Collin County Community College is an equal opportunity institution and does not discriminate on the basis of sex, race, creed, handicap, or national origin in accordance with Federal law.

The programs, policies, statements, fees, and/or courses contained herein are subject to continuous review and evaluation. CCCC reserves the right to make changes at any time without notice. This publication is intended for information only.

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COLLIN COUNTY COMMUNITY COLLEGE

MISSION STATEMENT
Collin County Community College affirms as its mission the commitment to provide, within the resources available, educational programs and services which meet individual and community needs. The College is committed to quality and excellence in all educational areas including transfer/parallel, vocational/technical, developmental, and continuing education.

PHILOSOPHY AND PURPOSE
The educational philosophy of CCCC is that programs and services of the College should be available to all citizens who can benefit from them. Within this context, the purpose of the College is to create an environment which will help people: to live creative, humane, healthy, and sensitive lives; to recognize, accept, and encourage differences in personal, racial, ethnic, and cultural backgrounds; to relate to others openly and responsibly; to generate the motivation to continue learning throughout life; to develop an appreciation for all occupations, recognizing that dignity and honor come from a task well done rather than from the status of a vocation; to acquire the skills necessary for earning a living in a way that will promote the general welfare; and to prepare for a beneficial use of leisure time.

HISTORY
The Collin County Community College District was authorized on April 6, 1985. The first classes were offered in Fall 1986 in high schools throughout the county. The Central Campus opened its doors to students in January 1986. The Central Campus is a 130,000 square foot facility located on 100 acres of land near the intersection of Highways 75 and 380 in McKinney, Texas. Presently, day and evening classes are offered at the Central Campus. Day classes are also offered at the University of Texas at Dallas, while additional evening classes are held at area high schools.
The College has begun construction of a second campus in east Plano. This Campus, Spring Creek, is scheduled for a Fall 1988 opening. It will occupy about 115 acres at the juncture of Spring Creek Parkway and Jupiter Road. The building complex will house approximately 380,000 square feet of classroom, laboratory, and office space as well as a gymnasium, conference center, and theatre.
Academic Policies and Procedures

Academic Requirements
Grades are assigned at the completion of each term as an indication of the College's assessment of the student's performance.

Accreditation
Collin County Community College has been awarded candidacy status by the Southern Association Commission on Colleges. The Candidacy status is effective retroactively to January 1, 1986.

The awarding of candidacy status makes the College eligible for government and private foundation funding, provides a means of affiliation with member institutions, and simplifies the process for students transferring to other colleges and universities.

Adding or Dropping Courses
Any change in a student's schedule of classes is accomplished by completing the necessary forms obtained from the Enrollment Management Office. Courses may be added prior to the fourth class hour. Students may drop a class with a grade of a "W" through the end of the 12th class week during a regular term and through the end of the 4th week in a summer term.

A student who discontinues class attendance and does not officially drop the course will receive a failing grade for the course.

Admissions Procedures
Collin County Community College operates under an "open door" admissions policy. Any individual above the age of compulsory high school attendance and whose high school class has graduated is eligible for admission. The College reserves the right to guide the placement of students through assessment, which may include interviews and a review of past academic achievement.

The following procedures should be followed:
1. An application for admission must be submitted. This application may be submitted prior to or at the time of registration.
2. New students are encouraged to submit their most recent high school or college transcript or a copy of their GED scores to the Admissions Office. Students applying for and/or receiving financial aid or veterans benefits will be required to submit a complete record of all academic work including high school transcripts. Degree seeking students will be required to submit all official transcripts.

3. While not required, the College recommends that all students who have completed the SAT or ACT submit their scores to the Admissions Office.

*Concurrent Enrollment
High school students may, with permission of the appropriate high school officials, hold concurrent enrollments in high school and college courses. Requirements for enrollment generally include a letter from the high school counselor or principal, along with a high school transcript of work completed to date. Students enrolling concurrently will usually be required to participate in orientation and assessment prior to registration. Permission of the instructor may be required. All students within the age of compulsory secondary attendance who are admitted will be enrolled on a provisional basis.

Students who are below the high school level may be admitted for certain programs of study such as developmental education, which includes reading, writing, basic math, basic algebra, and study skills. To be admitted and enroll, a student must provide a letter of permission from the appropriate middle or secondary school official, participate in orientation and assessment prior to registration, and successfully complete a maturity level assessment. Enrollment will be on a provisional basis.
Grading System

A: Excellent
B: Above Average
C: Average
D: Below Average
F: Failure
P: Pass
W: Withdrawal
I: Incomplete
Ip: In-Progress

Class Attendance
Regular classroom attendance is expected of all students. Class attendance requirements are determined by instructors. A student will be cited each instructor’s attendance policy during the first day of the class.

Students who receive Veterans Administration Educational Assistance must conform to attendance and academic standards as established by the Veterans Administration and District policy. Information concerning requirements for attendance, satisfactory progress, certification of benefits, and all other questions affecting veteran students may be obtained from the Director of Financial Aid/Veterans Affairs. It is the veteran student’s responsibility to determine and conform to District policies affecting veterans.

In accordance with Section 51.911 of the Texas Education Code, CCCC shall allow a student who is absent from a class as a result of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. Students shall be required to file a written request with each instructor within the first fifteen days of the semester to qualify for an excused absence. A copy of the State rules and procedures regarding holy days and the form for notification of absence from each class under this provision are available from the Director of Enrollment Management.

Incomplete Contracts
At the close of each term, any incomplete contract must be agreed to and signed by the involved student, instructor, and appropriate division dean in order for a grade of "I" to be assigned. The contract must define the exact requirements the student is to fulfill in order to receive a performance grade. Incomplete work must be completed within the following regular term. Failure to remove an "I" during the succeeding regular term will result in an "I" being placed on the permanent record.

Non-Traditional College Credit
Various credit options enable persons who have acquired knowledge and skills in non-traditional ways to demonstrate academic achievement. Credit may be given for college-level experience as demonstrated by acceptable test results regardless of the means by which the knowledge was acquired, except for college credit that has been previously granted. Students may also receive credit for some previous military training. Please note that a fee for test administration and transcript recording will be assessed. Without special permission, not more than 18 hours may be counted toward a degree.

College Level Examination Program (CLEP)
Most public supported colleges and universities have agreed to accept as transfer credits all CLEP credit granted by official accredited institutions using the criteria below. Collin County Community College uses these criteria for CLEP evaluation.

A) CLEP credit shall be recorded on academic transcripts as to be clearly recognized as credit awarded by examination (cr) rather than through residency course work.

B) CLEP credits shall not be granted if they duplicate credits for courses already completed.

C) The Director of Enrollment Management certifies credits earned on a CLEP examination on scores at or above the average scores achieved by students in the national norms sample who earned a grade of D in regular college courses in that subject.

D) Most public supported institutions shall accept for transfer CLEP credit granted in accordance with the determining steps, provided that the transcript also shows no less than 12 semester hours of regular resident credit earned at Collin County Community College. Students planning to use CLEP credit to meet degree requirements at other institutions should check the requirements of the receiving institution.

Tests Given by College Instructors
Credit for some courses may be granted upon successful completion of a comprehensive examination over the content of the course. A fee is charged for each course examination and must be paid prior to taking the examination. This fee is not refundable. Students must be currently enrolled at the College to receive credit by examination. Students may not request credit by examination in courses for which they are currently enrolled. Credit by examination may be attempted only once for any given course. The student must score at or above 70% to receive credit for the course.

Advanced Placement Tests of College Board (AP)
This testing program is available to some students through their high schools during the junior year. Students who are enrolled in AP courses may enroll for advanced placement tests to be given at the Advanced Placement Program, CN 6670, Princeton, NJ 08541-6670. Advanced placement or granting of credit is subject to the approval of the academic administration and the successful completion of the appropriate examination. AP credit shall be recorded on academic transcripts so as to be clearly recognized as credit earned by examination (cr) rather than through residency course work.

Armed Forces Credit
In addition to using credit previously earned at other institutions to achieve advanced placement at the College, students may also receive such standing by presenting evidence of having satisfactorily completed a program of military training for which college credit may be given in accordance with the American Council on Education guidelines.

For additional information regarding CLEP Examinations, tests given by College instructors, advanced placement tests, and Armed Forces credit, contact the Coordinator of Testing Services.
Graduation
Prior to the completion of 30 semester hours, a student who plans to graduate from Collin County Community College shall request a degree plan from an advisor located in the Student Development Division. Students may graduate under any of the College's catalogs from the preceding five years as long as the student was enrolled under that catalog; however, students may benefit from graduating under the requirements of a recent catalog. This is primarily true if a student plans to transfer to a four-year college or is enrolled in a program requiring specialized accreditation.

A student who completes specific course requirements for a degree or certificate with a minimum cumulative grade point average of 2.0 is a candidate for graduation. To graduate, students must complete a minimum of 18 credit hours at Collin County Community College. Advanced placement courses will not meet this residency requirement. Candidates for graduation must submit an application for graduation and pay the assessed graduation fee no later than the deadline established for that semester. Students planning to graduate during a summer session must file for graduation and pay any necessary fees no later than the 15th day of the preceding spring semester.

Registration Procedures
The College requires that prior to being officially enrolled in courses, a student must complete the necessary registration procedures and pay the required tuition and fees. Until this process is complete, a student is not considered to be officially enrolled. To aid students with the processing of registration, the College has developed several registration alternatives which are listed below:

* Early Registration
  Through early registration, students may elect to enroll in advance for the subsequent term. This process allows the student to select courses, establish a course schedule, and obtain pre-registration advisement.

* Regular Registration
  Regular registration is scheduled prior to the first day of classes. New and returning students are encouraged to register no later than the last day prior to the start of classes.

* Late Registration
  Students who wish to register late for courses must do so prior to the fourth class hour. Exceptions to this late registration rule may be granted by appropriate College administrators.

Residency Requirements
The State of Texas requires that prior to enrollment, each student must sign an affidavit certifying legal residency. Texas law defines an in-state resident as an individual residing in Texas who has been gainfully employed (or dependent upon a parent who has been gainfully employed) in Texas for the 12 months preceding registration. An in-county student is an individual who is a resident of Texas and who resides in Collin County at the time of registration. An out-of-county student is a resident of Texas who resides outside of Collin County at the time of registration. An out-of-state student does not meet the requirements for Texas residency.

The responsibility for registering under the proper residential classification is that of the student and any question concerning the student's right to classification as a resident of Collin County must be clarified prior to the time of enrollment at Collin County Community College. If a student's residency status changes, it is the responsibility of the student to notify the proper College officials and failure to do so may result in disciplinary action. Students should submit address changes to the Office of Enrollment Management.

Listed below are acceptable documents to support residency:

- Permanent Texas driver's license (at least one year old)
- Texas high school transcript (if enrolled within the last 12 months)
- Texas college or university transcript (if enrolled within the last 12 months)
- Letter of employment (verifying one year's employment)
- Texas voter's registration card (at least one year old)
- Lease agreement covering the past 12 months
- Deed to real property in Collin County (if owned less than 12 months)
- Collin County property tax statements
- Other third party documentation

Students who are dependent on a parent's residency status must also submit the top portion of the Federal Income Tax Form.

Tuition and Fees
Tuition is based on residency and the number of credit hours for which a student enrolls. Following is a schedule of tuition and student activity fees by residency classification.

Special Fees and Charges
Special fees and charges may be added as necessary and as approved by the Board of Trustees.

Laboratory Fees: $2 to $25 per semester, per lab
Audit Fee: $25 per course plus tuition and fees
Student Activity Fee: See tuition fee schedule. Based on student activity budget.

Additional fees may be assessed as new programs are developed. These fees will be kept to a practical minimum.

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT TUITION AND STUDENT ACTIVITY FEE SCHEDULE**

**EFFECTIVE FALL SEMESTER 1987**

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**NOTE: LAB FEES ARE AN ADDITIONAL COST**
Satisfactory Progress
In order to guide and encourage students to maintain satisfactory academic progress toward the completion of their goals, the College has established the following standards:

- 0 - 9 semester hours: 1.0 minimum GPA
- 10 - 17 semester hours: 1.5 minimum GPA
- 18 or more semester hours: 2.0 minimum GPA

Students whose academic progress is below these standards at the conclusion of any term are automatically placed on academic probation and will be notified in writing of the probationary status. A student on academic probation will be asked to meet with a member of the Student Development staff and/or the student's academic advisor to plan a corrective action program. Such a program may include restrictions on the number of credit hours attempted, supplemental assistance, and/or other developmental requirements.

Students unable to meet the above minimum academic standards at the end of the term of academic course work following the imposition of probationary status may have their progress reviewed by a College committee, and they may be subject to additional remediation or academic suspension. A student who has been academically suspended may be readmitted on probation only after one term absence from the College and may be required to participate in developmental and remedial programs.

Eligibility to receive financial aid and other benefits such as Veteran Administration benefits will be jeopardized by students who fail to meet these academic standards of progress. For additional information, contact the Enrollment Management Office.

Student Classifications
Freshman: A student who has successfully completed fewer than 30 credit hours.
Sophomore: A student who has successfully completed 30 or more credit hours.
Full-time: A student enrolled for 12 credit hours or more in a regular semester or 6 credit hours or more in a Summer session.
Part-time: A student enrolled for 11 credit hours or less in a regular semester or five credit hours or less in a Summer session.

Student Load
A full-time student load is a minimum of 12 semester hours per regular term. Students taking 11 semester hours or less per term are classified as part-time students. Full-time status during the Summer term or accelerated terms may vary. For clarification, see the Director of Enrollment Management.

Students may, with special permission of the appropriate academic administrator, enroll for more than 18 credit hours during a regular term and seven hours in a Summer session. Normally, permission will not be granted unless the student has a 3.0 cumulative grade point average and plans to carry no more than 21 hours during a long term or 9 hours or less during a short Summer term.

Transfer Credits
Students who transfer to CCC from other institutions of higher education will be awarded credit earned depending on the nature of the credit and the academic program selected. In general, credit for courses equivalent to those listed in the catalog will be accepted if the courses are used to satisfy specific requirements for graduation. Other credits may be accepted in lieu of elective courses depending on the student's program of study. Upon the student's request, transfer credit will be recorded on the CCC transcript at the completion of six semester hours in residence.

Veterans' Admissions
Veterans wishing to enroll and receive benefits should contact the Director of Financial Aid/Veterans Affairs. In order to receive benefits, veterans must maintain satisfactory progress as stipulated by the Veteran's Administration and College policy. All prior credit earned through civilian or military education must be submitted to the Director of Admissions for transfer evaluation.

Withdrawal from College
Students may withdraw from all College classes at any time prior to the posted drop date as stated in the academic calendar. Withdrawal from the College must be student initiated and the withdrawal form must be signed by the student and faculty advisor or student development advisor. Students may also withdraw from the College by submitting in writing a request for such action. The request must include the official signature of the student and the student's address, social security number, phone number(s), and course names and numbers. The date as postmarked on the envelope will be the official withdrawal date. Cases requiring exceptional consideration may be approved by the appropriate division dean.

STUDENT CODE OF CONDUCT
Student Code
Collin County Community College District students are both citizens and members of the academic community. As citizens and students they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community they are subject to the obligations which are their by virtue of this membership.

The District expects its students to conduct themselves in such a way as to reflect credit upon the institution they represent. There are two basic standards of behavior required of all students: 1) they shall adhere to District policies, and municipal, state, county, and federal laws; and 2) they shall not interfere with or disrupt the orderly educational processes of the District. Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. For more information, see the Student Handbook or the Office of the Vice President for Student Development.

Release of Information
In compliance with the Family Rights & Privacy Act of 1974, Federal Law 93-380, information classified as "Directory Information" may be released to the general public without the consent of the student. Directory information is defined as:

1. Student name
2. Student address
3. Telephone listing
4. Dates of attendance
5. Most recent previous educational institution attended
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 making written request to the Director of Enrollment Management/Registrar's Office during the first twelve days of a Fall or Spring semester or during the first four days of a Summer session. If no request is filed, information will be released upon inquiry. Directory information is the only part of a student's record that may be released without the consent of the student. No transcript or inquiries concerning an academic record will be released without consent of the student specifying the information to be released.

Restricted Access to Records
The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the student:

a) school officials and instructors with a legitimate educational interest;

b) representatives of State, Federal, and local government when auditing and evaluating Federal or State education programs;

c) financial aid officers to process a financial aid application or forms;

d) governmental officials to which information is to be reported under State law;

e) accrediting organizations for accrediting purposes;

f) appropriate persons in case of emergency, if such information is necessary to protect the health or safety of the student or others;

g) organizations approved by the President or his designee conducting studies for or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organization.

Information will be destroyed when no longer needed for the purposes for which it was collected.
General Information

Bookstore
The College Bookstore, located on the Central Campus, has available for purchase most materials required for classes. It also sells school supplies, novelties, and assorted clothing. The Bookstore accepts checks with proper identification. Mastercard and Visa are also accepted.

Regular Bookstore hours are posted on the door. During registration and the first week of classes, the Bookstore will extend its hours.

Disabled Students
The Central Campus is accessible to disabled individuals. Special facilities such as elevators, restrooms, and parking are provided to make college life more convenient. Advisors in the Life Planning Center will make arrangements to provide whatever additional assistance is needed.

Emergencies (Reporting)
If an emergency should arise on campus, report it to the switchboard receptionist located on the first floor of the Central Campus. Contact faculty within the classroom if a problem should arise during class time. Emergency medical services will be provided for students when necessary. First aid kits are available at the switchboard, Physical Plant, Student Development, and in B305.

If an emergency arises at an off-campus location, immediately notify a faculty member, who will then notify the building site supervisor.

Emergency Closing of the College
The President or his designee has the authority to discontinue instructional sessions because of extreme weather or other emergency conditions. If classes have been cancelled, local radio and television stations will make the announcement. A decision to cancel classes will usually be made by 3 pm for evening classes and by 6 am for day classes.
COLLEGE SERVICES

CONTINUING EDUCATION

The Office of Continuing Education and Economic Development serves students and the community in several ways. A wide variety of continuing education courses are offered to serve both personal and professional development needs of the community. Courses are tailor-made to meet the needs of business and industry; special offerings are made available as requested by community residents; and special programs and seminars are designed for professional groups and organizations.

LIBRARY/LEARNING RESOURCES CENTER

The Library/Learning Resources Center is located on the first floor of the Central Campus. Available materials include books, magazines, photophone recordings, tapes, and videotapes. Most of the materials are available for use on checkout. A computerized system is available to help students and faculty locate these materials.

Hours: The Learning Resources Center is scheduled to be open during the 1987-1988 term.
- Monday through Thursday: 7:45 am to 9:30 pm
- Friday: 7:45 am to 5 pm
- Saturday: 8 am to 5 pm
- Sunday: Closed

Loan Period: Books may be checked out for three weeks. Materials should be returned to the Learning Resources Center by the due date stamped on the card in the pocket.

Photocopying: A coin operated photocopy machine is available for student use.

Community Borrowers: All residents (students and non-students) of Collin County are welcome to use the Learning Resources Center and check out materials.

Alternative Learning Center: Students who require flexibility in scheduling in order to attend College classes may find the Alternative Learning Center a substitute for the traditional class schedule. The Center provides individual and small group tutoring, laboratory learning experiences, self-paced instruction, and television courses. Most of the Developmental Education courses are taught through the Alternative Learning Center.

STUDENT DEVELOPMENT

Developmental Education

Developmental Education courses provide students with the basic skills needed to achieve success in college-level courses. Various levels of English, reading, and math, each tailored to meet the specific needs of students, are offered each semester.

• Self-paced, Individualized Courses
  Most Developmental Education courses are offered on an individualized, self-paced basis. Basic Algebra and Intermediate Algebra are also offered as lecture classes. Reading courses are self-paced/individualized and designed to strengthen basic reading comprehension skills.
  The writing course (ENG 040) requires students to attend class two hours per week and to spend a minimum of two hours per week in the lab.

• Tutoring and Study Skills Seminars
  EACH ONE REACH ONE, a volunteer tutoring program, provides tutors in various subjects. Appointments are required and may be made by telephoning 320-1260 ext. 503. Study skills classes are Nurturing, How to Study, Test-taking, Spelling, Test Anxiety Reduction, and the SQ3R Method of Reading. These are offered each semester.

• Writing Center
  The Writing Center provides tutors to assist with all types of writing assignments in any subject. No appointment is necessary.

Financial Aid

A primary purpose of the College's financial aid program is to provide assistance for students who otherwise might find it difficult or impossible to attend college. Students are encouraged to apply for financial aid. Students should not withdraw from college for financial reasons without having first consulted with the Director of Financial Aid.

The following financial aid programs are available to Collin County students:

• Pell Grant
• Supplemental Educational Opportunity Grant (SEOG)
• Texas Public Education Grant (TPEG)
• Texas Public Education-Student Incentive Grant (TPEG-SSIG)
• College Work Study (CWS)
• Guaranteed Student Loans (GSL)
• Tuition Waivers
• Outside Scholarship
• Veterans' Benefits

Many of the financial aid programs are listed under constant State and Federal review. These programs and awards are subject to change.

Students may apply for financial aid simply by completing a financial aid form which is available in the Financial Aid Office and in most high school counseling offices.

Federal Assistance

Pell Grant
Eligibility for the Pell Grant is based on the financial strength of the student and/or the student's family as well as the student's enrollment status.

Supplemental Educational Opportunities Grant (SEOG)
The SEOG provides assistance for eligible students who show financial need and are making satisfactory progress towards their educational goal. Priority consideration is given to the students demonstrating the greatest amount of financial need.

College Work Study (CWS)
Students demonstrating financial need may be considered for the Work Study Program. Students are employed to work at various jobs on campus or at other District sites. They are allowed to work to earn the amount that is designated in their award package. This can range from $20 to $300 per week.

Guaranteed Student Loan Program (GSL)
This program permits students to borrow money from a commercial lending agency without need for collateral. The Federal Government guarantees repayment of the loan, and the interest is based on the amount borrowed until six months after the student graduates or ceases to be at least a half-time student.

