



**COLLIN COUNTY COMMUNITY COLLEGE
1987-88 CATALOGUE**

COLLIN COUNTY COMMUNITY COLLEGE

CATALOG

1987-88

No. 1

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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BOARD OF TRUSTEES



Carey Cox
Chairman



James B. Dickson
Vice Chairman



Tino Trujillo
Secretary



Joy A. Anderson



J. R. (Bob) Collins



Glenn W. Justice



James B. Nelson, Jr.



Sue Williard Olivier



Richard Sewell

**COLLIN
COUNTY
COMMUNITY
COLLEGE**



John H. Anthony
President

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 1985 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 short 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.

In its admissions policies and practices, the College does not discriminate on the basis of sex, race, creed, handicap, or national origin in accordance with Federal law.

*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.



***International Student Admissions**

In addition to the procedures and requirements listed above, all international students must provide the Admissions Office with the following:

1. A TOEFL score of 500 or above.
2. A completed statement of financial support (available from the Admissions Office).
3. A valid visa or proof of citizenship.
4. Official transcripts from all previous colleges or universities.

International students who do not qualify under these requirements will be advised by the Admissions Office as to how they might acquire the necessary qualifications.

***Students on Probation or Suspension**

Students on academic or disciplinary probation or suspension from another institution of higher education may be barred from admissions or admitted on a provisional basis. Official transcripts are required. The College reserves the right to limit the number of hours in which a student on probation or suspension may enroll.

Audit

Registration for a course for audit will be permitted as long as a credit student is not displaced from the class as a result of the audit. An audit student is subject to the usual registration process. Tuition and fees for an audit are included in the tuition and fees schedule. Since state reimbursement is not received for audits, a special audit fee will be assessed, in addition to tuition.

Students who are auditing classes will not receive grades or credit for the course, but the transcript will indicate that the course was audited. Students who are auditing classes will not be required to take tests; however, participation in regular class activities is expected. Enrolled students may not change to audit status following the certification date for that course.

Repeating Courses

Courses may be repeated for credit only one time without permission from the appropriate academic administrator. Only the grade and credits earned in the most recent course repeat will be used in computing the grade point average and applied toward degree or program requirements. Grades of all courses taken will be recorded on the transcript. Veterans should consult the Director of Financial Aid/Veterans Affairs before repeating any course.

Grading System

A	Excellent	4 grade points per semester hour
B	Above Average	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Below Average	1 grade point per semester hour
F	Failure	0 grade points per semester hour
P	Pass	0 grade points per semester hour; is not computed in grade point average (GPA) but is computed in cumulative hours.
W	Withdrawal	0 grade points per semester hour; neither computed toward cumulative grade point average (GPA) nor cumulative hours.
I	Incomplete	0 grade points per semester hour; not computed toward cumulative grade point average (GPA) until it is replaced with a performance grade.
ip	In-Progress	0 grade points per semester; is not computed toward cumulative grade point average (GPA) until it is replaced with a performance grade.
	Student has completed 70% of the program but is not yet at competency level.	
Au	Audit	0 grade points per semester hour; is computed neither toward cumulative grade point nor cumulative hours.
Cr	Credit	0 grade points per semester hour; is not computed in grade point average (GPA) but is computed in cumulative hours.
Z	No grade recorded	0 grade points per semester hour until it is replaced by a performance grade; is neither computed in cumulative grade point nor cumulative hours.

At the completion of each term, the College will determine the student's term and cumulative grade point averages which will be recorded on a grade report to be received by the student.

High Academic Achievement

All students who complete 12 or more semester hours during a regular term with a 3.5 GPA or above qualify for the Dean's List. All students who complete 12 or more semester hours during a regular term with a 4.0 GPA qualify for the President's List. To be eligible for the Dean's List and the President's List in a specific summer term, a student must be enrolled in at least six semester hours that term.

Graduation honors will be awarded for students with the following grade point averages:

4.0	Summa cum laude
3.75-3.99	Magna cum laude
3.5-3.74	Cum laude

Class Attendance

Regular classroom attendance is expected of all students. Class attendance requirements are determined by instructors. A student should ascertain 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 class for the observance 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 regional 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 so as to be clearly recognized as credit

earned 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 credit earned on a CLEP Subject Examination on scores at or above the average scores achieved by students in the national norms sample who earned a grade of C in regular college courses in that subject.
- D) Most public supported institutions shall accept for transfer CLEP credit granted in accordance with the preceding 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 by Exam)**

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 their senior year. Applications for advanced placement tests may be made to 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 Standards and Recommendations.

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 should 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 a 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 academic 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.

Residence 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 residence status must also submit the top portion of the Federal Income Tax Form.

Out-of-state or county tuition may be waived for individuals owning real property in Collin County. Contact the Admissions Office for details concerning required documentation.

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 a 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**

IN-COUNTY				OUT-OF-COUNTY				OUT-OF-STATE			
\$12 PER CREDIT HOUR				\$16 PER CREDIT HOUR				\$45 PER CREDIT HOUR			
CREDIT HOUR	TUITION	STUDENT ACTIVITY FEE	TOTAL TUITION AND STUDENT ACTIVITY FEE	CREDIT HOUR	TUITION	STUDENT ACTIVITY FEE	TOTAL TUITION AND STUDENT ACTIVITY FEE	CREDIT HOUR	TUITION	STUDENT ACTIVITY FEE	TOTAL TUITION AND STUDENT ACTIVITY FEE
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
1	\$ 25		\$ 25	1	\$ 25		\$ 25	1	\$200		\$200
2	\$ 25		\$ 25	2	\$ 32		\$ 32	2	\$200		\$200
3	\$ 36		\$ 36	3	\$ 48		\$ 48	3	\$200		\$200
4	\$ 48		\$ 48	4	\$ 64		\$ 64	4	\$200		\$200
5	\$ 60		\$ 60	5	\$ 80		\$ 80	5	\$225		\$225
6	\$ 72		\$ 72	6	\$ 96		\$ 96	6	\$270		\$270
7	\$ 84		\$ 84	7	\$112		\$112	7	\$315		\$315
8	\$ 96		\$ 96	8	\$128		\$128	8	\$360		\$360
9	\$108	\$1	\$109	9	\$144	\$1	\$145	9	\$405	\$1	\$406
10	\$120	\$2	\$122	10	\$160	\$2	\$162	10	\$450	\$2	\$452
11	\$132	\$3	\$135	11	\$176	\$3	\$179	11	\$495	\$3	\$498
12	\$144	\$4	\$148	12	\$192	\$4	\$196	12	\$540	\$4	\$544
13	\$156	\$5	\$161	13	\$208	\$5	\$213	13	\$585	\$5	\$590
14	\$168	\$5	\$173	14	\$224	\$5	\$229	14	\$630	\$5	\$635
15	\$180	\$5	\$185	15	\$240	\$5	\$245	15	\$675	\$5	\$680
16	\$192	\$5	\$197	16	\$256	\$5	\$261	16	\$720	\$5	\$725
17	\$204	\$5	\$209	17	\$272	\$5	\$277	17	\$765	\$5	\$770
18	\$216	\$5	\$221	18	\$288	\$5	\$293	18	\$810	\$5	\$815
19	\$228	\$5	\$233	19	\$304	\$5	\$309	19	\$855	\$5	\$860
20	\$240	\$5	\$245	20	\$320	\$5	\$325	20	\$900	\$5	\$905
21	\$252	\$5	\$257	21	\$336	\$5	\$341	21	\$945	\$5	\$950

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/or 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 terms 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's 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.

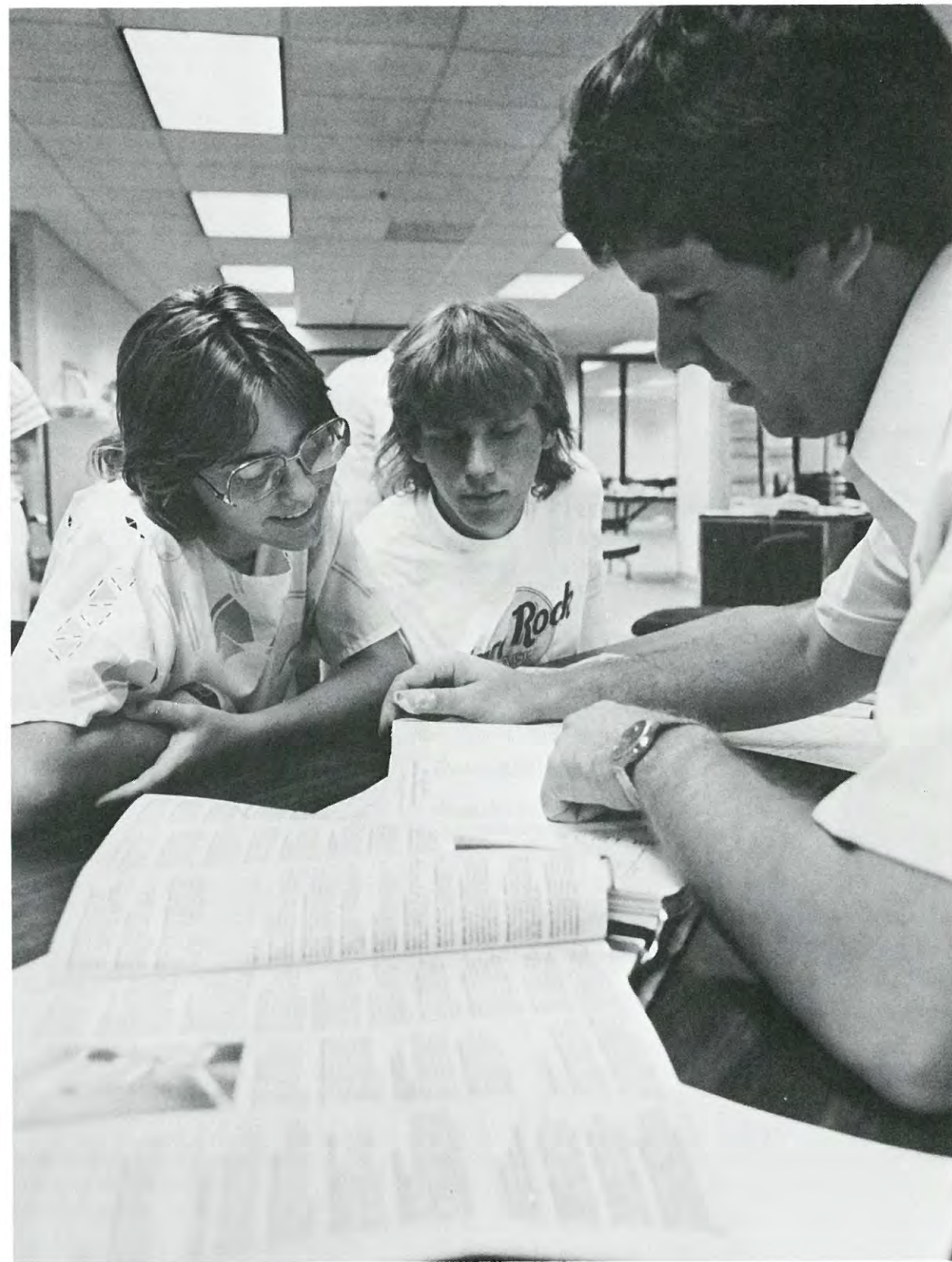
Restricted Access to Records

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 protective 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

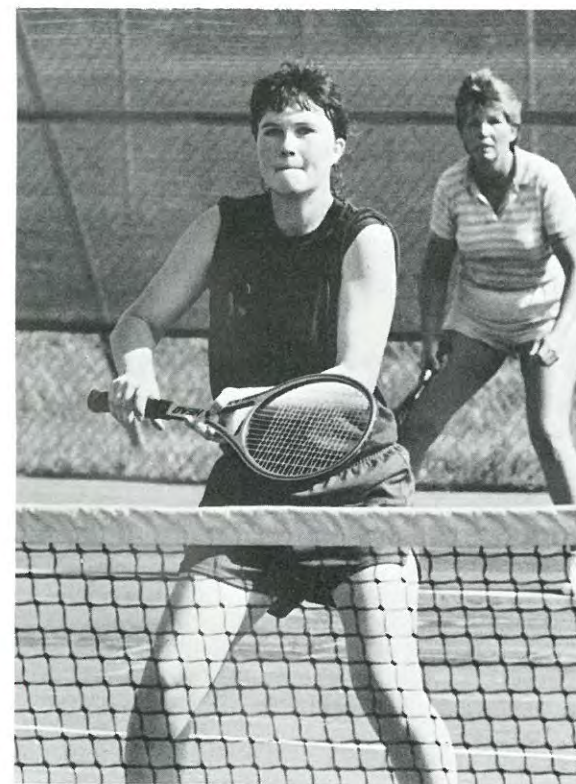
Bookstore

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, phonograph recordings, tapes, and videotapes. Most of the materials are available for home use 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 noon
Sunday	Closed

Special hours for holidays and break periods will be announced in advance. All hours are subject to change.

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 380-1266 ext. 503. Study skills seminars on Notetaking, How to Study, Test-taking, Spelling, Test Anxiety Reduction, and the SQ4R Method of Reading 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. All 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/Veterans Affairs.

The following financial aid programs are available to CCCC students:

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

Many of the financial aid programs listed are 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 \$200 to \$3000.

Guaranteed Student Loan Program (GSL)

This program permits a student to borrow money from a commercial lending agency without need for collateral. The Federal Government guarantees repayment of the loan and also pays interest 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 funds to the college, the student's family financial condition, and other financial aid the student may be receiving.

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

The TPE-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 need and the availability of funds.

Hinson Hazlewood Student Loan Program (HHSLLP)

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. Deferment 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. Veterans must have been a Texas resident at time of enlistment and a Texas resident at time of enrollment.

* **Honor Graduate** - Exemption of highest ranking high school graduate of each accredited high school in the state from payment of tuition and fees during both semesters of the first regular session immediately following their graduation.

Tuition Wavers (continued)

* **Orphans of National Guard Members** - Exemption of certain orphans of National Guard and Texas Air National Guard from fees.

* **Blind, Deaf Students** - Exemption of certain deaf or blind students from payment of tuition and fees.

* **Children of Disabled Firemen and Peace Officers** - Children of deceased or disabled firemen, peace officers, custodial employees of the Department of Corrections, or game wardens, whose death or disability was sustained in the line of duty, are exempt from the payment of tuition and fees.

* **Children of Prisoners of War or Persons Missing in Action** - The dependent children of Texas residents who are either prisoners of war or missing in action are exempt from the payment of tuition and fees.

* **Firemen Enrolled in Fire Science Courses** - Firemen enrolled in fire science courses offered as a part of a fire science curriculum are exempt from payment of tuition and laboratory fees. Texas residency is not required.

Veterans' Educational Benefits

Veterans of the armed forces or widows or children of veterans may be eligible for educational assistance. For information and application materials, contact the Director of Financial Aid/Veterans Affairs.

Other Forms of Assistance

Many businesses and industries provide scholarship assistance to their employees and/or families through matching or reimbursement programs. Consult your company's personnel office for specific information.

Financial Aid Disclaimer: The Collin County Community College District does not guarantee by the printing of these financial aid opportunities that they will be available to students at all times. The District has applied for State and Federal aid and has received a number of scholarships. However, for specific information regarding the current status of financial aid, veterans benefits, and other forms of funding such as scholarships, contact the Financial Aid Office.

**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 CCCC. Advising will take place during registration on the Central Campus and at various off-campus locations. Advising is an on-going process at the Central Campus and any students or Collin County residents 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 physician. However, CCCC is dedicated to the total well being of students. Health fairs, alcohol and drug awareness programs, aerobic and other fitness courses all are geared toward student wellness. Should a student 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/work planning. Periodically, programs will be offered in the areas of resume writing and interviewing techniques. For more information on these special courses, workshops, and seminars, 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 CCCC transcript only after the completion of six semester hours at CCCC.

*** 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 CCCC faculty
- MYERS-BRIGGS - Personality Inventory
- STRONG-CAMPBELL - Interest Inventory

Note: The CCCC code number for CLEP is 1951.
The CCCC 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 - Answers 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 LIFESTYLING - A program to determine wellness levels

*** Transfer Assistance**

Transfer of credit from CCCC to a four-year institution can be a simple process. Students are encouraged to meet with an advisor or staff 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

CCCC 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 CCCC.

Involvement in Institutional Governance

Students are encouraged to become involved with 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
and 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 in to the job market. These courses may also be transferable to baccalaureate degree programs.

