OST 1601
Machine Transcription, 3 credit hours, 30 lec., 30 lab.
(Offered as needed)
Operation of recorders and transcribers to develop transcription skills in English grammar, punctuation, sentence structure, and vocabulary. Advanced problems in producing and handling typewritten documents of all kinds. Letters with variations, real estate, medical, legal, and general correspondence. Prerequisite: Typing I or equivalent.

OST 2117
Typing and Word Processing II, 3 credit hours, 45 lec.
(Offered as needed)
Continuation of Document Processing I – develop keyboarding and document processing using a microcomputer. Prerequisite: OST 1107 or equivalent.

OST 2127
Typing and Word Processing III, 3 credit hours, 45 lec.
(Offered as needed)
Development of occupational proficiency in business letter writing, legal papers, executive forms and papers, and manuscripts through the use of a word processor. Prerequisite: OST 2117 or equivalent.

OST 2335
Business Communication, 3 credit hours, 45 contact hours, 3 lec.
(Offered as needed)
Business Communications is a comprehensive coverage of language structure and particular emphasis on writing superior business letters and reports. Instruction in principle, then illustration, and practice in applying the principles. A fundamental concept of the appearance, language and style, tone and psychology of effective business letters. Prerequisites: passing score on English placement test or passing grade of “C” in LIN 1670.

OST 2401
General Office Management, 3 credit hours, 30 lec., 30 lab.
(Offered as needed)
Study of practices and procedures in the modern office. Emphasis on exercising judgment, handling incoming calls and callers, processing mail, word processing systems, editing and composing techniques, travel arrangements, banking procedures, employment applications and resumes. Prerequisite: OST 2117, OST 2335 or equivalent.

OST 2402
Secretarial Office Management, 3 credit hours, 30 lec., 30 lab.
(Offered as needed)
Emphasis is placed on the primary duties of professional secretaries, including essential nontechnical skills such as decision making, the exercise of initiative, follow-through, working with people, solving office related problems, and effective management of time and materials. Prerequisite: OST 2117 and OST 2335.

OST 103
Beginning Typing, 1 credit hour, 30 lec.
(Offered as needed)
Integration of basic keyboarding and word-processing – learning the keyboard, creating, editing, saving, and other word-processing functions.

PCB 2011C
Cell Biology, 4 credit hours, 45 lec., 45 lab. (Fall, Spring, Summer)
A study of the cell as the basic unit of organic structure and function with the emphasis on understanding the complexity and versatility of the cell and its activities. Prerequisite: One year of high school chemistry or CHM 1020.

PEL 1121
Beginning Golf, 1 credit hour, 30 lab.
(Offered as needed)
Instruction in the fundamental technique and the development or personal skills through participation.

PEL 1212
Advanced Softball, 1 credit hour, 30 lab.
(Offered as needed)
Instruction, practice, and participation in advanced softball. The continuous development of physical skills is of major importance in this course. May be taken four (4) times for credit. (Athletes)

PEL 1217
Advanced Baseball, 1 credit hour, 30 lab.
(Offered as needed)
Instruction, practice, and participation in advanced baseball. The continuous development of physical skills is of major importance in this course. May be taken four (4) times for credit. (Athletes)

PEL 1321
Volleyball, 1 credit hour, 30 lab.
(Offered as needed)
Instruction and practice in the basic skills for full participation and enjoyment of the game of volleyball.

PEL 1341
Beginning Tennis, 1 credit hour, 30 lab.
(Offered as needed)
The history of tennis, the fundamental techniques and the development of personal skills through participation.

PEL 1342
Intermediate Tennis, 1 credit hour, 15 lec., 15 lab.
(Offered as needed)
Instruction, practice, refinement of fundamental techniques; continued development of physical skills through class participation. Prerequisite: PEL 1341 or equivalent.

PEL 1441
Beginning Racquetball, 1 credit hour, 30 lab.
(Offered as needed)
Instruction and participation in the skills necessary for satisfactory competition in the sport of racquetball.