State Assistance

Texas Public Education Grant (TPEG)
The TPEG Program is a State financial aid program to assist students attending State supported colleges. Students must show financial need and be making satisfactory progress toward their educational goals. The actual amount of the grant will vary depending on the availability of the funds to the college, the student's family financial condition, and other financial aid the student may receive.

Texas Public Education - State Student Incentive Grant (TPEG-SSIG)
The TPEG-SSIG is a State program whereby grants are based upon the financial need of the applicant. Eligibility is determined by the College based upon the results of the financial aid and need of the availability of funds.

Hinson Hazlewood Student Loan Program (HSLP)
This is a State loan program similar to the GSL. Repayment of the loan begins six months after the student ceases to be enrolled at least half time. Deferral of repayment is available under specific conditions.

Scholarships

Scholarships at Collin County Community College are generally awarded on the basis of academic achievement, need, or a combination of both. Scholarships are designed to encourage and assist students in pursuing academic excellence and leadership roles. All students are encouraged to apply. Scholarship information is available in the Financial Aid Office.

Tuition Waivers

The State of Texas offers a number of tuition exemption programs. These programs provide exemptions from certain tuition and fee charges in public colleges. Applications and information about these tuition waivers may be obtained in the Financial Aid Office. A few of the tuition waivers are:

- Hazlewood Act - Exemption of certain veterans whose G.I. Educational Benefits have expired.
- Texas Independence and Promise Scholarship - Exemption of certain veterans who have served in the Armed Forces of the United States.
- Honor Graduates - Exemption of highest ranking high school graduate of accredited high school in the state from payment of tuition and fees during the semester of graduation.
Life Planning Center

The Life Planning Center offers a variety of services including assistance with admissions, academic advising, testing and assessment, career planning, student employment, transfer information, and computer-assisted career guidance.

Advisement
Academic advising is an integral component of each student's success at CCC. Advising takes place during registration on the Central Campus and at various off-campus locations. Advising is an on-going process at the Central Campus and at any CCC location. CCC students interested in advising should contact the Life Planning Center. Peer Advisors are also available to meet students needs and concerns.

Career Planning and Placement
Information and career resources are available from the Life Planning Center. An annual Career Fair is offered for students to talk with community employers. Workshops are offered throughout the year on topics such as developing a resume and interviewing techniques. Career development resources are available for check out at no charge.

Job listings for students seeking employment, including on- and off-campus positions are available in the Life Planning Center. Placement efforts help graduates secure employment.

Health Services
At this time, the College does not employ a school nurse or health clinician. However, CCC is dedicated to the total well-being of students. Health fair, alcohol and drug awareness programs, aerobic and other fitness courses are available. If students have a psychological or physiological problem, please consult the Director of Life Planning for assistance.

Human Development Courses and Programs
Workshops, seminars, and courses in areas of human development are offered to students as needed. These courses will assist students in such areas as personal development, career decision making, study skills, interpersonal relations, and life planning. Periodically, programs will be offered in the areas of resume writing and interviewing techniques. For more information on these special courses, please contact the Life Planning Center.

Official Degree Plans/Evaluations
Specific degree plans may be obtained from the Life Planning Center. The College will officially evaluate credit received from other institutions to determine a student's progress toward a specific degree plan. The official evaluation may be requested at any time, but will be completed and recorded on the student's CCC transcript only after the completion of six semester hours at CCC.

Orientation/Assessment
Students are encouraged to participate in Orientation/Assessment sessions. The assessment program evaluates skills in reading, writing and mathematics and predicts the probability of success in college-level courses.

Testing/Assessment
Staff of the Life Planning Center offer an extensive testing program for students and residents of the community. A sample of assessment tools and tests include:
- CLEP - College Level Examination Program
- ACT - American College Testing Program
- SAT - Scholastic Aptitude Test
- CREDIT BY EXAM - Subject tests designed by CCC faculty
- MYERS-BRIGGS - Personality Inventory
- STRONG-CAMPBELL - Interest Inventory

Note: The CCC code number for CLEP is 591. The CCC code number for ACT is 4046. All students are encouraged to participate in pre-enrollment assessment. Assessment in math, reading, and writing will help students determine in which level to enroll. Individual assessment may be scheduled by appointment.

Computer assisted guidance is also available at no charge. The following programs are available:
- DISCOVER - A career guidance system
- COLLEGE SEARCH - Answer questions about college selection
- F.A.C.T. (Financial Aid Counseling Tool)
- P.A.C.S. (Personal Assessment Career System)
- V.P.I - Vocational Preference Inventory
- POSITIVE LIFESTYLE - A program to determine wellness levels

Transfer Assistance
Transfer of credit from CCC to a four-year institution can be a simple process. Students are encouraged to meet with an advisor or one member in the Life Planning Center to obtain transfer information.

Students should be aware that each four-year institution determines which courses will be required for a particular degree. Not all transferable courses can be used toward a specific degree. Some courses are designed for job entry and career preparation, and those may not meet degree requirements. Courses taken in Developmental Education are designed for individualized skill improvement and generally will not transfer to a four-year institution. A library of catalogs of many institutions is available in the Life Planning Center.

Student Activities
CCC administrators and faculty believe that involvement in the educational experience greatly increases the likelihood of a student having a successful and rewarding college career. The College values the integration of in-class material with activities outside the traditional classroom environment.

Students, therefore, are encouraged to participate in co- and extra-curricular activities that will foster social, cultural, and educational growth. College-wide task forces, guest speakers, musical performances, and field trips are a sample of the activities that are available to students. Students clubs also offer opportunities for involvement and students are encouraged to form new organizations to facilitate their own interests.

The Coordinator of Student Life is available to assist students in becoming involved in College programs and activities.

Intramurals
The intramural sports program, including volleyball, basketball, softball, racquetball, tennis, and running, is an integral part of the total physical education program at CCC.

Involvement in Institutional Governance
Students are encouraged to be involved in institutional governance by expressing their ideas and opinions regarding College policies and activities. The President, Vice-Presidents, and other administrators of the College are interested in the reactions, opinions, and ideas of the students. Students are encouraged to join college task forces to express their ideas and opinions, and to submit articles for the Student Update.

In addition, students are encouraged to form relevant clubs, organizations, and special interest groups to facilitate their own interests and become involved with the College through extra- and co-curricular activities. The Coordinator of Student Life will assist interested students in ways to become involved in institutional governance and College programs.

Transcripts
Requests for official transcripts must be made in writing to the Director of Enrollment Management. An unofficial transcript/grade report will be mailed to students at the end of each term.
Degree Programs

Collin County Community College offers courses and programs to suit the needs of individual students. Among these are the Associate of Arts and Associate of Science degree programs which provide a basis for satisfying general requirements for transfer to senior colleges as well as broad exposure to major fields of knowledge. Associate of Arts and Associate of Science degree programs allow students to pursue a variety of liberal arts subjects while preparing to transfer. The College also offers an Associate of Applied Science degree program, which is designed to meet the need for specialized skills in the job market. Laboratory components are an integral part of the curriculum for most programs. Degree programs are designed for completion in two years. In addition, anyone may choose to study without obtaining a degree.

Students with academic deficiencies are encouraged to successfully complete developmental courses and correct the deficiencies before they enroll in college-level courses. Developmental courses do not satisfy any graduation requirements.

Degree plans are available in the following areas. For information concerning other areas of interest, please contact a Student Development Advisor.

Transfer Areas of Study
- Accounting
- Agriculture
- Art
- Biology
- Business Administration
- Chemistry
- Computer Science
- Criminal Justice
- Economics
- Education
- Electrical Engineering
- English
- Engineering
- French
- Geography
- Government
- History
- Legal Assistant
- Mathematics
- Music
- Philosophy
- Physical Education
- Physics
- Pre-Law
- Pre-Medical
- Pre-Dental
- Psychology
- Sociology
- Spanish
- Speech Communication

Technical/Occupational Programs
- Child Development
- Child Care
- Day Care Administrator
- Engineering Technology
- Computer Software Development
- Drafting and Computer Aided Design
- Electronics
- Emergency Medical Technology
- Fire Science
- Management
- Fashion Marketing
- Financial
- Microcomputing Applications
- Small Business
- Office Administration
- General
- Legal
- Medical
- Secretarial
- Word Processing
- Ornamental Horticulture
- Landscape Technology
- Real Estate

Collin County Community College offers three degree options: Associate of Arts, Associate of Science, and Associate of Applied Science.

The Associate of Arts and Associate of Science Degrees are designed for students planning to pursue baccalaureate degree programs at four-year colleges and universities. These degrees allow the student to complete the first two years of a baccalaureate degree program. Students should contact their academic advisors and specific colleges or universities concerning applicability of courses and programs for transfer to other institutions.

The Associate of Applied Science degree is designed for students to acquire specific skills needed for entrance into the job market. These courses may also be transferable to baccalaureate degree programs.
# ASSOCIATE OF ARTS

## ASSOCIATE OF ARTS (AA)

### GENERAL STUDIES DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE</th>
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<td>English</td>
<td>151, 152</td>
<td>6</td>
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<tr>
<td>*English</td>
<td>200 Level</td>
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<tr>
<td>*Math</td>
<td>150 Level</td>
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<tr>
<td>*Computers</td>
<td>CPSC 150</td>
<td>3</td>
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<tr>
<td>Speech Communication</td>
<td>151</td>
<td>3</td>
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<tr>
<td>Government</td>
<td>251, 252</td>
<td>6</td>
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<tr>
<td>History</td>
<td>151, 152</td>
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<tr>
<td>*Lab Science</td>
<td>150 Level</td>
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<td>Humanities</td>
<td>151</td>
<td>3</td>
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<td>Behavioral Science/Humanities</td>
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<td><strong>TOTAL</strong></td>
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</tbody>
</table>

*Higher level English, math, science, and computer courses may be substituted.*

HPER activity requirements will be waived in lieu of active military duty or for medical reasons. Students must substitute elective credit for the waiver of HPER credit.

### ASSOCIATE OF ARTS

**SUGGESTED SEMESTER PLAN FOR 2 YEAR COMPLETION**

**SEMESTER I**

- ENGL 151 Composition/Rhetoric I
- MATH 150 Contemporary Mathematics
- HIST 151 U.S. History I
- Lab Science Sequence I-150 Level Elective

**SEMESTER II**

- ENGL 152 Composition/Rhetoric II
- CPSC 150 Intro to Computers
- HIST 150 U.S. History II Elective
- Lab Science Sequence II-150 Level

**SEMESTER III**

- SPCM 151 Fund of Speech/Comm
- GOVT 251 Government of the U.S.
- HUM 251 Intro to Humanities Elective

**SEMESTER IV**

- GOVT 252 State and Local Government
- HUM 150 Intro to Humanities Elective

*See the following pages for suggested electives in each Associate of Arts area of study.*

# ASSOCIATE OF SCIENCE

## ASSOCIATE OF SCIENCE (AS)

### GENERAL STUDIES DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE</th>
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<th>CREDIT HOURS</th>
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<td>English</td>
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<tr>
<td>*Math</td>
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<tr>
<td>*Computers</td>
<td>CPSC 150</td>
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<tr>
<td>History</td>
<td>151, 152</td>
<td>6</td>
</tr>
<tr>
<td>Lab Science</td>
<td>150 Level</td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td>151</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science/Humanities</td>
<td>150 Level</td>
<td>3</td>
</tr>
<tr>
<td>HPER</td>
<td>Activity Elective</td>
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<tr>
<td><strong>GENERAL STUDIES CORE ELECTIVES</strong></td>
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<td><strong>44-46</strong></td>
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<td><strong>TOTAL</strong></td>
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<td><strong>56-60</strong></td>
</tr>
</tbody>
</table>

*Higher level English, math, science, and computer courses may be substituted.*

HPER activity requirements will be waived in lieu of active military duty or for medical reasons. Students must substitute elective credit for the waiver of HPER credit.

### ASSOCIATE OF SCIENCE

**SUGGESTED SEMESTER PLAN FOR 2 YEAR COMPLETION**

**SEMESTER I**

- ENGL 151 Composition/Rhetoric I
- MATH 181 College Algebra
- HIST 151 U.S. History I
- Lab Science Sequence I-190 Level Elective

**SEMESTER II**

- ENGL 152 Composition/Rhetoric II
- MATH 182 Trigonometry Elective
- HUM 150 Intro to Computers Elective

**SEMESTER III**

- SPCM 151 Fund of Speech/Comm
- GOVT 251 Government of the U.S.
- HUM 151 Intro to Humanities Elective

**SEMESTER IV**

- GOVT 252 State and Local Government
- Behav. Science or Art/Humanities
- HUM 151 Intro to Humanities Elective

*See the following pages for suggested electives in each Associate of Science area of study.*
## ASSOCIATE OF ARTS SUGGESTED ELECTIVES (continued)

### SOCIOLOGY

- SOC 151 Introduction to Sociology 3
- SOC 152 Social Problems 3
- SOC 153 Human Sexuality 3
- SOC 251 Marriage and Family 3
- SOC 252 Social Psychology 3
- SOC 297 Selected Topics in Sociology 3
- PSYC 151 Introduction to Psychology 3
- PSYC 251 Developmental Psychology 3
- PSYC 253 Psychology of Personality 3
- PSYC 297 Selected Topics in Psychology 3

### SPANISH

- SPAN 191 Beginning Spanish I 4
- SPAN 192 Beginning Spanish II 4
- SPAN 291 Intermediate Spanish I 3
- SPAN 292 Intermediate Spanish II 3
- SPAN 293 Conversational Spanish I* 1
- SPAN 294 Conversational Spanish II** 1
  
* Co-requisite of SPAN 291
** Co-requisite of SPAN 292

### SPEECH COMMUNICATION

- SPCM 152 Public Speaking 3
- SPCM 191 Argumentation and Debate 3
- SPCM 192 Forensic Workshop 3
- SPCM 193 Sign Language I 3
- SPCM 194 Sign Language II 3
- SPCM 291 Oral Interpretation 3
- SPCM 292 Language and Communication 3
- SPCM 297 Selected Topics in Speech Communication 3
- ANTH 151 Cultural Anthropology 3
- ENGL 253 British Literature I 3
- ENGL 254 British Literature II 3
- ENGL 255 American Literature I 3
- ENGL 256 American Literature II 3
- PHIL 151 Introduction to Philosophy 3
- PSYC 151 Introduction to Psychology 3
- PSYC 252 Social Psychology 3
- SOC 151 Introduction to Sociology 3

### ASSOCIATE OF SCIENCE

#### SUGGESTED ELECTIVES FOR EMPHASIS IN:

##### AGRICULTURE

- CHEM 151 Introduction to Chemistry 4
- AGRI 171 The Agriculture Industry 1
- AGRI 173 General Horticulture 3
- AGRI 175 Princ of Agricultural Economics 3
- AGRI 179 Agronomy 3
- AGRI 181 Agricultural Entomology 3
- AGRI 183 Princ of Food Technology 3
- AGRI 177 Intro to Animal Science 3
- ECON 201 Princ of Economics I 3
- ECON 202 Princ of Economics II 3

##### BIOLOGY

- BIOL 251 Microbiology 4
- CHEM 151 General Chemistry I 4
- CHEM 152 General Chemistry II 4
- CHEM 251 Organic Chemistry I 3
- CHEM 252 Organic Chemistry II 3
- MATH 153 Statistics 3

##### CHEMISTRY

- CHEM 251 Organic Chemistry I 3
- CHEM 252 Organic Chemistry II 3
- PHYS 251 College Physics I 3
- PHYS 252 College Physics II 3
- CPSC 150 Programming Concepts I 3
- MATH 251 Calculus I 3
- MATH 253 Differential Equations 3

##### COMPUTER SCIENCE

- ENGL 251 Technical Writing 3
- MATH 250 Discrete Structures 3
- MATH 252 Linear Algebra 3
- CPSC 150 Programming Concepts I 3
- CPSC 151 Programming Concepts II 3
- CPSC 250 Assemble Language 3
- ENGL Literature 3
- PHIL 152 Logic 3
- CPSC 252 Scientific Programming 3
- CPSC 254 Programming 3

##### ENGINEERING

- MATH 251 Calculus III 4
- MATH 252 Linear Algebra 3
- MATH 253 Differential Equations 3
- CPSC 150 Programming Concepts I 3
- CPSC 151 Programming Concepts II 3
- MATH 251 General Chemistry I 4
- CHEM 252 General Chemistry II 4
- ENGL 251 Technical Writing 3

##### MATH

- MATH 251 Calculus I 3
- MATH 252 Linear Algebra 3
- MATH 253 Differential Equations 3
- CPSC 150 Programming Concepts I 3
- PHIL 152 Logic 3

##### PHYSICAL EDUCATION

- BIOL 251 Anatomy and Physiology I 4
- BIOL 252 Anatomy and Physiology II 4
- HPER 101 Introduction to Psychology 3
- HPER 102 Any Physical Education Activity Course 1-3

##### PHYSICS

- MATH 251 Calculus I 3
- MATH 252 Linear Algebra 3
- MATH 253 Differential Equations 3
- CPSC 150 Programming Concepts I 3
- CHEM 251 General Chemistry I 4
- CHEM 252 General Chemistry II 4
- PSCI 153 Elementary Astronomy 4

- 3
ASSOCIATE OF SCIENCE SUGGESTED ELECTIVES (continued)

PRE-MEDICAL/ PRE-DENTAL
(14-16 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHEM 191</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 192</td>
<td>General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 291</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 292</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 291</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 292</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 293</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 291</td>
<td>College Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 292</td>
<td>College Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

**NOTE:**
Higher level math and/or science is generally required for students seeking a Bachelor's of Science in the following areas:

- Biology
- Chemistry
- Computer Science
- Engineering

**Mathematics**
- Physical Education
- Physics
- Pre-medical/Pre-dental

ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science degree is designed for students to acquire specific skills needed for entrance into the job market. These courses may also be transferable to baccalaureate degree programs; check in advance with the transfer institution to determine their requirements.

Suggested areas of study for an Associate in Applied Science degree include: Child Care, Computer Software Development, Day Care Administration, Drafting and Computer Aided Design, Electronics, Emergency Medical Technology, Fire Science, Management programs including Fashion Marketing, Financial, Microcomputing Applications, and Small Business, Office Administration programs including General, Legal, Medical, Secretarial, and Word Processing, Ornamental Horticulture and Landscape Technology, and Real Estate.
**SUGGESTED PROGRAM OF STUDY**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 151</td>
<td>Composition/Rhetoric I</td>
<td>3</td>
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<tr>
<td>PSYC 151</td>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CPSC 150</td>
<td>Intro to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CHDV 153</td>
<td>Intro to Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CHDV 151</td>
<td>Early Childhood Development</td>
<td>(3-3 years)</td>
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</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 152</td>
<td>Composition/Rhetoric II or</td>
<td>3</td>
</tr>
<tr>
<td>SPCM 151</td>
<td>Fund of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CHDV 155</td>
<td>Material and Activity Development I</td>
<td>3</td>
</tr>
<tr>
<td>CHDV 152</td>
<td>Early Childhood Development</td>
<td>(3-3 years)</td>
</tr>
<tr>
<td>CHDV 154</td>
<td>Nutrition, Health, and Safety</td>
<td>3</td>
</tr>
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</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECON 121</td>
<td>Intro to Economics or</td>
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</tr>
<tr>
<td>ECON 291</td>
<td>Principles of Economics</td>
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<tr>
<td>HPER</td>
<td>Physical Education Elective 1</td>
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<tr>
<td>CHDV 157</td>
<td>Practicum A</td>
<td>3</td>
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<tr>
<td>CHDV 156</td>
<td>Material and Activity Development II</td>
<td>4</td>
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<tr>
<td>CHDV 252</td>
<td>Child Abuse Prevention</td>
<td>3</td>
</tr>
<tr>
<td>SOC 151</td>
<td>Intro to Sociology</td>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CHDV 251</td>
<td>Child Guidance</td>
<td>3</td>
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<tr>
<td>CHDV 265</td>
<td>Internship or</td>
<td>3</td>
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<tr>
<td>CHDV 296</td>
<td>Cooperative Education or</td>
<td>3</td>
</tr>
<tr>
<td>SOC 251</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>HUM 151</td>
<td>Intro to Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

**Career Opportunities**

- Day care centers
- Preschool programs
- Family day homes
- Employer-sponsored child care
- Church-sponsored child care
- Hospital-sponsored child care
- Before and after school programs
- Community center programs
- Parent and child study programs

**ABOUT OUR PROGRAM**

The degree program in Child Development with a major in Child Care offers students an in-depth study of children from birth to twelve years of age. A developmental approach is emphasized which promotes optimal physical, social, emotional, and cognitive growth of children.

Supplementing the classroom learning experiences are laboratory activities which promote observational skills and multicultural, non-sexist approaches to learning. Lab time is also used to implement guidance techniques and parent involvement programs.

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**SUGGESTED PROGRAM OF STUDY**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHDV 254</td>
<td>Advanced Administration of Child Care Programs</td>
<td>3</td>
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<tr>
<td>SOC 251</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>HUM 151</td>
<td>Intro to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>CHDV 255</td>
<td>Internship or</td>
<td>3</td>
</tr>
<tr>
<td>CHDV 256</td>
<td>Cooperative Education</td>
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**Second Semester**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
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<td>ENGL 152</td>
<td>Composition/Rhetoric II or</td>
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<td>SPCM 151</td>
<td>Fund of Speech Communication</td>
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<td>MATH 150</td>
<td>Contemporary Mathematics</td>
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<td>CHDV 152</td>
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<tr>
<td>CHDV 154</td>
<td>Nutrition, Health, and Safety</td>
<td>3</td>
</tr>
</tbody>
</table>

**Career Opportunities**

- Day care centers
- Preschool programs
- Family day homes
- Before and after school programs
- Community center programs
- Employer-sponsored child care
- Church-sponsored child care
- Hospital-sponsored child care
- Parent and child study programs

---

**ABOUT OUR PROGRAM**

The degree program in Child Development with a Day Care Administrator major offers the student an opportunity to study administrative procedures in a variety of child care facilities. Students in this program learn management skills which will allow them to provide affordable, quality care in safe, nurturing environments that promote optimal growth and development of children.

