyzing Financial Statements
BF 114  Teller Training*
INS 209  Principles of Insurance
BUS 143  Personal Finance
OFC 162  Office Procedures
BUS 234  Business Law
MTH 130  Business Mathematics
RE 131  Real Estate Finance
RE 135  Real Estate Appraisal
BF 713  Cooperative Work Experience*
BF 803  Cooperative Work Experience*
BF 813  Cooperative Work Experience*
  3

* Enrollment only with the consent of instructor.

CONSTRUCTION MANAGEMENT AND TECHNOLOGY
(Associate Degree)

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

SEMMESTER I
CMT 121  Construction Materials, Methods and Equipment I
  3
CMT 132  Construction Industry
  3
COM 131  Applied Composition and Speech or
ENG 101  Composition and Expository Reading
CMT 236  Building Codes for Safety
  4
HD 107  Leadership or
HD 105  Human Development or
PSY 105  Introduction to Psychology
  16

SEMMESTER II
MTH 195  Technical Mathematics
  3
CMT 124  Electrical and Mechanical Equipment for Buildings
  4
CMT 122  Construction Materials, Methods and Equipment II
  3
CMT 123  Construction Graphics
  4
† Elective
  3-4

SEMMESTER III
CMT 231  Contracts and Specifications
  3
CMT 136  Surveying and Measurements
  4
CMT 138  Construction Management I
  4
EGR 289  Mechanics of Structures
  3

SEMMESTER IV
CMT 230  Quality Control and Cost Control
  4
CMT 234  Estimating
  4
CMT 237  Soils, Foundations, and Reinforced Concrete
  4
CMT 238  Construction Management II
  4

Minimum Hours Required:
† Elective - Must be selected from the following:
ACC 131  Bookkeeping
  3
BUS 234  Business Law
  3
COM 132  Applied Composition & Speech
  4
PHY 131  Applied Physics
  4

DATA PROCESSING PROGRAMMER
(Associate Degree)

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

SEMMESTER I
CS 175  Introduction to Computer Science
  3
BUS 105  Introduction to Business or
MGT 136  Principles of Management
DP 137  Data Processing Mathematics or any business math*
  3
**EDUCATIONAL PARAPROFESSIONAL**

(Associate Degree)

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

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

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>COURSES</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER I</td>
<td>EP 131 Introduction to Educational Processes I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EP 135 Arts and Crafts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>† Technical Electives</td>
<td>9</td>
</tr>
<tr>
<td>SEMESTER II</td>
<td>EP 129 Communication Skills for Educational Paraprofessionals</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EP 134 Introduction to Media</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EP 133 Introduction to Educational Processes II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>† Technical Electives</td>
<td>6</td>
</tr>
<tr>
<td>SEMESTER III</td>
<td>EP 249 The Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EP 804 Cooperative Work Experience</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>† Technical Electives</td>
<td>8-9</td>
</tr>
<tr>
<td>SEMESTER IV</td>
<td>EP 814 Cooperative Work Experience</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>† Technical Electives</td>
<td>11-12</td>
</tr>
</tbody>
</table>

Minimum Hours Required:

60

1 Technical Electives — Must be selected from the following:

Developmental Studies Reading and/or Writing

COM 131 Applied Composition and Speech

ENG 101 Composition and Expository Reading

MTH 111, MTH 112, MTH 130 or an equivalent business math course

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

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

- DP 133 or CS 164
- DP 231 or CS 186
- DP 244 or CS 182
- CS 175 or CS 174

* MTH 111, MTH 112, MTH 130 or an equivalent business math course

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

Minimum Hours Required:

60
### EDUCATIONAL ASSISTANT

(Certificate)

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP 131</td>
<td>Introduction to Educational Processes I</td>
</tr>
<tr>
<td>EP 135</td>
<td>Arts and Crafts</td>
</tr>
<tr>
<td>Technical Electives</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP 129</td>
<td>Communication Skills for Educational Paraprofessionals</td>
</tr>
<tr>
<td>EP 134</td>
<td>Introduction to Media</td>
</tr>
<tr>
<td>EP 249</td>
<td>The Exceptional Child</td>
</tr>
<tr>
<td>Technical Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
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</table>

