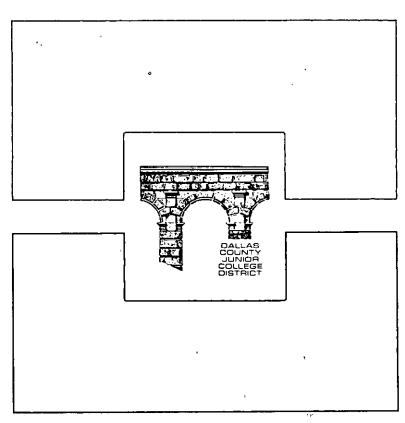


BULLETIN 1969-70

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EL CENTRO COLLEGE

BULLETIN • 1969-70

The courses, tuition, fees, conditions and policies included in this catalog are subject to change without further notification; but only by Board action.

Cover design by Arthur Koch

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1969-70 ACADEMIC CALENDAR

FALL SEMESTER

September 2-5	Tuesday-Friday	Faculty Orientation
September 8-12	Monday-Friday	Registration and Orientation
September 15	Monday	8:00 a.m. Classes begin
October 10	Friday	5:00 p.m. Last day to withdraw with a grade of "W"
November 26	Wednesday	10:00 p.m. Thanksgiving Holiday begins
December 1	Молday	8:00 a.m. Classes resume
December 19	Friday	5:00 p.m. Christmas Holidays begin
January 5	Monday	8:00 a.m. Classes resume
January 6	Tuesday	8:30 p.m. Last day to withdraw from school or drop a class
January 16-21	Friday-Wednesday	Final exams for 1st semester
January 21	Wednesday	First semester closes

SPRING SEMESTER

January 26-30	Monday-Friday	Registration and Orientation
February 2	Monday	8:00 a.m. Classes begin
February 27	Friday	5:00 p.m. Last day to withdraw with a grade of "W"
March 26	Thursday	10:00 p.m. Spring vacation begins
March 31	Tuesday	8:00 a.m. Classes resume
April 3	Friday	Last day for filing degree or certificate plans for June graduation
May 13	Wednesday	8:30 p.m. Last day to withdraw from school or drop a class
May 25-28	Monday-Thursday	Final exams for 2nd semester

May 28	Thursday	Semester closes	
May 28	Thursday	Graduation	

SUMMER SESSION

June 3-4	Wednesday-Thursday	Registration
June 5	Friday	Classes begin
June 16	Tuesday	Last day to withdraw with a grade of "W"
July 3	Friday	Holiday — Celebrate the 4th of July
July 9	Thursday	Last day to withdraw from school or drop a class
July 14	Tuesday	Final exams
July 14	Tuesday	Summer session closes

THE BOARD OF TRUSTEES

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Frank J. Altick, M.D.		> 2		
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Franklin E. Spafford	•	2	•	
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Durwood A. Sutton				

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Vice-Chancellor	Alfred M. Philips
Business Manager	Walter L. Pike
Assistant to the Chancellor	Vernon L. Hendrix
Director of Planning and Research	H. Deon Holt
Special Assistant to the Chancellor	Robert J. Leo
Special Services Assistant	Wanda E. King
Director of Data Processing Services	James R. Hill
District Coordinator of Occupational and Technical Education	Claude C. Owens
Technical Assistant for Facility Planning	Stanley E. Pritchard
Construction Coordinator	George L. Robinson

EL CENTRO COLLEGE

Donáld T. Rippey

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Dean of Students	Don-G. Creamer
Dean of Adult Education and Community Services	Robert B. Boyle
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Associate Dean of Guidance, Counseling and Admissions	Preston Graham
Assistant Dean of Instruction	Dean P. VanTrease
Business Assistant	Thomas J. Rector

President

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Sam Houston State College, B.S. Student Activities Advisor

ABERNATHY, MARSHALL M.

University of Texas, B.A.; M.A.

Division of Science & Math: Mathematics

ALFORD, MARSHALL E.

Baylor University, B.A.; East Texas State University, M. Ed.

Division of Counseling and Guidance: Counselor

ALLEN, FLOYD A., JR.

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

Division of Communications: English

ALLRED, RAYMOND C.

North Texas State University, B.A.; M.A.; Ed. D.

Division of Social Science: Psychology

ALTHER, ROBERT C:

Indiana University, B.A.; M.A.

Division of Social Science: History

ANDERSON, SHARON J.

North Texas State University, B.S.; M.Ed.; Ed.D.

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APPERSON, JAMES L.

University of Texas, B.A.; M.A.

Division of Science & Math: Biology

ARCHBOLD, C. WESLEY

Southern Methodist University, B.B.A.; M.B.A.

Division of Business: Restaurant Management

BAILEY, KENNETH

International Brotherhood of Electrical Workers, Journeyman Rating

Division of Science and Math: Drafting

BARNHART, WILLIAM G., JR.
Lamar State College of Technology, B.B.A., Western State College of

Colorado, M:A:

Division of Business: Business

BEACH, SUZANNE J.

Texas Woman's University, R.N.; B.S.

Division of Nursing: A.D. 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: Psychology

BELL, MILDRED J.

Huston-Tillotson College, B.A., Texas Southern University, M.Ed.

Washington State University; Professional Counseling Certificate

Division of Counseling and Guidance: Counselor

BENNETT, ROBERT C.

University of Colorado, B.A.; University of Toronto, M.A.

Division of Humanities: Philosophy

BEVERS, DONNA BETH

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Division of Humanities: Drama

BIZZELL, JOHNYCE

Oklahoma State University, B.S.; M.A.

Division of Counseling and Guidance: Counselor

BLACKERBY, ROBERT A.

Hardin-Simons University, B.A.; North Texas State University, M.Ed.;

University of Illinois, M.A.

Division of Science and Math: Mathematics

BLACKSHEAR, REBA A.

Troy State College, B.S., Sanford University, M.S.

Division of Business: Law and Accounting

BOEYE, NELVA B.

Texas Woman's University, B.S.

Division of Nursing: A.D. Nursing

BOLDING, JEANNE W.

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Division of Counseling and Guidance: Counselor

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Division of Social Science: Psychology

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Eastern Illinois University, B.S.

Student Activities Advisor

BOYLE, ROBERT B.

Southern Methodist University, B.A.; M.A.

Dean of Adult Education and Community Services

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Division of Communications: English

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Atlantic Christian College, B.A., Ohio University, M.A.

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North Texas State University, B.B.A.; M.B.A.; C.P.A.

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Texas Eastern School of Nursing, R.N., Tyler Junior College A.S.,

Texas Woman's University, B.S.N.

Division of Paramedics: LVN

CHAMBERLAIN, ENRIQUE A.

North Texas State University, B.A.

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CREAMER, DON G.

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Dean of Students

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Division of Social Science: Economics

CUTTER, MADOLYN J.

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Division of Business: Shorthand

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City College of New York, B.S.; Texas Christian University. M.S.;Ph.D.

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OLESEN, SPENCER L.

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OLLISON, JOYCE W.

North Texas State University, B.A.

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Hartford Hospital School of Nursing, R.N., New England Conservatory of Music

Division of Humanities: Music and Artist in Residence

PARSONS, MARGARET S.

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PASSMORE, BILL B.

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PATTERSON, DOROTHY A.

Southwestern University, B.A., Southern Methodist University, M.A. Division of Guided Studies: Guided Studies Writing

PATTERSON, MARTHA R.

Baylor University, B.S.

Division of Nursing: A.D. Nursing

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20th Century Trade School Certificate, R.C.A. Technical Training
Certificate

Division of Science and Math: Radio and Television Repair

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Whitworth College, B.A., Washington State University, M.A. Division of Communications: English

PEARSON, ELIZABETH M.

University of Texas, B.A.

Director of Admissions

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PERMENTER, KENNETH L.

Hardin-Simmons University, B.A.; Texas Technological College, M.A. Division of Counseling and Guidance: Counselor

PLOCEK. PAT

North Texas State University, B.B.A. Division of Business: Office Supevision

PLOG, CLAUDIA E.

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Division of Business: Data Processing

PRANGE, EDNA L.

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

REAMY, BARBARA A.

St. Mary Memorial Hospital School of Nursing, R.N.

Division of Paramedics: Nursing

RECTOR, THOMAS J.

Baylor University, B.A. Business Assistant

REDING, DIANA L.

Hartwick College, B.S.

Division of Nursing: A.D. Nursing

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Arkansas State Teachers College, B.S.; George Peabody College, M.A. Division of Science and Math: Physical Education

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: Typing

Bivision of Business, Typing

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: Data Processing

SCHAAR, PETER L.

Texas A & M University, B.S.; California State College, Los Angeles, M.S. Division of Science and Math: Mathematics

SCHWANKE, FRAUKE-ERIKA

Southern Methodist University, B.A.: M.A.

Division of Communications: German and French

SHEETS, KAREN

Texas Woman's University, B.S.N.

Division of Paramedics: Operating Room Techniques

SHERRILL, THEODORE B.

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

SHOFNER, ROBERT W.

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SILVERMAN, PINCUS

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

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University of Texas, B.S., North Texas State University, M.A. Division of Humanities: Art

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. Director of Media Services

SMITH, ROGER MAE

Mary Hardin-Baylor, B.A., North Texas State University, M.A., Texas Woman's University, M.L.S.

Division of Instructional Resources: Librarian

SMITH, ROYAL E.

Baylor University, B.A.; Texas Wesleyan College, M.Ed. Division of Counseling and Guidance: Counselor

SMITH, TOMMY E.

North Texas State University, B.S.; M.Ed. Division of Science and Math: Physical Education

SOUTHERLAND, ARTHUR R.

East Texas State University, B.M.Ed.; M.Ed.; Ph.D. Division of Humanities: Music

STANLEY, WILLIAM H.

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Division of Science and Math: Physical Education

STIRMAN, NAN E.

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Board of the American Dental Assistant Association, C.D.A.

Division of Paramedics: Dental Assistant

Baylor University, B.F.A.; Columbia University, M.A.

Division of Humanities: Art

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Division of Business: Office Supervision

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West Texas State University, B.S.

Division of Communications: Speech

THOMASSON. RUBY E.

Centenary College, B.A.; Southern Methodist University, M.Ed.

Division of Guided Studies: Guided Studies Reading

THORSON, MARCELYN M.

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Division of Science and Math: Pattern Drafting and Draping

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VAN TREASE, DEAN P.

University of Washington, B.A.; M.B.A.

Assistant Dean of Instruction

VOGLER, ROBERT W.

Seattle University, B.S.N.

Division of Nursing: A.D. Nursing

WALVOORD, JOHN E.

North Texas State University, B.A.; M.A., Dallas Theological Seminary, Th.M.

Division of Social Science: Psychology

WATTS, MARY GRACE

Santa Rosa Hospital, R.T.

Division of Paramedics: Radiologic Technology

WEAVER, GAYLE M.

East Texas State University, B.S.; M.S.; University of Oklahoma, M.S. Assistant Chairman, Division of Science and Math: Physical Science

WESSON, JERRY W.

East Texas State University, B.S.; M.S.

Director of Student Activities

WHITE, JERRY

The John 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, Machinist Journeyman Rating

Division of Science and Math: Manufacturing Processes

WILKINSON, TOM

Southern Methodist University, B.A.; University of Texas, M.A.; M.L.S. Division of Instructional Resources: Librarian

WILLIAMS, JEROME

East Texas State University, B.S.; M.S.

Division of Science and Math: Biology

WILLIAMS, SUE W.

Texas Christian University, B.S., Southern Methodist University, M.S. Division of Guided Studies: Guided Studies Reading

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: Government

ZARKOWSKI, FRANK E.

Oregon State University, B.E.; M.Ed.; Purdue University, M.S.

Division of Counseling and Guidance: Counselor

History of the College

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 7,000 students (full and part time) in credit courses, both academic and occupational-technical, in its third year of operation with an additional 2,900 taking non-credit community service courses. This represents a near-capacity enrollment for the El Centro College facility. Two additional colleges, Mountain View College and Eastfield College, are planned to open in September, 1970 with a third additional institution, Richland College, to open in September, 1971. In the initial building and planning stage, each of these colleges is designed for approximately 5,000 full and part time credit students. By the end of the century the District anticipates a total enrollment in all of its colleges of over 50,000 students.

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

Philosophy and Objectives of the College

El Centro College is an open door college. The current enrollment is limited only by a 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 pake the most of the educational opportunities presented him.

This bulletin includes all current academic transfer and occupational-technical credit courses. It may be, however, that additional credit courses will be added during the year. Community Service non-credit course offerings and other details are listed in a separate bulletin.

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 is a fully accredited member of both the Association of Texas Colleges and Universities and the Southern Association of Colleges and Schools.

Evening College

The policies, criteria and procedures described in this bulletin apply to the evening college credit program as well as to the day program. The evening college is an integral part of the institution and its course offering is based on the bulletin Most of the services and aids offered day students are also available in the evening. The Dean of Adult Education and Community Services is in charge of evening courses. Evening students may not take more than 9 semester hours of course work without the consent of the Dean of Adult Education and Community Services.