The classroom learning experiences are supplemented by laboratory activities. Students are trained in observation and evaluation procedures; practice the skills necessary for planning, organization, communication, and supervision; and learn to work in a positive manner with parents and community resources.
A two-year Associate of Applied Science degree program.

69 credits required to graduate.

ABOUT OUR PROGRAM

The development and implementation of computers, especially microprocessors, has created a demand for software programmers. There are career opportunities in both real-time control programs and systems software development. This development involves not only developing programs but correcting and updating existing software.

SUGGESTED PROGRAM OF STUDY

First Semester
CSFT 124 Technical Group Problem Solving...........2
CSFT 131 PASCAL Programming.................4
MATH 135 Pre-Calculus for Technology..............5
PHYS 121 UTC Physics I.....................4
credit hours = 15

Second Semester
CSFT 121 Assembly Language.............4
PHYS 122 UTC Physics II.....................4
ENOL 151 Composition/ Rhetoric I..............3
MATH 235 Calculus for Technology............5
credit hours = 16

Summer Semester
CSFT 123 Intro to System Software.............3
PSYC 121 Applied Psychology...................3
credit hours = 6

Third Semester
CPSC 292 Scientific Programming.............3
CSFT 213 Concepts of Data Structures............4
CSFT 221 Intro to Software Engineering........3
SPCM 151 Fund of Speech Communication........3
ECON 121 Intro to Economics......................3
HPER 121 Physical Education Elective...........1
credit hours = 17

Fourth Semester
CSFT 223 Real Time Programming.............4
CSFT 224 Software Test Techniques.............4
CSFT 225 Ada Programming.....................4
HUM 151 Intro to Humanities....................3
credit hours = 15

CAREER OPPORTUNITIES

This program prepares entry level computer programmers for work in an application environment. The student gains a background in basic programming concepts including software design and is exposed to present day computer languages including ADA language. Career opportunities available for the graduate include:

- computer science technician
- computer programmer
- software development programmer
- numerical control programmer
- microcomputer programmer

A two-year Associate of Applied Science degree program.

67 credits required to graduate.

ABOUT OUR PROGRAM

High-tech industries are constantly creating new career opportunities in exciting, highly specialized fields. The degree in Engineering Technology with a major in Drafting and Design provides both an educational foundation in computer-aided design and insight into current design practices. Students in CCC's intense, computer-aided design (CAD) hands-on training program are taught the skills the designer draftsperson, architect, or engineer needs for successful CAD operations.

SUGGESTED PROGRAM OF STUDY

First Semester
MATH 135 Pre-calculus for Technology............5
PHYS 121 UTC Physics I.........................4
CAD 151 Technical Graphics I.....................3
CAD 121 Engineering Drawing......................3
credit hours = 15

Second Semester
MATH 235 Calculus for Technology............5
PHYS 122 UTC Physics II.........................4
CAD 152 Technical Graphics II...................3
CAD 123 Computer Aided Drafting.................3
credit hours = 15

Summer Semester
CAD 238 Manufacturing Processes................3
ENOL 151 Composition/ Rhetoric..................3
credit hours = 6

Third Semester
CAD 224 Advanced Cad Aided Drafting............3
PSYC 121 Applied Psychology.....................3
ELEC 131 Basics of Electronics..................3
SPCM 151 Fund of Speech Communication..........3
CAD 231 Descriptive Geometry..................3
credit hours = 15

Fourth Semester
CAD 221 Computer Aided Design..................3
CAD 225 Electronic Drafting.....................3
CAD 222 Industrial Design.......................3
ECON 121 Intro to Economics.....................3
HUM 151 Intro to Humanities.....................3
HPER 121 Physical Education Elective............1
credit hours = 16

CAREER OPPORTUNITIES

Enjoy a profitable career in a modern business environment. Exploring job market possibilities related to drafting and design exist in the industries listed below:

- Manufacturing firms
- Research organizations
- Aircraft industry
- Governmental agencies
- Computer centers
- Architectural firms
ENGINEERING TECHNOLOGY—ELECTRONICS

A two-year Associate of Applied Science degree program.

73 credits required to graduate.

ABOUT OUR PROGRAM
The study of electronics technology prepares an individual to develop, manufacture, and service electronic equipment—abilities greatly in demand in today's high tech society. The degree program in Engineering Technology with a major in Electronics is designed to meet the increasing need for electronic technicians by offering a sound educational foundation and practical work experience.

SUGGESTED PROGRAM OF STUDY

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHYS 121 UIC Physics I</td>
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<tr>
<td>MATH 135 Pre-Calculus for Technology</td>
<td>5</td>
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<tr>
<td>ELEC 121 DC Circuit Principles</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 151 Composition/Rhetoric I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 122 UIC Physics II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 235 Calculus for Technology</td>
<td>5</td>
</tr>
<tr>
<td>ELEC 122 AC Circuit Principles</td>
<td>4</td>
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<td>ELEC 125 Active Devices</td>
<td>4</td>
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<td>SUMMER</td>
<td>ELEC 241 Computer Programming</td>
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<td>ELEC 126 Digital Circuits</td>
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Credit hours = 16

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ELEC 151 Technical Graphics I</td>
<td>4</td>
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<tr>
<td>CAD 225 Linear Integrated Circuits</td>
<td>4</td>
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<tr>
<td>ELEC 141 Fund of Computers</td>
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<td>SPCM 151 Fund of Speech Communication</td>
<td>3</td>
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<tr>
<td>HUM 151 Intro to Humanities</td>
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Credit hours = 6

Third Semester

<table>
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<td>PSYC 121 Applied Psychology</td>
<td>3</td>
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<tr>
<td>ELEC 127 Computer Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 221 Microprocessor Interfacing</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 231 Microwave Fundamentals of Telecommunication &amp; Telephony</td>
<td>3</td>
</tr>
<tr>
<td>QUAL 131 Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>HPER</td>
<td>Physical Education Elective</td>
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Credit hours = 17

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ECON 121 Intro to Economics</td>
<td>3</td>
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<tr>
<td>PSYC 121 Applied Psychology</td>
<td>3</td>
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<tr>
<td>ELEC 127 Computer Maintenance</td>
<td>3</td>
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<tr>
<td>ELEC 221 Microprocessor Interfacing</td>
<td>3</td>
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<tr>
<td>ELEC 231 Microwave Fundamentals of Telecommunication &amp; Telephony</td>
<td>3</td>
</tr>
<tr>
<td>QUAL 131 Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>HPER</td>
<td>Physical Education Elective</td>
</tr>
</tbody>
</table>

Credit hours = 17

CAREER OPPORTUNITIES
A key to the future lies in the ability to understand and manage technology. Numerous career opportunities are available in this broad field. Listed below are some of the specializations from which to choose:

- Computers
- Telecommunications
- Navigation
- Semiconductor manufacturing
- Ion and radar
- Radio and television
- Satellites
- Military electronics

EMERGENCY MEDICAL TECHNOLOGY

A two-year Associate of Applied Science degree program.

50 credits required to graduate.

ABOUT OUR PROGRAM
Our society has become so accustomed to the availability of Emergency Medical Technology that we are often unaware of the impact those services have on our everyday lives. In the past, emergencies, whether minor injuries or life-threatening situations, had to be handled by family members of friends without the benefit of education in emergency medical procedures. Advanced technology and education now provide a viable and reliable emergency medical services alternative.

EMTCC's degree program in Emergency Medical Technology establishes an excellent foundation for work in the field of emergency medicine. After completion of the program, a student qualifies to test for certification as an EMT or EMT/Paramedic.

An ability to reason, curiosity, creativity, and a desire to aid in the care and treatment of people in need are requirements for someone desiring to achieve certification in Emergency Medical Technology.

SUGGESTED PROGRAM OF STUDY

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 291 Anatomy and Physiology I</td>
<td>4</td>
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<tr>
<td>BIOL 292 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>EMTP 121 Intro to Emergency Medical Care</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 151 Composition/Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 151 Intro to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150 Contemporary Mathematics</td>
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</table>

Credit hours = 21

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIOL 291 Anatomy and Physiology I</td>
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<td>BIOL 292 Anatomy and Physiology II</td>
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</tr>
<tr>
<td>EMTP 121 Intro to Emergency Medical Care</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 151 Composition/Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 151 Intro to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MATH 150 Contemporary Mathematics</td>
<td>3</td>
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</table>

Credit hours = 21

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMTP 211 Special Skills</td>
<td>5</td>
</tr>
<tr>
<td>EMTP 221 Paramedic Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>EMTP 225 Paramedic Procedures II</td>
<td>7</td>
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</table>

Credit hours = 15

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ECON 121 Intro to Economics</td>
<td>3</td>
</tr>
<tr>
<td>EMTP 211 Special Skills</td>
<td>5</td>
</tr>
<tr>
<td>SPCM 151 Fund of Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Credit hours = 16

CAREER OPPORTUNITIES
Students certified as Emergency Medical Technicians may find employment opportunities with fire departments, private ambulance services, or certain hospital emergency rooms. Certified technicians may find rewarding careers such as those listed below:

- Paramedics
- EMR
- Emergency room assistants
- Flight crew
- Private ambulance service
- Lab technicians
FIRE SCIENCE

ABOUT OUR PROGRAM

The firefighter with a well-balanced educational background will be better prepared to serve and protect the community. The Collin County Community College Associate of Applied Science degree in Fire Science is designed to give a broad perspective on various facets of providing fire protection. The program is applicable for students wishing to enter the fire service and for persons already employed as firefighters or in related career fields. Students will learn technical knowledge needed to combat the fire problems created by modern living.

CCCD's courses are scheduled to accommodate traditional firefighter work shifts. Credits enrolled in fire science courses offered as a part of CCC's fire science curriculum are exempt from payment of tuition and laboratory fees.

SUGGESTED PROGRAM OF STUDY

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 151</td>
<td>Composition/ Rhetoric</td>
<td>3.0</td>
</tr>
<tr>
<td>FISC 106</td>
<td>Fund of Fire Protection</td>
<td>3.0</td>
</tr>
<tr>
<td>FISC 112</td>
<td>Fire Prevention</td>
<td>3.0</td>
</tr>
<tr>
<td>HPFR 140</td>
<td>Beginning Weight Training &amp; Conditioning</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH 150</td>
<td>Contemporary Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>CPSC 150</td>
<td>Intro to Computers</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHEM 151</td>
<td>Intro to Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>FISC 131</td>
<td>Building Codes</td>
<td>3.0</td>
</tr>
<tr>
<td>FISC 148</td>
<td>Fire Fighting Tactics &amp; Strategy</td>
<td>3.0</td>
</tr>
<tr>
<td>HUM 151</td>
<td>Intro to Humanities</td>
<td>3.0</td>
</tr>
<tr>
<td>SPDM 151</td>
<td>Fund of Speech Communication</td>
<td>3.0</td>
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<td><strong>Total</strong></td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECON 121</td>
<td>Intro to Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>FISC 117</td>
<td>Fire Protection Systems</td>
<td>3.0</td>
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<tr>
<td>FISC 121</td>
<td>Industrial Fire Protection</td>
<td>3.0</td>
</tr>
<tr>
<td>FISC 125</td>
<td>Chemistry of Hazardous Materials</td>
<td>3.0</td>
</tr>
<tr>
<td>FISC 141</td>
<td>Fire Administration</td>
<td>3.0</td>
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<tr>
<td>PSYC 121</td>
<td>Applied Psychology</td>
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Fourth Semester

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<tbody>
<tr>
<td>ENGL 291</td>
<td>Technical Writing</td>
<td>3.0</td>
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<tr>
<td>FISC 116</td>
<td>Fire Safety Education</td>
<td>3.0</td>
</tr>
<tr>
<td>FISC 133</td>
<td>Fire Cause &amp; Origin Determination</td>
<td>3.0</td>
</tr>
<tr>
<td>GOVT 252</td>
<td>State &amp; Local Government</td>
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<tr>
<td>Elective</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>credit hours = 15</strong></td>
<td></td>
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</table>

CAREER OPPORTUNITIES

Today's fire protection responsibilities provide new and exciting challenges in both the public and private sectors. Students enrolled in the Fire Science program prepare for occupations involving fire suppression, investigation, prevention and education. These challenging job opportunities include those listed below:

- fire department officer
- municipal emergency administrator
- fire department office
- safety technician
- hazardous material team member
- fire equipment sales & service representative
- industrial fire protection technician

MANAGEMENT—FASHION MARKETING

ABOUT OUR PROGRAM

The Collin County Community College Associate of Applied Science degree in Management with a major in Fashion Marketing incorporates both educational and management aspects of skills needed for a fashion merchandising career. CCCC is committed to providing students with excellent educational programs that meet the demands of today's fashion job market—and excellence in teaching that meets the needs of each student enrolled.

This program is designed to give the novice a thorough background in fashion marketing and management. CCCC is committed to training and providing an education for those currently in the business. CCCC is designed to improve skills needed for success in the apparel industry.

SUGGESTED PROGRAM OF STUDY

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENGL 151</td>
<td>Composition I</td>
<td>3.0</td>
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<tr>
<td>MATH 150</td>
<td>Sequence I</td>
<td>3.0</td>
</tr>
<tr>
<td>FMTK 122</td>
<td>Fashion Merchandising</td>
<td>3.0</td>
</tr>
<tr>
<td>CPSC 150</td>
<td>Intro to Computers</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 122</td>
<td>Prin of Management</td>
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Second Semester

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<tr>
<td>SPCM 151</td>
<td>Fund of Speech Communication</td>
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<td>ACT 191</td>
<td>Prin of Act I</td>
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</tr>
<tr>
<td>ECON 291</td>
<td>Prin of Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>FMTK 126</td>
<td>Fashion Design</td>
<td>3.0</td>
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<td>FMTK 224</td>
<td>Textiles for Consumers</td>
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<td>HPR 151</td>
<td>Physical Education Elective</td>
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Third Semester

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<tbody>
<tr>
<td>BSAD 223</td>
<td>Prin of Retailing</td>
<td>3.0</td>
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<tr>
<td>BSAD 221</td>
<td>Prin of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>FMTK 124</td>
<td>Fashion Sales &amp; Marketing Tech</td>
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<tr>
<td>HUM 151</td>
<td>Intro to Humanities</td>
<td>3.0</td>
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<tr>
<td>Elective</td>
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Fourth Semester

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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BSAD 226</td>
<td>Sales Management</td>
<td>3.0</td>
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<tr>
<td>PSYC 121</td>
<td>Applied Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD 222</td>
<td>Personnel Management</td>
<td>3.0</td>
</tr>
<tr>
<td>FMTK 220</td>
<td>Fashion Buying</td>
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<tr>
<td>FMTK 222</td>
<td>Advertising &amp; Sales Promotion</td>
<td>3.0</td>
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<tr>
<td>FMTK 240</td>
<td>Cooperative Education Elective</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>credit hours = 18</strong></td>
<td></td>
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</tbody>
</table>

CAREER OPPORTUNITIES

Positions with apparel makers fall into five general categories: production, administration, design, selling, and communication. Job duties can be varied and dependent upon a firm's particular job interpretation. Listed below are some of the possible career opportunities:

- plant manager
- costing engineer
- piece goods buyer
- order processor
- dresser
- sketcher
- designer trainee
- pattern maker
- showroom salesperson
- buyer
- public relations
- fashion director
MANAGEMENT—FINANCIAL

A two-year Associate of Applied Science degree program.
61 credits required to graduate.

ABOUT OUR PROGRAM

Today's fast-paced, ever-changing world of finance is creating exciting new financial management career possibilities. The degree in Management with a Financial major is designed to allow students to take advantage of these opportunities.

Recent graduates, new corporate employees, banking veterans, and those seeking to change careers will find this intensive two-year program of benefit in preparation for a prominent future in business. The program focuses on increasing the student's career potential and value to financial institutions.

Success in the banking industry requires continuous training to implement new regulations and legislation and effectively deal with technological changes and increased competition. Students in this innovative program will prepare to meet the challenges of the ever-changing financial community.

SUGGESTED PROGRAM OF STUDY

First Semester
ENGL 151 Composition/ Rhetoric .......................... 3
MATH 151 Pre-Calculus for Business and Economics ............ 3
ACCT 191 Principles of Accounting I ............................ 3
BANK 131 Prin of Banking or
CRDT 131 Prin of Credit Union Org. ............................. 3
FIN 132 Savings and Time Deposits .............................. 3
credit hours = 15

Second Semester
PSYC 121 Applied Psychology or
PSYC 151 General Psychology ................................. 3
HUM 151 Intro to Humanities .................................... 3
ACCT 192 Principles of Accounting II ............................ 3
FIN 134 Consumer Lending ................................. 3
SPCM 151 Fund of Speech Communication ....................... 3
credit hours = 15

Third Semester
ECON 291 Prin of Economics I ................................ 3
FIN 233 Credit Administration & Analysis of Financial Statements ................................. 3
BSAD 125 Supervisory Management ............................. 3
Elective or Cooperative Ed .................................. 3
CPSC 150 Intro to Computers and Programming ................. 3
credit hours = 15

Fourth Semester
MIS 122 Desktop Software ................................ 3
FIN 235 Consumer Collections ................................ 3
FIN 234 Money and Finance ................................ 3
BANK 231 Federal Regulations of Banking or
CRDT 231 Federal Regulations of Credit Union .................. 3
Elective or Cooperative Ed .................................. 3
HPER Physical Education Elective ............................ 3
credit hours = 16

CAREER OPTIONS

Enter the new era of financial management. Managing money has become a major business and requires a wide variety of skills. The financial program provides a strong management background and expertise sought by federal, state, and local government agencies, banks, non-profit organizations, and corporations.

Students interested in finance careers should major in Business Administration, Economics, or Management. Students interested in public accounting careers should major in Accounting.

ENGL 151 Composition/ Rhetoric I ............................ 3
HUM 151 Intro to Humanities .................................... 3
MIS 122 BASIC Programming .................................. 3
BSAD 122 Principles of Accounting II .......................... 3
CPSC 150 Intro to Computers and Programming ................. 3
HPER Physical Education Elective ............................ 3
credit hours = 16

Second Semester
ECON 291 Prin of Economics I ................................ 3
MATH 152 Contemporary Mathematics or
MATH 151 Pre-Calculus for Business and Economics ............ 3
FIN 233 Credit Administration & Analysis of Financial Statements ................................. 3
BSAD 125 Supervisory Management ............................. 3
Elective or Cooperative Ed .................................. 3
credit hours = 15

Third Semester
ACCT 193 Introduction to Accounting II ....................... 3
BSAD 221 Principles of Marketing .............................. 3
MIS 221 Data Base Design I .................................. 3
BSAD 231 Labor Management Relations ........................ 3
Elective or Cooperative Ed .................................. 3
credit hours = 16

CAREER OPPORTUNITIES

Students interested in the Microcomputer Applications program will prepare for entry into the workforce by experiencing practical applications and "real world" simulations. The degree in Management with a Microcomputer Applications major prepares students for entry-level to mid-level management positions in industries such as:

- Manufacturing
- Sales
- Hotel/Motel
- General Office
- Production Planning and Control
## Management—Small Business Office Administration—General

**A two-year Associate of Applied Science degree program.**

61 credits required to graduate.

### About Our Program

The degree in Management with a Small Business major is designed to provide an understanding of how to operate a business. Topics include how to prepare a business plan, raise capital, plan cash flow requirements, develop marketing programs, and establish reward employee benefit plans. This program offers a unique opportunity for the student to generate ideas, identify and resolve business problems, and develop an entrepreneurial management style.

### Suggested Program of Study

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 151</td>
<td>Composition I</td>
<td>3</td>
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<td>PSYC 121</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SBMT 121</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ACTT 191</td>
<td>Principles of Accounting I</td>
<td>3</td>
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<td>CIEC 160</td>
<td>Intro to Computers</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
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**Second Semester**

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<thead>
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<th>Course Title</th>
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<tr>
<td>HUM 151</td>
<td>Intro to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>SBMT 222</td>
<td>Financing a Small Business</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 122</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MATH 151</td>
<td>Pre-Calculus for Business and Economics</td>
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<td>ECON 221</td>
<td>Principles of Economics</td>
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**Third Semester**

<table>
<thead>
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<tbody>
<tr>
<td>SBMT 222</td>
<td>Small Business Operations</td>
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<tr>
<td>BSAD 222</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SPOM 151</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>MIS 122</td>
<td>Desktop Software</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
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**Fourth Semester**

<table>
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<tbody>
<tr>
<td>SBMT 223</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 123</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>BSAD 222</td>
<td>Personnel Management</td>
<td>3</td>
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<tr>
<td>Elective</td>
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### Career Opportunities

The Associate of Applied Science degree in Management with a Small Business major provides the essential core of management practices and prepares the student for positions in:

- manufacturing
- construction
- retail
- services

The Federal government considers 97 percent of American businesses to be small businesses; one half of those employed in this country work in small business enterprises. Small businesses create over 80 percent of all new jobs in the United States.

### About Our Program

The degree in Office Administration—General is designed to incorporate both the technical and behavioral aspects of jobs in the automated office. Areas of study include:

- public relations—effective communication and the business image
- office skills—document production, reprographic systems, business telephone techniques, and electronic printing calculators
- proofreading/editing—language applications for business correspondence and documents
- integrated office systems—word processing that interfaces with data processing, electronic mail, micrographics, and reprographics
- computer and desktop software—hands-on experience with integrated software such as SymPoint
- word processing—orientation to concepts and hands-on experience using software such as MultiMate Advantage
- records management—manual and electronic filing, and automated record ad

The General Office program was created jointly by business and education leaders from OSC Communications, Electronic Data Systems, Fisher Control International, Flex-Lay Corporation, InterCom Incorporated, JCPenny Financial Services, Texas Instruments, and area independent school districts.