PEL 1622M
Advanced Basketball, 1 credit hour, 30 lab.
(Offered as needed)
Instruction, practice, and participation in advanced basketball. The continuous development of physical skills is of major importance in this course. May be
taken four (4) times for credit. (Athletes)

PEL 1622W
Advanced Basketball (Women), 1 credit hour, 30 lab. (Offered as needed)
Instruction, practice, and participation in advanced basketball. The continuous development of physical skills is of major importance in this course. May be taken four (4) times for credit. (Athletes)

PEL 1905
Independent Study – Physical Education, 1 credit hour, 30 lab. (Fall, Spring, Summer)
Directed study and/or individual projects designed to meet the needs and interests of students in a specialized area of health, physical education and recreation, for which present course availability is limited. May be taken up to four (4) times for credit.

PEL 2122
Intermediate Golf, 1 credit hour, 30 lab. (Offered as needed)
Designed for those students who wish to improve their knowledge of golf and golf skills beyond the beginner’s level.

PEL 2442
Intermediate Racquetball, 1 credit hour, 30 lab. (Offered as needed)
A continuation of skills learned in beginning racquetball with emphasis on more advanced skills and techniques. Particular emphasis is placed on the strategy of the game. Prerequisites: PEL1441 or permission of instructor.

PEL 2905
Directed Work Study – Physical Education, 1 credit hour, 45 lab. (Offered as needed)
Directed experience in instructional, laboratory and/or materials assistance in a designated Physical Education area. Entry by permission of department chair only. May be taken up to four (4) times for credit.

PEM 1104
Body Conditioning, 2 credit hours, 15 lec., 30 lab. (Fall, Spring, & Summer)
An in-depth and advanced continuation of the exercise component of HLP 1081. Using progressive goal setting techniques, the course is designed to assist the student in the development of a regular, systemized program of exercise into their daily life-style. Initially, the students’ health and fitness levels are evaluated; progress of their personal exercise prescriptions monitored, and followed with a reevaluation at the termination of the course. Prerequisite: HLP 1081. May be taken up to two (2) times for credit.

PEM 1171
Aerobic Dance, 1 credit hour. 30 lab. (Offered as needed)
Instruction and participation in a physical fitness program that offers conditioning of the figure muscles and of the cardiovascular system through dance activities.

PEM 1173
Step Aerobics, 1 credit hour, 30 lab. (Offered as needed).
Instruction and participation in vigorous, low-impact program of aerobic exercise, with emphasis on correct techniques, safety, cardiovascular and muscle conditioning.

PEM 1174
Step Aerobics II, 1 credit hour, 30 lab. (Offered as needed).
Continuation of techniques and combinations from Step Aerobics for further cardiovascular and muscle conditioning. Prerequisite: PEM 1173.

PEM 2108
Fitness Lab, 1 credit hour, 30 lab. (Offered as needed)
Instruction and participation in an exercise program with emphasis on muscle endurance, strength and flexibility. May be taken up to four (4) times for credit. Prerequisite: HLP 1081 or approved wellness assessment by the department chair.

PEM 2172
Aerobic Dance II, 1 credit hour, 30 lab. (Offered as needed)
Advanced level of instruction and participation in a physical fitness program that offers conditioning of the figure muscles and of the cardiovascular system through dance activities. Prerequisite: PEM 1171.

PEO 1218
Baseball/Softball Officiating, 2 credit hours, 15 lec., 30 lab. (Offered as needed)
Instruction in rule interpretations and practice in the fundamental techniques required in baseball/softball officiating.

PEO 1623
Basketball Officiating, 2 credit hours, 15 lec., 30 lab. (Offered as needed)
Instruction in rule interpretations and practice in the fundamental techniques required in basketball officiating.

PET 1000
Introduction to Physical Education, 3 credit hours, 45 lec. (Offered as needed)
A study of the history of physical education and sport...
with particular emphasis placed on present practices and trends.