Minimum Hours Required: 30

*Technical Electives - Must be selected from the following:

<table>
<thead>
<tr>
<th>Developmental Studies Reading and/or Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 131</td>
</tr>
<tr>
<td>COM 132</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>ENG 102</td>
</tr>
<tr>
<td>ENG (200 level)</td>
</tr>
<tr>
<td>EP 133</td>
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<td>EP 245</td>
</tr>
<tr>
<td>EP 246</td>
</tr>
<tr>
<td>EP 247</td>
</tr>
<tr>
<td>EP 804</td>
</tr>
</tbody>
</table>

### ENGINEERING TECHNOLOGY

( Associate Degree)

The engineering technology program provides the student with a broad educational background in several technical areas. During the first year a basic core curriculum is followed by all students. In the second year the student will specialize in one of the following areas: electric power, electro-mechanical, fluid power, or quality control. Also during the second year, the student may choose to participate in a cooperative educational program where college credit may be earned for related work experience.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 190</td>
<td>DC Circuits and Electrical Measurements</td>
</tr>
<tr>
<td>OCT 121</td>
<td>Introduction to Quality Control</td>
</tr>
<tr>
<td>EGT 141</td>
<td>Basic Hydraulics and Fluid Mechanics</td>
</tr>
<tr>
<td>MTH 195</td>
<td>Technical Math</td>
</tr>
<tr>
<td>EGR 186</td>
<td>Manufacturing Processes</td>
</tr>
<tr>
<td>DFT 182</td>
<td>Technician Drafting or</td>
</tr>
<tr>
<td>DFT 183</td>
<td>Basic Drafting</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17-19</strong></td>
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<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 191</td>
<td>AC Circuits</td>
</tr>
<tr>
<td>EGT 142</td>
<td>Instrumentation &amp; Testing</td>
</tr>
<tr>
<td>MTH 196</td>
<td>Technical Mathematics</td>
</tr>
<tr>
<td>ET 193</td>
<td>Active Devices</td>
</tr>
<tr>
<td>EGT 143</td>
<td>Technical Programming</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>
SEMESTER III
COM 131 Applied Composition & Speech
EMT 232 Applied Mechanics
QCT 122 Dimensional Measurement
EMT 242 Digital Control Circuits
† Technical Elective

SEMESTER IV
PHY 131 Technical Physics
QCT 220 Physical & Environmental Testing
EMT 228 Amplifiers and Control Circuits
FLP 222 Fundamentals of Pneumatics
EGT 804 Cooperative Work Experience
† Technical Elective

Minimum Hours Required:
1 Technical Elective — Must be selected from the following:
EGT 240 Electromagnetic and Digital Machine Control
EMT 231 Instrumentation and Testing
ELP 244 Advanced Electric Power Systems
EMT 239 Principles of Microprocessor Control
FLP 225 Advanced Fluid Power Systems
EGT 187 Manufacturing Processes
QCT 227 Non-Destructive Testing
QCT 236 Advanced Quality Control Systems
EMT 239 Technical Drafting
EGT 142 Manufacturing Processes
ET 190 DC Circuits and Measurements
EGT 186 Basic Hydraulics and Fluid Mechanics
MTH 195 Technical Math
EMT 232 Applied Mechanics
† Technical Elective

Minimum Hours Required:
ENGINEERING TECHNOLOGY - ELECTRO-MECHANICAL CERTIFICATE
(Certificate)
This one-year program is designed to provide the student with basic technical skills for entry into the automated industrial environment. All of the courses required for the one-year certificate are applicable to the Engineering Technology Associate Degree.