General Admission Policy: Criteria for Entrance

1. Beginning Freshmen:

- a. Graduation from an accredited high school with a minimum of 15 units of high school credit is required.
- b. 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.
- c. Mature adults (21 years of age or over) who are not graduates of an accredited high school may be accepted for admission on an individual approval basis.

Each full-time applicant, who has not earned at least six 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.

- d. Non high school graduates less than 21 years of age who are admitted will be admitted on probation. Applicants who are less than 19½ years of age and/or whose high school class has been graduated less than one full calendar year normally are not admitted. All exceptions must be considered by the Committee on Admission and Retention.
- e. All students entering El Centro College with ACT scores of 11 and below will be admitted on probation and are required to enroll in the Guided Studies Program. Exceptions for some students entering certain programs may be determined by the Director of Admissions.

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 probationary status. Students on scholastic suspension from another institution will not be accepted prior to the expiration of their terms of suspension.

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

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

3. Former El Centro College Students:

Former El Centro College students are required to submit another application for re-admission. If the applicant has been out of school two calendar years it will also be necessary for him to submit a new medical examination form.

4. Admission requirements for non-credit courses 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. Applications for admission to these courses should be sent to the Director of Community Service Programs.

Procedures

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 for each class offered.

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.

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.

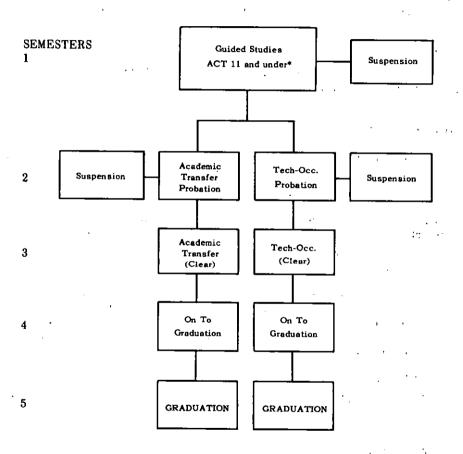
Official transcripts are required from each college or university previously attended. Each applicant must assume the responsibility for seeing that this requirement is met.

4. Medical Form.

A part-time student must file a medical examination form completed by his physician by the time he has accrued 12 semester hours.

A part-time student who applies 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.

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.

Transfer of Credits

Transfer credit will be given for all passing work completed at accredited colleges and universities. The Admissions 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.

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

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:

Students Admitted Directly From High School:

1. Maintain a 2.0 (on a four point scale) grade point average for the current semester.

Students Having Completed One or More Semesters:

1. Maintain 2.0 cumulative grade point average.

Any student who fails to earn the required cumulative grade point average of 2.0 will be placed on scholastic probation.

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 on probation who earns a 2.0 grade point average during the current semester will be automatically continued on probation for the following semester; but in order to be removed from probation the student must earn an overall or cumulative grade point average of 2.0.

Scholastic Suspension

Students who fail to meet the conditions of probation will be placed on scholastic suspension for the next regular 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 must file a petition for re-admission. The conditions for re-admission are established and administered by the Dean of Students.

Waiving of Scholastic Suspension

Any student pursuing an academic transfer program who wishes to transfer to an occupational-technical program may have his earned credits evaluated for the possibility of disregarding all grades below a "C" as long as the student follows the occupational-technical program. The logic of this procedure is that many students do poorly while pursuing a course of studies for which they are not suited but make rapid improvement when faced with tasks more suited to their interests and aptitudes. This procedure is contingent upon the student remaining in an occupational-technical program. A change to an academic transfer program places the student under the original conditions of the academic transfer program including the calculation of a cumulative grade point average of all college credits earned. 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.

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.

COUNSELING AND GUIDANCE SERVICES

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

Program advisement is a major assistance provided students of El Centro College. A staff of full-time counselors is available to the students of El Centro College; but faculty members as well, also serve as program advisors to aid students in attaining their educational and vocational goals.

REGISTRATION AND FEES

Tuition and Fees

Tuition fees (Credit Courses)

Tuition fees will be charged according to the following schedule:

Fall or Spring Term				
Resident of Dallas County	\$ 5.00 per semester credi	hour	to	a
Residents of Other Texas Counties	\$ 8.00 per semester credit maximum of \$75.00	hour	to	a
Non-Texas Residents*	\$17.00 per semester credit maximum of \$200.00	hour	to	a
Sumn	ner Term			_
Residents of Dallas County	\$10.00 per semester credit maximum of \$60.00	hour	to	a
Residents of Other Texas Counties	\$15.00 per semester credit maximum of \$90.00	hour	10	a
Non-Texas Residents*	\$20.00 per semester credit maximum of \$120.00	hour	to	a

^{*} A non-resident student is hereby defined to be a student of less than twenty-one (21) years, 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 who resides out of the state or who has not been a resident of the state twelve (12) months immediately preceding the date of registration.

Special Fees and Charges

Student Activity Fee (12 or more semester credit hours) \$7.00 a semester

Student Activity Fee
(6-11 semester credit hours) \$4.00 a semester

Laboratory fees
(a semester, per lab) \$2.00 to \$8.00

Music fees

(private lessons, a semester)

\$35.00 for 1 hour per week (maximum charge for one course)

\$20.00 for ½ hour per week.

Audit fee The charge for auditing a course is at the same rate as taking a course for credit regardless of the number of hours enrolled, except that a student activity

fee is not charged.

Credit by Examination Examination fee of \$5.00 per examination

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 is not assessed students receiving a degree; however, each student will pay for cap and gown rental.

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. No 100% refunds are granted unless college error is involved.
- 80% refund of tuition and fees if the class is dropped during the first week of classes for each semester.
- 3. No refund will be made after the first week 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.
- 4. The first two days of a six week summer session are considered to be the equivalent of one week for purposes of this policy.

Transcripts of Credit from El Centro College

The Registrar's Office will send the student's transcript upon request to any college or agency named. A student's official transcript may be withheld until he has settled all financial obligations to the college.

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 Admission for further information concerning the limited spaces available.

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. A copy of the Student Handbook may be obtained from the Office of Student Activities.

Definition of Acceptable Scholastic Performance

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.

Acceptable scholastic performance is the maintenance of a grade point average of 2.0 (on a four point scale) or better. A student may not be graduated from any degree or certificate program 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.

Settlement of Debts and 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.

Housing

El Centro College does not operate dormitories of any kind nor 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.

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 may be earned 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 one time in any given course and a grade of "B" or better on the examination is required in order to receive credit. Requests for examinations should be made to a counselor who will provide the necessary petition forms and advise the student of the procedure. A student pays the examination fee of \$5.00 for each examination. There is no refund of this in case of failure to establish credit.

Only after the student has completed 12 semester hours credit in residency will the semester hours earned through examination become a part of the student's permanent record. 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.

Classification of Students

Students are classified as follows:

- 1. Freshman: A student who has completed fewer than 30 semester hours.
- 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.

Honors

A full-time student who has completed at least 12 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.

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 Director of Admissions.

DEGREE REQUIREMENTS

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 hours
A minimum of 6 semester hours of a laboratory science. (Music and Science Majors are exempt from this requirement. Check listings under subject field.)	6 hours

History 101-102 and Government 201-202

12 hours

(No substitutions allowed)

Humanities: To be selected from Drama 101, Art 104, Music 104 or Humanities 101

3 hours

In addition to the course requirements, each student who is granted a degree from El Centro College must fulfill a residence requirement of earning the last 15 credit hours as a resident student on the campus. No more than 1/4 of the work required for any degree or certificate may be taken by correspondence. Permission must be granted by the Director of Admissions for 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 138.

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.
- For information concerning graduation fee, see page 31 under "Other Fees". Instruction 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 residence requirement for the second degree and must complete all required courses in the plan for the second degree or certificate.

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 WP or WF in the class from which they are dropped. The grade will depend upon the quality of their work at the time of the action.

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.

Dropping a Course

A student must drop a class in the following manner:

Obtain a change of schedule form from his counselor and follow the procedure outlined by the counselor. A student who drops a class prior to or on 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. A student may not drop a class during the last two weeks of a semester. Refer to college catalog calendar for specific dates.

Change of Schedule

Request for change of schedule must be initiated through the student's counselor and will be determined on the basis of whether space is available in the class to which he wishes to change. The change action is not completed until it has been received and processed by the registrar's office with the

instructor being notified of the change. No change action will be accepted by the registrar after the first week of classes.

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 will be approved prior to the first day of the second week of classes in any semester. Most lab courses may not be audited. In the case of a student enrolled in collegiate level courses, the combined number of semester hours in credit courses and audit shall not exceed eighteen.

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.

Rationale For Catalog Numbering System

90 to 99	Not to be credited in degree program.
100-199	Open to freshmen and sophomores.
200-299	Sophomore courses, open to freshmen by permission of Division Chairman only.

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

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
В	Good	3 points
C	Average	2 points
D	Poor	1 point
p.	Progress	Not computed
F	Failing	0 points
- T	Incomplete	Not computed
w.wp.wf	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 for which grade point values may be computed and dividing by the appropriate number of credit hours attempted during the same period.

Incomplete grades may be given when an unforeseen emergency prevents a student from completing the work in a course. Incomplete grades must be converted to grade point bearing grades within 90 days after the first day of classes in the subsequent regular semester. After 90 days, the "I" grade may not be converted but will remain an "I" to indicate that the course was not completed.

HEALTH CENTER

A Health Center is maintained on campus to provide health counseling and education, first aid, emergency care, tuberculin skin tests, preliminary vision and hearing tests, and a rest area. The Center also provides basic health education materials and frequently makes referrals to community agencies. A blood bank for use by the student and his family is maintained in cooperation with the Wadley Blood Bank and Research Center. No fee is charged for the services provided by the Health Center.

A group plan for accident insurance is made available through a local carrier for a nominal fee. Application's are available at the Health Center.

FINANCIAL AID AND PLACEMENT

The financial aid and placement program at El Centro College is designed to function as a multi-rurpose 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 75202.

When to Apply

Students who anticipate the need for financial assistance for college should complete an application well in advance so a realistic determination of their need may be reached.

Student Employment

Part-time employment. Typically, a part-time employment is designed as a financial aid to assist students while they are in college through:

- 1. ON CAMPUS PLACEMENT
- 2. WORK-STUDY PROGRAM
- 3. OFF CAMPUS PLACEMENT

Arrangements are made by the Director of Financial Aid and Placement for students to gain employment in clerical work, library work, laboratories, custodial work, selling or food service.

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 the students and alumni. Graduates will be placed in occupational areas such as business, industry, government or medical.

Federal and State Programs

Veterans Benefits. The office of Financial Aid and Placement coordinates the veterans benefits 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.

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.

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.

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 and Placement in this program is to act as liaison between El Centro College students and the Social Security Administration.

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 and 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 College Financial Aid Director is eligible. A maximum loan of \$1,000 an academic year up to 5 years can be granted with payment 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.

Minnie Stevens Piper Foundation Loan. A loan made available to assist worthy and needy students. Loans up to \$500.00 per semester for undergraduate students (sophomore or above) are available. Interest is a low 4% compounded annually from date of loan. Notes fall due one year after graduation. Interested persons should inquire at Minnie Stevens Piper Foundation, 2700 National Bank of Commerce, San Antonio, Texas 78205.

Grants

Educational Opportunity. This grant is authorized under the Higher Educational 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 \$626.00 per academic year toward educational expense. The maximum amount of the grant is \$1,000, if need is at least \$2,000 per academic year. No amount less than \$200.00 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 Electronic Club of Dallas Scholarship is a \$100.00 annual award to 10 students in electronics and related fields.

The VARO Scholarship is a 2 year tuition scholarship to be awarded to students demonstrating financial need, scholastic ability and achievement. Students must graduate in the upper 50% of their high school class and/or measure above the 50 percentile on the entrance examination.

The Texas Fashion Creators Association Scholarship will be awarded to 2 students interested in pattern drafting and draping. Two \$150.00 scholarships will be offered annually.

The Cresset Club Scholarship is a \$100.00 annual award to girls with academic promise and financial need.

Dallas Restaurant Association — Women's Auxiliary awards two \$150.00 annual scholarships to students majoring in culinary arts.

The Zeta Chapter of Delta Rho Delta National Sorority awards two \$200.00 scholarships to young women with academic potential.

The Press Club of Dallas Scholarship is an annual award of \$200.00 to a student majoring in journalism.

The Delta Kappa Gamma Scholarship is a \$100.00 award to students demonstrating academic potential.

The Alpha Kappa Alpha Scholarship is a \$125.00 award to students who demonstrate academic potential.

The University Park Methodist Foundation annually awards two \$250.00 scholarships to students who financial need.

The American Society for Women Accountants annually awards one \$100.00 scholarship to a woman student majoring in business.

The D. P. North Award of \$100.00 is provided annually to students demonstrating financial need.

The Dallas Civitan Club Scholarship consists of eight annual \$250.00 awards to students interested in the field of mental retardation.

The American Dental Assisting Association awards one \$100.00 scholarship to students majoring in dental assistance.

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

The American Business Women's Association-Dal Ten Chapter Scholarship provides \$125.00 for a deserving young lady in need of assistance to attend the fall semester. A second such amount is provided for another young lady for the spring semester.