### Suggested Program of Study

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 151</td>
<td>Composition I</td>
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<tr>
<td>MATH 150</td>
<td>Contemporary Mathematics</td>
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<td>MATH 151</td>
<td>Pre-Calculus for Business and Economics</td>
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<td>OPAD 121</td>
<td>Intermediate Typing</td>
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<td>BSAD 121</td>
<td>Intro to Business</td>
<td>3</td>
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<tr>
<td>CPSC 150</td>
<td>Intro to Computers</td>
<td>3</td>
</tr>
<tr>
<td>HPER 121</td>
<td>Physical Education</td>
<td>3</td>
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<tr>
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**Second Semester**

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<thead>
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<tbody>
<tr>
<td>ENGL 152</td>
<td>Composition II</td>
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<tr>
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<td>Advanced Typing</td>
<td>3</td>
</tr>
<tr>
<td>OPAD 131</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>OPAD 132</td>
<td>Proofreading/Editing</td>
<td>2</td>
</tr>
<tr>
<td>OPAD 134</td>
<td>Electronic calculator</td>
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<td>Elective</td>
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**Third Semester**

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<tr>
<td>OPAD 223</td>
<td>Word Processing</td>
<td>3</td>
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<tr>
<td>ECN 121</td>
<td>Intro to Economics</td>
<td>3</td>
</tr>
<tr>
<td>ACTT 131</td>
<td>Elementary Accounting</td>
<td>3</td>
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**Fourth Semester**

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<td>Elective</td>
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OFFICE ADMINISTRATION—LEGAL

SUGGESTED PROGRAM OF STUDY

First Semester

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<tbody>
<tr>
<td>ENGL 151</td>
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<tr>
<td>MATH 150</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 151</td>
<td>Pre-Calculus for Business</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 121</td>
<td>Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 191</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 130</td>
<td>Law and Judicial Systems</td>
<td>3</td>
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Second Semester

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<tr>
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<tr>
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<tr>
<td>OFAD 122</td>
<td>Advanced Typewriting/ Legal</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 131</td>
<td>Civil Procedure or CRUS</td>
<td>3</td>
</tr>
<tr>
<td>CRUS 154</td>
<td>Courts and Criminal Procedure</td>
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<td>CPSC 150</td>
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Third Semester

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<tbody>
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<tr>
<td>OFAD 223</td>
<td>Word Processing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 225</td>
<td>Machine Transcription/ Legal</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 236</td>
<td>Legal Research</td>
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Fourth Semester

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<th>Credits</th>
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<tbody>
<tr>
<td>LEGL 135</td>
<td>Law Office Management</td>
<td>3</td>
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<tr>
<td>OFAD 224</td>
<td>Word Processing Projects/Legal</td>
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<td>HPER</td>
<td>Physical Education</td>
<td>3</td>
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<td>Electives</td>
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<td><strong>Total</strong></td>
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</table>

CAREER OPPORTUNITIES

Career opportunities in the legal field include legal assistant, legislative aide, legal researcher, paralegal, and law clerk. Experience in writing, computer usage, and electronic dictation is also valuable. Lawyers are always looking for knowledgeable employees.

OFFICE ADMINISTRATION—MEDICAL

SUGGESTED PROGRAM OF STUDY

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENGL 151</td>
<td>Composition/ Rhetoric I</td>
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</tr>
<tr>
<td>MATH 150</td>
<td>Contemporary Mathematics</td>
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</tr>
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<td>MATH 151</td>
<td>Pre-Calculus for Business</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 121</td>
<td>Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 191</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 130</td>
<td>Law and Judicial Systems</td>
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Second Semester

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<thead>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 152</td>
<td>Composition/ Rhetoric II</td>
<td>3</td>
</tr>
<tr>
<td>ECON 121</td>
<td>Intro to Economics</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 122</td>
<td>Advanced Typewriting/ Legal</td>
<td>3</td>
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<tr>
<td>LEGL 131</td>
<td>Civil Procedure or CRUS</td>
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<tr>
<td>CRUS 154</td>
<td>Courts and Criminal Procedure</td>
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<td>CPSC 150</td>
<td>Intro to Computers</td>
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Third Semester

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<tr>
<td>ACCET 131</td>
<td>Elementary Accounting</td>
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<tr>
<td>HUM 151</td>
<td>Intro to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 225</td>
<td>Machine Transcription/ Medical</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 131</td>
<td>Records Management</td>
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<td>OFAD 132</td>
<td>Proothing/Editing</td>
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<td>Elective</td>
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Fourth Semester

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OFAD 222</td>
<td>Word Processing Projects/Medical</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
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</table>

CAREER OPPORTUNITIES

Careers in medical administration include medical office personnel, health insurance personnel, and medical secretaries.
OFFICE ADMINISTRATION—SECRETARIAL

A two-year Associate of Applied Science degree program.
63-66 credits required to graduate.

ABOUT OUR PROGRAM

At a time when jobs are hard to obtain, challenging secretarial openings are at an all-time high. The degree in Office Administration—Secretarial is designed to prepare the student for an automated office environment.

This program enables the student to master office skills and to experience state-of-the-art technology for the fast-changing business climate. Skills include:
- Office Management—handle administrative details, coordinate office procedures, develop harmonious working relationships with superiors, co-workers, and clients
- Document Production—increase speed, accuracy, and production of business documents
- Shorthand—record and transcribe dictation using electronic and word processing equipment
- Computer Applications—use software to do word processing and spreadsheets and to enter database information
- Electronic Mail, Telecommunications—understand electronic networks that comprise telecommunication systems
- Records Management—develop filing practices that maintain efficient access to business records

SUGGESTED PROGRAM OF STUDY

First Semester
ENGL 151 Composition/ Rhetoric I (3 credits)
MATH 150 Contemporary Mathematics or MATH 151 Pre-Calculus for Business and Economics (3 credits)
OFAD 121 Intermediate Typewriting (3 credits)
OFAD 126 Beginning Shorthand (3 credits)
BSAD 121 Intro to Business (3 credits)
HPER Physical Education Elective (1 credit hour)

Second Semester
ENGL 152 Composition/ Rhetoric II (3 credits)
PSYC 150 Intro to Computers (3 credits)
PSYC 121 Applied Psychology (3 credits)
OFAD 122 Advanced Typewriting (3 credits)
OFAD 127 Intermediate Shorthand (3 credits)
OFAD 132 Proofreading/Editing (2 credit hours)

Third Semester
ACCT 131 Elementary Accounting (3 credits)
HUM 151 Intro to Humanities (3 credits)
OFAD 128 Advanced Shorthand (3 credits)
OFAD 130 Office Functions (3 credits)
OFAD 223 Word Processing Concepts (3 credits)

Fourth Semester
ECON 121 Intro to Economics (3 credits)
OFAD 225 Machine Transcription (3 credits)
MIS 122 Desktop Software (3 credits)
Electives (6 credit hours)

CAREER OPPORTUNITIES

A secretary works in modern environments using the latest in technology. Equipment such as microcomputers, word processors, and sophisticated copiers are found in the office. Secretarial personnel need skills in word processing, reprographics, communication, distribution, and electronic filing.

The primary impact of the information age will be to broaden the traditional roles of secretaries and enhance their relationship with management. Today's secretary is often considered an administrative assistant who complements the executive in making decisions, conducting research, and meeting the public.

OFFICE ADMINISTRATION—WORD PROCESSING

A two-year Associate of Applied Science degree program.
61-62 credits required to graduate.

ABOUT OUR PROGRAM

Word Processing is revolutionizing business communications. Word processors and computers are changing the way office personnel do their jobs—the word processing service area requires a knowledge of equipment, software, and applications.

The degree program in Office Administration—Word Processing is designed to develop skills for the automated office. Skills include:
- production typing—increased speed, accuracy, and production of business documents
- word processing concepts—orientation to word processing/information systems theory and hands-on experience in basic editing techniques using software such as MultiMate Advantage
- word processing applications—in-depth hands-on experience using word processing software such as WordStar 2000
- computers and software—hands-on experience using integrated software such as Symphony
- machine transcription—development of production competency on electronic equipment and Dictaphone
- BASIC programming—experience in writing business-oriented programs
- integrated office systems—study of the thrust which office automation creates for more interesting and challenging work as well as advancement in new career paths

SUGGESTED PROGRAM OF STUDY

First Semester
ENGL 151 Composition/ Rhetoric I (3 credits)
MATH 150 Contemporary Mathematics or MATH 151 Pre-Calculus for Business and Economics (3 credits)
OFAD 121 Intermediate Typewriting (3 credits)
BSAD 121 Intro to Business (3 credits)
HPER Physical Education Elective (1 credit hour)

Second Semester
ENGL 152 Composition/ Rhetoric II (3 credits)
ECON 121 Intro to Economics (3 credits)
OFAD 232 Word Processing Concepts (3 credits)
OFAD 130 Office Functions (3 credits)
Electives (6 credit hours)

Third Semester
BSAD 122 Advanced Typewriting (3 credits)
OFAD 131 Records Management (2 credit hours)
OFAD 132 Proofreading/Editing (2 credits)
MIS 126 BASIC Programming (3 credits)

Fourth Semester
HUM 151 Intro to Humanities (3 credits)
MIS 122 Desktop Software (3 credits)
OFAD 224 Word Processing Projects (3 credits)
OFAD 225 Machine Transcription (3 credits)
Electives (2 credit hours)

CAREER OPPORTUNITIES

By continuing to develop technical, business, language, communication, and management skills, office workers can seek new opportunities and new kinds of jobs:
- word processing operator—produce documents using automated equipment
- word processing specialist—format, produce, and revise complicated documents
- word processing trainer—train new operators, instruct users in methods and procedures
- proofreader—read copy for text content, spelling, punctuation, grammar, and typographical errors
- word processing supervisor—manage the operation of a word center and work flow
ORNAMENTAL HORTICULTURE AND LANDSCAPE TECHNOLOGY

A two-year Associate of Applied Science degree program.

65 credits required to graduate.

ABOUT OUR PROGRAM

Challenging careers for the 1990's and beyond may be found in landscaping! The degree program in Ornamental Horticulture and Landscape Technology is designed to prepare the student for immediate employment in the landscape and ornamental horticulture field. Students who are currently in the field can update their knowledge and skills in the areas of landscape installation, maintenance, and other horticultural specialties.

An excellent instructional staff, small class size, and laboratory experiences give Ornamental Horticulture and Landscape Technology students a personalized, high-quality educational experience.

SUGGESTED PROGRAM OF STUDY

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>AGRH 173 General Horticulture</td>
<td>CHEM 151 Intro to Chemistry</td>
<td>ECON 121 Intro to Economics</td>
<td>SMBT 121 Small Business Management</td>
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<td>BIOL 151 Intro to Biology</td>
<td>HUM 151 Intro to Humanities</td>
<td>OHLT 113 Plant Materials</td>
<td>PSYC 121 Applied Psychology</td>
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<td>ENGL 151 Composition</td>
<td>OHLT 122 Plant Materials I</td>
<td>OSPC 150 Intro to Computers</td>
<td>OHLT 220 Weed, Plant Diseases, Insects, and Integrated Pest Management</td>
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CAREER OPPORTUNITIES

The field of landscape and horticulture is changing at a tremendous rate. Public awareness of the value of landscapes and gardens and increasing technical sophistication is contributing to the need for trained people in this area. Some of the opportunities for employment are listed below:

- grounds supervision
- greenhouse construction and sales
- landscape installation and maintenance
- landscape supplies and plant sales
- plant propagation
- nursery ownership and management

SUGGESTED PROGRAM OF STUDY

Real Estate is a dynamic field in which highly motivated men and women can and do create their own success stories. The degree program in Real Estate is designed with flexibility to allow students to successfully achieve a goal, whether it be personal knowledge, receipt of a degree, transfer to a four-year institution, or real estate licensure.

Students will explore a variety of topics including:

- fundamentals and principles of real estate
- sources of financing
- state and federal influences on financing
- legal rights of owners, buyers, and brokers
- property appraisal
- contract negotiations
- closings

An excellent instructional staff and a cooperative education program with local brokers give real estate students at CCCC a personalized, high-quality educational experience.

ABOUT OUR PROGRAM

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SUGGESTED PROGRAM OF STUDY

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CAREER OPPORTUNITIES

The study of real estate can be the beginning of an interesting and profitable career. Real estate is a vast and complex industry and career options are numerous. Listed below are some of the possibilities:

- brokerage
- appraisal
- financing
- property development
- counseling
- education
- insurance
Course Descriptions

ACCT 131 ELEMENTARY ACCOUNTING
This course is designed for those persons who need to be familiar with the basic principles of accounting in order to manage the financial records of a business. It covers the recording and reporting of business transactions, including the accounting cycle, financial statements and payroll. Lab Required. 3 credit hours.

ACCT 191 PRINCIPLES OF ACCOUNTING I
This course covers the concepts and applications of measuring and analyzing financial information for business entities. The topics to be included are the accounting cycle, current assets, liabilities, long-term assets and the preparation of financial statements. Lab Required. 3 credit hours.

ACCT 192 PRINCIPLES OF ACCOUNTING II
This course covers the concepts and applications of measuring and interpreting financial information for partnerships and corporations. Included in the course are managerial accounting topics such as cost data, budgeting, and financial report analysis for use by management and third parties. PRE-REQUISITE: ACCT 191. Lab Required. 3 credit hours.

ACCT 193 MANAGERIAL ACCOUNTING
This course emphasizes the preparation and interpretation of accounting data used in management planning, decision-making, and administrative control. The subject matter includes product costing, budgeting, accounting controls, and analytical techniques. PRE-REQUISITE: ACCT 192. Lab Required. 3 credit hours.

ACCT 291 INDIVIDUAL INCOME TAXATION
This course deals with the history and the structure of federal income tax legislation and law as it pertains to individuals. Emphasis will be placed on current tax laws, preparation of tax returns and other specific tax problems. Lab Required. 3 credit hours.

ACCT 292 PARTNERSHIP AND CORPORATION TAXATION
This course deals with the history and structure of federal income tax legislation as it pertains to partnerships and corporations. Emphasis is placed on current tax laws, tax return preparation and other specific tax problems. PRE-REQUISITE: ACCT 291. Lab Required. 3 credit hours.

AGRI 179 AGRONOMY
An introduction to the economic importance of plants to man and society. Includes a study of cropping systems, nutrition, crop hazards, fertilizers, weeds, crop improvement, plant classification, structure and growth. Lab Required. 4 credit hours.

AGRI 181 AGRICULTURAL ENTOMOLOGY
A survey of insects of economic importance in agriculture and horticulture. Characteristics of common orders of insects and related arthropods including anatomy and physiology. Students will collect, identify and display insects. Lab Required. 3 credit hours.

AGRI 183 PRINCIPLES OF FOOD TECHNOLOGY
Technological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, and quality control. 3 credit hours.

ANTH 151 CULTURAL ANTHROPOLOGY
This course utilizes the comparative method to examine the concepts of culture and society. The social and cultural beliefs and practices of people of diverse ethnic backgrounds are investigated and compared. Lab Required. 3 credit hours.

ART 191 DESIGN I
Introduction to two dimensional visual organization dealing with basic elements and principles of design. Exploration in black and white, color, and a variety of media. The experience in this class will prepare the student for composition in painting, drawing, and other two dimensional courses. Lab Required. 3 credit hours.

ART 192 DESIGN II
A continuation of Design I with emphasis on color exploration and theory and on solving the total compositional problems. Illustrated lectures on two and three dimensional design problems and the parallel of design elements in nature and in the abstract. PRE-REQUISITE: ART 191. Lab Required. 3 credit hours.

ART 193 DRAWING I
An introduction to drawing including space, form, line, contour, gesture, texture, value and composition. The student will learn observational skills in order to render the subjects of still life, figure, perspective and landscape more accurately. Emphasis will be placed in technique, imagination, and use of a variety of materials. Lab Required. 3 credit hours.

ART 194 DRAWING II
Continued study of space, form, line, contour, gesture, texture, value, and composition in still life, figure, perspective, and landscape. Use of color will be introduced in various media. Emphasis will be placed on mastering technique, imagination, development of a personal drawing style, and good use of composition. PRE-REQUISITE: ART 193. Lab Required. 3 credit hours.

AGRI 175 PRINCIPLES OF AGRICULTURAL ECONOMICS
Fundamental economic principles and their applications to the problems of the industry of agriculture. 3 credit hours.

AGRI 177 INTRODUCTION TO ANIMAL SCIENCE
A survey of the principles of scientific animal production including anatomy and physiology, breeding and genetics, nutrition and feeding, production systems and marketing. Laboratory exercises will focus on application of these principles. Lab Required. 3 credit hours.
ART 291 PAINTING II
Acrylics, oil, introduction to painting including use of materials, techniques, color, study and composition. Various painting styles will be practiced. PRE-REQUISITE: ART 193. Lab. Required. 3 credit hours.

ART 292 PAINTING I
Acrylics, oil, and other media. Intermediate level course designed to increase student's ability to use various techniques, color and composition. Realistic and abstract approaches to painting will be explored. Emphasis will be placed on design, imagination, personal expression and painting style. PRE-REQUISITE: ART 291. Lab. Required. 3 credit hours.

ART 293 WATERCOLOR I
An introduction to watercolor including instruction in the use of brushes, papers, materials, and various painting techniques on wet and dry paper. The student will gain experience in mixing colors, color problems, problem solving in the use of technique, and in skillful observation of composition and painting style. PRE-REQUISITE: ART 193. Lab. Required. 3 credit hours.

ART 294 WATERCOLOR II
Intermediate level course designed to increase the student's ability to master technique to identify the different pigment properties of color and to determine their best use. Exploration of different tools, papers, materials, and techniques will be practiced. Emphasis is on composition, imagination, personal expression, and painting style. PRE-REQUISITE: ART 293. Lab. Required. 3 credit hours.

BANK 131 PRINCIPLES OF BANKING
This course presents the fundamentals of bank functions and operations in a descriptive fashion. Particular attention is given to the banking system's funds flow, deposit and money creation, and intermediation. Bank documents, accounting records, and bookkeeping are also presented and discussed. Also covered are the interrelationships of banks with one another and with other financial institutions, and a brief history of banking. 3 credit hours.

BANK 231 FEDERAL REGULATION OF BANKING
This course is a comprehensive treatment of the bank audit function, its importance to regulatory authority, and the organization, functions, and operations of various federal regulatory agencies. Ongoing federal compliance will be covered. PRE-REQUISITE: BANK 131. 3 credit hours.

BIOL 151 INTRODUCTION TO BIOLOGY I
Combination of traditional and self-paced lecture and laboratory Survey of biology including human anatomy and physiology, study of human infectious and functional disease, genetics, and development. Biologists are introduced to the scientific method. Students will study cell structure and function. Co-requirement with BIOL 152. 3 credit hours.

BIOL 152 INTRODUCTION TO BIOLOGY II
Continuation of Biology 151. Combination of self-paced and traditional lecture and lab. This course is designed for students who are self-motivated and capable of working independently. Current topics in biology and medicine will be discussed. Students will meet one lecture hour/week and two lab hours/week. The additional two lecture hours/week and one lab hour/week with flexible scheduling. PRE-REQUISITE: BIOL 151. Lab. Required. 4 credit hours.

BIOL 191 GENERAL BIOLOGY I
For science majors. Current knowledge in the fundamentals of biology. Will develop concepts in cellular structure and function, from the molecule to the organism with a study of human anatomy and physiology. General topics covered include basic biochemistry, energetics, cell structure and function, plant structure and function, animal biology, and evolution. Laboratory includes dissection of a mammal, study of the nervous system, cellular structure and function, physiologic chemistry, plant anatomy and physiology, and ecosystems. Lab Required. 4 credit hours.

BIOL 192 GENERAL BIOLOGY II
For science majors. Continuation of the study of biological systems including immunity, physiological and chemical basis of heredity, reproduction, development, diversity, inter- and intra-specific behavior of animals, as well as an extensive survey of the five kingdoms. Plant and cellular biology are emphasized. Laboratory correlates with lecture topics. PRE-REQUISITE: BIOL 191. Lab. Required. 4 credit hours.

BIOL 291 ANATOMY AND PHYSIOLOGY I
A study of comparative structure and function of the mammalian systems. Topics include anatomy, comparative biochemistry, and function. Functions of the skin, skeletal, muscular, nervous, circulatory, respiratory, endocrine, excretory, urinary, systems and function. The molecular aspects of cell and tissue are stressed. Laboratory section includes dissection of a mammal, as well as study of microscopes, slides, and charts correlates with lecture topics. PRE-REQUISITE: BIOL 192 or consent of coordinator. Lab. Required. 4 credit hours.

BIOL 292 ANATOMY AND PHYSIOLOGY II
Continuation of the study of the structure and function of the mammalian systems with emphasis on physiology. Topics include genetics, digestion, nutrition, metabolism, nervous system, respiratory system, cardiovascular system, immune system, endocrine system, lymphatic, urinary system, reproduction and human development. Laboratory includes correlated physiological experiments, and related mammalian dissection. PRE-REQUISITE: BIOL 291. Lab. Required. 4 credit hours.

BIOL 293 MICROBIOLOGY
Principles of microbiology. Classification, cell structure, metabolism, and historical concepts of microbes and organisms including bacteria, viruses, fungi, protozoa, rickettsia, fungus, infectious disease and immunity will be emphasized. Practical microbiology will include diagnostic microbiology, water, food, sewage, soil and industrial applications. Laboratory methods are identical, and experimentation with pure culture of medical, environmental, and industrial importance are studied extensively. PRE-REQUISITE: BIOL 192, or BIOL 292, or CHEM 192. Lab. Required. 4 credit hours.

BASD 121 INTRODUCTION TO BUSINESS
This course provides an overall picture of business operations in a general business, management, marketing, finance, and legal and regulatory environment. Three lecture hours and 2 lab hours/week. 3 credit hours.

BASD 122 PRINCIPLES OF MANAGEMENT
The process of management is examined. The functions of planning, organizing, leading and controlling are covered. Emphasis is placed on decision making, policy formulation, communications, and motivation. Lab Required. 3 credit hours.

BASD 123 BUSINESS LAW
This course covers the general principles of the law of contracts, property and torts. The historical and ethical background of the law and current legal principles are covered. 3 credit hours.

BASD 124 PERSONAL FINANCE
Personal financial issues are covered. Topics include financial planning, insurance, budgeting, credit, home ownership, savings and tax planning. Lab. Required. 3 credit hours.