ENGINEERING TECHNOLOGY - FLUID POWER CERTIFICATE
(Certificate)
A one-year program providing the student with skill and development opportunities in the fluid power field. All of the courses required for the one-year certificate are applicable to the Engineering Technology Associate Degree.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 195</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>DFT 182</td>
<td>Technical Drafting</td>
<td>2</td>
</tr>
<tr>
<td>EGR 186</td>
<td>Manufacturing and Processes</td>
<td>2</td>
</tr>
<tr>
<td>MTH 195</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ET 190</td>
<td>DC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>BPR 177</td>
<td>Blueprint Reading I*</td>
<td>2</td>
</tr>
<tr>
<td>EGR 186</td>
<td>Manufacturing Processes</td>
<td>2</td>
</tr>
<tr>
<td>DFT 186</td>
<td>Basic Drafting</td>
<td>4</td>
</tr>
<tr>
<td>MTH 196</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ET 191</td>
<td>AC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>BPR 178</td>
<td>Blueprint Reading II*</td>
<td>2</td>
</tr>
<tr>
<td>EGR 187</td>
<td>Manufacturing Processes</td>
<td>2</td>
</tr>
<tr>
<td>MS 133</td>
<td>Basic Lathe*</td>
<td>5</td>
</tr>
<tr>
<td>MTH 196*</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ET 191</td>
<td>AC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>BPR 178</td>
<td>Blueprint Reading II*</td>
<td>2</td>
</tr>
<tr>
<td>EGR 187</td>
<td>Manufacturing Processes</td>
<td>2</td>
</tr>
<tr>
<td>MS 133</td>
<td>Basic Lathe*</td>
<td>5</td>
</tr>
<tr>
<td>MGT 136</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>EGT 143</td>
<td>Interpretation of Technical Data</td>
<td>4</td>
</tr>
<tr>
<td>HD 105</td>
<td>Interpersonal Relations</td>
<td>3</td>
</tr>
<tr>
<td>MGT 171</td>
<td>Introduction to Supervision</td>
<td>3</td>
</tr>
<tr>
<td>EGT 814</td>
<td>Cooperative Work Experience or</td>
<td>3-4</td>
</tr>
<tr>
<td>1 Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 136</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>EGT 143</td>
<td>Interpretation of Technical Data</td>
<td>4</td>
</tr>
<tr>
<td>HD 105</td>
<td>Interpersonal Relations</td>
<td>3</td>
</tr>
<tr>
<td>MGT 171</td>
<td>Introduction to Supervision</td>
<td>3</td>
</tr>
<tr>
<td>EGT 814</td>
<td>Cooperative Work Experience or</td>
<td>3-4</td>
</tr>
<tr>
<td>1 Electives</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Minimum Hours Required: 63

**Engineering Technology - Manufacturing Engineering Option**

The Manufacturing Engineering Technology option prepares the student for technician level employment in industrial manufacturing. Training in manufacturing processes, machine tools, drafting, blueprint reading and quality control is emphasized.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 803</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>EGT 813</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>QCT 122</td>
<td>Dimensional Measurement</td>
<td>3</td>
</tr>
<tr>
<td>ET 193</td>
<td>Active Devices</td>
<td>4</td>
</tr>
<tr>
<td>QCT 220</td>
<td>Physical and Environmental Testing</td>
<td>3</td>
</tr>
<tr>
<td>EGT 141</td>
<td>Basic Hydraulics and Fluid Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>PHY 131</td>
<td>Applied Physics</td>
<td>4</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Introduction to the Humanities</td>
<td>3</td>
</tr>
<tr>
<td>SS 131</td>
<td>American Civilization</td>
<td>3</td>
</tr>
<tr>
<td>SPE 105</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COM 132</td>
<td>Applied Composition and Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

* Denotes courses offered at Mountain View College
## MANAGEMENT CAREERS — ADMINISTRATIVE MANAGEMENT OPTION

(Associate Degree)