**PET 2622**
**Care and Prevention of Athletic Injuries, 3 credit hours, 45 lec. (Offered as needed)**
Designed to provide students with a basic knowledge of the care, prevention, and rehabilitation of injuries received during participation in physical education activities.

**PGY 1401C**
**Basic Photography, 2 credit hours, 15 lec., 30 lab. (Offered as needed)**
An elective course for students of graphics/printing program, and others having vocational, avocational, hobby or fine arts interests in photography. Course content will cover fundamentals, basic principles, film processing/developing, picture composition, lighting, exposure, special techniques, and mounting of prints. Camera, enlarger, light meter, flood lights and other photographic equipment will be covered.

**PGY 1420C**
**Advanced Black & White Photography, 3 credit hours, 30 lec., 30 lab. (Fall, Spring, Summer)**
This course covers an overview of composition and "impact" photography. Studio photography will be conducted as well as available light, solarization photography, and photo essay. All subject matter will be presented in a lecture format followed by student field activities and darkroom film processing and enlarging. Students must have their own 35 mm camera and supporting equipment.

**PHI 2010**
**Humanities – Philosophy, 3 credit hours, 45 lec. (Offered as needed)**
Central concepts of philosophy are developed, including a description of the main philosophical problems involved through ancient, medieval, and contemporary thought.

**PHI 2600**
**Humanities Ethics, 3 credit hours, 45 lec. (Offered as needed)**
Central concepts of Ethics are developed. Philosophical theories from Aristotelian-Thomism to Existentialism and Phenomenology are presented in moral argumentative form.

**PHY 1020**
**Physical Science, 4 credit hours, 60 lec. (Fall, Spring, Summer)**
A one semester course of lectures and demonstrations designed (1) to meet the general education requirement in physical science for nonscience majors and (2) for students who need a preparatory course prior to taking physics. The course presents the fundamental classic and modern concepts of physics in the areas of mechanics, energy, wave motion, electromagnetism, and atomic structure.

**PHY 1053C**
**Physics I, 4 credit hours, 45 lec., 45 lab. (Offered as needed)**
The first half of a two semester sequence of noncalculus physics designed for the nonphysical science major. Physics I covers the areas of mechanics, mechanical energy, temperature and heat. The entering student is assumed to have a working knowledge of basic algebra and trigonometric functions.

**PHY 1054C**
**Physics II, 4 credit hours, 45 lec., 45 lab. (Offered as needed)**
The second half of a two semester sequence of noncalculus physics designed for the nonphysical science major. Physics II covers the areas of electricity, magnetism, light, quantum theory, atomic and nuclear structure, and elementary nuclear processes. Prerequisite: PHY 1053C or equivalent.

**PHY 2048C**
**College Physics I, 4 credit hours, 45 lec., 45 lab. (Offered as needed)**
The first half of a two semester sequence designed for majors in engineering, math and the physical sciences. Physics I covers the areas of mechanics, mechanical energy, heat, thermodynamics, and mechanical waves. Calculus is used where feasible. Prerequisite: MAC 2311.

**PHY 2049C**
**College Physics II, 4 credit hours, 45 lec., 45 lab. (Spring, or as needed)**
The second semester of a two semester sequence designed for majors in engineering, math and the physical sciences. Physics II covers the areas of electricity, magnetism and optics. Calculus is used where feasible. Prerequisite: PHY 2048C or equivalent.

**PHY 2105**
**Modern Physics, 3 credit hours, 45 lec. (Offered as needed)**
This course will study topics in the physics of the twentieth century. The student will be introduced to basic quantum mechanics, including Bohr Theory of the Atom, the Schroedinger Equation, molecular structure, radiation, and x-ray spectra. Also, the student will be introduced to solid state physics and electronics, statistical mechanics and atomic and nuclear physics. Intended for science and engineering students and physics majors. Prerequisite: PHY 2048 College Physics I.