ASSOCIATE OF ARTS

ASSOCIATE OF ARTS (AA) GENERAL STUDIES DEGREE REQUIREMENTS

COURSE	NUMBERS	CREDIT HOURS
English	151, 152	6
*English	200 Level	3
*Math	150 Level	3
*Computers	CPSC 150	3
Speech Communication	151	3
Government	251, 252	6
History	151, 152	6
*Lab Science	150 Level	6-8
Humanities	151	3
Behavioral Science/Humanities	150 Level	3
HPER	Activity Elective	2
GENERAL STUDIES CORE		44-46
ELECTIVES		14
TOTAL		58-60

*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 152 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.
HPER Activity Elective
HUM 151 Intro to Humanities
Elective
Elective

SEMESTER IV

GOVT 252 State and Local Government
Behav. Science or Art/Humanities
HPER Activity Elective
ENGL 200 Level
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

COURSE	NUMBERS	CREDIT HOURS
English	151, 152	6
*Math	181, 182	6
*Computers	CPSC 150	3
Speech Communication	151	3
Government, History	251, 252	6
History	151, 152	6
Lab Science	190 Level	6-8
Humanities	151	3
Behavioral Science/Humanities	150 Level	3
HPER	Activity Elective	2
GENERAL STUDIES CORE		44-46
ELECTIVES		14-16
TOTAL		58-60

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
HIST 152 U.S. History II
Lab Science Sequence II-190 Level

SEMESTER III

SPCM 151 Fund of Speech/Comm
GOVT 251 Government of the U.S.
HPER Activity Elective
CPSC 150 Intro to Computers
Elective

SEMESTER IV

GOVT 252 State and Local Government
Behav. Science or Art/Humanities
HPER Activity Elective
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 FOR EMPHASIS IN:

ACCOUNTING (14-16 credit hours)

- ACCT 191 Principles of Accounting I
 - ACCT 192 Principles of Accounting II
 - ACCT 193 Managerial Accounting
 - ECON 291 Principles of Economics I
 - ECON 292 Principles of Economics II
 - MATH 152 Calculus for Business and Economics
- (Math 151 recommended in General Studies Core)

ART (14-16 credit hours)

- ART 191 Design I
- ART 192 Design II
- ART 193 Drawing I
- ART 194 Drawing II
- ART 291 Painting I
- ART 292 Painting II
- ART 293 Watercolor I
- ART 294 Watercolor II
- ART 295 Art History I
- ART 296 Art History II
- ART 297 Life Drawing

BUSINESS ADMINISTRATION (14-16 credit hours)

- ECON 291 Principles of Economics I
- ECON 292 Principles of Economics II
- ACCT 191 Principles of Accounting I
- ACCT 192 Principles of Accounting II
- MIS 126 BASIC Programming
- ENGL 252 Forms of Literature II
- PSYC 151 Introduction to Psychology
- MATH 152 Calculus for Business and Economics
- MATH 153 Statistics

(Math 151 recommended in General Studies Core)

CRIMINAL JUSTICE (14-16 credit hours)

- CRJS 151 Crime in America
- CRJS 152 Introduction to Criminal Justice
- CRJS 153 Fundamentals of Criminal Law
- CRJS 154 The Court and Criminal Procedure
- BSAD 122 Principles of Management
- PSYC 151 Introduction to Psychology
- PSYC 253 Psychology of Personality
- SOC 151 Introduction to Sociology
- SOC 152 Social Problems
- SOC 153 Human Sexuality
- SOC 252 Social Psychology

ECONOMICS (14-16 credit hours)

- 3 ECON 291 Principles of Economics I
 - 3 ECON 292 Principles of Economics II
 - 3 ACCT 191 Principles of Accounting I
 - 3 ACCT 192 Principles of Accounting II
 - 3 MIS 126 BASIC Programming
 - 3 ENGL 252 Forms of Literature II
 - 3 PSYC 151 Introduction to Psychology
 - 3 MATH 152 Calculus for Business and Economics
 - 3 MATH 153 Statistics
- (Math 151 recommended in General Studies Core)

EDUCATION (14-16 credit hours)

- 3 ENGL 200 Literature
- 3 Foreign Language Sequence I
- 3 Foreign Language Sequence II
- 3 GEOG 151 Physical Geography
- 3 PHIL 151 Introduction to Philosophy
- 3 PYSC Any Psychology Course
- 3 SOC Any Sociology Course
- 3 ECON 291 Principles of Economics I
- 3 ECON 292 Principles of Economics II
- 3 MUS 291 Music Literature

ENGLISH (14-16 credit hours)

- 3 ENGL Literature
- 3 Foreign Language Sequence I
- 3 Foreign Language Sequence II
- 3 ENGL 261 Technical Writing
- 3 HIST 251 Western Civilization I
- 3 HIST 252 Western Civilization II

FRENCH (14-16 credit hours)

- 3 FREN 191 Beginning French I
 - 3 FREN 192 Beginning French II
 - 3 FREN 291 Intermediate French I
 - 3 FREN 292 Intermediate French II
 - 3 FREN 293 Conversational French I*
 - 3 FREN 294 Conversational French II**
- * Co-requisite of FREN 291
** Co-requisite of FREN 292

GEOGRAPHY (14-16 credit hours)

- 3 GEOG 151 Physical Geography
- 3 GEOG 152 Cultural Geography
- 3 ANTH 151 Cultural Anthropology
- 3 PSYC 151 Introduction to Psychology
- 3 HIST 251 Western Civilization I
- 3 HIST 252 Western Civilization II
- 3 Foreign Language Sequence I
- 3 Foreign Language Sequence II

GOVERNMENT (14-16 credit hours)

- Foreign Language Sequence I
- Foreign Language Sequence II
- ENGL Literature
- CRJS 152 Introduction to Criminal Justice
- CPSC 190 Programming Concepts I
- CPSC 191 Programming Concepts II
- ECON 291 Principles of Economics I
- ECON 292 Principles of Economics II
- PHIL 152 Logic
- PHIL 153 Ethics
- SPCM 152 Public Speaking
- SPCM 191 Argumentation and Debate
- PSYC 151 Introduction to Psychology
- SOC 151 Introduction to Sociology

HISTORY (14-16 credit hours)

- 3 HIST 251 Western Civ I
- 3 HIST 252 Western Civ II
- 3 HIST 253 Texas History
- 3 Foreign Language Sequence I
- 3 Foreign Language Sequence II
- 3 ENGL Literature
- 3 ECON 291 Principles of Econ I
- 3 ECON 292 Principles of Econ II
- 3 PHIL 151 Intro to Philosophy
- 3 PHIL 152 Logic
- 3 PSYC 151 Intro to Psychology
- 3 SOC 151 Intro to Sociology

LEGAL ASSISTANT (14-16 credit hours)

- 3 OFAD 120 Beginning Typewriting
- 4 OFAD 121 Intermediate Typewriting
- 4 OFAD 223 Word Processing Concepts
- 3 OFAD 224 Word Processing Projects/Legal
- 3 OFAD 225 Machine Trans/Legal
- 3 LEGL 130 Law and Judicial Systems
- 3 LEGL 131 Civil Procedure
- 3 LEGL 135 Law Office Management
- 3 LEGL 236 Legal Research
- 3 ECON 291 Principles of Economics
- 3 CRJS 154 Courts & Criminal Procedure

MUSIC (14-16 credit hours)

- 4 MUS 151 Music Theory I
- 4 MUS 152 Aural Skills I
- 3 MUS 150 Chorus
- 3 MUS 160 Band
- 3 MUS 170 Ensemble
- 3 MUS 153 Music Theory II
- 3 MUS 154 Aural Skills II
- 3 MUS 251 Music Theory III
- 3 MUS 252 Aural Skills III
- 3 MUS 253 Music Theory IV
- 3 MUS 254 Aural Skills IV
- 3 MUS 291 Music Literature I
- 3 MUS 292 Music Literature II
- 3 MUS 191 Applied Music-Major
- MUS 194 Applied Music-Major
- MUS 293 Applied Music-Major
- MUS 297 Applied Music-Major
- FREN 191 Beginning French I

PHILOSOPHY (14-16 credit hours)

- 3 PHIL 151 Introduction to Philosophy
- 3 PHIL 152 Logic
- 3 PHIL 153 Ethics
- 3 PHIL 154 Comparative Religion
- 3 PSYC 151 Introduction to Psychology
- 3 HDEV 105 Personal Development
- 3 Foreign Language Sequence I
- 3 Foreign Language Sequence II

PRE-LAW (14-16 credit hours)

- 3 PSYC 151 General Psychology
- 3 SOC 151 Intro to Sociology
- 3 SPCM 152 Public Speaking
- 3 CRJS 152 Intro to Crim. Justice
- 3 LEGL 130 Law and Jud. Systems
- 3 LEGL 236 Legal Research and Writing
- 3 GEOG 151 Physical Geography
- 3 PHIL 151 Intro to Philosophy
- 3 BSAD 121 Intro to Business
- 3 PHIL 152 Logic
- 3 PHIL 153 Ethics

ASSOCIATE OF ARTS SUGGESTED ELECTIVES (continued)**SOCIOLOGY****(14-16 credit hours)**

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**(14-16 credit hours)**

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**(14-16 credit hours)**

SPCM 152	Public Speaking	3
SPCM 191	Argumentation and Debate	3
SPCM 192	Forensic Workshop	2
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****(14-16 credit hours)**

CHEM 151	Introduction to Chemistry
AGRI 171	The Agriculture Industry
AGRI 173	General Horticulture
AGRI 175	Princ of Agricultural Economics
AGRI 179	Agronomy
AGRI 181	Agricultural Entomology
AGRI 183	Princ of Food Technology
AGRI 177	Intro to Animal Science
ECON 291	Princ of Economics I
ECON 292	Princ of Economics II

BIOLOGY**(14-16 credit hours)**

BIOL 291	Anatomy and Physiology I
BIOL 292	Anatomy and Physiology II
BIOL 293	Microbiology
CHEM 191	General Chemistry I
CHEM 192	General Chemistry II
CHEM 291	Organic Chemistry I
CHEM 292	Organic Chemistry II
MATH 153	Statistics

CHEMISTRY**(14-16 credit hours)**

CHEM 291	Organic Chemistry I
CHEM 292	Organic Chemistry II
PHYS 291	College Physics I
PHYS 292	College Physics II
CPSC 190	Programming Concepts I
MATH 291	Calculus III
MATH 293	Differential Equations

COMPUTER SCIENCE**(14-16 credit hours)**

ENGL 291	Technical Writing
MATH 290	Discrete Structures
MATH 292	Linear Algebra
CPSC 190	Programming Concepts I
CPSC 191	Programming Concepts II
CPSC 290	Assembly Language
ENGL	Literature
PHIL 152	Logic
CPSC 292	Scientific Programming
CPSC 294	Programming

ENGINEERING**(14-16 credit hours)**

4	MATH 291	Calculus III	4
1	MATH 292	Linear Algebra	3
3	MATH 293	Differential Equations	3
3	CPSC 190	Programming Concepts I	3
4	ENGR 151	Engineering Graphics	3
3	ENGR 191	Engineering Mechanics I	3
3	ENGR 192	Engineering Mechanics II	3
3	ENGR 291	Materials and Processes	3
3	ENGR 292	Electrical Circuit Analysis	3
3	CHEM 191	General Chemistry I	4
	CHEM 192	General Chemistry II	4
	ENGL 291	Technical Writing	3

MATH**(14-16 credit hours)**

4	ENGL 291	Technical Writing	3
4	MATH 291	Calculus III	4
4	MATH 292	Linear Algebra	3
4	MATH 293	Differential Equations	3
4	CPSC 190	Programming Concepts I	3
3	ENGL	Literature	3
	PHIL 152	Logic	3

PHYSICAL EDUCATION**(14-16 credit hours)**

4	BIOL 291	Anatomy and Physiology I	4
4	BIOL 292	Anatomy and Physiology II	4
4	HPER 103	Personal Health	3
3	HPER 101	Introduction to Physical Education	3
4	PSYC 151	Introduction to Psychology	3
3	HPER	Any Physical Education Activity Course	1-3

PHYSICS**(14-16 credit hours)**

3	MATH 291	Calculus III	4
3	MATH 292	Linear Algebra	3
3	MATH 293	Differential Equations	3
3	CPSC 190	Programming Concepts I	3
3	CHEM 191	General Chemistry I	4
3	CHEM 192	General Chemistry II	4
3	PSCI 153	Elementary Astronomy	4

ASSOCIATE OF SCIENCE SUGGESTED ELECTIVES (continued)**PRE-MEDICAL/PRE-DENTAL
(14-16 credit hours)**

CHEM191	General Chemistry I	4
CHEM192	General Chemistry II	4
CHEM291	Organic Chemistry I	4
CHEM292	Organic Chemistry II	4
BIOL 291	Anatomy and Physiology I	4
BIOL 292	Anatomy and Physiology II	4
BIOL 293	Microbiology	4
PHYS 291	College Physics I	4
PHYS 292	College Physics II	4

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 to Applied Science degree include Child Care, Computer Software Development, Day Care Administrator, 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.



CHILD DEVELOPMENT— CHILD CARE

A two-year Associate of Applied Science degree program.

66 credits required to graduate.

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 multi-cultural, non-sexist approaches to learning. Lab time is also used to implement guidance techniques and parent involvement programs.

SUGGESTED PROGRAM OF STUDY

First Semester

ENGL 151	Composition/ Rhetoric I	3
PSYC 151	Intro to Psychology.....	3
CPSC 150	Intro to Computers	3
CHDV 153	Intro to Early Childhood Programs and Services.....	3
CHDV 151	Early Childhood Development	3
	(0-3 years)	
	credit hours =	15

Second Semester

ENGL 152	Composition/ Rhetoric II or	3
SPCM 151	Fund of Speech Communication or	
MATH 150	Contemporary Mathematics.....	3
CHDV 155	Material and Activity Development I.....	4
CHDV 152	Early Childhood Development	3
	(3-5 years)	
CHDV 154	Nutrition, Health, and Safety	3
	credit hours =	16

Third Semester

ECON 121	Intro to Economics or	3
ECON 291	Prin of Economics	3
HPER	Physical Education Elective.....	1
CHDV 157	Practicum A	3
CHDV 156	Material and Activity Development II	4
CHDV 252	Child Abuse Prevention.....	3
SOC 151	Intro to Sociology	3
	credit hours =	17

Fourth Semester

CHDV 251	Child Guidance.....	3
CHDV 255	Internship or.....	3
CHDV 256	Cooperative Education or	
SOC 251	Marriage and Family	3
HUM 151	Intro to Humanities.....	3
Electives	3
	credit hours =	15

CAREER OPPORTUNITIES

The degree program in Child Development with a Child Care major provides practical skills for working with young children. Students will receive necessary training for employment in such areas as those listed below.

- 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

CHILD DEVELOPMENT— DAY CARE ADMINISTRATOR

A two-year Associate of Applied Science degree program.

67 credits required to graduate.

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.

SUGGESTED PROGRAM OF STUDY

First Semester

ENGL 151	Composition/ Rhetoric I	3
PSYC 121	Applied Psychology or	
PSYC 151	Intro to Psychology.....	3
CPSC 150	Intro to Computers	3
CHDV 153	Intro to Early Childhood Programs and Services	3
CHDV 151	Early Childhood Development	3
	(0-3 yrs)	
HPER	Physical Education Elective	1
	credit hours =	16

Second Semester

ENGL 152	Composition/ Rhetoric II or	3
SPCM 151	Fund of Speech Communication	
MATH 150	Contemporary Mathematics.....	3
CHDV 152	Early Childhood Development	3
	(3-5 yrs)	
CHDV 154	Nutrition, Health and Safety	3
CHDV 157	Practicum A	3
	credit hours =	15

Third Semester

SOC 151	Intro to Sociology	3
ECON 121	Intro to Economics or	
ECON 291	Principles of Economics	3
CHDV 253	Intro to Administration of Child Care Programs	3
BSAD 222	Personnel Management or	
SBMT 121	Small Business Management.....	3
CHDV 251	Child Guidance.....	3
CHDV 252	Child Abuse Prevention.....	3
	credit hours =	18

Fourth Semester

CHDV 254	Advanced Administration of Child Care Programs	3
SOC 251	Marriage and Family	3
HUM 151	Intro to Humanities.....	3
Electives	6
CHDV 255	Internship or	
CHDV 256	Cooperative Education	3
	credit hours =	18

CAREER OPPORTUNITIES

The Associate of Applied Science degree in Child Development with a Day Care Administrator major is designed to provide the necessary preparation to work as a day care director, director of children's programs or educational director. The skills acquired will be directly applicable in a variety of facilities including those listed below.

- 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

ENGINEERING TECHNOLOGY— COMPUTER SOFTWARE DEVELOPMENT

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 application programs. 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
ENGL 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	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 applications environment. The student gains a background in basic programming concepts including software design and is exposed to present day computer languages including ADA language. Careers available for the graduate include:

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

ENGINEERING TECHNOLOGY— DRAFTING AND COMPUTER AIDED DESIGN

A two-year Associate of Applied
Science degree program.

