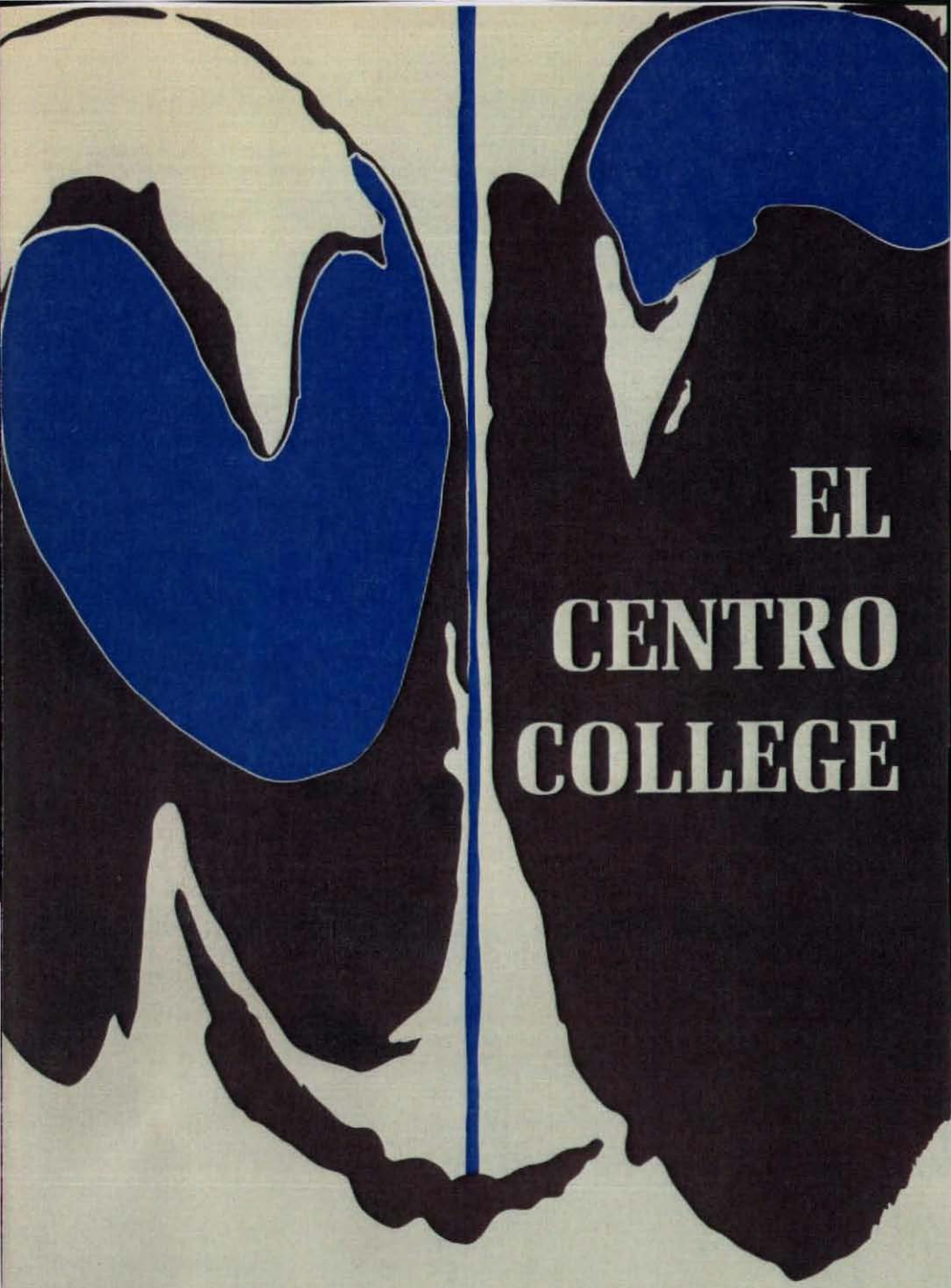

EL CENTRO COLLEGE

BULLETIN 1968-1969

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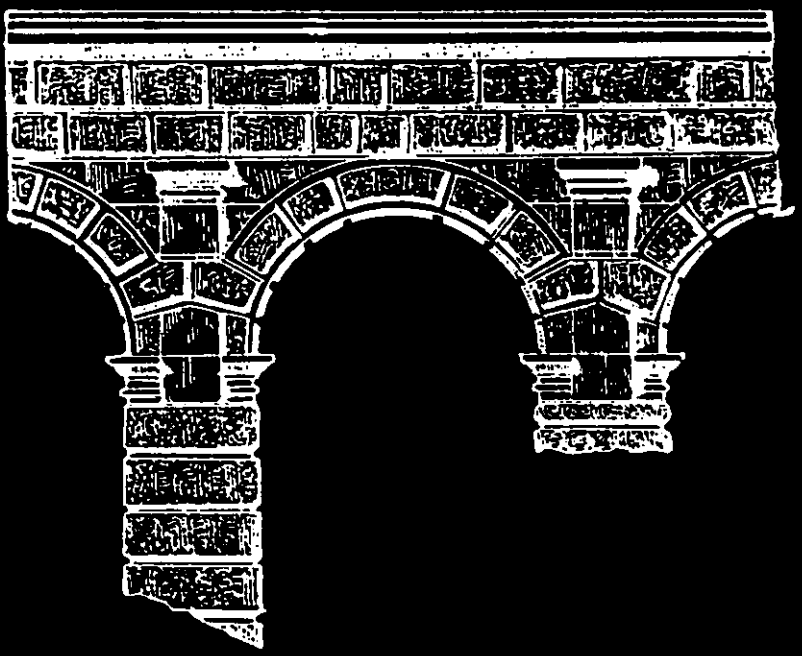
This arch from the Amphitheatre in Pola symbolizes Etruscan genius in bridging the stream between the abstractions of Greece and the applications of Rome. Some scholars believe the Etruscans built the first arch.



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

ADMINISTRATION STAFF

DALLAS COUNTY JUNIOR COLLEGE DISTRICT

Chancellor	Bill J. Priest
Vice-Chancellor	Alfred M. Philips
Business Manager	Walter L. Pike
Assistant to Chancellor	Vernon L. Hendrix
Director of Planning and Research	H. Deon Holt
Specialist in Government Relations	Fulton R. Smith
Special Services Assistant	Wanda E. King
Director of Data Processing Services	James R. Hill
District Coordinator of Technical and Occupational Education	Claude C. Owens
Specialist in Educational Planning	Carol L. Zion
Technical Assistant for Facility Planning	Stanley E. Pritchard
Special Assistant for Planning and Research	Frank P. Schroeter

EL CENTRO COLLEGE

President	Donald T. Rippey
Dean of Instruction	William H. Stanley
Dean of Students	Don G. Creamer
Dean of Adult Education and Community Serivces	Robert B. Boyle
Associate Dean of Guidance, Counseling and Admissions	Preston Graham
Administrative Assistant	Eldon Miller
Coordinator of Occupational-Technical Programs	Frank Zarkowski

El Centro College is an open door college. The current enrollment is limited only by the physical capacity of the campus. In accordance with this policy, the college assumes the 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 the responsibility to make the most of the educational opportunities presented him. This bulletin represents the curriculum for the third year of operation and includes many new technical and applied arts courses. It may be, however, that additional programs will be added during the year.

FACULTY

ABBOTT, RICHARD W.
Sam Houston State College, B.S.
Student Activities Advisor

ABERNATHY, MARSHALL M.
University of Texas, B.A.; M.A.
Division of Science and Math

ALFORD, MARSHALL E.
Baylor University, B.A.; East Texas State University, M. Ed.
Division of Counseling and Guidance

ALLEN, FLOYD A.
University of Michigan, B.A.; M.A.

ALLRED, RAYMOND C.
North Texas State University, B.A.; M.A.; Ed. D.
Division of Social Science

ALTHER, ROBERT C.
Indiana University, B.A.; M.A.
Division of Social Science

ANDERSON, SHARON J.
North Texas Sate University, B.S.; M.Ed.
Division of Counseling and Guidance

APPERSON, JAMES L.
University of Texas, B.A.; M.A.
Division of Science and Math

ARCHBOLD, C. WESLEY
Southern Methodist University, B.B.A.; M.B.A.
Division of Business

BAILEY, KENNETH
International Brotherhood of Electrical Workers, Journeyman Rating
Division of Science and Math

BEACH, SUZANNE J.
Texas Woman's University, R.N.; B.S.
Division of Nursing

BEAN, ALVIN T.
Baylor University, B.A.; Southern Methodist University, M.Ed.
Chairman, Division of Social Science

BEATTY, EARNESTINE B.
Bishop College, B.A.; University of Oklahoma, M.A.; Ph.D.
Division of Social Science

BEESLEY, CAROL ANN
University of Dallas, A.B.; University of Kentucky, M.A.
Division of Communications

BENNETT, ROBERT C.
University of Colorado, B.A.; University of Toronto, M.A.
Division of Humanities

BEVERS, DONNA BETH
Howard Payne College, B.A.; Southern Illinois University, M.A.

BIZZELL, JOHNYCE
Oklahoma State University, B.S.; M.A.
Division of Counseling and Guidance

FACULTY

BLACKERBY, ROBERT A.
Hardin-Simons University, B.A.; North Texas State University, M.E.; University of Illinois, M.A.
Division of Science and Math

BOEYE, NELVA B.

Division of Nursing

BOLDING, JEANNE W.
University of Texas, B.A.; M.A.
Division of Counseling and Guidance

BOLDT, CHRIS E.
Texas Technological College, B.B.A.
Division of Science and Math

BOOTH, DOROTHY J.
Texas Woman's University, B.A.; North Texas State University, M.A.
Division of Social Science

BOSWELL, EARLENE J.
University of Idaho, B.S.; M.Ed.
Division of Communications

BOYLE, ROBERT B.
Southern Methodist University, B.A.; M.A.
Dean of Evening and Adult Education

BROCK, DOROTHY F.
North Texas State University, B.A.; M.A.
Division of Communications

CARPENTER, ROBERT W.
North Texas State University, B.B.A.; M.B.A.; C.P.A.
Division of Business

CAUTHRON, LINNIE E.
Texas Woman's University, B.S.N.; Texas Eastern School of Nursing, R.N.; Tyler Junior College, A.S.
Division of Paramedics

CHAMBERLAIN, ENRIQUE A.
North Texas State University, B.A.
Division of Instructional Resources

CHENEY, BOBBY W.
Southern Methodist University, B.A.; M.A.
Division of Social Science

CLAYTON, MARY JANE
University of Florida, B.S.N.
Division of Nursing

COLDWELL, PATRICIA C.
Southwestern College, Memphis, Tennessee, B.A.; Yale University, M.A.
Division of Communications

COLLINS, MAHON D.
East Texas State University, B.S.
Division of Science and Math

COX, JOHN M.
Howard Payne College, B.S.; Southwestern Theological Seminary, M.R.E.; University of Houston, M.A.
Division of Counseling and Guidance

CREAMER, DON G.
East Texas State University, B.A.; M.Ed.; Indiana University, Ed.D.
Dean of Students

CUTTER, MADOLYN J.
Southern Methodist University, B.A.; Methodist Hospital of Dallas, R.N.; University of Colorado, M.S.
Division of Nursing

DALE, CHARLES W.
Southeastern State College, B.S.; Southern Illinois University, M.S.
Division of Science and Math

DEASON, KAYE STROUD
Kilgore Junior College, A.A.; Stephen F. Austin College, B.A.; M.A.
Division of Social Science

DILLARD, SUE V.
Harding College, B.A.; M.A.T.
Division of Communications

DI PIETRO, LAWRENCE N.
Rutgers University, B.A.; Drexel Institute of Technology, M.S.L.S.
Division of Instructional Resources

DOBBS, VIRGINIA
University of Kentucky, B.S.
Director of Community Service Programs

DOUGHTY, GEORGE E.
Florida State University, B.S.
Division of Social Science

DRAKE, JESSE H.
East Texas Baptist College, B.S.; Hardin-Simmons University, M.A.
Division of Communications

DRURY, MICHAEL H.
North Texas State University, B.S.
Division of Science and Math

ELLIS, ANN MARIE
University of Florida, B.A.E.; M.A.
Division of Social Science

EMMERT, OLIVE GRAY
Jewish Hospital School of Nursing, R.N.
Division of Paramedics

FELDER, ROBERT H.
Sam Houston State College, B.B.A.; M.A.
Division of Business

FINCH, MILDRED N.
Wiley College, B.S.; Reed College, M.A.T.
Division of Science and Math

FOWLER, WILTON R.
Stephen F. Austin State College, B.S.; M.A.; Baylor University, Ed.D.
Division of Counseling and Guidance

GAUNTLETT, WILLIAM H.
University of Arizona, B.A.; Stanford University, M.A.
Division of Communications

GILBERT, JACK P.
University of Texas, B.F.A.; California State College at Los Angeles, M.A.
Assistant Chairman, Division of Communications

GILL, DONALD A.
West Texas State University, B.A.; University of Colorado, M.A.
Division of Communications

GILLETT, GROVER
Texas Technological College, B.B.A.; University of Texas, M.B.A.; C.P.A.
Division of Business

GLENDENNING, MARGUERITE B.
Atlantic Christian College, A.B.; Ohio University, M.A.
Division of Counseling and Guidance

GLENN, MARY L.
Southeastern State College, Oklahoma, B.S.; University of Oklahoma, M.B.E.
Division of Business

GONZALEZ, CARLOS
City College of New York, B.S.; Texas Christian University, M.S.;Ph.D.
Chairman, Division of Science and Math

GRAHAM, PRESTON
Baylor University, B.A.; M.A.; Ed.D.
Associate Dean of Guidance, Counseling, and Admissions

GRAUPMAN, LEE
La Crosse State College, B.S.; Western State College of Colorado, M.A.
Division of Counseling and Guidance

GREATHOUSE, CLAUDIA E.
Texas A. & I. University, B.M.; M.S.; E.C.P.I. Data Processing and Computer Programming Certificate
Division of Business

HAMM, ROBERT D.
East Texas State University, B.S.; M.Ed.
Director of Financial Aid and Placement

HAMMOND, JAY M.
Southwest Missouri State College, B.A.; University of Missouri, M.A.
Division of Social Science

HANKERSON, JAMES E.
University of Texas, B.A.; M.A.
Division of Social Science

HEGAR, EDITH ALYLENE
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HENSLEE, JIMMIE J.
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Division of Business

HOLMES, JERRY L.
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Division of Business

HOLT, DIANE R.
University of Utah, B.S.; M.S.
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HOOPER, FERNE E.
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HOSKINS, BETTY B.
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HUCHINGSON, JOHN D.
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HUNT, N. ANN
Austin College, B.A.; Texas Christian University, M.A.
Division of Communications

INCE, VICTOR
Chase Farm and Napsbury School of Nursing — Royal College of Nursing, R.N.; Royal Institute of Public Health and Hygiene, M.R.I.P.H.H.
Division of Paramedics

JACKMAN, PHILIP H.
Nebraska Wesleyan University, B.A.; University of Texas, M.F.A.; Southern Methodist University, B.D.
Division of Communications

JACOBSON, RUTH A.
Tacoma General Hospital School of Nursing, R.N.
Division of Paramedics

JOHNSON, GENELL O.
University of Oklahoma, B.A.; M.A.
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JOHNSTON, JENEANNE
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Division of Communications

KERBEL, LARRY D.
Colorado State University, B.S.; M.S.
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KING, CAROLYN G.
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KING, CHARLENE M.
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KIRKPATRICK, JAMES M.
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Division of Science and Math

KOCH, ARTHUR R.
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KYLE, JUDY K.
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LASATER, MARY BETH
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LEFF, GLADYS R.
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Division of Social Science

LINDEMANN, MARY ALICE
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LITTLE, MYRA ERWIN
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LOKKE, DONALD H.
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LONG, JAMES S.
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Division of Business

LOPEZ, FRANK
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LUKE, PAUL J.
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MACA, SUANNE
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MARTIN, MARILYN A.
Marymount College, Salina, Kansas, R.N.
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McCLUNG, RAY O.
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McCULLOUGH, MARION
Success Business College, National Board Certification, Dental Assistant
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McGOWN, CAROLINE
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Division of Communications.

McGREW, THOMAS G.
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McMAHON, JERRY D.
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Director of Building and Grounds

McPEEK, MAURICE
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MENCHACA, RICHARD V.
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MILLER, ELDON
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Administrative Assistant to the President

MOORE, HARRIS PAXTON, II
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Division of Communications

MOORE, JAMES E.
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Division of Business

MURPHY, SUE
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Division of Nursing

MUSGRAVE, A. C., JR.
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Division of Science and Math

NEWMAN, MAYRELEE F.
Washington State University, B.A.; M.L.S.
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O'BRIEN, RICHARD E.
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Division of Science and Math

OLESEN, SPENCER L.
Stephen F. Austin State College, B.A.

PARSONS, MARGARET S.
Baylor University, B.B.A.; Texas Woman's Universrity, M.A.
Division of Business

PASSMORE, BILL B.
University of Texas, B.B.A.; North Texas State University, M.Ed.
Division of Counseling and Guidance

PATTON, JUDITH
North Texas State University, B.A.; M.A.

PEARSON, ELIZABETH M.
University of Texas, B.A.
Division of Admissions

PELTIER, ARLIN G.
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Chairman, Division of Humanities

PENNER, GARY R.
Nebraska State Teachers College, B.Sc.Ed.; University of Illinois, M.A.
Division of Science and Math

PERMENTER, KENNETH L.
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Division of Counseling and Guidance

PLOCEK, PAT
North Texas State University, B.B.A.
Division of Business

PRANGE, EDNA L.
Texas Technological College, B.A.; Texas Woman's University, M.A.
Division of Communications

REAMY, BARBARA A.
St. Mary Memorial Hospital School of Nursing, R.N.
Division of Paramedics

RECTOR, THOMAS J.
Baylor University, B.A.; Oberlin College, Bookstore Management Seminars
Manager of Bookstore

REYNOLDS, NANCY S.
University of Illinois, B.F.A.; University of Iowa, M.A.; University of Cincinnati, M.F.A.
Division of Humanities

RICE, NINA D.
Arkansas State Teachers College, B.S.; George Peabody College, M.A.
Division of Science and Math

RIPPEY, DONALD T.
University of New Mexico, B.A.; M.A.; Colorado State College, Ed.D.
President of the College

ROBINSON, EMILY BROWN
Abilene Christian College, B.S.E.; North Texas State University, M.B.E.
Division of Business

ROLOFF, JOAN G.
Occidental College, A.B.; California State College at Long Beach, M.A.
Division of Communications

RUSHING, DOROTHY BEAL
Sam Houston State Teachers College, B.A.; M.A.; University of Illinois, Ph.D.
Chairman, Division of Communications

SCARDINA, PATRICIA G.
Baton Rouge Business School
Division of Business

SCHWANKE, FRAUKE-ERIKA
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Division of Communication

SHERRILL, THEODORE B.
Lamar State College of Technology, B.S.; East Texas State University, M.S.
Division of Science and Math

SHOFNER, ROBERT W.
East Texas State College, B.S.; M.A.
Division of Communications

SILVERMAN, PINCUS
Denver University, A.B.; Southern Methodist University, M.Ed.; North Texas State University, Ed.D.
Division of Communications

SMITH, JANE G.
North Texas State University, B.A.; M.A.
Supervisor of Student Center

SMITH, RICHARD E.
Harding College, B.A.; University of Texas, M.A.
Division of Instructional Resources

SMITH, ROYAL E.
Baylor University, B.A.; Texas Wesleyan College, M.Ed.
Division of Counseling and Guidance

SMITH, TOMMY E.
North Texas State University, B.S.; M.Ed.
Division of Science and Math

SOUTHERLAND, ARTHUR R.
East Texas State University, B.M.Ed.; M.Ed.; Ph.D.
Division of Humanities

STANLEY, WILLIAM H.
North Texas State University, B.S.; Hardin-Simmons University, M.Ed.; North Texas State University, Ed.D.
Dean of Instruction

STARLING, SUSANNE
Baylor University, B.A.; North Texas State University, M.A.
Division of Social Science

STEEN, DAVID E.
Texas Christian University, B.A.; University of the Americas, Mexico, D.F., M.A.
Division of Social Science

STEPHAN, PETER M.
Southern Methodist University, B.S.; North Texas State University, M.A.
Division of Communications

STEWART, JOHN D.
East Texas State University, B.M.Ed.; M.Ed.
Division of Humanities

STEWART, KATHERINE R.
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Division of Social Science

STIMMEL, F. GENE
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Division of Science and Math

STOVER, JAMES W.
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Division of Humanities

SWANSON, PEGGY EUBANKS
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Division of Business

THOMASSON, RUBY E.
Centenary College, B.A.; Southern Methodist University, M.Ed.
Division of Communications

THORSON, MARCELYN M.
Pratt Institute, B.S.
Division of Science and Math

TODES, JAY L.
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Division of Business

TONN, JAMES W.
East Texas State University, B.S.; M.Ed.
Division of Science and Math

TROTTER, ROBERT S.
University of Texas, B.A.; North Texas State University, M.Ed.
Division of Social Science

TUNNELL, WILLIAM K.
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Division of Social Science

TYSON, BARBARA M.
Baylor University, B.A.; University of Texas, M.A.
Division of Communications

VAN SELM, ARIE WILLY
Diploma Commerce, School of Commerce, Zurich, Switzerland; Culinary Art Degree, Restaurant School, Utrecht, Holland; Chef's Degree, Hotel Restaurant School, Stockholm, Sweden
Division of Science and Math

VAN TREASE, DEAN P.
University of Washington, B.A.; M.B.A.
Chairman, Division of Business

WEAVER, GAYLE M.
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Assistant Chairman, Division of Science and Math

WESSON, JERRY W.
East Texas State University, B.S.; M.S.
Director of Student Activities

WHITE, GERRY
The Johns Hopkins Hospital, R.N.; Western Reserve University, B.S.N.; University of Washington, M.N.Ed.
Chairman, Division of Nursing

WHITFIELD, E. RAY
Southwestern Baptist Theological Seminary
Assistant Registrar

WILKINSON, TOM
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Division of Instructional Resources

WILLIAMS, JEROME
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Division of Science and Math

WILLIAMSON, JOHN W.
East Texas State University, B.S.; M.S.
Registrar

WYCKOFF, JEAN B.
Riverside General, Toledo, Ohio, R.N.; University of Pittsburgh, B.S.N.Ed.; M.L.
Director, Health Center

YATES, KATHRYN DELL
Midwestern University, B.A.; M.A.
Division of Social Science

ZARKOWSKI, FRANK E.
Oregon State University, B.E.; M.Ed.; Purdue University, M.S.
Coordinator: Occupational-Technical Programs, Campus

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.

El Centro College enrolled over twenty-four hundred full-time students in its first year of operation. In addition, over four thousand part-time students were served by evening and non-credit classes. Indications are that enrollment is nearing the physical capacity of the El Centro site. Additional campuses will not be ready for service until 1969 or 1970. At that time, students enrolled in Dallas County Junior College may reach 18,000 to 20,000, with an additional 30,000 part-time students attending late afternoon and evening classes. It is certain that by 1970 the Dallas County Junior College District will be among the largest in the United States.

Campus planning involves 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 El Centro 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 District is a full member of the American Association of Junior Colleges. El Centro College has been granted affiliate membership by the Association of Texas Colleges and Universities. Dallas County Junior College District is recognized and sanctioned by the Coordinating Board of the Texas Colleges and Universities system and has been awarded candidacy status leading to full accreditation 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.

ACADEMIC CALENDAR

1968-69

Registration of students at El Centro College is a continuous operation not confined to a short period as in many institutions. Registration will conclude on the Friday preceeding the opening day of school in September.