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

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 136 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COM 131 Applied Composition and Speech *</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101 Introduction to the Humanities</td>
<td>3</td>
</tr>
<tr>
<td>† Elective</td>
<td>3</td>
</tr>
<tr>
<td>**</td>
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<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 206 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>COM 132 Applied Composition and Speech *</td>
<td>3</td>
</tr>
<tr>
<td>CS 175 Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>MTH 111 Mathematics for Business and Economics I or MTH 112 Mathematics for Business and Economics II</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130 Business Mathematics</td>
<td>15</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 202 Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 234 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>† Elective</td>
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</tr>
<tr>
<td>**</td>
<td>15</td>
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<table>
<thead>
<tr>
<th>SEMESTER IV</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 242 Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>BUS 237 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>OFC 231 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective or Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>† Elective</td>
<td>3</td>
</tr>
<tr>
<td>**</td>
<td>18</td>
</tr>
</tbody>
</table>

Minimum Hours Required:

36

† Electives — May be selected from the following:

- MGT 137 Principles of Retailing
- MGT 153 Small Business Management
- MGT 212 Special Problems in Business
- MGT 230 Salesmanship
- MGT 233 Advertising and Sales Promotion
- OFC 150 Office Machines
- OPF 177 Beginning Typing

### MANAGEMENT CAREERS — MID-MANAGEMENT OPTION

(Associate Degree)

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

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 136 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 150 Management Training</td>
<td>4</td>
</tr>
<tr>
<td>MGT 154 Management Seminar: Role of Supervision</td>
<td>2</td>
</tr>
<tr>
<td>BUS 105 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COM 131 Applied Composition and Speech *</td>
<td>3</td>
</tr>
<tr>
<td>**</td>
<td>15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 151 Management Training</td>
<td>4</td>
</tr>
<tr>
<td>MGT 155 Management Seminar: Personnel Management</td>
<td>2</td>
</tr>
<tr>
<td>COM 132 Applied Composition and Speech *</td>
<td>3</td>
</tr>
<tr>
<td>CS 175 Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101 Introduction to the Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MTH 111 Mathematics for Business and Economics I or MTH 112 Mathematics for Business and Economics II</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130 Business Mathematics</td>
<td>18</td>
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<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td>MGT 250 Management Training</td>
<td>4</td>
</tr>
<tr>
<td>MGT 254 Management Seminar: Organizational Development</td>
<td>2</td>
</tr>
<tr>
<td>ACC 201 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201 Principles of Economics I</td>
<td>3</td>
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<tr>
<td>PSY 131 Human Relations</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>SEMESTER IV</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td>MGT 251 Management Training</td>
<td>4</td>
</tr>
<tr>
<td>MGT 255 Management Seminar: Business Strategy, the Decision Process and Problem Solving</td>
<td>2</td>
</tr>
<tr>
<td>ECO 202 Principles of Economics II</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

(Associate Degree Program)

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

Minimum Hours Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 136</td>
<td>3</td>
</tr>
<tr>
<td>MGT 153</td>
<td>3</td>
</tr>
<tr>
<td>COM 131</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101</td>
<td>3</td>
</tr>
<tr>
<td>† Elective</td>
<td>3</td>
</tr>
<tr>
<td>** Total **</td>
<td>15</td>
</tr>
</tbody>
</table>

† Elective — May be selected from the following:

MGT 137 Principles of Retailing
MGT 153 Small Business Management
MGT 212 Special Problems in Business
MGT 230 Salesmanship
MGT 233 Advertising and Sales Promotion
OFC 160 Office Machines
OFC 172 Beginning Typing

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

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

OFFICE CAREERS — ADMINISTRATIVE ASSISTANT OPTION

(Associate Degree)

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

Minimum Hours Required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 210</td>
<td>3</td>
</tr>
<tr>
<td>BUS 234</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>3</td>
</tr>
<tr>
<td>Social Science elective or Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>† Elective</td>
<td>3</td>
</tr>
<tr>
<td>** Total **</td>
<td>15</td>
</tr>
</tbody>
</table>

† Electives — May be selected from the following:

MGT 212 Special Problems in Business
OFC 160 Office Machines
OFC 172 Beginning Typing

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

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

Social Science elective or Humanities elective
† Elective

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 160</td>
<td>3</td>
</tr>
<tr>
<td>† OFC 172</td>
<td>3</td>
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<tr>
<td>** Total **</td>
<td>17-18</td>
</tr>
</tbody>
</table>

† OFC 172 Beginning Typing or
† COM 131 Applied Composition and Speech
† MTH 130 Business Mathematics
† BUS 105 Introduction to Business
† Elective

SEMMSTER III

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 206</td>
<td>3</td>
</tr>
<tr>
<td>MGT 211</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>3</td>
</tr>
<tr>
<td>† Elective</td>
<td>3</td>
</tr>
<tr>
<td>** Total **</td>
<td>17</td>
</tr>
</tbody>
</table>

† ACC 201 Principles of Accounting
† MGT 211 Principles of Economics I
† MGT 206 Principles of Marketing
† ECO 201 Principles of Economics I
† OFC 273 Advanced Typing
† OFC 216 Office Procedures
† OFC 165 Introduction to Word Processing
† CS 175 Introduction to Computer Science
† MGT 136 Principles of Management
† COM 132 Applied Composition and Speech
### Office Careers — Legal Secretary Option

#### (Associate Degree)

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

**Minimum Hours Required:**

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

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

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

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

**Office Careers — Legal Secretary Option**

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 159: Beginning Shorthand or Speedwriting</td>
<td>4</td>
</tr>
<tr>
<td>OFC 103: Office Machines*</td>
<td>3</td>
</tr>
<tr>
<td>OFC 160: Office Machines*</td>
<td>3</td>
</tr>
<tr>
<td>OFC 172: Beginning Typing** or Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>OFC 174: Intermediate Typing (2)</td>
<td>3</td>
</tr>
<tr>
<td>COM 131: Applied Composition and Speech</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130: Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 166: Intermediate Shorthand*** or Speedwriting Dictation</td>
<td>4</td>
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<tr>
<td>OFC 174: Intermediate Typing or</td>
<td>2</td>
</tr>
<tr>
<td>OFC 273: Advanced Typing</td>
<td>3</td>
</tr>
<tr>
<td>OFC 162: Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ACC 131: Bookkeeping I or ACC 201: Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 105: Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COM 132: Applied Composition and Speech</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td>OFC 155: Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OFC 167: Legal Terminology and Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OFC 231: Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>OFC 266: Advanced Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>OFC 273: Advanced Typing or</td>
<td>2</td>
</tr>
<tr>
<td>BUS 105: Introduction to Business</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 265: Word Processing Practices and Procedures</td>
<td>3</td>
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<tr>
<td>OFC 274: Legal Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OFC 275: Secretarial Procedures or</td>
<td>3</td>
</tr>
<tr>
<td>OFC 803: Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>OFC 804: Cooperative Work Experience</td>
<td>4</td>
</tr>
<tr>
<td>HUM 101: Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131: Human Relations or</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105: Introduction to Psychology</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives — Must be taken from the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC</td>
</tr>
<tr>
<td>OFC 803/804</td>
</tr>
<tr>
<td>ACC 132</td>
</tr>
<tr>
<td>ACC 202</td>
</tr>
<tr>
<td>BUS 143</td>
</tr>
</tbody>
</table>

**Minimum Hours Required:**

- 1 Elective
- OFC 159: Beginning Shorthand or Speedwriting
- OFC 103: Office Machines*
- OFC 160: Office Machines*
- OFC 172: Beginning Typing** or Intermediate Typing
- OFC 174: Intermediate Typing (2)
- COM 131: Applied Composition and Speech
- MTH 130: Business Mathematics