The Austin College Scholarship is a special award program designed to assist junior college graduates obtain their baccalaureat degree from Austin

College. It consists of a special tuition award and there is not a limit as to how many students can be nominated.

Honor Graduates of Texas is a program established to waiver tuition and fees by the institutions of higher education for the Valedictorian or number one graduate in a high school class. Official copies of high school transcripts must be presented to the Office of Financial Aid and Placement.

Central Texas District Teacher Association provides a scholarship of \$150.00 per academic year to assist students who score well on Achievement Tests given by the former Central District Teachers Association and recommended by the Executive Committee.

The Clark Foundation makes available \$800.00 per academic year for a student demonstrating financial need and the desire for a better education.

Dallas County Hospital District — Women's Auxiliary provided tuition and fees for students in need of financial assistance.

The Dallas Council P.T.A. furnishes \$500.00 per academic year to a student needing financial assistance and demonstrating academic potential.

The Distributive Education Clubs of America makes available \$125.00 per academic year to be applied toward necessary school fees. Funds for any continuance of this scholarship are dependent upon satisfactory scholastic progress.

The Ellen B. Demar Scholarship Grants are made available to assist worthy and deserving Negro high school graduates of the city of Dallas to obtain a college education under the scholarship program, a grant is not to exceed \$1,000.

The Elsie and Stanley Pearle Scholarship supplies funds to pay for deserving students tuition and fees and any additional supplies needed.

The Good Neighbor Scholarship is offered to assist students in achieving a college education. The student should possess a financial need and be very interested in a college education.

The Health Professional Scholarship is a program designed to enable students to undertake the course of study required to become a physician, dentist, osteopath, etc. The maximum amount one may receive is \$2,500 each year.

The Big Sisters of Dallas Scholarship provides \$100.00 per academic year to aid a deserving young lady in pursuit of her education.

The James Madison High School Scholarship is provided in the amount of \$175.00 to defray tuition charges and cost of books for a student graduating from James Madison High School.

The K. K. Stanfield Scholarship provides \$800.00 per year for four Negro students demonstrating a financial need.

The Lund Scholarship is made available by the Lund & Cox Manufacturers Representative. This is a \$200.00 scholarship per academic year.

The Licensed Vocational Nursing Scholarships are provided by contributions from participating hospitals in the Vocational Nursing Program. Students in the program shall receive \$60.00 for the first month increasing at the rate of \$10.00 each month thereafter to a maximum of \$120.00 per month.

The Minnie L. Moffett Scholarship provides \$800.00 per academic year for a student depending upon the basis of financial need, a high standard of mental ability and availability of funds.

The Professional Baseball Scholarship provides a number of semesters of education at an amount not to exceed \$1,000 in any one semester for students that are under professional baseball contracts.

The Oak Cliff Lions Club Scholarship is provided in the amount of \$150.00 per academic year to a student. The recipient is to be a recent graduate of Oak Cliff High School.

Optimist International Scholarship consists of a \$250.00 per academic year for a student wishing to seek a higher education and in need of financial assistance.

The Richardson Panhellanic Scholarship supplies a \$75.00 scholarship for a student to cover books, tuition and fees.

The Salesmanship Boys Club Scholarship funds are disbursed from the Sam Smith Scholarship Fund of the Salesmanship Club of Dallas. Students should be in need of financial assistance and interested in higher education.

The Six Flags, Inc., Scholarship is presented in the amount of \$400.00 to students selected because of their outstanding attitudes toward their jobs as Hosts and Hostesses of Smiths Six Flags, Inc.

The Texas A&M Scholarship is a Merit Award for applicants approved for enrollment in the junior class of Texas A&M, who are junior college graduates and ranked in the upper 10% of their junior college class. The stipend will be \$300.00 per academic year.

The Texas Christian University Scholarship is sponsored primarily by the department of History at T.C.U. for outstanding students who are graduates from a junior college. Scholarships range from \$100.00 to \$1,200 (full tuition).

The Wednesday Forum Scholarship is provided in the amount of \$114.00 to

be used for a years' tuition and fees for a competent, stable, and ambitious student. The Wednesday Forum is a neighborhood group, organized to be of community service.

The University Park Methodist Church provides two scholarships at \$250.00 each for students selected by the church. Recipients are encouraged to contribute back to the scholarship fund.

The St. Joseph Grand Lodge Scholarship provides \$100.00 to defray the college expenses of a deserving student.

The Up-to-Date Charities & Social Club Scholarship provides \$50.00 toward the college expenses of a deserving student.

The Valley High Scholarship is provided in the amount of \$75.00 to defray the educational expenses of a student.

The White Rock Business & Professional Women's Club sponsors a scholarship fund to aid students in meeting their financial needs while attending college. The amount is usually \$100.00 per semester for each student.

The Women of Rotary of Dallas provides scholarships in the amount of \$125.00 per year for three students in need of financial assistance.

The Y.M.C.A. of Dallas provides scholarships in the amount of \$200.00 per year for each student attending El Centro College. Interested students should be highly motivated to attend College. The Y.M.C.A. College Opportunities Program in Dallas, is the processing agent for this scholarship.

. For further information concerning scholarships and other types of financial aid, students should contact the Office of Financial Aid and Placement.

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 officers positions are held in the spring semester each year.

Center Activities Board

The Board assumes the responsibility for acting as an advisory board to the union management on general student center policies. In addition, the Board is responsible for planning and executing a social cultural, and recreational program for all students of El Centro College. The Board also assumes the responsibility for planning and executing programs in specific areas of student programming. Membership of this organization is open to all students.

Student Organizations

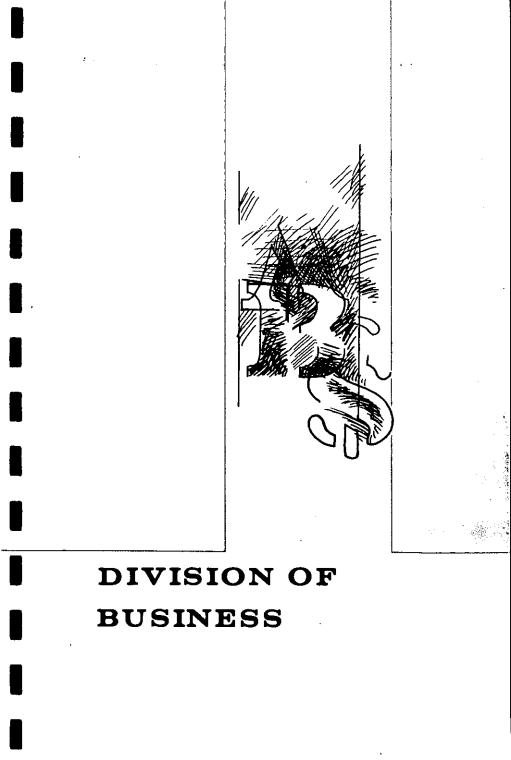
Over thrity student organizations are available to each El Centro College student. These include professional, honorary, interest, service, departmental and the religious organizations. Students wishing to start or join an organization are urged to contact the Director of Student Activies.

Student Center

The El Centro College Student 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.



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 and 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: Satisfactory completion of Typing 130 or one year of typing in high school.

(1, 2) Business 232—Office Management

(3)

Problem analysis and project development covering the organization and planning of office operations. Emphasized would be the simplification of methods, procedures, and systems; establishment of standards; controlling of office costs; effective communications, personnel procedures; planning auxiliary services such as mail, records, and reproduction; personnel procedures, and supervisory techniques.

(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.

(1, 2) Business 234—Business Law

(3)

This course is designed to acquaint the student with the historical and ethical background of the law and to familiarize him with present-day principles of law. Particular emphasis on contracts, property, (bailments, sales, leases, wills, and estates) and torts.

(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 instructor.

(1, 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.

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. Class meets 3 hours a week. Prerequisite: Competence in typing.

(1, 2) Data Processing 133—Beginning Programming

(4)

An introductory course to acquaint the student with the elements of programming computers. Emphasis will be on programming language and not on operation and functioning of the equipment. Programs, written in RPG, will include Basis Listing, Multi-card Records, Multi-file processing and tables using CARD, TAPE, and DISK for input and output.

These techniques are developed through lecture, demonstration and laboratory practice. Lecture 3 hours; Laboratory 4 hours a week. Prerequisite: Credit for or concurrent enrollment in DP 135.

(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. Lecture 3 hours a week.

(1, 2) Data Processing 136—Intermediate Programming (4)

This course is designed to give the student a basic foundation as well as explore some of the more advanced techniques of COBOL. Skills in problem formulation, flow charting, coding, check-out, and documentation are developed through laboratory assignments involving direct experience with the computer. Programming techniques are developed through lecture, demonstration, and laboratory practice on the computer. Lecture 3 hours; Laboratory 4 hours a week. Prerequisite: DP 133 or consent of instructor.

(1, 2) Data Processing 231—Advanced Programming

This course deals with the Assembly Language instruction set of the IBM 360. It will include an in-depth study of the Standard Instruction Set and the Decimal Feature Instructions. Data Structure, System Organization, Linkage Conventions and selected Macro-Instructions will also be presented. Lecture 3 hours a week; Laboratory 4 hours a week. Prerequisite: DP 134 or consent of instructor.

(1, 2) Data Processing 232—Applied Systems

(4)

(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 operating system are analyzed, and training is given in the creation, operation, and maintenace of the system. A study is made of the basic priciples 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 multiprogram, time-shared configuration. Lecture 3 hours; Laboratory 4 hours a week. Prerequisite: DP 231,

(1, 2) Data Processing 235—Field Experience

(3)

Supervised employment in programming. Intended to provide practical experience for students preparing for careers in data processing. Laboratory 15 hours a week. Prerequisite: Concurrent enrollment in DP Programmer Program, DP 236, and consent of instructor.

(1, 2) Data Processing 236—Seminar

(1)

A seminar for problem analysis and project development for students working in the Data Processing Programmers Program. Seminar meets 2 hours a week. Prerequisite: Concurrent enrollment in DP 235.

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 businss management. Prerequisite: Concurrent enrollment in approved Mid-Management Program and consent of coordinator. Mid-Management 130 will be offered first semester; Mid-Management 131 will be offered second semester.

(1, 2) Mid-Management 132-133—Seminar

(2) (2)

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 coordinator. Mid-Management 230 will be offered first semester; Mid-Management 231 will be offered second semester.

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

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.

PETROLEUM MARKETING AND PRODUCTION TRAINING INSTITUTE

The Petroleum Marketing and Production Management Institute offers a combination of practical on-campus instruction and realistic field experience at selected training stations located throughout Dallas County. The structured programs leading to an associate in applied arts degree are augmented by special needed seminars and other short-term programs to meet the pressing needs of the petroleum industry.

(1, 2) Petroleum Marketing 130-131—Management Training in Petroleum Marketing

(4) (4)

Supervised Mid-Management oriented employment in the trainee's chosen field of petroleum marketing. The cooperative method bridges the gap between class-room theory and actual experience. Prerequisite: Concurrent enrollment in a petroleum marketing program and consent of coordinator. Petroleum Marketing 130 will be offered the first semester; Petroleum Marketing 131 will be offered the second semester.

(1, 2) Petroleum Marketing 132-133—Seminar (2) (2)

The instruction the student receives in seminar sessions is correlated with his on-the-job activities and his projected career in management. Although covering the many different facets of general business operation and management, class instruction also utilizes individual study projects, problem analysis, job study guides, personnel management and small group activities oriented toward the specific facet of the petroleum industry in which the student is employed. Petroleum Marketing 132 will be offered the first semester; Petroleum Marketing 133 will be offered the second semester.

(1, 2) Petroleum Marketing 230-231—Training in Petroleum Marketing

(4) (4)

Continuation of supervised mid-management oriented employment in the trainee's chosen field of petroleum marketing. Intended to provide increasing supervisory responsibility for students preparing for middle manager careers in the petroleum industry. Prerequisite: Petroleum Marketing 131-133; Concurrent enrollment in Petroleum Marketing 232-233 and consent of coordinator.

(1, 2) Petroleum Marketing 232-233—Seminar (2) (2)

A seminar in basic elements in management including the nature of management, planning, organizing, directing, controlling and management development.

An introduction of management simulation exercises with specific application to the petroleum industry introduces an element of realism. Simulation employs the participative training technique to allow students to gain experience in administrative strategy and decision making without risking actual financial loss.

SECRETARIAL

(1, 2) Business Machine Transcription 131

(3)

Intensive course in transcribing from recording machines using predictated business letters and other forms of business communication from a variety of professions, industries, and Government agencies. Training in use of major dictating-transcribing machines—with electric typewriters, including the IBM Executive. Goal is development of employable skill. Familiarization with typewriter related equipment. Prerequisite: Satisfactory completion of Typing 130 or one year of typing in high school.

(1, 2) Office Machines 131

(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) Secretarial Training 131

(3)

Special emphasis is given to the most frequently performed secretarial duties. Units of work include filing; skill in the use of duplicating machines; mail, telegraph, postal and shipping service; handling travel details and meeting arrangements. Duties of the receptionist and development of a desirable secretarial appearance and personality are studied. Prerequisite: Satisfactory completion of Typing 130 or one year of typing in high school.