September 9-13	Monday-Friday	Registration & Student Orientation Completed
September 16	Monday	Classes begin
October 11	Friday	Last day to withdraw from class with a grade of "W"
November 21-22	Thursday-Friday	Thanksgiving Holidays
December 20	Friday	Last day of classes before Christmas Holidays
January 2	Thursday	Classes resume at 8:00 a.m.
January 17-22	Wednesday-Friday	Final examinations for the first semester
January 22	Friday	First semester closes
January 27-31	Monday-Friday	Registration & Student Orientation Completed
February 3	Monday	Classes begin
February 28	Friday	Last day to withdraw from class with a grade of "W"
April 4-7	Friday-Monday	Spring Vacation
April 8	Tuesday	Classes resume at 8:00 a.m.
April 14	Monday	Last day for filing degree or certificate plans for June graduation.
May 26-29	Monday-Thursday	Final examinations for the second semester
May 29	Thursday	Semester closes
May 29	Thursday	Graduation

SUMMER SESSION

1969		
June 2-3	Monday-Tuesday	Registration Completed
June 4	Wednesday	Classes begin
June 13	Friday	Last day to withdraw from classes with a grade of "W"
July 4	Friday	Holiday
July 11	Friday	Final examinations

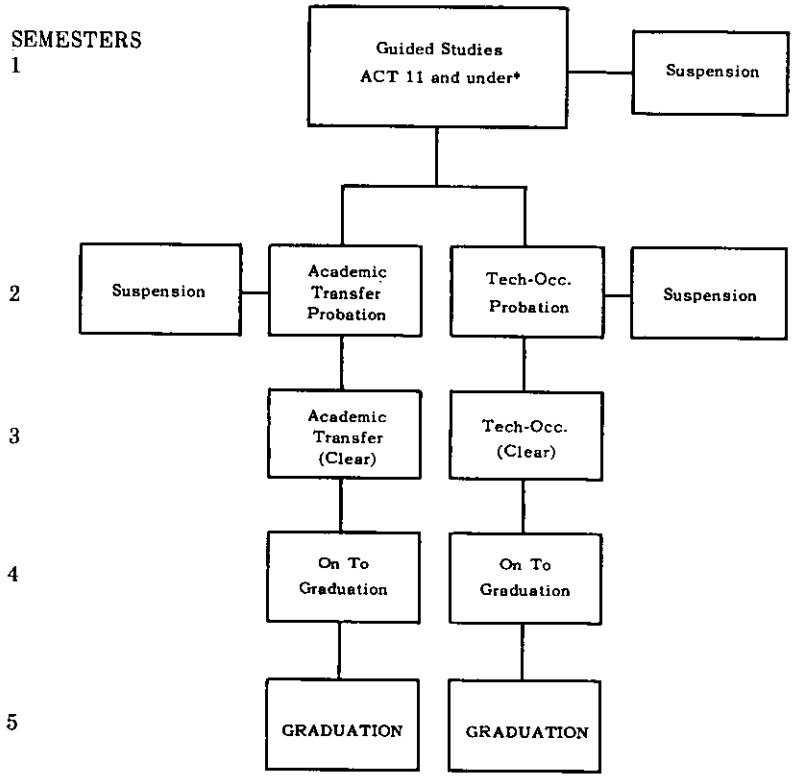
General Admission Policies

The following policy was approved by the DCJC District board of trustees to become effective September 1, 1967.

1. A student applying for admission to El Centro College without a high school diploma who gives evidence of the ability to profit by college instruction may be admitted. Admission shall be on probationary status.

2. Students entering El Centro College with ACT scores of 11 and below may be admitted on probation and are required to take the Guided Studies Program. Some students going into certain programs may not be required to take Guided Studies upon initial enrollment.

PLACEMENT SCHEMATIC
Student Scoring 11 and Under, ACT



*Petitions from students with scores of 11 or less to enter certain Technical—Occupational Programs will be handled on an individual basis.

It is the responsibility of each applicant to complete his admission file. Only those applicants who have fulfilled all admission requirements will be considered for admission. Applications will be processed until enrollment limits have been reached.

Applicants residing in Dallas County will be given priority for admission in any semester.

Students who are accepted for admission will be scheduled for appointments with a counselor. The counselor will assist in planning a program of study. Normally, all requirements for registration are completed during this visit to the campus.

Criteria for Entrance

1. *Beginning Freshmen:*

A. Graduation from an accredited high school with a minimum of fifteen units of high school credit is required.

B. Mature adult applicants who are not graduates of an accredited high school may be accepted for admission on an individual approval basis. The applicants will be admitted on probation. Approval may require the applicant to meet examination requirements for entrance into particular programs.

Each applicant who has not earned at least 6 semester hours of college credit with grades of "C" or better is required to furnish the Director of Admissions, in addition to the application, a transcript of any high school work completed, the results of the American College Testing Program (ACT), and the medical form. The General Educational Development Test (GED), may be taken and scores presented if the student is over 21 years of age. If these scores are satisfactory, the student may then be admitted unconditionally rather than on probation.

C. Graduates who do not have a diploma from an accredited high school but who present transcripts from an unaccredited institution such as private schools, tutoring schools, etc. will be given consideration if they present a certificate of equivalency issued by the Texas Education Agency.

D. Non-high school graduates may not be considered for enrollment in El Centro College until the class of which they were last a member has been graduated one full calendar year. Any

exception to this rule must be brought before the Committee on Admission and Retention.

2. *Transfer Students:*

College transfer applicants will be considered for admission based on their previous college record. An applicant who is on scholastic probation from another institution may be considered for admission on a conditional basis. Students on scholastic suspension from another institution will not be accepted prior to the expiration of their term of suspension.

Students whose transcript from another institution are marked "not eligible to return" will not be considered for admission, nor will those students who have been suspended from another institution because of disciplinary action be considered for admission.

Scholastic standing for transfer applicants will be determined by the El Centro College Office of Admissions based upon the El Centro grade point system.

3. *Admission to non-credit courses.* (Community Service Programs)

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.

Procedures

Full-time Applicants

Full-time applicants (12 semester hours or more) must submit to the Office of Admissions the following items:

1. *Application for Admission Form.*

This form must be completed carefully with all questions being answered. *The applicant must furnish his social security number at the time he submits the application form.*

2. *High School Transcript.*

An official high school transcript with the date of graduation indicated should be sent by an official of the high school to the Office of Admissions. Each applicant must assume the responsibility for seeing that this requirement is met. (The high school transcript is not required of transfer students who have earned a minimum of 15 semester hours.)

3. *College Transcripts.*

Official transcripts are required from each college or university previously attended. Each applicant must assume the responsibility for seeing that this requirement is met.

4. *ACT Scores.*

Each applicant who has not earned at least 6 semester hours of college credit with grades of "C" or better is required to furnish the Director of Admissions with the results of the American College Testing (ACT) Program. The results of these tests will be used for counseling and placement.

The ACT test battery is given at local high schools and at El Centro College. An applicant should register several weeks in advance of the announced testing date. Applications for this test may be secured through the local high school counselor or by writing to the Director of Admissions, El Centro College.

5. *Medical Form.*

The medical form is to be completed by the applicant's physician and forwarded to the Office of Admissions.

Part-time Students

Part-Time Students (less than 12 semester hours) must submit to the Office of Admissions the following items:

1. *Application for Admission Form.*

This form must be completed carefully with all questions being answered. *The applicant must furnish his social security number at the time he submits the application form.*

2. *High School Transcript.*

An official high school transcript with the date of graduation indicated should be sent by an official of the high school to the Office of Admissions. Each applicant must assume the responsibility for seeing that this requirement is met. (The high school transcript is not required of transfer students who have earned a minimum of 15 semester hours.)

3. *College Transcripts.*

Official transcripts are required from each college or university previously attended. Each applicant must assume the responsibility for seeing that this requirement is met.

4. *Medical Form.*

All part-time students must have on file a medical examination form completed by the applicant's physician by the time he has accrued 12 semester hours.

Part-time students who apply for full-time status must submit a medical examination form prior to counseling and registration. If he has less than 6 semester hours he must also submit the results of the American College Testing Program (ACT) prior to counseling and registration.

Former El Centro College Students

An applicant for admission to El Centro College who is a former student having been out one or more semesters should file a re-admission application form which may be secured from the Director of Admissions. If the applicant has been out of school two calendar years it will be necessary for him to submit a new medical examination form.

Housing

El Centro 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.

Class Attendance

Students are expected to attend regularly all classes in which they are enrolled. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with his instructors when an absence must be excused. Instructors are given the prerogative of determining the excusability of student absences.

Instructors are required to report students to the Dean of Students for excessive absences. Generally, first excessive absence reports are made when absences have reached 3 consecutive times or an accumulation of 6 times. At this point, students are warned that failure to attend class may result in suspension from that class. Second excessive absence reports are filed with the Dean

of Students when, in the opinion of the instructor, a student's continued absences warrant his suspension from class.

Students dropped for excessive absence will receive a grade of "F" in the class from which they are dropped.

Scholastic Standards: Grades and Grade Point Average

Final grades are reported for each student for every course undertaken according to the following grading 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 points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. A student's grade point average is computed by adding the total grade point values for all courses and dividing by the total number of credit hours attempted during the same period.

Incomplete grades are given when an unforeseen emergency prevents a student from completing the work in a course. Division Chairmen or department heads must approve all "I" grades. Incomplete grades must be removed within 30 calendar days after the first day of classes in the subsequent regular semester or they will be converted to "F" grades. "I" grades are not computed in the student's grade point average until they have been converted to letter grades.

Scholastic Standards: Semester Hours

College work is measured in terms of semester credit hours. The number of semester hours credit offered for each course is included with the course description in the college catalog.

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 from the student's counselor and following the procedure outlined by the counselor. 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" or a "WF" to be determined by the instructor based upon the quality of the student's work.

Change of Schedule

Request for change of schedule must be initiated through the student's counselor and approved by the Division Chairman or instructor who is affected by the add or drop action. The change action is not completed until it has been received and processed by the Registrar's Office. *No change action will be accepted by the Registrar after the first week of classes.*

Withdrawal from College

If a student finds it necessary to withdraw from the college, he should report to a counselor and complete the necessary form to make his withdrawal official. He should then follow the procedure outlined by the counselor. If a student leaves without officially withdrawing, he will receive "F" in all subjects.

Honors

A full-time student who completed at least 12 degree hours of credit and who earns a grade point average of 3.00-3.49 will be listed on the College Honor Roll. Full-time students who complete at least 12 hours of credit and who average 3.50-4.00 will be placed on the Dean's Honor List. The Honor Roll and Dean's Honor List will be published each semester.

Grade Reports

Grade reports are issued to each student at the end of each semester. Grades will be withheld if the student does not have all

required student information 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 in the status of audit. This student may attend classes but not take the examinations or receive credit for the course unless he enrolls in the course again as a regular student. The same fee is charged for auditing as for credit.

Procedures for auditing a course will be administered by the Registrar. No audits are approved prior to the first day of class in any semester. Lab sections may not be audited. No approval to audit may be granted after 4:00 p.m. of the eleventh class day.

Credit by Examination

Under special circumstances, a student regularly enrolled and in good standing who believes he is qualified by experience or previous training may take a special examination to establish credit in a particular course. Ordinarily, the privilege of taking an examination for credit will be granted only to students who have at least a "B" grade average in all courses attempted at El Centro College. A maximum of 12 semester hours credit may be obtained by examination. The only exception to this rule is when the total number of semester hours credit involved in any 3 specific courses is greater than 12 semester hours. Credit by examination may be attempted only 1 time in any given course.

Before a student is eligible to take such an examination, he must:

1. *Be a regularly enrolled student in good standing not having previously received credit from any college in the course in which he is requesting examination. No student may receive the credit earned by examination until he has satisfactorily completed 12 semester hours earned in residency at El Centro. No letter grade or grade point will be given for semester hours granted through credit by examination. The transcript will only*

state the number of semester hours granted through credit by examination.

2. *Request an examination in a course listed in the current catalog by filling out a petition form secured from his counselor. The counselor will write his recommendations on this petition form and forward it to the Division Chairman.*

3. *Arrange interview with, first, the Division Chairman and, second, the instructor designated by the Division Chairman to administer the examination, and request that their approval be written on the petition form. Both may require, at their discretion, samples of work completed or evidence from a responsible agency that credit should be given. The Division Chairman will forward the petition form to the Dean of Instruction.*

4. *Have the written approval of the Dean of Instruction on the petition form. If the petition is not approved, the student may appeal to the Administrative Advisory Council.*

5. *Be notified by his counselor of the action taken.*

6. *Pay an examination fee of $5.00. The regular tuition fee is charged to part-time students.*

After these steps are satisfactorily completed, the examination will be prepared by the designated instructor, approved by the Division Chairman and administered by the instructor.

The semester hours received after the student has completed a minimum of 12 semester hours credit in residency will become a part of the student's permanent record and notation "Credit by Examination" will be used to indicate the manner by which the credit was established. The instructor administering the examination will be responsible for reporting credits to the Division Chairman. The Division Chairman will report the credit to the Office of the Registrar. There is no refund of the examination fee in case of failure to establish credit.

The last 15 semester hours required for graduation in any degree or certificate program must be earned in residency and may not be earned through credit by examination.

Concurrent Enrollment at Another Institution

As a general rule, full-time students are not permitted to enroll concurrently at another collegiate institution. All students who plan to enroll concurrently at another institution must complete a concurrent enrollment form and receive approval from the Dean of Students.

Tuition Fees (Credit Courses)

Tuition fees will be charged according to the following schedule:

Residents of Dallas County	
Full-time student (12 or more semester hours)	$ 50.00 a semester
Part-time student (less than 12 semester hours)	$ 5.00 a semester hour (maximum $50.00)
Audit student	$ 5.00 a semester hour

Residents of Other Texas Counties	
Full-time student (12 or more semester hours)	$ 75.00 a semester
Part-time student (less than 12 semester hours)	$ 8.00 a semester hour (maximum $75.00)
Audit student	$ 8.00 a semester hour

Non-Texas Resident*	
Full-time student (12 or more semester hours)	$200.00 a semester
Part-time student (less than 12 semester hours)	$ 17.00 a semester hour (maximum $200.00)
Audit student	$ 17.00 a semester hour

Summer Term	
Residents of Dallas County	$ 5.00 a semester hour (maximum $25.00)
Residents of Other Texas Counties	$ 8.00 a semester hour (maximum $40.00)
Non-Texas Residents	$ 17.00 a semester hour (maximum $160.00)

The charge for auditing a course is the same as taking the course for credit.

* A non-resident student is hereby defined to be a student of less than twenty-one (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 the twelve (12) months immediately preceding the date of registration; or a student of twenty-one (21) years of age or over who resides out of the State or who has not been a resident of the State twelve (12) months immediately preceeding the date of registration.

Special Fees and Charges

Student Activity Fee (full-time student)	$ 7.00 a semester
Student Activity Fee (part-time student: 6-11 semester hours)	$ 4.00 a semester
American College Testing Program (ACT) (required of all full-time students)	$ 4.00
General Education Development Test (may be taken by non-high school graduates to establish high school equivalency score)	Fee determined by institution administering exam.
Laboratory fees, a semester, per lab	$ 2.00 to $ 8.00
Music fees, private lessons, a semester	$35.00 for 1 hr. per wk. (max. charge for one course) $20.00 for ½ hr. per wk.

Other Fees

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. A graduation fee will be assessed students receiving a degree. The fee is for cap and gown rental and will be collected at the time these items are ordered. The fee may change from year to year.

Refund Policy

The refund policy for El Centro College is based on the fact that student tuition and fees provide only a fraction of

the cost of providing educational opportunities. When a student enrolls in a class he reserves a place which cannot be made available to another student until he officially drops the class. Also, a student's original enrollment represents a sizeable cost to the district whether or not he continues in that class. Therefore, refunds will be made only under the following conditions:

1. *100% refund of tuition and fees if the class is officially dropped one week prior to the first day of classes, or for the convenience of the college.*
2. *80% refund of tuition and fees if the class is dropped no later than one day following the first day a class is regularly scheduled to meet.*
3. *50% refund of tuition and fees if the class is dropped by the end of the 5th day of classes.*
4. *No refund will be made after the 5th day of classes. An exception may be made for students inducted into the armed services if a copy of the induction notice is filed with the petitions committee.*

Transcripts of Credit from El Centro College

Upon request by a student, the Registrar's Office will send the student's transcript of record to any college or agency named. Each enrollee shall be entitled to two free copies of such record after which a nominal charge per transcript will be levied. No student will be issued an official transcript until he has settled all financial obligations to the college.

Transfer of Credits from Accredited Institutions

Transfer credit will be given for all passing work completed at accredited colleges and universities. The Registrar's Office will be responsible for the evaluation of all transfer credit.

Students who are admitted with a grade point deficiency will be required to earn additional grade points at El Centro College to offset this deficiency. Students will not be graduated from El Centro College until this deficiency has been cleared.

Military and U.S. Armed Forces Institute Credits

Credits earned in military service-connected schools or through U.S. Armed Forces Institutes will be reviewed by the Director of Admissions and credit granted if applicable.

Recommended Academic Load

No student will be permitted to carry more than 18 semester hours of course work or more than 5 classes plus physical education without permission of the administration. Employed students are advised to limit their academic loads in accordance with the following recommendation: If a student carries a full college load (12 semester hours or more), he should not work more than 20 hours per week. If he must work more hours, his credit hour load in college should be reduced proportionately.

The recommended load limit for day or evening students who are employed full time is 6 semester hours of course work.

The recommended load limit in a 6-week summer session is 6 semester hours of credit. A total of 14 semester hours of credit is the maximum that may be earned in any 12-week summer period.

Definition of Acceptable Scholastic Performance

Acceptable scholastic performance is the maintenance of a grade point average of 2.0 or better. A student may not be graduated unless he has a cumulative grade point average of 2.0 or better. Grade points and hours earned in the Guided Studies Courses are computed when deriving a student's scholastic standing; however, they are not computed for graduation requirements.

Scholastic Probation

A student taking 12 or more semester hours during the fall or spring will be placed on scholastic probation if he fails to meet the following requirements:

1. Pass ¾ of work attempted and
2. Maintain a 2.0 overall grade point average for the current semester.

Any student who accrues a deficiency of 12 or more grade points below the minimum required for a cumulative grade point

average of 2.0 will be placed on scholastic probation. All college level work attempted will be computed.

Removal of Scholastic Probation

Students placed on scholastic probation will receive special counseling and will be limited to a maximum course load of 12 semester hours, unless an increased load is approved by the Dean of Students. Courses taken during a semester of probation must meet the approval of the student's counselor. The student on probation will be required to enroll in and pass Guided Studies Planning 091.

A student who passes all work attempted with a 2.0 average for a given semester but who does not reduce his grade point deficiency to less than 12 will be automatically continued on probation for the following semester.

In order to be removed from probation, the student must pass all work attempted with at least a 2.0 average and must reduce his grade point deficiency to less than 12.

Any student who is on scholastic probation and does not maintain a 2.0 grade point average will normally be disqualified from continued enrollment. He may petition for permission to re-enroll through procedures prescribed by the Dean of Students involving a written petition which provides information concerning extenuating circumstances having a bearing on the student's scholastic performance.

Scholastic Suspension

Students who fail to meet the scholastic standards of probation will be placed on scholastic suspension for the next long semester. Students who are placed on scholastic suspension at the end of the Spring semester may not attend intervening summer sessions.

Students who have been suspended may submit a petition for re-admission. Such petitions will be considered on individual merit by the Dean of Students.

Waiving of Scholastic Probation

Any student who has been pursuing a liberal arts transfer program and because of poor grades finds himself on scholastic

suspension, may have the suspension lifted by transferring to a vocational technical program. The logic behind this procedure is that many students, because of a lack of counseling, failure to pay attention to counseling, or improper counseling, find themselves pursuing a course of studies for which they are not suited. In the event a student wishes to avail himself of this opportunity, all grades below "C" may be disregarded in computing his academic standing so long as a student follows this program. However, should the student wish to change back to the liberal arts transfer program at some time in the future, these grades would then be considered in determining his cumulative grade point average and their effects would have to be nullified by repeating the course with a grade of at least a "C". This procedure will apply both to El Centro College students and to students transferring from other institutions. The student who wishes to avail himself of this opportunity should state his intentions in writing to the Director of Admissions prior to pre-registration and should assume the responsibility of informing his counselor during the pre-registration advisement session.

Foreign Students

This school is authorized under Federal law to enroll non-immigrant alien students. Prospective non-immigrant alien students should contact the Director of Admissions for further information.

Classification of Students

Students are classified as follows:

1. Freshman: A student who has completed fewer than 30 semester hours.
2. Sophomore: A student who has completed 30 or more semester hours, has not received an Associate Degree and does not have upper division standing in a four-year institution.
3. Part-Time: A student carrying fewer than 12 semester hours of work.
4. Full-Time: A student carrying 12 or more semester hours of work.

Counseling and Guidance

A staff of professional counselors is available to work with students who seek help in resolving questions of career choice, transferring to a senior college, study skills, self understanding, and other kinds of personal problems. A comprehensive file of information on most occupations is maintained and is available to students. Centers for the dissemination of vocational information are maintained in strategic locations throughout the college. In addition, catalogs for all Texas colleges and most of the other colleges in the United States are available for student use. A testing center is maintained in order to administer various objective tests. A testing service is available to instructors for group testing of students and to individual students who might want to make application for a specific test. The coordinator of testing in the counseling center should be contacted for all testing appointments.

Advisement

Guidance and program advisement is a function of Student Services. A staff of full-time counselors is available to the students of El Centro College. Faculty members also serve as program advisors to aid students in attaining their educational and vocational goals. Each student will be assigned to a faculty advisor when he chooses a major field of study.

Health Service

A Health Center is maintained on campus to provide health counseling, first aid, emergency care, vision and hearing tests, and a rest area for students. The Center also provides basic health education services and frequently makes referrals to community agencies.

FINANCIAL AID

The financial aid and placement program at El Centro College is designed to function as a multi-purpose financial assistance service for the students. One important objective is to reward outstanding students for past academic accomplishments and those who seem to have outstanding potential. Another objective is to provide assistance to students who, without such aid, would be unable to attend college. Basic to this philosophy is the belief that the educational opportunities of able students should not be controlled by their financial resources.

Where to Apply

Requests for information should be directed to the Director of Financial Aid and Placement, El Centro College, Main & Lamar, Dallas, Texas.

When to Apply

Students who anticipate the need for financial assistance for college should complete an application well in advance so they can make a more realistic determination of their need.

Student Employment

Part-time Employment. Typically, part-time employment is designed as a financial aid to assist students while they are in college. At El Centro College there are three types of employment areas: (1) on campus placement, (2) off campus placement, and (3) the work-study program. Arrangements are made by the Director of Financial Aid & Placement for students to gain employment in clerical work, library work, laboratories, custodial work, selling, food service, etc.

Terminal Placement. This service is designed for students who desire full-time placement in an occupational setting after completing the 2-year, technical programs at El Centro College. This service is provided cost-free to students and alumni. Graduates will be placed in occupational areas such as business, industry, government, medical, etc.

Loans

El Centro College has several loan funds for students needing long-term as well as short-term loans. Students interested in making application for loans should apply at the Financial Aid & Placement Office.

Texas Opportunity Loan. This loan was established by the Coordinating Board of Texas in 1966. Any resident of the state of Texas who has financial need and receives recommendations from his high school counselor or principal, and the El Centro Financial Aid Director is eligible. A maximum loan of $1,000 an academic year up to 5 years can be granted with repayment beginning 4 months after termination or completion of studies. Minimum payment is $15.00 per month(depending on amount borrowed) with 6% interest. The student borrower has a maximum of 5 years to repay the loan. Students must apply each year for the reinstatement of the loan.

El Centro College Loan. A short-term institutional loan is designed to assist students with tuition, fees, books, and educational supplies. A 6% interest rate is charged and the student has a maximum of one semester to repay the loan. Students desiring this type of loan should apply at the financial aid office before the semester begins in order to have funds prior to registration.

Grants

Educational Opportunity Grant. This grant is authorized under the Higher Education Act of 1965 and is designed to help students with great financial need. To be eligible a student must prove financial need, make satisfactory progress toward the completion of his educational goal, and must be able to contribute less than $626 per academic year toward educational expense. The maximum amount of the grant is $800 if need is at least $1,600 per academic year. No less than $200 can be granted. Students must apply each academic year to be reinstated.

Scholarships

Several scholarships are made available by various private industries and groups in Dallas County for students entering El

Centro College. Many of these scholarships are awarded on the basis of the student's anticipated professional career, economic need, potential, and scholastic achievement.

The Electronics Club of Dallas Scholarship is a $100 annual award to 5 students in electronics and related fields.

The Varo Scholarship is a 2-year tuition scholarship to be awarded to 1 student from each of the 27 Dallas County Municipalities.

The Texas Fashion Creators Association Scholarship will be awarded to 2 students interested in pattern drafting and draping. Two $150 scholarships will be offered annually.

The Cresset Club Scholarship is a $100 annual award to girls with academic promise and financial need.

Dallas Restaurant Association — Women's Auxiliary awards two $150 annual scholarships to students majoring in culinary arts.

The Zeta Chapter of Delta Rho Delta National Soriority awards two $200 scholarships to young women with academic potential.