67 credits 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 industry practices. Students in CCCC's intensive, computer-aided design (CAD) hands-on training program are taught the skills the designer, draftsman, 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 Practices.....	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 235	Manufacturing Processes.....	3
ENGL 151	Composition/ Rhetoric I	3
		credit hours = 6

Third Semester

CAD 224	Advanced Comp 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	Physical Education	1
	Elective	1
		credit hours = 16

CAREER OPPORTUNITIES

Enjoy a profitable career in a modern business environment! Expanding 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

PHYS 121	UTC Physics I4
MATH 135	Pre-Calculus for Technology5
ELEC 121	DC Circuit Principles4
ENGL 151	Composition/ Rhetoric I3
credit hours =		16

Second Semester

PHYS 122	UTC Physics II4
MATH 235	Calculus for Technology5
ELEC 122	AC Circuit Principles4
ELEC 125	Active Devices4
credit hours =		17

Summer Semester

ELEC 241	Computer Programming3
ELEC 126	Digital Circuits3
credit hours =		6

Third Semester

CAD 151	Technical Graphics I3
ELEC 225	Linear Integrated Circuits4
ELEC 141	Fund of Computers4
SPCM 151	Fund of Speech Communication3
HUM 151	Intro to Humanities3
credit hours =		17

Fourth Semester

ECON 121	Intro to Economics1
PSYC 121	Applied Psychology1
ELEC 127	Computer Maintenance1
ELEC 221	Microprocessor Interfacing1
ELEC 231	Microwave Fundamentals or Telephony or1
ELEC 232	Telecommunication & Telephony or1
QUAL 131	Quality Assurance1
HPER	Physical Education Elective1
credit hours =		11

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
- sonar and radar
- radio and television
- satellites
- military electronics

EMERGENCY MEDICAL TECHNOLOGY

A two-year Associate of Applied Science degree program.

66 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.

CCCC'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.

Logic, 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

BIOL 291	Anatomy and Physiology I4
EMTP 121	Intro to Emergency Care3
ENGL 151	Composition/ Rhetoric I3
HLSC 132	Medical Terminology3
HPER 140	Beginning Weight Training and Conditioning1
CPSC 150	Intro to Computers3
credit hours =		17

Second Semester

BIOL 292	Anatomy and Physiology II4
EMTP 141	Emergency Medical Procedures5
GOVT 252	State and Local Government3
HUM 151	Intro to Humanities3
MATH 150	Contemporary Mathematics3
credit hours =		18

Third Semester

EMTP 211	Special Skills Training5
EMTP 221	Paramedic Procedures I3
EMTP 225	Pharmacology4
PSYC 121	Applied Psychology3
credit hours =		15

Fourth Semester

ECON 121	Intro to Economics3
EMTP 231	Paramedic Procedures II7
SPCM 151	Fund of Speech Communication3
Elective	3
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
- EMT's
- emergency room assistants
- firefighters
- private ambulance services
- lab technicians

FIRE SCIENCE

A two-year Associate of Applied Science degree program.

66 credits required to graduate.

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.

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

SUGGESTED PROGRAM OF STUDY

First Semester

ENGL 151	Composition/Rhetoric I3
FISC 106	Fund of Fire Protection3
FISC 112	Fire Prevention3
HPER 140	Beginning Weight Training and Conditioning1
MATH 150	Contemporary Mathematics3
CPSC 150	Intro to Computers3
		credit hours = 16

Second Semester

CHEM 151	Intro to Chemistry4
FISC 131	Building Codes & Construction3
FISC 148	Fire Fighting Tactics & Strategy4
HUM 151	Intro to Humanities3
SPCM 151	Fund of Speech Communication3
		credit hours = 17

Third Semester

ECON 121	Intro to Economics3
FISC 117	Fire Protection Systems3
FISC 121	Industrial Fire Protection I3
FISC 125	Chemistry of Hazardous Materials I3
FISC 141	Fire Administration I3
PSYC 121	Applied Psychology3
		credit hours = 18

Fourth Semester

ENGL 291	Technical Writing3
FISC 116	Fire Safety Education3
FISC 133	Fire Cause & Origin Determination3
GOVT 252	State & Local Government3
Elective	3
		credit hours = 15

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
- safety technician
- hazardous material team member
- fire equipment sales & service representative
- industrial fire protection technician

A two-year Associate of Applied Science degree program.

64 credits required to graduate.

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 management and to provide an opportunity for those currently in the business to improve skills needed for success in the apparel industry.

SUGGESTED PROGRAM OF STUDY

First Semester

ENGL 151	Composition I3
MATH 150	Sequence3
FMKT 122	Fashion Merchandising3
CPSC 150	Intro to Computers3
BSAD 122	Prin of Management3
		credits hours = 15

Second Semester

SPCM 151	Fund of Speech Communication3
ACCT 191	Prin of Acct I3
ECON 291	Prin of Economics I3
FMKT 126	Fashion Design3
FMKT 224	Textiles for Consumers3
HPER	Physical Education Elective1
		credit hours = 16

Third Semester

BSAD 223	Prin of Retailing3
BSAD 221	Prin of Marketing3
FMKT 124	Fashion Sales & Marketing Tech3
HUM 151	Intro to Humanities3
Elective or	Cooperative Ed3
		credit hours = 15

Fourth Semester

BSAD 226	Sales Management3
PSYC 121	Applied Psychology3
BSAD 222	Personnel Management3
FMKT 220	Fashion Buying3
FMKT 222	Advertising & Sales Promotion3
FMKT 240	Cooperative Education3
		credit hours = 18

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
- draper
- 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 I	3
MATH 151	Pre-Calculus for Business and Economics	3
ACCT 191	Principles of Accounting I	3
BANK 131	Prin of Banking or	3
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	3
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	Princ 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	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	3
CRDT 231	Federal Regulations of Credit Union	3
Elective or	Cooperative Ed	3
HPER	Physical Education Elective	1
		credit hours = 16

CAREER OPTIONS

Enter the new era of finance! Managing money has become a big business and requires a wide variety of skills. The Financial program provides a strong management background and expertise sought by recruiters. Financial services industries offering career possibilities include:

- banks
- savings and loans
- investment banking firms
- credit unions

MANAGEMENT—MICROCOMPUTING APPLICATIONS

A two-year Associate of Applied Science degree program.

64 credits required to graduate.

ABOUT OUR PROGRAM

The degree in Management with a major in Microcomputing Applications is designed to build a foundation for consistent managerial effectiveness utilizing current technological tools. This comprehensive, application-oriented program assists today's business manager in effective planning, organizing, staffing, controlling, and leadership skills. Students will review principles of successful decision making in today's business environment.

The program offers a unique opportunity to learn about the impact of new technologies on business and to discover the importance of the microcomputer in a management career.

SUGGESTED PROGRAM OF STUDY

First Semester

ENGL 151	Composition/ Rhetoric I	3
HUM 151	Intro to Humanities	3
MIS 126	BASIC Programming	3
BSAD 122	Principles of Management	3
CPSC 150	Intro to Computers	3
HPER	Physical Education Elective	1
		credit hours = 16

Second Semester

ENGL 152	Composition/ Rhetoric II	3
MATH 150	Contemporary Mathematics or	3
MATH 151	Pre-Calculus for Business and Economics	3
MIS 122	Desktop Software (Integrated Software)	3
ACCT 191	Prin of Accounting I	3
PSYC 121	Applied Psychology	3
		credit hours = 15

Third Semester

ACCT 192	Prin of Accounting II	3
BSAD 221	Principles of Marketing	3
MIS 221	Data Base Design I	3
BSAD 222	Personnel Management	3
BSAD 125	Supervisory Mgmt	3
Elective		3
		credit hours = 18

Fourth Semester

ECON 291	Principles of Economics I or	3
ECON 121	Intro to Economics	3
MIS 222	Data Base Design II	3
MIS 223	Applied Desktop Software	3
MIS 224	Management & Information Systems	3
Elective		3
		credit hours = 15

Electives: MIS 240 Cooperative Education; MIS 226 COBOL Programming; SPCM 151 Fundamentals of Speech Communication; TECH 297 Selected Topics; PHIL 152 Logic; BSAD 231 Labor Management Relations

CAREER OPPORTUNITIES

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

- manufacturing
- sales
- food
- hotel/motel
- general office
- production planning and control

MANAGEMENT—SMALL BUSINESS

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, create tax strategies, develop marketing programs, and establish rewarding 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

ENGL 151	Composition/Rhetoric I	3
SBMT 121	Small Business Management	3
ACCT 191	Prin of Accounting I	3
PSYC 121	Applied Psychology	3
CPSC 150	Intro To Computers	3
HPER	Physical Education Elective	1
		credit hours = 16

Second Semester

HUM 151	Intro to Humanities	3
SBMT 221	Financing a Small Business	3
BSAD 122	Principles of Management	3
MATH 151	Pre-Calculus for Business and Economics	3
ECON 291	Prin of Economics I	3
		credit hours = 15

Third Semester

SBMT 222	Small Business Operations	3
BSAD 221	Principles of Marketing	3
SPCM 151	Fundamentals of Speech Communication	3
MIS 122	Desktop Software	3
Elective		3
		credit hours = 15

Fourth Semester

SBMT 223	Entrepreneurship	3
BSAD 123	Business Law	3
BSAD 222	Personnel Management	3
Electives		6
		credit hours = 15

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
- computers and desktop software—hands-on experience with integrated software such as Symphony
- word processing—orientation to concepts and hands-on experience using software such as MultiMate Advantage
- records management—manual and electronic filing techniques and records administration

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

OFFICE ADMINISTRATION - GENERAL

A two-year Associate of Applied Science degree program.

61 credits required to graduate.

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
- computers and desktop software—hands-on experience with integrated software such as Symphony
- word processing—orientation to concepts and hands-on experience using software such as MultiMate Advantage
- records management—manual and electronic filing techniques and records administration

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

SUGGESTED PROGRAM OF STUDY

First Semester

ENGL 151	Composition/Rhetoric I	3
MATH 150	Contemporary Mathematics or	
MATH 151	Pre-Calculus for Business and Economics	3
OFAD 121	Intermediate Typewriting	3
BSAD 121	Intro to Business	3
CPSC 150	Intro to Computers	3
HPER	Physical Education Elective	1
		credit hours = 16

Second Semester

ENGL 152	Composition/Rhetoric II	3
OFAD 122	Advanced Typewriting	3
OFAD 131	Records Management	2
OFAD 132	Proofreading/Editing	2
OFAD 134	Electronic calculator	2
Elective		3
		credit hours = 15

Third Semester

PSYC 121	Applied Psychology	3
HUM 151	Intro to Humanities	3
OFAD 223	Word Processing Concepts	3
ECON 121	Intro to Economics	3
ACCT 131	Elementary Accounting	3
		credit hours = 15

Fourth Semester

OFAD 130	Office Functions	3
MIS 122	Desktop Software	3
Electives		9
		credit hours = 15

CAREER OPPORTUNITIES

"Classifieds" for those with general office training would include the following listings:

- Human Resources Clerk—primary responsibilities include greeting and screening visitors, data input, and general office support.
- Receptionist/Typist—need individual for front desk position to answer phones, type 65 wpm, and handle various other duties. Dictaphone experience helpful.
- CRT Operator—enter bills of lading by CRT, answer phones, process daily shipping reports and shipping labels
- Typist—entry-level position open for engineering firm. Accurate typing skills (50 wpm) required.
- Billing Clerk—detail-oriented person to process invoices, purchase orders and inventory records. Typing and 10-key skills required.
- Clerical—bright, energetic person for clerical position in corporate office. Position requires typing and 10-key by touch. Bookkeeping experience a plus.
- Customer Service—opportunity for advancement available to bright, polished individual who is interested in this career. Must have excellent phone etiquette and be detail oriented. College a plus!

OFFICE ADMINISTRATION—LEGAL

A two-year Associate of Applied Science degree program.

62-66 credits required to graduate.

ABOUT OUR PROGRAM

Due to the increasing number of lawsuits filed each year, attorneys are requiring more paraprofessional and clerical help than ever before. One attorney may employ a receptionist, a secretary, two or more word processors, an office manager/accountant, one or more legal assistants/paralegals, and a law clerk! More and more, the typical law office is placing heavy emphasis on word processing, computer usage, and electronic dictation. Lawyers are also looking for knowledge of substantive and procedural law when hiring new employees.

The Associate of Applied Science degree in Office Administration with a Legal major is designed for the student who wants to develop office skills and acquire general knowledge of law.

The student will develop skills needed in an automated law office. Entry-level staff, employees making the transition to automation, and those re-entering the legal environment will benefit from this program.

Areas of study include:

- legal terms and concepts
- law office management skills
- legal ethics
- legal research and writing
- substantive law
- word processing concepts
- legal word processing
- legal transcription

SUGGESTED PROGRAM OF STUDY

First Semester

ENGL 151	Composition/ Rhetoric I	3
MATH 150	Contemporary Mathematics or	
MATH 151	Pre-Calculus for Business and Economics	3
OFAD 121	Intermediate Typewriting	3
ACCT 191	Principles of Accounting I	3
LEGL 130	Law and Judicial Systems	3
		credit hours = 15

Second Semester

ENGL 152	Composition/ Rhetoric II	3
ECON 121	Intro to Economics	3
OFAD 122	Advanced Typewriting/ Legal	3
LEGL 131	Civil Procedure or	
CRJS 154	Courts and Criminal Procedure	3
CPSC 150	Intro to Computers	3
		credit hours = 15

Third Semester

BEHAVIORAL SCIENCE (150 Level)		3
HUM 151	Intro to Humanities	3
OFAD 223	Word Processing Concepts	3
OFAD 225	Machine Transcription/ Legal	3
LEGL 236	Legal Research	3
Elective	3
		credit hours = 18

Fourth Semester

LEGL 135	Law Office Management	3
OFAD 224	Word Processing Projects/Legal	3
HPER	Physical Education Elective	1
Electives	7-11
		credit hours = 14-18

CAREER OPPORTUNITIES

Career opportunities in the legal field include legal assistant, legal secretary, law office manager, law clerk, and attorney positions. Some of these careers require additional training and may require graduate or professional degrees. Prospective employers include:

- private law firms
- governmental agencies at county, state, and federal levels
- private industry such as banks, savings and loan associations, title companies and corporations
- transportation industry such as airlines, railroads, and rapid transit systems

OFFICE ADMINISTRATION—MEDICAL

A two-year Associate of Applied Science degree program.

61-62 credits required to graduate.

ABOUT OUR PROGRAM

The degree in Office Administration-Medical is designed to develop specialized skills for medical office personnel. Areas of study include:

- administrative responsibilities—appointments, telephone procedures, records management
- medical ethics and law—ethical principles, the Medical Practice Act and the secretary's responsibility and professional liability
- medical terminology—general and specialized medical terms and abbreviations
- medical transcription—patient records and reports
- billing—fees and payments
- financial responsibilities—insurance claims, manual and automated accounting systems
- computers and software—hands-on experience using integrated software such as Symphony
- word processing—orientation to concepts and hands-on experience using software such as MultiMate Advantage
- word processing Medical Applications—in-depth hands-on experience using software such as WordStar 2000

SUGGESTED PROGRAM OF STUDY

First Semester

ENGL 151	Composition/ Rhetoric I	3
MATH 150	Contemporary Mathematics or	
MATH 151	Pre-Calculus for Business	3
OFAD 223	Word Processing Concepts	3
HLSC 132	Medical Terminology	3
OFAD 121	Intermediate Typewriting	3
HPER	Physical Education Elective	1
		credit hours = 16

Second Semester

ENGL 152	Composition/ Rhetoric II	3
ECON 121	Intro to Economics	3
OFAD 122	Advanced Typewriting	3
CPSC 150	Intro to Computers	3
OFAD 224	Word Processing Projects/Medical	3
		credit hours = 15

Third Semester

ACCT 131	Elementary Accounting	3
HUM 151	Intro to Humanities	3
OFAD 225	Machine Transcription/ Medical	3
OFAD 131	Records Management	2
OFAD 132	Proofreading/Editing	2
Elective	3
		credit hours = 16

Fourth Semester

OFAD 237	Medical Office Procedures	3
PSYC 121	Applied Psychology	3
MIS 122	Desktop Software	3
Elective	5-6
		credit hours = 14-15

CAREER OPPORTUNITIES

Those in the health care field work with people, often in emergency situations. The skills and personal attributes of health care personnel are unique to the profession.

A medical secretary may work for a doctor in:

- the general practitioner's office
- a group practice
- the dental office
- hospitals and clinics

Medical secretarial training and skills are valued in other avenues of health care including:

- public health department
- convalescent and nursing homes
- health insurance companies
- manufacturers and distributors of drugs, pharmaceutical products, surgical instruments, and hospital supplies
- medical laboratories

OFFICE ADMINISTRATION— SECRETARIAL

A two-year Associate of Applied Science degree program.

