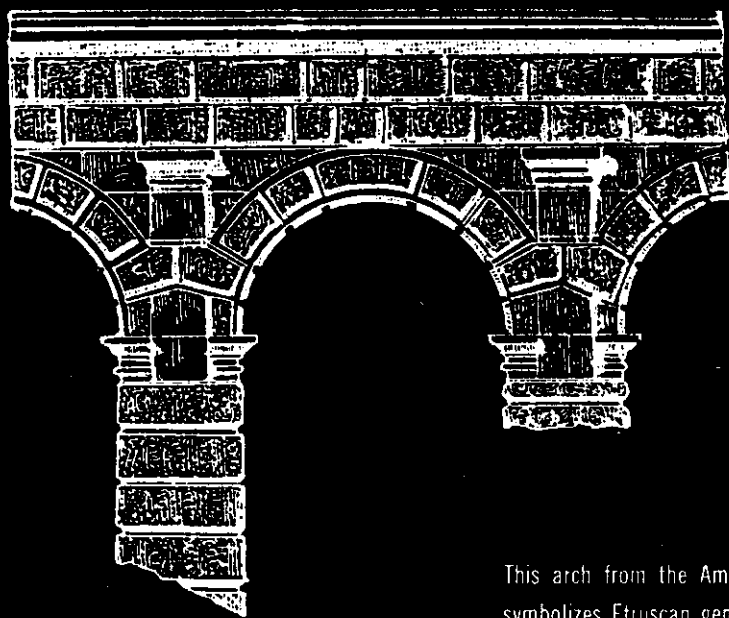


DALLAS
COUNTY
JUNIOR

COLLEGE

BULLETIN 1966-1967

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This arch from the Amphitheatre in Pola symbolizes Etruscan genius in bridging the stream between the abstractions of Greece and the applications of Rome. Some scholars believe the Etruscans built the first arch.

BULLETIN 1966-1967

After most of the pages of this bulletin had gone to press, The Board of Trustees of the Dallas County Junior College District adopted the name, "EL CENTRO COLLEGE", for the first campus to be opened in the fall of 1966.

Future bulletins will be published over the signature of

EL CENTRO COLLEGE *of the* **DALLAS COUNTY JUNIOR COLLEGE DISTRICT**

DALLAS COUNTY JUNIOR COLLEGE

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IT IS AN AXIOM
IN POLITICAL SCIENCE
THAT UNLESS A PEOPLE
ARE EDUCATED AND ENLIGHTENED
IT IS IDLE TO EXPECT
THE CONTINUANCE OF CIVIL LIBERTY
OR THE CAPACITY FOR SELF GOVERNMENT.

TEXAS DECLARATION OF INDEPENDENCE

March 2, 1836

ADMINISTRATIVE STAFF

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Vice President	Alfred M. Philips
Dean of College	Donald T. Rippey
Associate Dean of Instruction	Carol L. Zion
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Business Manager	Walter L. Pike
Director of Planning and Research	H. Deon Holt
Associate Dean of Adult Education	Melvin Plexco
Administrator in Charge of Library Services	Mayrelee Newman
Special Assistant of Planning and Research	Frank P. Schroeter

Dallas County Junior College is an "open door" college. Initial enrollment will be limited by the physical capacity of the first campus. In accordance with this policy, the college assumes a responsibility to provide guidance and counseling to help the student find areas of study best suited to his interests, aptitudes, and abilities. The student assumes a responsibility to make the most of the educational opportunities presented him.

This bulletin represents a plan of operation for the first year. The program is aimed at freshman students. This bulletin is not complete. More technical and applied arts courses will be added during the year as well as general interest courses for adults. Sophomore programs for students will be offered beginning fall 1967, though in certain subject fields sophomore courses will be offered in the fall of 1966.

Dallas County Junior College is opening in the fall of 1966—one short year after its creation—because of the earnest desire of its professional staff and members of its Board of Trustees to serve the people of Dallas County without delay.

GENERAL INFORMATION

To meet the increased need for opportunity in higher education that their expanding economy and growing population demanded, the citizens of Dallas County voted in May, 1965, to establish the Junior College District. By a margin of more than three to one a bond issue of \$41,500,000 was authorized. More than 50,000 citizens signed petitions to call the election. Each section of the county and each chamber of commerce of the county were represented on the steering committee. The Dallas County Junior College bond issue had widespread support from virtually every organized group in the County plus tremendous grass roots support from citizens at large who were convinced the junior college could solve or alleviate their dilemma.

Student enrollment in Dallas County Junior Colleges may reach 18,000 to 20,000 by 1970-71, with an additional 30,000 part-time students attending late afternoon and evening classes. It is certain that by 1970 Dallas County Junior College will be among the largest in the United States.

Campus planning indicates a multi-campus design to serve the district, with these campuses located within commuting distance of all sections of Dallas County.

Objectives of the College

The curricula of Dallas County Junior College are designed to serve the needs of the community and of students in the following categories:

1. Those who seek the first two years of academic training leading to a bachelor's degree.
2. Those who are preparing for careers in vocational and technical fields.
3. Those adults who need additional training for advancement in their present fields or retraining for employment in new fields.
4. Those who desire special classes in cultural and civic subjects.

Accreditation

Dallas County Junior College is a full member of the American Association of Junior Colleges. As a new Texas Junior College it has been commended and encouraged by the Association of Texas Colleges and Universities. Dallas County Junior College is recog-

nized and sanctioned by the Coordinating Board of the Texas Colleges and Universities system and has instituted pre-candidacy procedures for formal recognition by the Southern Association of Colleges and Schools. The academic transfer curriculum is coordinated with senior colleges and universities to facilitate the transfer of credits to these institutions.

ADMISSIONS

Policy

Registration for the 1966 fall semester begins in early summer and continues until enrollment limits have been reached and all class sections have been filled. By this system the student is assured of thorough and leisurely counseling on available degree plans.

Students will avoid delay in registering by sending a transcript of credits from the high school or college last attended and completing the DCJC application form available at the Admissions Office.

Criteria for Entrance

1. *Admission by graduation from high school.*

Graduation from an accredited high school with at least fifteen units of high school credit, including three units in English, is required.

2. *Admission by examination.*

Mature students who are not graduates of a high school may enter by submitting a satisfactory high school equivalency score (GED), or by fulfilling the College's examination requirements for entrance into particular programs.

3. *Admission to non-credit courses.*

The College offers non-credit courses for which admission requirements are established by the nature of the particular course. It is not necessary for a student who plans to register only for non-credit courses to apply for regular college admission.

4. *American College Testing Program.*

All freshmen must submit scores on the American College Testing Program. The scores are used only for counseling and placement purposes and not for eligibility to enter the college.

5. *Admission of transfer students.*

Transfer students must submit transcripts of all work taken at other institutions in addition to presenting their scores on the

American College Testing Program. If a student is on probation from the university last attended, he will have to enter under special procedures.

Medical Examination

All full-time students must have their physician complete a medical form which will be provided by the College.

Counseling and Guidance

The College offers an extensive program in testing, guidance and counseling, under the supervision of the Associate Dean of Students.

Residency Information

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

Attendance

Regular class attendance is fundamental to the success of the student; therefore, a student must report promptly and regularly to all classes. Excessive absence may be cause for dropping the student from the class. Reinstatement can only be obtained through the office of the Associate Dean of Students.

Grading System

Final grades are distributed following the close of each semester. Students are graded according to the following system:

Grade	Interpretation	Grade Point Value
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
F or WF	Failing	0 points
I	Incomplete	Not computed
W or WP	Withdrawn	Not computed

Grade Point Average

Every letter grade is equivalent to a certain number of points. A student may determine the grade points for each course by multi-

plying the number of points his grade is worth times the number of credit hours the course carries. Thus a "B" in a 3 hour course is worth 9 grade points and an "A" in the same 3 hour course is worth 12 points.