(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: Satisfactory completion of Typing 130 or one year of typing in high school.

(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. Pre-transcription training to strengthen knowledge of English mechanics and reinforce typing skills. 5 hours a week. Prerequisite: Satisfactory completion of Shorthand 131 or one year of shorthand in high school. Satisfactory completion of Typing 130 or one year of typing in high school.

(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: Satisfactory completion_of Shorthand 132 or two years of shorthand in high school.

(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: Satisfactory completion of 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.

(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: Satisfactory completion of Typing 130 or one year of typing in high school.

(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. Prerequisite: Satisfactory completion of Typing 131 or two years of typing in high school.

RESTAURANT AND FOOD SERVICE MANAGEMENT

(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 principle 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 priniciples 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 distribution 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

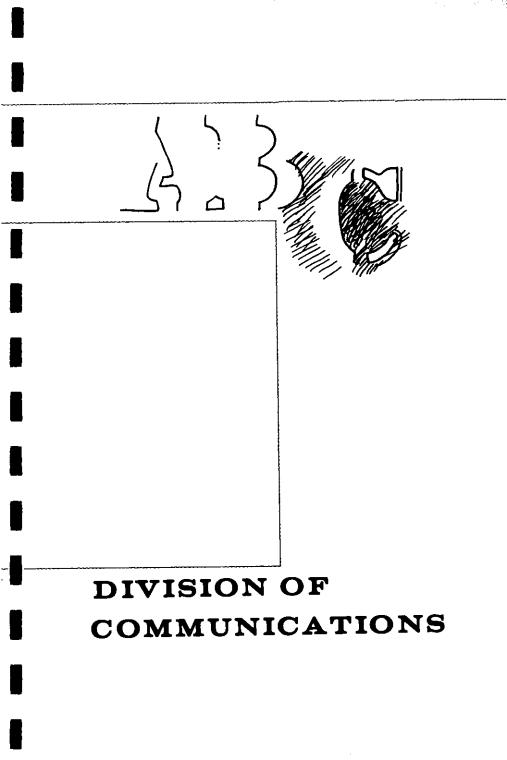
(3)

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.



CREDIT

COMMUNICATIONS

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

A linguistic approach to the study of English as a practical means of preparing for successful performance in the student's chosen vocation. Emphasis placed upon assembling, organizing, and evaluating material for the composition of letters, applications, resumes, and short reports. Practice in oral expression.

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

Enrichment of communication process through the practice of oral and written persuasion directly related to vocational training and work experience. Expository techniques of business letters and documented reports. Wide periodical reading required. 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 assertations 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 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—Literary 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. Prerequisite: 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

(3) Journalism 101—Introduction to Mass Communications

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.

Journalism 102—News Gathering and Writing (1.2)(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,

Journalism 103-News Gathering and Editing (1, 2)(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 languages 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 of 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.

(2) Spanish 103—Primer Curso Para Estudiantes De Habla Espanola

(1)

Native speakers of Spanish who have received credit by examination for Spanish 101 should enroll for Spanish 103 before entering Spanish 201. Emphasis is

placed on colloquial and formal speaking, reading practice, grammar and grammatical terminology, and vocabulary building. Lecture 1 hour. Laboratory 1 hour a week.

(1) Spanish 201—Intermediate Spanish

(3)

Reading, composition, review grammar and intense oral practice. Prerequisite: Spanish 102, 103 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

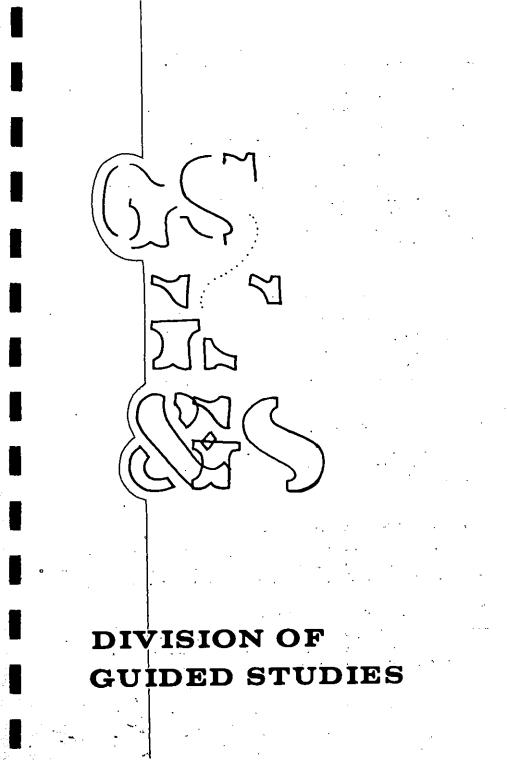
(3)

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.



El Centro College offers specialized programs to students in need of intensive preparation for college level academic work or who feel a personal need to raise their level of competency in basic skills areas.

Student 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.

(1, 2) GSP 091—Educational Planning

(3)

Designed to assist students who are on scholastic probation. Through group and individual counseling, it is hoped that students will be able to isolate, face realistically, and develop positive approaches to the problems which led to scholastic probation.

(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 per cents, computation with approvimate 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

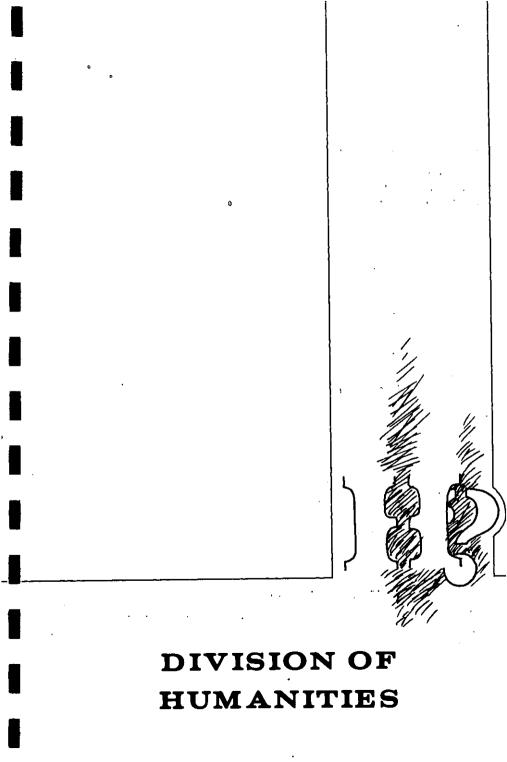
(3) (3)

Designed to teach students the basic reading skills which are necessary for a planned college program. Primary emphasis is placed on developing interest in reading, improving comprehension of textbook materials, skills in grasping main ideas, and vocabulary building. Programmed materials, machines, and both individual and group instruction are used in working toward these objectives.

(1, 2) GSW 090-091—Basic Writing

(3)(3)

Designed to help students improve their writing skills so that they may proceed through a planned college program. Emphasized in the course will be practical writing experience which the student can use in his social, business, and academic life. This course is designed as a clinic for individual problems in all English language usage and includes specialized practice in sentence structure, grammar, punctuation and spelling. Course work includes use of dictaphones, tapes, and other laboratory equipment.



ART

(1, 2) Art 101-102-Basic Design

(3)(3)

Courses designed to develop a sensitivity to form, color and texture through 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 two hours; laboratory four hours a week. Art 101 prerequisite to Art 102.

(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 three hours a week.

(1, 2) Art 105-106—Survey of Art History

(3)(3)

These courses give attention to the chronological sequence of the major styles of art. (Art 105—cave periods through the Baroque; Art 106—academic through present). Relates the thoughts behind each historical period to the visual concepts embodied in individual works of art 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 three hours per week. Art 105 is prerequisite to Art 106.

(1, 2) Art 108—3D Basic Design

(3)

A study of 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 few non-art students. Lecture two hours; laboratory four hours a week.

(1, 2) Art 114-115-Basic Drawing

(3) (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 two hours, laboratory four hours a week.

(1, 2) Art 201-202-Life Drawing

(3) (3)

Analytic and expressive drawing of the human figure, stressing study of movement and volume. Lecture two hours; laboratory four hours a week. Prerequisite: Art 101, 114, sophomore standing and/or permission of the Humanities Chairman.

(1, 2) Art 205-206—Painting

(3)(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 two hours; laboratory four hours a week. Prerequisite: Art 101, 114, or permission of instructor.

(1, 2) Art 208-209-Sculpture

(3) (3)

A studio course designed as a means of original expression in three-dimensional media. Lecture two hours; laboratory four hours a week. Prerequisite: Art 101, 114, and 108, or permission 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.

(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.

HUMANITIES

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

(3)

A concise survey of the basic elements of music, art, and theatre, and their application toward aiding the student in discovering, understanding, and appreciating these expressions in Western Culture.

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 one hour a week.

(1) Music 101-Freshman Theory

(4)

Development and cultivation of 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 three hours; laboratory four hours a week.

(2) Music 102—Freshman Theory

(4)

Introduction to part-writing and harmonization with triads and their inversions; classification of chords; seventh chords, sight-singing, dictation, and keyboard harmony. Lecture three hours; laboratory four hours a week. Prerequisite: Music 101 or permission 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. Revelant cultural influences upon the music of each era are observed. Lecture three 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 two 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 two hours a week.

(1) Music 110-Literature (for the music major)

(3)

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 three hours a week.

(2) Music 111-Literature (for the music major)

(3)

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 three hours a week.

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

(1)

Private and/or class instruction (in the case of piano) in the student's secondary area. Open to all full-time students as an elective. One half-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. Two half-hour lessons a week.

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

Private instruction in the area of the student's major instrument. Primarily for music majors. Two half-hour lessons a week.

(1, 2) Music 150-Chorus

1)

(3)

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. Permission of instructor required. Laboratory three hours a week.

(1) Music 151—Voice Class

(1)

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

CREDIT

(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 nonvoice majors. Two 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 three 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 upon consent of instructor. Laboratory three 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 three 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 upon consent of instructor. Laboratory three 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 three hours; laboratory three hours a week. Prerequisite: Music 101-102 or by permission 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 three hours; laboratory three hours a week. Prerequisite: Music 201 or equivalent or by permission of instructor.

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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 three hours a week.

(1, 2) Philosophy 201-Introduction to Philosophy

(3)

1) 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, three 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 basis so as to assist the student toward sound application of ethical principles in thought and life. Open to second semester freshmen. Lecture three hours a week. Lecture three hours a week.

(1, 2) Philosophy 205-Directed Studies

(1)

An instructional seminar limited to 15 students. It offers advanced concentration in some specialized area of philosophy. At the beginning of the semester the group selects some problem or philosopher (such as philosophical psychology or Wittenstein) which will be studied. One hour seminar, Prerequisite: consent of instructor and at least three hours in philosophy.

(1) Philosophy 207-History of Ancient Philosophy

(3)

This course is a historical examination of philosophy from presocratic times to the Renaissance. Connections between the Presocratics, Plato, and Aristotle will be drawn. Stoicism, Epicureanism, and Scholasticism will be considered. Open to sophomores only. Lecture three hours a week.

(2) Philosophy 208—History of Modern Philosophy

(3)

A continuation of Philosophy 207. Starting with the Renaissance, it examines western philosophic thought through the 19th century. Special emphasis will be given Continental Rationalism, British Empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it is related to 20th century philosophies. Emphasis will be placed on the historical relationships existing between these schools of thought. Open to sophomores only. Lecture three hours a week.

THEATRE

(1, 2) Theatre 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 one hour per semester.

(1, 2) Theatre 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. Lecture three hours.

(1, 2) Theatre 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. Lecture three hours.

(1) Theatre 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. Lecture two hours; laboratory three hours a week.

(2) Theatre 104—Stagecraft II

(3)

A continuation of Theatre 104 with emphasis on individual projects in set and lighting design and construction, including further exploration of the technical aspects of play production. Prerequisite: Theatre 103 or consent of the instructor. Lecture: two hours; laboratory: three hours a week.

(1) Theatre 106—Acting I

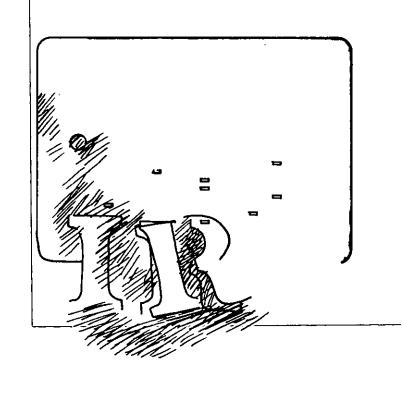
(3)

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. Lecture: two hours; laboratory: three hours a week.

(2) Theatre 107—Acting II

(3)

Continuation of Theatre 105 with emphasis on problems of complex characterization, ensemble acting, stylized acting and acting in period plays. Prerequisite: Theatre 106 or consent of the instructor. Lecture: two hours; laboratory three hours a week.