**PLA 1003**
**Introduction to Paralegalism, 3 credit hours, 45 lec. (Offered as needed)**
Designed to give students a broad understanding of

*Occupational course that may not be applied toward the A.A. Degree.*
the nature of the paralegal professional and its responsibility.
PLA 1013*  
Introduction to the Legal System, 3 credit hours, 45 lec. (Offered as needed)
A practical introduction to the US legal system, types and sources of law, the courts, and related topics; a beginning course for students seeking careers in legal secretary technology or legal assisting.

PLA 1051  
Legal Terminology, 3 credit hours, 45 lec. (Offered as needed)
This course is designed to give an explanation of the common legal vocabulary involved in the broad, general principles of substantive and common law.

PLA 1104*  
Case Analysis and Legal Writing, 3 credit hours, 45 lec. (Offered as needed)
This course was designed to provide the student with necessary skills and knowledge required in case analysis and legal writing.

PLA 1105  
Legal Research, 3 credit hours, 45 lec. (Offered as needed)
The student is systematically introduced to the essentials of legal research in such areas as searching for precedence, gathering citations and legal opinions, preparing legal briefs and conducting title searches.

PLA 1203  
Introduction to Civil Law, 3 credit hours, 45 lec. (Offered as needed)
An insight into the system of dispute resolution for private parties and the government provided by the court systems of the various states and the Federal Government in a noncriminal setting.

PLA 1603*  
Wills, Trusts, and Probate, 3 credit hours, 45 lec. (Offered as needed)
An introduction to estate planning, wills, and probate administration.

PLA 1804  
Introduction to Family Law, 3 credit hours, 45 lec. (Offered as needed)
An introduction to practice as they relate to family law.

PLA 2263  
Rules of Evidence, 3 credit hours, 45 lec. (Offered as needed)
The student is introduced to the rules of evidence as they apply in civil and criminal court procedures. The student is prepared to locate legal case law in reference to evidence.

PLA 2273  
TORTS: Personal Injury Litigation, 3 credit hours, 45 lec. (Offered as needed)
This course is designed to provide the student with an introductory knowledge of tort law with objectives centered on personal injury torts.

PLA 2949*  
Internship – Paralegal, 3 credit hours, 90 lab. (Offered as needed)
On-the-job training in the Associate of Science/Applied Science Option program in which the student is enrolled. The student is under the supervision, at work, of a qualified supervisor. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the semester. May be repeated four times. Only three credits can be applied toward graduation.

PMT 2405*  
Production Technology, 3 credit hours, 45 lec. (Offered as needed)
Production Technology examines the new manufacturing technology that has resulted from the concepts of automation and integration in manufacturing. Some of the topics covered include: automated assembly, CAD/CAM, numerical control, industrial robots, lasers, flexible manufacturing, computer integrated manufacturing, and other related technologies.

POS 1041  
American Government, 3 credit hours, 45 lec. (Fall, Spring, Summer)
Examines government, political ideals, and institutions. Strong emphasis is placed on political thought, the origin of the American federal system, and the distribution of powers between state and national governments.

POT 1002  
History and Ideas of Political Science, 3 credit hours, 45 lec. (Offered as needed)
This course reviews classical ideas, political theory and institutions from a historical and comparative viewpoint. It examines the rise of the State, its organization, economic systems, the use of force, and persuasion.

PSC 2905  
Independent Study – Physical Science, 1 credit hour, 45 hours. (Fall, Spring, Summer)
Directed study and individual projects designed to meet the needs of students interested in a specialized area of the physical sciences for which present course availability is limited. This course may be taken up to four (4) times for credit.

PSY 2012  
Psychology, 3 credit hours, 45 lec. (Fall, Spring, Summer)
Surveys of the various fields of psychology. Understanding human behavior by studying the adap-
tation of the individual to the physical and social environment.