The grade point average is found by adding the total grade point values for all courses and dividing by the total number of credit hours attempted during the same period of time.

Students must earn a cumulative grade point average of 2.0 or higher in the courses presented for graduation. The student should have a 2.0 grade point average in all work attempted in order to qualify for entry into a 4-year college or university. While a student may earn a cumulative average of 2.0 which includes one or more grades of "D," *it is well to remember that grades below "C" are seldom transferable and some institutions require grades above that level for transfer.*

Incompletes ("I" Grades)

Incompletes are given only when the student has not met, for valid reasons, the requirements of the course. Division chairmen or department heads must approve "I" grades in all cases.

Incompletes must be removed within 30 calendar days after the first scheduled day of classes in the subsequent term. Incompletes will be converted to "F" at that time if the student has not met the requirements for removal of the "I" grades.

"I" grades are not computed in the student's grade point average until they have been converted to letter grades.

Dropping a Course

A student may drop a class any time before the last two weeks of a semester. This is done by obtaining a change of schedule form in the office of the Associate Dean of Students and following the required procedure. A student who drops a class prior to Friday of the fourth full week after registration will receive a "W" regardless of work accomplished. After this date, the student will receive a "WP" if doing passing work and a "WF" if doing failing work.

Withdrawal from College

If a student finds it necessary to withdraw from the college, he should report to the office of the Associate Dean of Students and

complete the necessary form to make his withdrawal official. If a student leaves without officially withdrawing, he will receive "F" in all subjects.

Honors

A student who is enrolled for at least 12 credit hours, receives no incompletes, and earns a grade point average of 3.00-3.49 will be listed on the Honor Roll. Those students who average 3.50-4.00 will be placed on the Dean's List. These Lists will be published each semester.

Grade Reports

At the end of each semester grade reports are issued to each student. Grades will be withheld if the student does not have all credentials on file in the Registrar's Office and if any financial obligations to the College have not been paid.

Auditing a Course

Any person 18 years of age or older may, with the consent of the instructor, enroll as an auditor. This student may attend classes but does not take examinations or receive grades or credits. An auditor may not later receive credit for the course unless he enrolls in the course again. The same fee is charged for auditing as for credit.

Official Transcripts

An official transcript is a grade and credit report which is signed by the Registrar, has the school seal placed over his signature and gives the date of honorable dismissal from the College.

Degrees Offered

Dallas County Junior College awards the Associate in Arts and the Associate in Science degrees to students completing a prescribed two-year program. The degree awarded depends on the particular program of study. (See degree requirements.)

Student Conduct

The college student is considered a responsible adult. The student's enrollment indicates acceptance of those standards of conduct which appear in the Student Handbook.

FINANCIAL INFORMATION

Schedule of Fees and Charges

1. Tuition Fee: (Credit Courses)

a. Residents of Dallas County

Full-time student (enrolled for 12 or more semester hours)	\$ 50.00 per semester
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Part-time student (enrolled for less than 12 semester hours)	\$ 5.00 per semester hour (maximum of \$50)
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Audit student	\$ 5.00 per semester hour
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b. Residents of other Texas Counties

Full-time student (enrolled for 12 or more semester hours)	\$ 75.00 per semester
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Part-time student (enrolled for less than 12 semester hours)	\$ 8.00 per semester hour (maximum of \$75)
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Audit student	\$ 8.00 per semester hour
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c. Non-Texas residents

“A non-resident student is hereby defined to be a student of less than 21 years of age living away from his family and whose family resides in another state or whose family has not resided in Texas for twelve months immediately preceding the date of registration; or a student of 21 years of age or over who resides out of the State or who has not been a resident of the State twelve months subsequent to his twenty-first birthday or for the twelve months immediately preceding the date of registration.”

Full-time student (enrolled for 12 or more semester hours)	\$150.00 per semester
Part-time student (enrolled for less than 12 semester hours)	\$ 15.00 per semester hour
Audit student	\$ 15.00 per semester hour

2. Special Fees and Charges:

Student Activity Fee (Full-time student)	\$ 7.50 per semester
Student Activity Fee (Part-time student—6 to 12 credits)	\$ 4.00 per semester
American College Testing Program (ACT) required of all students	\$ 4.00
General Education Development Test (GED) may be taken by non-high school graduates to establish high school equivalency score	\$ 5.00
Laboratory fees, per semester, per lab	\$ 2.50 to \$ 7.50

Music fees, private lessons;	\$ 35.00 for 1 hour per week
per semester	\$ 20.00 for ½ hour per week

3. Other special fees may be assessed as new programs are developed with special laboratory costs. These fees will always be kept to a basic, practical, minimum for the program involved.

Summary of typical tuition and fee costs for one semester to a full-time student who is a Dallas County resident:

Tuition	\$50.00
Student Activity Fee	\$ 7.50

4. *Parking:*

Information on parking may be obtained from the office of the Associate Dean of Students after August 1, 1966.

5. *Application Deposit:*

An application deposit of \$10.00 must accompany each application for admission as a full-time student. The deposit is *not* refundable if a student does not complete enrollment. The deposit is applied as credit toward the tuition for the first semester when a student completes enrollment procedures.

6. *Refunds:*

Refunds are made only if proper procedures are executed by the student to officially withdraw from college or drop a course. Withdrawal, or drop, is considered official when the withdrawal or drop card is accepted by the Office of the Registrar.

- Refund of 100% of registration charges and special fees if withdrawal or drop is made within 24 hours after first class meeting.
 - Refund of 80% of registration charges and special fees if withdrawal or drop is made on or before the fifth class day.
-

- c. Refund of 50% of registration charges (not special fees) if withdrawal or drop is made on or before the tenth class day.
- d. No refund after tenth class day, except as approved by the Petitions Committee.

Financial Aids:

The college expects to participate in the Work-Study Program of the Economic Opportunity Act and the N.D.E.A. loan fund. It also plans to develop a scholarship program and a DCJC student loan program. Information on these programs may be obtained through the office of the Associate Dean of Students after June 1, 1966.

STUDENT SERVICES

Activities

The first class of DCJC will have the responsibility of establishing social and service organizations. The Student Services Office will provide sponsors for these activities. In addition to clubs, a student government will be activated by these students and a constitution written for the DCJC campus. Intramural sports, a band, orchestra and chorus, and a drama group will be established. Activity programs will be instituted at the request of the students and as the need arises. The operation of these activities will be determined by the students in cooperation with their faculty advisors.

Advisement

Guidance and program advisement will also be a function of Student Services. A staff of full time guidance counselors will be available to the students of DCJC. In addition to the general guidance function, faculty members will serve as program advisors to aid the students in attaining their educational and vocational goals.

Probation

Students may not graduate from Dallas County Junior College unless they have a cumulative grade point average of 2.0 or better.

To assist students who are not reaching this standard of performance, all students who fail to make a grade point average of 1.5 during their first semester at DCJC will be placed on probation and receive special counseling. During the probation semester, 12 credit hours will constitute a maximum course load for most students. The credits taken must meet the approval of the student's advisor. In addition, the student *must* enroll in the 3-hour non-credit course called Guided Studies Planning. At the end of the probation semester, the student's progress will be subject to re-evaluation by a faculty committee.