The University Park Methodist Foundation annually awards two $250 scholarships to students who have financial need.

The American Society for Women Accountants annually awards one $100 scholarship to a woman student majoring in accounting.

The Business and Professional Women's Club of Dallas annually awards one $100 scholarship to a woman student majoring in business.

The D. P. North Award of $100 is provided annually to students demonstrating financial need.

The Dallas Civitan Club Scholarship consists of four annual $250 awards to students interested in the field of mental retardation.

The American Dental Assisting Association awards one $100 scholarship to students majoring in dental assisting.

The Park Cities Rotary Club provides ten scholarships to students who demonstrate academic potential.

The Press Club of Dallas Scholarship is an annual award of $200 to a student majoring in journalism.

The Delta Kappa Gamma Scholarship is a $100 award to students demonstrating academic potential.

The Alpha Kappa Alpha Scholarship is a $125 award to students who demonstrate academic potential.

For further information concerning scholarship and other types of financial aid please contact the Office of Financial Aid and Placement.

Federal and State Programs

Veterans Benefits. The Office of Financial Aid & Placement coordinates the veterans benefit program for eligible students. Veterans of the Korean War and Cold War who are interested in more details should contact this office for further information.

Hazelwood Act. Veterans of World War I, World War II, Korean War and Spanish-American War who have no remaining G.I. educational benefits and who are now residents of Texas and were residents of Texas at the time they entered the armed forces are eligible.

Vocational Rehabilitation. The Texas Education Agency, through the Vocational Rehabilitation Division, offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physical or mental disabling condition. For further information contact Vocational Rehabilitation, 3115 Swiss Avenue, Dallas, Texas, 75204, or Director of Vocational Rehabilitation, Capital Station, Austin, Texas, 78711.

Social Security Administration. Benefits under this program are available to students who meet the criteria set up by the Social Security Administration. The responsibility of the Director of Financial Aid & Placement in this program is to act as liaison between El Centro College students and the Social Security Administration.

STUDENT ACTIVITIES

The Student Activities Program at El Centro College is responsible for providing the campus with a balanced program of cultural, recreational, social, and educational activities.

Student Senate

The student senate of El Centro College is responsible for all matters concerning the welfare of the student body and its administration. These responsibilities include the allocation of student activity fees, the establishment of a line of communication between the students and the faculty and administration, and the development of student leadership. Elections for the student senate positions are held in the spring semester of each year.

Student Organizations

A wide variety of student organizations are available to each El Centro College student. These include professional, honorary, interest, service, departmental, and the religious organizations. Students wishing to start to join an organization are urged to contact the Director of Student Activities. The procedure for establishing new organizations is found in the Student Handbook.

Student Center

The El Centro College Student Center complex occupies a major portion of two floors in the El Centro building. The Student Center and its program can mean whatever the student wants it to mean. He may choose to make use of those facilities and services which are there for his comfort and recreation or he may participate fully in the program.

The Student Center Office on the lower floor is the focal point for activities in the Student Center. The lower level also contains conference rooms, recreational facilities, television rooms, and a snack bar. The ground level floor houses the cafeteria, faculty dining room, and bookstore, as well as the information desk.

The mezzanine is the home for student organizations, and the student senate. The offices of the Director of Student Activities are also on the mezzanine.

STUDENT CONDUCT

Standards of 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.

Classroom Dishonesty

Dishonest work on tests, term papers, and examinations is a serious offense. Plagiarism (the act of using source material of other persons without following the accepted techniques of crediting) is never acceptable behavior in an academic community.

Associate in Arts and Associate in Science Degree Requirements

A total of 60 hours exclusive of physical education activity courses must be presented with an average grade of at least "C" (2.0).

These 60 hours must include:

English 101-102, plus an additional 6 hours of English.	**12 hrs.**
Biological Sciences 115-116 or Physical Sciences 115-116. (Music and Science majors are exempt from this requirement. Check listings under subject field.)	**6 hrs.**
History 101-102 and Government 201-202 (No substitutions allowed)	**12 hrs.**
Humanities: To be selected from Drama 101, Art 104, Music 104 or Humanities 101	**3 hrs.**

In addition to the course requirements, each student who is granted a degree from El Centro College must fulfill a resident requirement of earning the last 15 credit hours as a resident student on the campus. No more than ¼ of the work required for any degree or certificate may be taken by correspondence. Permission must be granted by the Director of Admissions for any correspondence work.

The student is urged to consult the catalog 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 for the program plan.

Associate in Applied Arts and Associate in Applied Science Degrees

A total of 60 hours exclusive of physical education activity courses must be presented with an average grade of at least "C" (2.0). These 60 hours must include all of the prescribed requirements for the specific technical or occupational program for which the student is enrolled. These requirements are listed in this catalog under the specific program beginning on page 148.

Procedure for Filing Degree Plan

1. The student should request a degree plan from the Admissions Office at the end of his freshman year.
2. A student following a 1-year certificate program should request an official plan during his first semester.
3. Application for the granting of the degree or certificate should be filed in the Registrar's Office prior to the college catalog calendar deadline.
4. A candidate for graduation in June will be required to attend the commencement program unless granted prior permission by the Dean of Students to graduate in absentia.
5. January and August graduates may attend the next commencement if they so desire but are not required to do so. Should the graduating student wish to attend, the Registrar's Office should be notified of his intention.
6. For information concerning graduation fee, see page 33 under "Other Fees."

   Instructions concerning graduation will be mailed to all candidates 30 days prior to commencement.

Candidates for any degree or certificate must meet the requirements as set forth in the catalog for the year of first enrollment unless he elects to graduate under the requirements of a later catalog. The candidate must indicate the catalog of his choice when he files his degree plan.

To qualify for a second degree or certificate a student must fulfill the resident requirement for the second degree and must complete all required courses in the plan for the second degree or certificate.

RATIONALE FOR CATALOG NUMBERING SYSTEM

90 to 99	Not to be credited in degree program.
100-199	Open to freshmen, though sophomores may take courses which number designation begins with "1" (one).
200-299	Sophomore courses, open to freshmen by permission of Division Chairman only.
130-139; 230-239	Designed to be included in a specific occupational program.

Specialized courses within a department may or may not be open to non-majors depending on prerequisites.

DIVISION OF BUSINESS

BUSINESS

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

Theory and practice of measuring and interpreting financial data for business units; study of problems of income measurement, such as depreciation, inventory valuation, and credit losses; the operating cycle and the preparation of financial statements.

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

Accounting procedures and practices applicable to partnership and corporations; the use of cost data, budgetary controls, analysis and interpretation of financial reports for use by creditors, investors, and management. Prerequisite: Business 101.

(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 131—Bookkeeping (3)

An understanding of the fundamental principles of double-entry bookkeeping as applied to practical business situations. Emphasis is given to the following records: financial statements, trial balance, working sheet, special journals, fixed assets and depreciation. A practice set covering the entire business cycle will be completed.

(1, 2) Business 132—Bookkeeping (3)

This course is a continuation of Business 131. Attention will be given to accrued income, accrued liabilities, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations will be introduced. Prerequisite: Business 131.

(1) Business 135—Customer Relations (3)

This course consists of techniques and practices used for successful customer relations. Includes role playing and class demonstrations of various methods of meeting and selling to the public. Lecture 3 hours a week; No laboratory. Prerequisite: Enrollment in the Television and Radio Servicing Program.

(1, 2) Business 230—Salesmanship (3)

A course in general salesmanship involving the factors of successful selling of goods or ideas. Buying motives, sales psychology, customer approach, and sales techniques are studied.

(1, 2) Business 231—Business Communications (3)

A practical course that includes a study of letter forms, the mechanics of writing, and composing various types of communications. An emphasis is placed on neatness, form, and content in reports; bulletins; letters; memoranda; telegrams; and news releases. A critical analysis of the appearance and content of representative business correspondence is made. Prerequisite: Typing 130 or equivalent.

(1, 2) Business 233—Advertising and Sales Promotion (3)

Introduces the fundamental principles, practices and common media used in persuasive communication. Includes an insight into buyer behavior, use of advertising media to motivate consumer and methods of stimulating salespeople and retailers. Familiarizes the student with the management of promotion programs with respect to goals, strategies, evaluation and control of promotional activities.

(2) Business 235—Advanced Administration Procedures (3)

Concepts of supervisory leadership; communications in management; principles of motivation, morale and related facets of supervision such as acceptance of responsibility, delegation of authority and effective follow-up. This course is oriented toward middle and

upper level management. Prerequisite: Sophomore standing or consent of the instructor.

(2) Business 236—Supervisory Management (3)

A study of management philosophy and decision-making processes; study of principles involved in the functions of planning, organizing, supervising and controlling. Includes cases in handling of morale, discipline, communications, grievances, order-giving, and other phases of effective relations with subordinate employees.

CREDIT AND COLLECTION

(1, 2) Credit and Collection 130—Training (4)

Supervised employment in credit and collection. Intended to provide practical experience for students preparing for credit and collection careers. Prerequisite: Concurrent enrollment in approved Credit and Collection Programs and consent of instructor.

(1, 2) Credit and Collection 132—Seminar (4)

Problem analysis and project development for students employed in the Credit and Collection Program. Emphasis is placed on the duties of the Credit interviewer, the problems of collection by telephone and letters, and the importance of record keeping. Concurrent enrollment in Credit and Collection 130 and consent of instructor. Lecture 3 hours; Laboratory 2 hours a week.

DATA PROCESSING

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

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

This course is designed to give the student skill in the operation of peripheral equipment used in a unit record system. Proficiency in the wiring of control panels for the collator, interpreter, and reproducer is developed by lecture and laboratory practice. An introductory study is made of the electric accounting machine. Data Processing students should take DP 135 concurrently. Lecture 3 hours; Laboratory 4 hours a week.

(1, 2) Data Processing 132—Machine Operations (5)

This course is designed to give the student proficiency in wiring the 407 accounting machine and experience in the volume operation of unit record equipment. Procedure writing, flow charting, job instruction, work-loads, and scheduling are discussed. The operation and wiring of peripheral equipment will be reviewed. Operation of the 360 computer is developed through lecture, demonstration, and laboratory practice. Lecture 3 hours; Laboratory 6 hours a week. Prerequisite: DP 131.

(1, 2) Data Processing 134—Beginning Programming (4)

An introductory course to acquaint the student with the elements of programming electronic digital computers with particular emphasis upon the IBM 360 computer. Emphasis will be on programming language and not on operation and functions of the equipment. Programming will be done in COBOL and RPG. Skills in problem formulation, flow charting, coding, check-out, and documentation are developed through laboratory assignments involving direct experience with the computer. Elementary programming techniques are developed through lecture, demonstration, and laboratory practice on the computer. Lecture 3 hours; Laboratory 4 hours a week. Prerequisite: DP 131.

(1, 2) Data Processing 135—Introduction to Data Processing (3)

This course covers the history of data processing and is designed to familiarize the student with broad concepts and business applications in the field. A study is made of basic data processing techniques, punch-card principles, data flow patterns, digital computer concepts, computer components, and programs. A survey of prevalent business uses and managerial applications of data processing is made.

(1, 2) Data Processing 231—Advanced Programming (4)

A continuation of Beginning Programming using COBOL and the 360 Assembly Language as the programming tool. More emphasis is placed on developing skills in utilization of the equipment running under control of an operating system. Complexity of the problems is increased to develop additional programming techniques and proficiency. File organization approaches for disk files are developed and implemented in programs. Lecture 3 hours; Laboratory 4 hours a week. Prerequisite: DP 134.

(1, 2) Data Processing 232—Applied Systems (4)

Introduces and develops skills required to analyze existing systems and to design new systems. Each student is required to complete a case study which involves all facets of system design from the original source of data to final reports including flowcharts and documentation. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: DP 231, Business 101 and 102.

(1, 2) Data Processing 233—Operating Systems and Communications (4)

The objective of this course is to acquaint the student with concepts of an operating system, and provide him the technical knowledge required to work effectively in this environment. The internal functions of an operation system are analyzed, and training is given in the creation, operation, and maintenance of the sys-

tem. A study is made of the basic principles involved in the transmission of data over various media of communications. Students will be required to develop plans for a Data Communications System operating in a multiprogrammed, time-shared configuration. Lecture 3 hours; Laboratory 1 hour a week. Prerequisite: DP 232.

(2) Data Processing 235—Field Experience (3)

Supervised employment in programming or a related field. Intended to provide practical experience for students preparing for careers in data processing. Prerequisite: Concurrent enrollment in DP Programmer Program, DP 236, and consent of instructor.

(2) Data Processing 236—Seminar (1)

A seminar for problem analysis and project development for students working in the Data Processing Programmers Program. Prerequisite: Concurrent enrollment in DP 235.

MEDICAL SECRETARY

(2) OP 230—Office Practices—Medical Office Practicum (4)

Supervised experience in a doctor's clinic or office. Prerequisite: Medical Technology 130, 131, 230, and 231, concurrent enrollment in OP 231 and consent of instructor.

(2) OP 231—Office Practices—Medical Secretary Seminar (3)

Problem solving and correlation of classroom theory and practice with work experience in a conference course. Attention will be given to understanding the role of the medical office assistant, human relations and legal relations. Prerequisite: Concurrent enrollment in OP 230.

MID-MANAGEMENT

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

Supervised employment in the student's chosen field. Intended to provide practical experience 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.

(1, 2) Mid-Management 230-231—Management Training (4) (4)

Continuation of supervised employment in the student's chosen field. Intended to provide increased supervisory responsibility for students preparing for careers in business management. Prerequisite: Mid-Management 131-133; concurrent enrollment in Mid-Management 232-233 and consent of instructor. Mid-Management 230 will be offered first semester; Mid-Management 231 will be offered second semester.

(1, 2) Mid-Management 232-233—Seminar (1) (1)

A seminar in basic elements in management including the nature of management, planning, directing, controlling, organizing, and management development. Prerequisite: Mid-Management 132-133; concurrent enrollment in Mid-Management 230-231 and consent of instructor. Mid-Management 232 will be offered first semester; Mid-Management 233 will be offered second semester.

SECRETARIAL

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

Special emphasis is given to the most frequently performed secretarial duties. The units of work include filing, skill in the use of duplicating machines, mail, telegraph, postal and shipping service. The student develops skill in using types of dictation and transcribing machines utilized in recording dictation of correspondence in business and professional offices. This course helps to develop a desirable secretarial appearance and personality. Prerequisite: Typing 131 or equivalent.

(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. Lecture 1 hour; Laboratory 2 hours a week.

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

Supervised employment providing a practical application of basic skills in secretarial occupations leading toward office administration, office supervision, or office management. Prerequisite: Concurrent enrollment in the Office Supervision 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 and project development in conference course for students working in the Office Supervision Program. Emphasis will be placed on supervisory techniques, duties and responsibilities of the office manager, and human relations in administration. Office Supervision 132 will be offered first semester; Office Supervision 133 will be offered second semester.

(1, 2) Office Supervision 230-231—Supervisory Training (4) (4)

Supervised employment in secretarial occupations with increased responsibility leading toward office administration, office supervision, or office management. Prerequisite: Office Supervision 131 and 133, enrollment in Office Supervision 232, and consent of instructor. Office Supervision 230 will be offered first semester; Office Supervision 231 will be offered second semester.

(1, 2) Office Supervision 232-233—Seminar (1) (1)

Problem analysis and project development in a conference course for students working in the Office Supervision Program. Emphasis will be placed on leadership and human relations and the organizing and planning of office operations including simplification of methods and procedures, establishment of standards, training of office personnel, and controlling office costs. Office Supervision 232 will be offered first semester; Office Supervision 233 will be offered second semester.

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

Introduction of fundamental principles of Gregg Shorthand, Diamond Jubilee Series. Includes development of ability to read, write, and transcribe shorthand outlines. Development of knowledge of mechanics of English. 5 hours a week. Prerequisite: Typing 130 or equivalent.

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

Application of principles of Gregg Shorthand to develop the ability to take and accurately transcribe shorthand notes at increased dictation speeds. Includes oral reading of shorthand outlines, speed building dictation for timed mailable transcripts. Pretranscription training to strengthen knowledge of English mechanics and reinforce typing skills. 5 hours a week. Prerequisite: Shorthand 131 or equivalent.

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

Further development of shorthand skills to attain proficiency required for stenographic work. Emphasis on speed building dictation, timed typewritten transcription of shorthand notes for mailable letters, specialized dictation, and increasing knowledge of periphery skills required in office situations. 5 hours a week. Prerequisite: Shorthand 132 or equivalent.

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

Emphasis upon specialized dictation, mailable transcriptions, and vocabulary building. Development of high-level skill in production work meeting office standards. 5 hours a week. Prerequisite: Shorthand 231.

(1, 2) Typing 130—Beginning Typing (2)

Sound techniques in touch typewriting are developed. The skills involved in typing manuscripts, business letters and tabulation are introduced. This course is for students with no previous training in typewriting. Lecture 1 hour; Laboratory 2 hours a week.

(1, 2) Typing 131—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. Lecture 1 hour; Laboratory 2 hours a week. Prerequisite: Typing 130 or the equivalent.

(1, 2) Typing 132—Advanced Typing (2)

Timed production of all types of business material is emphasized. A continuation of skill development and a review of typing techniques are also stressed. This course will demand accuracy at advanced speeds. Lecture 1 hour; Laboratory 2 hours a week. Prerequisite: Typing 131 or consent of instructor.

RESTAURANT AND FOOD SERVICE MANAGEMENT

(1) Restaurant Management 131—Basic Cooking, Baking, Salad and Sandwich Preparation (4)

A study of the fundamentals of cooking, baking, and salad and sandwich preparation. Applies primarily to popular priced restaurants, coffee shops, and cafeterias. Included are demonstrations of advanced techniques in food preparation; the use of recipes; and the timing of the food preparation process from the start of a dish until it reaches the guest. Lecture 3 hours; Laboratory 3 hours a week.

(2) Restaurant Management 132—Quantity and Convenience Food Production (4)

A continuation of RM 131 with emphasis on the principles and problems involved in quantity food production and the use of leftovers. Explores the latest techniques in preparing, packaging, and storing of convenience food. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: RM 131.

(1) Restaurant Management 133—Introduction to Restaurant Operations (3)

A broad study of the restaurant business from its inception through its development and modern aspects, with an insight of further changes to come. Explores the principal areas of restaurant operations, including: food procurement, preparation, serving, menu planning, sanitation, and maintenance. Lecture 3 hours a week.

(2) Restaurant Management 134—Advanced Restaurant Management (3)

Intensive study of the fundamental duties and responsibilities of restaurant managers and supervisors in planning, organizing, directing and controlling kitchen and dining room operations. Prerequisite: RM 133. Lecture 3 hours a week.

(1) Restaurant Management 231—Purchasing and Food Cost Controlling (3)

A study of the principles and procedures of food purchasing and cost controlling. Includes preparing quality specifications; taking inventories; determining quantities to buy; reviewing comparative bids; and the actual ordering, receiving, storing, and distributing of the raw food products. Also covers the purchasing of supplies and equipment. Prerequisite: RM 133. Lecture 3 hours a week.

(2) Restaurant Management 233—Food Servicing in Dining Rooms, Coffee Shops, and Cafeterias (3)

A comprehensive course designed to give the student a thorough knowledge of the refinement of waiter and waitress service, including the duties and responsibilities of the maitre d'hotel, hostess, and cashier. Also, how to merchandise and serve food in the most gracious, appetizing, and efficient manner in cafeterias.

(1, 2) Restaurant Management 234-235—Field Cooperative Training (3) (3)

Supervised, on-the-job training in a restaurant, hotel, club, or related business. Prerequisite: Concurrent enrollment in approved Restaurant Management Program and consent of instructor. RM 234 will be offered first semester; RM 235 will be offered second semester. Sophomore standing required. No lecture hours; Laboratory 16 hours a week.

DIVISION OF COMMUNICATIONS

COMMUNICATIONS

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

Stresses the values of an understanding of the English language. Emphasizes practical application of composition and speech skills in day-to-day business, professional and technical communciations.

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

Emphasizes the business letter and technical report writing in addition to speech skills. Special sections for students in technical/scientific programs. Prerequisite: Communications 131 or consent of program advisor.

ENGLISH

ENGLISH IN THE FRESHMAN YEAR

(1, 2) English 101—Composition and Expository Reading (3)

Writing practice in making reasonable and valid assertions followed by logical and clear support coincidental with the expository reading matter.

(1, 2) English 102—Composition and Literature (3)

Writing practice in critical evaluation of prose narrative, poetry, and drama. Prerequisite: English 101.

ENGLISH

ENGLISH IN THE SOPHOMORE YEAR

(English 201, 202, 203, 204, 205, and 206 are independent units of three credit hours each from which two will be selected to satisfy degree requirements in sophomore English. Student should consult catalog of the senior college he expects to attend for requirements in his major before choosing sophomore English courses.) NO STUDENT IS ALLOWED TO REGISTER FOR TWO SOPHOMORE ENGLISH COURSES IN THE SAME SEMESTER.

(1, 2) English 201—Masterpieces of English Literature (3)

Consideration of significant poetry and prose from the fourteenth through the eighteenth centuries. Prerequisite: English 101 and English 102.

(1, 2) English 202—Masterpieces of English Literature (3)

Study of important works from the Romantic Period to the present. Prerequisite: English 101 and English 102.

(1, 2) English 203—Literrary Classics of the Western World (3)

Reading and analysis of significant Continental European works from the Greek Classical Period through the Renaissance. Prerequisite: English 101 and English 102.

(2) English 204—Literary Classics of the Western World (3)

Study of ten to twelve important post-Renaissance works of Continental Europe, England, and America. Prerequisite: English 101 and English 102.

(1) English 205—Major American Writers (3)

Study of the works of the important writers before Whitman in the context of their times. Prerequisitie: English 101 and English 102.

(2) English 206—Major American Writers (3)

Reading and analysis of representative works by the chief literary figures of the past century. Prerequisite: English 101 and English 102.

JOURNALISM

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

A survey course designed to provide students with a panoramic view of the field of mass communications and an understanding of the role of mass media in modern society. Not restricted to journalism majors.

(1, 2) Journalism 102—News Gathering and Writing (3)

Beginning reporting, study of types of news, leads, body treatment of story, feature in lead, facts, background, and practice in writing straight news story. Lecture 3 hours; Laboratory 4 hours a week. Required for all journalism majors. Prerequisite: Typing ability.

(1, 2) Journalism 103—News Gathering and Editing (3)

A continuation of Journalism 102. The writing of more complex types of news stories. Specialized writing in the fields of sports, police news, markets, finance, society, amusement, government, and news of interest to women. Additional laboratory work on the *Conquistador*. Lecture 3 hours; Laboratory 4 hours a week. Prerequisite: Journalism 102. Required for all journalism majors.

(1) Journalism 201—Copyreading and Headline Writing (3)

The principles and practices of newspaper desk work, copyreading, writing headlines, a study of newspaper style, analysis of libel and libel laws, planning newspaper make-up. Prerequisite: 6 hours of journalism or consent of instructor.

(2) Journalism 202—Editorial and Feature Writing (3)

Emphasis is on handling of difficult news stories, editorial matter, and feature material. Research and interviewing techniques are emphasized with careful attention to development of feature stories for use in newspapers and magazines. Prerequisite: 6 hours of journalism or consent of instructor.

MODERN LANGUAGES

(Language exam required for advanced placement)

FRENCH

(Summer) French 100—The Civilization and Culture of France (3)

An elective course TAUGHT IN ENGLISH designed to furnish a cultural background to study of the French language. Emphasis is placed on the way of life of the country: its customs, habits, and folkways. Attention is given to arts and architecture; places of importance; historical, political, and literary milestones.

(1) French 101—Beginning French (5)

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Lecture 5 hours; Laboratory 2 hours a week.

(2) French 102—Beginning French (5)

Continuation of French 101 with emphasis on idiomatic language and complicated syntax. Lecture 5 hours; Laboratory 2 hours a week. Prerequisite: French 101 or equivalent.

(1) French 201—Intermediate French (3)

Reading, composition, review grammar and intense oral practice. Prerequisite: French 102 or equivalent.

(2) French 202—Intermediate French **(3)**

Continuation of French 201 with reading selections drawn more directly from contemporary literary sources. Composition. Prerequisite: French 201 or equivalent.

GERMAN

(Summer) German 100—The Civilization and Culture of Germany **(3)**

An elective course TAUGHT IN ENGLISH designed to furnish a cultural background to study of the German language. Emphasis is placed on the way of life of the country: its customs, habits, and folkways. Attention is given to arts and architecture; places of importance; historical, political, and literary milestones.