DIVISION OF MSTRUCTIONAL RESOURCES

(1, 2) Library Technology 131—Introduction to Libraries

(3)

Both a general orientation for the library user and a special orientation for the library worker. Emphasizes types of materials, particularly print resources; approaches to organization through classification schemes, catalogs and indexes; and methods of dissemination, including basic reference sources. Provides a general introduction to library activities and operations, as they relate to various types of libraries and services. Special emphasis given to the respective roles of the librarian and the technical assistant. Lecture 3 hours a week. Open to all students.

(1, 2) Library Technology 132—Introduction to Media (3)

An introduction to basic skills associated with the preparation of graphic and projected materials and the operation of selected audio-visual equipment. Designed to acquaint the student with non-book materials and to develop an awareness of multi-media potential in library activities. Lecture 1 hour; Laboratory 4 hours a week. May be taken concurrently with L.T. 131.

(1, 2) Library Technology 231—Technical Services in Libraries (3)

Study and practice of basic skills and operations associated with the acquisition, organization, preparation and preservation of library materials. Ordering procedures, including search and verification and record keeping. Transcription of bibliographic data; assigning author numbers; preparation of catalog and shelf list cards; catalog revision and filing. Processing routines used in mechanical preparation of materials for the shelves. Mending and repair. Lecture 2 hours; Laboratory 2 hours a week. Prerequisite: L.T. 131, 132, or consent of the instructor.

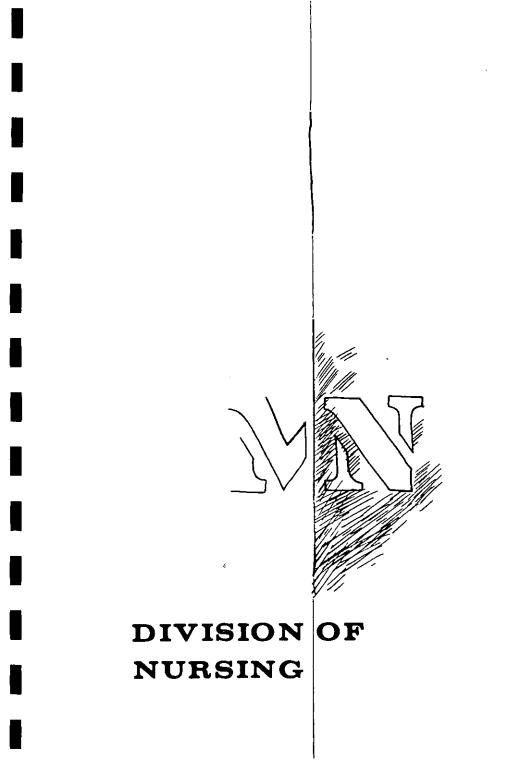
(1, 2) Library Technology 232—Public Services in Libraries (3)

Study and practice of basic skills and operations in areas of public assistance, including circulation, informational services and special programs. Manual and automated charge systems; routines and records; shelving and shelf-reading. Emphasis upon directing work of pages and clerks, human relations and patron referral problems, including study of fundamental information sources used in searching assistance. Lecture 2 hours; Laboratory 2 hours a week. Prerequisite: L.T. 131, 132, or consent of the instructor.

(2) Library Technology 233—Co-operative Field Service in Libraries (3)

Supervised on-the-job training in appropriate work situations related to the stu-

dent's individual aptitudes and interests: Includes public, special and college libraries. Provides opportunities for specialized applications of learned techniques relating to such areas as data processing, media technology, etc. To be arranged, subject to the approval of the Division Chairman. 6 Laboratory hours a week. Prerequisites: L.T. 131, 132, or consent of the Chairman.



Students planning to enter the Associate Degree Nursing Program, leading to eligibility for licensure as an R.N., should contact the Division Office as early as possible to obtain the Divisional Application Form. An interview with a member of the divisional faculty is necessary before admission to this program of study is granted.

For those who desire, this two year program may be extended over more than 24 months. For details contact the Divisional Office.

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

Theory and practice in the simple nursing needs of hospitalized individuals, with concern for historical and current trends. The problem-solving approach is used to apply basic principles of safety and comfort to meet the needs of selected patients. Lecture 3 hours; Laboratory 9 hours a week. Prerequisite: Admission to the program.

(1, 2) Nursing 133—Maternal and Child Health (8)

A study which considers the family as the central unit of the community. Emphasis is placed upon the theory and practice of enhancing the child bearing experience during pregnancy, delivery and after for each mother. Major consideration is also given to the theory and practice in the care of the healthy and ill child with emphasis on his mental, physical, social and emotional developmental needs at various stages of childhood. Lecture hours; Laboratory 15 hours a week. Prerequisite: Nursing 132.

(1, 2) Nursing 231—Psychiatric Nursing (5)

A study of the historical and contemporary theory and practices utilized in the prevention and treatment of mental illness. Emphasis is placed upon the use of the nurse as a member of the psychiatric team for the treatment and rehabilitation of patients. Lecture 2 hours; Laboratory 9 hours a week.

(1, 2) Nursing 232—Medical-Surgical Nursing I (5)

A study of the response of the body to illness and injury and an increased understanding of the mental and physical impact of illness upon the patient and his society. A study of the nursing care of the patient with hypersensitivity responses and with neoplastic, endocrine and neurological disorders. Laboratory experience with selected patients to meet the learning needs of the student. Lecture 2 hours; Laboratory 9 hours a week. Prerequisite: Nursing 132.

(1, 2) Nursing 233—Medical-Surgical Nursing II

(9)

A study, utilizing the problem-solving approach, of patients with medical-surgical conditions with emphasis upon the nursing care of the patient with cardiovascular, respiratory, gastrointestinal, orthopedic, genitourinary, muscular and special sensory disorders, as well as an introduction to the operating suite. Laboratory experience with selected patients to meet the learning needs of the student. Lecture 4 hours; Laboratory 15 hours a week. Prerequisite: Nursing 132.

(Summer) Nursing 234—Medical-Surgical Nursing III

(5)

A study of the more complex problems of patient care including medical-surgical emergencies, disaster nursing and the ethical and legal aspects of nursing care, as well as history and trends in nursing. Laboratory experience with selected patients to meet the learning needs of the student. Lecture 6 1/3 hours; Laboratory 22 hours per week, Prerequisite: Nursing 132.

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 to 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. Laboratory 3 hours a week. Prerequisite: Dental Assisting 131.

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

General office routine, receptionist and secretarial duties, general bookkeeping, peg board bookkeeping, insurance forms, tax forms, prepaid and postpaid plans, clinical record keeping. Lecture: 2 hours; Laboratory 3 hours a week; Prerequisite: Dental Assisting 132.

(1) Dental Assisting 230—Dental Prosthetics

(2)

Assistant's duties in the dental laboratory procedure for constructing removable dental applicances. 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. Class study of typical problems and student reports give opportunity to share knowledge gained in clinical experience. 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 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 237.

(2) Dental Assisting 236—Dental Clinical Practice

(4)

Practical experience under supervision of dentists in the clinical areas. The student will have an opportunity to observe techniques used in the field of dentistry, and later put them to use while working the operatories. Laboratory 12 hours a week. Prerequisite: Dental Assisting 235.

(2) Dental Assisting 237—Dental Roentgenology

(2)

(8)

Student will learn advanced techniques in intra-oral roentgenology including edentulous mouths and full pedodontic surveys. They will be taught extra-oral and panagraphic procedures along with processing, mounting, and filing of the completed radiographs. Lecture 1 hour. Laboratory 2 hours a week. Prerequisite: Dental Assisting 233.

GENERAL PARAMEDICS

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

This one semester course is designed to prepare the student with the basic knowledge and skills for job entry in a hospital central medical and surgical supply

and service department. Course includes classroom theory in basic micro-biology relative to the prevention of cross infection; the selection and application of the principles, practices and mechanics of disinfection, sterilization, and aseptic techniques; the methods of evaluation, preparation, packaging, control, distribution, usage and storage of disposable and reusable hospital medical and surgical supplies and equipment. Tours are taken to central service departments of Dallas' six largest hospitals and to a surgical supply manufacturing plant. Lecture 10 hours a week for first 8 weeks and 6 hours a week for second 8 weeks. Lab 5 hours a week for first 8 weeks. Students must pass first 8 weeks of this course to qualify for Central Service Clinical GPM 131 taken during second 8 weeks.

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

Eight weeks course to which students are assigned after successfully completing first 8 weeks of GPM 130. Students spend 21 hours a week in Central Service departments divided into two 4 week periods in each of two Dallas hospital Central Service departments. Laboratory 21 hours a week for last 8 weeks taken concurrently with GPM 130.

(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 OFFICE ASSISTANT

(1) Medical Office Assistant 130—Basic Health Technology (3)

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

DIVISION OF PARAMEDICS

CREDIT

(1) Medical Office Assistant 131—Medical Terminology

(3)

A study of the terminology used in all areas of medical science, hospital science and paramedical specialties. Emphasis placed on understanding and proficiency in use of medical terminology.

(2) Medical Office Assistant 132—Clinical

(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. Lecture 3 hours; Laboratory 2 hours a week. Prerequisite: Bio 131, MT 130, MT 131.

(1) Medical Office Assistant 230—Medical Transcription (

(3)

This course is designed to develop speed and accuracy in typing, skill in the use of transcribing and the expansion of medical terminology. Lecture 1 hour; Laboratory 4 hours a week. Prerequisite: MR 131; Typing 131 or equivalent.

(1) Medical Office Assistant 231—Administrative

(3)

This course is a continuation of MA 131 with emphasis on medical secretarial procedures, medical ethics and practices. Prerequisite: MA 131.

(2) Medical Office Assistant 232—Practicum

(4)

Supervised experience in a doctor's clinic or office. Prerequisite: MA 130, 131, 132, 230, and MA 231, and consent of instructor.

(2) Medical Office Assistant 233—Seminar

(2)

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 MA 232.

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 233 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) Operating Room Technology 130—Introduction and Orientation

(1)

This course covers Introduction of the program; Environmental Orientation; Brief Description of the History of Surgery; Terminology; Units of Weights and Measures; and Introduction to Ethical, Legal and Moral Responsibilities. Prerequisite: Consent of the instructor, and enrollment in the Operating Room Technology Course.

(1) Operating Room Technology 131—Microbiology

(4)

This course covers the basic science of Fundamentals of Fluid And Electrolyte Balance; Introductory Microbiology; Evolution of Asepsis; Physiology of Injury and

Wound Healing; The Process of Infection; Prevention and Control of Infection; Sterilization; Disinfection; and Preparation and Care of Supplies for Surgery. Taken concurrently with the Operating Room Program.

(1) Operating Room Technology 132—Preparation to Operating Room

(5)

This course covers on introduction to the Unit; Abdominal Incisions; Wound Closures: General Surgery; Thyroid Surgery; OB-Gyn Surgery; Thoracic Surgery Genitourinary Surgery; Orthopedic Surgery; Ear, Nose and Throat Surgery; Ophthalmic Surgery; Diagnostic Procedures; Treatment of Burns; Plastic and Reconstruction Surgery; Rediatric and Geriatric Surgery; Neurosurgery; Cardiovascular Surgery; Radiation Therapy; and Oral Surgery. Must be enrolled in the Operating Room Technology Program.

(3) Operating Room Technology 134—Coordinated Hospital Activities

(6)

This course covers Related Nursing Procedures; Special Instruments; Equipment; Emergency Room Care; Delivery and Cesarean Section of the Newborn Infant. Must be enrolled in the Operating Room Technology Program. This course is a supervised hospital experience in the care of patients in these areas.

(2) Operating Room Technology 135—Applied Principles and Practices of Surgical Procedures in Operating Room Technology

(7)

This course is supervised hospital experience in the care of patients in the Operating Room and the student must be enrolled in the Operating Room Tchnology 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 radiographic exposure, radiographic positioning, and nursing procedures pertinent to radiography. Lecture 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)

Students will be assigned to a hospital radiology department to assist in the handling of patients as they undergo radiologic examinations. Prerequisites: RT 132 and 133. 38 hours a week for 16 weeks.

(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 examinations. 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: Principles of Radiographic Exposure II, Radiographic Positioning II. Special Procedures, and Film Critique. Prerequisites: RT 133 and RT 134. Lecture 3 hours a week; Laboratory 3 hours a week.

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

Students receive practical experience in a hospital radiology department 251/2 hours a week. Prerequisite: RT 133 and 134.

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

This course is concerned with the study of: A survey of medical and surgical diseases, topographic anatomy, radiation therapy and medical use of isotopes, equip-

ment maintenance, and film critique. Lecture 3 hours a week. Prerequisites: RT 230 and RT 231.

(2) Radiologic Technology 233—Radiologic Practicum IV (6)

Students receive practical experience in a hospital radiology department for 39 hours a week. Prerequisites: RT 230 and RT 231.

(Summer) - Radiologic Technology 234—Radiologic Practicum V (6)

Students receive practical experience in a hospital radiology department for 42½ hours a week. Prerequisites: RT 232 and RT 233.