63-65 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 I3
MATH 150	Contemporary Mathematics or Pre-Calculus for Business and Economics3
OFAD 121	Intermediate Typewriting3
OFAD 126	Beginning Shorthand3
BSAD 121	Intro to Business3
HPER	Physical Education Elective1
		credit hours = 16

Second Semester

ENGL 152	Composition/Rhetoric II3
CPSC 150	Intro to Computers3
PSYC 121	Applied Psychology3
OFAD 122	Advanced Typewriting3
OFAD 127	Intermediate Shorthand3
OFAD 132	Proofreading/Editing2
		credit hours = 17

Third Semester

ACCT 131	Elementary Accounting3
HUM 151	Intro to Humanities3
OFAD 128	Advanced Shorthand3
OFAD 130	Office Functions3
OFAD 223	Word Processing Concepts3
		credit hours = 15

Fourth Semester

ECON 121	Intro to Economics3
OFAD 225	Machine Transcription3
MIS 122	Desktop Software3
Electives	6-8
		credit hours = 15-17

CAREER OPPORTUNITIES

A secretary works in modern environs 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 of 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 I3
MATH 150	Contemporary Mathematics or Pre-Calculus for Business and Economics3
OFAD 121	Intermediate Typewriting3
BSAD 121	Intro to Business3
CPSC 150	Intro to Computers3
HPER	Physical Education Elective1
		credit hours = 16

Second Semester

ENGL 152	Composition/Rhetoric II3
ECON 121	Intro to Economics3
OFAD 122	Advanced Typewriting3
OFAD 131	Records Management2
OFAD 132	Proofreading/Editing2
MIS 126	BASIC Programming3
		credit hours = 16

Third Semester

PSYC 121	Applied Psychology3
OFAD 223	Word Processing Concepts3
OFAD 130	Office Functions3
Electives	6
		credit hours = 15

Fourth Semester

HUM 151	Intro to Humanities3
MIS 122	Desktop Software3
OFAD 224	Word Processing Projects3
OFAD 225	Machine Transcription3
Electives	2-3
		credit hours = 14-15

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 work center schedule 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 skill 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

First Semester

AGRI 173	General Horticulture3
BIOL 151	Intro to Biology4
ENGL 151	Composition/ Rhetoric3
MATH 150	Contemporary Mathematics3
OHLT 112	Plant Materials I4
		credit hours = 17

Second Semester

CHEM 151	Intro to Chemistry4
HUM 151	Intro to Humanities3
OHLT 113	Plant Materials II4
CPSC 150	Intro to Computers3
Elective	2
		credit hours = 16

Third Semester

ECON 121	Intro to Economics3
OHLT 221	Soils, Soil Amendments, Fertilizers and Plants3
SPCM 151	Fund of Speech Communication3
Electives	5
HPER	Physical Education Elective1
		credit hours = 15

Fourth Semester

SMBT 121	Small Business Management3
PSYC 121	Applied Psychology3
OHLT 220	Weeds, Plant Diseases, Insects and Integrated Pest Management5
Elective	5
		credit hours = 16

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

REAL ESTATE

A two-year Associate of Applied Science degree program.

60 credits required to graduate.

ABOUT OUR PROGRAM

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 co-operative education program with local brokers give real estate students at CCCC a personalized, high quality educational experience.

SUGGESTED PROGRAM OF STUDY

First Semester

ENGL 151	Composition/ Rhetoric I3
MATH 150	Contemporary Mathematics or Pre-Calculus for Business and Economics3
MATH 151	Contemporary Mathematics or Pre-Calculus for Business and Economics3
RLST 133	Real Estate Prin I or	
RLST 134	Real Estate Prin II3
OFAD 133	Computer Keyboarding2
Electives	3
HPER	Physical Education Elective1
		credit hours = 15

Second Semester

ENGL 152	Composition/ Rhetoric II3
ECON 121	Intro to Economics3
SPCM 151	Fund of Speech Communication3
RLST 139	Real Estate Law - Contracts3
RLST 136	Real Estate Math3
		credit hours = 15

Third Semester

PSYC 121	Applied Psychology3
HUM 151	Intro to Humanities3
BSAD 121	Intro to Business3
RLST 138	Real Estate Sales & Marketing3
RLST	Elective3
		credit hours = 15

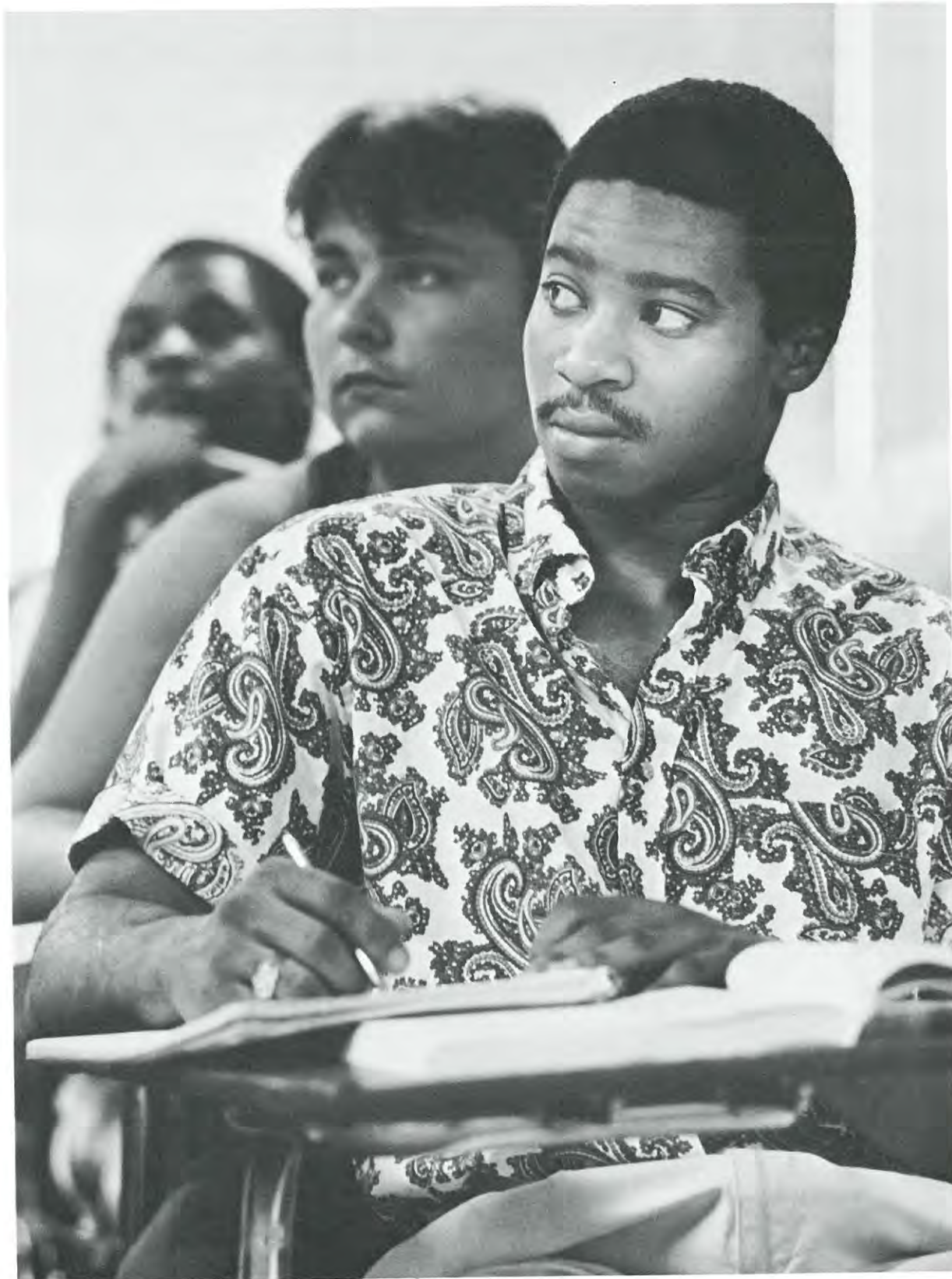
Fourth Semester

CPSC 150	Intro to Computers3
RLST 235	Real Estate Finance3
RLST	Elective3
Electives	6
		credit hours = 15

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, 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. PREREQUISITE: 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. PREREQUISITE: 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/or 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/or specific tax problems. PREREQUISITE: ACCT 291. Lab Required. 3 credit hours.

AGRI 171 THE AGRICULTURE INDUSTRY

An overview of agriculture: orientation, career guidance, and current trends. 1 credit hour.

AGRI 173 GENERAL HORTICULTURE

Structure, growth, and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, and chemical control of growth, pest control, and landscaping. 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.

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 in 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. PREREQUISITE: 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. PREREQUISITE: ART 193. Lab Required. 3 credit hours.

ART 291 PAINTING I

Acrylics and oil. Introduction to painting including use of materials, techniques, color study, and composition. Various painting styles will be practiced. PREREQUISITE: ART 193. Lab Required. 3 credit hours.

ART 292 PAINTING II

Acrylics, oil, and other media. Intermediate level course designed to increase the 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. PREREQUISITE: 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 methods, problem solving in the use of technique, and in skillful observation of composition and painting style. PREREQUISITE: 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. PREREQUISITE: ART 293. Lab Required. 3 credit hours.

ART 295 ART HISTORY I

This course surveys the history of art from prehistoric times to the Renaissance. Special consideration is given to the form and content of a work of art, as well as the social and cultural context in which the work is created. 3 credit hours.

ART 296 ART HISTORY II

This course surveys the history of art from the Baroque period to the present. Special consideration is given to the form and content of a work of art, as well as the social and cultural context in which the work is created. 3 credit hours.

ART 297 LIFE DRAWING

Drawing from the life model including instruction in anatomical and creative approaches to figure drawing. Emphasis is on personal expression and creativity. May be taken for up to six (6) hours credit. Each semester of work is progressively more advanced than the previous semester. PREREQUISITE: ART 194. 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 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. PREREQUISITE: 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. The biology of plants and lower animals will be studied, as well as organisms in nature, their ecology, ecosystems, and evolution. The cellular and molecular basis of life will be emphasized. Students will meet one lecture hour/week and two lab hours/week. The two additional lecture hours/week are self-paced, open lab hours with flexible scheduling. Lab Required. 4 credit hours.

BIOL 152 INTRODUCTION TO BIOLOGY II

Continuation of Biology 151. Combination of self-paced and traditional lecture and laboratory. The biology of plants and lower animals will be studied, as well as organisms in nature, their ecology, ecosystems, and evolution. Current topics in biology and medicine will be discussed. Students will meet one lecture hours/week and 2 lab hours/week. The additional two lecture hours/week are self-paced, open lab hours with flexible scheduling. PREREQUISITE: 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 molecular to the organism level with a study of human anatomy and physiology. General topics covered include basic biochemistry, metabolism, energetics, cell structure and function, plant structure and function, animal biology, and evolution. Laboratory includes dissection of mammal, study of tissue types, cellular structure and function, physiological 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, physical and chemical basis of heredity, reproduction, development, diversity, inter- and intra-species behavior of animals, as well as an extensive survey of the five kingdoms. The cellular and molecular basis of biology emphasized. Laboratory correlates with lecture topics. PREREQUISITE: BIOL 191. Lab Required. 4 credit hours.

BIOL 291 ANATOMY AND PHYSIOLOGY I

A study of comparative structure and function of the mammalian system with emphasis on anatomy. Topics include cell structure and function, tissues, skin, skeletal, muscular, nervous, digestive, circulatory, excretory, and reproductive systems. The molecular aspects of cell and organism are stressed. Laboratory section includes dissection of a mammal, as well as study of models, slides, and charts correlating with lecture topics. PREREQUISITE: 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 system with emphasis on physiology. Topics include genetics, digestion, nutrition, metabolism, nervous muscular, respiratory systems, blood and cardiovascular system, endocrine system, lymphatic, urinary system, reproduction and human development. Laboratory includes correlated physiological experiments, and continued mammalian dissection. PREREQUISITE: BIOL 291. Lab Required. 4 credit hours.

BIOL 293 MICROBIOLOGY

Principles of microbiology. Classification, cell structure, metabolism, and historical concepts of microorganisms including bacteria, viruses, fungi, protozoa, rickettsia. Infectious diseases and immunology will be emphasized. Practical microbiology will include diagnostic microbiology, water, food, sewage, soil and industrial applications. Laboratory methods are stressed, and experimentation with pure culture of medical, environmental, and industrial importance are studied extensively. PREREQUISITE: BIOL 192, or BIOL 292, or CHEM 192. Lab Required. 4 credit hours.

BSAD 121 INTRODUCTION TO BUSINESS

This course provides an overall picture of business operations in a capitalistic economy including ownership, management, marketing, finance, and legal and regulatory environment. The role of business in society is studied. 3 credit hours.

BSAD 122 PRINCIPLES OF MANAGEMENT

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

BSAD 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.

BSAD 124 PERSONAL FINANCE

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

BSAD 125 SUPERVISORY 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. all are explored. The challenges and opportunities presented 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 demonstrated. The student is required to practice these leadership skills during labs. Lab Required. 3 credit hours.

BSAD 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.

BSAD 222 PERSONNEL MANAGEMENT

This course is the study of principles and procedures in the management of employees. Topics include selection, placement, compensation, working conditions, training, labor relations, and government regulations. PREREQUISITE: BSAD 121, BSAD 122, OR SBMT 121. 3 credit hours.

BSAD 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.

BSAD 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.

BSAD 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 or entering world trade. Problems of adaptation to different sociological, legal, political, and economic characteristics are emphasized. 3 credit hours.

BSAD 226 SALES MANAGEMENT

Study of the principles of the management of personal selling. Attention 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.

BSAD 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. PREREQUISITE: BSAD 121, BSAD 122, OR SBMT 121. 3 credit hours.

BSAD 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. PREREQUISITE: BSAD 121, BSAD 122, OR SBMT 121. Lab Required. 3 credit hours.



CAD 121 ENGINEERING DRAWING PRACTICES

This course focuses on 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. 3 credit hours.

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 system with 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, sectional views 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. Special emphasis is given to three-dimension 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 wiring 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 technologies. Solutions will be done primarily with auxiliary views and revolutions. PREREQUISITE: CAD 151. Lab Required. 3 credit hours.

CAD 221 COMPUTER AIDED DESIGN

Actual design assignments are introduced in the areas of machines parts, metals, and metal forming. Included are the detailing and assembling of machines parts. PREREQUISITE: CAD 124. Lab Required. 3 credit hours.

CAD 222 INDUSTRIAL DESIGN

This course includes the design of metal and plastic packages 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 situation. PREREQUISITE: CAD 123. Lab Required. 3 credit hours.

CAD 235 MANUFACTURING PROCESSES

A study of the characteristics of industrial materials and the processes employed 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 (0-3 yrs.)

A comprehensive study of growth and development from conception through three years of age. Emphasis on cognitive, language, emotional, and social development. Lab Required. 3 credit hours.

CHDV 152 EARLY CHILDHOOD DEVELOPMENT (3-5 yrs.)

A comprehensive study of 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 techniques. Lab Required. 3 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. 3 credit hours.

CHDV 155 MATERIAL AND ACTIVITY DEVELOPMENT I

Language Arts, Pre-reading, Computers, and Math: The techniques and materials for progress of each child 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 applies to the total development of the early child. 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 (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 FUNDAMENTALS

Practical experience and information on infant care, etiquette, home economics, clothes care and selection, 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 individual difference, varied family situations, and various crises situations. 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. 2 credit hours.

CHDV 253 INTRODUCTION TO ADMINISTRATION OF CHILD CARE PROGRAMS

The management of a variety of preschool/day-care centers is studied. Topics include food, 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 with work 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 parental involvement, effective relationship building techniques, and communication skills. 3 credit hours.

CHEM 151 INTRODUCTION TO CHEMISTRY

A laboratory, lecture, and recitation program designed for non-science majors. Studies in this survey course include the metric system, scientific calculations, states of matter, chemical equations, atomic theory, bonding theory, and introductory qualitative chemistry. One hour recitation session develops methods of problem solving. Laboratory exercises reinforce concepts presented in lecture. This course will not transfer as credit earned towards a science majors degree. PREREQUISITE: High school algebra or equivalent. Lab and Recitation Required. 4 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, nuclear chemistry, kinetics, organic chemistry and biochemistry. PREREQUISITE CHEM 151. Lab and Recitation Required. 4 credit hours.