REA 1605
Effective Study, 1 credit hour, 15 lec., 15 lab. (Offered as needed)
Practical application of psychological principles to personal learning and study skills. Recommended for all students who feel deficient in study techniques or who otherwise wish to improve their study skills. May be taken up to four (4) times for credit.

REA 1930
Reading Skills/Effective Study Skills, 2 credit hours, 30 lec. (Offered Summer Only)
This course is designed to improve reading comprehension and vocabulary. Activities and materials are individualized to meet each student’s specific needs as determined by diagnostic instruments. This course is also designed to improve note-taking, test-taking, memory/recall and time management skills.

REA 2105
Advanced Reading, 2 credit hours, 15 lec., 30 lab. (Fall, Spring, Summer)
An individualized approach designed to improve reading speed, comprehension, and critical analysis skills while reading various types of material for either educational or recreational purposes. Activities and materials are individualized to meet specific needs of students as determined through diagnostic instruments. Also used as a preparation course covering (at a more critical level) the skills tested on the CLAST. Helpful for those students whose speed, comprehension, and analysis skills are weak or inadequate for proper text book analysis.

REA 2305
Reading Skills Review, 1 credit hour, 15 lec. (Fall, Spring, Summer)
A short course specifically designed to prepare students to take or retake the CLAST Reading Skills subtest. Through pre-testing, weak areas in CLAST skills are identified. These identified weak areas will be strengthened through drills, exercises, and/or other means.

REE 1040A
Introduction to Real Estate: Course I, 4 credit hours, 63 lec. (Fall, Spring, Summer)
This course is intended to provide the prospective licensee with the fundamental knowledge in the field of real estate principles and practices and real estate law. This is the required course prescribed by the Florida Real Estate Commission for a person desiring to become registered as a real estate salesperson.

REE 1200
Real Estate Finance, 3 credit hours, 45 lec. (Offered as needed)
Designed to explore in detail the many facets of real estate financing with emphasis given to legal aspects, sources of funds, methodologies of major lending institutions, and the effects of high interest rates.

REE 2300
Real Estate Law, 3 credit hours, 45 lec. (Offered as needed)
Designed to assist the student to become a more knowledgeable, and potentially, a more successful investor. Emphasis will be given to basic investment fundamentals, income tax consideration, ownership forms for investment, financing the investment and analyzing property investment returns.

REL 2300
Humanities – Comparative Religion, 3 credit hours, 45 lec. (Offered as needed)
Principal religions of the world are compared and contrasted. Christianity is examined in its historical and contemporary forms.

SLS 1101
Freshman Seminar, 1 credit hour, 15 lec. (Offered as needed)
A seminar designed to orient entering students to OWCC, to familiarize them with the requirements of the College-Level Academic Skills Program, to assist them in assessing their academic competencies (i.e., identify strengths and weaknesses), to identify means for capitalizing on strengths and for overcoming weaknesses, and to enter and pursue academic specializations (majors) based on reasonable career choices. This course is recommended for all entering A.A. Degree seeking students in their first semester.

SLS 1201
Community Service Seminar, 1 credit hour, 5 lec., 20 lab. (Offered as needed)
A seminar course designed to enhance and reinforce the value of civic responsibility and to provide students with a community service program opportunity.
by volunteering in community agencies in the public and private sectors.

**SLS 1301**

**Career and Life Planning, 1 credit hour, 15 lec., 15 lab. (Offered as needed)**

The course is designed to help students assess their values, competencies and goals in relation to the selection of careers and life-styles for which they are best suited. On a national average, two thirds of entering college freshmen have not made a choice concerning a career. Furthermore, extensive research shows that the student who has not made a career choice is much more likely to drop-out of college. This course will help students make an informed, realistic career choice which will form the basis for their life’s work and which will also increase the probability of completing an academic program.

**SLS 1341**

**Job Search Techniques, 1 credit hour, 15 lec. (Offered as needed)**

A course designed to assist students assess interests, aptitudes, abilities and acquire skills necessary to conduct a job search, obtain employment, and maintain employment. The course will cover such topics as current job search techniques, skills identification, resume writing, interview skills, job retention skills and career exploration.