(Summer) Radiologic Technology 235—General Review

This course is designed to review all courses covered in the two year course in order to fully prepare the student to write the American Registry of Radiologic Technologist Certifying Examination. 2 hours a week; Prerequisites: RT 232 and 233

RESPIRATORY THERAPY TECHNOLOGY

(1) Respiratory Therapy 130—Orientation

(3)

(2)

This course is designed to acquaint the student with the field of Respiratory Therapy and the responsibilities of the technician as a member of the health team. Lecture 3 hours a week. Prerequisite: Consent of instructor.

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

Supervised practice in a respiratory therapy department. Designed to introduce the student without respiratory therapy experience to the hospital atmosphere. 4 hours a week.

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

This course is concerned with the basic principles of respiratory therapy techniques and basic operation of equipment. Lecture 3 hours a week; laboratory 3 hours a week. Prerequisite: RS 130.

(Summer) Respiratory Therapy 133—Clinical Practice 1

(5)

Students perform basic respiratory therapy procedures in a clinical setting under supervision. 20 hours a week, Prerequisites: RS 130 and RS 132.

(Summer) Respiratory Therapy 134—Related to Disease

(4)

Lecture series given by physicians, therapists, and technologists on general techniques, physiology, and pathophysiology of cardio-respiratory failure, and respiratory care in pediatrics, infectious diseases, obstructive airway diseases, and preand post-operative problems. 7 hours a week for 10 weeks. Prerequisites: RS 130 and RS 132.

(1) Respiratory Therapy 230—Technical Correlation

(3)

The student is given ample opportunity to correlate previous instruction with experience in clinical practice. 3 hours a week. Prerequisite: RS 132, 133 and 134.

(1) Respiratory Therapy 231—Clinical Practice II

(3)

The student will perform or observe mechanical gas exchange function tests and relate this to basic respiratory processes and needs for therapy. 12 hours a week. Prerequisites: RS 132, 133, and 134.

(2) Respiratory Therapy 232—Seminar

(3)

Under the supervision of physicians the student will present selected cardiopulmonary cases once a week. 3 hours a week. Prerequisites: RS 230 and 231.

(2) Respiratory Therapy 233—Advanced Technology

(3)

The students will review and evaluate recently written literature on Respiratory Therapy. 3 hours a week. Prerequisites: 230 and 231.

(2) Respiratory Therapy 234—Clinical Lab II

(1)

The student performs as an assistant clinical instructor. 4 hours a week. Prerequisite: Consent of program instructor.

(2) Respiratory Therapy 235—Clinical Practice III

(5)

Advanced training under the direct supervision of a physician 20 hours a week. Prerequisites: RS 134, 230 and 231.

VOCATIONAL NURSING

(1, 2) Vocational Nursing 130—Physical Foundations

(4)

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

(1, 2) Vocational Nursing 131—Vocational Foundations

(2)

A course designed to increase the student's 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.

(1, 2) Vocational Nursing 132—Nursing Fundamentals

(3)

(6)

Principles and pratice 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.

(1, 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.

(1, 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.

(1, 2) Vocational Nursing 135—Related Theory

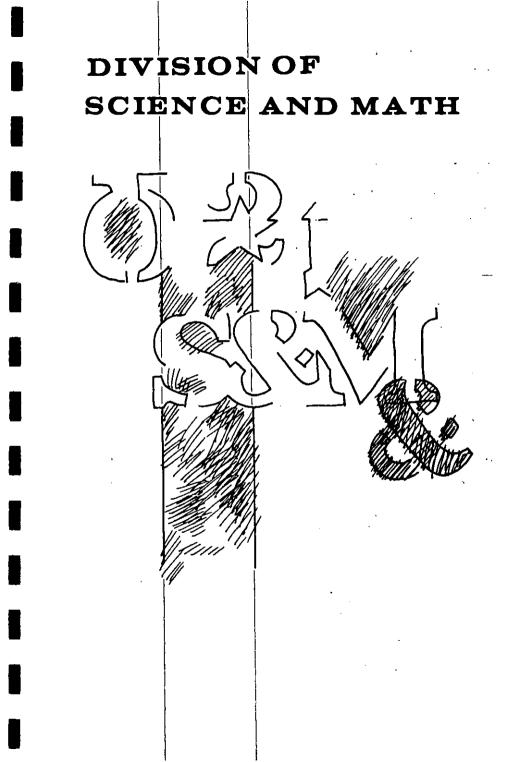
Continuing study of disease conditions, related treatment and nursing care, with emphasis on the role and responsibility of the vocational nurse. This course is con-

current with VN 136. Lecture 4 hours a week including ward conference. Prerequisite: VN 130-134.

(1, 2) 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 Prerequisite: VN 130 and 134.



ARCHITECTURE

Architecture 131—Construction Materials (2)

(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.

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

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)

(4)

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.

(5)

CULINARY ARTS

(1) Culinary Arts 131—Elementary Food Preparation

A general introduction into the organization of the professional kitchen, including basic preparation, staff assignments, and use of equipment. A study of the fundamentals of cooking, baking, sald and sandwich making adapted to quantity recipes, and step by step procedures of receiving and processing various food items. Lecture 3 hours; Laboratory 9 hours per week.

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

A continuation of CA 131 with emphasis on advanced techniques in food preparation, setting up the buffet table, decoration, demonstrations and field trips. Exploring the preparation, packaging, storing, reconstituting and serving of convenience foods. Lecture 3 hours; Laboratory 9 hours per week. Prerequisite: CA 131.

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

Continued artistic and independent food preparation; convenience food and institutional food service; banquet parties; introductory menu planning; supervision of cuisine; purchasing and inventory. Combined Lecture and Laboratory. 3 hours lecture, 6 hours lab per 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 lecture, 6 hours lab per week. Prerequisite: CA 231.

(1, 2) Culinary Arts 233-234—Field Cooperative Training (3) (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. Approximately 16 hours. 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 multiview drawings, pictorial drawings, 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, 2) Drafting 132—Basic Drafting

(4)

A beginning course for students who have had little or no previous experience in drafting. The principal objectives are basic understanding of orthographic projection; 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)

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)

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)

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 surveying, 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 137—Drafting Training

(4)

This course offers supervised employment in the student's chosen phase of drafting. It is intended to provide practical experience for students preparing for careers in drafting. Prerequisite: Drafting 132; concurrent enrollment in Drafting 139, and consent of instructor.

(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 drawing 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 139—Drafting Seminar

(2)

This course provides problem analysis and project development in a conference course for students working in the Drafting and Design Technology Cooperative Training Program. Prerequisite: Concurrent enrollment in Drafting 137.

(2) Drafting 230—Structural-Drafting

(3)

A study of stresses, thermal and elastic qualities of material 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.

(2) Drafting 231—Electronic Drafting

(3)

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)

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 installations 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 Design

(4)

Consists of the application 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)

Designed to give the student experience in the rendering of technical illustrations and their 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.

(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.

(2) Drafting 238—Drafting Training

(4)

This course offers supervised employment in the student's chosen phase of drafting. It is intended to provide practical experience for students preparing for careers in drafting. Prerequisite: Drafting 132; concurrent enrollment in Drafting 239, and consent of instructor.

(2) Drafting 239—Drafting Seminar

(2)

This course provides problem analysis and project development in a conference course for students working in the Drafting and Design Technology Cooperative Training Program. Prerequisite: Concurrent enrollment in Drafting 238.

ELECTRONICS

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

(4)

A course primarily intended for students who are interested in becoming electronic 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 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, petodes, 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 device 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)

(4)

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; Laboratory 3 hours a week. Prerequisite: Electronic Technology 130.

(1) Electronics Technology 231—Special Circuits

Electronics circuits (sinusoidal) and devices 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 and 230.

(2) Electronics Technology 232—Network Analysis (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, Logic Circuits, oscillator, limiters, counting circuits, and Generators (saw tooth wave, square wave, etc.) Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: ET 230 and 231.

(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; photoelectric 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—Electronic Circuits and Systems (3)

A supervised course consisting of design, layout construction and calibrating of an 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. Laboratory 6 hours a week. Prerequisite: Must have completed all Electronic courses up to and including ET 231 and may take 232 and ET 233 simultaneously in the same semester with ET 234.

TELEVISION AND RADIO SERVICING

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

(10)

This course emphasizes the needs of the television-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. THIS COURSE INCLUDES THE BASIC MATH REQUIRED IN TV AND RADIO SERVICING. Lecture 6 hours; Laboratory 12 hours a week.

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

(12)

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 6 hours; Laboratory 18 hours a week.

ENGINEERING

(1) Engineering 105-Engineering Graphics

(3)

Provides the basic graphic fundamentals necessary for the student of engineering. 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 relationship

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) (2)

Introduces the student enrolled in technical programs to the many steps involved in manufacturing a product. This is accomplished 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 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 4 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 4 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 4 hours a week. Prerequisite: Home Economics 101 or Art 101.

MATHEMATICS

(1, 2) Mathematics 093—Intermediate Algebra

(3)

(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

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 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 indeterminate forms. Prerequisite: Mathematics 121.

(1, 2) Mathematics 223—Calculus II

(3)

The indefinite integral, the definite integral, application of the definite integral, transcendental functions, techniques of integration, improper integrals, 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
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, and sleeves as well as dresses. Basic techniques in pattern grading. 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, sleeves and dresses in misses sizes. Basic techniques in pattern grading. 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 industry. 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 suits. 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 suits. Pattern Drafting

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

Pattern Drafting and Draping 232—Advanced (2)

(2)

Lecture, discussion, and demonstration in patterns for various kinds of clothing manufacturers such as lingerie, dressy dresses and half sizes. 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 half sizes. 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.

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

(3)

A study of the development of garments from the earliest times through the 18th Century, with a consideration of the customs which affect garment styles. Designed for the sophomore student of the Pattern Drafting and Draping Program. Lecture 3 hours a week. Prerequisite: Pattern Drafting and Draping 135.

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

(3)

A continuation of the study of the development of garments from the 18th Century 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.

PATTERN GRADING

(1) Pattern Grading 138—Fundamentals of Pattern Gradina

(5)

Lecture, discussions and demonstrations of basic techniques in grading patterns. The laboratory work develops the skills to increase a size 10 pattern to a size 12, 14, 16, 18, 20 or decrease the size 10 pattern to a size 8 and 6. Lecture 3 hours.

(3)

Laboratory 9 hours a week. This course is designed for students in the Pattern Grading Curriculum only.

(2) Pattern Grading 139—Advanced Pattern Grading (5)

Lecture, discussion, demonstration of dress, sportswear and suit patterns in the various age-size ranges, such as childrens, junior, misses and half-sizes. The laboratory work develops the skills to increase and decrease the sizes of patterns for dresses, sportswear, suits in each age-size range. Lecture 3 hours. Laboratory 9 hours a week. Prerequisite: Pattern Grading 138. This course is designed for students enrolled in the Pattern Grading Curriculum only.

PHYSICAL EDUCATION AND HEALTH

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

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 (3)

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 3 hours a week.

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

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, Basketball and Spectator Appreciation (3)

An elective course designed for all students who desire a broader knowledge of the skills involved in football and basketball coaching. History theories, philosophies, rules, terminology and the finer points of the sports are studied. Emphasis

shall be directed toward coaching techniques involved in the two sports with special emphasis directed toward the creation of spectator interest and understanding of football and basketball. Lecture 3 hours per week.

(1, 2) Physical Education 257—Standard and Advanced Course in First Aid and Safety Education (3)

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 3 hours a week.

PHYSICAL EDUCATION ACTIVITY

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

^{*}Requires 2 hours a week laboratory.

SCIENCES

BIOLOGY

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

A two-semester course surveying in depth the principal concepts of biology,

^{**}Prerequisite: Physical Education 123 or consent of Instructor.

including a study of the cell, levels of organization, and introduction to metabolism, and evolutionary relationships. An introductory 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) (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 para-medical 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 a week.

(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.

(1) Biology 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. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Biology 101 and 102.

(2) Biology 202—Intermediate Botany

(4)

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

(1) Biology 211—Invertebrate 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. Lecture 3 hours; Laboratory 3 hours a week. Prerequisites: Biology 101 and 102.

(Summer) Biology 214—Field Biology

(4)

Survey of local plant and animal life in relationship to their environment. Aquatic and terrestrial communities will be studied with reference to basic ecological principles and techniques. Emphasis will be placed upon classification, identification, and collecting specimens in the field. Three hours of lecture per week, and six hours of Lab or Field. Prerequisite: Six hours of Biological Sciences, and permission of instructor. Special travel fee required.

(1) Biology 215—Human Anatomy and Physiology

(4)

An intermediate level course comparing the structure and function of organs 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) 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 progams. Lecture 3 hours; Laboratory 4 hours a week. Prerequisites: Biology 101 and 102.

(2) Biology 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.

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. Prerequisite: Math 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 introduced 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. Prerequisite: Chemistry 101.

(1, 2) 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. 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 substance, pyrophoric materials, heat transfer reactions, spontaneous combustion, basic themodynamics 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, stereo-chemistry, 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 quantitave 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 or Chemistry 102.

(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 or 102.

(2) Chemistry 234—Instrumental Analysis

(4)

This couse 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 chromatography, 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. Lecture 3 hours a week.

(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. Lecture 3 hours a week.

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.