CHEM 191 GENERAL CHEMISTRY I

A classical chemistry course designed for science majors, pre-medical, dental, or engineering students. Topics include stoichiometry, ideal gas behavior, atomic theory, periodic trends, VSEPR theory, thermochemistry, bonding theory, and states of matter. Laboratory exercises demonstrate concepts presented in class and develop basic lab skills. PREREQUISITE: 1 year of high school chemistry or CHEM 151; MATH 181. Lab and Recitation Required 4 credit hours.

CHEM 192 GENERAL CHEMISTRY II

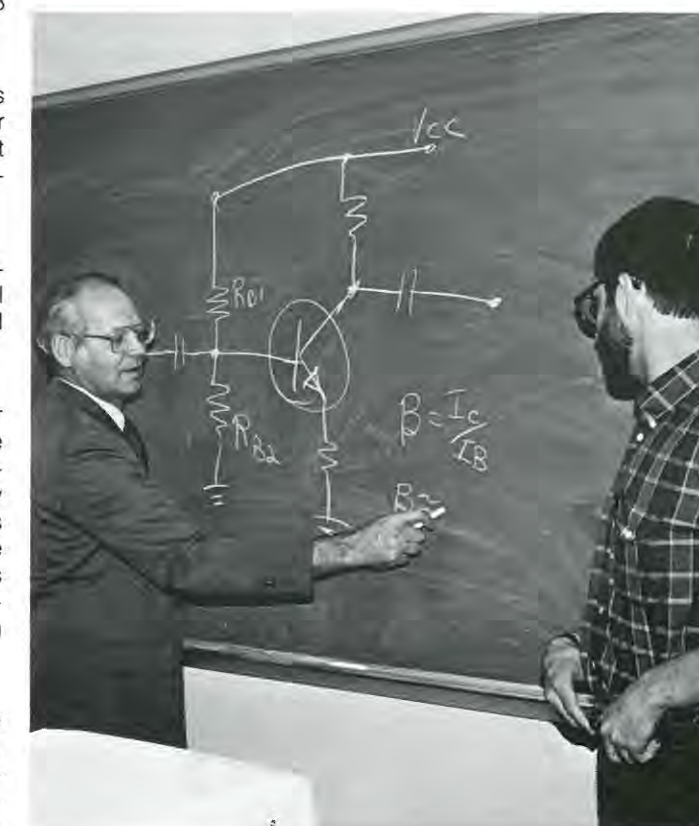
A continuation of Chemistry 191 that addresses topics in chemical equilibria, acid-base theory, solubility, electrochemistry, nuclear chemistry, organic chemistry, and biochemistry. Laboratory exercises demonstrate concepts presented in lecture and develop more advanced lab methods. PREREQUISITE: CHEM 191. Lab and Recitation Required. 4 credit hours.

CHEM 291 ORGANIC CHEMISTRY I

A study of carbon chemistry that considers covalent bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and introductory synthesis. Laboratory experiments develop organic techniques and reinforce lecture material. PREREQUISITE: CHEM 192. Lab and Recitation Required. 4 credit hours.

CHEM 292 ORGANIC CHEMISTRY II

A continuation of Chemistry 291 that includes methods of structural analysis, advanced synthesis, methods of purification, biochemistry, and organometallics. Laboratory experiments emphasize techniques in synthesis, purification, and analyses, and reinforce lecture material. PREREQUISITE: CHEM 291. Lab and Recitation Required. 4 credit hours.



CPSC 150 INTRODUCTION TO COMPUTERS

An analysis of computer systems, their present uses and future roles in society, business, and public organizations. Topics emphasized include microcomputer terminology, computer algorithms, number systems, computer organization (both hardware and software), survey of software packages, and elementary programming using the BASIC programming language. 3 credit hours.

CPSC 190 PROGRAMMING CONCEPTS I

A study of logical operation and organization of a computer, number systems, boolean algebra, problem solving techniques, algorithmic processes, and top-down design using the PASCAL language. COREQUISITE: MATH 181, CPSC 150; or consent of instructor. Lab Required. 3 credit hours.

CPSC 191 PROGRAMMING CONCEPTS II

Continuation of Computer Science 190, including structured programming, design, data structures, documentation, and file processing. Emphasis on creating and modifying larger programs. PREREQUISITE: CPSC 190. Lab Required. 3 credit hours.

CPSC 290 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. PREREQUISITE: CPSC 191. Lab Required. 3 credit hours.

CPSC 292 SCIENTIFIC PROGRAMMING

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

CPSC 293 PL/1 PROGRAMMING

An introduction to PL/1 programming with emphasis on the structured approach to program design using both mathematical and business applications. PREREQUISITE: CPSC 191. Lab Required. 3 credit hours.

CPSC 294 C PROGRAMMING

Study of C programming language with emphasis on structured approach to program design and documentation. Topics include looping, arrays, functions, structures, and bit operations. Scientific, business, and computer arithmetic applications. PREREQUISITE: CPSC 290 or Consent of Instructor. Lab Required. 3 credit hours.

CRDT 131 PRINCIPLES OF CREDIT UNION ORGANIZATION

This course presents the historical and philosophical orientation of credit union functions, organization, and operation. 3 credit hours.

CRDT 231 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 operations of various federal regulatory agencies. Ongoing federal compliance will be covered. PREREQUISITE: CRDT 131. 3 credit hours.

CRJS 151 CRIME IN AMERICA

American 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.

CRJS 152 INTRODUCTION TO CRIMINAL JUSTICE

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; prosecution and defense; trial process; corrections. 3 credit hours.

CRJS 153 FUNDAMENTALS OF CRIMINAL LAW

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. 3 credit hours.

CRJS 154 THE COURTS AND CRIMINAL PROCEDURE

The judiciary in the criminal justice system; right to counsel; pre-trial release; grand juries; adjudication process; types of rules and evidence; sentencing. 3 credit hours.

CRJS 251 POLICE SYSTEMS AND PRACTICES

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues. 3 credit hours.

CRJS 252 CRIMINAL INVESTIGATION

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. 3 credit hours.

CRJS 253 LEGAL ASPECTS OF LAW ENFORCEMENT

Police authority; responsibilities; constitutional restraints; laws of arrest, search and seizure; police liability. 3 credit hours.

CRJS 254 CORRECTIONAL SYSTEMS AND PRACTICES

Corrections in the criminal justice systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. 3 credit hours.

CRJS 255 COMMUNITY RESOURCES IN CORRECTIONS

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. 3 credit hours.

CSFT 121 ASSEMBLY LANGUAGE

Detailed treatment of assembly language instruction sets, representation of instructions, indexing and indirect addressing, subprograms, linkages, macros, and input/output. Principles reinforced by preparation of assembly language programs. Lab Required. 3 Credit hours.

CSFT 123 INTRODUCTION SYSTEM SOFTWARE ARCHITECTURE

Introduction of system level operations, booting, compilers, translators, linkers, loaders, system control, and run-time software. Laboratory examples assigned to reinforce principles. PREREQUISITE: CSFT 121. Lab Required. 3 credit hours.

CSFT 124 TECHNICAL GROUP PROBLEM SOLVING

This course includes the techniques individuals can use, through appropriate effort, to increase creative potential of group problem solving. Topics covered include sensitivity to problems, self-confidence, fluency of ideas, flexibility of thinking, originality of ideas and the motivation to elaborate and follow through on developing and promoting your solution to a problem. 4 credit hours.

CSFT 131 PASCAL PROGRAMMING

Brief examination of the characteristics of high level languages with special emphasis on PASCAL. Laboratory exercises assigned to illustrate principles of program and data organization. PREREQUISITE: CSFT 121. Lab Required. 3 credit hours.

CSFT 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 sort/merge techniques. Laboratory exercises assigned to reinforce principles. PREREQUISITE: CSFT 131. Lab Required. 3 credit hours.

CSFT 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 stacks, queues, trees, and lists. Laboratory exercises assigned to reinforce principles. PREREQUISITE: CSFT 131. 4 credit hours.

CSFT 221 INTRODUCTION TO SOFTWARE ENGINEERING

Introduces the principles of the software development life cycle. Emphasis on requirements specification, program design methodologies including structured design, software quality assurance, software validation methods, and project management including configuration management. Laboratory exercises to illustrate principles. PREREQUISITE: CSFT 132. Lab Required. 3 credit hours.

CSFT 223 REAL TIME PROGRAMMING

Analysis of distributed networks containing mini and micro computers. Study of data acquisition and digital control environments. PREREQUISITE: CSFT 132. Lab Required. 4 credit hours.

CSFT 224 SOFTWARE TEST TECHNIQUES

Introduction to software testing methodologies. Emphasis on program development techniques which aid testing. Introduction to proof of correctness. Laboratory exercises assigned to reinforce principles of program development. PREREQUISITE: CSFT 221. Lab Required. 4 credit hours.

CSFT 225 ADA PROGRAMMING

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

ECON 121 INTRODUCTION TO ECONOMICS

This course is a study of economics of current issues including antitrust, deregulation, social security, labor, and the banking system. Also included are the purpose, functions, and results of a capitalistic system. 3 credit hours.

ECON 291 PRINCIPLES OF ECONOMICS I

The principles of macroeconomics are studied. Topics include supply and demand economics organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations, and growth. 3 credit hours.

ECON 292 PRINCIPLES OF ECONOMICS II

The principles of microeconomics are studied. Topics include theory of demand, supply, and price. Income distribution, theory of the firm, international economics, and contemporary economic problems are included. 3 credit hours.

ELEC 121 DC CIRCUIT PRINCIPLES

Direct current and methods of generation; resistors, capacitors and inductors in series and parallel circuits; resistance, capacitance and inductance. PREREQUISITE: MATH 135. Lab Required. 4 credit hours.

ELEC 122 AC CIRCUIT PRINCIPLES

Sine wave and alternating current; the behavior of resistors, capacitors and inductors in AC circuits; the effects of frequency and impedance; resonant circuit characteristics, and filter network. PREREQUISITE: ELEC 121, MATH 235 or Concurrent Enrollment in MATH 235. Lab Required. 4 credit hours.

ELEC 124 TEST EQUIPMENT AND ELECTRONIC MEASUREMENTS

Operation and use of meters, counters, oscilloscopes, signal generators and test sets which are utilized in electronic circuit fault isolation and measurement. PREREQUISITE: ELEC 125. Lab Required. 3 credit hours.

ELEC 125 ACTIVE DEVICES

Semiconductors (active devices) include composition, parametered, linear and non-linear characteristics, in circuit action, amplifiers, rectifiers, and switching. PREREQUISITE: ELEC 122 or Concurrent Enrollment in ELEC 122. Lab Required. 4 credit hours.

ELEC 126 DIGITAL CIRCUITS

Basic digital logic, its symbology and notation in terms of digital integrated circuits (IC's), logic gates, flip-flops, decoders, numbering systems and Boolean algebra. PREREQUISITE: ELEC 125 or Concurrent Enrollment in ELEC 125. Lab Required. 3 credit hours.

ELEC 127 COMPUTER MAINTENANCE

Operation and maintenance of digital computer systems. PREREQUISITE: ELEC 141. Lab Required. 3 credit hours.

ELEC 131 BASICS OF ELECTRONICS

Mathematical models of diodes, 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, how they are programmed and how they relate to other equipment. The major topics covered are as follows: memories, microprocessor architecture, input/output operations, bus operations, control, execution cycles and bootstrap procedures. PREREQUISITE: ELEC 126. Lab Required. 4 credit hours.

ELEC 221 MICROPROCESSOR INTERFACING

Interface analog inputs, analog outputs, digital inputs, digital outputs and power sources to control the electronic process. PREREQUISITE: ELEC 141. Lab Required. 3 credit hours.

ELEC 225 LINEAR INTEGRATED CIRCUITS

The analysis and design of linear devices are studied, while emphasizing their circuit applications. Specifications and limits of voltage, current and heat-dissipation are included. Circuits covered include amplifiers, regulators, oscillators, filters, timers and signal processors. PREREQUISITE: ELEC 125. 4 credit hours

ELEC 231 MICROWAVE FUNDAMENTALS

Introduction to microwave theory and applications, transmitter and receiver. PREREQUISITE: ELEC 125. Lab Required. 4 credit hours.

ELEC 232 TELECOMMUNICATION SIGNALING & TELEPHONY SWITCHING SYSTEMS

Covers circuit and system application necessary to implement signaling protocols, conversion systems, formats, loop starts, E&M, DX (duplex), and looping systems, telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and digital transmission techniques. PREREQUISITE: 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.

EMTP 121 INTRODUCTION TO EMERGENCY CARE

This course presents an overview of emergency medical care systems, including historical, state-of-the-art, and future perspectives. Legal and ethical issues and responsibilities of emergency care responders are covered. Included as well is training in emergency care. Students successfully completing the course will be eligible to take the State Examination for certification as Emergency Care Attendant (ECA). Lab Required. 3 credit hours.

EMTP 141 EMERGENCY MEDICAL PROCEDURES

Successful completion of this course qualifies a student to take the State Examination for Emergency Medical Technician (EMT) certification. Included are classroom, clinical, and ambulance training. Topics covered include anatomy and physiology, extrication and management of injured patients, cardiopulmonary resuscitation (CPR), bleeding control and pneumatic anti-shock garments (MAST). Lab and Clinical Required. 5 credit hours.

EMTP 149 EMERGENCY MEDICAL DISPATCH

This course is designed to familiarize and equip communications personnel to give medical advice over the telephone while emergency responders are en route to the scene. Lab Required. 3 credit hours.

EMTP 211 SPECIAL SKILLS TRAINING

Successful completion of EMTP 211 qualifies a student to take the State examination for EMT-Special Skills certification. In addition, this course is part of a sequence of courses (EMTP 211, 221,231) designed to qualify a student to take the State examination for Advanced EMT (Paramedic). This course introduces the student to skills required for providing Advanced Life Support (ALS). All areas of EMT training are reviewed. In addition, Department of Transportation (DOT) EMT-Advanced Course Modules I, II, III and V are covered. PREREQUISITE: EMT CERTIFICATE. Lab and Clinical Required. 5 credit hours.

EMTP 221 PARAMEDIC PROCEDURES I

This course is one of a series of courses (EMTP 211, 221, 231) designed to prepare the successful student to take the State examination for Advanced EMT (Paramedic) certification. Department of Transportation (DOT) Modules IV and VII are covered in this course including general pharmacology and the central nervous system. PREREQUISITE: EMT CERTIFICATION. Lab and Clinical Required. 3 credit hours.

EMTP 225 PHARMACOLOGY

This course is designed to train emergency medical responders to prepare and administer emergency medicines safely and therapeutically. Mathematics of medications, preparation and administration of medication, therapeutic effects of drugs, side effects of drugs, toxic effects of drugs, drug interactions and contraindications are included. PREREQUISITE: EMT CERTIFICATION, MATH 150 or equivalent. Lab Required. 4 credit hours.

EMTP 230 EMERGENCY MEDICAL SERVICES MANAGEMENT

This course will assist students in understanding the complex workings of ambulance operations, including problems related to supervision, morale, communication, insurance, equipment purchasing and maintenance, scheduling and training. PREREQUISITE: EMT CERTIFICATION. 3 credit hours.

EMTP 231 PARAMEDIC PROCEDURES II

This course is one of a series of courses (EMTP 211, 221, and 231) designed to prepare the successful student to take the State Examination For EMT-Advanced (Paramedic) certification. Department of Transportation (DOT) Modules VI, VIII, IX, X, XI, XII, XIII, XIV, and XV are covered including: the cardiovascular system; soft tissue injuries; musculoskeletal injuries; medical emergencies; obstetric/gynecological emergencies; pediatrics and neonatal transport; management of the emotionally disturbed; rescue techniques; telemetry and communications. PREREQUISITE: EMT CERTIFICATION. Lab and Clinical Required. 7 credit hours.

EMTP 296 SEMINAR: EMERGENCY MEDICAL RESPONDERS

This course is designed to keep students informed on a variety of issues affecting emergency medical care. Weekly topics will range widely, covering topics from equipment and techniques to moral and legal issues. (May be repeated for credit.) 1 credit hour.

ENGL 040 DEVELOPMENTAL WRITING

A skills improvement course designed to help the student improve basic writing skills necessary for Composition/Rhetoric I. Focus is on paragraph and short essay writing. Basic grammar, punctuation, and sentence construction studied as needed. This course may not be used to satisfy the requirements of an Associate Degree. Lab Required. 3 credit hours.

ENGL 151 COMPOSITION/RHETORIC I

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 II

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 these genres, their techniques, and their contributions to our literary heritage. PREREQUISITE: ENGL 152. 3 credit hours.

ENGL 252 FORMS OF LITERATURE II

A study of mythology, drama, and poetry. 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 communication. Review of mechanical techniques employed in correct technical writing. Preparation of reports, proposals, technical papers, abstracts, and summaries within the specific areas of technical interest of the student. Preparation of a portfolio of the student's technical writing. PREREQUISITE: ENGL 151. Lab Required. 3 credit hours.