**Office Careers — Legal Secretary Option**

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

**Minimum Hours Required:**

- 1 Elective
- OFC 159: Beginning Shorthand or Speedwriting
- OFC 103: Office Machines*
- OFC 160: Office Machines*
- OFC 172: Beginning Typing** or Intermediate Typing
- OFC 174: Intermediate Typing (2)
- COM 131: Applied Composition and Speech
- MTH 130: Business Mathematics

**Office Careers — Legal Secretary Option**

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 273: Advanced Typing or</td>
<td>2</td>
</tr>
<tr>
<td>Ofc 231: Business Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ACC 131: Bookkeeping I or ACC 201: Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 105: Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COM 132: Applied Composition and Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

**Office Careers — Legal Secretary Option**

<table>
<thead>
<tr>
<th>Electives — Must be taken from the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC</td>
</tr>
<tr>
<td>OFC 803/804</td>
</tr>
<tr>
<td>ACC 132</td>
</tr>
<tr>
<td>ACC 202</td>
</tr>
<tr>
<td>BUS 143</td>
</tr>
</tbody>
</table>
PROFESSIONAL SECRETARY OPTION

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

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER III</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 234 Business Law</td>
<td>OFC 165 Introduction to Word Processing</td>
</tr>
<tr>
<td>BUS 237 Organizational Behavior</td>
<td>OFC 231 Business Correspondence</td>
</tr>
<tr>
<td>MGT 136 Principles of Management</td>
<td>CS 175 Introduction to Computer Science</td>
</tr>
<tr>
<td>MGT 242 Personnel Administration</td>
<td># OFC 266 Advanced Shorthand</td>
</tr>
<tr>
<td>CS 250 Contemporary Topics in Computer Science</td>
<td>PSY 131 Human Relations or</td>
</tr>
<tr>
<td>CS 251 Special Topics in Computer Science &amp; Data Processing</td>
<td>OFC 273 Advanced Typing or</td>
</tr>
<tr>
<td>ECO 201 Principles of Economics I</td>
<td>+ Elective</td>
</tr>
<tr>
<td>+ SPE 105 Fundamentals of Public Speaking</td>
<td></td>
</tr>
</tbody>
</table>

**Minimum Required Hours:** 67

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

- Any OFC course may be selected
- Ofc 803/804 Cooperative Work Experience

<table>
<thead>
<tr>
<th>SEMESTER II</th>
<th>SEMESTER IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 166 Intermediate Shorthand*** or</td>
<td>OFC 265 Word Processing Practices and Procedures</td>
</tr>
<tr>
<td>OFC 104 Speedwriting</td>
<td>OFC 275 Secretarial Procedures or</td>
</tr>
<tr>
<td>+ OFC 174 Intermediate Typing** or</td>
<td>OFC 803 Cooperative Work Experience or</td>
</tr>
<tr>
<td>OFC 172 Beginning Typing** or</td>
<td>OFC 804 Cooperative Work Experience</td>
</tr>
<tr>
<td>MTH 130 Business Mathematics</td>
<td>HUM 101 Introduction to Humanities</td>
</tr>
<tr>
<td>+ Elective</td>
<td></td>
</tr>
</tbody>
</table>

**Minimum Required Hours:** 67

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

- Any OFC course may be selected
- Ofc 803/804 Cooperative Work Experience

**OFFICE CAREERS — GENERAL OFFICE**

(Certificate)

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 160</td>
<td>Office Machines*</td>
<td>3</td>
</tr>
<tr>
<td>OFC 172</td>
<td>Beginning Typing**</td>
<td>3</td>
</tr>
<tr>
<td>COM 131</td>
<td>Applied Composition and Speech</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*Electives</td>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>

### SEMESTER II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 131</td>
<td>Bookkeeping I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CS 175</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>*Electives</td>
<td></td>
<td>7</td>
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</tbody>
</table>