BASD 125 SUPERVISIONARY MANAGEMENT
This course is designed to instill a balanced quantitative/qualitative high-touch approach to management. The theories of Taylor, Fayol, Maslow, Mayo, Herzberg, Likert, etc. are all explored. The challenges and opportunities present by accelerated technological change are discussed. Effective leadership skills (time management, stress management, negotiation, assertion, active listening, effective meeting leadership, effective business communications and technical writing, etc.) are emphasized. The student is required to practice these leadership skills during labs. Lab. Required. 3 credit hours.

BASD 221 PRINCIPLES OF MARKETING
The scope and structure of marketing are examined. Marketing functions, consumer behavior market research, sales forecasting, and relevant state and federal laws are analyzed. 3 credit hours.

BASD 222 PERSONNEL MANAGEMENT
This course is the study of principles and procedures in the management of employees. Topics include selection, placement, compensation, work conditions, training, labor relations, and government regulations. PRE-REQUISITE: BASD 121, BASD 122, or SBMT 121. 3 credit hours.

BASD 223 PRINCIPLES OF RETAILING
The operation of the retail system of distribution is examined. Topics include consumer demand, location and layout, credit practices, and computer use. 3 credit hours.

BASD 224 PRINCIPLES OF ADVERTISING
This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of media, and methods of stimulating salespeople and retailers. Promotion programs are also covered. 3 credit hours.

BASD 225 INTERNATIONAL BUSINESS
This course is an introduction to international trade. It provides an overview of managerial, financial, and marketing issues for the operation of small or large firms in countries around the world. Problems of adaptation to different sociological, legal, political, and economic characteristics are emphasized. 3 credit hours.

BASD 226 SALES MANAGEMENT
Study of the principles of the management of personal selling. Attention is given to personal qualifications and training programs. Topics include buying motives, sales psychology, sales techniques, and management of sales personnel. Lab. Required. 3 credit hours.

BASD 228 ORGANIZATION BEHAVIOR
The human problems of administration in modern organizations are examined. The theory and methods of behavioral science as they relate to organizations are included. PRE-REQUISITE: BASD 121, BASD 122, or SBMT 121. 3 credit hours.

BASD 231 LABOR MANAGEMENT RELATIONS
Organized labor and management organizations are examined. Topics include labor union development, legislative acts, legal considerations, labor-management relationships, and collective bargaining. PRE-REQUISITE: BASD 121, BASD 122, or SBMT 121. Lab. Required. 3 credit hours.
CAD 121 ENGINEERING DRAWING PRACTICES
This course covers the commercial and military standards that establish the content and quality of engineering documentation, the type of drawings generated in industry, and the methods of assigning and controlling drawings. PREREQUISITE: CAD 151 or Concurrent enrollment in ENGR 151. Lab Required. 1 credit hour.

CAD 123 COMPUTER AIDED DRAFTING
Capabilities and limitations of the electronic computer as an aid to the designer are studied. Drafting procedures using an interactive computer graphics are practiced. Forms and uses of computer-aided products are viewed in perspective with the overall design and documentation process. PREREQUISITE: CAD 151. Lab Required. 3 credit hours.

CAD 151 TECHNICAL GRAPHICS I
Use of instruments, applied geometry, engineering lettering, orthographic projections, dimensioning, pictorial drawing and sketching, secretarial and working drawings. PREREQUISITE: MATH 135 or concurrent enrollment in MATH 135. Lab Required. 3 credit hours.

CAD 152 TECHNICAL GRAPHICS II
A continuation of Technical Graphics 1. This course covers working detail drawings with proper dimensioning and tolerances. Standard symbols, stock shapes and descriptions are covered and applied to fabrication and forming drawings. 3 credit hours.

CAD 224 ADVANCED COMPUTER AIDED DRAFTING
Advanced uses of the electronic computer as an aid to the designer are studied. Design emphasis is given to three-dimensional design, specifically mechanical. Menu and library construction will be practiced while using the interactive graphic system. PREREQUISITE: CAD 123. Lab Required. 3 credit hours.

225 ELECTRONIC DRAFTING
This course focuses on drawings used in the electronics industry. Topics include block and logic diagrams, schematic diagrams, interconnecting wire diagrams, printed wiring boards, integrated circuits, component packaging, and current industry practices. PREREQUISITE: CAD 123. Lab Required. 3 credit hours.

CAD 231 DESCRIPTIVE GEOMETRY
A study of points, lines, and planes in space with application of various techniques. Optical, technical, and auxiliary views will be drawn. Laboratory and discussions will be done primarily with auxiliary views and revolvers. PREREQUISITE: CAD 151. Lab Required. 3 credit hours.

CAD 221 COMPUTER AIDED DESIGN
Actual design procedures are introduced in the areas of machines, parts, metals, and metal forming. Included are the detailing and drafting of such parts. PREREQUISITE: CAD 124. Lab Required. 3 credit hours.

CAD 222 INDUSTRIAL DESIGN
This course includes the design of metal and plastic parts for electronic, optical, and mechanical components. Topics include standard boxes, panels, mounts, brackets, fasteners, grommets, and other standard parts used in the design of packages. Standard catalogs and manuals are used to design packages for specific application. PREREQUISITE: CAD 123. Lab Required. 3 credit hours.

CAD 235 MANUFACTURING PROCESSES
A study of the characteristics of industrial materials and the processes involved in their conversion. The areas covered are sheet metal, machined parts, and castings. PREREQUISITE: CAD 151. Lab Required. 3 credit hours.

CHDV 151 EARLY CHILDHOOD DEVELOPMENT I (3-9 yrs.)
A comprehensive study of the growth and development from conception through three years of age. Emphasis on cognitive, language, and social development. Lab Required. 3 credit hours.

CHDV 152 EARLY CHILDHOOD DEVELOPMENT II (3-5 yrs.)
A comprehensive study of the growth and development from three years through five years of age. Emphasis on cognitive, language, emotional, and social development. Lab Required. 3 credit hours.

CHDV 153 INTRODUCTION TO EARLY CHILDHOOD PROGRAMS AND SERVICES
A study of appropriate learning experiences for young children in a variety of child-care environments. Emphasis is on quality environments, learning activities, and effective teaching. Lab Required. 2 credit hours.

CHDV 154 NUTRITION, HEALTH, AND SAFETY
Practical experience and information on the nutritional, health, and safety needs of the young child. A survey of community services for parents and teachers is provided. Students earn first aid and CPR certificates during this course. Lab Required. 2 credit hours.

CHDV 155 MATERIAL AND ACTIVITY DEVELOPMENT I
Language Arts, Pre-reading, Computers, and Math. The techniques and materials for planning and teaching children in the language arts, reading and math concepts for appropriate stages of their cognitive development. Lab Required. 4 credit hours.

CHDV 156 MATERIAL AND ACTIVITY DEVELOPMENT II
Nature, World of People and the Arts: The interrelationships among science, social science, and creativity in the arts is studied as it relates to the total development of the early childhood. Activities, content, methods, and materials are explored. Lab Required. 4 credit hours.

CHDV 157 PRACTICUM A
In-depth observation and participation experiences with young children at appropriate child care facilities. Lab Required. 3 credit hours.

CHDV 158 PRACTICUM B
In-depth observation and participation experiences with young children at appropriate child care facilities. This course is designed for students who have had limited experience in a day care facility. PREREQUISITE: CHDV 157. Lab Required. 3 credit hours.

CHDV 159 INFANT AND TODDLER MATERIALS AND ACTIVITIES DEVELOPMENT
Appropriate experiences for infants and toddlers including learning activities, materials, and teaching techniques. Lab Required. 3 credit hours.

CHDV 160 CHILD DEVELOPMENT I (5-12 yrs.)
A comprehensive study of growth and development from 5 through 12 years of age. Emphasis is on cognitive, language, emotional, and social development. Lab Required. 3 credit hours.

CHDV 161 EARLY CHILD CARE FOUNDATIONAL
Practical experience and information on infant care, etiquette, home economics, and child care careers, and other issues necessary to meet the needs of the young child. Lab Required. 3 credit hours.

CHDV 251 CHILD GUIDANCE
The study of effective methods of guiding young children with emphasis on developing a positive self-concept, recognizing individuality, emotional problems, and discipline. Special circumstances related to discipline problems are covered. This course includes observations and interpretations of case studies of young children. Lab Required. 3 credit hours.

CHDV 252 CHILD ABUSE PREVENTION
Causes and symptoms of abusive behavior are the focus of this course. Developing skills and competencies in working with the abused child and families to help alleviate abusive experiences will be emphasized. Lab Required. 2 credit hours.

CHDV 253 INTRODUCTION TO ADMINISTRATION OF CHILD CARE PROGRAMS
The management of a variety of preschool/day-care centers is presented. Techniques, personnel administration, health, referral sources, personnel practices, budgeting, record keeping, legal procedures, and use of the computer. Lab Required. 3 credit hours.

CHDV 254 ADVANCED ADMINISTRATION OF CHILD CARE PROGRAMS
Advanced administrative procedures are studied. Topics include financial management, personnel procedures, program evaluation, facility design and planning. Lab Required. 3 credit hours.

CHDV 255 INTERNSHIP
Application and student teaching experience with the young child at appropriate child care facilities. Lab Required. 3 credit hours.

CHDV 256 CO-OPERATIVE EDUCATION
A comprehensive treatment of career related activities encountered in the student's area of specialization. Under supervision of the college and the employer, the student combines classroom learning, printed and oral experience. PREREQUISITE: Consent of instructor. 3 credit hours.

CHDV 257 PARENTS AND THE CAREGIVER
Relationships between caregivers and parents of young children are explored. The focus of the course will be on caregiver involvement, effective relationship building techniques, and communication skills. Lab Required. 2 credit hours.

CHEM 151 INTRODUCTION TO CHEMISTRY
A laboratory, lecture, and recitation program designed for non-science majors. Students in this survey course include those in biological, medical, physical, and environmental science. Concepts in the following areas are studied: atomic structure, chemical bonding, chemical equilibria, reaction rates and mechanisms, solution chemistry, chemical analysis, and solutions. Lab Required. 3 credit hours.

CHEM 152 INTRODUCTION TO CHEMISTRY II
A laboratory, lecture, and recitation program for non-science majors. This survey course is a continuation of CHEM 151, and includes the study of acids and bases, solution chemistry, atomic structure, nuclear chemistry, organic chemistry, and biochemistry. PREREQUISITE: CHEM 151. Lab and Recitation Required. 4 credit hours.
CPS 150 INTRODUCTION TO COMPUTERS
An analysis of computer systems, their present uses and future potential in business and public organizations. Topics emphasized include microcomputer terminology, computer algorithms, number systems, computer organization, and elementary programming using the BASIC programming language. 3 credit hours.

CPS 150 PROGRAMMING CONCEPTS I
A study of logical operation and organization of a computer, number systems, boolean algebra, problem solving techniques, algorithms, program design, and top-down design using the PASCAL language. Corequisite: MATH 181. CPS 150, or consent of instructor. Lab Required. 3 credit hours.

CPS 160 ASSEMBLY LANGUAGE
Study of the architecture of the computer through the use of assembly language programming. Includes study of the various systems of a computer, registers, instruction sets, addressing modes, and file I/O. Corequisite: CPS 191. Lab Required. 3 credit hours.

CPS 165 SCIENTIFIC PROGRAMMING
Introduction to numerical techniques with applications in science and engineering using FORTRAN. Emphasis on program design and documentation. Topics include subroutines, file processing, and subroutines. Corequisite: MATH 181. Lab Required. 3 credit hours.

CPS 191 3L1/3 PROGRAMMING
An introduction to PL/I programming with emphasis on the structured approach, data structures, documentation, and file processing. Emphasis on creating and modifying larger programs. Corequisite: CPS 191. Lab Required. 3 credit hours.

CPS 200 ASSEMBLY LANGUAGE
Study of the architecture of the computer through the use of assembly language programming. Includes study of the various systems of a computer, registers, instruction sets, addressing modes, and file I/O. Corequisite: CPS 191. Lab Required. 3 credit hours.

CPS 200 PROGRAMMING CONCEPTS II
Continuation of Computer Science 190, including structured programming, design, data structures, and file processing. Emphasis on creating and modifying larger programs. Corequisite: CPS 191. Lab Required. 3 credit hours.

CPS 230 SCIENTIFIC PROGRAMMING
Introduction to numerical techniques with applications in science and engineering using FORTRAN. Emphasis on program design and documentation. Topics include subroutines, file processing, and subroutines. Corequisite: MATH 181. Lab Required. 3 credit hours.

CPS 230 ASSEMBLY LANGUAGE
Study of the architecture of the computer through the use of assembly language programming. Includes study of the various systems of a computer, registers, instruction sets, addressing modes, and file I/O. Corequisite: CPS 191. Lab Required. 3 credit hours.

CPS 260 C++ PROGRAMMING
Study of C++ programming language with emphasis on structured programming: data structures, documentation, and file processing. Emphasis on creating and modifying larger programs. Corequisite: CPS 290 or Consent of Instructor. Lab Required. 3 credit hours.

CRDT 131 PRINCIPLES OF CREDIT UNION ORGANIZATION
This course presents the historical and theoretical orientation of credit union functions, organization, and operation. 3 credit hours.

CRDT 251 FEDERAL REGULATIONS OF CREDIT UNIONS
This course is a comprehensive treatment of the credit union audit function, its importance to regulatory authority and the organization, functions, and governing principles of various federal regulatory agencies having federal compliance will be covered. Corequisite: CRDT 131. 3 credit hours.

CRJ 151 CRIME IN AMERICA
An America crime problems in historical perspective: social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. 3 credit hours.

CRJ 152 INTRODUCTION TO CRIMINAL JUSTICE
Introduction to the field of criminal justice and its ethical and political considerations: crime; defined; its nature and impact; overview of criminal justice system in society and defense; trial procedures; 3 credit hours.

CRJ 153 FUNDAMENTALS OF CRIMINAL LAW
A study of the nature of crime, courts, jury, and the legal systems: definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrative; criminal responsibility. 3 credit hours.

CRJ 154 THE COURTS AND CRIMINAL PROCEDURE
The judiciary in the criminal justice system: right to counsel; pretrial release; grand jury; adjudication process; types of rules and evidence; sentencing. 3 credit hours.

CRJ 251 POLICE SYSTEMS AND PRACTICES
The police as a profession: organization of law enforcement systems; police role; police discretion; ethics; police-community interaction; current and future challenges. 3 credit hours.

CRJ 252 CRIMINAL LAW I
Investigative theory; collection and preservation of evidence; investigatory techniques; problem-solving; utilization of information. 3 credit hours.

CRJ 253 CRIMINAL LAW II
The police officer's role in law enforcement: administrative law enforcement: criminal justice system: legal issues; future trends in the criminal justice system. 3 credit hours.

CRJ 255 COMMUNITY RESOURCES IN CORRECTIONS
An introductory study of community correctional systems; community programs for adults and juveniles; administration of criminal justice system; legal issues; future trends in community correctional systems. 3 credit hours.

CS 131 PASCAL PROGRAMMING
Brief examination of the characteristics of high level languages. Special emphasis on PASCAL; laboratory exercises assigned to illustrate principles of program and data organization. Corequisite: CS 121. Lab Required. 3 credit hours.

CS 132 PROGRAMMING II
Using a common block structured language to apply more advanced concepts of high level language programming and data structures/file organization. Special emphasis on program organization, documentation, control flow, and physical and logical files. Introduction to software techniques. Laboratory exercises assigned to reinforce principles. Corequisite: CS 121. Lab Required. 3 credit hours.

CS 213 CONCEPTS OF DATA STRUCTURES
Using a common block structured language to apply more advanced concepts of high level language programming and data structures/file organization. Special emphasis on data organization, data flow, and physical and logical files. Introduction to program design and documentation. Laboratory exercises assigned to reinforce principles. Corequisite: CS 121. Lab Required. 3 credit hours.

CS 221 INTRODUCTION TO SOFTWARE ENGINEERING
Introduces the principles of software development life cycle. Emphasis on requirements specication program design methodology including structured design: software quality assurance: software validation methods: and project management. Laboratory exercises illustrate principles. Corequisite: CS 121. Lab Required. 3 credit hours.

CS 223 REAL TIME PROGRAMMING
Analysis of distributed networks containing mini and microcompters. Study of data acquisition and digital control environment. Corequisite: CS 220. Lab Required. 4 credit hours.

CS 224 SOFTWARE TEST TECHNIQUES
Introduction to software testing methodologies: Emphasis on program development techniques which aid testing. Introduction to program correctness. Laboratory exercises assigned to reinforce principles of program development. Corequisite: CS 223. Lab Required. 4 credit hours.

CS 225 ADA PROGRAMMING
Introduction to the concepts of the ADA programming language and parallel programming. Emphasis on structured program design. Laboratory exercises assigned to illustrate principles of parallel program design and data organization. Corequisite: CS 221. 4 credit hours.

ECON 121 INTRODUCTION TO ECONOMICS
An introduction to the basic economic concepts. Topics include the purpose, functions, and results of a capitalistic system. 3 credit hours.

ECON 291 PRINCIPLES OF ECONOMICS I
The principles of microeconomics are studied. Topics include the theory of demand, supply, and price; income distribution; theory of the firm; international economics; and contemporary economic problems. 3 credit hours.

ECON 292 PRINCIPLES OF ECONOMICS II
The principles of microeconomics are studied. Topics include the theory of demand, supply, and price inelasticity: microeconomics: current economic issues: and contemporary economic problems. 3 credit hours.

ELEC 121 DC CIRCUIT PRINCIPLES
Direct current and methods of generation; resistors, capacitors, transistors, and inductors in series and parallel circuits: resistance, capacitance, and inductance. Corequisite: ELEC 135. Lab Required. 4 credit hours.

ELEC 122 AC CIRCUIT PRINCIPLES
Sinusoidal and alternating current: the behavior of resistors, capacitors, and inductors in AC circuits: the effects of frequency and impedance: resonant circuit characteristics: and filter networks. Corequisite: ELEC 121. MAT 235 or Concurrent Enrollment in MATH 235. Lab Required. 4 credit hours.

ELEC 124 TEST EQUIPMENT AND ELECTRONIC MEASUREMENTS
Operation and use of meters, meters, oscilloscopes, signal generators and test sets which are utilized in electronic circuit fault isolation and measurement. Corequisite: ELEC 125. Lab Required. 3 credit hours.

ELEC 125 ACTIVE DEVICES
Semiconductors (active devices) include composition, parameterized: linear and non-linear characteristics: in circuit action: amplifiers, rectifiers, and switching. Corequisite: ELEC 121 or Concurrent Enrollment in ELEC 122. Lab Required. 4 credit hours.

ELEC 126 DIGITAL CIRCUITS
Basic digital logic. Symology and notation in terms of digital logic circuits: Boolean logic, logic gates, flip-flops, decoders, numbering systems and Boolean algebra. Corequisite: ELEC 125 or Concurrent Enrollment in ELEC 125. Lab Required. 3 credit hours.

ELEC 127 COMPUTER MAINTENANCE
Operation and maintenance of digital computer systems. Corequisite: ELEC 124. Lab Required. 3 credit hours.

ELEC 131 BASICS OF ELECTRONICS
Mathematical models of devices: bipolar, transistors, digital and linear integrated circuits: series and parallel circuits, and current flow. Lab Required. 3 credit hours.

ELEC 141 FUNDAMENTALS OF COMPUTERS
A study of microcomputers: how they operate: how they are used: and how they are programmed and how they relate to other equipment. The major topics covered are as follows: microprocessors: computer architecture: input/output operations: control: execution cycles: and bootstrap procedures. Corequisite: ELEC 126. Lab Required. 4 credit hours.
ELEC 241 COMPUTER PROGRAMMING  
Computer programming techniques using Fortran or BASIC to solve problems and demonstrate system operation. The language syntax, flow charting and coding with applications to technical projects is emphasized. Lab Required. 3 credit hours.

ENGL 151 COMPOSITION/Rhetoric  
A beginning freshman course in writing. Development of paragraphs and the whole composition, study of model essays, extensive theme writing, individual conferences, departmental competency exam. Assessment prior to enrollment recommended. Lab Required. 3 credit hours.

ENGL 152 COMPOSITION/Rhetoric  
Continued development of skills acquired in English 151 and development of skills in argumentation and analysis. Extensive theme writing, study of research methods and materials, preparation of research paper, modular units emphasizing writing in the student's field of study, individual conferences. PREREQUISITE: ENGL 151. Lab Required. 3 credit hours.

ENGL 251 FORMS OF LITERATURE I  
A study of short stories, novels, and non-fiction. Analysis and evaluation of major writers in their genres, their techniques, and their contributions to the literary heritage. PREREQUISITE: ENGL 152. 3 credit hours.

ENGL 252 FORMS OF LITERATURE II  
A study of myth, legend, and the novel. Analysis and evaluation of our classical heritage, the origins of drama and development of contemporary drama and film, and the elements and types of poetry. PREREQUISITE: ENGL 152. 3 credit hours.

ENGL 253 BRITISH LITERATURE I  
A general survey of major works in British literature from its origin to the beginning of the Romantic movement. Analysis of these works in their historical, cultural, and social contexts. PREREQUISITE: ENGL 152. 3 credit hours.

ENGL 254 BRITISH LITERATURE II  
A general survey of major works in British literature from the Romantic period to the present. Analysis of these works in their historical, cultural, and social contexts. PREREQUISITE: ENGL 152. 3 credit hours.

ENGL 255 AMERICAN LITERATURE I  
The study of major writers from the Colonial Period to the beginning of the Civil War. The analysis and evaluation of these works in their historical, cultural, and social contexts and the study of their contributions to the growth of American Literature. PREREQUISITE: ENGL 152. 3 credit hours.

ENGL 256 AMERICAN LITERATURE II  
The study of major writers from the Realistic Movement to the present. Evaluation and analysis of these works in their historical, cultural, and social contexts and the study of their contributions to the growth and development of American Literature. PREREQUISITE: ENGL 152. 3 credit hours.

ENGL 291 TECHNICAL WRITING  
A comprehensive introduction to technical writing and technical reading. Techniques employed in the writing of reports, proposals, technical papers, abstracts, and summaries within the specific disciplines and the technical interest of the student. Preparation of a portfolio of the student's technical writing. PREREQUISITE: ENGL 151. Lab Required. 3 credit hours.