ENGR 151 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. 3 credit hours.

ENGR 191 ENGINEERING MECHANICS I

Vectors, tensors, foundations of mechanics. Motion of particles including momenta, energy, work concepts. Statics including concept of free-body diagrams, friction forces, virtual work. PREREQUISITE: MATH 192. 3 credit hours.

ENGR 192 ENGINEERING MECHANICS II

Dynamics of particles including harmonic motion, motion of a particle in a central force field, momentum and energy methods. Relative motion in rigid bodies. PREREQUISITE: ENGR 191. 3 credit hours.

ENGR 291 MATERIALS AND PROCESSES

Simple structural elements are studied. Emphasis is on forces, deformation, and material properties. The concepts of stress, strain, and elastic properties are presented. Analysis of thin-walled vessels, members loaded in tension, torsion, ending and shear, combined loadings, and stability conditions are included. Behavior phenomena such as fracture, fatigue, and creep are introduced. PREREQUISITE: ENGR 191. 3 credit hours.

ENGR 292 ELECTRICAL CIRCUIT ANALYSIS

Electrical science introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also examined. PREREQUISITE: MATH 293 or Concurrent Enrollment in MATH 293. Lab Required. 4 credit hours.

FIN 131 PERSONAL FINANCE

This course is a study of the financial problems encountered in managing a family unit. Financial planning; life, health, auto insurance; budgeting; use of credit; home ownership; savings; investment; and tax problems are covered. 3 credit hours.

FIN 132 SAVINGS AND TIME DEPOSITS

This course covers the historical development of the savings process as an integral link in financial flows. Particular attention is given to interest rate theory, the intermediation process, and deposit definitions. It includes a limited discussion concerning the money multiplier. PREREQUISITE: BANK 131 or CRDT 131. 3 credit hours.

FIN 134 CONSUMER LENDING

This course gives an overview of the role of consumer credit in the financial institution and the operation of the consumer credit function. PREREQUISITE: BANK 131 or 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 also covered. PREREQUISITE: BANK 131 or CRDT 131; ACCT 191. 3 credit hours.

FIN 234 MONEY AND FINANCE

This course covers: the definitions for money, the essential economic principles related to 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 cost analyses, repossession, bankruptcy, and the Fair Credit Collections Act. 3 credit hours.

FIN 241 COOPERATIVE ED I

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 with work experience. PREREQUISITE: Consent of Instructor. 3 credit hours.

FIN 242 COOPERATIVE ED II

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 with work experience. PREREQUISITE: 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 exposes students to recent federal and state mandated changes in bank operation. Sources and applications of the new laws and regulations will be discussed, and compliance techniques will be illustrated. Instructor approval required. 2 credit hours.

FISC 106 FUNDAMENTALS OF FIRE PROTECTION

History and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organization; a discussion of current related problems and review of expanding future fire protection problems. 3 credit hours.

FISC 112 FIRE PREVENTION

The objectives and view of inspections, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire prevention organization; public cooperation and image; recognition of fire hazards; insurance problems and legal aspects; development and implementation of a systematic and deliberate inspection program. Survey of local, state, and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards. 3 credit hours.

FISC 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; methods of designing and implementing information and education programs; and methods of evaluating program impact. Study includes theoretical and practical skills training in individual, group, and mass media communications, instructional skills, planning priorities, and evaluation techniques. 3 credit hours.

FISC 117 FIRE PROTECTION SYSTEMS

A study of basic built-in fire detection, alarm and extinguishing systems. An 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 extinguishment. 3 credit hours.

FISC 121 INDUSTRIAL FIRE PROTECTION I

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 techniques, hazardous 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.

FISC 125 CHEMISTRY OF HAZARDOUS MATERIALS I

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, combustible solids and gases. Emphasis on emergency situations and the most favorable methods of handling fire fighting and control. 3 credit hours.

FISC 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.

FISC 133 FIRE CAUSE AND ORIGIN DETERMINATION

A study of the detection 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, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics. 3 credit hours.

FISC 141 FIRE ADMINISTRATION I

An in-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relation of various government agencies to fire protection areas. Fire Service Leadership as viewed from the Company Officer's position. 3 credit hours.

FISC 148 FIRE FIGHTING TACTICS AND STRATEGY

Essential elements in analyzing the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment and apparatus. Emphasis to be placed on pre-planning, study of conflagration problems, fire ground organization problem solving related to fire ground decision making and attack tactics and strategy. Use of Mutual Aid and large scale command problems. Lab Required. 4 credit hours.

FISC 225 CHEMISTRY OF HAZARDOUS MATERIALS II

Hazardous materials covering storage, handling, laws, standards, and fire fighting techniques associated with chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuels, and radioactive materials. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to free-burning fire and explosion phenomena. Familiarization with radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials and operational procedures. PREREQUISITE: FISC 125. 3 credit hours.

FISC 237 FIRE INCIDENT REPORTING SYSTEMS

An in-depth study of computerized systems that may be utilized for storing and retrieval of fire loss statistics, also 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 COM (Computer Output Microfilm) and the systems utilizing microfiche, including reduction of ratios and various type readers. A review of standards for the uniform coding for fire protection as developed by the NFPA in Pamphlet 901 and 901 AM. Lab Required. 3 credit hours.

FISC 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 procedures, 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 department 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 covers the art of salesmanship and the factors 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, its history, and the relationship of apparel design to human needs from an industrial point of view. Custom design, design for mass, line production, coordination, selection, color, and texture are covered. 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, elements of profit, pricing, markup, and markdown are studied. Economic issues relating to domestic versus offshore 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 audiences, using effective media mixes, consumer behavior, as well as the management of promotion programs and budgets. 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 finish. The ability to communicate the 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. PREREQUISITE: 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. PREREQUISITE: FMKT 240. 3 credit hours.

FREN 191 BEGINNING FRENCH 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 French civilization. Instruction is enhanced by the use of tapes, slides, computer software, and video cassettes. Lab Required. 4 credit hours.

FREN 192 BEGINNING FRENCH II

A continuation of French 191. PREREQUISITE: FRENCH 191. Lab Required. 4 credit hours.

FREN 291 INTERMEDIATE FRENCH I

Review and continued development of the four basic language skills with increased attention to reading and writing. Instruction enhanced by slides, tapes and other audio-visual aids. PREREQUISITE: FREN 192 or Consent of Discipline Coordinator. CO-REQUISITE: FREN 293 3 credit hours.

FREN 292 INTERMEDIATE FRENCH II

A continuation of French 291. PREREQUISITE: FREN 291 CO-REQUISITE: FREN 294. 3 credit hours.

FREN 293 FRENCH CONVERSATION I

Intensive practice in conversational French. Required for majors. PREREQUISITE: FREN 192 or Consent of Discipline Coordinator. CO-REQUISITE: FREN 291. 1 credit hour.

FREN 294 FRENCH CONVERSATION II

A continuation of French 293. Required for majors. PREREQUISITE: FREN 293. CO-REQUISITE: FREN 292. 1 credit hour.

FREN 295 FRENCH LITERATURE I

A survey of French literature in its historical context from the sixteenth through the eighteenth century. Continued practice in the basic language skills. Reading of selected writers such as Ronsard, Moliere, Voltaire. PREREQUISITE: FREN 292. 3 credit hours.

**FREN 296 FRENCH LITERATURE II**

A continuation of French 295. A survey of French literature in the nineteenth and twentieth centuries with reading from representative writers such as Hugo, Baudelaire, and Camus. PREREQUISITE: FREN 292. 3 credit hours.

GEOG 151 PHYSICAL GEOGRAPHY

Introduction to the study of the physical environment. Emphasis is on climates, landforms, vegetation and spatial relationships of selected geographical regions of the world. Lab Required. 3 credit hours.

GEOG 152 CULTURAL GEOGRAPHY

Introduction to the study of the cultural and economic environment. Emphasis is on origins, diffusion and distribution of races, religions and languages. Lab Required. 3 credit hours.

GEOL 191 PHYSICAL GEOLOGY

Structure of the earth and its composition including topographic maps, rocks and minerals, and geologic processes. These processes are related to weathering, gradation by wind and running water, ground water, glaciers, oceans, and volcanism. Lab Required. 4 credit hours.

GEOL 192 HISTORICAL GEOLOGY

The earth and its inhabitants as revealed in rocks and fossils. Brief survey of the plant and animal kingdoms, elementary principles of stratigraphy, and a systematic study of the development of the earth from its origin as a planet to the present. Lab Required. 4 credit hours.

GERM 191 BEGINNING GERMAN 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 attention to aspects of German civilization. Instruction enhanced by the use of tapes, slides, computer software, and video cassettes. Lab Required. 4 credit hours.

GERM 192 BEGINNING GERMAN II

A continuation of German 191 with an emphasis on the reading of elementary texts. PREREQUISITE: GERM 191 or equivalent. Lab Required. 4 credit hours.

GERM 291 INTERMEDIATE GERMAN I

Review and continue development of the four basic language skills with increased attention to reading and writing. Instruction enhanced by the use of tapes, slides, and other audio-visual aids. PREREQUISITE: GERM 192 or Consent of Discipline Coordinator; CO-REQUISITE: GERM 293. 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. PREREQUISITE: GERM 291; CO-REQUISITE: GERM 294. 3 credit hours.

GERM 293 CONVERSATIONAL GERMAN I

Intensive practice in conversational German. Required for majors. PREREQUISITE: 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. PREREQUISITE: GERM 293; CO-REQUISITE: GERM 292. 1 credit hour.

GOVT 251 GOVERNMENT OF THE UNITED STATES

The Constitution and Government of the United States. Emphasis is on the structure of governmental institutions, the three branches, political parties, elections, civil rights and civil liberties. This course and Government 252 fulfills 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 Constitution of Texas and state, county and municipal governments. Emphasis is on federal-state and interstate relations, financing governmental activities, governmental services and functions. This course and Government 251 fulfills 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 have the opportunity to practice study skills that enhance the rate of learning. 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 skills. Topics include leadership style, leadership strategies, problem-solving, decision-making, communication, value systems and methods of working with groups. The concepts 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 independent 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 to develop a satisfying lifestyle. Components of a healthy lifestyle will be presented. Problems concerning college survival, educational goals, motivation, interpersonal relationships, societal 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 History 251. Western Europe is surveyed from the Renaissance to the present. Topics include the Age of Revolution, the beginning of industrialism, the growth of nationalism and democracy 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, Republic 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.

HLSC 132 MEDICAL TERMINOLOGY

This course is a study of the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Emphasis is on pronunciation, spelling and definition. Exercises in the use of the medical dictionary are also included. 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 106 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 with American Red Cross certification. 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 play are emphasized through intraclass competition. 1 credit hour.

HPER 117 BEGINNING TENNIS

Introduction to the rules, scoring, and fundamental techniques for beginners are stressed. Participation by skill level for singles and doubles play is made to insure vigorous activity for fitness. 1 credit hour.

HPER 118 INTERMEDIATE TENNIS

Develops and improves each skill level in serving, forehand and backhand drives, lobs, and volleys. 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 strategies 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.

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HPER 121 INTERMEDIATE RACQUETBALL

Drills in serving, forehand and backhand drives, kill shots, Z shots, and lobs help develop 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 skill techniques and strategies of golf are developed. PREREQUISITE: HPER 123 or Consent of Instructor. 1 credit hour.

HPER 126 BOWLING

Ball selection, stance, four step approach, rules and scoring procedures are taught. Emphasis is place 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 trimming 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 139 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, bicycle ergometers, rowing machines, and a treadmill are utilized to establish individual fitness program. 1 credit hour.

HPER 141 INTERMEDIATE WEIGHT TRAINING AND CONDITIONING

Advanced 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 SOCCER

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 base running as well as knowledge of 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 160 BEGINNING SWIMMING

Non-swimmers and beginners are taught basic swimming skills and strokes. Personal 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 lab 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 reviewed. Successful completion leads to American Red Cross Lifesaving Certification. PREREQUISITE: Ability to swim 500 yards continuously using following strokes-back, breast, crawl, and side, 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, avoiding attack, striking, thrusting, and kicking. 1 credit hour.

HPER 172 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 create. The course explores the relationship between one's own values, feelings, attitudes and ideas 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 in modern society. 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 both civil and criminal substantive law. Study of various personnel in the legal field, the unauthorized practice of law, and legal ethics. 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 production), pre-trial proceedings, and trial. Attention is also devoted to practical techniques required to cope with protracted or complex litigation, including organization of pleadings and documents. 3 credit hours.

LEGL 135 LAW OFFICE MANAGEMENT

Ethical considerations, office organization, specialized book-keeping and accounting for attorneys, fees and billing procedures, scheduling and calendaring, legal research, management of personnel, proofreading, management of investigations and file preparation, legal drafting, management and organization procedures for specialized areas of law, special considerations with respect to attorney's trust account, preparation of law 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 of legal analysis. Samples of various legal writings will be prepared by students. Lab Required. 3 credit hour.

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 the Constitutional tensions between the rights of individuals accused 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 elements of the 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, legitimacy, 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 independent administration of decedents' 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, proprietorships, 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 the research and investigation techniques necessary for tort and insurance negotiation, settlement, and litigation. 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 tax-paying entities such as estates, trusts, and corporations. Introduction to accounting as it relates to legal problems. 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 law, worker health and safety, employment discrimination, etc. 3 credit hours.

MATH 010 DEVELOPMENTAL MATH

A review of basic arithmetic operations with whole numbers, fractions, decimals, percents, 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. Lab Required. 3 credit hours.

MATH 020 DEVELOPMENTAL ALGEBRA

A review of signed numbers, expressions, equations, inequalities, polynomials, radicals, exponents, quadratics, 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 review of operations of polynomials, rational expressions, radicals, rational exponents, absolute value equations, quadratics, solutions of linear systems and inequalities, graphing, and an introduction to conic sections and functions. This course may not be used to satisfy the requirements of an Associate Degree. PREREQUISITE: One year of standard high school algebra or equivalent. Lab Required. 3 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 with applications in various technical fields. PREREQUISITE: MATH 030 or acceptable score on placement exam. Lab Required. 5 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. 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. 3 credit hours.

MATH 152 CALCULUS FOR BUSINESS AND ECONOMICS

A continuation of MATH 151; a study of probability, finite differential 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 distributions, 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, progressions, 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, solution 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 lines, 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 inverse 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 the calculus of vector fields. PREREQUISITE: MATH 192. Lab Required. 4 credit hours.

MATH 292 LINEAR ALGEBRA

A study of linear equations, matrices, real vector spaces, linear transformations, and eigenvectors. PREREQUISITE: MATH 192. 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 192. 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 spreadsheet, data base, word processing, and graphics documents. Lab Required. 3 credit hours.

MIS 126 BASIC PROGRAMMING

Designed to provide a comprehensive understanding of fundamental programming logic. Requires the student to write several business-oriented programs in BASIC. Systems analysis, structured design, flowcharting, other programming languages, and fundamental terms and concepts of hardware and software are studied. Lab Required. 3 credit hours.

MIS 221 DATA BASE DESIGN I

The concepts and techniques needed for managerial staff outside the information systems department to work with computer specialists to produce successful business computer information systems are presented. These are: top-down, modular design; input/process/output analysis; file interrogation; data base dictionary development; screen design; input controls and output report design. Telecommunications, PC networking, and network security measures are demonstrated and discussed. The student is required to produce several on-demand reports using a popular data base management systems software 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 syntax, programming techniques, and logic schemes of a popular data base management systems software package 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

Quantitative decision-making techniques in 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 skills, and the computer to recommend business decisions. PREREQUISITES: MIS 122. Lab Required. 3 credit hours.

MIS 224 MANAGEMENT AND MANAGEMENT INFORMATION SYSTEMS

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

MIS 226 COBOL PROGRAMMING

This course presents structured program design, development, testing, implementation, and documentation of common business 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 126 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 accomplish. 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, cadences, classification of diatonic triads, scales and modes. 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 triads 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 160 BAND

The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. 1 credit hour.

MUS 170 ENSEMBLE

Small instrumental ensembles. Membership is through audition by the appropriate director. This course may be repeated for credit. 1 credit hour.

MUS 180 MINOR VOCAL ENSEMBLES

Any minor vocal ensemble, glee club, duet, trio, quartet, or sextet. Membership is through audition by the appropriate director. 1 credit hour.

MUS 191 APPLIED MUSIC MAJOR

Private instruction in the area of the student's concentration and consists of two half-hour lessons or a single one-hour lesson per week. Fee required. 2 credit hours.

MUS 194 APPLIED MUSIC MAJOR

Private instruction in the area of the student's concentration and consists of two half-hour lessons or a single one-hour lesson per week. PREREQUISITE: MUS 191. Fee required 2 credit hours.