**Minimum Hours Required:** 35

*Electives - Must be taken from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC 103</td>
<td>Speedwriting Theory</td>
<td>4</td>
</tr>
<tr>
<td>OFC 104</td>
<td>Speedwriting Dictation</td>
<td>3</td>
</tr>
<tr>
<td>OFC 129</td>
<td>Beginning Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>OFC 162</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OFC 165</td>
<td>Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OFC 166</td>
<td>Intermediate Shorthand**</td>
<td>2</td>
</tr>
<tr>
<td>OFC 174</td>
<td>Intermediate Typing</td>
<td>2</td>
</tr>
<tr>
<td>OFC 231</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 132</td>
<td>Bookkeeping II</td>
<td>3</td>
</tr>
<tr>
<td>OFC 201</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>COM 132</td>
<td>Applied Composition and Speech</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Introduction to Psychology or Speech</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>MGT 136</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 234</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CS 250</td>
<td>Contemporary Topics in Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>OFC 273</td>
<td>Advanced Typing</td>
<td>2</td>
</tr>
<tr>
<td>OFC 275</td>
<td>Secretarial Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OFC 803</td>
<td>Cooperative Work Experience or</td>
<td>3</td>
</tr>
<tr>
<td>OFC 804</td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
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</table>

### SEMESTER II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 201</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>COM 131</td>
<td>Applied Composition and Speech</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*E lective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Minimum Hours Required:** 18

*Students who can demonstrate proficiency by previous training, experience or placement tests may substitute a course from the following:

- OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160
- OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172
- OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166

### OFFICE CAREERS — GENERAL OFFICE

(Certificate — Office Clerical Emphasis)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>OFC 160</td>
<td>Office Machines*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OFC 172</td>
<td>Beginning Typing**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACC 131</td>
<td>Bookkeeping I or</td>
<td>3</td>
</tr>
</tbody>
</table>

### OFFICE CAREERS — GENERAL OFFICE

(Certificate — General Office Emphasis)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>OFC 160</td>
<td>Office Machines*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OFC 162</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OFC 172</td>
<td>Beginning Typing**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 131</td>
<td>Applied Composition and Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

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*Students who can demonstrate proficiency by previous training, experience or placement tests may substitute a course from the following:

- OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160
- OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172
- OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166
### SEMESTER I

**Minimum Hours Required:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 130</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OFC 165</td>
<td>Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OFC 174</td>
<td>Intermediate Typing</td>
<td>2</td>
</tr>
<tr>
<td>OFC 231</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 131</td>
<td>Bookkeeping I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CS 175</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
</tbody>
</table>

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

- OFC 103: Speedwriting Theory
- OFC 104: Speedwriting Dictation
- OFC 159: Beginning Shorthand
- OFC 166: Intermediate Shorthand
- OFC 231: Business Communications
- ACC 132: Bookkeeping II
- ACC 201: Principles of Accounting I
- COM 132: Applied Composition and Speech
- PSY 105: Introduction to Psychology or Human Relations
- MGT 136: Principles of Management
- BUS 234: Business Law
- CS 250: Contemporary Topics in Computer Science
- OFC 273: Secretarial Procedures
- OFC 803: Cooperative Work Experience or Business Management
- OFC 804: Cooperative Work Experience (2)

**Additional Credit: 17-18**

### ORNAMENTAL HORTICULTURE TECHNOLOGY — GREENHOUSE FLORIST OPTION

( Associate Degree)

This option prepares a student to enter the florist industry. The student may direct his training toward his own goals through the selection of appropriate electives and occupational experience. The program places emphasis on those skills required for success in wholesale greenhouse flower production, retail floral design and sales, and retail greenhouse florist production and sales. Upon graduation, a student is qualified to enter a wide number of positions in crop production, sales and distribution, floral design and flower shop management.