ACADEMIC CALENDAR

1966-67

September 12-14	Monday-Wednesday	Student orientation
September 15-16	Thursday-Friday	Registration
September 19	Monday	Classes begin
October 14	Friday	Last day to withdraw from class with a grade of "W"
November 24-26	Thursday-Saturday	Thanksgiving holidays
December 21	Wednesday	Last day of classes before Christmas holidays
January 4	Wednesday	Classes resume at 8:00 a.m.
January 20-25	Friday-Wednesday	Final examinations for the first semester
January 25	Wednesday	First semester closes
January 31	Tuesday	Orientation for new students
February 1-3	Wednesday-Friday	Registration
February 6	Monday	Classes begin
March 3	Friday	Last day to withdraw from class with a grade of "W"
March 24-27	Friday-Monday	Spring vacation
March 28	Tuesday	Classes resume at 8:00 a.m.
May 29-June 1	Monday-Thursday	Final examinations for the second semester
June 1	Thursday	Semester closes

DEGREE REQUIREMENTS

A total of 60 credits, in addition to 4 credits for physical education, must be presented with an average grade of at least C.

These 60 credits must include:

English 101-102, 201-202, or Communications 131-132	12 cr. 6 cr.
Biological Sciences 115-116 or Physical Sciences 115-116 (Music and Science majors are exempt from this requirement. Check listings under subject field.)	6 cr.
[[History 101-102 and Government 140-141 or Social Science 131-132, 231-232	6 cr. 6 cr. 12 cr.
Drama 101 or Art 104 or Music 104	3 cr.

The student is urged to consult the catalogs of the institutions to which he might transfer for their special requirements. These catalogs should be used by the student and his advisor as a basis in program planning.

RATIONALE FOR CATALOG NUMBERING SYSTEM

90 to 99	Not to be credited in degree program.
101-102; 201-202	Required beginning courses for majors. (may be taken by non-majors.)
105	Open to majors and non-majors.
104; 115-116	For non-majors only.
130-139; 230-239	Designed to be included in a specific terminal program.

Other numbers for specialized courses within a department—may or may not be open to non-majors depending on prerequisites.

Special cases:

Government 140-141—required of both majors and non-majors.

GUIDED STUDIES PROGRAM

Dallas County Junior College offers specialized programs to students in need of intensive preparation for college level academic work.

Students are selected for this individualized work on the basis of an evaluation of former school work, placement test scores, and the recommendation of high school and college counselors.

The program includes:

GSP 90-91—Basic Educational Planning

This phase of the Guided Studies Program has, as its primary objective, assisting participating students with the process of "self" assessment including aptitudes, interests, achievements, experiences, personality, and study habits. It thus provides a sound basis for meaningful personal direction, realistic educational planning, and career development.

GSM 90-91—Basic Mathematics

This is a course in the skills and concepts of mathematics for students needing to strengthen their mathematical understandings.

GSR 90-91—Basic Reading

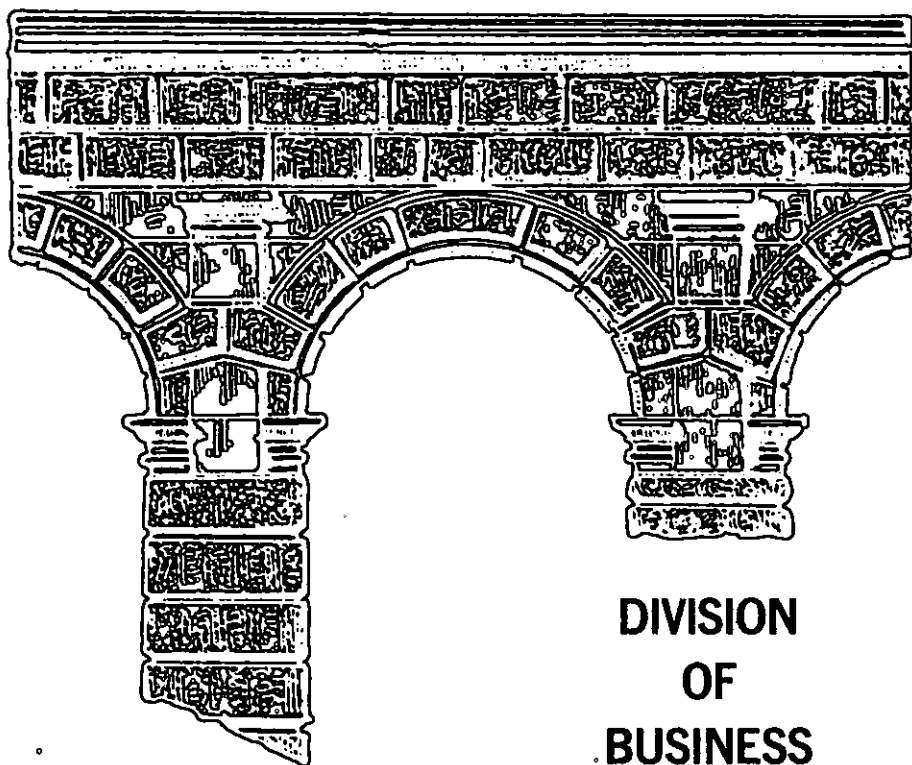
This course is designed to teach students basic reading skills so that they may proceed, without difficulty, through a regular college program. Machines and other devices and techniques will be used in the course. Primary emphasis will be placed on the improvement of comprehension of textbook materials, skills in grasping main ideas, and vocabulary building.

GSW 90-91—Basic Writing

This course is designed to help students improve their writing skills. Emphasized in the course will be practical writing experience which the student can use in his social, business and academic life.

In general, students taking the basic courses, may, upon the recommendation of a counselor, take as many as two courses in a degree program.

Upon satisfactory completion of the basic courses, students may enter either regular degree or certificate programs, depending on their relative standing in the basic courses.



**DIVISION
OF
BUSINESS**

(1, 2) Business 101-102—Principles of Accounting (3) (3)

Theory and practice of measuring and interpreting financial data for business units; basic concepts, principles and procedures; application and uses of accounting information in making business decisions. Business 101 will be offered first semester; Business 102 will be offered second semester.

(1, 2) Business 105—Introduction to Business (3)

Provides over-all picture of business operation; includes analysis of specialized fields within business organizations; identifies role of business in modern society.

(1, 2) Business 130—Modern Business Orientation (1)

An orientation to the most recent developments in the business world. A major emphasis will be placed on Electronic Data Processing. Required of all students in any business related programs who are not required to enroll in Introduction to Business.

(1, 2) Business 131-132—Bookkeeping (3) (3)

An understanding of the fundamentals of bookkeeping and accounting as applied to practical business situations. The student who completes this course should be prepared to take care of the duties of a bookkeeper. Business 131 will be offered first semester; Business 132 will be offered second semester.

(1, 2) Data Processing 130—Key Punch Operator (2)

A course designed to train students in the operation of key punch machines and the use of these machines in present data processing procedures. Prerequisite: Competence in typing and use of office machines.

(1, 2) Data Processing 131-132—Basic Principles (4) (4)

A course including principles of wiring, unit record process, machine language, use of peripheral equipment, and elementary techniques of programming. There are three lecture periods per week and ten hours in laboratory. Students in both programmer and operator programs must take Data Processing 131 and 132. Data Processing 131 will be offered first semester; Data Processing 132 will be offered second semester

(2) Data Processing 133—Advanced Key Punch (2)

This course is to further refine the student's ability in the data processing use of the key punch and related equipment. Prerequisite: Data Processing 130.

(2) Data Processing 134—Programming (4)

A course for programmers which will include problem definition, repetitive looping, documentation, stored program concepts through introduction of assembly language and high level languages. Prerequisite: Data Processing 131.

(1, 2) Mid-Management 130-131—Management Training (4) (4)

Supervised employment in the student's chosen field. Intended to provide practical experience in operations and methods for students preparing for careers in business management. Prerequisite: Concurrent enrollment in approved Mid-Management Program and consent of instructor. Mid-Management 130 will be offered first semester; Mid-Management 131 will be offered second semester.

(1, 2) Mid-Management 132-133—Seminar (1) (1)

Problem analysis and project development in a conference course for students working in the Mid-Management program. Mid-Management 132 will be offered first semester; Mid-Management 133 will be offered second semester.