(1) German 101—Beginning German **(5)**

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Lecture 5 hours; Laboratory 2 hours a week.

(2) German 102—Beginning German **(5)**

Continuation of German 101 with emphasis on idiomatic language and complicated syntax. Lecture 5 hours; Laboratory 2 hours a week. Prerequisite: German 101 or equivalent.

(1) German 201—Intermediate German **(3)**

Reading, composition, review grammar and intense oral practice. Prerequisite: German 102 or equivalent.

(2) German 202—Intermediate German **(3)**

Continuation of German 201 with reading selections drawn more directly from contemporary literary sources. Composition. Prerequisite: German 201 or equivalent.

SPANISH

(Summer) Spanish 100A—The Civilization and Culture of Spain (3)

An elective course TAUGHT IN ENGLISH designed to furnish a cultural background to study of the Spanish language. Emphasis is placed on the way of life of the country: its customs, habits, and folkways. Attention is given to arts and architecture; places of importance; historical, political, and literary milestones.

(Summer) Spanish 100B—The Civilization and Culture of Latin America (3)

An elective course TAUGHT IN ENGLISH designed to furnish a cultural background to study of the Spanish language. Emphasis is placed on the way of life of the countries: their customs, habits, and folkways. Attention is given to arts and architecture; places of importance; historical, political, and literary milestones.

(1) Spanish 101—Beginning Spanish (5)

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Lecture 5 hours; Laboratory 2 hours a week.

(2) Spanish 102—Beginning Spanish (5)

Continuation of Spanish 101 with emphasis on idiomatic language and complicated syntax. Lecture 5 hours; Laboratory 2 hours a week. Prerequisite: Spanish 101 or equivalent.

(1) Spanish 201—Intermediate Spanish (3)

Reading, composition, review grammar and intense oral practice. Prerequisite: Spanish 102 or equivalent.

(2) Spanish 202—Intermediate Spanish (3)

Continuation of Spanish 201 with reading selections drawn more directly from contemporary literary sources. Composition. Prerequisite: Spanish 201 or equivalent.

SPEECH

(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.

(1, 2) Speech 106—Voice and Diction (3)

A study of the mechanics of speech applied to improvement of the individual's voice and pronunciation.

(1, 2) Speech 201—Forensic Workshop (1)

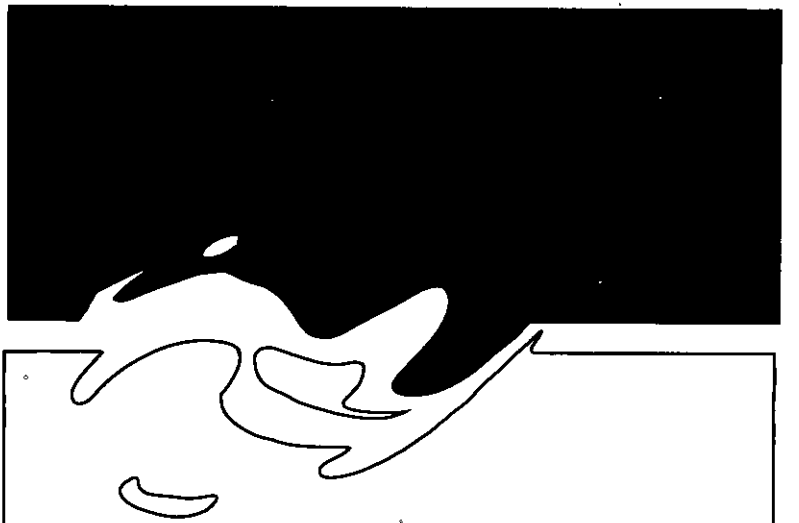
A laboratory course for the preparation of speeches, readings, and debate propositions which will be presented in competition and before select audiences. MAY BE REPEATED FOR ONE ADDITIONAL HOUR OF CREDIT.

(1, 2) Speech 205—Discussion and Debate (3)

A study of theories and application of techniques of public discussion and argumentation. Special emphasis on development of ability to evaluate, analyze, and think logically, through application to current problems. Prerequisite: Speech 105 or consent of instructor.

(1, 2) Speech 206—Oral Interpretation (3)

A study of fundamental techniques of analyzing various types of literature, and practice in preparing and presenting selections orally. Emphasis on individual improvement.



DIVISION OF GUIDED STUDIES

El Centro 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.

In general, students taking the basic courses may, upon the recommendation of a counselor, take as many as 2 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 competence in the basic courses.

Curriculum

(1, 2) GSP 090—Educational Planning (3)

Guided Studies Planning 090 is designed for the student entering college for the first time and who is in need of assistance in 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. The course will be taught by a member of the counseling staff.

(1, 2) GSM 091—Educational Planning (3)

Designed to assist students who are on scholastic probation. It is hoped the problems leading toward scholastic probation can be isolated and realistically faced. The course will be taught by a member of the counseling staff.

(1, 2) GSM 090—Basic Mathematics (3)

Includes a treatment of the fundamental operations with whole numbers, fractions, and decimals. It also includes a study of percents, computation with approximate numbers and denominate numbers, and an introduction to elementary algebra.

(1, 2) GSM 091—Basic Mathematics (3)

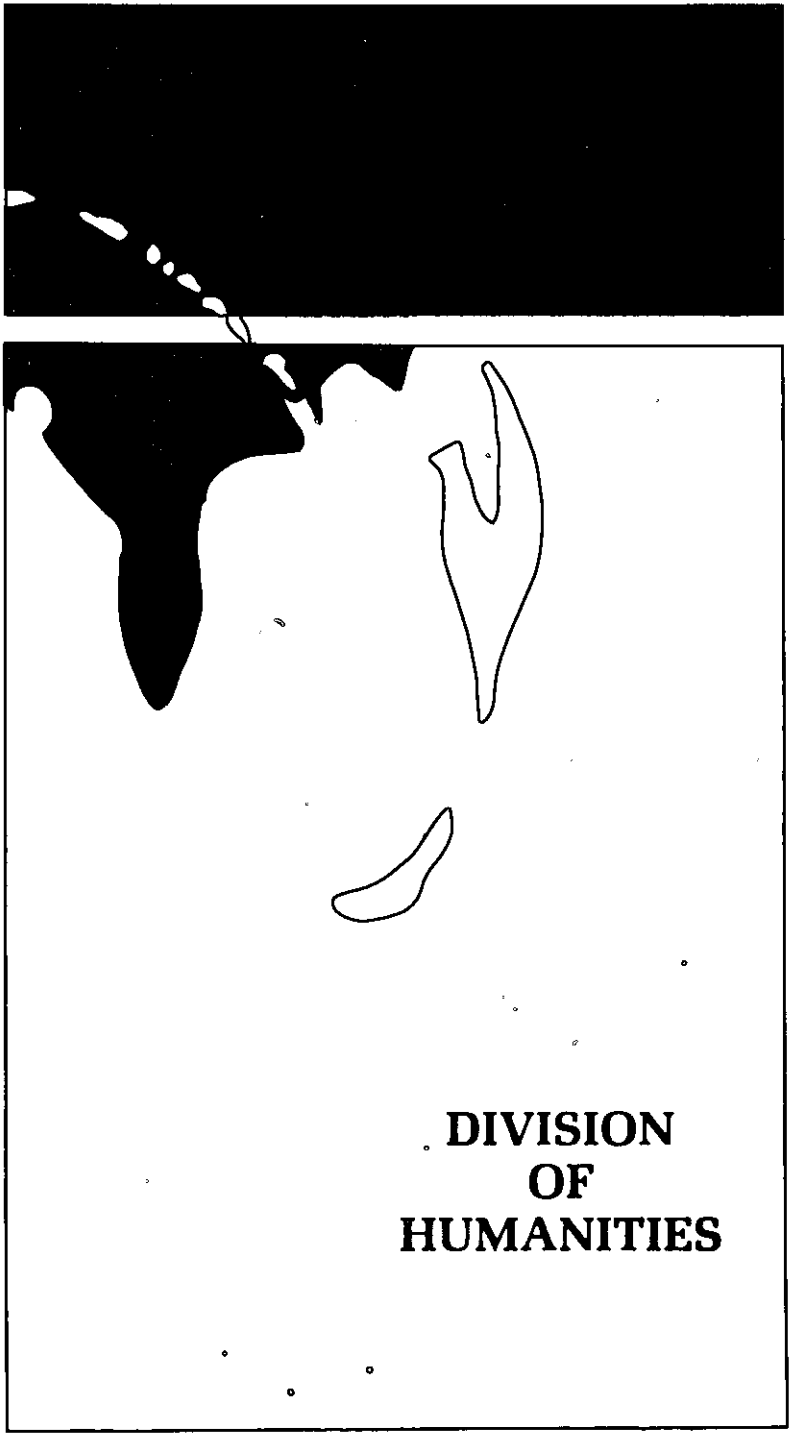
Includes a study of elementary algebra with topics on special products and factoring, fractions, quadratic equations, graphs, and functions. Also includes an introduction to geometry. Prerequisite: GSM 090 or equivalent.

(1, 2) GSR 090-091—Basic Reading (3) (3)

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.

(1, 2) GSW 090-091—Basic Writing (3) (3)

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.



DIVISION OF HUMANITIES

ART

(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. Required of all art majors. Open to all interested students. Lecture 2 hours; Laboratory 4 hours a week.

(1, 2) Art 104—Art Appreciation (3)

Films, lectures, slides, and discussion on the theoretical, cultural, and historical aspects of the visual arts. Attempts to develop visual and aesthetic awareness, thus relating art to the student as an individual. Lecture 3 hours a week.

(1, 2) Art 108—3D Basic Design (3)

A study of 3D basic concepts involving the use of line, mass, space, texture, and form as related to various three-dimensional materials. Required of all art majors. Open to a limited number of non-art students. Lecture 2 hours; Laboratory 4 hours a week.

(1, 2) Art 114-115—Basic Drawing (3)

A study of drawing, both as a major medium and as a flexible research tool with emphasis on structure and the illusions of space, volume, and movement. Required of all art majors. Open to others who are interested. Art 114 is prerequisite to Art 115. Lecture 2 hours; Laboratory 4 hours a week.

(1, 2) Art 201-202—Life Drawing (3)

Analytic and expressive drawing of the human figure, stressing study of movement and volume. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Art 101, 114, sophomore standing and/or consent of the Division Chairman.

(1, 2) Art 203-204—Survey of Art History (3)

These courses give attention to the chronological sequence of the major styles of art. (Art 203 — cave periods through the Baroque; Art 204 — academic through the present). Relates the thoughts behind each historical period to the visual concepts embodied in individual works of art of that specific period. Proposes to give the art major a broader range of ideas which will enable him to better relate the past to his own work and to offer him stimuli for his future works of art. Lecture 3 hours a week. Prerequisite: Sophomore standing. Art 203 is prerequisite to Art 204.

(1, 2) Art 205-206—Painting (3)

A studio course stressing fundamental concepts of painting with acrylics and/or oils. Emphasis on painting from still life, models, and the imagination. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Art 101, 114, or consent of instructor.

(1, 2) Art 208-209—Sculpture (3)

A studio course designed as a means of original expression in three-dimensional media. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Art 101, 114, and 108, or consent of instructor.

(1) Art 210—Commercial Art (3)

An introduction to the working world of commercial art with emphasis on the acquisition of professional attitudes and basic studio skills through the working out of typical commercial assignments. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Art 101, 114, or consent of instructor.

(2) Art 211—Commercial Art (3)

A continuation of Art 210 with added emphasis on layout and design concepts through increased individual assignments, work

with simple art for reproduction techniques and the development of a professional portfolio. Prerequisite: Art 210 or consent of instructor.

DRAMA

(1, 2) Drama 100—Rehearsal and Performance (1)

Participation in the class includes the rehearsal and performance of the current theatrical presentation of the Division. Students will be enrolled by the director upon being accepted for participation in a major production. Prerequisite: Acceptance as a member of the cast or crew of a major production. Credit limited to 1 hour per 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; theatres; artists; and technicians.

(1, 2) Drama 102—Contemporary Theatre (3)

A study of the modern theatre and cinema as art forms, with attention to the historical background and traditions of each. Emphasis is placed on a better understanding of the social, cultural, and aesthetic significance of these media in today's life. Includes the reading of a number of modern plays and the viewing of specially selected films.

(1) Drama 103—Stagecraft I (3)

A study of the technical aspects of play production including set design and construction, stage lighting, make-up, costuming, and related areas. (Formerly Drama 105)

(2) Drama 104—Stagecraft II **(3)**

A continuation of Drama 104 with emphasis on individual projects in set and lighting design and construction, including further exploration of the technical aspects of play production. Prerequisite: Drama 103 or consent of the instructor.

(1) Drama 106—Acting I **(3)**

Individual and group activity with theory and exercises in bodily control, voice, pantomime, interpretation, characterization, and stage movement. Analysis and study of specific roles for stage presentation.

(2) Drama 107—Acting II **(3)**

Continuation of Drama 106 with emphasis on problems of complex characterization, ensemble acting, stylized acting and acting in period plays. Prerequisite: Drama 106 or consent of the instructor.

HUMANITIES

(1, 2) Humanities 101—Introduction to the Humanities **(3)**

A concise survey of the basic elements of music, art, and drama and their application toward aiding the student in discovering, understanding, and appreciating these related expressions in Western culture. Lecture 3 hours a week.

MUSIC

(1, 2) Music 100—Student Recital **(0)**

One period per week designed to allow students of private lessons an opportunity to perform before an audience. Required of all music students and open to all other students. Laboratory 1 hour a week.

(1) Music 101—Freshman Theory (4)

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. Lecture 3 hours; Laboratory 2 hours a week.

(2) Music 102—Freshman Theory (4)

Introduction to partwriting and harmonization with triads and their inversions; classification of chords; seventh chords, sight-singing, dictation, and keyboard harmony. Lecture 3 hours; Laboratory 2 hours a week. Prerequisite: Music 101 or consent of instructor.

(1, 2) Music 104—Music Literature (for the non-music major) (3)

A concise survey of the basic elements of music and their application in the music literature of Western civilization, particularly from the Baroque to the present. Relevant cultural influences upon the music of each era are observed. Lecture 3 hours a week.

(1) Music 105—Italian Diction (1)

A study of the phonetic sounds of the Italian language, with selected vocabulary and little or no conversation. Primarily for voice majors. Lecture and Laboratory 2 hours a week.

(2) Music 106—French Diction (1)

A study of the phonetic sounds of the French language, with selected vocabulary and little or no conversation. Primarily for voice majors. Lecture and Laboratory 2 hours a week.

(1) Music 110—Literature (for the music major) (2)

A course dealing with the characteristics of sound, the elements of music, performance media, and musical texture as seen in the

music of recognized composers in the major periods of music history. Special emphasis is given to the music of the late Gothic, Renaissance, and Baroque eras. Lecture 2 hours a week.

(2) Music III—Literature (for the music major) (2)

A continuation of the studies introduced in Music 110. A study of the compositional procedures and forms employed by the creators of music. Attention is focused upon the music of the Classical, Romantic, and Modern periods. Prerequisite: Music 110. Lecture 2 hours a week.

(1, 2) Music 121—Section 001—Applied Music—Minor (1)

Private or class instruction in the student's secondary area Open to all full-time students as elective. ½-hour lesson a week.

(1, 2) Music 121—Section 002—Applied Music —Concentration (2)

Private instruction in the area of the student's concentration. Primarily for music education majors. 1 hour lesson a week.

(1, 2) Music 121—Section 003—Applied Music—Major (3)

Private instruction in the area of the student's major instrument. Primarily for music majors. 1 hour lesson a week.

(1, 2) Music 150—Chorus (1)

Open to all students of the college, the chorus studies and performs a wide variety of music representing the literature of the great eras of music history. Consent of instructor required. Laboratory 3 hours a week.

(1) Music 151—Voice Class **(1)**

A course teaching the principles of breathing, voice production, tone control, enunciation and phrasing. Open to all non-voice majors. 2 group lessons a week.

(2) Music 152—Voice Class **(1)**

A continuation of Music 151 with emphasis on solo singing, appearance in studio recital, part-singing, stage deportment, personality development. Open to all non-voice majors. 2 group lessons a week.

(1, 2) Music 155—Vocal Ensemble **(1)**

A select group for mixed voices concentrating upon excellence of performance. Membership is open only to members of the chorus through an audition with the director. Laboratory 3 hours a week.

(1, 2) Music 160—Band **(1)**

The band studies and performs a wide variety of music in all areas of band literature. Required of all wind instrument majors. Open to all other students with consent of instructor. Laboratory 3 hours a week.

(1, 2) Music 175—String Ensemble **(1)**

A course offering experience in reading and performing of string ensemble or string orchestra literature. Required as a lab for all string majors. Laboratory 3 hours a week.

(1, 2) Music 180—Dance Band **(1)**

The dance band studies and performs a wide variety of music with emphasis on the jazz-oriented big-band styles of the 1960's. Open to all students with consent of instructor. Laboratory 3 hours a week.

(1) Music 201—Sophomore Theory (4)

A continuation of freshman theory. A study is made of other seventh chords, altered chords and modulation with advanced sight-singing; keyboard harmony, partwriting and ear training. Lecture 3 hours: Laboratory 2 hours a week. Prerequisite: Music 101-102 or consent of instructor.

(2) Music 202—Sophomore Theory (4)

A continuation of Music 201, including a study of more complex sonorities and chromatic harmony, modulation to remote keys in part writing with a comparable advance in sight-singing, keyboard harmony and ear training. Lecture 3 hours; Laboratory 2 hours a week. Prerequisite: Music 201 or equivalent or consent of instructor.

PHILOSOPHY

(1, 2) Philosophy 105—Logic (3)

An analysis of the principles of logical thinking. An effort is made to apply logic's methods and tools to real life situations. Fallacies, definitions, analogies, syllogisms, Venn Diagrams, and other topics are discussed. Lecture 3 hours a week.

(1, 2) Philosophy 201—Introduction to Philosophy (3)

A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with methods used to deal with them. Some principle views, both ancient and modern, are examined as possible solutions. Lecture 3 hours a week.

(1, 2) Philosophy 203—Ethics **(3)**

A survey of the classical and modern theories of the moral nature of man posing alternative views of his responsibilities to self and society; designed to vivify the ethical issues and their intellectual bases so as to assist the student toward sound application of ethical issues and principles in thought and life. Open to second semester freshmen. Lecture 3 hours a week.

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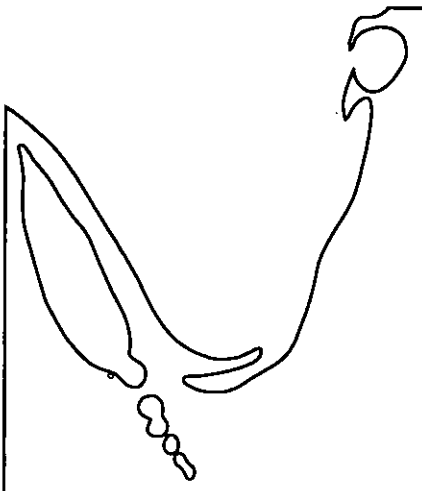


DIVISION OF INSTRUCTIONAL RESOURCES

(1) Library Service 131—Introduction to Library Service (4)

A general survey of library activities and services at the associate degree level, emphasizing basic library techniques, materials and terminology. Designed to aid the student in determining areas for selective concentration. Lecture 2 hours; Laboratory 4 hours a week.

(2) Library Service 132—Technical Processes in Libraries (4)

A study of basic techniques aplicable to the acquisition, organization, circulation and preservation of library materials. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: LS 131.

(Summer) Library Service 133—Co-operative Field Service in Libraries (4)

Supervised training in appropriate work situations in various types of approved libraries. 20 hours a week for 6 weeks. Prerequisites: LS 131; LS 132.

(2) Library Service 135—Special Materials and Media in Libraries (4)

A survey of the major types of audio-visual materials and media, their organization, preservation and direct application to library service, through methods of reproduction and operation of equipment. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: LS 131.

(1) Library Service 231—Public Services in Libraries (4)

An introduction to basic functions of circulation and reference and simple types of reference materials, emphasizing specific areas in which the associate degree library technician may serve the public directly. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: LS 131; LS 132.

(2) Library Service 232—Applied Library Service (4)

General library service at the associate degree level, as related to various types of libraries, with special emphasis upon the public and special library. Supervised training in appropriate work situations related to the student's individual attitudes and interests. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: LS 231.

DIVISION OF NURSING

(1) Nursing 131—Orientation to Nursing (1)

An introduction to the philosophy of nursing care through a study of the history of nursing as well as the trends in nursing with a presentation of the ethics, responsibilities and privileges attached to nursing practice. Lecture 1 hour.

(1) Nursing 132—Fundamentals of Nursing (6)

A problem-solving approach is used to foster increasing knowledge and application of the principles of safety and comfort in meeting the simple nursing needs of selected patients. Lecture 3 hours; Laboratory 9 hours a week.

(2) Nursing 133—Maternal and Child Heath (8)

An eight-weeks program considering the mother, infant and family as a part of the community as well as care during pregnancy, delivery and post-natal periods. Lab experience with selected patients to meet the learning needs of the student.

An eight-weeks program concerned with the care of the child in illness and health with emphasis on his mental, physical, social and emotional needs at various developmental stages; an increasing understanding of medical asepsis. Laboratory experience with selected patients to meet the learning needs of the individual student. Lecture 3 hours; Laboratory 15 hours a week.

(Summer) Nursing 134—Medical Surgical Nursing I (3)
6 Weeks

A six-weeks course concerned with gastro intestinal and genital-urinary disorders together with selected experiences in the operating suite to increase the student's understanding of and appreciation for surgical asepsis and the implications of surgical intervention for the patient and his society. Laboratory experience with selected patients to meet the learning needs of the student. Lecture 5½ hours; Laboratory 6½ hours a week.

(1) Nursing 231—Psychiatric Nursing (5)

Eight-weeks course concerned with the contemporary approaches to the prevention and treatment of mental illness. Emphasis is placed upon the use of the student as a member of the psychiatric team in the treatment and rehabilitation of these patients. Laboratory experience with selected patients to meet the learning needs of the student. Lecture 4 hours; Laboratory 18 hours a week.

(1) Nursing 232—Medical Surgical Nursing II (5)

Eight weeks concerned with the particular needs of the adolescent and geriatric patient and a beginning understanding of the mental and physical impact of illness upon the patient and his society. A study of the nursing care necessary to the endocrine, metabolic and cardiovascular disorders. Laboratory experience with selected patients to meet the learning needs of the student. Lecture 4 hours; Laboratory 18 hours a week.

(2) Nursing 233—Medical Surgical Nursing III (10)

Continuing study of problem solving with patients in medical surgical nursing with emphasis upon diseases of respiratory, hypersensitivity, orthopedics, neurology, muscular, medical surgical emergencies, neoplastic and special sensory systems. Laboratory experience with selected patients to meet the learning needs of the student. Lecture 5 hours; Laboratory 15 hours a week.

(Summer) Nursing 234—Medical Surgical Nursing IV (6)
6 Weeks

A study of the more complex problems of nursing including disaster nursing (including atomic) ethical and legal aspects of nursing care. Laboratory experiences with selected patients to meet the learning needs of the student. Lecture 8 hours; Laboratory 24 hours a week.

DIVISION OF PARAMEDICS

DENTAL ASSISTING

(1) Dental Assisting 130—Dental Science (4)

The role of the dental assistant in modern dental practice; basic and general science related to dentistry; science and studies in the field of dentistry; growth and development of teeth; head and face anatomy; oral pathology. Lecture 3 hours; Laboratory 2 hours a week.

(1) Dental Assisting 131—Dental Anatomy (3)

Tooth anatomy and function; reproduction of tooth form in carving and drawing relationship to the teeth in their respective arches. Lecture 2 hours; Laboratory 3 hours a week. Prerequisite: Dental Assisting 130.

(2) Dental Assisting 132—Dental Materials (4)

General chemical and physical properties of dental materials; methods and techniques used to prepare materials for use; classification of drugs used in dentistry. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Dental Assisting 131.

(2) Dental Assisting 133—Dental Office Practice (3)

General office routine, receptionist and secretarial duties, general bookkeeping, insurance forms, prepaid plans, clinical record keeping. Prerequisite: Dental Assisting 132.

(1) Dental Assisting 230—Dental Prosthetics (2)

Assistant's duties in the dental laboratory procedure for constructing removable dental appliances. Lecture 1 hour; Laboratory 2 hours a week. Prerequisite: Dental Assisting 133.