FIN 132 SAVINGS AND TIME DEPOSITS  
This course covers the historical development of the savings process from its prehistoric primitive form. Particular attention is given to interest rate theory, the interrelation process, and deposit definitions. It includes a limited discussion concerning the money multiplier. PREREQUISITE: BANK 140; CRDT 131. 3 credit hours.

FIN 233 CREDIT ADMIN. AND ANALYSIS OF FINANCIAL STATEMENTS  
This course is a study of the factors influencing and determining loan policy. The characteristics and analysis of both personal and corporate financial statements are covered. PREREQUISITE: BANK 131 or CRDT 131; ACCT 191, 3 credit hours.

FIN 131 PERSONAL FINANCE  
This course is designed to equip the student with the tools necessary to manage his/her personal financial affairs. The course covers the practical aspects of managing personal finances. PREREQUISITE: MATH 103 or concurrent enrollment in MATH 103. Lab Required. 4 credit hours.

FIN 134 CONSUMER LENDING  
This course is designed to provide an understanding of the role of consumer credit in the financial institution and the operation of the consumer credit industry. PREREQUISITE: BANK 131 or CRDT 131. 3 credit hours.

FIN 135 ENGINEERING GRAPHICS  
Use of instruments, applied geometry, engineering lettering, orthographic projections, dimensioning, pictorial drawing and sketching, sectional views and working drawings. PREREQUISITE: MATH 135 or concurrent enrollment in MATH 135. Lab Required. 4 credit hours.

ELEC 225 LIGHT-WEIGHT INTEGRATED CIRCUITS  
The analysis and design of linear devices are studied, while emphasizing their circuit applications. Specifications and limitations of voltage, current and heat dissipation are included. Circuits covered include amplifiers, oscillators, oscillators, filters, timers, and signal processing. PREREQUISITE: ELEC 125. 4 credit hours.

ELEC 226 TELECOMMUNICATION SIGNALING & TELEPHONE SWITCHING SYSTEMS  
Covers circuit and system application necessary to implement signaling and synchronization systems, telephone loop starting, digital switching, electronic switching, design of public switched networks, local exchanges, load control, central offices, and digital transmission techniques. PREREQUISITE: ELEC 126. Lab. Required. 4 credit hours.

ELEC 227 ELECTRICAL INSTRUMENTATION  
Basic electrical instrumentation techniques, measurements, and applications. The topics include: meters, measuring instruments, signal conditioning, signal processing, and data analysis. PREREQUISITE: ELEC 127. Lab. Required. 3 credit hours.

ELEC 228 DIGITAL ELECTRONICS  
Focuses on digital electronics, including logic circuits, digital design, and computer architecture. The course covers the fundamentals of digital logic, including Boolean algebra, logic gates, and combinational circuits. PREREQUISITE: ELEC 128. 3 credit hours.

ELEC 229 ANALOG ELECTRONICS  
Covers the fundamentals of analog electronics, including operational amplifiers, analog to digital conversion, and analog signal processing. PREREQUISITE: ELEC 129. 3 credit hours.

ELEC 230 ELECTRICAL MACHINERY  
Focuses on the basics of electrical machinery, including dc and ac generators, transformers, and electric motors. The course covers the fundamentals of magnetic fields, Kirchhoff's laws, and Faraday's law. PREREQUISITE: ELEC 130. 3 credit hours.

ELEC 231 ELECTRIC CIRCUITS  
Covers the fundamentals of electric circuits, including Ohm's law, Kirchhoff's laws, and network analysis. The course covers the fundamentals of complex numbers, phasors, and ac circuits. PREREQUISITE: ELEC 131. 3 credit hours.

ELEC 232 ELECTRICAL ENGINEERING MATH I  
Focuses on the fundamentals of electrical engineering mathematics, including linear algebra, calculus, and probability. The course covers the fundamentals of vectors, matrices, and differential equations. PREREQUISITE: ELEC 132. Lab. Required. 3 credit hours.

ELEC 233 ELECTRICAL ENGINEERING MATH II  
Focuses on the fundamentals of electrical engineering mathematics, including complex variables, Fourier series, and Laplace transforms. The course covers the fundamentals of signal processing and control systems. PREREQUISITE: ELEC 133. Lab. Required. 3 credit hours.

ELEC 234 ELECTRONIC CIRCUITS  
Covers the fundamentals of electronic circuits, including transistors, diodes, and integrated circuits. The course covers the fundamentals of amplifiers, oscillators, and digital logic. PREREQUISITE: ELEC 134. Lab. Required. 3 credit hours.

ELEC 235 ELECTRONIC SYSTEMS  
Covers the fundamentals of electronic systems, including communications, signal processing, and control systems. The course covers the fundamentals of modulation, demodulation, and filtering. PREREQUISITE: ELEC 135. Lab. Required. 3 credit hours.

ELEC 236 ELECTRONIC DESIGN  
Focuses on the fundamentals of electronic design, including circuit design, simulation, and testing. The course covers the fundamentals of computer-aided design tools and techniques. PREREQUISITE: ELEC 136. Lab. Required. 3 credit hours.

ELEC 237 ELECTRONICS DESIGN LAB  
Focuses on the fundamentals of electronic design lab, including circuit design, simulation, and testing. The course covers the fundamentals of computer-aided design tools and techniques. PREREQUISITE: ELEC 137. Lab. Required. 3 credit hours.

ELEC 238 ELECTRICAL ENGINEERING MATH III  
Focuses on the fundamentals of electrical engineering mathematics, including linear algebra, calculus, and probability. The course covers the fundamentals of vectors, matrices, and differential equations. PREREQUISITE: ELEC 138. Lab. Required. 3 credit hours.

ELEC 239 ELECTRONIC CIRCUITS LAB  
Focuses on the fundamentals of electronic circuits, including transistors, diodes, and integrated circuits. The course covers the fundamentals of amplifiers, oscillators, and digital logic. PREREQUISITE: ELEC 139. Lab. Required. 3 credit hours.

ELEC 240 ELECTRONIC SYSTEMS LAB  
Covers the fundamentals of electronic systems, including communications, signal processing, and control systems. The course covers the fundamentals of modulation, demodulation, and filtering. PREREQUISITE: ELEC 140. Lab. Required. 3 credit hours.

ELEC 241 COMPUTER PROGRAMMING  
Computer programming techniques using Fortran or BASIC to solve problems and demonstrate system operation. The language syntax, flow charting and coding with applications to technical projects is emphasized. Lab Required. 3 credit hours.

ELEC 242 DIGITAL ELECTRONICS LAB  
Focuses on the fundamentals of digital electronics, including logic circuits, digital design, and computer architecture. The course covers the fundamentals of digital logic, including Boolean algebra, logic gates, and combinational circuits. PREREQUISITE: ELEC 142. Lab. Required. 3 credit hours.

ELEC 243 ELECTRONIC CIRCUITS LAB  
Covers the fundamentals of electronic circuits, including transistors, diodes, and integrated circuits. The course covers the fundamentals of amplifiers, oscillators, and digital logic. PREREQUISITE: ELEC 143. Lab. Required. 3 credit hours.

ELEC 244 ELECTRONIC SYSTEMS LAB  
Covers the fundamentals of electronic systems, including communications, signal processing, and control systems. The course covers the fundamentals of modulation, demodulation, and filtering. PREREQUISITE: ELEC 144. Lab. Required. 3 credit hours.

ELEC 245 ELECTRONIC ENGINEERING MATH IV  
Focuses on the fundamentals of electrical engineering mathematics, including linear algebra, calculus, and probability. The course covers the fundamentals of vectors, matrices, and differential equations. PREREQUISITE: ELEC 145. Lab. Required. 3 credit hours.

ELEC 246 ELECTRONIC CIRCUITS LAB  
Covers the fundamentals of electronic circuits, including transistors, diodes, and integrated circuits. The course covers the fundamentals of amplifiers, oscillators, and digital logic. PREREQUISITE: ELEC 146. Lab. Required. 3 credit hours.

ELEC 247 ELECTRONIC SYSTEMS LAB  
Focuses on the fundamentals of electronic systems, including communications, signal processing, and control systems. The course covers the fundamentals of modulation, demodulation, and filtering. PREREQUISITE: ELEC 147. Lab. Required. 3 credit hours.

ELEC 248 COMPUTER PROGRAMMING LAB  
Computer programming techniques using Fortran or BASIC to solve problems and demonstrate system operation. The language syntax, flow charting and coding with applications to technical projects is emphasized. Lab Required. 3 credit hours.
FIN 234 MONEY AND FINANCE
This course covers: the definitions for money, the essential economic principles of banks and financial institutions, the principles that govern financial markets, the economic impact of domestic and international central banks, inflation, and the international financial system.

FIN 235 CONSUMER COLLECTION
This course covers the establishment of collection procedures to pay off consumer debt, bankruptcy, and the Fair Credit Collection Act. 3 credit hours.

FIN 241 COOPERATIVE ED I
A comprehensive study of career related activities encountered in the student’s area of specialization. Under supervision of the college and the employer, the student combines classroom and work experience. PRE-REQUISITE: Consent of Instructor. 3 credit hours.

FIN 242 COOPERATIVE ED II
A comprehensive study of career related activities encountered in the student’s area of specialization. Under supervision of the college and the employer, the student combines classroom and work experience. PRE-REQUISITE: Consent of Instructor. 3 credit hours.

FIN 296 BASIC BANK COMPLIANCE
Overview of banking, industry regulations and procedures for compliance with government imposed requirements. Instructor approval required. 1 credit hour.

FIN 297 ADVANCED BANK COMPLIANCE
This course is composed of students to recent federal and state mandated changes in bank operation. Sources and application of regulations will be discussed, and compliance techniques will be illustrated. Instructor approval required. 2 credit hours.

FSC 117 FIRE PROTECTION SYSTEMS
A study of basic built-in fire detection, alarm and extinguishing systems. Examination of the devices and systems installed in buildings used to protect life and property from fire and support the role of the fire department through early detection of fire and extinguishing. 3 credit hours.

FSC 121 INDUSTRIAL FIRE PROTECTION
Specific concerns and safeguards related to business and industrial organizations. A study of industrial fire brigade organization and development, plant layout, fire prevention programs, extinguishing factors, and hazards. Emphasis on situations and prevention methods. Gaining cooperation between the public and private fire department organizations. Study of elementary industrial fire hazards in manufacturing plants. 3 credit hours.

FSC 125 CHEMISTRY OF HAZARDOUS MATERIALS II
Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e., flammable liquids, solids, and gases, corrosives, oxidizers, explosives, poisons, reactive, rocket propellants and exotic fuels, and radioactive material. Risk of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to fire-burning and fire explosion phenomena. Firefighting procedures and use of fire fighting equipment to control and extinguish fires. 3 credit hours.

FSC 131 BUILDING CODES AND CONSTRUCTION
Fundamental consideration and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; review of related statutory and suggested guidelines, both local and national scope. Review of Model Building Codes and Life Safety codes. 3 credit hours.

FSC 133 FIRE CAUSE AND ORIGIN DETERMINATION
A study of the determination of arson; investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussion of laws, decisions and opinions; kinds of arsonists, interrogitation procedures, cooperation and coordination between the investigators and arson investigators and other related topics. 3 credit hours.

FSC 141 FIRE PROTECTION ADMINISTRATION
An in-depth study of the organization and management as it relates to fire prevention and the maintenance of records and reports, and management of fire department officers and design of fire prevention programs. The course is viewed from the Company Office’s position. 3 credit hours.

FSC 148 FIRE FIGHTING TACTICS AND STRATEGY
Practical exposure to the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment and apparatus. Emphasis to be placed on fire ground tactics and strategy, relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards. 3 credit hours.

FSC 116 FIRE SAFETY EDUCATION
The study of the design, development, and delivery of Public Fire and Burn Safety Information and education programs including: methods of identification of fire and burn problems, the selection of target problems and strategies to affect reduction and elimination; development and implementation of information and education programs; and methods of evaluating program impact. Shown includes theoretical and practical training in individual, group, and mass media communication, instructional skills, planning directions, and evaluation techniques. 3 credit hours.

FSC 225 CHEMISTRY OF HAZARDOUS MATERIALS II
Hazards materials covering storage, handling, laws, standards, fighting techniques associated with chemicals, gases, flammable liquids, solids, explosives, poisons, reactive, rocket propellants and exotic fuels, and radioactive materials. Risk of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to fire-burning and fire explosion phenomena. Firefighting procedures and use of fire fighting equipment to control and extinguish fires. 3 credit hours.

FSC 237 FIRE INCIDENT REPORTING SYSTEMS
An in-depth analysis of fire protection systems that may be utilized for storing and retrieval of fire loss statistics, policy techniques and procedures for programming various types of records and reports valuable to the fire service. Exploration of the new systems of microfilming including the modern technology of COMM (Computer Output Microfilm) and the systems utilizing microfilm and microfiche with special emphasis on microfiche type readers. A review of standards for the uniform coding for fire incident reporting systems. 3 credit hours.

FSC 241 FIRE ADMINISTRATION II
Study to include insurance rates and ratings; preparation of budgets, administration and organization of training in the fire department, city water requirements, fire alarm and communication systems; importance of public relations, report writing and record keeping; measurements of results, use of records to improve service, and other related topics; legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; design and construction of fire buildings. 3 credit hours.

FMKT 122 FASHION MERCHANDISING
This course introduces the field of fashion through the examination of modern merchandising techniques. Current trends and developments are covered as well as the history of fashion merchandising. 3 credit hours.

FMKT 124 FASHION SALES & MARKETING TECHNIQUES
This course is a practical study of the marketing function involved such as buying motives, customer approach, closing the sale, psychological and sociological factors influencing human behavior, self-confidence, and overcoming objectives. 3 credit hours.

FMKT 126 FASHION DESIGN
This is a basic course providing a background of knowledge specific to fashion designers’ job and responsibilities. It includes the selection of apparel to design in demand with the customer, industrial design process, and coordination of color, selection, and texture. There is no sewing involved in this course. 3 credit hours.

FMKT 220 FASHION BUYING
This course covers the responsibilities of a buyer. Sources of buying information, selection of fashion merchandise, methods of inventory control, planning, pricing, marketiing, and markdowns are studied. Economic buying and sales management, franchise buying and the buying of off-price apparel goods will be researched. 3 credit hours.

FMKT 222 ADVERTISING & SALES PROMOTION
This course is an introduction to advertising and sales promotion theories and functions. Identifying media to reach definitive target audience, consumer services, consumer behavior, as well as the role of promotion programs and their budgeting. 3 credit hours.

FMKT 224 TEXTILES FOR CONSUMERS
This course covers the selection, use, and care of textiles in relation to fiber composition, yarn and fabric structure, color, and finishing. Emphasis is made on the effect of information to the consumer will be stressed. Laws relating to consumer protection will be examined. 3 credit hours.

FMKT 240 COOPERATIVE EDUCATION I
This course is designed to help the student integrate classroom knowledge with work experience. The student, the student’s supervisor, and the instructor will coordinate a set of goals for the student to accomplish. Requires the student to attend a 1.5 hour weekly seminar. PRE-REQUISITES: FMKT 122 AND FMKT 224 or Consent of Instructor. 3 credit hours.

FMKT 241 COOPERATIVE EDUCATION II
This course is designed to help the student integrate classroom knowledge with work experience. The student, the student’s supervisor, and the instructor will coordinate a set of goals for the student to accomplish. Requires the student to attend a 1.5 hour weekly seminar. PRE-REQUISITES: FMKT 224 or Consent of Instructor. 3 credit hours.

FREN 101 BEGINNING FRENCH I
An introduction to the four basic skills of speaking, reading, writing, and listening, designed for students with little or no previous training. Also includes an introduction to selected aspects of French civilization. Instruction is enhanced by computer tapes, slides, computer software, and video cassettes. Lab Required. 4 credit hours.

FREN 192 BEGINNING FRENCH II
A continuation of FREN 191. PRE-REQUISITE: FREN 191. 3 credit hours.

FREN 291 INTERMEDIATE FRENCH I
Review and continued development of the four basic language skills of speaking, reading, writing and listening. Instruction enhanced by slides, tapes and other audio-visual aids. PRE-REQUISITE: FREN 192 or Consent of Discipline Coordinator. CO-REQUISITE: FREN 293. 3 credit hours.

FREN 292 INTERMEDIATE FRENCH II
A continuation of FREN 291. PRE-REQUISITE: FREN 291 and/or FREN 293. 3 credit hours.

FREN 293 FRENCH CONVERSATION

FREN 294 FRENCH CONVERSATION II
A continuation of FREN 293. Required for majors. PRE-REQUISITE: FREN 293. 1 credit hour.

FREN 295 FRENCH LITERATURE
A survey of French literature in its historical context from the eighteenth century through the twentieth. Continuation of the basic language skills. Reading of selected writers such as Ronsard, More, Voltaire. REQUIRED: FREN 292. 3 credit hours.
GERM 192 BEGINNING GERMAN II
A continuation of German 191 with an emphasis on the reading of elementary texts. PRE REQUISITE: GERM 191 or equivalent. Lab Required. 4 credit hours.

GERM 291 INTERMEDIATE GERMAN I
Review and continued development of the four basic language skills with increased basic vocabulary. Instruction enhanced by the use of tapes, slides, and other audio-visual aids. PRE: 156. 3 credit hours. Lab Required. 3 credit hours.

GERM 292 INTERMEDIATE GERMAN II
Continued review and development of basic language skills with a focus on reading and writing. Instruction enhanced by the use of tapes, slides and other audio-visual aids. PRE: 291. 3 credit hours.

GERM 293 CONVERSATIONAL GERMAN I
Intensive practice in conversational German. Required for majors. PRE REQUISITE: GERM 192 or Consent of Discipline Coordinator. CO REQUISITE: GERM 291. 1 credit hour.

GERM 294 CONVERSATIONAL GERMAN II
A continuation of German 293, intensive practice in conversational German. Required for majors. PRE REQUISITE: GERM 293. 3 credit hours.

GOVT 251 GOVERNMENT OF THE UNITED STATES
The Constitution and Government of the United States. Emphasis is on the structure of government and government institutions. The three branches, government parties, elections, civil and civil liberties. This course and Government 252 fulfill the Texas legislative requirement of 6 credit hours of American Government for Baccalaureate Degrees. Lab Required. 3 credit hours.

GOVT 252 STATE AND LOCAL GOVERNMENT
Survey of the Constitutions of Texas and state and county and municipal governments. Emphasis is on state and local governments including their services, services and functions. This course and Government 251 fulfill the Texas legislative requirement of 6 credit hours of American Government for Baccalaureate Degrees. Lab Required. 3 credit hours.

HDEV 010 STUDY SKILLS
The purpose of this course is to help the student improve study habits and skills. The student will assess learning style, study habits and attitudes toward study. Methods and techniques of effective study will be explored. A specific approach to studying will be developed by each student utilizing individual preferences. The student will explore low stress lifestyles, low stress thinking patterns, systematic relaxation techniques, the role of diet and exercise in managing stress and how to avoid unnecessary stress. 2 credit hours.

HDEV 020 STRESS MANAGEMENT
This course is designed to help the student more effectively manage stress. A comprehensive self-assessment of the sources of stress will be made. The student will explore low stress lifestyle, low stress thinking patterns, systematic relaxation techniques, the role of diet and exercise in managing stress and how to avoid unnecessary stress. 2 credit hours.

HDEV 102 DEVELOPING LEADERSHIP POTENTIAL
The purpose of this course is to help the student develop leadership style, leadership qualities include leadership style, leadership strategies, problem-solving, decision-making, public relations, team building, and team building leadership skill. Principles of leadership are explored through both theory and practice. These leadership skills can be applied through the student's personal, professional, and business interactions. 3 credit hours.

HDEV 103 CAREER PLANNING AND DEVELOPMENT
Career choices will be explored in relation to interests, values, skills and abilities. Career assessment and exploration of occupational opportunities will be studied through group and individual study activities. Long and short range career development strategies will be established. Computerized career guidance will be explored on campus. 2 credit hours.

HDEV 105 PERSONAL DEVELOPMENT
This course is designed to help the student increase self-esteem, set personal goals that lead to greater motivation and success, and live up to their satisfying lifestyle. Components of a healthy lifestyle will be presented. Problems concerning college survival, educational goals, motivation, interpersonal relationships, social influences and personal roles will be explored. 2 credit hours.

HIST 151 U.S. HISTORY I
History of the United States is presented focusing on the development of American characteristics and institutions; the forging of a new society from European, African and American cultures. Emphasis is on the colonial and early national periods through the War Between the States and Reconstruction. This course along with HIST 152 fulfills the Texas legislative requirement for 6 credit hours of history for Baccalaureate degrees. Lab Required. 3 credit hours.

HIST 152 U.S. HISTORY II
History of the United States from 1877 to the present day. Focus is on the development of American society in the twentieth century, response to the urban-industrial environment, the United States as a world power and post-World War II society. This course along with HIST 151 fulfills the Texas legislative requirement for 6 hours of history for Baccalaureate degrees. Lab Required. 3 credit hours.

HIST 251 WESTERN CIVILIZATION I
A survey of European civilization from ancient times to the Renaissance. Topics include Greece and Rome, the Church, feudalism, the commercial revolution, the Reformation and early colonial movement. Lab Required. 3 credit hours.

HIST 252 WESTERN CIVILIZATION II
A continuation of Western Civilization. The modern Western Europe is surveyed from the Renaissance to the present. The course includes the Age of Revolution, the beginning of industrialism, the growth of nationalism in the 19th century, causes and consequences of the two world wars and modern Europe. Lab Required. 3 credit hours.

HIST 253 HISTORY OF TEXAS
A history of Texas from the Spanish period to the present. Emphasis is on the period of Anglo-American settlement, revolution, Reconstruction, and the development of the modern state. 3 credit hours.

HIST 297 STUDIES IN U.S. HISTORY
A treatment of selected topics in the history of the United States. PREREQUISITE: HIST 152. 3 credit hours.

HSLO 132 MEDICAL TERMINOLOGY
This course is a study of the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and prefixes, phonetic spelling and definition. Exercises in the use of the medical dictionary are also included. 3 credit hours.