(2) Office Practices 130—Secretarial Training (3)

Development of secretarial competence: understanding office situations and relationships, studying the career of secretaryship, its responsibilities, demands, and rewards; developing an office personality and manner. Prerequisite: Typing 231 and Shorthand 231.

(1, 2) Office Practices 131—Office Machines (2)

Training for familiarization and competence on those machines common to most business offices, such as adding machines and calculators.

(1, 2) Office Supervision 130-131—Supervisory Training (4) (4)

Supervised employment in the secretarial fields—stenographic, office management, etc. Prerequisite: Concurrent enrollment in Office Administration Program and consent of instructor. Office Supervision 130 will be offered first semester; Office Supervision 131 will be offered second semester.

(1, 2) Office Supervision 132-133—Seminar (1) (1)

Problem analysis in a conference course for students working in the Office Supervisory Program. Office Supervision 132 will be offered first semester; Office Supervision 133 will be offered second semester.

(Proficiency examination required for advanced placement in Shorthand and Typing.)

(1, 2) Shorthand 131—Beginning Shorthand (3)

An introduction to the principles of shorthand and the development of a vocabulary. Students who have had one or more years of previous shorthand training may not take 131 for credit.

(1, 2) Shorthand 132—Beginning Shorthand (3)

Further development of vocabulary. Attention will also be given to gaining speed and accuracy related to shorthand skills. Students who have one or more years of previous shorthand training may not take 132 for credit. Prerequisite: Shorthand 131 or its equivalent.

(1, 2) Shorthand 231—Advanced Shorthand (3)

Emphasis on building speed and accuracy. Application of good English usage and of typing effectively for high production. Standards will also be developed. Students who have not completed 131 and 132 must prove proficiency levels satisfactory to the instructor before entering the course.

(1, 2) Shorthand 232—Applied Shorthand (3)

Advanced dictation and transcription. Students must prove progress to levels comparable to competent secretaries in business offices. Prerequisite: Shorthand 231 or its equivalent.

(1, 2) Typing 131—Beginning Typing (2)

Fundamentals of good typing techniques, including mastery of keyboard and development of speed. Students who have had one or more years of previous typing training may not take 131 for credit.

(1, 2) Typing 132—Intermediate Typing (2)

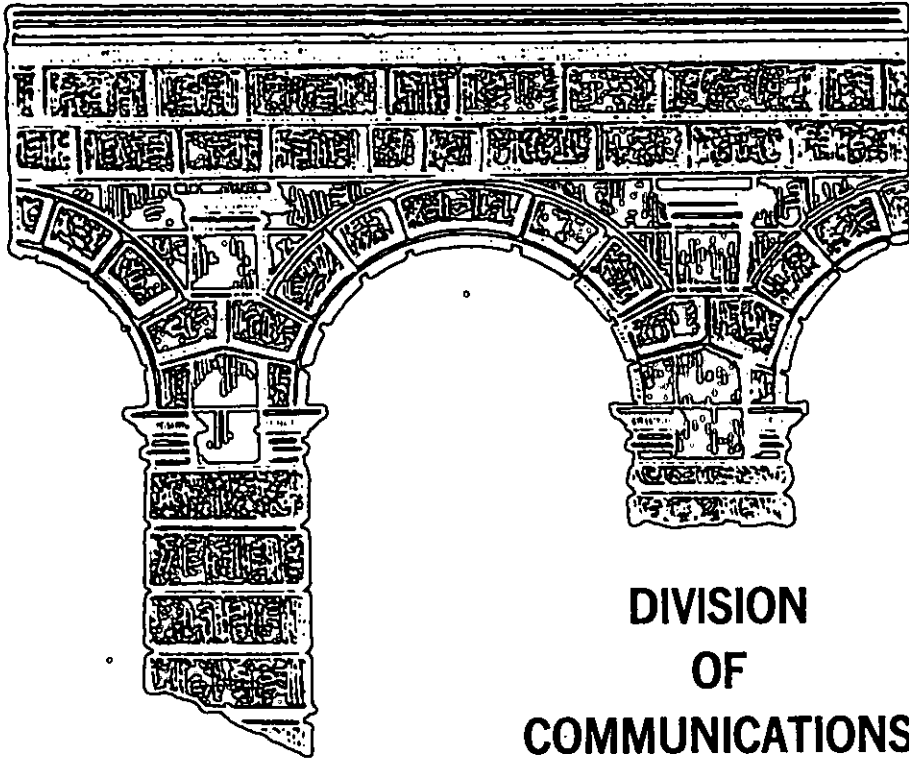
Further development of techniques. Emphasis will be placed on increasing speed and accuracy with practice in typing business forms, correspondence and manuscripts. Students who have had one year of previous typing training may not take 132 for credit.

(1, 2) Typing 231—Advanced Typing (2)

Emphasis on difficult typing projects and fast production. This course will demand accuracy at advanced speeds. Students who have not completed 131 and 132 must prove proficiency levels satisfactory to the instructor before entering class.

(1, 2) Typing 232—Production Typing (2)

Advanced work comparable to that done by competent typists in business offices will be expected of students who wish to complete this course successfully. Prerequisite: Typing 231 or proof of proficiency levels satisfactory to the instructor.



**DIVISION
OF
COMMUNICATIONS**

(1, 2) English 101—Communications (3)

Review of the fundamentals of grammar, punctuation and sentence structure. Training in the writing and reading of prose, mainly expository.

(2) English 102—Communications (3)

Seeks to develop a higher level of performance in speaking and listening. Theme writing and the study of essays illustrating the types of expository writing. Prerequisite: English 101.

(1, 2) Communications 131-132—Applied Composition and Speech (3) (3)

Emphasizes practical application of composition and speech skill in day-to-day business, professional and technical communications. Communications 131 will be offered first semester; Communications 132 will be offered second semester.

(1, 2) Drama 101—Introduction to the Theatre (3)

A general survey designed to acquaint the student with the various aspects of theatre; plays and playwrights, directing and acting, and theatres, artists, and technicians.

(1, 2) Drama 105—Play Production (3)

A study of the technical aspects of play production, including set design and construction, stage lighting, make-up, costuming, direction and other areas.

(1, 2) Journalism 101—Introduction to Journalism (3)

An introductory course in journalism and news writing designed to help the student to understand the distinctive function of a newspaper, to transfer the sound principles of news writing to other areas of communication and to understand the mechanics of production.

(1, 2)	Journalism 102—Basic News Writing	(3)
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A study of the news gathering and writing process as applied to newspapers and to radio and television journalism. Students are given some classroom work in newspaper style and in simple news story writing.

Modern Languages

(Language exam required for advanced placement)

(1, 2)	French 101—Beginning French	(3)
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Essentials of grammar and phonetics; simple reading, composition, oral-aural practice.

(1, 2)	French 102—Beginning French	(3)
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A continuation of French 101. Prerequisite: French 101 or its equivalent.

(1, 2)	French 201—Intermediate French	(3)
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Intensive review of grammar; composition, oral-aural practice, readings in modern French authors. Prerequisite: French 102 or its equivalent.

(1, 2)	Spanish 101—Beginning Spanish	(3)
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Essentials of grammar and phonetics; simple reading, composition, oral-aural practice.

(1, 2)	Spanish 102—Beginning Spanish	(3)
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A continuation of Spanish 101. Prerequisite: Spanish 101 or its equivalent.