(1) Dental Assisting 231—Dental Roentgenology (2)

Production and projection of radiation; operation and care of standard X-ray equipment; techniques of dental roentgenography; types and scope of X-ray examination; chemistry and techniques for film processing. Lecture 1 hour; Laboratory 2 hours a week. Prerequisite: Dental Assisting 230.

(1) Dental Assisting 232—Dental Operatory Procedures (5)

Theory and care of dental equipment and instruments, chairside assisting for restorative and surgical operations; treatment of dental emergencies. Lecture 3 hours; Laboratory 6 hours a week. Prerequisite: Dental Assisting 231.

(2) Dental Assisting 233—Dental Office Management (3)

Laws governing dental practices; processing of dental records, withholding tax reports; collection of accounts; maintenance of supplies; dental health education. Lecture 2 hours; Laboratory 3 hours a week. Prerequisite: Dental Assisting 232.

(2) Dental Assisting 234—Dental Prosthetics (2)

Assistant's duties in the dental laboratory procedure for constructing fixed and semifixed appliances. Lecture 1 hour; Laboratory and Theory 2 hours a week. Prerequisite: Dental Assisting 233.

(2) Dental Assisting 235—Dental Operatory Practice (2)

Theory and techniques for chairside assisting in specialized dental practice; practice for general proficiency. Lecture 1 hour; Laboratory 2 hours a week. Prerequisite: Dental Assisting 234.

(2) Dental Assisting 236—Dental Clinic Practice (4)

Practical experience under supervision of dentists and the opportunity to observe techniques used in the field of dentistry. Class

study of typical problems and student reports give opportunity to share knowledge gained in clinical experience. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Dental Assisting 235.

GENERAL PARAMEDICS

(1, 2) General Paramedics 130—Central Service Technology (8)

This one-semester course is designed to prepare the student for work in a hospital central service department. Course work includes classroom theory and practice in basic methods of sterilization and aseptic techniques; packaging of supplies and equipment and methods of control and distribution of medical and surgical supplies in the hospital. Lecture 10 hours a week for entire semester; Laboratory 5 hours a week for first 8 weeks.

(1, 2) General Paramedics 131—Central Service Clinical (3)

Eight-weeks course in which students are assigned to hospital central service departments, taken concurrently with GPM 130. Laboratory 21 hours a week for last 8 weeks.

(1) General Paramedics 132—Nurse Aide (8)

This one-semester course is designed to provide the student, either male or female, with the necessary skills and knowledge for performance as an essential member of the nursing team, within the scope of the nursing aide. Course work includes classroom and laboratory theory and practice. Lecture 10 hours a week for entire semester; Laboratory 5 hours a week for first 8 weeks.

(1) General Paramedics 133—Nurse Aide Clinical (3)

Eight-weeks course in which students work in a hospital under supervision of a registered nurse. Taken concurrently with GPM 132. 21 hours a week for last 8 weeks.

MEDICAL SECRETARY

(2) Medical Technology 130—Basic Health Technology (3)

A technical course which crosscuts the major health technology specialities; orientation of health service resources, team relationships, health field ethics, how diseases are treated and therapeutic techniques related to health care. Introduction to medical terminology.

(1, 2) Medical Technology 131-230—Medical Terminology (3) (3)

A course designed to familiarize students with medical vocabulary and terminology and use of abbreviation, suffixes and combining forms. Students will gain a working knowledge, both written and oral, of medical language, and some familiarity with the variety of medical forms found in the usual medical office. MT 131 will be offered first semester. MT 230 will be offered second semester. Both courses are required for Medical Secretaries.

(1) Medical Technology 231—Treatment and Examing Room Care (4)

A course in which students are introduced to the role of the doctor's office assistant in the treatment and examining room. Students will gain understanding of general and specific examinations, tests, and treatments; of the duties of the receptionist, and responsibilities in relation to medical ethics and public relations. Prerequisite: Medical Technology 130, 131, & 230.

MEDICAL RECORD TECHNOLOGY

(1, 2) Medical Record Science 130-131—Basic Principles (3) (3)

History of medical records, organization and function of the record department, function of the records technician, content and

uses of medical records and acceptable methods of numbering, filing, and classifying. MRS 130 is offered first semester; MRS 131 is offered second semester.

(1) Medical Record Science 230—Advanced Techniques (3)

A course which covers the more technical aspects of medical record science; coding and indexing procedures, research technique, methods of compiling hospital statistics, abstracting the medical record, and procedures in special departments. Prerequisites: MRS 131, concurrent enrollment in MRS 231.

(1, 2) Medical Record Science 231-233—Hospital Practicum (4) (4)

Supervised practice in a hospital medical record department under the supervision of a Registered Record Librarian. Students will gain experience in the performance of technical duties of a medical record technician, including admitting and discharging procedures, machine transcription, statistics coding and indexing, legal aspects and secretarial practice. MRS 231 will be offered first semester; MRS 232 will be offered second semester. Prerequisite MRS 131 and consent of instructor.

(2) Medical Record Science 232—Hospital Seminar (2)

Problem analysis and correlation of medical record theory with actual work experience in a conference course, giving particular attention to medical — legal aspects. Prerequisite: Concurrent enrollment in MRS 233.

OPERATING ROOM TECHNOLOGY

(1, 2) Operating Room Technology 130—Introduction and Orientation (1)

This course covers a brief history of surgical terminology and ethical, moral and legal responsibilities. Prerequisite: Consent of

instructor. Must be enrolled in the Operating Room Technology Program.

(1, 2) Operating Room Technology 131—Basic Sciences (4)

Anatomy, physiology, microbiology and the evolution of asepsis. Taken concurrently with the other Operating Room classes. Must be enrolled in the Operating Room Technology Program.

(1, 2) Operating Room Technology 132—Principles of Operating Room Techniques and Surgical Procedures (5)

This course covers the care and safety of the patient during surgery, the principles of operating room technique, and an introduction to surgical procedure. Must be enrolled in the Operating Room Technology Program.

(1, 2) Operating Room Technology 133—Coordinated Hospital Activities (2)

Emergency room, recovery room and delivery room care, and special instruments and equipment. Must be enrolled in the Operating Room Technology Program.

(1, 2) Operating Room Technology 134—Applied Principles and Practices of Surgical Procedures (4)

Supervised hospital experience in the care of the patient in the operating room and in related areas. Must be enrolled in the Operating Room Technology Program.

RADIOLOGIC TECHNOLOGY

(1) Radiologic Technology 130—Orientation and Fundamentals (4)

An introduction to Radiologic Technology through a study of medical terminology, darkroom chemistry, physics, principles of

radiograph exposure, radiographic positioning, and nursing procedures pertinent to radiography. Lecture 3 hours a week; Laboratory 3 hours a week. Prerequisite: Consent of instructor.

(2) Radiologic Technology 131—Exposure and Positioning (4)

Continuing study of Radiologic Technology. The principal objectives in this course are a better understanding of medical terminology, principles of radiographic positioning, physics, routine radiographic procedures, use of contrast media, and film critique. Prerequisite: RT 130.

(2) Radiologic Technology 132—Radiologic Practicum I (4)

Students will be assigned to a Dallas area hospital for 16 hours each week for supervised practice in a radiology department in which an adequate variety and number of experiences are available. Students will work closely with experienced technicians, where they will observe and assist in the handling of patients as they undergo radiographic examinations. Prerequisites: RT 130 and 131.

(Summer) Radiologic Technology 133—Film Critique (2)

This course is a study of film evaluation, with emphasis on positioning and technique. Students will be taught to recognize quality films from the view point of a radiologist as well as a technologist. Also included in the course is the study of the use and maintenance of the portable X-ray machine. Prerequisites: RT 131 and 132. Lecture 2 hours a week.

(Summer) Radiologic Technology 134—Radiologic Practicum II (4)

Students will be assigned to a hospital radiology department to assist in the handling of patients as they undergo radiologic exami-

nations. Prerequisites: RT 132 and 133. 38 hours a week for 16 weeks.

(1) Radiologic Technology 230—Advanced Principles (3)

Continuing study of radiologic technology. This course is the study of radiographic physics, principles of radiographic exposure, pediatric radiography and topograhic anatomy. Prerequisites: RT 133 and 134. Lecture 3 hours a week.

(1) Radiologic Technology 231—Radiologic Practicum III (6)

Students receive practical experience in a hospital radiology department 24 hours a week. Prerequisites: RT 133 and 134.

(2) Radiologic Technology 232—Advanced Techniques (3)

This course is concerned with a survey of medical and surgical procedures, protection to patients and personnel, radiation therapy, equipment maintenance and review for registry. Lecture 3 hours a week. Prerequisites: RT 230 and 231.

(2) Radiologic Technology 233—Radiologic Practicum IV—Clinical Practice (8)

Students receive practical experience in a hospital radiology department for 34 hours a week. Prerequisites: RT 230 and 231.

(Summer) Radiologic Technology 234—Radiology Practicum V (4)

Students receive practical experience in a hospital radiology department. 40 hours a week. Prerequisites: RT 232 and 233.

RESPIRATORY THERAPY TECHNOLOGY

(1) Respiratory Therapy 130—Fundamentals (12)

This course has a strong occupational emphasis, the objective being to provide the student with the necessary skills and knowl-

edge to function as a respiratory therapy assistant. Included are pertinent applied sciences and respiratory therapy technology. 10 hours a week for entire semester; Laboratory 10 hours a week for first 8 weeks. Prerequisite: Consent of instructor.

(1) Respiratory Therapy 131—Clinical Practice I (2)

Supervised practice in a respiratory therapy department. Students will be introduced to specific types of patients and conditions and be expected to function as a team member. Taken concurrently with RS 130. 10 hours a week for last 8 weeks.

(2) Respiratory Therapy 132—Respiratory Therapy Technology I (4)

This is a lecture and laboratory course involving 6 hours a week. It is concerned with the technical aspects of respiratory therapy in relation to disease. Lecture 3 hours a week; Laboratory 3 hours a week. Prerequisite: RS 130 and 131.

(2) Respiratory Therapy 133—Clinical Practice II (4)

Clinical experience in one of the contracted Dallas area hospitals where students will work under the supervision of physicians and registered therapists. 15 hours a week. Taken concurrently with RS 132. Prerequisites: RS 130 and 131.

(Summer) Respiratory Therapy 134—Respiratory Therapy Technology (3)

Advanced lecture series given by physicians and technologists on general techniques, physiology and pathophysiology of cardio-respiratory failure, and respiratory care in pediatrics, infectious diseases, obstructive airway diseases and pre and post operative problems. 3 hours a week for 10 weeks.

(Summer) Respiratory Therapy 135—Clinical Practice III (5)

Supervised practice in a respiratory therapy department, under direction of physicians and certified technologists. Taken concurrently with RS 134. 30 hours a week for 10 weeks. Prerequisites: RS 133 and 134.

(1) Respiratory Therapy 230—Board Preparation (3)

The student is given ample opportunity to correlate previous instruction with advanced experience in clinical practice, with the design to inculcate habits of independent study and objective and subjective evaluation in preparation for the examination boards required by the American Registry for Inhalation Therapy. 3 hours a week for 16 weeks. Prerequisite: RS 135.

(1) Respiratory Therapy 231—Clinical Practice IV (3)

Students will perform or observe mechanical gas exchange function tests and relate this to basic respiratory processes and needs for therapy. Prerequisite: RS 135.

(2) Respiratory Therapy 232—Seminar (3)

Students will test the performance of therapy equipment in the laboratory and in clinical use, and evaluate the clinical and economic efficiency of therapy procedures. 3 hours a week. Prerequisite: RS 231.

VOCATIONAL NURSING

(2) Vocational Nursing 130—Physical Foundations (4)

A ten-week study of body structure and function, nutrition, and individual and community health, as a foundation for considering the sick person. Lecture 9 hours a week.

(2) Vocational Nursing 131—Vocational Foundations (2)

A course designed to increase the students' awareness of themselves as individuals and of their relationships to others. Included are normal growth and development, mental health concepts, and personal and vocational relationships. Lecture 2 hours a week.

(2) Vocational Nursing 132—Nursing Fundamentals (3)

Principles and practice of nursing with emphasis on basic concepts in the care of patients. Patient care procedures are introduced and practiced first in the college laboratory and later in the semester in the clinical area. Lecture 2 hours a week; Laboratory 12 hours a week.

(2) Vocational Nursing 133—Concepts of Patient Care (5)

This course is concerned with the conditions of illness, treatment and nursing care. It includes medical surgical nursing and maternal and child care. 7 hours a week for 10 weeks.

(2) Vocational Nursing 134—Introduction to Hospital (3)

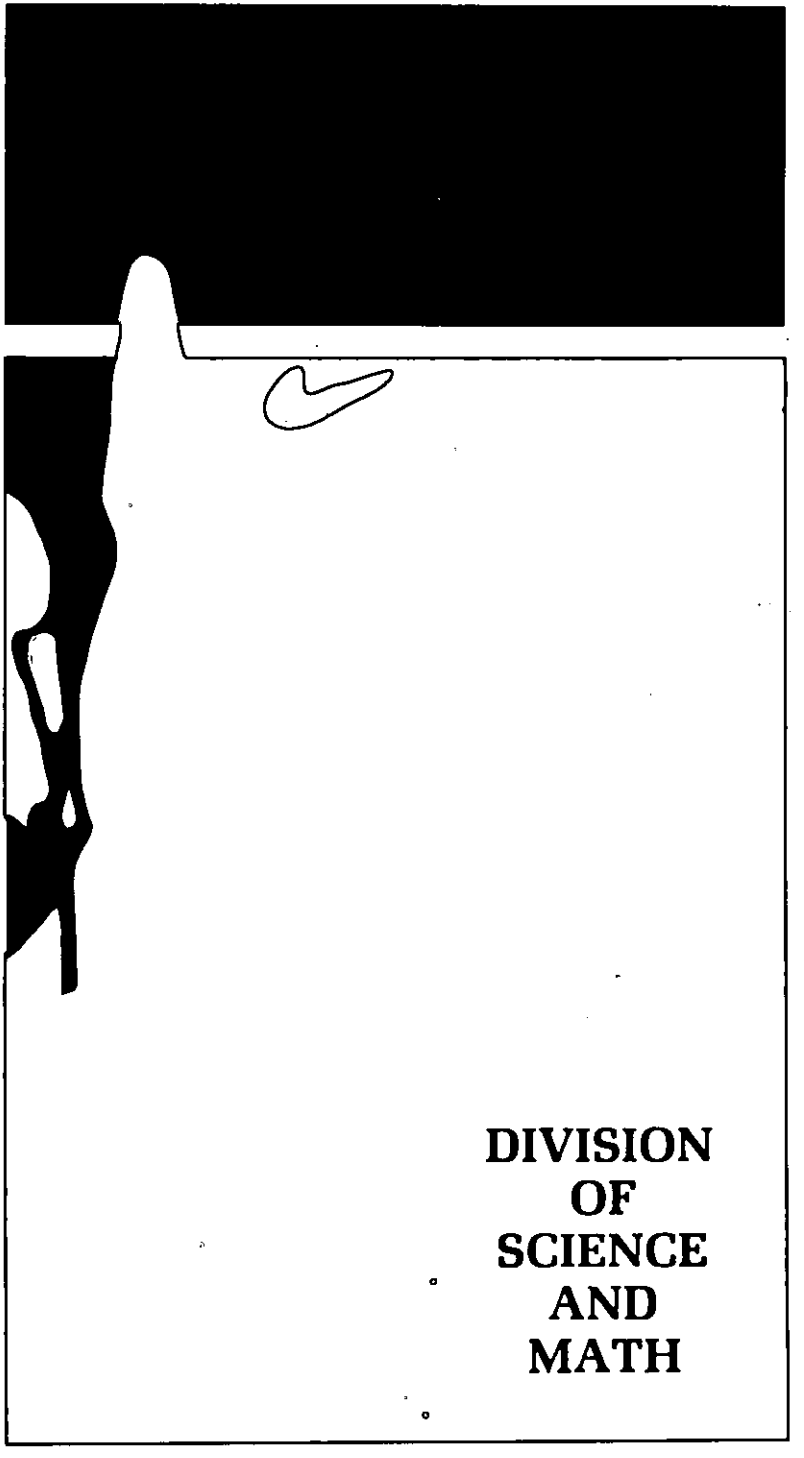
Planned and supervised clinical experience with selected learning situations. Experience begins the sixth week of the program with limited time in the hospital and continues for the remainder of the semester, until students are spending 21 hours a week with patients.

(Summer & 1) Vocational Nursing 135—Related Theory (6)

Continuing study of disease conditions, related treatment and nursing care, with emphasis on the role and responsibility of the vocational nurse. This course is concurrent with VN 136. Lecture 4 hours a week including ward conferences.

(Summer & 1) Vocational Nursing 136—Clinical Practice (10)

Students are assigned to hospitals for 30 weeks. During this time they gain experience in medical, surgical, obstetric and pediatric services, learning to function effectively as a nursing team member. Laboratory 36 hours a week.


DIVISION
OF
SCIENCE
AND
MATH

ARCHITECTURE

(2) Architecture 131—Construction Materials (3)

A study of the materials and methods used in the construction of architectural structures. Field trips to construction sites and study of manufacturer's specifications for materials are used to acquaint the student with current practices. Properties and standard sizes of structural materials, and construction techniques necessary to use these materials are emphasized. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Drafting 132.

(1) Architecture 231—Construction Estimating and Field Inspection (3)

Involves interpretation of working drawings for a project; preparation of materials and labor quantity surveys from plans and specifications; approximate and detailed estimates of cost. The study will include materials take-off, sub-contractor's estimates, overhead costs, bid placement, contract procedures, and detailed inspection of the construction by comparing the finished work to the specifications. Lecture 2 hours; Laboratory 3 hours a week. Prerequisite: Math 132, Drafting 138, or Drafting 138 must be taken concurrently with Architecture 231.

(2) Architecture 232—Codes, Specifications and Contracts (3)

A study of building codes and their effect on specifications and drawings. The purpose and writing of specifications will be studied with their legal and practical application to working drawings. Contract documents will be analyzed and studied for client-architect-contractor responsibilities, duties, and mutual protection. Lecture 3 hours a week. Prerequisite: Drafting 138 and Drafting 235.

(2) Architecture 233—Architectural Building Equipment (Mechanical and Electrical) (3)

A general study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures are stressed. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Drafting 235.

CULINARY ARTS

(1) Culinary Arts 131—Elementary Food Preparation (5)

General introduction into the organization of the professional kitchen; analysis of departments, equipment and staff of the cuisine; fundamental knowledge of food merchandise; field trips; a study of basic food preparations, buffet and artistic decoration; terminology. Combined Lecture and Laboratory, 3 hours a day, 5 days a week.

(2) Culinary Arts 132—Intermediate Food Preparation (5)

Continuation of first semester introducing students to a wider variety of basic food preparation; more skillful and difficult preparations of international cuisine; advanced terminology; field trips. Combined Lecture and Laboratory, 3 hours a day, 5 days a week. Prerequisite: CA 131.

(1) Culinary Arts 231—Advanced Food Preparation I (5)

Continued artistic and independent food preparation; convenience foods and institutional food service; banquet parties; introductory menu planning; supervision of cuisine; purchasing and inventory. Combined Lecture and Laboratory, 3 hours a day, 5 days a week. Prerequisite: CA 132.

(2) Culinary Arts 232—Advanced Food Preparation II (5)

Pastry and bakery; advanced menu planning; food and labor cost; government standards; student is given weekly assignments which he performs with the cooperation of the class in order to advance confidence in his own skills. Combined Lecture and Laboratory, 3 hours a day, 5 days a week. Prerequisite: CA 231.

(1, 2) Culinary Arts 233-234—Field Cooperative Training (3)

Gives the student a better understanding of food preparation and food operation through experience in major hotels, restaurants, and private clubs. The student will gain a better knowledge of the food industry and through this experience know how to cope with actual problems that may arise. This course shall be taken concurrently with CA 231 in the Fall and CA 232 in the Spring. Prerequisite: CA 132.

DRAFTING

(1) Drafting 130—Technician Drafting (2)

Designed specifically for students enrolled in technical programs (other than drafting) to enable them to read and interpret engineering drawings and to equip them with basic skills in multi-view drawings, pictorial drawing, dimensioning, and measurement with scales. Emphasis is placed on the interpretation of drawings and the development of sketching skills, not on formal drafting abilities. Lecture 1 hour; Laboratory 3 hours a week.

(1) Drafting 132—Basic Drafting (4)

A beginning course for students who have had little or no previous experience in drafting. Designed primarily for students who plan to complete the 2-year drafting technical program. The principal objectives are basic understanding of orthographic pro-

jection; skill in orthographic, axonometric, oblique and perspective sketching and drawing; lettering fundamentals and techniques; experience in using handbooks and other resource materials; and development of ability to think in three dimensions. A.S.A. and government standards are used; interpretation of industrial sketches and prints is introduced when feasible to emphasize accepted industrial drawing practices. Emphasis is placed on development of manipulative skills as well as graphic theory. Lecture 2 hours; Laboratory 6 hours a week.

(2) Drafting 133—Intermediate Drafting (3)

Designed for students who plan to complete the 2-year drafting technical program. The instructional units provide additional understanding of drafting problems, and introduce several specialized drafting areas that are valuable for the designer. This course includes the detailing and assembling of machine parts, gears and cams, jigs and fixtures, drawing room standards and reproduction of drawings. The student is assigned work that requires him to make complete and accurate detail and assembly drawings. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Drafting 132.

(2) Drafting 135—Reproduction Processes (2)

Designed for the 2-year drafting student. A study of photography, xerography, offset printing, and other reproduction processes that are used by today's draftsmen and technical illustrators. Lecture 1 hour; Laboratory 3 hours a week. Prerequisite: Drafting 132.

(2) Drafting 136—Geological and Land Drafting (3)

An optional course for the 2-year drafting student. Involves study of symbols, abbreviations, classifications, scales, types of maps, cartographic and topographic maps, petroleum and geophysics maps, and application of drawing techniques to land sur-

veying, including boundaries, roads, buildings, elevations, plan and profile sheets, cross sections, plotting surveyor's notes, traverses, plot plans and plats. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Drafting 133 and Math 132.

(2) Drafting 138—Architectural Drafting (4)

A course in basic architectural drafting beginning with the development of techniques in architectural lettering, drafting of construction details, using appropriate material symbols and conventions. Working drawings including plans, elevations, sections, and details as prepared for building construction including steel, concrete, and timber structural components will be emphasized. Reference materials will be used to provide the draftsman with skills in locating data and in using handbooks. Lecture 2 hours; Laboratory 6 hours a week. Prerequisite: Drafting 132 and Architecture 131.

(2) Drafting 230—Structural Drafting (3)

An advanced drafting course for the 2-year drafting student. A study of stresses, thermal and elastic qualities of materials such as beams and columns, etc.; requires the student to develop structural plans, details and shop drawings of components of buildings to include steel, reinforced concrete, and timber structures. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of structural components. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Drafting 132, Physics 132, and Math 132.

(1) Drafting 231—Electronic Drafting (3)

An advanced drafting course for the 2-year drafting student. By drawing a complete set of working drawings for the manufacture of an electronic product, in addition to selected drawing problems of printed circuit boards, chassis design, component packaging and connection diagrams, the student develops understanding of the

current practices and standards of the draftsman in the electronics industry. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Drafting 133.

(1) Drafting 232—Technical Illustration (3)

An advanced drafting course for the 2-year drafting student. Presents the methods of converting orthographic drawings into three-dimensional drawings that are used in industry as representative pictures of objects; also those illustrations used in handbooks, reports, and proposals relating to military or commercial equipment, including such items as graphs, charts, photographs, block diagrams, mechanical and optical schematics as well as those illustrations used for installation, operation, maintenance, parts procurement, winning of contracts and reporting of research projects. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Drafting 133.

(2) Drafting 233—Machine and Tool Design (4)

An advanced drafting course for the 2-year drafting student. Consists of the applications of the principles of physics, statics, strength of materials and physical properties of materials to the design of machine elements. Factors considered are function, environment, production problems and cost. Emphasis is placed on the practical application of design principles in graphic form. Lecture 2 hours; Laboratory 6 hours a week. Prerequisite: Physics 132, Engineering 230, and Drafting 133.