MUS 251 MUSIC THEORY III

A continuation of music theory including the materials of modulation; larger forms, and thematic development. PREREQUISITE: MUS 154. CO-REQUISITE: MUS 252. 3 credit hours.

MUS 252 AURAL SKILLS III

Aural study of superimposition, singing modulations to closely related keys, melodic and harmonic modulations, compound intervals. PREREQUISITE: MUS 154. CO-REQUISITE: MUS 254. 1 credit hour.

MUS 253 MUSIC THEORY IV

A continuation of preceding materials including melody, harmony, tonality and the formal processes of 20th century music. MUS 254 must be taken with this course. PREREQUISITE: MUS 251. 3 credit hours.

MUS 254 AURAL SKILLS IV

Singing remote modulations and difficult melodies. Aural study of unusual and mixed meters; altered chords; 9th, 11th, and 13th chords. PREREQUISITE: MUS 252. CO-REQUISITE: MUS 253. 1 credit hour.

MUS 255 PIANO PROFICIENCY

Class instruction in the fundamentals of keyboard technique for beginning piano students. 1 credit hour.

MUS 291 MUSIC LITERATURE I

Study of selected works in music literature from major periods of music history. Topics include texture, characteristics of sound, elements and development of music. Gothic, Renaissance and Baroque eras are studied. Lab Required. 3 credit hours.

MUS 292 MUSIC LITERATURE II

A continuation of Music 291. Emphasis is on the Classical, Romantic and modern periods. Lab Required. 3 credit hours.

MUS 293 APPLIED MUSIC MAJOR I

Continuation of private lessons in the primary performance area of the individual student. Two half-hour lessons or a single one-hour lesson per week. PREREQUISITE: MUS 194. Fee Required. 2 credit hours.

MUS 294 APPLIED MUSIC MAJOR II

Continuation of private lessons in the primary performance area of the individual student. Two half-hour lessons or a single one-hour lesson per week. PREREQUISITE: MUS 293. Fee Required. 2 credit hours.

OFAD 120 BEGINNING TYPEWRITING

Beginning instruction for OFAD majors with no previous instruction in typewriting. Fundamental techniques in typewriting are developed. Skills in centering, tabulating, formatting business letters and manuscripts are introduced. Lab Required. 3 credit hours.

OFAD 121 INTERMEDIATE TYPEWRITING

Designed to increase speed and accuracy and improve production rates in typing business letters, forms, and manuscripts. PREREQUISITE: One year high school typing or equivalent. Lab Required. 3 credit hours.

OFAD 122 ADVANCED TYPEWRITING

Specialized instruction in typewriting office problems of legal, accounting, and executive nature. Emphasis on production with further development of speed and accuracy. PREREQUISITE: OFAD 121. Lab Required. 3 credit hours.

OFAD 126 BEGINNING SHORTHAND

Principles of Gregg shorthand theory are introduced. Emphasis is placed on ability to read, write, and transcribe shorthand outlines. PREREQUISITE: One year high school typing or equivalent. Lab Required. 3 credit hours.

OFAD 127 INTERMEDIATE SHORTHAND

Theory review, vocabulary building, development of transcription skills, and speedbuilding procedures with emphasis on grammar and punctuation. PREREQUISITE: OFAD 126, OFAD 121 or concurrent enrollment in OFAD 121. Lab Required. 3 credit hours.

OFAD 128 ADVANCED SHORTHAND

Emphasis is placed on dictation speedbuilding, mailable letter production, and increasing transcription rates. PREREQUISITE: OFAD 127, OFAD 122, or concurrent enrollment in OFAD 122. Lab Required. 3 credit hours.

OFAD 130 OFFICE FUNCTIONS

Acquaints students with the varied aspects of today's office. Emphasis is on duties, responsibilities, personal qualifications, office procedures, mail handling, filing systems, reprographics, business telephone technique, and job application and interview procedures. PREREQUISITE: OFAD 121 or concurrent enrollment in OFAD 121. Lab Required. 3 credit hours.

OFAD 131 RECORDS MANAGEMENT

Classifying of collected information for reference and retention as regards alphabetic, numeric, geographic, subject, and functional filing systems. The course will cover the appraisal of filing systems, how to select equipment and supplies, and how to establish controls over files. PREREQUISITE: One year high school typing or equivalent. Lab Required. 2 credit hours.

OFAD 132 PROOFREADING/EDITING

Designed to teach proofreading and editing skills necessary to assure accuracy in written communications in the business office. CO-REQUISITE: One year high school typing or equivalent. Lab Required. 2 credit hours.

OFAD 133 COMPUTER KEYBOARDING

Develop touch skill and speed inputting alphabetic and numeric information using the computer keyboard and electronic typewriter. Lab Required. 2 credit hours.

OFAD 134 ELECTRONIC CALCULATOR

Develop touch control in the fundamental operation of the electronic printing calculator and advanced machine functions using common business math applications. Lab Required. 2 credit hours.

OFAD 135 ADMINISTRATIVE COMMUNICATIONS

Designed to teach the transmission of information within the business environment: communications fundamentals, business English, correspondence applications, report applications, verbal (written and oral) and nonverbal communication applications. PREREQUISITE: ENGL 151, OFAD 121 or concurrent enrollment. 3 credit hours.

OFAD 223 WORD PROCESSING CONCEPTS

In-depth information about word processing as a total communication system used throughout a business firm or other organization. Emphasis is placed on word processing equipment, office systems, career paths, and skill development in basic editing procedures to create and revise documents. PREREQUISITE: One year high school typing or equivalent. Lab Required. 3 credit hours.

OFAD 224 WORD PROCESSING PROJECTS

Designed for learning advanced features of word processing software. Output applications include six categories of business documents: correspondence, repetitive correspondence, text, document assembly, file/sort, and forms. Students in the Legal Program work on specialized assignments, such as: petitions, motions, orders, briefs; students in the Medical Program produce clinical notes, histories and physicals, narrative reports, medical forms. PREREQUISITE: OFAD 223, OFAD 121 or concurrent enrollment in OFAD 121. Lab Required. 3 credit hours.

OFAD 225 MACHINE TRANSCRIPTION

Detailed instruction and practice in machine transcription of letters, memos, and reports. Language, vocabulary and proofreading skills are reviewed. Projects will be completed using electronic typewriters and word processing equipment. Specialized modules will complement legal and medical programs. PREREQUISITE: OFAD 121, OFAD 223 or concurrent enrollment in OFAD 223. Lab Required. 3 credit hours.

OFAD 237 MEDICAL OFFICE PROCEDURES

Introduces the student to the common operations of a medical office and the roles of the medical secretary/transcriptionist. Receptioning, filing, pegboard systems, and insurance filing tasks are studied. Emphasis is placed on typing and procedural projects related to medical office work. PREREQUISITE: OFAD 131, HLSC 132 or concurrent enrollment in HLSC 132. Lab Required. 3 credit hours.

OFAD 238 MEDICAL ETHICS AND LAW

Designed for persons studying or working in medical offices. Course content deals with grooming; personal, professional, and interpersonal relationships with fellow employees, the patient, and the physician; and the legal basis for medical office operations and procedures. PREREQUISITE: OFAD 237. 3 credit hours.

OFAD 240 COOPERATIVE EDUCATION I

On-the-job experience in a work assignment related to students' field of study. Credit is earned for completion of specific learning objectives and participation in OFAD co-op seminars. Seminars meet twice monthly. *PREREQUISITE: SECOND YEAR STANDING IN CAREER PROGRAM and/or PROGRAM COORDINATOR APPROVAL; DIVISION DEAN APPROVAL. 3 credit hours.

OFAD 241 COOPERATIVE EDUCATION II

Continuation of supervised on-the-job training related to student's field of study. Learning objectives are reviewed and new ones established; continued participation in twice monthly seminars. PREREQUISITE: OFAD 240. 3 credit hours.

OHLT 111 FOLIAGE PLANTS AND INTERIORSCAPING

Students are introduced to indoor use of plants. Over 150 plants are studied including cultural and environmental considerations, disease and insect control. Principles of commercial and private use of plants in indoor environments are studied. Sources of plant materials, purchasing, and maintenance are included. Lab Required. 3 credit hours.

OHLT 112 PLANT MATERIALS I

Approximately two hundred trees and large shrubs are studied including use in landscape, cultural and environmental considerations, disease and insect control, sources and cost of plant material. Lab Required. 4 credit hours.

OHLT 113 PLANT MATERIALS II

Approximately two hundred small shrubs, vines, groundcovers, perennials and annual plants are studied including use in landscape, cultural and environmental considerations, disease and insect control, sources and cost of plant material. Lab Required. 4 credit hours.

OHLT 115 TEXAS NATIVE AND HISTORICAL LANDSCAPE PLANTS AND WILDFLOWERS

Approximately 150 Texas native and historical landscape plants and wildflowers are studied. Origin, historical significance, distribution, use in the landscape and sources of plant material is included. Environmental and cultural factors are considered as well as disease and insect control. Lab Required. 3 credit hours.

OHLT 125 LANDSCAPE MAINTENANCE I

Landscape maintenance practices recommended for the fall months are studied and practiced including care of trees, shrubs, and turf, pest control, fertilization and preparation for cold weather. Laboratory experiences in the field are tied to lecture topics. Cost analysis is covered and students learn estimating procedures. Lab Required. 3 credit hours.

OHLT 126 LANDSCAPE MAINTENANCE II

Landscape maintenance practices recommended for the winter and spring months are studied including care of trees, shrubs and turf, pest control, fertilizing, pruning, and preparations for hot weather. Laboratory experiences in the field are tied to lecture topics. Cost analysis is covered and students learn estimating procedures. Lab Required. 3 credit hours.

OHLT 146 TURF SCIENCE AND MANAGEMENT

This course is designed as an introduction to turf-grass science and management. Characteristics of turf-grasses, identification, and culture are studied. Modern management practices are explained including installation, renovation, and maintenance. Lab Required. 3 credit hours.

OHLT 201 BASIC LANDSCAPE DESIGN

Includes basic drawing skills, 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 solve 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

Preliminary 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 analysis are completed and job estimating skills are learned. Lab Required. 4 credit hours.

OHLT 207 LANDSCAPE CONSTRUCTION II

Ground preparation and planting of trees, shrubs, groundcovers, turf, and vines are studied, plus care of the new landscape until established. Cost analysis are completed and job estimating skills are learned. Lab Required. 4 credit hours.

OHLT 220 WEEDS, 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. 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 remedies are studied. The course also includes a basic study of the nature and properties of common local soils. PREREQUISITE: AGRI 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. Seminars meet twice monthly. 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.

OHLT 296 SEMINAR IN ORNAMENTAL HORTICULTURE AND LANDSCAPE TECHNOLOGY

Topics range widely covering 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. Studies will include ancient, medieval and modern thought. 3 credit hours.

PHIL 152 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 the nature 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, rate, 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 191 CO-REQUISITE: MATH 192. Lab Required. 4 credit hours.

PHYS 292 COLLEGE PHYSICS II

A continuance of Physics 291 that addresses electric fields, AC and DC currents, dielectrics, 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.

PSCI 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.

PSCI 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.

PSCI 153 ELEMENTARY ASTRONOMY

An introduction to the solar system, stars, stellar groupings, and galaxies; telescopes and other astronomical instruments are discussed also. 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, night observations, planetarium and observatory visits all combine to enhance lecture material. Lab Required. 4 credit hours.

PSYC 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 advancement. Lab Required. 3 credit hours.

PSYC 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, psychological disorders and therapies. Application of these principles will be made to the human experience. Lab Required. 3 credit hours.

PSYC 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.

PSYC 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.

PSYC 251 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 lifestyles. PREREQUISITE: PSYC 151. Lab Required. 3 credit hours.

PSYC 252 SOCIAL PSYCHOLOGY

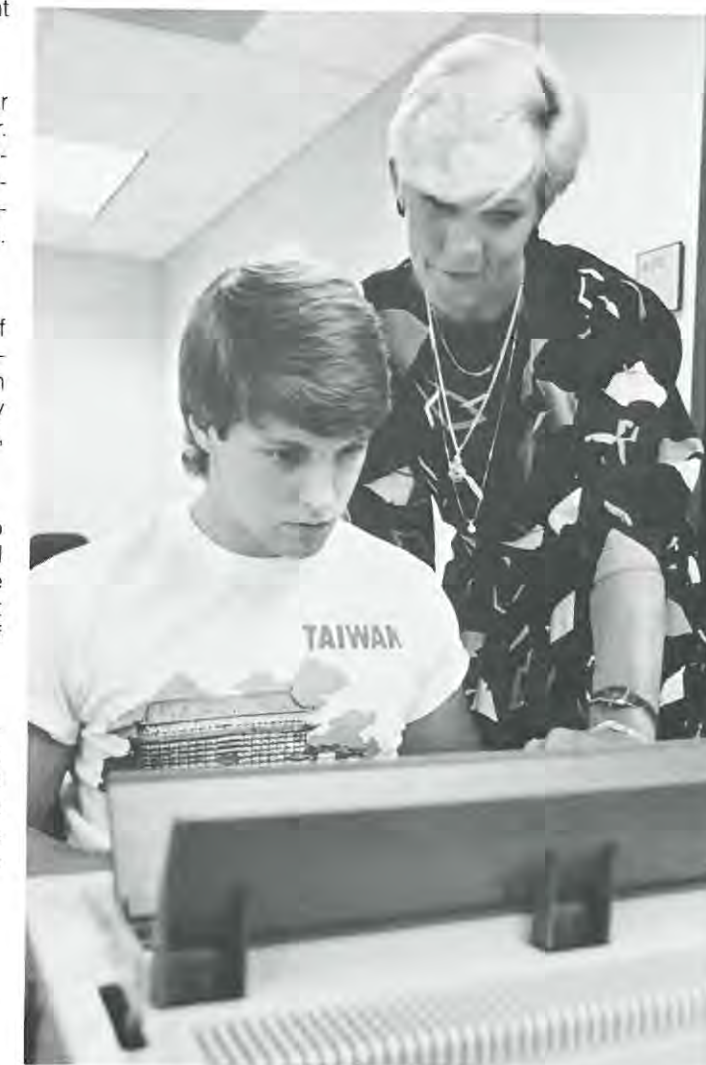
A study of research and theory regarding social factors that influence human behavior. Focuses on attitudes, interpersonal attraction, aggression, conformity, communication, values, roles, and group processes. Application of these principles will be made to the human experience. A student may register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

PSYC 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: PSYC 151. Lab Required. 3 credit hours.

PSYC 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/disease model/psycho-social 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 prevention 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 improvement of quality at 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 level 7-9 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.

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, property 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 management, real estate appraisal, real estate investment, closing the real estate transaction and three hours of Federal Fair Housing, Community Reinvestment Act 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 central purposes and functions of an appraisal, social and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (Core Course). 3 credit hours.

RLST 136 REAL ESTATE MATH

A review of mathematical logic and arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statements. (Core Course). 3 credit hours.

RLST 138 REAL ESTATE SALES AND MARKETING

Includes real estate professionalism and ethics, characteristics of successful salesmen, time management, psychology of marketing, listing procedure, advertising, negotiating and closing, financing, 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 of the Real Estate License Act with emphasis on general contract law requirements, and thorough coverage of the purpose, history and working process of the broker-lawyer committee. Detailed instruction and maximum hands-on exercises in the preparation of all promulgated contracts forms. (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 and analysis, discount and nondiscounted investment criteria, time-valued money, leverage, tax shelters and consideration, investment risks, and applications to property tax. (Core Course). PREREQUISITE: RLST 134. 3 credit hours.

RLST 235 REAL ESTATE FINANCE

Includes monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity acts, community reinvestment act, and state housing agency. (Core Course). PREREQUISITE: RLST 134 or Consent of Coordinator. 3 credit hours.

RLST 236 REAL ESTATE PROPERTY MANAGEMENT

Includes role of a property manager, landlord policies, operational guidelines, leases, 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, foreclosures, recording procedures, and evidence of titles. (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 treatment of career 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 class of real estate, considering the developing, appraising marketing, contracting and financing functions related to business properties, including office building, shopping centers, stores, hotels and parking facilities. (Related Course). 3 credit hours.

RLST 242 REAL ESTATE FINANCIAL ANALYSIS

This course deals with financial applications useful to real estate professionals, real estate students and serious real estate investors. The emphasis is on the use of the hand-held HP-12C calculator as a tool 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, operational policies and procedures, personnel recruiting, selection and training, record keeping and control analysis of real estate firm, criteria for expansion, and a study of the law of agency. (Core Course). PREREQUISITE: RLST 134. 3 credit hours.

RUSN 191 BEGINNING RUSSIAN I

An introduction to the 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 Russian culture. Instruction is enhanced by the use of audio tapes, slides, computer software, and video cassettes. Lab Required. 3 credit hours.