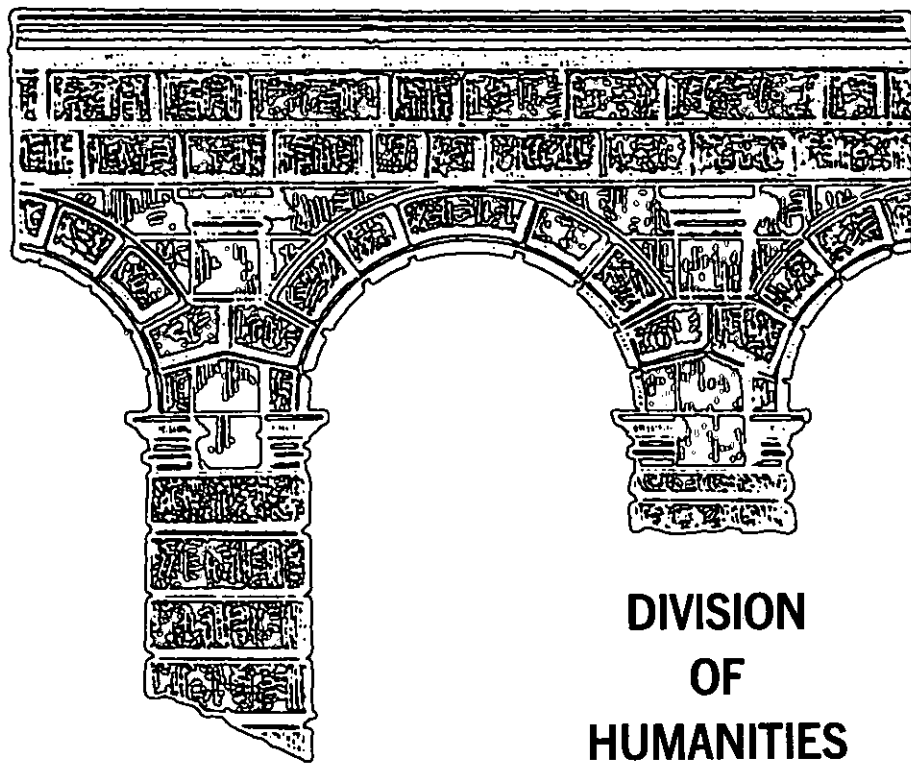
(1, 2) Spanish 201—Intermediate Spanish (3)

Intensive review of grammar; composition, oral-aural practice, reading in modern Spanish and Spanish-American authors. Prerequisite: Spanish 102 or its equivalent.

(other languages will be offered on demand)

(1, 2) Speech 105—Fundamentals of Public Speaking (3)

An introductory course in public speaking. Principles of reasoning. Emphasis upon the delivery of carefully prepared speeches. Special attention to audience analysis, collection of materials and outlining.



**DIVISION
OF
HUMANITIES**

(1, 2) Art 101—Basic Design**(3)**

A course designed to develop a sensitivity to form, color and texture through an exploration with tools and materials and the study of their relation to simple concepts in the theory of design. This course meets six hours a week.

(1, 2) Art 104—Art Appreciation**(3)**

Lectures, slides, and discussion on the theoretical, cultural, and historical aspects of the visual arts. The role of art in everyday living.

(2) Art 114—Drawing**(3)**

Basic problems in freehand drawing includes perspective, still life, and landscape. Emphasis is on developing a sense of structure through line, form and texture. This course meets six hours a week.

(Music exam required of majors for placement)

(1) Music 101—Theory**(3)**

Development and cultivation of basic musicianship skills, especially in the areas of tonal and rhythmic perception and articulation. Presentation of the essential elements of music; introduction to sight singing, keyboard harmony, and notation. This course meets five hours a week.

(2) Music 102—Theory**(3)**

Introduction to partwriting and harmonization with triads and their inversions; classification of chords; seventh chords, Sight-singing, dictation, and keyboard harmony to involve basic modulation. Prerequisite: Music 101 or permission of instructor. This course meets five hours a week.

(1, 2) Music 104—Music Appreciation (3)

The general style concept of each of the salient periods in Western civilization and of the relation of music to the other arts and to the social and historical background. An investigation of the music of individual composers within the context of their time. For non-music majors.

(1) Music 110—Literature (2)

A survey of instrumental and vocal forms to include symphony, opera, art song, sonata through the style periods from the Baroque to Romanticism. Attention to the instruments as producing means; sources of imagery in music from Bach to Brahms.

(2) Music 111—Literature (2)

Insights into structural and functional aspects of musical masterpieces from Impressionism into the contemporary period. The significance of contributions of representative composers such as: Moussorgsky, Wagner, Debussy, Stravinsky, Schoenberg, Hindemith, and Bartok.

(1) Music 121—Applied Music—Major (2 or 3)

A course designed for pre-music students, providing private instruction in the principal area of concentration.

(2) Music 122—Applied Music—Major (2 or 3)

A continuation of Music 121.

(1) Music 123—Applied Music—Minor (1)

An applied music course designed for pre-music students, providing class or private instruction in the secondary areas.

(2) Music 124—Applied Music—Minor**(1)**

A continuation of Music 123.

(1, 2) Music 150—Chorus**(1)**

A course providing opportunity for participation in the college chorus. The chorus repertoire includes a wide range of music literature of various periods. The course is open to all students.

(1, 2) Music 160—Band**(1)**

A course affording an opportunity for performing at various school functions. Required of all wind instrument majors each semester. Open to others by permission of conductor.

(1, 2) Music 170—Orchestra**(1)**

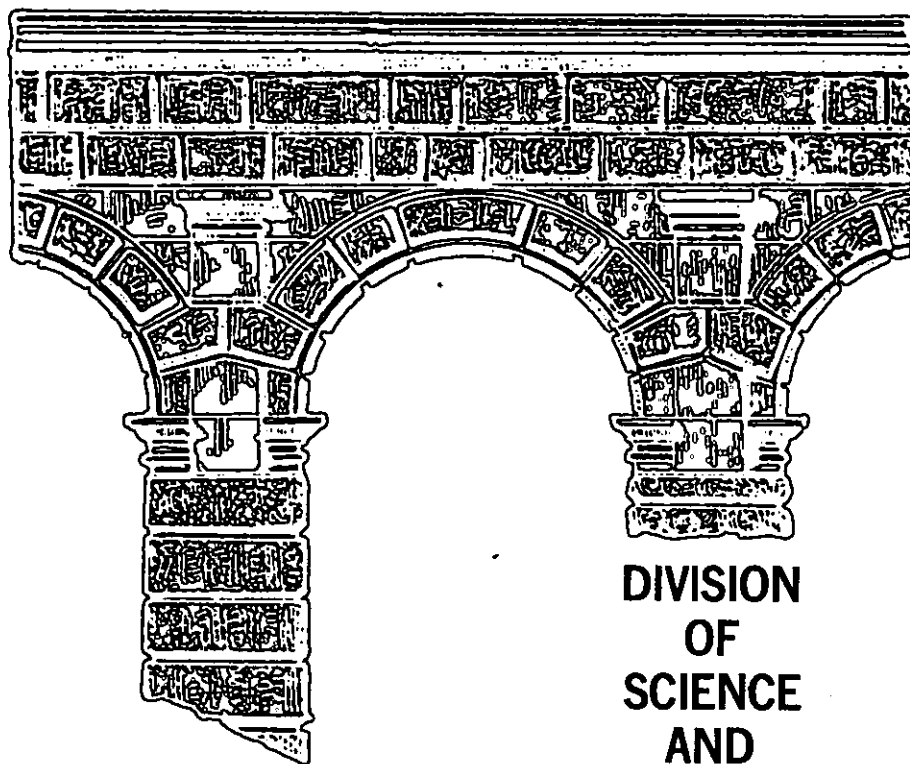
A course affording experience in performing and reading orchestral literature and participation in the college orchestra.

Note: all music majors must participate in either 150, 160 or 170 each semester.

(Fee required for Music 121, 122, 123, 124) Those majoring in music education may take their applied instrument minor work in class. All other music majors must take private lessons.