**SPA 1612**

**American Sign Language I, 4 credit hours, 60 lec. (Fall)**

To introduce the student to the basic vocabulary and fingerspelling of American Sign Language. Emphasis will be on learning to express this language in a simple form and have a basic receptive language competency.

**SPA 1613**

**American Sign Language II, 4 credit hours, 60 lec. (Spring)**

To increase the student’s ASL vocabulary and use more complex expression of thoughts, ideas, and emotions. To increase the receptive and expressive proficiency of the student in both sign and fingerspelling.

**SPC 1600**

**Speech, 3 credit hours, 45 lec. (Fall, Spring, Summer)**

Emphasis is on assisting the individual to develop his/her potential in oral communication. Individual participation in preparation and presentation of speeches reinforced by continuing group analysis and constructive criticism.

**SPC 2520A**

**Discussion and Debate, 1 credit hour, 30 lab. (Offered as needed)**

This course is designed to provide learning experiences in rational decision making incorporating the techniques of persuasion through organized procedures for argumentation, debate and discussion. All forensic team members will enroll in this class and are expected to participate in tournaments. Travel and formal debate and speech activities are in addition to class hours. May be repeated four (4) times for credit.

**Prerequisite: membership on forensic team.**

**SPN 1120**

**Spanish I, 4 credit hours, 60 lec. (Offered Fall, Spring, and Summer)**

Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills – listening, speaking, reading, and writing. Covers all basic structures of the language. Students who have successfully completed two or three years of high school Spanish should enroll in Spanish III-IV.

**SPN 1121**

**Spanish II, 4 credit hours, 60 lec. (Fall, Spring and Summer)**

Pronunciation and grammatical structure of Spanish, with emphasis upon balanced development of all four skills – listening, speaking, reading, and writing. Covers all basic structures of the language. Students who have successfully completed two or three years of high school Spanish should enroll in Spanish III-IV.

**SPN 2200**

**Spanish III, 4 credit hours, 60 lec. (Fall)**

Intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: Two or three years of high school Spanish with grade of “B” or better, or SPN 1120 and 1121 or its equivalent.

**SPN 2201**

**Spanish IV, 4 credit hours, 60 lec. (Spring)**

Completion of intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: two or three years of high school Spanish with a grade of “B” or better, or SPN 2200 or its equivalent.

**SPN 2300**

**Advanced Spanish Grammar and Composition I, 3 credit hours, 45 lec. (Offered as needed)**

Study of advanced grammatical structures and practice in composition. Prerequisite: SPN 2201 or its equivalent.

**SPN 2301**

**Advanced Spanish Grammar and Composition II, 3 credit hours, 45 lec. (Offered as needed)**

Study of advanced grammatical structure and practices in composition. Prerequisite: SPN 2201.

**SPW 2100**

**Introduction to Spanish Literature I, 3 credit hours, 45 lec. (Offered as needed)**

Selected readings in modern Spanish and Spanish-American literature. Prerequisite: SPN 2300.

**SPW 2101**

**Introduction to Spanish Literature II, 3 credit hours, 45 lec. (Offered as needed)**

* Occupational course that may not be applied toward the A.A. Degree.
Selected readings in modern Spanish and Spanish-American literatures. Prerequisite: SPN 2201.

STA 2023
Statistics, 3 credit hours, 45 lec. (Fall, Spring, Summer)
General introduction to understanding and application of statistical concepts; topics include descriptive statistics, probability, random variables, distributions, estimations, hypothesis testing, two sample inferences, correlation and simple linear regression. Graphing calculator required. Prerequisite: MAT 1033A or equivalent with a “C” or better, or appropriate placement score.

SUR 2100C*
Surveying, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)
Measurement of distances; elevations and angles; analysis of errors; adjustments of instruments; computation of positions, areas and volumes; contours; establishing grades; topographic mapping and land surveying. Prerequisite: MTB 1321, MAC 1141 or equivalent.