(2) Drafting 234—Advanced Technical Illustration (4)

An advanced course for the 2-year technical illustration student. Designed to give the student experience in the rendering of technical illustrations and their preparation for reproduction. Airbrush techniques for presentation of technical material and photographic retouch, use of zip-a-tone patterns and other commercially prepared rendering sheets are emphasized. Reproduction techniques and the illustrator's responsibility toward a finished product are

examined in depth. Lecture 2 hours; Laboratory 6 hours a week. Prerequisite: Drafting 232 and Drafting 135.

(1) Drafting 235—Building Equipment (Mechanical and Electrical) **(3)**

Involves the drawing of plans and details as prepared for mechanical equipment such as air conditioning, plumbing, and electrical systems by using appropriate symbols and conventions. Consideration is given to coordination of mechanical and electrical features with structural and architectural components. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Drafting 133 or Drafting 138, Physics 132 and Math 132.

(2) Drafting 237—Advanced Architectural Drafting **(4)**

Equips the student to prepare a complete set of working drawings for the architectural structure, including millwork drawings, cabinets and built-in equipment, detail drawings, and door, window and room schedules. Site and landscaping plans will be studied and drawn. Final assembly of the complete document for construction purposes will be made. Lecture 2 hours; Laboratory 6 hours a week. Prerequisite: Drafting 138.

ELECTRONICS

ELECTRONICS TECHNOLOGY

(1) Electronics Technology 130—D. C. Circuits and Electrical Measurements **(4)**

A course primarily intended for students who are interested in becoming electronics technicians. Combines mathematics theory and laboratory fundamentals in direct current circuits. Elementary principles of magnetism, electric concepts and units, diagrams, resistance, electro-magnetism, series and parallel circuits, simple meter circuits, conductors and insulators will be emphasized. Lecture 3 hours; Laboratory 3 hours a week.

(2) Electronics Technology 131—A. C. Circuit (4)

A basic course directed toward the needs of the electronic technician. Devoted to the study of fundamental theories of alternating current and their application in various circuits. Laboratory experiments will include power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, magnetism and resistance. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Electronics Technology 130.

(2) Electronics Technology 132—Electron Tubes, Transistor Theory and Application (4)

Electron tube and transistors will be studied under static and dynamic conditions. Laboratory experiments will include work with diodes, triodes, characteristic curves, amplification factors, pentodes, beam power tubes, NPN and PNP transistors, Silicon control rectifiers, and field effect transistors. Semi-conductor theory will be approached through the atomic structure and will build into fundamental application. Simple circuits using semi-conductor devices will be constructed and tested during laboratory time. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Electronics Technology 131. All day students taking this course must take Electronic Technology 131 concurrently.

(1) Electronics Technology 230—Electronics Instruments Measurements (3)

A study of electrical measurement and instrumentation devices, and how they apply to work situations. Specific devices and measuring instruments or classes of measuring devices including basic AC and DC measurement meters, impedance bridge, oscilloscopes, signal generators, signal tracers, tube and transistor testers; concluded with a study of audio frequency and radio frequency test methods and equipment. Lecture 2 hours; Labora-

tory 3 hours a week. Prerequisite: Electronics Technology 130, 131, and 132.

(1) Electronics Technology 231—Special Circuits (4)

Electronics circuits (sinusoidal) and devises are analyzed and discussed from the utilization standpoint. Transformers, magnetic amplifiers, regulated power supplies, feed back control systems and relays will be explored in view of circuit function. A fundamental course in communication circuit using semi-conductors and vacuum tubes rectifier circuits, lead currents, filtering networks, current-voltage wave forms, and voltage regulator circuits. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Electronics Technology 132.

(2) Electronics Technology 232—Network Analysis and Transmission Lines (4)

A general course in nonsinusoidal circuit analysis designed to correlate and generalize concepts in circuit analysis to which the student has been exposed previously. Specific topics such as Pulse analysis and Waveform Generation, Multivibrators, oscillator, limiters, counting circuits, and Generators (saw tooth wave, square wave, etc.) Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Electronics Technology 230 and 232.

(2) Electronics Technology 233—Industrial and Microwave Electronic Technology (4)

The Microwave Systems portion of the semester's work involves a study of U.H.F. and V.H.F. components, circuits and measurement techniques. Includes the use of distributed constant elements, waveguides, microwave links and an introduction to radar and similar systems.

The Industrial Electronics portion of the semester's work involves a study of time constant and electronic timing circuits; photo-

electric controls; synchros and servomechanisms; induction and dielectric heating: radiation detection; applications in the field of industrial control and automation; combining of electrical, electronic, magnetic, and mechanical principles. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Electronics Technology 230 and 231.

(2) Electronics Technology 234—Research Project (3)

A supervised research project consisting of design, layout construction and calibrating. A major electronics project. Students will utilize all tools and equipment available. The student will be required to prepare a term paper which incorporates such material as functions of components, operating specifications, and schematics. The student must develop a project independently through conferences and activities directed by the instructor.

TELEVISION AND RADIO SERVICING

(1) Television and Radio Servicing 130—Fundamentals of Television and Radio Servicing (6)

This course emphasizes the needs of the telvision-radio serviceman who makes house calls. Includes a study of electronic circuits containing tubes and solid state devices peculiar to television receivers, radio, high-fidelity and stereos. Understanding and application of methods for trouble shooting and servicing of elementary problems found within these circuits will be studied. Lecture 3 hours; Laboratory 9 hours a week.

(2) Television and Radio Servicing 131—Television and Radio Servicing (13)

This course is directed toward more complex problems and malfunctions of television-radio servicing. Special attention is given to the use of techniques and equipment for the most economical solutions to difficult problems. Includes an introduction to transistor

circuits, solid state circuitry and color television. High fidelity, stereo, and special sound equipment will be covered with practical methods for trouble shooting and servicing of practical problems. Lecture 5 hours; Laboratory 20 hours a week.

ENGINEERING

(1) Engineering 105—Engineering Graphics (3)

Provides the basic graphic fundamentals necessary for the student of engineering and electronics technology. Emphasis is placed on theoretical application beginning with the art of lettering and progressing through applied geometry, multiview projections, sections and conventions, precision dimensioning, auxiliaries, fasteners, gears, and cams into the application of working and pictorial drawings to the manufacturing design of a product. Lecture 2 hours; Laboratory 4 hours a week.

(2) Engineering 106—Descriptive Geometry (3)

Provides training in the visualization of three-dimensional structures, and in accurately representing these structures in drawings by analyzing the true relationships between point, lines, and planes. Attention is given to the generation and classification of lines and surfaces, as well as intersections and developments. The major theme is the correlation and integration of theory with practice instead of considering each a separate entity. The direct method is used which employs the practical attitude of mind, the vocabulary, and the methods utilized by the professional draftsman and engineer to visualize and design structures. Lecture 2 hours; Laboratory 4 hours a week. Prerequisites: Engineering 105 or Drafting 132.

(1, 2) Engineering 131-132—Manufacturing Processes (2)

Introduces the student enrolled in technical programs to the many steps involved in manufacturing a product. This is accom-

plished by involving the class in producing a device with precision. The student gains practical experience with working drawings, a variety of machine tools, and the assembly of components. The student is made aware of the factors involved in selecting materials and economical utilization of materials. Lecture 1 hour; Laboratory 2 hours a week.

(1) Engineering 230—Statics **(3)**

A course for the 2-year drafting and architectural student. A study of force and force systems, resultants and components of force systems, forces due to friction, conditions of equilibrium forces acting on members of trusses and frame structures using both analytical and graphical application to the solution of problems. Lecture 2 hours; Laboratory 3 hours a week. Prerequisite: Math 132 or Math 102.

(2) Engineering 231—Characteristics of Materials **(3)**

A study of the properties and characteristics of materials used in industry. Materials are studied with economic feasibility, environmental factors, durability, and use as primary considerations. Identification and specification of materials is emphasized through demonstration and research into manufacturer's catalogues. Lecture 2 hours; Laboratory 3 hours a week. Prerequisite: Math 132 and Drafting 133.

HOME ECONOMICS

(1) Home Economics 101—Basic Design **(3)**

A study of the fundamental principles of art, design, and color as a basis for developing originality and art appreciation in the home and in clothing. Laboratory experiences enhance the development of creative abilities by the application of the fundamental principles. This course is for students interested in home economics. Lecture 2 hours; Laboratory 3 hours a week.

(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, and time and methods required for preparation. Laboratory experiences relate 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. Lecture 2 hours; Laboratory 3 hours a week.

(2) Home Economics 110—Clothing and Home Design (3)

The study and application of color and design to the costume and in the home. Designed for students interested in home economics. Lecture 2 hours; Laboratory 3 hours a week. Prerequisite: Home Economics 101 or Art 101.

MATHEMATICS

(1, 2) Mathematics 093—Intermediate Algebra (3)

Includes the properties of real numbers, operations with polynomials and fractions, linear and quadratic equations, and inequalities. Also includes graphs, systems of equations, sequences and series, and exponential functions. Prerequisite: 1 year high school algebra or GSM 091.

(1, 2) Mathematics 099—Programmed Mathematics (3)

A programmed course designed to improve competence in college algebra and trigonometry; preparation to entrance in analytic geometry. Designed primarily for engineering and science majors. Prerequisite: Math 093 or equivalent.

(1, 2) Mathematics 101—College Algebra (3)

Introduction to set operations, inequalities, absolute values, coordinate systems, functions, systems of equations, determinants, inverse functions, exponential and logarithmic functions, complex numbers, and binomial theorem. Prerequisite: 2 years of high school algebra or GSM 093.

(1, 2) Mathematics 102—Plane Trigonometry (3)

Angular measure, functions of angles, derivations of formulae, identities, solution of triangles, equations, inverse functions, logarithms, and complex numbers. Prerequisite: Mathematics 101.

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

A comprehensive modern treatment of the elements of mathematics for the liberal arts student. Emphasis is placed on mathematics as a deductive science. The cultural effects of mathematics on our civilization; historical aspects; and its role in communication are also major themes of the course. Prerequisite: GSM 093 or 1 year of high school algebra and 1 year of high school geometry.

(1, 2) Mathematics 121—Analytic Geometry (3)

Introduction to real numbers, distance, the straight line, the circle, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. Prerequisite: GSM 099 or Mathematics 102.

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

Simple and compound interest, bank discount, payrolls, taxes, insurance, markup and markdown, corporate securities, depreciation, and purchase discounts. Prerequisite: GSM 091 or the equivalent. Skill in arithmetic is essential.

(1) Mathematics 131—Technical Mathematics (3)

A course designed for technical students covering a general review of arithmetic; a treatment of the basic concepts and the fundamental facts of plane and solid geometry, computations with the slide rule, units and dimensions, a treatment of the terminology and concepts of elementary algebra, functions, coordinate systems of simultaneous equations, stated problems, determinants, progressions, and the binomial theorem. Prerequisite: GSM 093 or the equivalent.

(2) Mathematics 132—Technical Mathematics (3)

A course for technical students which includes a study of the following: the trigonometric functions of angles, trigonometric identities, inverse trigonometric functions, arc length, graphs of the trigonometric and inverse functions, trigonometric equations, complex numbers, logarithms, vectors, and the solution of triangles. Prerequisite: Mathematics 131.

(1, 2) Mathematics 139—Applied Mathematics (3)

Commercial, technical, and more simple scientific uses of arithmetic, algebra, geometry and trigonometry. An effort will be made to tailor the course to fit the needs of the students enrolled in each section. Prerequisite: GSM 091 or equivalent.

(1, 2) Mathematics 202—Elements of Statistics (3)

An introduction to methods of collecting, analyzing, and presenting numerical data, frequency distributions, averages, index numbers, dispersion, correlation, and time series. Considerable mathematical skill, such as logarithmic computation and the use of square roots is required. Ability to use business machines is desirable. Prerequisite: Sophomore standing and Mathematics 101 or Mathematics 130 or Mathematics 139.

(1, 2) Mathematics 222—Calculus I (3)

Functions, limits, differentiation of algebraic functions, and applications, maxima and minima, anti-derivatives, and the definite integral. Prerequisite: Mathematics 121.

(1, 2) Mathematics 223—Calculus II (3)

Applications of the definite integral, transcendental functions, techniques of integration, improper integrals, indeterminate forms, and infinite series. Prerequisite: Mathematics 222.

(1, 2) Mathematics 224—Advanced Calculus (3)

Multiple integrals, partial differentiation, vector analysis, series, and hyperbolic functions. Prerequisite: Mathematics 223.

(1, 2) Mathematics 225—Differential Equations (3)

A course in ordinary differential equations concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order. Prerequisite: Mathematics 223.

PATTERN DRAFTING AND DRAPING

(1) Pattern Drafting and Draping 130—Fundamentals (2)

Lecture, discussion, and demonstration of basic techniques in drafting and draping basic pattern slopers and master block patterns. These fundamentals are taught in conjunction with the laboratory work. Pattern Drafting and Draping 130 and 131 are taught concurrently and meet 12 hours a week.

(1) Pattern Drafting and Draping 131—Laboratory (3)

Student learns to draft and drape the basic patterns in a laboratory. The techniques of learning slopers and basic patterns are

developed with the use of the latest apparel industry equipment. Pattern Drafting and Draping 130 and 131 are taught concurrently and meet 12 hours a week.

(2) Pattern Drafting and Draping 132—Intermediate (2)

Lectures, discussions and demonstrations of basic patterns in misses sizes. Techniques in developing collars, skirts, slacks, and sleeves as well as dresses. Pattern Drafting and Draping 132 and 133 are taught concurrently and meet 12 hours a week. Prerequisite: Pattern Drafting and Draping 130 and 131.

(2) Pattern Drafting and Draping 133—Laboratory (3)

Student learns to draft and drape to develop basic patterns in collars, skirts, slacks, sleeves, and dresses in misses sizes. Pattern Drafting and Draping 132 and 133 are taught concurrently and meet 12 hours a week. Prerequisite: Pattern Drafting and Draping 130 and 131.

(1) Pattern Drafting and Draping 135—Textiles (3)

A study of fibers, fabrics, and finishing processes to familiarize the students of the Pattern Drafting and Draping Program with terms and processes familiar to the apparel market. Lecture 3 hours a week.

(1) Pattern Drafting and Draping 230—Advanced (2)

Lecture, discussion, and demonstration of patterns for various kinds of clothing manufacturers. For example, children, junior petite, junior, active sportswear, misses and half sizes. Pattern Drafting and Draping 230 and 231 are taught concurrently and meet 12 hours a week. Prerequisite: Pattern Drafting and Draping 132 and 133.

(1) Pattern Drafting and Draping 231—Laboratory (3)

Student learns drafting and draping techniques to develop patterns for children's clothing, junior petite, junior, active sportswear,

misses and half sizes. Pattern Drafting and Draping 230 and 231 are taught concurrently and meet 12 hours a week. Prerequisite: Pattern Drafting and Draping 132 and 133.

(2) Pattern Drafting and Draping 232—Advanced (2)

Lecture, discussion, and demonstration in patterns for various kinds of clothing manufacturers such as lingerie, dressy dresses, and suits. Techniques are developed for speed in pattern drafting. Pattern Drafting and Draping 232 and 233 are taught concurrently and meet 12 hours a week. Prerequisite: Pattern Drafting and Draping 230 and 231.

(2) Pattern Drafting and Draping 233—Laboratory (3)

Student learns by drafting and draping to make patterns for various kinds of clothing manufacturers such as lingerie, dressy dresses, and suits. Techniques are developed for speed in pattern drafting. Pattern Drafting and Draping 232 and 233 are taught concurrently and meet 12 hours a week. Prerequisite: Pattern Drafting and Draping 230 and 231.

(1) Pattern Drafting and Draping 234—History of Costume (3)

A study of the development of garments from the earliest times through the Renaissance with a consideration of the customs which affect garment styles. Designed for the sophomore students of the Pattern Drafting and Draping Program. Lecture 3 hours a week. Prerequisite: Pattern Drafting and Draping 135.

(2) Pattern Drafting and Draping 235—History of Costume (3)

A continuation of the study of the development of garments from the Renaissance to the present day. Consideration will be given to customs which have affected garment styles and their influence upon the current mode. Lecture 3 hours a week. Prerequisite: Pattern Drafting and Draping 234.

PHYSICAL EDUCATION AND HEALTH

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

A study of personal and community health. Emphasis is placed on causative factors of various diseases, means of transmission and prevention. Lecture 3 hours a week. For majors and non-majors.

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

Principles, organization, and the function of recreation in American society. Designed for students planning a major or minor in Health, Physical Education or Recreation. Lecture 2 hours a week.

(1, 2) Physical Education 144—Orientation and Introduction to Physical Education (3)

Designed for professional orientation in physical education, health and recreation. Brief history, philosophy and modern trends of physical education, teacher qualification, vocational opportunities, expected competencies, and skill testing comprise the contents of the course. For students majoring in Physical Education. Lecture 3 hours a week.

(1, 2) Physical Education 235—The Coaching of Football and Basketball (2)

The theory and practice of football and basketball coaching, including popular concepts concerning the sport and application of certain coaching techniques. Lecture 2 hours a week. Prerequisite: Physical Education 144 or consent of instructor.

(1, 2) Physical Education 257—Standard and Advanced Course in First Aid and Safety Education (2)

The theory and practice in the standard and advanced courses of the American National Red Cross in first aid, and home and farm safety. For Physical Education, Health, and Recreation majors and students having a specific interest. Lecture 2 hours a week.

PHYSICAL EDUCATION ACTIVITY

*Physical Education 120	Bowling	(1)
*Physical Education 121	Folk Dance	(1)
*Physical Education 122W	Gymnastics	(1)
*Physical Education 122M	Gymnastics	(1)
*Physical Education 123W	Beginner's Swimming	(1)
*Physical Education 123M	Beginner's Swimming	(1)
*Physical Education 124	Ballroom Dance	(1)
*Physical Education 125W	Figure Training	(1)
*Physical Education 125M	Weight Training	(1)
*Physical Education 126W	Body Mechanics (Nurses)	(1)
*Physical Education 127W	Basketball and Volleyball	(1)
*Physical Education 127M	Basketball and Volleyball	(1)
**Physical Education 223W	Intermediate and Advanced Swimming	(1)
**Physical Education 223M	Intermediate and Advanced Swimming	(1)

**Prerequisite: Physical Education 123 or consent of Instructor.

*Requires 2 hours a week laboratory.

SCIENCES

BIOLOGICAL SCIENCES

BIOLOGY

(1, 2) Biology 101-102—General Biology (4)

A two-semester course surveying in depth the principal concepts of biology, including a study of the cell, levels of organization, an introduction to metabolism, and evolutionary relationships. An in-

troductory survey of the plant and animal kingdoms which emphasizes the classification and basic structure and function of the more important groups. Recommended for science majors. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite to all higher level Biology courses and must be taken in sequence.

(1, 2) Biology 115-116—Biological Science (4)

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 3 hours a week.

(1) Biology 131—Human Anatomy and Physiology (4)

This course introduces the basic anatomical structures and the physiological functions of the human body to students of the paramedical disciplines. Coordination of body systems for integral functioning is stressed. Enrollment by arrangement with the Division Chairman of Paramedics only. Lecture 3 hours; Laboratory 3 hours.

(2) Biology 132—Microbiology (4)

This course is designed to develop an understanding of the life processes of the micro-organisms and the methods by which these may be controlled. Special emphasis is placed upon those microbes which exert an influence on man. Designed primarily for students in paramedic programs. Lecture 3 hours; Laboratory 3 hours a week.

(2) Biology 216—General Microbiology (4)

A study of microbes with special emphasis placed on their relationship to health and disease. Classification, growth, nutrition, metabolism, reproduction and the genetics of micro-organisms will be covered in detail. Recommended for science majors and science-

related programs. Lecture 3 hours; Laboratory 4 hours a week. Prerequisites: Biology 101 and 102.

BOTANY

(1) Botany 201—Intermediate Botany (4)

Surveys the major plant groups with emphasis on non-vascular plants and primitive vascular plants. Morphology, physiology, classification, relationships to each other and economic importance to man are stressed. Recommended for science majors only. Lecture 3 hours; Laboratory 3 hours a week. Prerequisites: Biology 101 and 102.

(2) Botany 202—Intermediate Botany (4)

Surveys the vascular plants with emphasis placed on morphology, physiology, classification, heredity, and relationships to man. Recommended for science majors only. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Biology 101 and 102.

ZOOLOGY

(1) Zoology 201—Zoology (4)

An intermediate level course surveying the major groups of animals below the level of the chordates. Consideration is given to the phylogeny, taxonomy, morphology, physiology, and biology of the groups involved. Relationships and importance to higher animals and man are stressed. Recommended for science majors only. Lecture 3 hours; Laboratory 3 hours a week. Prerequisites: Biology 101 and 102.

(1) Zoology 215—Human Anatomy and Physiology (4)

An intermediate level course comparing the structure and function of organs and systems in various vertebrates with emphasis

upon the human body. Attention will be given to the histology, embryology and genetics of the animals studied. Recommended for science majors, Nursing, and Respiratory Therapy students. Lecture 3 hours; Laboratory 3 hours a week. Prerequisites: Biology 101 and 102.

(2) Zoology 225—Comparative Anatomy of the Vertebrates (4)

A survey of the major groups of vertebrates from a comparative point of view. The lectures will involve an intensive study of each vertebrate class, with emphasis on morphology and evolutionary relationships. Representatives of each class will be dissected and compared in sequence during laboratory sessions. For science majors, pre-medical and pre-dental students. Lecture 3 hours; Laboratory 4 hours a week. Prerequisites: Biology 101 and 102.

PHYSICAL SCIENCES

CHEMISTRY

(1, 2) Chemistry 101—General Chemistry (4)

Designed for science and science-related majors. The course includes the fundamental laws and theories dealing with the structure and interactions of matter and the use of these principles in understanding the properties of matter, chemical bonding, chemical reactions, the physical states of matter, and changes of state. The fundamental principles are applied to the solution of quantitative problems relating to chemistry. Lecture 3 hours; Laboratory 3 hours a week; Problem solving session 1 hour a week. Prerequisite: GSM 093 or equivalent.

(1, 2) Chemistry 102—General Chemistry (4)

Designed for science and science-related majors, this course is a continuation of Chemistry 101. The fundamental concepts intro-

duced previously, together with additional ones, are applied to a variety of topics, including solutions and colloids, chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is included in the laboratory work. Lecture 3 hours; Laboratory 3 hours a week; Problem solving session 1 hour a week. Prerequisite: Chemistry 101.

(1) Chemistry 115—General Chemistry (4)

Designed for non-science majors. The course traces the development of theoretical concepts and the evolution of these concepts in explaining various observations and laws relating to chemical bonding, chemical reactions, states of matter, and changes of state. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: GSM 091 or equivalent.

(2) Chemistry 116—General Chemistry (4)

Designed for non-science majors. The course is a continuation of Chemistry 115 and includes the application of fundamental concepts to a variety of topics such as solutions, electrochemistry, and nuclear chemistry. The descriptive chemistry of some common elements and inorganic and organic compounds is included. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Chemistry 115.

(1, 2) Chemistry 131—Production Chemistry (4)

Enrollment is restricted to Chemical Technology students. A continuation of Chemistry 101. The content is similar to Chemistry 102; however, emphasis is placed on the skills needed in the industrial laboratory. Lecture 3 hours; Laboratory 3 hours a week; Problem solving session 1 hour a week. Prerequisite: Chemistry 101.

(2) Chemistry 135—Chemistry of Flammable Materials (3)

Enrollment restricted to Fire Technology students. A survey of the chemical nature of matter with particular emphasis on volatile

substances, pyrophoric materials, heat transfer reactions, spontaneous combustion, basic thermodynamics and related subjects. No laboratory required.

(1) Chemistry 201—Organic Chemistry (4)

An integrated introductory course in organic chemistry dealing with the fundamental types of organic compounds, their nomenclature, classification, reactions and applications. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory with emphasis on reaction mechanisms, stereochemistry, transition state theory and technique of organic synthesis. Lecture 3 hours; Laboratory 4 hours a week. Prerequisite: Chemistry 101 and 102.

(2) Chemistry 202—Organic Chemistry (4)

A continuation of Chemistry 201 with emphasis on polyfunctional compounds including amino acids, proteins, carbohydrates, sugars, heterocylic and related compounds. Lecture 3 hours; Laboratory 4 hours a week. Prerequisite: Chemistry 201.

(1, 2) Chemistry 203—Quantitative Analysis (4)

This course includes the principles of chemistry as applied by the analytical chemist to quantitative determinations. Topics include gravimetry, oxidation-reduction, indicators, and acid-base theory. Laboratory experience focuses on the fundamentals of gravimetric and volumetric analysis with an introduction to colorimetry. Lecture 2 hours; Laboratory 6 hours a week. Prerequisite: Chemistry 101, 102 and Mathematics 101.