(1, 2) Philosophy 105—Introduction to Logic**(3)**

A beginning course in logic: introduction to deductive and inductive thinking; the scientific method.



**DIVISION
OF
SCIENCE
AND
MATHEMATICS**

(1) Home Economics 101—Design**(3)**

A study of the fundamental principles of art, design, and color as a basis for developing originality and art appreciation. Projects provide for the development of creative abilities by the application of these principles to clothing and the home.

(2) Home Economics 102—Food Selection and Preparation**(3)**

A study of basic nutrition involving the function and value of various foods, and the factors related to food selection and preparation such as cost, availability, time and methods required for preparation. Laboratory experiences provide for the application of the fundamental principles of food selection, preparation and service to the problem of providing attractive, nutritious meals for the individual and family.

(1) Math 101—College Algebra**(3)**

A review of the fundamentals of elementary algebra. Progressions, exponents, radicals, quadratic equations, binomial theorem, inequalities, absolute values, mathematical induction.

(2) Math 102—Plane Trigonometry**(3)**

Trigonometric functions, identities and equations, Logarithms and the solution of triangles.

(1, 2) Math 115-116—College Mathematics**(3) (3)**

A one-year course designed to meet the needs of the student who plans to end his formal mathematical training with this course. A comprehensive modern treatment of elementary mathematics. Emphasis is placed upon mathematics as a deductive science. Attention is given to the cultural effects of mathematics on our civilization. Math 115 will be offered first semester; Math 116 will be offered second semester.

(1, 2) Math 130—Business Mathematics (3)

A course providing working knowledge of the mathematical computations required in business. Intensive study will be made of arithmetic procedures, percentages, profit and loss, interest, discounts, and other necessary uses of mathematics for business.

(1) Math 131—Technical Mathematics (3)

A course designed for technical students, covering the treatment of measured data, scientific notation, tables and interpolation, plane and solid mensuration.

(2) Math 132—Design Mathematics (3)

A trigonometry course for technical students, covering analytical trigonometry, vector algebra and complex notations. Prerequisite: Math 131.

(Science Laboratory fee required)

(1, 2) Biological Science 115-116 (3) (3)

A presentation of selective principles in biological science for the non-science major, including the cell concept, the organization of multi-cellular systems, plants and animals as organized systems, and man in relation to his environment. Lecture 3 hours; Laboratory 2 hours a week. Biological Science 115 will be offered first semester; Biological Science 116 will be offered second semester.

(1) Botany 101—General Botany (4)

General principles of plant biology, including structure, function, distribution, heredity and phylogenetic relations. Lecture 3 hours; Laboratory 3 hours a week.

(2) Zoology 102—General Zoology (4)

Basic principles concerning animal biology with selected types from each group. Lecture 3 hours; Laboratory 3 hours a week.

(1) Chemistry 101—General Chemistry (4)

Laws and principles of chemistry, including the physical and chemical properties of pure substances. Special attention given to problem work. Lecture 3 hours; Laboratory 3 hours a week.

(2) Chemistry 102—General Chemistry (4)

A continuation of general inorganic chemistry. Including an introduction to qualitative separation and identification of cations and anions. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Chemistry 101.

(2) Chemistry 131—Production Chemistry (3)

A continuation of Chemistry 101 with emphasis on production control and pilot plant construction including use of chemical instruments. Prerequisite: Chemistry 101.

(1, 2) Drafting 130-131—Technician Drafting (2) (2)

A drafting course for students in technical programs (other than drafting) to familiarize them with techniques used in drafting. Drafting 130 will be offered first semester; Drafting 131 will be offered second semester.

(1) Drafting 132—Basic Drafting (5)

A basic course in drawing which includes an introduction to graphical representation, care and use of drawing instruments, basic techniques, lettering, geometric construction, orthographic projection, dimensioning of drawings, sectional views, auxiliary views and applications.

(2) Drafting 133—Intermediate Drafting (5)

This course includes machine drawing, gears and cams, freehand drawing, descriptive geometry, development, intersection, isometric drawing, drafting room standards and reproduction of drawings. Attention will be given to practical application in specific areas.

**(1, 2) Electronic Technology 130-131—Electronics (4) (4)
Lab**

Emphasis will be placed on projects and experiments related to electronics and production of electronic items. Electronic Technology 130 will be offered first semester; Electronic Technology 131 will be offered second semester.

(1) Engineering 105—Engineering Graphics (3)

Geometry of graphical construction, freehand lettering, projection drawings, revolutions, auxiliaries, sections and conventions, sketching, pictorials, dimensioning, fastenings, engineering drawings.

(2) Engineering 106—Descriptive Geometry (2)

Theory of principal projections. Primary and successive auxiliary views, revolutions, engineering layouts. Graphical solutions of engineering problems. Prerequisite: Engineering 105.

(1, 2) Engineering 130-131—Metal Shop (1) (1)

This course is designed to familiarize the student with the types of machines found in industry, including their use, limitations, and the machining of types of metal. Engineering 130 will be offered first semester; Engineering 131 will be offered second semester.

**(1, 2) Mechanics Technology 130-131—Mechanics (4) (4)
Lab**

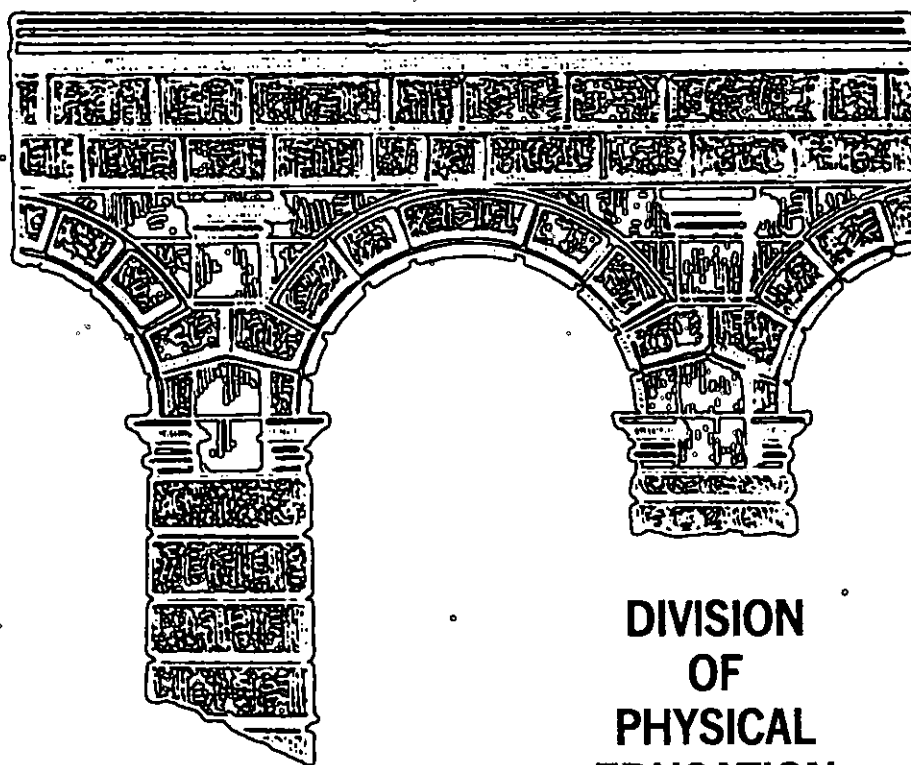
Laboratory experiments will involve the application of techniques used by industry. Mechanics Technology 130 will be offered first semester; Mechanics Technology 131 will be offered second semester.

(1, 2) Physical Science 115-116 (3) (3)

A survey of the Physical Sciences for the non-science major, with emphasis on the fundamental principles and important developments in astronomy, physics, chemistry and geology. Lecture 3 hours; Laboratory 2 hours a week. Physical Science 115 will be offered first semester; Physical Science 116 will be offered second semester.