SUR 2140C*
Surveying II, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)
This course covers advanced surveying concepts. Topics will include: measurement of distances, elevations and angles, analysis of errors, and adjustment of instruments. Additional coverage will include computation of positions, areas and volumes; contours, determining grades; topographic mapping and land surveying. Prerequisite: SUR 2100C or equivalent.

SYG 2000
Sociology, 3 credit hours, 45 lec. (Fall, Spring, Summer)
Concentrates on the description of individual and group behavior. Basic concepts are related to the family and the city, individual, industrial, and political problem areas.

SYG 2010
Social problems, 3 credit hours, 45 lec. (Fall, Spring, Summer)
Introduction to the sociological study of the nature of social problems to insure understanding of their impact on the individual, the group and social institutions in societal and cultural settings.

SYG 2430
The Family and Society, 3 credit hours, 45 lec. (Offered as needed)
An examination of the problems which arise out of participation in marriage, family and community situations. Designed to provide students with a basic understanding of the dynamics of family interaction, the effects upon the children, and the family’s relationship to and participation in the community.

TAR 2121C
Architectural Drafting, 3 credit hours, 15 lec., 60 lab. (Fall, Spring)
Architectural design and development of residential and light commercial buildings to include: development and construction of good architectural freehand lettering, VA and FHA approved residential house plans, “Good Sense” house plans as defined in the Arkansas Plan, and heat loss/heat gain calculations. Prerequisite: ETD 1100 or ETD 1111 and BCN 1230 and BCN 1272 or equivalent.

TAX 2000
Federal Income Tax: Individual, 3 credit hours, 45 lec. (Offered as needed)
Determine income tax liability for individuals interpretations of Internal Revenue Code and Regulations, tax planning and advisory service. Brief introduction to partnership, corporation, estate and gift taxes. Extensive practice problems in individual income tax returns and research in tax questions.

THE 1905
Independent Study – Theatre, 1 credit hour (Offered as needed)
A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue nonscheduled academic and laboratory work which may be of a specialized or advanced nature and not available through classes or courses available on a college schedule. Departmental approval required. If this course is used to meet Gordon Rule requirements, a writing assignment of 1000 to 6000 words may be required. This course may be taken up to four (4) times for credit.

THE 2000
Humanities – Theatre, 3 credit hours, 45 lec. (Offered as needed)
An introduction to theatre and theatrical production. Topics span a wide range of interest — critical, historical, aesthetic and practical — intended to lay a foundation for further knowledge and skill of the theatre.

THE 2080
Amateur Theatre, 3 credit hours, 30 lec., 30 lab. (Offered as needed)
To establish a guideline for students of the theatre who may become active in community theatres; and for teachers in secondary schools who may be assigned the task to direct plays. This course is designed to find practical solutions to these contemporary producing groups. Prerequisites: THE 2000, TTP 2110 and TTP 2111.

THE 2071
Humanities – Cinema Appreciation, 3 credit hours, 45
lec. (Offered as needed)
An introduction to the origin, development, cultural aspects and analysis of cinema topics.

THE 2300
Dramatic Literature, 3 credit hours, 45 lec. (Offered as needed)
Survey of dramatic works from the Greeks to the 20th century, with emphasis on the plays of the 19th and 20th centuries; intensive investigation and script analysis with reports, lectures and discussions.

THE 2820
Introduction to Creative Dramatics, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
An introduction to creative dramatics and children’s theatre. Topics span a wide range of interests; creative experience, children and theatre, workshop procedure, script selection, rehearsal and performance. Traveling to local elementary schools will be a part of the creative drama experience.

TPA 1200
Technical Theatre Lab I, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
An introduction to technical theatre and scene technology. Topics include scene drawings, safety and health, stage facility, basic crafts, two and three dimensional scenery, scene painting, scene assembly, rigging, properties, special effects and shop organization.