PHYSICAL SCIENCE

(1, 2) Physical Science 115

(3)

A study of the basic principles and concepts of physics, chemistry, and nuclear science. The course relates these basic sciences to man's physical world at an introductory level. This course is intended primarily for the non-science major. There is no science prerequisite required. Lecture 3 hours; Laboratory 2 hours a week.

(1, 2) Physical Science 116

(3)

The course encompasses the interaction of the Earth Sciences and man's physical world. Geology, Astronomy, Meteorology and Space Science are emphasized through the application of selected principles and concepts of the applied sciences. The course is directed toward the non-science major and carries no science prerequisite: Lecture 3 hours; Laboratory 2 hours a week.

PHYSICS

(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 technical 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 application 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)

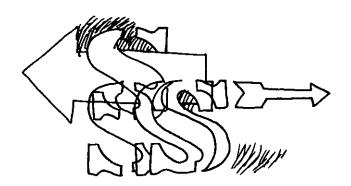
Principles and applications of light and atomic and nuclear physics. Designed for science majors. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Physics 201 and concurrent registration in Physics 202.

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.

RELIGION

(1, 2) Religion 201—Comparative Religion

(3)

A survey of major world faiths, emphasizing religion as a total approach to life rather than systems of abstract dogma. The course will concentrate on the basic texts of Eastern and Western religions and on the creative personalities of their founders. There will be some consideration of the problems of "objective" study of religions, of primitive religions, and of alternatives to major world religions such as astrology and atheism. Prerequiisite: Sophomore standing or consent of instructor.

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, emphasis is placed on study of public finance, national income, comparative economic systems 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; pre-fire 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; discussion of the proper ways to handle personnel problems, grievances and employee suggestions.

(2) FPT 136—Fire Investigation and Arson

(3)

The fireman's role 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; 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; relationship; 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, government institutions and political processes in Texas. Prerequisite: Sophomore standing.

(1, 2) Government 202-American Government

(3)

(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

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 influences 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

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industrialism; the nineteenth century and the social, economic 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 Operations

(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. Prerequisite: POL 131.

(2) POL 134—Criminal Evidence and Procedure

(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. Prerequisite: POL 131 and POL 133.

(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—Introduction to Criminalistics

(3)

Physical evidence in criminal investigation relative to recognition, collection; preservation and laboratory processing; overview of instrumental methods; development of identification and comparison techniques through examination of photographs of evidence from actual laboratory cases. Prerequisite: POL 231.

(2) POL 238—Police Role in Crime and Delinquency

(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.

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 and 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 situation, 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 or Division approval.

SOCIAL SCIENCE

(1, 2) Social Science 131-132—American Civilization

(3) (3)

A course designed to provide the student with some historical perspective for understanding the economic, political, and social institutions of modern society. In this context, emphasis will be placed upon U. S. and Texas history and constitutional development. It is advised that these courses be taken in order: 131, 132.

(1, 2) Social Science 201—Directed Studies

(1)

An instructional seminar limited to 15 students. It offers advanced concentration in some specialized area of a social science. At the beginning of the semester the group selects some problem which will be studied. One hour seminar. Prerequisite: consent of instructor.

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 topics as they apply to social adjustment in the family and the total community environment. Prerequisite: Sociology 201.

(1, 2) Sociology 203—Marriage and Family

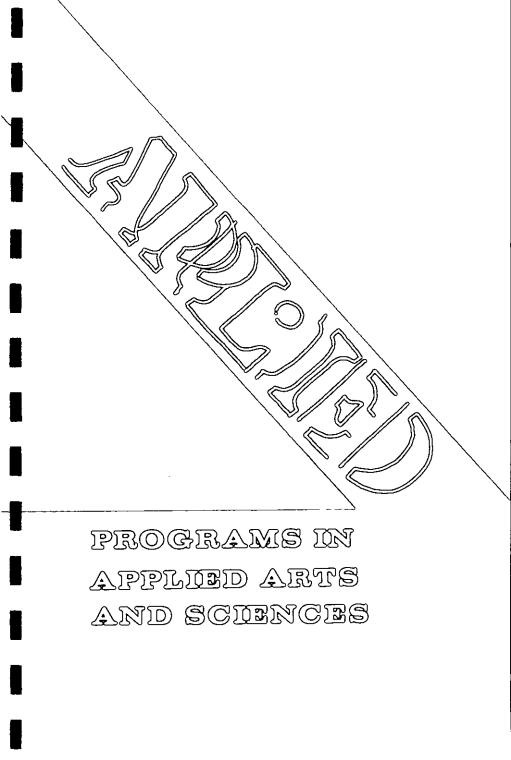
(3)

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.



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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Dft 132—Basic Drafting	2	6	4
Egr 131—Manufacturing Processes	1	2	2
Com 131—Applied Composition	3	0	3
Mth 131—Applied Mathematics	3	0	3
Psc 131—Applied Physics	3	2	3
	_		_
Spring Semester	12	10	15
Egr 106—Descriptive Geometry	2	4	3
Arc 131—Construction Materials	2	4	3
Dft 135—Reproduction Processes	- 1	3	2
Com 132—Applied Composition	3	Ô	3
Mth 132—Design Mathematics	3	Ô	3
Psc 132—Applied Physics	3	2	3
V	14	13	17
Fall Semester			
Arc 231—Construction Estimating and Field Inspection	2	3	3
Dft 235—Building Equipment (Electrical and Mechanical)	2	4	3
Egr 230—Statics	2	3	3
Dft 138—Architectural Drafting	2	6	4
SS 137—American Civilization	3	0	3
		_	_
Spring Semester	11	16	16
Arc 232—Codes, Specifications and Contracts	3	0	3
Arc 233—Building Equipment (Electrical and Mechanical)	2	4	3
Dft 237—Advanced Architectural Drafting	2	6	4
Dft 230—Structural Drafting	2	4	3
SS 132—American Civilization	3	0	3
	12	— 14	 16

Associate Degree Nursing

Students admitted to this program will receive two academic years and two summer terms of intensive education including hospital clinical experience and campus classroom and laboratory work.

Fail Semester	lec. Hrs.	Lab. Hrs.	Credit Hrs.
NUR 132—Fundamentals of Nursing	3	9	6
PSY 105—Introduction to Psychology	3	0	3
Bio 215—Anatomy and Physiology	3	3	4
PEH 126—Body Mechanics	0	2	3
•	_	_	_
	9	14	14
Spring Semester			
Nur 133—Mat, and Child Health	3	15	8
ENG 101—Composition and Expository Writing	3	0	3
Psy 201—Human Growth and Development	3	0	3
Bio 216General Microbiology	3	4	4
	12	15	18
Summer Semester			
ENG 102—Composition and Literature	71/2	0	3
History or Government	71/2	0	3
	_	_	
	15	0	6
Fall Semester			
NUR 231—Psychiatric Nursing	2	9	5
NUR 232—Med-Surg I	2	9	5
SOC 201—Introduction to Sociology	3	0	3
BIO 115—Biological Science	3	3	4
		_	_
	10	21	17
Spring Semester			_
NUR 233—Med-Surg II	4	15	9
History or Government	3	0	3
Humanities Elective	3	0	3
	10	15	15
Summer Semester	. 4-		_
NUR 234Med-Surg HI	6 1/3	22	5

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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Composition and Speech	3	0	3
Bus 131—Bookkeeping	3	-	_
Mth 130—Business Mathematics	3	0	3
OM 131—Office Machines	. J	0 2	3 2
Typ 130 or 131—Beginning or Intermediate Typing	i	2	2
	11	4	13
Spring Semester			
Com 132—Applied Composition and Speech	3	0	· з
Bus 132—Bookkeeping	3	ō	3
Phy 231—Applied Psychology	3	ō	3
DP 135—Introduction to Data Processing	3	0	3
*Elective	3	0 .	3 -
•	_		, , ,
	15	0	15

^{*}Suggested electives: Bus 105, Bus 231, ST 131.

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.

			Hrs.
Com 131—Applied Communications and Speech	3	0	3
GPM 130—Central Service Theory and Laboratory Practice	e 10	5	8
GPM 131—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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
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	ō	3
*Elective	3	0	3
	-	_	_
Spring Semester	15	3	16
Chm 131—Production Chemistry	3	3	
Com 132—Applied Composition and Speech	3	_	4
Mth 132—Technical Mathematics	-	0	3
SS 132—American Civilization	3	0	3
*Elective	3	0	3
EIGETTE	3	0	3
	_	_	
	15	3	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	0	3
	-	_	_
Spring Semester	14	12	17
Chm 232—Organic Chemistry	2	_	
Chm 234—Instrumental Analysis	3 2	4	4
Psc 132—Applied Physics	3	6	4
Psy 231—Applied Psychology	=	2	3
*Elective	3	•	3
	3 —	_	3
	14	12	17

^{*}Of the 12 hours of electives the student will select from basic electronics, or instrumentation electronics.

Culinary Arts Associate Degree Program

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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
CA 131—Elementary Food Preparation	3	9	5
RM 133—Introduction to Restaurant Operation	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	9	1 <i>7</i>
Spring Semester			
CA 132—Intermediate Food Preparation	3	9	5
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	9	17
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	ō	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.

Culinary Arts Certificate Program

This two year certificate program is designed to provide a student, either male or female, with all the basic Culinary Arts courses necessary to develop the knowledge and basic skills needed to function as chefs in high quality restaurants, dinner clubs and hotels.

Fall Semester	lec. Hrs.	Lob. Hrs.	Credit Hrs.
CA 131—Elementary Food Preparation	3	9	5
RM 133—Introduction to Restaurant Operation	3	0	3
	_ 6	<u> </u>	
Spring Semester	•		•
CA 132-Intermediate Food Preparation	3	9	5
RM 134—Advanced Restaurant Management	3	0	3
	· 6	9	8
Fall Semester			
CA 231—Advanced Food Preparation I	3	6	5
CA 233—Field Cooperative Training	0	16	3
Com 131—Applied Composition and Speech	3	0	3
		_	_
Spring Semester	6	22	11
CA 232—Advanced Food Preparation II	3	6	5
CA 234—Field Cooperative Training	ō	16	3
			_ 8

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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
DP 133—Beginning Programming	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 136—Intermediate 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		٠.	
DP 231—Advanced Programming	3	4.	4
S\$ 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 Communications	. 3	4	4
DP 235—Field Experience	0	15	3
DP 236—Seminar	. 0	2	1 -
\$\$ 132—American Civilization	` 3 •	.0	3
Science Elective-Physical or Biological Science 116	3	2	3.
Hum 101—Introduction to Humanities	3	.0	` 3 (
*1	12	23	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 dental clinics and other health agencies in the community.

Fall Semester			Lec.	Lab.	Credit
DA 130—Dental Science		,	Hrs.	Hrs. 2	Hrs.
DA 131—Dental Anatomy	,		_	3	
Bio 131—Anatomy and Physiology			2	_	3
Com 131—Applied Composition and	C t		3 3	` 3	4
\$\$ 131—American Civilization	Speech		•	0	3
33 131 American Civilization	-		3	0	3
•			14		 17
Spring Semester				•	
DA 132—Dental Materials			. 3	3	4
DA 133—Dental Office Practice and	Bookkeeping		2	3	3
Bio 132—Microbiology	J		. 3	3	4
Com 132—Applied Composition and	Speech		3	o	3
55 132—American Civilization	.,		.3	. 0	. 3
-		~ '	_	_	
			14	9	17
Fall Semester					
DA 230—Dental Prosthetics			1	2	` 2
DA 231—Dental Roentgenology			1	. 2	2
DA 232—Dental Operatory Practice		٠.٠	3	, , ,	5
Psy 231—Applied Psychology	A. 188	•	3	Ö	3
Typ 130—Beginning Typing					_
PEH 257—First Aid			. 2	., 2	2 2
			_	_	_
•			11	12	16
Spring Semester				, ·	
DA 233—Dental Office Management	• ~;		2 . s	3 -	3
DA 235—Dental Operatory Practice			i 1	2	. 2
DA 236—Dental Clinic Practice			0	9-12	4
DA (237—Dental Roentgenology			į 10 m 🕽 💎	2 .	2
Hum 101—Introduction to Humanities			3 .	. · O · ·	3 (
Typ 131—Intermediate Typing	(3		• -1	, 2	2
T				21	— 16
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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.