### OFFICE CAREERS - INSURANCE

(Certificate)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INS 108</td>
<td>Personal and Commercial Auto Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INS 109</td>
<td>Personal Lines - Homeowners/Fire/Marine</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OFC 160</td>
<td>Office Machines</td>
<td>3</td>
</tr>
<tr>
<td>OFC 172</td>
<td>Beginning Typing** or</td>
<td>3</td>
</tr>
<tr>
<td>OFC 174</td>
<td>Intermediate Typing</td>
<td>(2)</td>
</tr>
</tbody>
</table>

**Minimum Hours Required:**

- INS 110: Commercial Casualty - Workers
- INS 111: Commercial Fire/Commercial Insurance
- OFC 162: Office Procedures or
- OFC 174: Intermediate Typing** or
- Technical Elective (3)
- OFC 231: Business Communications
- OFC 803: Cooperative Work Experience or
- OFC 804: Cooperative Work Experience (4)

**Minimum Hours Required:**

- OFC 165: Introduction to Word Processing
- OFC 273: Advanced Typing
- CS 175: Introduction to Computer Science

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

- OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.
- OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172
- OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.

### SEMESTER II

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>HLN 131</td>
<td>Horticultural Science</td>
<td>4</td>
</tr>
<tr>
<td>HLN 132</td>
<td>Landscape Trees</td>
<td>2</td>
</tr>
<tr>
<td>BIO 115</td>
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<td>BIO 110</td>
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<tr>
<td>COM 131</td>
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<tr>
<td>MTH 195</td>
<td>Technical Mathematics or</td>
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**Credit Hours:** 16

### SEMESTER II

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<td>Herbaceous and Exotic Plants</td>
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<tr>
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### ORNAMENTAL HORTICULTURE TECHNOLOGY — FLORIST CERTIFICATE

#### (Certificate)

This program prepares the student to enter positions in floral design, retail flower shop operations, and sales and distribution of flowers and florist supplies.

#### SEMESTER I

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<td>HLN 245</td>
<td>Problems and Practices in Industry</td>
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Minimum Hours Required: 17

### ORNAMENTAL HORTICULTURE TECHNOLOGY — LANDSCAPE/NURSERY OPTION

#### (Associate Degree)

This option prepares a student to enter both the landscaping industry and the nursery industry at a technician level. The student may direct his training toward his own goals through the selection of electives and occupational experiences. The course places emphasis on those skills required for success in landscape service, nursery production and sales, and landscaping planning and contracting business. A student who completes this training is also well prepared for work in park and recreational departments, shopping center malls and industrial parks and gardens.

#### SEMESTER I

<table>
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<tr>
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<th>Course Title</th>
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Minimum Hours Required: 16

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<td>HLN 140</td>
<td>Herbaceous and Exotic Plants</td>
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Minimum Hours Required: 15

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<td>HLN 226</td>
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<td>HLN 231</td>
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Minimum Hours Required: 15

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<td>HLN 234</td>
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Minimum Hours Required: 3
ORNAMENTAL HORTICULTURE TECHNOLOGY — LANDSCAPE GARDENER

Certificate

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

SEMESTER I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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SEMESTER II

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<td>Herbaceous and Exotic Plants</td>
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MINIMUM HOURS REQUIRED: 60

REAL ESTATE

(Associate Degree)

The program in real estate is designed to develop the fundamental skills, attitudes and experiences which enable the student to function in decision-making positions in the real estate profession.

SEMESTER I

<table>
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<tr>
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<th>Course Title</th>
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<td>RE 130</td>
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<td>RE 230</td>
<td>Real Estate Office Management</td>
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<tr>
<td>RE 250</td>
<td>Real Estate Internship I*</td>
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<td>RE 254</td>
<td>Real Estate Seminar I*</td>
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SEMESTER IV

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<td>ACC 201</td>
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MINIMUM HOURS REQUIRED: 60

† Technical Electives — Must be selected from the following:

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<td>RE 235</td>
<td>Property Management</td>
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<td>RE 251</td>
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<td>RE 240</td>
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* Preliminary interview by Real Estate Coordinator required. RE 250 and RE 254 must be taken concurrently. RE 251 and RE 255 must be taken concurrently.
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<th>BHC</th>
<th>CVC</th>
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* Programs are offered at the designated colleges through El Centro College.

** Second Year courses are offered at the designated colleges through El Centro College.