(1, 2) Physics 131-132—Applied Physics (3) (3)

A course designed to explain the basic concepts of the properties of matter and mechanics, heat, sound and light, and magnetism and electricity. Physics 131 will be offered first semester; Physics 132 will be offered second semester.



**DIVISION
OF
PHYSICAL
EDUCATION
AND
HEALTH**

(1, 2) Physical Education 101—Fundamentals of Health (3)

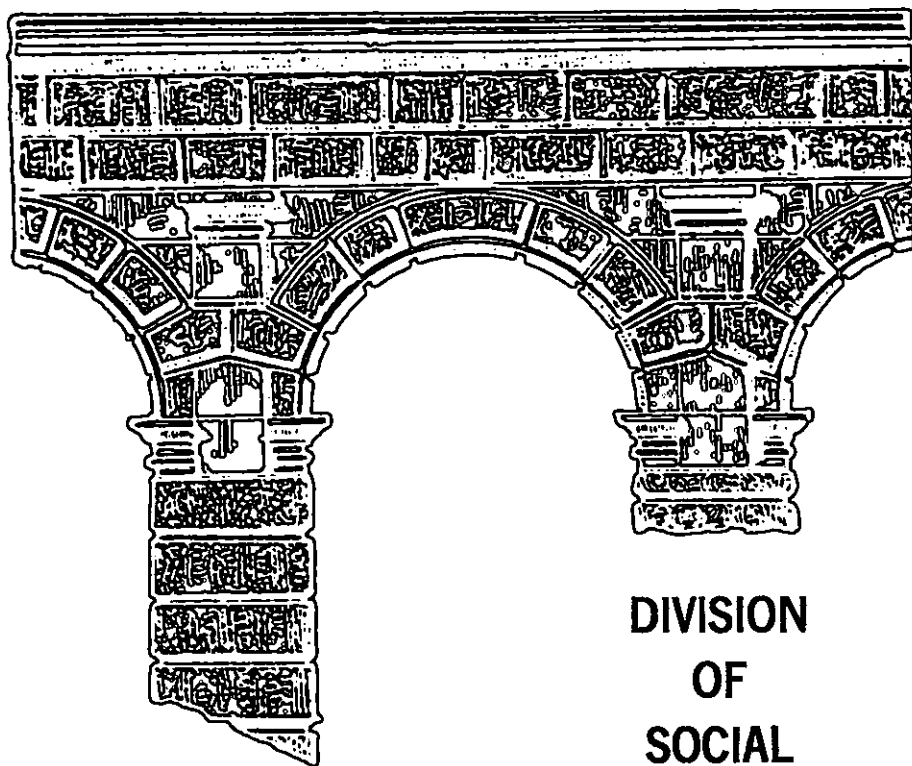
Fundamentals of health, dealing with personal hygiene and healthful living.

(1, 2) Physical Education 110—Recreation (2)

Principles, organization, and functioning of recreation in the American society.

Activity Courses

Physical Education 120 M	Bowling	(1)
Physical Education 120 W	Bowling	(1)
Physical Education 121	Dance	(1)
Physical Education 122 M	Gymnastics	(1)
Physical Education 122 W	Gymnastics	(1)
Physical Education 123 M	Swimming	(1)
Physical Education 123 W	Swimming	(1)
Physical Education 124 M	Tennis	(1)
Physical Education 124 W	Tennis	(1)
Physical Education 125 M	Weight Training	(1)
Physical Education 125 W	Figure Training	(1)



DIVISION
OF
SOCIAL
SCIENCE

(1) Government 140—American Government (3)

A study of the origin and development of the American Constitutional system—national and state. Special attention given to Texas. Federal, state and inter-state relations.

(2) Government 141—American Government (3)

National political and governmental institutions and processes; foreign relations and national defense; governmental services and functions. Legislative, executive and judicial functions of the United States and Texas governments. A continuation of Government 140.

(1) History 101—Survey of American History (3)

A general survey of United States History from its European origin to 1865.

(2) History 102—Survey of American History (3)

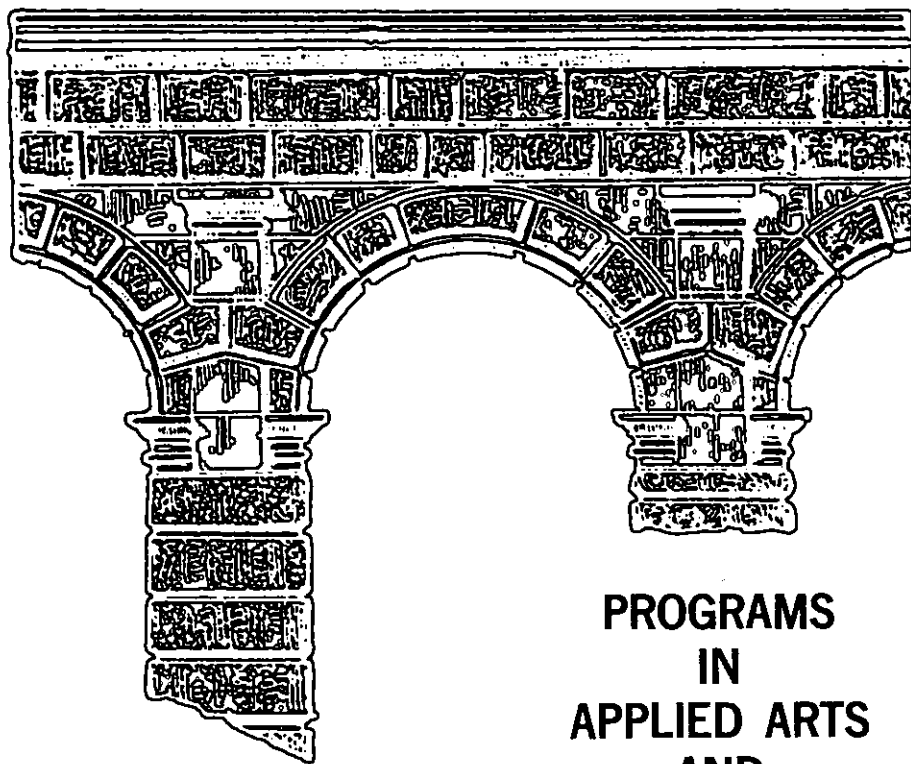
United States History since 1865. Prerequisite: History 101 or permission of instructor.

(1, 2) Psychology 105—Introduction to Psychology (3)

Basic problems and principles of human experience and behavior; heredity and environment, the nervous system, motivation, learning, emotions, thinking, and intelligence.

(1, 2) Social Science 131-132 (3) (3)

A course designed to provide the student with some historical perspective for understanding the economic, political, and social institutions of modern society. In this context, emphasis will be placed upon U.S. and Texas history and constitutional development. Social Science 131 will be offered first semester; Social Science 132 will be offered second semester.



**PROGRAMS
IN
APPLIED ARTS
AND
SCIENCES**

APPLIED ARTS AND SCIENCES

The completion time indicated for each program is based upon a full-time student course load. Part-time students may enter any of these programs, but will require longer to fulfill the requirements of the area of studies.

Apparel Technology—Pattern Drafting and Draping

This program acquaints the student with the equipment and procedures of industrial pattern drafting and draping. Course work includes work in laboratories and classroom. Successful completion of this course prepares the student for employment in a key production area of the apparel industry.

Bookkeeping

A program with primary emphasis on developing the particular skill of bookkeeping itself. Stress is not only upon the use of figures, but upon a sound basic knowledge of the mathematics used in the process of bookkeeping. The program includes courses such as office machines, communications, and other business related subjects. The length of this course will be determined by the proficiency level of the student upon entering into the program.