HPER 101 INTRODUCTION TO PHYSICAL EDUCATION
Designed as a career orientation in health, physical education, and recreation. The history, philosophy and principles including teacher qualifications, vocational opportunities and skills testing are emphasized. 3 credit hours.

HPER 103 PERSONAL HEALTH
Provides an in-depth look at the basic principles of maintaining good health throughout life. The topics cover all aspects of personal health such as mental, consumer, and environmental health, physical fitness, nutrition, and drug education. 3 credit hours.

HPER 104 SPORTS OFFICIATING
Knowledge and practice in officiating volleyball, basketball, and other appropriate sports are stressed. Students are expected to officiate tournaments and intramural games. Lab Required. 3 credit hours.

HPER 105 SAFETY AND FIRST AID
Students learn to recognize, evaluate and prioritize the first aid needs of individuals in emergency situations. Lectures, demonstrations, and practical experience provide qualified students to become Red Cross certified. 3 credit hours.

HPER 115 ARCHERY
Provides instruction in the basic techniques, rules, and scoring. The history and terminology of archery are also investigated. 1 credit hour.

HPER 116 BADMINTON
History, rules, basic strokes, and strategies in singles and doubles, as they are emphasized through intramural competition. 1 credit hour.

HPER 117 BEGINNING TENNIS
Introduces beginner tennis and fundamental techniques for beginners are stressed. Participation by skill level for singles and doubles play is made to insure vigorous activity for all. 1 credit hour.

HPER 118 INTERMEDIATE TENNIS
Develops and improves each skill level in serving, forehand and backhand, lobs, volleys and performance strategies for both singles and doubles are drilled. PREREQUISITE: HPER 117 or Consent of Instructor. 1 credit hour.

HPER 119 ADVANCED TENNIS
Emphasizes advanced techniques and strategy for the competitive tennis player. Provides theory and practice drills for advanced players who ultimately compete in singles and doubles tournaments. PREREQUISITE: HPER 118 or Consent of Instructor. 1 credit hour.

HPER 120 BEGINNING RACQUETBALL
Instruction in rules and basic skills develops the fundamental techniques of court play for beginners. Participation by skill level assures vigorous activity to develop cardiovascular fitness. 1 credit hour.
HPER 121 INTERMEDIATE RACQUETBALL
Drills in serving, forehand and backhand drives, kill shots, 2 shot combinations, strategies for singles and doubles. Play. PREREQUISITE: HPER 120 or Consent of Instructor. 1 credit hour.

HPER 122 ADVANCED RACQUETBALL
Advanced drills for competitive racquetball players stress techniques and strategies needed for tournament competition. PREREQUISITE: HPER 121 or Consent of Instructor. 1 credit hour.

HPER 123 BEGINNING GOLF
Basic fundamentals, knowledge in the history, terminology, and scoring of golf are stressed. 1 credit hour.

HPER 124 INTERMEDIATE GOLF
Advanced skills, techniques and strategies of golf are developed. PREREQUISITE: HPER 123 or Consent of Instructor. 1 credit hour.

HPER 128 BOWLING
Ball selection, stance, four step approach, rules and scoring procedures are taught. Emphasis is placed on game situations. 1 credit hour.

HPER 130 BEGINNING AEROBIC DANCE
Level of physical fitness is improved through rhythmic dance routines, stretching, muscular strengthening and other aerobic activities. Heart rate, weight, and nutritional status are monitored. 1 credit hour.

HPER 131 INTERMEDIATE AEROBIC DANCE
Further toning and toning of the body is obtained through vigorous exercise routines, stretching, muscular strengthening and other aerobic activities. Heart rate, weight, and nutritional status are monitored. PREREQUISITE: HPER 130 or Consent of Instructor. 1 credit hour.

HPER 132 ADVANCED AEROBIC DANCE
An accelerated aerobic conditioning program for advanced fitness students. Advanced exercise routines with weights are choreographed to music to maintain or increase cardiovascular endurance, flexibility and strength. PREREQUISITE: HPER 131 or Consent of Instructor. 1 credit hour.

HPER 133 BEGINNING MODERN DANCE
An introduction to the art and discipline of modern dance through analysis of dance techniques, exploration, and composition development. 1 credit hour.

HPER 135 FOLK DANCE
Analysis of cultural backgrounds, costumes, and dance techniques leads to participation in a variety of folk dances. 1 credit hour.

HPER 140 BEGINNING WEIGHT TRAINING AND CONDITIONING
An introductory course in weight training and body building to learn the basic techniques for strength development and cardiovascular conditioning. The use of the universal weight machine, free weights, dumbbells, bicycles, ergometers, rowing machines, and a treadmill are utilized to establish fitness program. 1 credit hour.

HPER 141 INTERMEDIATE WEIGHT TRAINING AND CONDITIONING
Advanced weight training techniques in strength development and cardiovascular conditioning assists individuals in establishing their own fitness program. PREREQUISITE: HPER 140 or Consent of Instructor. 1 credit hour.

HPER 143 BEGINNING JOGGING AND FITNESS
Develops cardiovascular endurance, flexibility and strength through jogging, stretching, and weight training. Physical fitness assessment leads to development of an individual fitness program. 1 credit hour.

HPER 144 INTERMEDIATE JOGGING AND FITNESS
An accelerated fitness program structured for further improvement in cardiovascular endurance, flexibility and strength. PREREQUISITE: HPER 143 or Consent of Instructor. 1 credit hour.

HPER 150 BASKETBALL
Fundamental skills and strategies are reviewed through knowledge of the history, rules, terminology. Students then participate in game situations. 1 credit hour.

HPER 152 INTERMEDIATE BASKETBALL
Develops the basic skills and strategies through knowledge of the history, rules, and terminology are taught along with participation in game situations. 1 credit hour.

HPER 154 SOFTBALL
Fundamental skills including throwing, batting, fielding and bases running are taught as well as the rules and terminology are emphasized along with participation in game situations. 1 credit hour.

HPER 156 VOLLEYBALL
Individual skills and techniques, application of rules, and an introduction to offensive and defensive strategies are stressed in this course. 1 credit hour.

HPER 158 BEGINNING SWIMMING
Non-swimmers and beginners are taught basic swimming strokes and water safety skills and confidence in the water are emphasized. 1 credit hour.

HPER 161 INTERMEDIATE SWIMMING
Includes further stroke development in front and back crawl, side stroke, breast stroke, diving and some competitive swimming techniques. Development of cardiovascular endurance is stressed through swimming. PREREQUISITE: HPER 160 or Consent of Instructor. 1 credit hour.

HPER 163 ADVANCED LIFE SAVING
Skills, methods, and techniques involved in lifesaving and water safety are covered. Successful completion leads to American Red Cross Lifesaving Certification. PREREQUISITE: Ability to swim 500 yards continuously using following strokes: breast, back, and sidie, or HPER 161. 1 credit hour.

HPER 164 WATER SAFETY INSTRUCTION
Successful completion of the course allows the students to take the standardized test given by the American Red Cross Examiners for certification as a water instructor. PREREQUISITE: Current American Red Cross Senior Lifesaving Certificate. 1 credit hour.

HPER 170 SELF DEFENSE
A basic understanding and practical application of fundamental self defense techniques through physical conditioning includes balance, focus, breath control, block and counter, attacking, striking, blocking, and kicking. 1 credit hour.

HPER 173 WRESTLING
Introduces basic skills, knowledge of rules, techniques, and physical conditioning so that offensive maneuvers, defensive maneuvers and pinning combinations can be drilled. 1 credit hour.

HUM 151 INTRODUCTION TO THE HUMANITIES
A course designed to achieve a clearer understanding of the nature of man and his need to understand. The course explores the relationship between one's own values, feelings, attitudes and ideals and man's cultural achievements. Lab Required. 3 credit hours.

JOUR 151 INTRODUCTION TO MASS COMMUNICATION
A study of the mass media in the United States with emphasis on newspapers, magazines, radio and television, history of the mass media and the role and responsibility of the mass media. 3 credit hours.

LATN 191 BEGINNING LATIN I
An introduction to Latin grammar with emphasis on vocabulary building and on the value of Latin for the study of English and modern foreign languages. Lab Required. 4 credit hours.

LATN 192 BEGINNING LATIN II
A continuation of Latin 191. PREREQUISITE: LATN 191. Lab Required. 4 credit hours.

LEGL 130 LAW AND JUDICIAL SYSTEMS
An introduction to the history of American law, law of evidence, civil and criminal procedure, and to various areas of the law. 3 credit hours.

LEGL 131 CIVIL PROCEDURE
Overview of civil litigation in both state and federal courts with particular emphasis on the areas in which a legal assistant can assist the trial attorney. Particular attention is paid to preparation for litigation, discovery proceedings (interrogatories, requests for admissions, depositions, and document productions), and trial. Attention is also devoted to practical techniques related to the preparation of restricted or complex litigation, including organization of pleadings and documents. 3 credit hours.

LEGL 135 LAW OFFICE MANAGEMENT
Ethical considerations, office organization, specialized bookkeeping systems, legal accounting, legal research and preparation, legal research management of personnel, proofreading, management of investigations and file preparation, legal writing, management and organization procedures for specialized areas of law special considerations with respect to the attorney's trust account, preparation of legal office forms, checklists and files, and disbursement on behalf of clients. 3 credit hours.

LEGL 236 LEGAL RESEARCH
Fundamentals of legal bibliography and legal research. Practical research problems utilizing legal books and sets of books. Techniques for locating cases. Samples of various legal writings will be prepared by students. Lab Required. 3 credit hours.

LEGL 237 TEXAS LEGAL SYSTEMS
Review of the court system of Texas, review of the American Judicial System touching on its historical background, introduction to the Federal Court Systems and legal practices and how they relate to courts and court administration. 3 credit hours.

LEGL 238 LAW OF DEFENDANTS AND POLICE RELATIONSHIPS
A study of Constitutional tensions between the rights of individuals accorded by police of criminal violations and the rights of society to police protection from criminal activity of others. A study of civil rights actions against police. 3 credit hours.

LEGL 242 PERSONAL PROPERTY, SALES AND CREDIT
Introduction to law of personal property, contracts, legal research projects, forms related to law of sales and credit transaction, and survey of the Uniform Commercial Code. 3 credit hours.

LEGL 251 FAMILY LAW
Separation, adoption, divorce, custody, change of name, guardianship, legitimation, support, and other related legal topics. 3 credit hours.

LEGL 252 WILLS, TRUSTS, AND PROBATE
Fundamental principles of wills and trusts. The organization and jurisdiction of the Texas Probate Court, and analysis of the administration of estates in Texas Probate, guardianships and dependant/eminent administration of decedent's estates, and a review of estate and inheritance taxes. 3 credit hours.

LEGL 261 BUSINESS ORGANIZATIONS
The legal structure of business organizations: corporations, joint stock companies, common law contracts, professional associations, partnerships, limited partnerships and partnerships. 3 credit hours.

LEGL 262 TORT AND INSURANCE LAW
Fundamental principles of the law of tort and insurance. Includes a study of tort research and investigation techniques necessary for tort and insurance negotiations and trial. Some governmental insurance programs will be covered. 3 credit hours.

LEGL 263 INCOME TAXATION AND LEGAL ACCOUNTING
Federal, state and local income tax of individuals and taxation of estates and trusts. Legal research, introduction to bookkeeping as it relates to income taxation. PREREQUISITE: Consent of Instructor. 3 credit hours.

LEGL 264 BUSINESS LEGAL ENVIRONMENT
Role of law in business and society, legal reasoning, sources of law, social policy and legal institutions, antitrust, security regulations, consumer protection, environmental, workers health and safety, employment discrimination, etc. 3 credit hours.
MATH 010 DEVELOPMENTAL MATH
A review of basic arithmetic operations with whole numbers, fractions, decimals, and an introduction to algebra, which includes signed numbers, expressions, and equations. This course may not be used to satisfy the requirements of an Associate Degree. PREREQUISITE: MATH 010 or equivalent. Lab Required. 3 credit hours.

MATH 020 DEVELOPMENTAL ALGEBRA
A study of signed numbers, expressions, equations, inequalities, polynomials, radicals, exponents, quadratic equations, and graphing. This course may not be used to satisfy the requirements for an Associate Degree. PREREQUISITE: MATH 010 or equivalent. Lab Required. 3 credit hours.

MATH 030 INTERMEDIATE ALGEBRA
A study of operations of polynomials, rational expressions, radicals, rational exponents, absolute value equations, quadratic equations in various technical fields. PREREQUISITE: MATH 030 or acceptable score on placement exam. Lab Required. 5 credit hours.

MATH 135 PRE-CALCULUS FOR TECHNOLOGY
A study of functions including trigonometric, exponential, and logarithmic, systems of equations, complex numbers, vectors, trigonometric identities, radian measure, and plane analytic geometry. Emphasis on applications in various technical fields. PREREQUISITE: MATH 135 or acceptable score on placement exam. Lab Required. 3 credit hours.

MATH 150 CONTEMPORARY MATHEMATICS
Intended for general liberal arts or non-engineering technical students. Topics include sets, logic, solving equations and inequalities, graphs and functions, counting methods, probability and consumer mathematics. PREREQUISITE: Two years high school algebra or equivalent. Lab Required. 3 credit hours.

MATH 151 PRE-CALCULUS FOR BUSINESS AND ECONOMICS
A course designed for non-math majors which includes a study of equations, inequalities, functions, matrices, linear programming including the simplex method, and sequences. PREREQUISITE: Two years high school algebra or equivalent. Lab Required. 5 credit hours.

MATH 152 CALCULUS FOR BUSINESS AND ECONOMICS
A continuation of MATH 151: a study of probability, finite calculus, finite integral calculus, including exponential and logarithmic functions. PREREQUISITE: MATH 151. Lab Required. 3 credit hours.

MATH 153 STATISTICS
A study of data collection and tabulation, measures of central tendency, correlation, linear regression, statistical distribution of probability, and hypothesis testing with applications in various fields. PREREQUISITE: MATH 150 or above. 3 credit hours.

MATH 181 COLLEGE ALGEBRA
A study of relations and functions, including linear, polynomial, rational, exponential, and logarithmic, inverse functions, composition of functions, absolute value, variation, theory of equations, complex numbers, systems of equations, matrices, matrices, functions, conic sections, and the binomial theorem. PREREQUISITE: Two years high school algebra or equivalent. 3 credit hours.

MATH 182 TRIGONOMETRY
A study of angular measure, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, complex numbers, and polar coordinates. PREREQUISITE: Two years of high school algebra and one year of high school geometry or MATH 181 or concurrent enrollment in MATH 181. 3 credit hours.

MATH 191 CALCULUS I
A study of limits, circles, limits, continuity, the derivative, applications of the derivative, the indefinite and definite integral, and derivatives and integrals of trigonometric, logarithmic, and exponential functions. PREREQUISITE: MATH 181 AND 182, or four years of high school math. Lab Required. 4 credit hours.

MATH 192 CALCULUS II
A study of applications of the definite integral functions, hyperbolic functions, applications of integration, techniques of integration, infinite series, conics, parametric equations, and polar functions. PREREQUISITE: MATH 191. Lab Required. 4 credit hours.

MATH 235 CALCULUS FOR TECHNOLOGY
A study of the derivative, applications of the derivative, the integral, differentiation and integration of transcendental functions, and techniques of integration. PREREQUISITE: MATH 135 or Consent of Instructor. Lab Required. 5 credit hours.

MATH 290 DISCRETE STRUCTURES
A study of introductory mathematical logic, mathematical induction, relations, functions, combinatorics, counting techniques, graphs, trees, and networks. PREREQUISITE: MATH 191 AND ability to program in a high level structured language. Lab Required. 3 credit hours.

MATH 291 CALCULUS III
A study of vectors in two and three dimensions, vector-valued functions, functions of several variables, multiple integration, and vector fields. PREREQUISITE: MATH 150. Lab Required. 4 credit hours.

MATH 292 LINEAR ALGEBRA
A study of linear equations, matrices, real vector spaces, linear transformations, and eigenvectors. PREREQUISITE: MATH 191. Lab Required. 3 credit hours.

MATH 293 DIFFERENTIAL EQUATIONS
A study of ordinary differential equations including systems of equations, linear equations, separation of variables, series solutions, uniqueness of solutions, boundary value problems, transform methods, and singular points. PREREQUISITE: MATH 191. Lab Required. 3 credit hours.

MIS 122 DESKTOP SOFTWARE
Computer programs used by managers and their assistants to define, analyze and solve business problems are introduced. The student is required to produce several word processing, graphics, database, and tabulation programs. Lab Required. 3 credit hours.

MIS 120 BASIC PROGRAMMING
Designed to provide a comprehensive understanding of fundamental programming concepts and practice in software development using several business-oriented programs in BASIC. Systems analysis, structural design, flowcharting, other programming languages, and structured development and software are studied. Lab Required. 3 credit hours.

MIS 221 DATA BASE DESIGN I
The course provides students with the skills needed for managerial staff outside the information systems department to work with computer specialists to produce successful business computer information systems. These skills include top-down, modular design; input/output; analysis; file organization; database dictionary; system design; input controls and output report design, Telecommunications, PC networking, and network security measures are demonstrated and discussed. The lab is required to produce several on-demand reports using a popular database management systems package. Lab Required. 3 credit hours.

MIS 222 DATA BASE DESIGN II
This course is a continuation of MIS 221. It is designed to help managerial staff to cost-effectively create computer programs for jobs in their departments when information systems department involvement is not required. The system, programming techniques, and logic schemes of a popular data base management systems software packages are presented. Using this applications generator program, the student is required to design, program, test, debug, and implement an integrated business computer information system. PREREQUISITE: MIS 221. Lab Required. 3 credit hours.

MIS 223 APPLIED DESKTOP SOFTWARE
A course in computer software for word processing, financial analysis, spreadsheets, data base, and graphics to define problems, analyze problems, generate alternative solutions, select solutions, and present solutions regarding marketing, finance, production, and personnel are reviewed. Qualitative, human aspects of the situations are discussed. The student is required to use spreadsheets, data base, word processing, and graphics to define problems, analyze problems, generate alternative solutions, select solutions, and present solutions regarding marketing, finance, production, and personnel. The student is encouraged to use good subjective judgment, human relations, and computer skills to recommend business decisions. PREREQUISITE: MIS 222. Lab Required. 3 credit hours.

MIS 224 MANAGEMENT AND MANAGEMENT INFORMATION SYSTEMS
This course is designed to solidly and update the student's quantitative and qualitative, high-tech, high-touch managerial skills. Current theories, capabilities, applications, benefits, limitations and economics of management information systems software are presented. Computer-based decision support systems are emphasized. The student is required to use linear programming, Monte Carlo models, and other modeling software to support application to make decisions. The student is also required to work in groups to define, analyze, solve, and present (in writing and orally) management information systems case studies. Lab Required. 3 credit hours.

MIS 220 COBOL PROGRAMMING
This course presents structured program design, development, testing, implementation, and documentation of common business-oriented applications using COBOL. Syntax, data and file processing, batch and interactive modes are covered. The student is required to write several COBOL programs. PREREQUISITE: MIS 120 or Consent of Instructor. Lab Required. 3 credit hours.

MIS 240 COOPERATIVE EDUCATION
This course is designed to help the student integrate classroom knowledge with the work experience. The student, the student's supervisor, and the instructor coordinate a set of goals for the student to work towards. Requires the student to attend a 1.5 hour weekly seminar. 3 credit hours.

MUS 150 CHORUS
A wide variety of music representing the choral literature is studied and performed. This course may be repeated for credit. 1 credit hour.

MUS 151 MUSIC THEORY I
The basic elements of music. Emphasis is on notation, designations, classification of diatonic scales, modes, and forms. CO-REQUISITE: MUS 152. Lab Required. 3 credit hours.

MUS 152 AURAL SKILLS I
Skills include sight-singing, ear training, and keyboard harmony. CO-REQUISITE: MUS 151. 1 credit hour.

MUS 153 MUSIC THEORY II
This course concentrates on part-writing and harmonization with chords and their inversions. Also chord vocabulary is expanded to include materials from contemporary periods. PREREQUISITE: MUS 151. CO-REQUISITE: MUS 154. Lab Required. 3 credit hours.

MUS 154 AURAL SKILLS II
Skills of sight-singing, ear-training, and keyboard harmony are further developed. PREREQUISITE: MUS 152. CO-REQUISITE: MUS 153. Lab Required. 1 credit hour.

MUS 150 BAND
This band course and performs a wide variety of music in all bands of literature. This course may be repeated for credit. 1 credit hour.
OHLT 201 BASIC LANDSCAPE DESIGN
Problems, blessings, fundamentals of site analysis, grading and drainage, and site planning. Emphasis is upon establishing landscape goals then creating appropriate designs to accomplish these goals. Lab Required. 4 credit hours.

OHLT 202 INTERMEDIATE LANDSCAPE DESIGN
Students begin to learn design problems associated with small properties such as residences, duplexes, small businesses, churches, and neighborhood parks. Lab Required. 4 credit hours.

OHLT 206 LANDSCAPE CONSTRUCTION I
Preparatory steps in landscape construction are taught including blueprint reading, site survey, site and soil analysis, grading, layout, and installation of irrigation systems, retaining walls, sidewalks, decks, patios, and lighting. Cost analyses are completed and job estimating skills are learned. Lab Required. 4 credit hours.

OHLT 207 LANDSCAPE CONSTRUCTION II
Ground preparation, selection of trees, shrubs, groundcovers, turf, and vines are studied. Cost analyses is completed and the new landscape is designed. Lab Required. 4 credit hours.

OHLT 220 WEDD, PLANT DISEASES, INSECTS AND INTEGRATED PEST MANAGEMENT
This is a comprehensive course in management of infectious disease, insects, and weeds in ornamental landscapes. Students will learn to recognize fungal, bacterial, and virus diseases of trees, shrubs, groundcovers, and turf, and important insects and related pests will be stressed and common weeds identified. Integrated pest management is thoroughly discussed including cultural, biological and chemical control. A large lecture and laboratory component on chemical use and safety is included. Lab Required. 5 credit hours.