(1, 2) Chemistry 231-232—Organic Chemistry (4) (4)

Restricted to Chemical Technology students and deals with the analysis of organic compounds, their reactions, nomenclature, classification, synthesis, and application to modern industrial processes.

The student is introduced to current industrial, organic, analytical and synthetic procedures. Lecture 3 hours; Laboratory 4 hours a week. Prerequisite: Chemistry 131.

(1, 2) Chemistry 233—Analytical Chemistry (4)

Restricted to Chemical Technology students. The content is similar to Chemistry 203; however, emphasis is placed on the skills particularly necessary to the laboratory worker and their application to industrial processes. Lecture 2 hours; Laboratory 6 hours a week. Prerequisite: Chemistry 101 and 131.

(2) Chemistry 234—Instrumental Analysis (4)

This course is designed primarily for Chemical Technology students and emphasizes the role of modern electronic instrumentation in analysis. Laboratory work includes infrared and ultraviolet spectroscopy, gas chromotography, potentiometric titration, and electrochemistry as industrial analytical tools. Lecture 2 hours: Laboratory 6 hours a week. Prerequisite: Chemistry 233 or Chemistry 203.

GEOGRAPHY

(1, 2) Geography 101—Geography (Physical) (3)

A survey of the physical makeup of the earth; weather and climate, topography, plant and animal life, land and sea. Attention is directed toward the earth in space, use of maps and charts and place geography.

(1, 2) Geography 102—World Geography (Economic) (3)

A study of the relation of man to his environment and his utilization of natural resources, dealing with problems of production, manufacture, and distribution of goods throughout the world. The aspects of primitive subsistence and degrees of commercialism are considered.

GEOLOGY

(1) Geology 101—General Geology (Physical) (4)

Study of earth materials and processes for science and non-science majors. Includes examination of the earth's interior, magnetism, gravity setting in space, minerals, rocks, structure and geologic processes. Lecture 3 hours: Laboratory or field studies 3 hours a week.

(2) Geology 102—General Geology (Historical) (4)

Study of earth materials and processes within a time perspective. For science and non-science majors. Utilizes fossils, geologic maps, and field studies to interpret geologic history. Lecture 3 hours; Laboratory or field studies 3 hours a week. Prerequisite: Geology 101.

PHYSICS

(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. Prerequisite: Physical Science 115 must precede 116.

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

A one-year course designed to explain the basic concepts of the properties of matter and mechanics, heat, sound, light, magnetism, and electricity, with emphasis on applications and problem solving. Designed primarily for technician programs. Lecture 3 hours; Laboratory 2 hours a week. Prerequisite: High school algebra and trigonometry or equivalent.

(1, 2) Physics 201—General Physics (4)

Principles and applications of mechanics wave motion and sound, emphasizing fundamental concepts, problem solving, notation and units. Designed primarily for physics, chemistry, mathematics, and engineering majors. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Credit or current registration in Math 222.

(1, 2) Physics 202—General Physics (4)

Principles and applications of heat and electricity and magnetism, emphasizing fundamentals, concepts, problem solving, notation and units. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Physics 201.

(1, 2) Physics 203—General Physics (4)

Principles and applications of light and atomic and nuclear physics. Designed for science majors. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Physics 202.

GENERAL SCIENCE

(1, 2) Science 131-132—Survey of Science (3) (3)

This overview of the contribution of science to the welfare of man draws from both the physical and the biological sciences. Major concepts are developed historically and supported by observations from the appropriate discipline. Science 131 is offered in the fall only, and Science 132 is offered in the spring only. Designed primarily for students in the Library Technician Program. Lecture 3 hours a week. No laboratory required.

DIVISION OF SOCIAL SCIENCE

ANTHROPOLOGY

(1, 2) Anthropology 101—Cultural Anthropology (3)

A survey of the origin of mankind involving the processes of physical and cultural evolution; ancient man; preliterate man today. Attention is centered on fossil evidence, physiology and family/group roles and status.

BIBLE

(1) Bible 101—Old Testament History (3)

A nonsectarian, historical study of the Hebrew people, their literature, and their religious concepts from the earliest known period to the time of Christ. Emphasis is placed upon developing a general knowledge of the major personalities of the Old Testament along with a working continuity of Hebrew history.

(2) Bible 102—New Testament History (3)

A brief survey of the Christian movement in the Mediterranean world during the first century. The life of Christ, the beginning of the Christian church, the life and letters of Paul and the general development of the New Testament as considered from a nonsectarian historical viewpoint.

ECONOMICS

(1, 2) Economics 201—Principles of Economics (3)

A survey of the fundamental principles of economics. Particular attention is paid to factors of production, price determination, distribution of income and money and banking. Sophomore standing recommended.

(1, 2) Economics 202—Principles of Economics (3)

An analysis of current economic developments, including labor-management relations and agricultural problems. In addition, em-

phasis is placed on study of public finance, national income, comparative economic system and international economics. Prerequisite: Economics 201.

FIRE PROTECTION TECHNOLOGY (FPT)

(1) FPT 131—Introduction to Fire Protection (3)

A course in the history and development of fire protection; the role of the fire service in the development of civilization; personnel in fire protection; introduction to general fire hazards; and a discussion of the problems and possible solutions for current and future fire protection.

(2) FPT 132—Fire Prevention Theory and Application (3)

The development of fire prevention laws and ordinances for elimination of fire hazards; inspection organization, practices and procedures; theory and application of laws and ordinances in modern concepts of fire prevention. Prerequisite: FPT 131.

(1, 2) FPT 133—Fire Operations Strategy (3)

The aspects of tactics and strategy in extinguishing fires; prefire plans; organization of the fire ground, including techniques of using available equipment and manpower; a study of conflagrations and techniques of predicting fire severity. Emphasis will be placed on the development of thinking skills in relation to crisis.

(1, 2) FPT 135—Introduction to Fire Administration (3)

A course in the practical application of records, reports and training; the municipal fire problem; organization for fire protection to include manpower, equipment and facilities; principles of organization; methods of supervision and discipline; relations with the public and other city departments; the budget and purchasing practices; a study of rating systems and their application to

the fire service; and discussion of the proper ways to handle personnel problems, grievances and employee suggestions.

(2) FPT 136—Fire Investigation and Arson (3)

The fireman's roles in arson investigations; the method and mechanics of protecting, searching and controlling the fire scene; determining the point of origin, path of fire travel and fire causes; interviews and interrogations; recognizing and preserving evidence; Texas arson laws; alibis, motives and proving the corpus delicti; preparation of the case, court testimony and reports and records; and juvenile fire setters.

(1) FPT 231—Fire Protection Through Building Construction (3)

Building codes and their necessity to fire protection; common concepts in building construction; elimination of fire problems on the drawing board; relationship between building department and fire protection agencies; modern concepts of ordinances and laws for adequate regulation of building construction. Prerequisite: Sophomore standing.

(2) FPT 232—Protection Systems in Industry (3)

Attitudes prevalent in industry toward fire protection; development of fire and safety organizations in industry; relationships between private and public fire protection organizations; industrial obligations to communities in regard to fire and safety; current trends, deficiencies and possible solutions for fire protection problems facing industry today. Prerequisite: Sophomore standing.

GOVERNMENT

(1, 2) Government 201—American Government (3)

An introduction to the study of political science; origin and development of the United States Constitution; federal-state and

interstate relations; civil liberties and rights; the dynamics of politics. Special emphasis is given to the constitution, governmental institutions and political processes in Texas. Prerequisite: Sophomore standing.

(1, 2) Government 202—American Government (3)

A study of the three branches of the national government; public policy; foreign relations and national defense; governmental services and functions in Texas and metropolitan areas. Prerequisite: Government 201.

(1) Government 231—Municipal and County Government (3)

A study of the governmental structure of the municipality and county including organs of government, administration, court system, taxation, utilities and public works, education, welfare, and other public services. Presentations by local officials and surveys of area problems are stressed.

HISTORY

(1, 2) History 101—History of the United States (3)

A general presentation of United States history, commencing with the European background and first discoveries. The pattern of exploration, settlement and development of institutions is followed throughout the colonial period and the early national experience to 1865.

(1, 2) History 102—History of the United States (3)

A survey of the unfolding of United States history from the Reconstruction Era after the Civil War to the present day. The study includes social, economic and political aspects of American life and follows the development of the United States as a world power. Prerequisite: History 101 recommended.

(1, 2) History 105—Western Civilization (3)

A survey of the background for development of civilization in the West from ancient time through the Enlightenment; the Mediterranean world including Greece and Rome; the Middle Ages and the beginnings of modern history. Particular attention is paid to Renaissance, Reformation, the rise of the national state, the development of parliamentary government and the influence of European colonization.

(1, 2) History 106—Western Civilization (3)

The unfolding of the pattern of modern western civilization from the Enlightenment to current times. A study of the Age of Revolution and the beginnings of industrialism; the nineteenth century and the social, economic, and political factors of recent world history.

POLICE SCIENCE (POL)

(1, 2) POL 130—Introduction to Criminology (3)

A survey of law enforcement; the role, history, development and constitutional aspects of law enforcement and public safety; a study of criminal and delinquent behavior in the United States, including its variations, ramifications, explanations and measures of prevention, control and treatment; a review of agencies involved in the processes of the administration of criminal justice.

(1, 2) POL 131—Police Administration (3)

An analysis of the principles of organization and administration in law enforcement; staff functions and activities; planning and research; personnel and training; policy formation.

(1) POL 132—Criminal Law (3)

A survey of substantive criminal law; the laws of arrest, search and seizure; interrogation, confessions and signed statements; the nature of due process.

(1, 2) POL 133—Police Supervision (3)

The role of the supervisor in a police department and his relationships with other levels. The basic principles of supervision, with special emphasis on their application to police service. The human relations factor, with consideration of selected problems and approaches.

(2) POL 134—Criminal Law (3)

A study of trial and courtroom procedure; parties in the case; the rules of evidence; decision and punishment; due process re-emphasized. Prerequisite: POL 132.

(1, 2) POL 136—Patrol and Traffic Functions (3)

A broad study of police patrol and traffic duties and responsibilities, including policies and procedures.

(1) POL 231—Criminal Investigation (3)

An introduction to criminal investigation procedures including investigative theory, conduct at the crime scene, collection and preservation of physical evidence, and transporting of evidence to the crime laboratory. Prerequisite: Sophomore standing.

(2) POL 233—Forensic Sciences (3)

The study of general criminalistics, including scientific methods and devices used in the examination of evidence. Prerequisite: POL 231.

(2) POL 238—Delinquency Prevention and Control (3)

Problems of juvenile delinquency, theories of causation, the structure of the family, deterrent programs. The role of police in prevention, juvenile courts, institutional treatment, community resources for prevention, federal and state programs. Prerequisite: Sophomore standing.

PSYCHOLOGY

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

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

(2) Psychology 201—Human Growth and Development (3)

A study of human growth, development and behavior, emphasizing the physiological and psychological changes which occur during the life pattern. The processes of life from prenatal beginnings to adulthood are treated in an integrated manner. Due attention is given to aging and its place in the developmental sequence. Prerequisite: Psychology 105.

(1, 2) Psychology 205—Psychology of Personality (3)

A consideration of the important factors involved in successful human adjustment including child-parent relationships, adolescence, anxiety states, mechanisms of defense and psychoanalytic concepts. The course includes a survey of methods of personality measurement. Prerequisite: Psychology 105.

(1, 2) Psychology 231—Applied Psychology (3)

Basic problems of psychological development, facts and theories of human behavior. Particular attention is paid to individual adjustment problems and group dynamics. Direct application of psychological principles to human relations in business, industrial and social situations, with the presentation tailored to fit the needs of the students enrolled in each section.

(2) Psychology 236—Group Psychology (3)

A consideration of the psychological factors in propaganda, social control, mob action, leadership, group functioning, measurement of public opinion, social status, and the sources of attitudes. Prerequisite: Psychology 231.

SOCIAL SCIENCE

(1, 2) Social Science 131-132—American Civilization (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. It is required that these courses be taken in order: 131, 132.

SOCIOLOGY

(1, 2) Sociology 201—An Introduction to Sociology (3)

An inquiry into the nature of society and the foundations of group life, including institutions, with a broad presentation of the bases of social change, processes and problems.

(1, 2) Sociology 202—Social Problems (3)

A study of the background, emergence and scope of current group relationships in our society, emphasizing the following topics as they apply to social adjustment in the family and the total community environment: the effects of juvenile delinquency and crime, urban-rural dislocation, population patterns, sexual deviance, prejudice, and poverty. Prerequisite: Sociology 201.

(1, 2) Sociology 203—Marriage and Family (3)

An analysis of courtship patterns, marriage and family forms, relationships and functions and socio-cultural differences in family behavior.

(2) Sociology 231—Urban Social Problems (3)

The sociology of urban groups and institutions; urbanization as a process; the inner city; the aspect of the neighborhood. Emphasis is placed on case studies, enabling the student to identify and understand the types of social problems inherent in the metropolitan environment.

PROGRAMS IN APPLIED ARTS AND SCIENCES

El Centro College offers to qualified students a variety of programs in those areas in which there is a demand for competent practitioners. 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.

Architectural Technology

This program prepares the student for employment in a wide range of industries as a draftsman or engineering aide. Information in related fields is provided to enable the student to work effectively with architects, engineers and professional staff.

Curriculum

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Composition	3	0	3
Mth 131—Applied Mathematics	3	0	3
Dft 132—Basic Drafting	2	6	4
Egr 131—Manufacturing Processes	1	2	2
Psc 131—Applied Physics	3	2	3
	12	10	15

Spring Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 132—Applied Composition	3	0	3
Mth 132—Design Mathematics	3	0	3
Psc 132—Applied Physics	3	2	3
Egr 106—Descriptive Geometry	2	4	3
Arc 131—Construction Materials	2	4	3
Dft 135—Reproduction Processes	1	3	2
	14	13	17

Fall Semester

SS 131—American Civilization	3	0	3
Dft 235—Building Equipment (Electrical and Mechanical)	2	4	3
Egr 230—Statics	2	3	3
Dft 138—Architectural Drafting	2	6	4
Arc 231—Construction Estimating and Field Inspection	2	3	3
	11	16	16

Spring Semester

SS 132—American Civilization	3	0	3
Dft 237—Advanced Architectural Drafting	2	6	4
Arc 232—Codes, Specifications and Contracts	3	0	3
Arc 233—Building Equipment (Electrical and Mechanical)	2	4	3
Dft 230—Structural Drafting	2	4	3
	12	14	16

Associate Degree Nursing

Students entering this program will receive 2 academic years and 2 summer sessions of intensive education consisting of hospital clinical experience and campus classroom and laboratory work.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Nur 131—Orientation	1	0	1
Nur 132—Fundamentals	3	9	6
Eng 101—Composition and Expository Writing	3	0	3
Psy 105—Introduction	3	0	3
Zoo 215—Anatomy and Physiology	3	3	4
PEH 126—Body Mechanics	0	2	1
	13	14	18
Spring Semester			
Nur 133—Mat. and Child Health	3	15	8
Eng. 102—Composition and Literature	3	0	3
Psy 201—Human Growth and Development	3	0	3
Bio 216—General Microbiology	3	4	4
PEH—Elective	0	2	1
	12	21	19
Summer Semester			
Nur 134—Med.-Surg. I	5½	6½	3
Chm 101—General (6 weeks)	9	9	4
	14½	15½	7
Fall Semester			
Nur 231—Psychiatric (8 weeks)	4	18	5
Nur 232—Med.-Surg. II (8 weeks)	4	18	5
Soc 201—Introduction	3	0	3
SS—Elective	3	0	3
PEH—Elective	0	2	1
	14	38	17
Spring Semester			
Nur 233—Med.-Surg. III	5	15	8
SS—Elective	3	0	3
Hum—Elective	3	0	3
PEH—Elective	0	2	1
	11	17	15
Summer Semester			
Nur 234—Medical Surg. IV	8	24	6

Bookkeeping (1 year)

The objective of this program is to provide the student with a working knowledge of bookkeeping procedures currently in use in business; to introduce the student to accounting principles supporting bookkeeping procedures; and to give the student practical bookkeeping experience by the use of problem solving.

Curriculum

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Composition and Speech	3	0	3
Bus 131—Bookkeeping	3	0	3
Mth 130—Business Mathematics	3	0	3
OP 131—Office Machines	1	2	2
Typ 130 or 131—Beginning or Intermediate Typing	1	2	2
	11	4	13
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
Bus 132—Bookkeeping	3	0	3
Phy 231—Applied Psychology	3	0	3
DP 135—Introduction to Data Processing	3	0	3
*Elective	3	0	3
	15	0	15

*Suggested electives: Bus 105, Bus 231, OP 130.

Central Service Technician

This program, in 1 semester, prepares the student to function effectively in a hospital central service department. Included are classroom and laboratory practice as well as experience in a clinical setting.

This course is divided into 2 eight-week units, with Unit I entirely in the college classroom and Unit II divided between El Centro and Dallas area hospitals where students receive on-the-job training.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Communications and Speech	3	0	3
GPM 130—Central Service Theory and Laboratory Practice	10	5	8
GPM 131—Introduction to Clinical Practice	0	21	3
	13	26	14

Nurse Aid

A 1-semester program designed to provide a student, either male or female, with the necessary skills and knowledge for performance on the nursing team. The nurse aide, working under the supervision of a professional nurse, gives a wide variety of patient care to both bed patients and those needing only supportive care.

The course is divided into 2 eight-week units, with Unit I entirely in the college classroom and Unit II divided between El Centro and Dallas area hospitals where students receive on-the-job training.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Communications and Speech	3	0	3
GPM 132—Nurse Aide Theory and Laboratory Practice	10	5	8
GPM 133—Introduction to Clinical Practice	0	21	3
	13	26	14

Chemical Technology

This program will prepare the student to render direct technical assistance to chemists and engineers in chemical or related research and will familiarize the student with the most modern chemical testing equipment. Experimentation and industrial applications will be emphasized.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Chm 101—General Chemistry	3	3	4
Com 131—Applied Composition and Speech	3	0	3
Mth 131—Technical Mathematics	3	0	3
SS 131—American Civilization	3	0	3
*Elective	3	3	3
	15	6	16
Spring Semester			
Chm 131—Production Chemistry	3	3	4
Com 132—Applied Composition and Speech	3	0	3
Mth 132—Technical Mathematics	3	0	3
SS 132—American Civilization	3	0	3
*Elective	3	3	3
	15	6	16
Fall Semester			
Chm 231—Organic Chemistry	3	4	4
Chm 233—Analytical Chemistry	2	6	4
Psc 131—Applied Physics	3	2	3
Hum 101—Introduction to Humanities	3	0	3
*Elective	3	3	3
	14	15	17
Spring Semester			
Chm 232—Organic Chemistry	3	4	4
Chm 234—Instrumental Analysis	2	6	4
Psc 132—Applied Physics	3	2	3
Psy 231—Applied Psychology	3	0	3
*Elective	3	3	3
	14	15	17

*Of the 12 hours of electives the student will select from basic electronics, or instrumentation electronics.

Credit and Collection

Credit and Collection is a 1-semester training program to prepare the student to become a credit authorizer, delinquent notification analyst, credit and collection clerk-typist, and credit interviewer.

Since work experience in credit and collection is effective in developing competent employees, students meeting the requirements of the credit and collection program will receive credit for supervised work.

Curriculum

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
CC 130—Training	0	15	4
CC 132—Office Specialization in Credit	3	2	4
*Com 131—Applied Composition and Speech	3	0	3
OP 131—Office Machines	1	2	2
†Typ 130—Beginning Typing	1	2	2
Mth 130—Business Mathematics	3	0	3
	11	21	18

*Some students may be enrolled in GSR 090-091 or GSW 090-091.

†Students with previous training will be placed according to their ability.

Culinary Arts

This program is designed to acquaint the student with all phases of kitchen operation including actual experience in purchasing; storing and distributing raw materials to the respective preparation areas; food production; efficiency and finesse in serving; proper use and maintenance of equipment; high sanitation standards and effective scheduling of workers.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
CA 131—Elementary Food Preparation	5	10	5
RM 133—Introduction to Restaurant Operation	3	0	3
SS 131—American Civilization	3	0	3
Com 131—Applied Composition and Speech	3	0	3
*Elective	3	0	3
	17	10	17
Spring Semester			
CA 132—Intermediate Food Preparation	5	10	5
SS 132—American Civilization	3	0	3
Com 132—Applied Composition and Speech	3	0	3
Mus 106—French Diction	1	0	1
*Elective	3	0	3
	15	10	15
Fall Semester			
CA 231—Advanced Food Preparation I	3	6	5
CA 233—Field-Cooperative Training	0	16	3
Hum 101—Introduction to Humanities	3	0	3
RM 231—Purchasing and Food Cost Controlling	3	0	3
	9	22	14
Spring Semester			
CA 232—Advanced Food Preparation II	3	6	5
CA 234—Field-Cooperative Training	0	16	3
Psy 231—Applied Psychology	3	0	3
*Elective	3	0	3
	9	22	14

*Suggested Electives: Art 114, Art 115, Mth 130, Art 207, Art 208, Spe 105, Bus 105, Bus 131.

Data Processing Equipment Operator

This intensive 1-year program prepares the student to fulfill an important role in the operation and efficiency of electronic data processing equipment.

Curriculum

1-YEAR CERTIFICATE PROGRAM

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
DP 131—Basic Principles	3	4	4
Com 131—Applied Composition and Speech	3	0	3
Bus 131 or 101—Bookkeeping or Accounting	3	0	3
Mth 130—Business Mathematics	3	0	3
DP 135—Introduction to Data Processing	3	0	3
	15	4	16
Spring Semester			
RP 132—Machine Operations	3	6	5
Com 132—Applied Composition and Speech	3	0	3
Bus 105—Introduction to Business	3	0	3
Bus 132 or 102—Bookkeeping or Accounting	3	0	3
*Elective	3	0	3
	15	6	17

*Suggested Electives: OP 131, Typ 131, Phi 105.

Data Processing Programmer

This intensive training program is designed to develop the skill and knowledge necessary to meet the demands of jobs in manufacturing, science, and business which depend upon data processing information for efficient functioning.

Curriculum

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
DP 131—Basic Principles	3	4	4
DP 135—Introduction to Data Processing	3	0	3
Bus 101—Accounting	3	0	3
Phi 105—Introduction to Logic	3	0	3
Com 131—Applied Composition and Speech	3	0	3
	15	4	16
Spring Semester			
DP 134—Beginning Programming	3	4	4
Bus 102—Accounting	3	0	3
Bus 105—Introduction to Business	3	0	3
Mth 139—Applied Mathematics	3	0	3
Com 132—Applied Composition and Speech	3	0	3
	15	4	16
Fall Semester			
DP 231—Advanced Programming	3	4	4
SS 131—American Civilization	3	0	3
Science Elective—Physical or Biological Science 115	3	2	3
Mth 202—Business Statistics	3	0	3
DP 232—Applied Systems	3	3	4
	15	9	17
Spring Semester			
DP 233—Operating Systems and Communication	3	1	4
DP 235—Field Experience	0	15	3
DP 236—Seminar	0	2	1
SS 132—American Civilization	3	0	3
Science Elective—Physical or Biological Science 116	3	2	3
Hum 101—Introduction to Humanities	3	0	3
	12	20	17

Dental Assistant

This program prepares the student for examination by the Certifying Board of the American Dental Assistants Association to become a Certified Dental Assistant. In addition to classroom work, students receive clinical experience in private offices and other health agencies in the community.