Data Processing Equipment Operator (2 year program)

A combination of lab experience and related classroom subjects will give the student proficiency as an equipment operator.

Data Processing Programmer (2 year program)

A program providing the training and experiences necessary to develop the background and skills for programming. The student will spend part of his time working with data processing equipment. He must also gain proficiency in related subject areas including mathematics and communications.

Draftsman (2 year program)

A program including laboratory and class work for gaining proficiency in drafting. The first year is devoted to gaining basic skills. During the second year, in addition to raising the level of proficiency, the student will choose a special area such as electronics, engineering, pipe or architectural drafting.

Electronics Technician (2 year program)

A program designed to give students the basic foundation required for employment in the broad field of electronics. The training includes applied mathematics, applied physics, metal shop, design, communications, speech, circuit design and analysis, electricity and magnetism, transistor theory circuitry, circuit design, metallurgy, industrial electricity, electronic trouble shooting and related subjects. The laboratory portion of the program will enable the student to gain applied experiences comparable to those that he would find in industry.

Engineering Technician (2 year program)

A program concentrating on the skills necessary for technicians in the engineering field. Major course work contains design, applied mathematics, metallurgy, applied physics, machine shop, descriptive geometry, fabrication and assembly, materials and processing and other basic subjects. Related training necessary includes communications, speech, human relations, safety and welding.

Hotel and Restaurant Services

Several programs in the Hotel and Restaurant Services area are being planned to start in the fall and school year of 1966-67, including programs for culinary arts and dining room service. Training in other areas will be offered as soon as the programs can be implemented.

Key Punch Operator

A program designed to develop proficiencies and skills in the operation of key punch machines so that the student may seek immediate employment in those companies which have extensive data processing programs. Those students who have a good background in typing and office machines will be able to complete the key punch operator program in one or two semesters according to the extent that they wish to train. Those students who are enrolled in programs developing basic office skills may wish to add the key punch operator courses as electives.

Medical Services

Recognizing a present shortage and a growing need in this area, the college is planning several programs. The development of

nursing, dental technology, medical office specialties, and other areas are receiving priority attention by the college. Some courses may be started in the fall of 1966, others during the school year of 1966-67.

Mid-Management (2 year program)

An area concerned with specific and comprehensive training in the fields of marketing, distribution, and industry, and with a broad view concerned with the development of occupational competence at the middle management level in business and industry. Some examples of mid-management positions are assistant managers, department managers, managers of small businesses, and buyers. The classroom instruction is combined with the kind of work-related experience necessary in the student's progress toward his career goal.

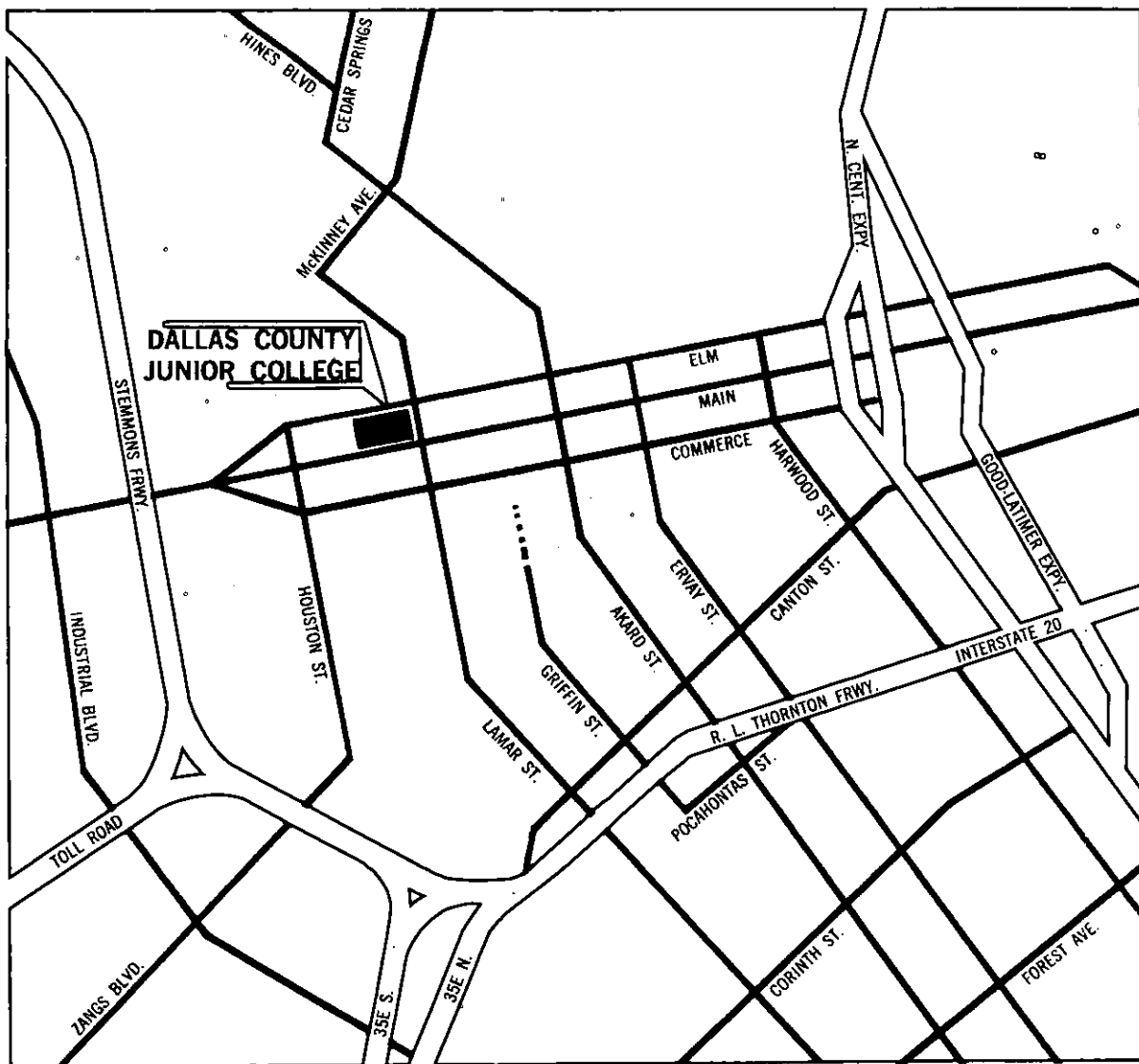
Office Supervision (2 year program)

A program designed to provide students with a background which will prepare them for positions of responsibility as executive secretaries, office managers, or administrative assistants. This program combines classroom work and work-related experience. Initial placement in the work-related portion of the program will be determined by the background of skills already possessed by each applicant.

Secretarial Studies (2 year program)

A program designed to supply the training required for competence and efficiency in performing secretarial duties. A quality level of proficiency must be attained in shorthand and typing as well as related subjects. Some of the related subjects are: communications, office machines, secretarial practices, public speaking, bookkeeping or accounting, and other courses which provide those skills necessary to perform competently on the job.

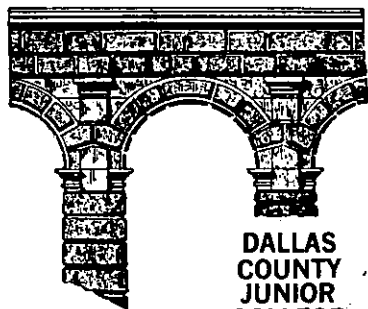
Additional programs, still in the planning stage as this Bulletin goes to press, will be described in special brochures to be issued at a later date.



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**DALLAS
COUNTY
JUNIOR
COLLEGE**

For additional information write to:
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DALLAS COUNTY JUNIOR COLLEGE
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Dallas, Texas 75202