OHLT 221 SOILS, SOIL AMENDMENTS, FERTILIZERS AND PLANT NUTRITION
This course presents a comprehensive study of plant-soil relationships as they relate to plant growth and health. Nutrient and water uptake, root zone oxygen requirements, and transpiration are studied. Use of soil amendments and fertilizers to aid plant growth is covered. Nutritional stress symptoms and remediates are studied. The course also includes a basic study of the nature and properties of common local soils. PREREQUISITE: AGR 173. Lab Required. 3 credit hours.

OHLT 236 CO-OPERATIVE EDUCATION I
On-the-job experience in a work assignment related to student's field of study. Credit is earned for completion of specific learning objectives and participation in OHLT Co-op Seminars once each twelve-month period. PREREQUISITE: Consent of Instructor. 4 credit hours.

OHLT 237 CO-OPERATIVE EDUCATION II
Continuation of supervised on-the-job training related to student's field of study. Learning activities are reviewed and new ones established; continued participation in twice monthly seminars. PREREQUISITE: OHLT 236. 4 credit hours.

CHL 296 SEMINAR IN ORNAMENTAL HORTICULTURE AND LANDSCAPE TECHNOLOGY
Topics range widely from financial, legal, ethical and aesthetic aspects of the horticultural industry. Plant materials, techniques, history and trends are other areas to be addressed. May be repeated for credit. 1 credit hour.

PHIL 151 INTRODUCTION TO PHILOSOPHY
An introduction to critical and reflective thinking as applied to basic problems of existence and the meaning of human life. Selective philosophical problems are examined through the views of major philosophers. Study will include ancient, medieval and modern thought. 3 credit hours.

PHIL 155 LOGIC
An introduction to symbolic logic. Emphasis is on logical argument, fallacies, inductive and deductive proof, and correct reasoning. 3 credit hours.

PHIL 153 ETHICS
An introduction to moral philosophy. Moral problems are examined through a variety of ethical systems. Topics will include theories of good and evil, abortion, bioethics, sexuality, and world hunger. 3 credit hours.

PHIL 154 COMPARATIVE RELIGION
A study of religious traditions, Eastern and Western, ancient and modern. Special emphasis is on such problems as the nature of God, religious experience, immortality, and human freedom. 3 credit hours.

PHYS 121 UNIFIED TECHNICAL CONCEPTS IN PHYSICS I
A practical experience oriented course which examines the concepts of force, work, energy, momentum, resistance and power based on the four energy systems: mechanical, thermal, fluidal and electrical. PREREQUISITE: MATH 151 or equivalent. Lab Required. 4 credit hours.

PHYS 122 UNIFIED TECHNICAL CONCEPTS IN PHYSICS II
A continuation of PHYS 121 which examines the concepts of potential and kinetic energy, force transformers, energy converters, transducers, vibration and waves, time constants and radiation. PREREQUISITE: PHYS 121. Lab Required. 4 credit hours.

PHYS 291 COLLEGE PHYSICS I
A calculus based analysis of classical Newtonian physics designed to meet the needs of science majors, pre-medical, dental, or engineering students. Topics include laws of motion, force, momentum, work and energy, angular momentum, and rotational and oscillatory motion. Laboratory experiments reinforce concepts presented in lecture. PREREQUISITE: MATH 151 CO-REQUISITE: MATH 132. Lab Required. 4 credit hours.

PHYS 292 COLLEGE PHYSICS II
A continuation of Physics 291 that addresses electric fields, AC and DC circuits, magentics, magnetic fields, magnetic properties of matter, inductance, electromagnetism, properties of waves, optics, and concepts of modern physics. Laboratory experiments reinforce principles presented in lecture. PREREQUISITE: PHYS 291. Lab Required. 4 credit hours.

PSY 151 PHYSICAL SCIENCE I
A survey course that addresses principles of physics and chemistry. Topics include: heat, light, sound, matter, Newtonian physics, electricity and magnetism, gas laws, and optics. PREREQUISITE: MATH 020 or equivalent. 4 credit hours.

PSY 152 PHYSICAL SCIENCE II
A survey course that addresses principles of astronomy, meteorology, and geology. Topics include: weather and climate, rocks and minerals, erosion, the solar system, stars, and galaxies. PREREQUISITE: MATH 020 or equivalent. 4 credit hours.

PSY 153 ELEMENTARY ASTRONOMY
An introduction to the solar system, stars, stellar groupings, and galaxies. Telescopes and other astronomical instruments are discussed. Physical characteristics of the motion of bodies in the solar system are studied along with stellar evolution, supernovae, black holes, neutron stars, comets and pulsars. Laboratory exercises, right observations, planetarium and observatory visits all combine to enhance lecture material with over 15 hours of instruction.

PSY 121 APPLIED PSYCHOLOGY
A survey of the applications of psychological knowledge and methodology in the fields of business, industry, education, medicine, law enforcement, and government work. Emphasis on group dynamics and adjustment factors for employment and adjustment. Lab Required. 3 credit hours.

PSY 151 GENERAL PSYCHOLOGY
A survey course which introduces the student to the major topics in scientific psychology as applied to human behavior. Topics include research methods, physiological factors, learning, motivation, emotions, personality, adjustment, stress, psychopathology, and therapy. Application of these principles will be made to the human experience. Lab Required. 3 credit hours.

PSY 153 HUMAN SEXUALITY
The course is to assist the student in understanding of human sexuality including an appreciation of different approaches to sexuality as well as an awareness of one's own sexuality and its impact on adjustment to life. A student may register for this course as Psychology 153 or Sociology 153, but not for both. 3 credit hours.

PSY 155 PSYCHOLOGY OF ADJUSTMENT
Contemporary academic psychology will be used to help students find answers to specific adjustment questions and complexities of modern life. Psychological theory will be presented enabling students to gain insight into adjustment topics that can be applied to their own lives and the lives of those around them. 3 credit hours.

PSY 250 DEVELOPMENTAL PSYCHOLOGY
The course takes a life-span approach to human development studying the processes of life from conception through adulthood and aging. Information on physical, cognitive, and psychosocial aspects of human growth, development, and behavior is included. Application of these principles will be made to daily life. PREREQUISITE: PSY 151. Lab Required. 3 credit hours.

PSY 252 SOCIAL PSYCHOLOGY
A study of research and theory regarding social factors that influence human behavior. Focuses on attitudes, interpersonal attraction, aggression, conformity, communication, values, status and group processes. Application of these principles will be made to the human experience. A student may register for this course as Psychology or Sociology but not both. PREREQUISITE: PSYC 151 or SOC 151. Lab Required. 3 credit hours.

PSY 253 PSYCHOLOGY OF PERSONALITY
An in-depth study of theories of personality with practical application of each. Methods of personality measurement and assessment are also included. PREREQUISITE: PSY 151. Lab Required. 3 credit hours.

PSY 255 DRUG USE AND ABUSE
A view of the individual, the substance, and the cultural context in which they interact. This course is designed to provide a basic understanding of the psychopharmacology of drugs used and abused in today's society. The emphasis of the study will be the major perspectives of drug use including legal, moral, public health and disease models. Psychological and socio-cultural. Students may enroll in either psychology or in sociology, but not in both. 3 credit hours.
QUAL 131 QUALITY ASSURANCE
This course covers conformance requirements, their measurement and the application of non-conformance. The zero defects concept and error cause removal techniques are discussed to demonstrate how the individual employee's role can impact the quality of an industrial plant or commercial facility. 3 credit hours.

READ 040 DEVELOPMENTAL READING I
A course designed to raise the reading level of students reading on levels 4 through 6 by improving skills in vocabulary and comprehension. A modular approach following individual prescription is used. This class may not be used to satisfy the requirements of an Associate Degree. 1 credit hour.

READ 041 DEVELOPMENTAL READING II
A course designed to raise the reading level of students reading on levels 7-9 by improving skills in vocabulary and comprehension. A modular approach following individual prescription is used. This class may not be used to satisfy the requirements of an Associate Degree. 1 credit hour.

READ 042 DEVELOPMENTAL READING III
A course designed to raise the reading level of students reading on levels 10-12 by improving skills in vocabulary and comprehension. A modular approach following individual prescription is used. This course may not be used to satisfy the requirements of an Associate Degree. 1 credit hour.

RLST 133 REAL ESTATE PRINCIPLES I
A study of the fundamental principles of real estate. Emphasis is placed on property rights, ownership, listing procedures, legal descriptions, real estate contracts, control and transfer of real properties, the professional ethics and activities of real estate brokers and the Real Estate License Law. Will also include a three-hour overview of Principles II. (Core Course). 3 credit hours.

RLST 134 REAL ESTATE PRINCIPLES II
A study of the fundamental principles and practices of real estate. Emphasis is placed on property rights, real estate appraisal, real estate investment, closing the real estate transaction and three hours of Federal Fair Housing, Consumer Information and Equal Credit Opportunity Act. Also includes a three-hour review of Principles I. (Core Course). 3 credit hours.

RLST 135 REAL ESTATE APPRAISAL
Includes the general purposes and functions of an appraisal, social and economic determinants of value, appraisal case study assignment. (Core Course). 3 credit hours.

RLST 136 REAL ESTATE MATH
A review of mathematical logic and arithmetic skills including percentages, interest, time-value of money, depreciation, amortization, pricing and closing statements. (Core Course). 3 credit hours.

RLST 137 REAL ESTATE SALES AND MARKETING
This course includes marketing, listing procedures, advertising, negotiating and closing, and the Deceptive Trade Practices-Consumer Protection Act. (Core Course). 3 credit hours.

RLST 139 REAL ESTATE LAW - CONTRACTS
Six classroom hours will review subjects required by the Real Estate License Act with special emphasis on the contract law requirements, and thorough coverage of the purpose, history and working process of the broker-lawyer committee. Detailed instructions, regulations concerning general contract law requirements, time-money valued, leverage, tax shelters and consideration, investments in real property, state tax (Core Course). PREREQUISITE: RLST 134. 3 credit hours.

RLST 234 REAL ESTATE INVESTMENTS
Financing, evaluation, and management of real estate investments. Real estate investment characteristics, techniques of investment analysis, classification of investment, investment analysis criteria, time-money valued, tax shelters and considerations, investments in real property, state tax (Core Course). PREREQUISITE: RLST 134. 3 credit hours.

RLST 235 REAL ESTATE FINANCE
Involves monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative sources of required credit, state and local acts, community reinvestment acts, and state housing agencies (Core Course) PREREQUISITE: RLST 134 or Consent of Coordinator. 3 credit hours.

RLST 236 REAL ESTATE PROPERTY MANAGEMENT
Includes a role of a property manager, landlord policies, operational guidelines, leasing, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act, (Core Course). 3 credit hours.

RLST 237 REAL ESTATE LAW
Includes the legal concepts of real estate, land description, real property rights and estates in land, contracts, conveyances, encumbrances, equitable interests, legal descriptions, and evidence of title. (Core Course) PREREQUISITE: RLST 134 or Consent of Coordinator. 3 credit hours.

RLST 238 TITLE, ABSTRACT, ESCROW
Legal and procedural aspects of handling titles, abstracts and escrows. Common office practices and closing procedures. (Related Course) PREREQUISITE: RLST 134 or Consent of Coordinator. 3 credit hours.

RLST 240 COOPERATIVE EDUCATION
A comprehensive program of professional related activities encountered in the student's area of specialization. Under supervision of the college and the broker, the student combines classroom learning with work experience. (Related Course) PREREQUISITE: Real Estate Sales License. 3 credit hours.

RLST 241 REAL ESTATE COMMERCIAL
A study of the commercial real estate class, emphasizing the development and financing functions related to business properties, including office building, shopping centers, stores, hotels and parking facilities. (Related Course) PREREQUISITE: Real Estate Sales License. 3 credit hours.

RLST 242 REAL ESTATE FINANCIAL ANALYSIS
This course deals with financial applications useful to real estate professionals and ethics and serious real estate investors. The emphasis is on the use of the hand-held HP-12C calculator to analyze the many financial problem situations that agents encounter in the business. The topics covered in the course include loan calculation, net present value, internal rate of return, discounting, depreciation, programming techniques and more. (Related Course) PREREQUISITE: RLST 134. MUST HAVE a HP-12C calculator or HP-18C. 3 credit hours.

RLST 251 REAL ESTATE BROKERAGE
Study of the brokerage business including planning and organization, accounting and bookkeeping, personnel, payroll processing, personnel recruiting, selection and training, record keeping and control analysis of real estate firm, criteria for expansion, and a study of the brokerage business trend. (Core Course) PREREQUISITE: RLST 134. 3 credit hours.

RUSH 191 BEGINNING RUSSIAN I
An introduction to speaking, reading, writing, and listening, designed for students with little or no previous language training. Also includes an introduction to selected aspects of Russian culture. Instruction is enhanced by the use of audio tapes, slides, computer software, and video cassettes. Lab Required. 3 credit hours.

RUSH 192 BEGINNING RUSSIAN II
A continuation of Russian 191. PREREQUISITE: RUSH 191 or equivalent (2 credit hours).

SBMT 121 SMALL BUSINESS MANAGEMENT
Introduction to planning, establishing and operating a small business; managing employees, records and control systems. Required with Concurrent Seminar (SBMT 121S). 3 credit hours.

SBMT 221 FINANCING A SMALL BUSINESS
Financial planning; use of financial data; forecasting financial needs; control of cash and other assets; capital budgeting; acquisition valuation; financial sources. PREREQUISITE: SBMT 121. 3 credit hours.

SBMT 222 SMALL BUSINESS OPERATIONS
Daily operations of small business: Decision-making techniques for production, services, resource management, reorganization, and basic requirements PREREQUISITE: SBMT 121. Lab Required. 3 credit hours.

SBMT 232 ENTREPRENEURSHIP
Business idea development and implementation. A hands-on approach to business planning, feasibility studies, market analysis, and venture financing. Students should have completed SBMT 121 and SBMT 221 prior to this course.

SBMT 240 COOPERATIVE EDUCATION I
This course is designed to help the student integrate classroom learning with work experience. The student, the student's supervisor, and the instructor coordinate a set of goals for the student to accomplish. Requires the student to attend a 1.5 hour weekly seminar. PREREQUISITE: Second year standing in career program or Consent of Coordinator. 3 credit hours.

SBMT 241 COOPERATIVE EDUCATION II
This course is designed to help the student integrate classroom learning with work experience. The student, the student's supervisor, and the instructor coordinate a set of goals for the student to accomplish. Requires the student to attend a 1.5 hour weekly seminar. PREREQUISITE: SBMT 240. 3 credit hours.

SOC 151 INTRODUCTION TO SOCIOLOGY
An introduction to Sociology concerned with humans and their relationships with the group and world in general. The following aspects of social life will be applied to the human experience: social forces, culture, socialization, deviance, sexuality, gender roles, race relations, and family. Lab Required. 3 credit hours.

SOC 152 SOCIAL PROBLEMS
An in-depth examination of selected social problems, their nature, causes and effect upon society. Emphasis will be on the study of specific social problems of the local area. Lab Required. 3 credit hours.

SOC 153 HUMAN SEXUALITY
The course is to assist the student in the understanding of human sexuality including an appreciation of different approaches to sexuality as well as an awareness of one's own sexuality and its impact on adjustment to life. A student may register for this course as Psychology 153 or Sociology 153, but not for both. 3 credit hours.

SOC 251 MARRIAGE AND FAMILY
A functional and empathetic approach to understanding the structural developmental, and institutional aspects of marriage and the family. Emphasis is on the American family with consideration given to courtship, mate selection, marriage and its dynamics, conflict, family violence, child-raising patterns, the later years of marriage, divorce and remarriage. Required with Concurrent Seminar (SOC 251S). 3 credit hours.

SOC 252 SOCIAL PSYCHOLOGY
A study of research and theory regarding social factors that influence human behavior: Focuses on attitudes, interpersonal attraction, conformity, communication, values, roles and group processes. Application of these principles will be made to the human experience. A student may register for this course as Psychology or Sociology, but not both. PREREQUISITE: PSYC 151 or SOC 151. Lab Required. 3 credit hours.

SOC 355 DRUG USE AND ABUSE
A view of the individual, the substance, and the cultural context in which they interact. This course is designed to provide a basic understanding of the pharmacology of drugs used and abused in today's society. The emphasis of the course will include the major perspectives and major dimensions of drug use including legal, moral, public health, and more. Major lecture, discussion, and a term of study. 3 credit hours.

SPAN 153 SPANISH FOR NATIVE SPEAKERS I
An introduction to the reading and writing of Spanish, designed for native speakers. Elementary grammar, vocabulary, building and composition. 3 credit hours.

SPAN 154 SPANISH FOR NATIVE SPEAKERS II
A continuation of Spanish 153. PREREQUISITE: SPAN 153 or equivalent. 3 credit hours.

SPAN 191 BEGINNING SPANISH I
An introduction to the four basic skills of speaking, reading, writing and listening, designed for students with little or no previous language training. Also includes an introduction to selected aspects of Spanish civilization. Instruction enhanced by use of slides, tape, computer software, and video cassettes. Lab Required. 4 credit hours.

SPAN 192 BEGINNING SPANISH II
A continuation of Spanish 191. PREREQUISITE: SPAN 191. Lab Required. 4 credit hours.
SPAN 291 INTERMEDIATE SPANISH I
An intensive review of Spanish grammar followed by continued development of speaking, listening, reading, and writing skills. Instruction enhanced by the use of slides, tapes, and other audio-visual aids. PREREQUISITE: SPAN 192 or Consent of Discipline Coordinator; CO-REQUISITE: SPAN 290. Lab Required. 3 credit hours.

SPC M 151 FUNDAMENTALS OF SPEECH COMMUNICATION
Survey of basic factors affecting human interaction through communication; emphasis on the development of oral communication competencies; practice in delivering oral presentations. 3 credit hours.

SPCM 152 PUBLIC SPEAKING
Study and practice in the preparation and delivery of speeches; practice in different types of speeches and forms of delivery; evaluation of speakers and speeches. 3 credit hours.

SPCM 191 ARGUMENTATION AND DEBATE
Training in clear, topical, decision-making communication; analysis, exposition, reasoning, and use of evidence; practice in effective delivery of arguments for and against various topics. 3 credit hours.

SPCM 192 FORENSICS WORKSHOP
Preparation and practice in debate and contest speaking activities; participation in intercollegiate and intrasquad forensic activities; involvement in supervised research and the development of specialized contest speaking skills. Course may be repeated for credit. PREREQUISITE: SPCM 152 or consent of instructor. 2 credit hours.

SPCM 193 SIGN LANGUAGE I
Basic manual communication skills including the American Manual Alphabet; approximately 500 basic signs; the history and place of manual communication in society. Lab Required. 3 credit hours.

SPCM 194 SIGN LANGUAGE II
Continuation of Speech Communication 101; conversational manual communication; implementation of basic vocabulary learned in the beginning course; the psychology of deafness. PREREQUISITE: SPCM 193. Lab Required. 3 credit hours.

SPCM 291 ORAL INTERPRETATION
Introduction to the techniques of interpretation; preparation, analysis, reading of poetry, prose, and dramatic literature; analysis and criticism of a variety of literary forms. PREREQUISITE: SPCM 152. 3 credit hours.

SPCM 292 LANGUAGE AND COMMUNICATION
Appreciation of interdisciplinary approaches to the study of language; comprehension of viewpoints of various fields. PREREQUISITE: SPCM 151. 3 credit hours.

THEA 151 INTRODUCTION TO THE THEATRE
Various aspects of theatre are surveyed. Emphasis is on types of plays, directing, acting, and technical production. Lab Required. 3 credit hours.

THEA 191 REHEARSAL AND PERFORMANCE
Laboratory class in which participation will include rehearsal and performance of a current theatrical production of the College. Course may be repeated for credit. 1 credit hour.

THEA 192 VOICE AND DICTATION
Intensive work is provided in the improvement of voice through exercises to develop resonance, range flexibility, intensity, control of voice. 3 credit hours.

THEA 193 ACTING I
Introduction to the art of acting. Body control, voice, pantomime, interpretation, characterization, and stage movement are included. Lab Required. 3 credit hours.

THEA 194 ACTING II
A continuation of Theatre 190. Emphasis is on complex characterization, ensemble acting, stylized acting and acting in period plays. PREREQUISITE: Theatre 190. Lab Required. 3 credit hours.

THEA 199 DRAMA DIRECTING
Dramatic directing as both art and profession. Emphasis on script analysis, rehearsal, and production. 2 credit hours.
<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Field, Mary C.</td>
<td>Instructor, Chemistry</td>
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<td>Flores, Gladys</td>
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<td>Floyd, Deborah L.</td>
<td>Vice-President of Student Development</td>
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### FALL 1987 CALENDAR
- Registration: August 17 - 29
- Late Registration - Add/Drop: August 31 - September 5
- First Day of Classes: August 31
- Labor Day Holiday: September 7
- Thanksgiving Holiday: November 26 - 29
- Last Day to Drop Classes: December 14 - 17
- Final Exam/Textbook Buyback: December 19
- Last Day of Semester: January 4 - 15

### SPRING 1988 CALENDAR
- Registration: January 4 - 15
- First Day of Classes: January 18
- Late Registration: January 18 - 23
- Labor Day Holiday: March 14 - 18
- Good Friday Holiday: April 1 - 2
- Last Day to Withdraw: April 15
- Final Exam/Textbook Buyback: May 10 - 14
- Last Day of Semester: May 14

### SUMMER 1988 CALENDAR
- Memorial Day Holiday-Campus: Closed May 28 - 30
- Registration Summer/Fall: May 31 - June 2
- Classes Begin-Summer I & III: June 6
- Late Registration Summer I & III: June 6 - 7
- Classes Meet All Summer I & MW: July 1
- Summer III-Make Up Day for July 4 Holiday: June 10
- Last Day to Withdraw with a "W": July 1
- Independence Day Holiday-Campus Closed: July 4
- Final Exams-Summer I: July 7
- Registration-Summer II: July 7 - 8
- First Day of Class-Summer II: July 11
- Last Day to Withdraw with a "W": July 22
- Sum III: July 22
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**Collin County Community College District**

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