TPA 1210
Stagecraft, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
This course is an introduction to the principles of stagecraft: stage terminology, stage safety, instruction in proper use of shop tools, basic theatre construction methods, understanding of theatrical rigging, and understanding of general background practices.

TPA 1290
Technical Theatre Lab, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
An introduction to technical theatre and scene technology. Topics include scene drawings, safety and health, stage facility, basic crafts, two- and three-dimensional scenery, scene painting, scene assembly, rigging, properties, special effects and shop organization. Prerequisite: TPA 1210.

TPA 2220
Technical Theatre Lab II, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
An introduction to stage lighting. Topics include history of stage lighting, fundamentals of light and illumination, lighting control, and lighting practices.

TPA 2232
Introduction to Costuming Technology, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
An introduction to costume techniques and wardrobe practices. Topics span a wide range: costume construction techniques, problems in costumes, costume history, construction styles, sewing machine practices, seam finishes, flat pattern layout and production techniques. This course is intended to develop practical experiences in theatre costumes.

TPA 2600
Stage Management, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
This course is an introduction to the study and application of stage management as it relates to the manager portfolio, the stage manager morgue, rules and regulations relating to I.A.T.S.E.; rules related to contracts, competence in stage management, proper communication with directors, technical directors, designers, cast members and crews, competence in technical discussion areas and basic first aid.

TPP 1190
Rehearsal and Performance I, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisite: Experience in high school or a desire to learn.

TPP 1191
Rehearsal and Performance II, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisites: TPP 1190.

TPP 1192
Rehearsal and Performance III, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisites: TPP 1191.

TPP 2112
Acting III, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
This course is a continuation of TPP 2110, Acting II, with specialization in characterization utilizing scripted materials and scene study. Prerequisite: TPP 2110.

TPP 2113
Acting IV, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
This course is a continuation of TPP 2112, Acting III, with advanced study of acting skills and script analysis with specialization in performance. Prerequisite: TPP 2112.

TPP 2310
Directing I, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
A beginning course in the study, development and training in directing for the theatre. Although not a prerequisite, students are encouraged to take Acting
I and II before Directing I.

TPP 2311
Directing II, 3 credit hours, 15 lec., 60 lab. (Offered as needed)
Directing II is a continued study of the basic principles of directing for the theatre with emphasis in the continued study, development and training in directing for the theatre. Prerequisite: TPP 2310.

TTP 2110
Acting I, 3 credit hours, 30 lec., 30 lab. (Offered as needed)
Through in-class performance the student will develop an understanding and proficiency of those skills of movement, voice, and expression which are required of a theatrical performer.

TTP 2111
Acting II, 3 credit hours, 30 lec., 30 lab. (Offered as needed)
A continued refinement of basic acting techniques introduced in TTP 2110. Through in-class performance, the student develops an understanding and proficiency in styles of acting from classic through modern.

WOH 1012
World Civilization I, 3 credit hours, 45 lec. (Fall, Spring, Summer)
A study of world history from 4000 BC to 1650 AD as it relates to the development of western civilization.

History is analyzed in terms of social, religious, philosophical, political, and economic concepts rather than chronological facts.

WOH 1022
World Civilization II, 3 credit hours, 45 lec. (Fall, Spring, Summer)
A study of history from 1650 AD to the present as it relates to the development of the modern world. History is analyzed in terms of social, religious, philosophical, political, and economic concepts rather than chronological facts.

WOH 2040
Twentieth Century, 3 credit hours, 45 lec. (Summer)
International political and historical affairs in the twentieth century through the institutions and organizations of the Western State System. Attention is on international cooperation, decision making, force, world resources, and world political geography by the selection of a specific problem.

ZOO 1010C
Zoology, 4 credit hours, 45 lec., 45 lab. (Fall, Spring, Summer)
The concepts of animal life. An introduction to the tissues in higher animals, embryology and relationships