Curriculum

Fall Semester	Hrs. Lec.	Hrs. Lab.	Hrs. Credit
DA 130—Dental Science	3	2	4
DA 131—Dental Anatomy	2	2	3
Bio 131—Anatomy and Physiology	3	3	4
Com 131—Applied Composition and Speech	3	0	3
SS 131—American Civilization	3	0	3
	14	7	17
Spring Semester			
DA 132—Dental Materials	3	3	4
DA 133—Dental Office Practice and Bookkeeping	2	2	3
Bio 132—Microbiology	3	3	4
Com 132—Applied Composition and Speech	3	0	3
SS 132—American Civilization	3	0	3
	14	8	17
Fall Semester			
DA 230—Dental Prosthetics	1	2	2
DA 231—Dental Roentgenology	1	2	2
DA 232—Dental Operatory Practice	3	0	5
Psy 231—Applied Psychology	3	0	5
Typ 130-131—Beginning or Intermediate Typing	0	3	3
	8	7	17
Spring Semester			
DA 233—Dental Office Management	2	1	3
DA 234—Dental Prosthetics	2	1	2
DA 235—Dental Operatory Practice	2	1	2
DA 236—Dental Clinical Practice	0	12	4
Hum 101—Introduction to Humanities	3	0	3
Typ 131-132—Intermediate or Advanced Typing or Elective	0	3	2
	9	18	16

Drafting and Design Technology

This program prepares the student for employment in a wide range of industries as a draftsman or engineering aide. Information in related fields is provided to enable the student to work effectively with the engineer and professional staff.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Com 131—Applied Composition	3	0	3
Mth 131—Applied Mathematics	3	0	3
Dft 132—Basic Drafting	2	6	4
Egr 131—Manufacturing Processes	1	2	2
Psc 131—Applied Physics	3	2	3
	12	10	15
Spring Semester			
Com 132—Applied Composition	3	0	3
Mth 132—Design Mathematics	3	0	3
Psc 132—Applied Physics	3	2	3
Egr 106—Descriptive Geometry	2	4	3
Dft 133—Intermediate Drafting	2	4	3
Dft 135—Reproduction Processes	1	3	2
	14	13	17
Fall Semester			
SS 131—American Civilization	3	0	3
Egr 230—Statics	2	3	3
*Dft 231—Electronic Drafting	2	4	3
Dft 232—Technical Illustration	2	4	3
Elective	3	0	3
	12	11	15
Spring Semester			
*Dft 230—Structural Drafting	2	4	3
Egr 231—Characteristics of Materials	2	3	3
SS 132—American Civilization	3	0	3
Dft 233—Machine and Tool Design	2	6	4
SS 135—Human Relations	3	0	3
	12	13	16

*The following courses may be substituted if there is sufficient demand for them: Dft 136—Geological and Land Drafting; Dft 235—Building Equipment (Mechanical and Electrical); Dft 234—Advanced Technical Illustration.

Electronics Technology

This 2-year program will prepare the student for work as an electronics technician by familiarizing him with most electronic testing equipment and training him in technical communications.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Spring Semester			
Com 131—Applied Composition and Speech	3	0	3
Mth 131—Technical Mathematics	3	0	3
Psc 131—Applied Physics	3	2	3
Dft 130—Technical Drafting	1	3	2
ET 130—Electronics Lab., D.C. Circuits	1	3	4
	13	8	15
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
Mth 132—Design Mathematics	3	0	3
Psc 132—Applied Physics	3	2	3
ET 131—Electronics Lab., A.C. Circuits	3	3	4
ET 132—Electron Tubes, Transistor Theory and Application	3	3	4
	15	8	17
Fall Semester			
ET 230—Electronic Instruments and Measurements	2	3	3
ET—231—Special Circuits	3	3	4
Hum 101—Introduction to Humanities	3	0	3
Egr 131—Manufacturing Processes	1	3	2
SS 131—American Civilization	3	0	3
	12	9	15
Spring Semester			
ET 233—Industrial and Microwave Technology	3	3	4
ET 232—Network Analysis and Transmission Lines	3	3	4
Psy 231—Applied Psychology	3	0	3
SS 132—American Civilization	3	0	3
ET 234—Research Project	0	0	3
	12	6	17

Fire Protection Technology

This is an in-service training program for people employed on a full-time basis in the organized fire departments of Dallas County. The objective of the program is to instruct firemen and fire officers in the knowledge and skills they need to perform their duties efficiently.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Com 131—Applied Composition and Speech	3	0	3
SS 131—American Civilization	3	0	3
FPT 131—Introduction to Fire Protection	3	0	3
FPT 135—Introduction to Fire Administration	3	0	3
Mth 139—Applied Mathematics	3	0	3
	15	0	15
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
SS 132—American Civilization	3	0	3
FPT 132—Fire Prevention Theory and Application	3	0	3
FPT 133—Fire Operations Strategy	3	0	3
FPT 136—Fire Investigation and Arson	3	0	3
	15	0	15
Fall Semester			
FPT 231—Fire Protection Through Building Construction	3	0	3
Psy 231—Applied Psychology	3	0	3
Spe 105—Fundamentals of Speech	3	0	3
Gvt 231—Municipal and County Government	3	0	3
Elective	3	0	3
	15	0	15
Spring Semester			
FPT 232—Protection Systems in Industry	3	0	3
Soc 231—Urban Social Problems	3	0	3
Bus 235—Advanced Administration Procedures	3	0	3
Chm 135—Chemistry of Flammable Materials	3	0	3
Hum 101—Introduction to Humanities	3	0	3
	15	0	15

Library Technician

The library technician program will prepare students to function in library occupations at every level below the professional. Upon completion of the program the student should be qualified as a library technician. (The Library Technician Program is currently undergoing revision.)

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Com 131—Applied Composition and Speech	3	0	3
SS 131—American Civilization	3	0	3
Sci 131—Survey of Science	3	0	3
LS 131—Introduction to Library Service	2	4	4
*Typing 130—Beginning Typing	1	2	2
	12	6	15
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
SS 132—American Civilization	3	0	3
Sci 132—Survey of Science	3	0	3
LS 131—Technical Processes in Libraries	2	4	4
	11	4	13
Summer Semester			
LS 133—Co-operative Field Service in Libraries	0	20	4
Fall Semester			
Eng Elective	3	0	3
Hum 101—Introduction to Humanities	3	0	3
LS 135—Special Materials and Media in Libraries	2	4	4
LS 231—Public Services in Libraries	2	4	4
Elective	3	0	3
	13	8	17
Spring Semester			
Eng Elective	3	0	3
Bus 105—Introduction to Business	3	0	3
LS 232—Applied Library Service	2	4	4
Elective	3	0	3
	11	4	13

*Proof of satisfactory proficiency will excuse the student from this requirement.

Medical Record Technology

A 2-year course that prepares students for certification as Medical Record Technicians and for employment in a medical record department of a hospital. Here the technician is responsible for preparing, analyzing, and preserving health information needed by the patients, by the hospital and by the public.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Com 131—Applied Communications	3	0	3
Typ 131—Intermediate Typing	0	3	2
MT—131—Medical Terminology	3	0	3
Bio 131—Anatomy and Physiology	3	3	4
MRS 130—Medical Record Science—Basic Principles	3	0	3
	12	6	15
Spring Semester			
Com 132—Applied Communications	3	0	3
Typ 132—Advanced Typing	0	3	2
OP 130—Secretarial Training	3	0	3
Bio 132—Microbiology	3	3	4
MRS 131—Medical Record Science—Basic Principles	2	2	3
	11	8	15
Fall Semester			
SS 131—American Civilization	3	0	3
Hum—Elective	3	0	3
MRS 230—Medical Record Science—Advanced Techniques	3	0	3
MRS 231—Medical Record Science—Hospital Practicum	0	15	4
*Elective	3	0	3
	12	15	16
Spring Semester			
SS 132—American Civilization	3	0	3
Psy 231—Applied Psychology	3	0	3
MRS 232—Medical Record Science—Hospital Seminar	2	0	2
MRS 233—Medical Records—Hospital Practicum	0	15	4
Elective	3	0	3
	11	15	15

*Suggested Electives—Bus 105, Bus 132, Bus 231, DP 135, Spe 105

Medical Secretary

A 2-year program in which the student develops basic skills and knowledge necessary to function as a receptionist and assistant in the office of the doctor or as a secretary in a hospital record department.

Curriculum

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Communications	3	0	3
Typ 131—Intermediate Typing	0	3	2
MT 131—Medical Terminology	3	0	3
Bio 131—Anatomy and Physiology	3	3	4
MRS 130—Medical Record Science	3	0	3
	12	6	15
Spring Semester			
Com 132—Applied Communications	3	0	3
Typ 132—Advanced Typing	0	3	2
OP 130—Secretarial Training	0	0	3
MT 130—Basic Health Technology	3	0	3
MT 230—Medical Terminology	3	0	3
	9	3	14

Summer employment in a hospital medical record department is suggested.

Fall Semester			
SS 131—American Civilization	3	0	3
Hum—Elective	3	0	3
Bus 131—Bookkeeping	3	0	3
*MT 231—Treatment and Exam Room Care	3	2	4
OP 131—Office Machines	0	3	2
	12	5	15
Spring Semester			
SS 132—American Civilization	3	0	3
Psy 231—Applied Psychology	3	0	3
OP 230—Office Practices—Medical Office Practicum	0	15	4
OP 231—Office Practices—Medical Secretary Seminar	3	0	3
†Elective	3	0	3
	12	15	16

*Students who plan to prepare for a doctor's office will take MT 231, OP 230 and OP 231. Those planning to become secretaries in a medical record department should take MRS 231, 232, and 233.

†Suggested Electives—Bus 105, 132, and 231, and DP 135.

Mid-Management

This program in business management is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in decision-making positions as supervisors or junior executives.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
MM 130—Management Training	0	15	4
MM 132—Mid-Management Seminar	0	2	1
Bus 105—Introduction to Business	3	0	3
Com 131—Applied Composition and Speech	3	0	3
Elective	3	0	3
	9	17	14
Spring Semester			
MM 131—Management Training	0	15	4
MM 133—Mid-Management Seminar	0	2	1
Com 132—Applied Composition and Speech	3	0	3
Eco 201—Principles of Economics	3	0	3
Electives	6	0	6
	12	17	17
Fall Semester			
MM 230—Management Training	0	15	4
MM 232—Mid-Management Seminar	0	2	1
SS 131—American Civilization	3	0	3
Science Elective—Biological or Physical Science 115	3	2	3
Hum 101—Introduction to Humanities	3	0	3
Elective	3	0	3
	12	19	17
Spring Semester			
MM 231—Management Training	0	15	4
MM 233—Mid-Management Seminar	0	2	1
SS 132—American Civilization	3	0	3
Science Elective—Biological or Physical Science 116	3	2	3
Elective	3	0	3
	9	19	14

Suggested electives: Bus 101, Bus 102, Bus 131, Bus 132, Bus 231, Bus 233, Bus 234, Bus 235, Bus 236, DP 135, Mth 130.

Office Supervision

Office Supervision is a 2-year training program providing studies of the responsibilities of the administrative secretary, executive secretary, administrative assistant, office supervisor and office manager.

Curriculum I prepares students to function as administrative secretaries, executive secretaries, or administrative assistants.

Curriculum I

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
OS 130—Supervisory Training	0	15	4
OS 132—Seminar	0	2	1
*SD 132—Intermediate Shorthand	3	2	3
Typ 132—Advanced Typing	1	2	2
OP 130—Secretarial Training	3	0	3
Com 131—Applied Composition and Speech	3	0	3
	10	21	16
Spring Semester			
OS 131—Supervisory Training	0	15	4
OS 133—Seminar	0	2	1
SD 231—Advanced Shorthand	3	2	3
OP 131—Office Machines	1	2	2
Bus 105—Introduction to Business	3	0	3
Com 132—Applied Composition and Speech	3	0	3
	10	21	16
Fall Semester			
OS 230—Supervisory Training	0	15	4
OS 232—Seminar	0	2	1
Bus 131 or 101—Bookkeeping or Accounting	3	0	3
SS 131—American Civilization	3	0	3
Bus 231—Business Communications	3	0	3
†Elective	3	0	3
	12	17	17
Spring Semester			
OS 231—Supervisory Training	0	15	4
OS 233—Seminar	0	2	1
SS 132—American Civilization	3	0	3
Hum 101—Introduction to Humanities	3	0	3
†Elective	3	0	3
	9	17	14

*Some students may be enrolled in SD 231.

†Suggested Electives: Bus 102, Bus 230, Bus 233, Bus 234, Bus 235, Bus 236, DP 131, DP 135, Eco 201, OP 131, SD 232, Spe 105, Psy 231, Mth 130, Bio 115-116, Psc 115-116.

Office Supervision

Office Supervision is a 2-year training program providing studies of the responsibilities of the administrative secretary, executive secretary, administrative assistant, office supervisor and office manager.

Curriculum II places more emphasis in preparing the student to function as an office supervisor or manager.

Curriculum II

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
OS 130—Supervisory Training	0	15	4
OS 132—Seminar	0	2	1
Bus 101 or 131—Accounting or Bookkeeping	3	0	3
Typ 131—Intermediate Typing	1	2	2
Bus 105—Introduction to Business	3	0	3
Com 131—Applied Composition and Speech	3	0	3
	10	19	16
Spring Semester			
OS 131—Supervisory Training	0	15	4
OS 133—Seminar	0	2	1
Bus 102 or 132—Accounting or Bookkeeping	3	0	3
Com 132—Applied Composition and Speech	3	0	3
*Electives to total 5 or 6 hours	6	0	5 or 6
	12	17	16 or 17
Fall Semester			
OS 230—Supervisory Training	0	15	4
OS 232—Seminar	0	2	1
Eco 201—Principles of Economics	3	0	3
Bus 231—Business Communications	3	0	3
SS 131—American Civilization	3	0	3
*Elective	3	0	3
	12	17	17
Spring Semester			
OS 231—Supervisory Training	0	15	4
OS 233—Seminar	0	2	1
Hum 101—Introduction to Humanities	3	0	3
SS 132—American Civilization	3	0	3
*Electives	6	0	6
	12	17	17

*Suggested Electives: Bus 230, Bus 233, Bus 234, Bus 235, Bus 236, DP 131, DP 135, Eco 202, OP 131, Spe 105, Psy 231, Mth 130, Bio 115-116, Psc 115-116.

Operating Room Technology

This 6-month course prepares a lay person to assist surgeons, anesthesiologists and registered professional nurses in the care of patients in the operating room.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
ORT 130—Introduction and Orientation	1	0	1
ORT 131—Basic Sciences	4	0	4
ORT 132—Principles of Operating Room Techniques and Surgical Procedures	4	3	5
ORT 133—Coordinated Hospital Activities	1	1	2
ORT 134—Applied Principles and Practices of Surgical Procedures	0	16	4
	10	20	16

Pattern Drafting and Draping

This program acquaints the student with the equipment and procedures of the apparel industry pattern drafting and draping. Course work includes experience in laboratories and the classroom.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
PDD 130—Fundamentals	3	0	2
PDD 131—Laboratory	0	9	3
PDD 135—Textiles	3	0	3
Com 131—Applied Composition and Speech	3	0	3
SS 131—American Civilization	3	0	3
	12	9	14
Spring Semester			
PDD 132—Intermediate	3	0	2
PDD 133—Laboratory	0	9	3
Com 132—Applied Composition and Speech	3	0	3
SS 132—American Civilization	3	0	3
Psy 231—Applied Psychology	3	0	3
*Elective	3	0	3
	15	9	17
Fall Semester			
PDD 230—Advanced	3	0	2
PDD 231—Laboratory	0	9	3
PDD 234—History of Costume	3	0	3
Hum 101—Introduction to Humanities	3	0	3
*Electives	6	0	6
	15	9	17
Spring Semester			
PDD 232—Advanced	3	0	2
PDD 233—Laboratory	0	9	3
PDD 235—History of Costume	3	0	3
*Electives	6	0	6
	12	9	14

The electives provide the student with an opportunity to select subjects of particular interest, along with the selection of courses directly related to needs of this program.

*Suggested Electives: Art 101, Art 108, Art 114-115, Bus 105

Police Science

This is an in-service training program for people employed on a full-time basis in the organized police departments of Dallas County. All entrants must meet the general entrance requirements established for students applying to El Centro College. The objective is to offer police officers advanced professional training.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Com 131—Applied Composition and Speech	3	0	3
SS 131—American Civilization	3	0	3
Pol 130—Introduction to Criminology	3	0	3
Pol 132—Criminal Law	3	0	3
Pol 133—Police Supervision	3	0	3
	15	0	15
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
SS 132—American Civilization	3	0	3
Pol 131—Police Administration	3	0	3
Pol 134—Criminal Law	3	0	3
Pol 136—Patrol and Traffic Functions	3	0	3
	15	0	15
Fall Semester			
Gvt 231—Municipal and County Government	3	0	3
Psy 231—Applied Psychology	3	0	3
Hum 101—Introduction to Humanities	3	0	3
Pol 231—Criminal Investigation	3	0	3
Elective	3	0	3
	15	0	15
Spring Semester			
Psy 236—Group Psychology	3	0	3
Soc 231—Urban Social Problems	3	0	3
Pol 233—Forensic Sciences	3	0	3
Pol 238—Delinquency Prevention and Control	3	0	3
Elective	3	0	3
	15	0	15

Radiologic Technology

Radiologic Technology is a cooperative program with Dallas area hospitals designed to prepare technicians with understandings and skills in the field of X-ray. Upon successful completion of the program the student is granted an Associate in Applied Science Degree and is prepared to write the national certifying examination.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Bio 131—Anatomy and Physiology	3	3	4
SS 131—American Civilization	3	0	3
Com 131—Applied Composition and Speech	3	0	3
RT 130—Orientation and Fundamentals	3	3	4
PEH—Elective	0	2	1
	12	8	15
Spring Semester			
SS 132—American Civilization	3	0	3
Com 132—Applied Composition and Speech	3	0	3
RT 131—Exposure, Positioning, Physics	3	3	4
RT 132—Radiologic Practicum I	0	16	4
PEH—Elective	0	2	1
	9	21	15
Summer Semester			
RT 133—Film Critique	2	0	2
RT 134—Radiologic Practicum II	0	36	4
	2	36	6
Fall Semester			
Psy 231—Applied Psychology	3	0	3
RT 230—Advanced Principles of Radiography	3	3	3
Hum 101—Introduction to Humanities	3	0	3
RT 231—Radiologic Practicum II	0	25	6
	9	28	15
Spring Semester			
Bus 235—Advanced Administrative Procedures	3	0	3
RT 232—Radiation Therapy and Protection	3	0	3
RT 233—Radiologic Practicum IV	0	34	8
	6	34	14
Summer Session			
RT 234—Radiologic Practicum V	0	40	4

Respiratory Therapy Technology

This program has a two-fold objective: (1) to meet the needs of the community by providing persons with uniform competency in respiratory therapeutics; (2) to meet the need for professionally oriented personnel at the level of registered therapist, instructor or head of a department.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
RS 130—Clinical Practice and Fundamentals	10	10	12
RS 131—Clinical Practice I	0	6	2
Com 130—Applied Communications and Speech	3	0	3
	13	16	17
Spring Semester			
Bio 215—General Zoology	3	3	4
Phy Sci 115—Physics and Chemistry	3	2	4
RS 132—Respiratory Therapy Technology	3	3	4
RS 133—Clinical Practice II	0	15	4
	9	23	16
Summer Session			
RS 134—Therapy Related to Disease	3	0	3
RS 135—Clinical Practice III	0	30	5
	3	30	8
Fall Semester			
SS 131—History and Government	3	0	3
Psy 231—Applied Psychology	3	0	3
Bus 236—Supervision and Management	3	0	3
RS 230—Board Preparation	3	0	3
RS 231—Clinical Practice IV	0	12	3
	12	12	15
Spring Semester			
Hum 101—Humanities	3	0	3
SS 132—History and Government	3	0	3
Com 132—Applied Communications and Speech	3	0	3
DP 135—Introduction to Data Processing	3	0	3
RS 232—Seminar	3	0	3
	15	0	15

Restaurant and Food Service Management

This program is designed to provide the student with a comprehensive study of the fundamentals of restaurant operations, including labor-management relations; menu planning and food cost control; kitchen and dining room supervision; operating statements; layout and equipment; advertising; and keys to managerial success.

Curriculum

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
RM 131—Basic Cooking, Baking, Salad and Sandwich Preparation	3	3	4
RM 133—Introduction to Restaurant Operations	3	0	3
Bus 105—Introduction to Business	3	0	3
Com 131—Applied Composition and Speech	3	0	3
SS 131—American Civilization	3	0	3
	15	3	16
Spring Semester			
RM 132—Quantity and Convenience Food Production	3	3	4
RM 134—Advanced Restaurant Management	3	0	3
Bus 131—Bookkeeping	3	0	3
Com 132—Applied Composition and Speech	3	0	3
SS 132—American Civilization	3	0	3
	15	3	16
Fall Semester			
RM 231—Purchasing and Food Cost Controlling	3	0	3
RM 234—Field Cooperative Training	0	16	3
Bus 236—Supervisory Management	3	0	3
Hum 101—Introduction to Humanities	3	0	3
*Electives	3	0	3
	12	16	15
Spring Semester			
RM 233—Food Servicing in Dining Rooms, Coffee Shops and Cafeterias	3	0	3
RM 235—Field Cooperative Training	0	16	3
Psy 231—Applied Psychology	3	0	3
*Electives	6	0	6
	12	16	15

*Suggested Electives: Bus Mth 130, DP 135, Bus Law 234, Adv & Sales Prom 233, Eco 201, Spe 105.

Secretarial Science (1-year program)

The basic purpose of this program is to acquaint students with the opportunities and responsibilities of a secretarial career.

Curriculum

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Composition and Speech	3	0	3
*SD 131—Beginning Shorthand	3	2	3
*Typ 130—Beginning Typing	1	2	2
OP 131—Office Machines	1	2	2
Bus 131—Bookkeeping	3	0	3
†Elective	3	0	3
	14	6	16
Spring Semester			
Bus 231—Business Communications	3	0	3
*SD 132—Intermediate Shorthand	3	2	3
*Typ 131—Intermediate Typing	1	2	2
OP 130—Secretarial Training	3	0	3
†Elective	3	0	3
	13	4	14

*Students with previous training will be placed according to ability.
†Suggested Electives: Bus 105, Bus 231, DP 130, SD 231, Typ 132, Mth 130.

Secretarial Science (2-year program)

The purpose of this program is to prepare students to become alert and responsive secretaries capable of performing the tasks required of them in the modern business office.

Curriculum

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
*SD 131—Beginning Shorthand	3	2	3
*Typ 131—Intermediate Typing	1	2	2
Bus 105—Introduction to Business	3	0	3
SS 131—American Civilization	3	0	3
Com 131—Applied Composition and Speech	3	0	3
	13	4	14
Spring Semester			
SD 132—Intermediate Shorthand	3	2	3
Typ 132—Advanced Typing	1	2	2
OP 131—Office Machines	1	2	2
SS 132—American Civilization	3	0	3
Com 132—Applied Composition and Speech	3	0	3
Elective	3	0	3
	14	6	16
Fall Semester			
SD 231—Advanced Shorthand	3	2	3
OP 130—Secretarial Training	3	0	3
Science Elective—Biological or Physical Science 115	3	2	3
Hum 101—Introduction to Humanities	3	0	3
†Elective	3	0	3
	15	4	15
Spring Semester			
SD 232—Transcription	3	2	3
Bus 231—Business Communications	3	0	3
Psy 231—Applied Psychology	3	0	3
Science Elective—Biological or Physical Science 116	3	2	3
†Elective	3	0	3
	15	4	15

*Students with previous training will be placed according to ability.

†Suggested Electives: Bus 101, Bus 131, Bus 234, DP 130, DP 135, SD 235, Mth 130.

Television and Radio Servicing

The 1-year training program is designed to develop the skill and knowledge necessary for an individual to enter the field of television and radio servicing.

Curriculum

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
TRS 130—Fundamentals of Television and Radio	3	9	6
GSM 091—Basic Math	3	2	4
GSW Basic Writing	3	0	3
Bus 135—Customer Relations	3	0	3
	12	11	16
Spring Semester			
TRS 131—Television and Radio Servicing	5	20	13

Vocational Nursing

The Vocational Nursing program is a 1-year course of study which meets accreditation requirements of the State Board of Licensed Vocational Nurse Examiners. In addition to classroom and laboratory work at the college, clinical experience at various hospitals is part of the program.

Curriculum

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
First Session—21 Weeks			
VN 130—Physical Foundations	4	0	4
VN 131—Vocational Foundations	2	0	2
VN 132—Fundamentals of Nursing	2	12	3
VN 133—Basic Concepts of Patient Care	7	0	5
VN 134—Introduction to Hospital	0	8	3
	15	20	17
Second Session—31 Weeks			
VN 135—Related Theory—4 Hrs. Weekly	4	0	6
VN 136—Clinical Practice—36 Hrs. Weekly	0	36	10
	4	36	16

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For additional information write to:

DIRECTOR OF ADMISSIONS

EL CENTRO COLLEGE

MAIN AND LAMAR, DALLAS, TEXAS 75202

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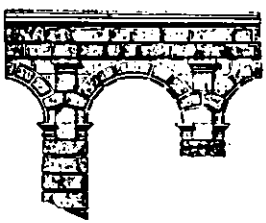

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