RUSN 192 BEGINNING RUSSIAN II

A continuation of Russian 191. PREREQUISITE: RUSN 191 or equivalent. 3 credit hours.

SBMT 121 SMALL BUSINESS MANAGEMENT

Introduction to planning, establishing and operating a small business; managing employees, records and control systems; product and services marketing. 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, replacement alternatives, and compliance requirements. PREREQUISITE: SBMT 121. Lab Required. 3 credit hours.

SBMT 223 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 knowledge 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 knowledge 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 the Social Science concerned with humans and their relationships with members of the group and world in which they live. 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, cause, extent 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 ones 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-rearing patterns, the later years of marriage, divorce and remarriage. Lab Required. 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 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/disease model/psychosocial and socio-cultural. Students may enroll in either psychology or in sociology, but not in both. 3 credit hours.

SPAN 153 SPANISH FOR NATIVE SPEAKERS I

An introduction to the reading and writing of Spanish, designed for native speakers. Emphasis on 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 Hispanic civilization. Instruction enhanced by the use of slides, tapes, 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 293 Lab Required. 3 credit hours.

SPAN 292-INTERMEDIATE SPANISH II

A continuation of Spanish 291. Extensive written and oral work and extensive reading of literary works in Spanish of moderate difficulty. PREREQUISITE: SPAN 291; CO-REQUISITE: SPAN 294. 3 credit hours.

SPAN 293 CONVERSATIONAL SPANISH I

Intensive practice in conversational Spanish. Required for majors. PREREQUISITE: SPAN 192 or Consent of Discipline Coordinator; CO-REQUISITE: SPAN 291. 1 credit hour.

SPAN 294 CONVERSATIONAL SPANISH II

A continuation of Spanish 293. Required for majors. PREREQUISITE: SPAN 293 or equivalent; CO-REQUISITE: SPAN 292. 1 credit hour.

SPAN 295 SPANISH LITERATURE I

A study of Spanish literature from its origin to 1700 through lectures, discussions, and reading of major literary works. Some attention will also be given to the historical context of each work. PREREQUISITE: SPAN 292. 3 credit hours.

SPAN 296 SPANISH LITERATURE II

A study of Spanish literature from 1700 to the present. Discussions, lectures, and readings of major literary works with some attention to historical contexts. A continuation of Spanish 295. PREREQUISITE: SPAN 295. 3 credit hours.

SPCM 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, logical, decision-making communication; analysis, exposition, reasoning and use of evidence; practice in effective delivery of arguments for and against various issues. 3 credit hours.

SPCM 192 FORENSICS WORKSHOP

Preparation and practice in debate and contest speaking activities; participation in intercollegiate and intersquad 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 550 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 161; 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

Appreciate of interdisciplinary approaches to the study of language; comprehension of viewpoints offered by 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 DICTION

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 193. Emphasis is on complex characterization, ensemble acting, stylized acting and acting in period plays. PREREQUISITE: Theatre 193. Lab Required. 3 credit hours.

Staff Directory

FULL-TIME STAFF

Allen, Toni P.

Director of Admissions and Student Recruitment
M.S., North Texas State University
B.S., Arizona State University

Anthony, John H.

President
Ed.D., Temple University
M.Ed., Temple University
B.S., Susquehanna University

Austin, Juanita

Director of Developmental Education
S.C.T., Murray State University
M.A., Murray State University
B.S., Lane College

Autry, Jo Dane

Instructor, Management Information Systems
M.B.A., West Texas State University
B.B.A., West Texas State University
B.S., North Texas State University

Basinger, Clark D.

Personnel Assistant
B.B.A., North Texas State University

Beck, Larry A.

Instructor, Business Administration
M.B.E., North Texas State University
M.Ed., North Texas State University
B.S., Drake University

Bethel, Gene

Director, Older Worker Program
M.A., University of Texas
B.A., University of Texas

Bisso, Dennis

Physical Plant Worker

Boliver, Doug

Lab Assistant-Science
B.S., Gannon University

Boyd, John

Physical Plant Worker

Brown, Peggy

Instructor, English/Humanities
M.A., University of Texas at Dallas
B.A., University of Texas at Dallas

Broyles, Michael

Instructor, Physics
M.S., University of Hawaii
M.S.T., University of Wisconsin
B.A., San Francisco State University

Bryant, Maria G.

Clerk Typist

Burch, Peggy

Secretary, Developmental Education
A.A., Collin County Community College

Carroll, Stephen M.

Computer Operations Specialist

Carroll, Terri

Clerk

Chadwick-Joshua, Jocelyn

Instructor, English
M.A., Texas Woman's University
B.A., Houston Baptist University

Cogdell, Suzanne

Counselor, Older Worker Program
M.Ed., North Texas State University
B.S., North Texas State University

Cohick, Mikel

Instructor,
Small Business Mgmt./Economics
Ph.D., North Texas State University
M.A., Webster University
M.S., University of Washington
B.S., Pennsylvania State University
B.S., University of Utah

Collins, Billie K.

Student Development Advisor
B.S., Texas Woman's University

Collins, Larry

Instructor,
History
M.A., North Texas State University
B.A., North Texas State University

Connatser, Betty

Secretary,
Enrollment Management/Registrar

Conner, Lewis J.

Director,
Enrollment Management/Financial Aid
M.A., Drake University
B.A., Central College

Corredor, Javier

Reference Librarian
M.A., University of Illinois
M.L.S., University of Illinois
B.A., Illinois State University

Crawford, Michael

Instructor, Music
M.A., Eastern Washington University
B.A., Eastern Washington University

Crewe, Omri

Instructional Associate, Math
B.S., Virginia State University

Crowell, Rebecca C.

Admissions Specialist

Cunningham, Billie

Instructor, Accounting
Ph.D., North Texas State University
M.B.A., North Texas State University
B.B.A., North Texas State University

DeGeeter, Patricia

Instructor,
Office Administration
M.S., Northern Illinois University
B.S., Illinois State University

DeLeon, Glenda M.

Executive Secretary,
Student Development
A.A., Collin County Community College

Dillingham, William H.

Director of Computer Services
B.B.A., Abilene Christian University

Dodson, M. Jan

Secretary, Learning Resource Center

Ducote, Richard

Dean of Learning Resources
M.S., Louisiana State University
B.S., Louisiana State University

Dupont, Helen E.

Secretary, Personnel

Edwards, Jeff

Instructor, Economics
M.S., University of Arkansas
B.A., University of Arkansas
B.S., University of Arkansas

Ellis, Steve E.

Vice-President of Instruction
Ph.D., North Texas State University
M.A., North Texas State University
B.A., North Texas State University

Eubanks, Barbara

Instructor, Real Estate
M.B.A., University of Houston/Clear Lake
B.A., Southeastern Louisiana University

Evans, D. Marie

Data Entry Operator

Ewing, Martha M.

Instructor,
Psychology
M.S., University of Texas at Dallas
B.A., American Christian College

Farr, Kent

Programmer
B.B.A., University of Oklahoma

Fields, Mary C.

Instructor, Chemistry
M.S., University of South Carolina
B.S., Francis Marian College

Flores, Gladys

Bookstore Cashier

Floyd, Deborah L.

Vice-President of Student Development
Ed.D., Virginia Polytechnic Institute and State University
M.S., East Texas State University
B.S., East Texas State University

Forshaw, Susan

Instructor, Physical Education
M.A., Texas Woman's University
B.S., East Stroudsburg State University

Furnas, Sue

Secretary, Business/Industry

Garcia, Manuel

Physical Plant Worker

Garrison, Allan

Systems Manager/Programmer
B.B.A., West Texas State University

Griffin, Gina S.

Data Entry Clerk

Hall, Ralph G.

Director, Business Services
B.B.A., Southeastern Oklahoma

Hammit, Cindy

Student Development Advisor
B.S., North Texas State University

Hanks, Sue

Instructor, Office Administration
Ed.D., University of Arkansas
M.S.E., Henderson State University
B.S.E., Henderson State University

Hanks, William

Instructor, Microcomputing Applications
M.S., Maryville College
B.S., Maryville College
A.A.S., East Central College

Harlan, Mike

Physical Plant Worker

Harris, Vicki B.

Buyer

Hart, John

Program Developer/Site Coordinator
M.S., Washington State University
B.S., Oregon State University

Hayden, Karen

Instructional Associate Writing/Reading
M.A., University of Texas at Arlington
B.A., University of Texas at Arlington

Helens, Joyce M.

Dean of Continuing Education and Economic Development
M.A., Portland State University
B.S., St. Martin's College

Hennicke, Denise M.

Instructor, Math
M.S., North Texas State University
B.S., University of Texas at Dallas

Hendricks, Karlyne S.

Secretary, Physical Plant

Henry, Elizabeth H.

Director of College Development
M.Ed., North Texas State University
B.A., Wheaton College

Hill, Betty L.

Report Specialist

Hobbs, David

Technical Services Assistant, LRC

Hodge, Gary

Instructor, Sociology
M.A., Texas Christian University
B.A., University of Texas at Arlington

Holt, Cathy M.

Instructor, Art
M.A., East Texas State University
B.S., East Texas State University

Hosack, Sharon

Instructor, Math
M.S., Florida State University
B.A., Florida State University

Howard, Tony H.

Instructor, English
M.A., Southern Methodist University
B.A., University of Dallas

Hutson, Paula

Secretary, Admissions

Jaynes, Joe

Instructor, History
M.S., East Texas State University
B.S., East Texas State University

Jackson, Ron

Evening Campus Supervisor

Johnson, Mary

Life Planning Clerk

Joiner, Frankie

Records Clerk

Kappus, Sheryl S.

Dean of Science and Health
M.S., Texas Woman's University
B.S., University of South Alabama

Kunz, Russell

Instructor, Business Administration
M.S., Texas Tech University
B.B.A., Texas Tech University

LaGrone, Judy J.

Administrative Assistant to the President
A.A., San Antonio Junior College

Lane, Shelley D.

Instructor, Speech Communication
Ph.D., University of Southern California
M.A., University of Southern California
B.A., University of California in Los Angeles

Lechlitner, Randall L.

Instructor, Computer Science
M.S., Oakland University
M.A., Ball State University
B.S., Ball State University

Leitner, Peter

Supervisor, Audio/Visual Services
A.A.S.E., American Institute of Engineering

Manor, Robert

Jobshop Resource/Older Worker Program
M.A. Ed., East Carolina University
B.B.A., College of William and Mary

McAuliff, Patrick

Instructor, Fire Science
B.S., Texas A & M University

McManus, Bonnie P.

Textbook Buyer/Bookstore Cashier

Meinhardt, Stephanie

Student Development Advisor
B.S., East Texas State University
A.S., El Centro Community College

Miller, Jackie

Secretary, Science and Health

Miller, Larry W.

Instructor, Government
Ph.D., Texas Tech University
M.A., Eastern New Mexico University
B.S., Eastern New Mexico University

Mizell, Kay

Instructor, English
M.A., Hardin-Simmons University
B.A., Oklahoma Baptist University

Money, Barbara A.

Student Development Advisor
M.Ed., University of Arizona
B.S., Langston University

Moore, Lin

Instructor, Child Development
Ph.D., Texas Woman's University
M.S., Texas Woman's University
B.S., Texas Woman's University

Nilsen, Walter

Director, Physical Plant
B.M.Ed., University of Colorado

Oakry, Barbara

Physical Plant Worker

O'Neal, Gordon

Instructor, English
B.A., Georgia Southern College

Parcells, Rex A.

Instructor, Physical Education
M.S., Ithaca College
B.S., Cornell University
A.A., Auburn Community College

Parrish, Percy

Assistant Director, Financial Aid
M.S., Tuskegee University
B.S., Tuskegee University

Paul, Leslie J.

Instructor, Accounting
M.S., University of Texas at Dallas
B.A., Queens College, New York

Payne, Lillie M.

Dean of Business and Industry Division
M.Ed., University of Houston
B.S., University of Houston

Perkus, Gerald H.

Director of Institutional Research
Ph.D., University of Rochester
M.A., University of Rochester
B.A., Brooklyn College

Pike, Walter L.

Vice President of Administrative Services
Ph.D., University of Texas at Austin
M.B.E., North Texas State University
B.B.A., North Texas State University
A.A., Lon Morris Junior College

Prouty, Steven E.

Coordinator of Alternative Learning Lab
B.S., North Texas State University

Rabaut, Mary S.

Director, Life Planning
M.S., Drake University
B.A., Central Michigan University

Reeves, Nancy

Lab Assistant, Alternative Learning Center
M.A., Southern Methodist University
B.A., University of Texas

Richardson, Judy P.

Financial Aid Specialist
A.S., Cedar Valley College

Robertson, Wayne E.

Accountant
B.B.A., Texas Tech University

Rodgers, J. Tom

Instructor, Math
Ph.D., George Peabody College for Teachers/
Vanderbilt University
M.S., East Texas State University
B.S., University of Texas

Roessler, Dee P.

Instructor, Criminal Justice, Office Administration
J.D., Southern Methodist University
B.A., University of West Florida

Ross, Janet

Instructor, Humanities
M.A., University of Texas at Dallas
B.A., University of Texas at Dallas

Ruggles, Ann

Coordinator of Public Information
B.S., North Texas State University

Rush, Wayne L.

Manager, Physical Plant
A.A., Portland Community College

Russell, Kimberly K.

Director, Personnel
M.S., North Texas State University
B.S., Baylor University

Salisbury, Marjorie A.

Secretary, Continuing Education and Economic Development

Sands, Clintona M.

Circulation Assistant, LRC
B.A., Baylor University

Seal, Richard

Physical Plant Worker

Schmittou, Marilyn L.

Secretary, Life Planning

Shelley, Peggy

Secretary, Business Office

Shirazi-Mahajan, Fawn

Instructor, Fashion Marketing
Ph.D., Ohio State University
M.S., Kansas State University
B.A., University of Houston

Siebman, C. Sue

Bookstore Manager

Simpson, Doris J.

Program Developer
M.A., Northwestern University
B.A., East Central Oklahoma State University

Smith, Mitchell E.

Dean of Arts and Social Sciences
M.A., Columbia University
M.A., Yale University
B.A., University of Texas

Spears, Diane D.

Business Lab Assistant
A.A.S., Frank Phillips College

Stevens, Scott D.

Coordinator of Student Life
B.S., Drake University

Stoutley, Donna

Accounting Clerk

Sweitzer, John

Instructor, EMT
M.A., University of Houston Clear-Lake
B.S., University of Houston Clear-Lake

Swift, Shari

Secretary, College Development

Thomas, Rhonda

Receptionist

Tibbals, Alicia T.

Reference Librarian
M.L.S., North Texas State University
M.A., University of Houston
B.A., Baylor University

Tolleson, Martha F.

Instructor, English
M.A., East Texas State University
B.S., East Texas State University

Treloar, William P.

Program Developer
Ph.D., Michigan State University
M.S., Drake University
B.A., Morningside College

Upton, Jack

Physical Plant/Night Security

Vargas, Margo

Job Shop Resource/Older Worker Program
M.A., University of Texas at El Paso
B.A., University of Texas at El Paso

Voy, Michael A.

Instructor, Banking and Finance
J.D., University of Missouri
M.B.A., Rockhurst College
B.A., Huron College

Walters, JoAnn

Job Developer/Older Worker Program
M.S., North Texas State University
B.A., Benedictine College

Ward, Curtis

Instructor, Software Design
M.S., Southwest Texas State University
B.S., Southwest Texas State University

White, Deborah

Instructional Associate
M.A., Texas Woman's University
B.S., University of Tulsa

Wilson, Deanna F.

Executive Secretary, Instruction

Winburn, Larry

Reproduction/Mail Clerk

Wittrock, Marvin

Assistant Dean, Engineering Technology
M.S., Oklahoma State University
B.S., Oklahoma City University

Note: This listing is current as of July, 1987.

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
Last Day to Withdraw	November 20
Thanksgiving Holiday	November 26 - 29
Final Exams/Textbook Buyback	December 14 - 17
Last Day of Semester	December 19

SPRING 1988 CALENDAR

Registration	January 4 - 15
First Day of Classes	January 18
Late Registration	January 18 - 23
Spring Break	March 14 - 18
Good Friday Holiday	April 1 - 2
Last Day to Withdraw	April 15
Final Exams/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 & M/W	
Summer III-Make Up Day for July 4 Holiday	June 10
Last Day to Withdraw with a "W"-Summer I	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
Late Registration-Summer II	July 11 - 12
Last Day to Withdraw with a "W"-Sum III	July 22
Last Day to Withdraw with a "W"-Sum II	August 5
Final Exams Summer III	August 10 - 11
Final Exams Summer II	August 11
Last Day of Semester-Summer II & III	August 11

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Collin County Community College District

2200 W. University * McKinney, Texas 75069

(214) 548-9971 or metro 380-1266

NOTES

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