Curriculun	n Pattern		!		5.3
Fall Semester		Ļ	ec. Irs.	Lab.	Credit Hrs
Oft 132—Basic Drafting			2	. 6	. 4
Egr 131—Manufacturing Processes			- 1 ·	.2	2 `
Com 131—Applied Composition			3	0	3
Mth 131—Technical Mathematics			3	ō	3
Psc 131—Applied Physics			3	2	3 .
rac 101Applied Filyaics					
		1:	- 2	10	- 15
Spring Semester		•.	."(
Dft 133—Intermediate Drafting			2	4	3
Dft 135—Reproduction Processes			1 "	3	3.27
Com 132—Applied Composition		ř	3 '	. 0	3
Mth 132—Technical Mathematics			3 ′	· 0	3 .
Psc 132—Applied Physics			3	2	3
Egr 106—Descriptive Geometry	•		2	4	3
		. –	_		. —
	,	1	4 .	.13	, 17 _{//} ,
Fall Semester		.1		41.	ζ +
Egr 230—Statics			2, ,	. 3	
*Dft 231—Electronic Drafting			2 .	4	3 :
Dft 232—Technical Illustration			2	4	3
SS 131—American Civilization			3	0	3
Elective			3 ່	0	3
:			<u> </u>	· · · ·	`
		ĺ	2	11	15
Spring Semester					
*Dft 230Structural Drafting		١,	2 👈	a: 4 ry	: 3
Dft 233—Machine Design		i.•	2 .	∞6 -	J.084 - 3
Egr 231—Characteristics of Materials			3 ;	31 0 ⋅	· 3
SS 132-American Civilization			3	0	3
Psy 231—Applied Psychology			3 .	٥,	3
•		. , 1	3	10	∵(-√16 ,

^{*}The following courses may be substituted if there is sufficient demand for them:

Off 136—Geological and Land Drafting, Dft 235—Building Equipment (Mechanical and Electrical), Dft 234—Advanced Technical Illustration.

Drafting and Design Technology (Co-op Training Program)

This program prepares the student for employment as a draftsman by supplementing classroom training with on-the-job work experience. Students enrolled in this program work as draftsmen one long semester per year.

Our	WILL T OFFICE AF			
Fall Semester (1st Year)		Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Egr 131—Manufacturing Processes	•	1	2	2
Dft 132—Basic Drafting		2	6	- 4
Egr 106—Descriptive Geometry		2	. 4	3
Com 131—Applied Composition		3.	. 0	3
Mth 131—Technical Mathematics		3	Ö	3
	•	_	-	
Spring Semester (1st Year)		11	12	15
Dft 137—Drafting Training		_		
Dft 139—Drafting Seminar		0	15	4
bii 10,—bidiing Seminar		_2	0	2
		. 2	15	6
Summer Semester (1st Year)		•		
Psc 131—Applied Physics	*	3	2	3
Mth 132—Technical Mathematics	i,	3	0	3 .
		_	_	· · -
Fall Semester (2nd Year)	s, , ,	6.	. 2	6
Dft 231—Electronics Drafting		2	4	•
Egr 231—Characteristics of Materials		3	0	3 3
Psc 132—Applied Physics		3	2	3
Com 132—Applied Composition		3	1 0	. 3 . 3
SS -131—American Civilization		ა ვ∔.	0	
		٠٠, 	. — -	_
	t	14	- 6,	
Spring Semester (2nd Year)				. 01
Dft 237—Drafting Training		0	15	4
Oft 239—Drafting Seminar		2	0	2
	•	2	15	$z = \frac{1}{2}$.
Summer Semester (2nd Year)	water.			,
Dft: 230—Structural 'Drafting	righ.	- 2	13.4	3.9
55 -132-American Civilization	Market Land	13 %	. 0	· ^3
	·,	 11.	. —	ر نے ہ
Fall Semester (3rd Year)	*C 11 ()	.5	4	6 q
Dft 135—Reproduction Processes			_	_
Off 232—Technical Illustration		1	3	2
	,	2	4	.3
Oft 233—Machine and Tool Design Egr 230—Statics	2000 - 1 2004 - 10 2004 -	·Z 1. :		
	Maria de la compansión de	4 . ,	. د خان ا ——	_3 :; —
1 1 1 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	t i skrane - 52 et	7	16	12

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.

•			
Fall Semester	Lec. Hrs.	- Lab. Hrs.	Credit Hrs
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	3	3	4
El 130—Electronics Edb., D.C. Circons	_	_	
	13	8	15
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
Mth 132—Design Mathematics	3	. 0	3
Psc 132Applied 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
Fail Semester	-		
ET 230—Electronic Instruments and Measurements	2	3	3
FT-231—Special Circuits	3	. 3	4
Hum 101—Introduction to Humanities	3	0	3
Egr 131—Manufacturing Processes	1	3	2
SS 131American Civilization	3	0	3
33 (31—American civilization	_		_
	12	9	15
Spring Semester		_	٠,
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—Electronic Circuits & Systems	0	6	3
	_	_	
	12	12	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.

Fall Samester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
*Com 131—Applied Composition and Speech	3	0	3
*SS 131—American Civilization	. 3	0	3
FPT 131—Introduction to Fire Protection	' з	Ο.	3
FPT 135—Introduction to Fire Administration	3	0	3
Mth 139—Applied Mathematics	3	Ö	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	. з	0	3
and the second s	<u></u>	_	
	15		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	• ••
Elective		0 - 2 -	-
t = 0	٠, ٥	•	, 3 ,
	20 ° 20 € 18 #6	,,	<u> </u>
Spring Semester	,15	U ,.	13
FPT 232—Protection Systems in Industry	•	0	•
*Soc 231—Urban Social Problems	3		3
Bus 235—Advanced Administration Procedures	3	0	3
Chm 135—Chemistry of Flammable? Materials	3	0	3
*Hum 101 Introduction to Humanities		0	3
The state of the s		U	3
· · · · · · · · · · · · · · · · · · ·	15	<u> </u>	_
*Substitution will be accepted upon the advice of the		_	15

Library Technical Assistant

The library technical assistant program will prepare students to function in library occupations at various levels below the professional. Upon completion of the program the student should be qualified as a library technical assistant.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester	3	0	3
*Com 131—Applied Composition and Speech	3	0	3
*SS 131—American Civilization	3	Ö	3
Sci 131—Survey of Science	3	0	3
LT 131—Introduction to Libraries	1	2	2
Typ 131—Intermediate Typing	3	0	3
DP 135—Introduction to Data Processing	3		_
•	16	2	17
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
§LT 132—Introduction to Media	1	4	3
Elective	3	0	3
	_	_	-
	13	4	15
Fall Semester	-		_
English Elective	3	0	3
OP 130—Secretarial Training	3	0	3
Psy 231—Applied Psychology	. 3	0	, 3
LT 231—Technical Services in Libraries	2	2	3
LT 232—Public Services in Libraries	2	2	3
•			-
	13	4	15
Spring Semester	_	_	
English Elective	3	0	3
Hum 101—Introduction to the Humanities	3	0	3
LT 233—Cooperative Field Service in Libraries	0	6	3
Electives	6	0	6
	12	6	15

^{*}Substitutions will be accepted upon the advice of the Library Technical Assistant Program Liaison counselor.

†Proof of satisfactory proficiency will excuse student from Typing 131.

\$Student may elect to take LT 131, and 132 concurrently.

Medical Office Assistant

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 Pattern

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Communications	3	0	3
Type 131-Intermediate Typing	. 1	2	2
MA 131—Medical Terminology	. 3	.0	3
Bio 131-Anatomy, Physiology & Microbiology	3	3	4
MA 130—Basic Health Technology	3	0	3
·	_	_	3
	13		15
Spring Semester		•	13
Com 132—Applied Communications	3,	0	3
ST 131—Secentarial Training	3	0	3
MA 131-Medical Office Asssistant- Clinical	. 3	. 2	4
MA 230—Medical Transcription	3	0	3
Elective—Humanities	3	0	3
		_	
	13	6	16
Fall Semester			
SS 131—American Civilization	3	0	3
Bus 131—Bookkeeping	. 3	o	3
OM 131—Office Machines	1	. 2	2
Bus 231—Business Communications	3		3
MA 231—Medical Office Assistant-Administrative	3	o	3
Elective	3	Ô	3
1	_		_
	- 16	2	17
Spring Samester		-	• • • • • • • • • • • • • • • • • • • •
SS 132—American Civilization	3	0	3
Psy 231—Applied Psychology	3	o	3
MA 232—Medical Office Assistant-Practicum	o	15	4
MA 233—Medical Office Assistant-Seminar	3	0	3
-	·	_	
	` 9	15	13

Suggested Electives: Hum 101, Speech 105, Speech 106, Soc 201

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.

Cur	rica	diam	Pattern
$\cup ur$	иси	шит	rauern

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131Applied Communications	3	0	3
*Typ 131—Intermediate Typing	1	2	2
MA 131Medical Terminology	3	0	3
Bio 131—Anatomy, Physiology & Microbiology	3	3	4
MRS 130—Medical Records Science	2	2	3
		_	
•	11	7	15
Spring Semester			
Com 132—Applied Communications	3	0	3
MA 230—Medical Transcription	1	4	3
ST-131—Secretarial Training	3,	0	3
MRS 131—Medical Record Science	2	3	3
Elective	3	0	3
			_
•	12	7	15
*Typing 131 required or equivalent			
Fall Semester			
SS 131American Civilization	3	0	3
Hum 101—Introduction to Humanities	3	0	3
DP 135—Introduction to Data Processing	3	0	3
MRS 230—Medical Record Science—Advanced Techniques	3	0	3
MRS 231—Medical Record Science—Hospital Practicum	0	15	4
		_	_
,	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
MR\$ 233—Medical Records—Hospital Practicum	0	15	4
Elective	3	0	3
	11	15	— 15

^{*}Typing 131 required or equivalent Suggested Electives: Bus 231, Speech 105, Speech 106, Soc 201

Mid-Management

Fall Semester

Electives

Elective

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 Pattern

MM 130—Management Training	0	15	4
MM 132-Mid-Management Seminar	:- 2	0	2
Bus 105—Introduction to Business	3	0	3
Com 131—Applied Composition and Speech	3	0	. 3
Elective	3	0	3
	_	_	
•	11	15	15
Spring Semester			
MM 131—Management Training	. 0	15	4
MM 133-Mid-Management Seminar	 2	0	2`
Com 132-Applied Composition and Speech	3	0	3
Eco 201-Principles of Economics	6 3	0	3

Lab.

Lec.

11

17

Credit

Hrs.

	_	_	
	14	15	18
Fall Semester			
MM 230—Management Training	0	15	4
MM 232—Mid-Management Seminar	2	0	2
55 131—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
	_		
	14	1 <i>7</i>	18
Spring Semester			
MM 231—Management Training	0	15	4
MM 233—Mid-Management Seminar	. 2	0	2
SS 132—American Civilization	3	0	3
Science Elective—Biological or Physical Science 116	3	2	3

Suggested electives: Bus 101, Bus 102, Bus 131, Bus 132, Bus 231, Bus 232, Bus 233, Bus 234, Bus 235, Bus 236, DP 135, Mth 130, OM 131.

Nurse Aide

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.

	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	· o	21	3
	: —	— ·	_
∑	13	26	14

Operating Room Technology

Fall Semester	Lec. Hrs.	lob. Hrs.	Credit Hrs.
ORT 130—Introduction and Orientation	1	0	1
VN 130—Physical Foundations	3	1	4
ORT 131—Basic Sciences Microbiology	3	4	4
ORT 132—Principles of Operating Room Techniques	4	3	5
ORT 133—Surgical Procedures	3	0	3
•	—	_	
	14	8	17
			~
Spring Semester			
ORT 134—Coordinated Hospital Activities	1	15	3
ORT 135—Applied Principles and Practices of			
Surgical Procedures	2	20	7
	_	_	
	3	35	10

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 Pattern			
Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
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
55 131—American Civilization	3	o	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 235History 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

Pattern Grading

This one year program is to acquaint the students with the fundamental skills, equipment and procedures of pattern grading in the apparel industry. Course work includes laboratory and classroom experience.

Fall Semester PGR 138—Fundamentals of Pattern Grading GSR 090—Guided Studies Reading GSM 090—Guided Studies Math GSW 090—Guided Studies Writing	lec. Hrs. 3 3 3 3	Lab. Hrs. 9 0 0 0	Credit Hrs. 5 3 3 3 3
Spring Semester PGR 139—Advanced Pattern Grading GSR 091—Guided Studies Reading GSM 091—Guided Studies Math GSW 091—Guided Studies Writing	3 3 3 —	9 0 ,0	5 3 3 3
	12	9	14

Petroleum Marketing

This program in business management is specifically 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 in the marketing segment of the petroleum industry.

	1	Lab.	Credit
Fall Semester	Lec. Hrs.	Hrs.	Hrs.
PM 130—Petroleum Marketing Training	0	15	4
PM 132-Petroleum Marketing Seminar	2	0	2
Bus 105—Introduction to Business	3	0	3
Com 131-Applied Composition and Speech	3 ′	. 0	3
Bus 230—Salesmanship	. 3	0	3
•		_	'
	11	15	15
Spring Semester			
PM 131—Petroleum Marketing Training	0	15	4
PM 132—Petroleum Marketing Seminar	2	0	· 2
Eco 201—Principles of Economics	. 3	0	3
Com 132—Applied Composition and Speech	3	0	3
Phy 231—Applied Psychology	3	0	3
*Elective	` з	0	3
	_	_	_
ı	14	15	18
Fall Semester			•
PM 230—Petroleum Marketing Seminar	0	15	4
PM 232—Petroleum Marketing Seminar	· 2	0	2
5\$ 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
σ	_	_	_
	14	17 1	18
Spring Semester			7
PM 231—Petroleum Marketing Training	0.5	15	4
PM 233—Petroleum Marketing Seminar	2	' 0	2
SS-132—American Civilization	3'	, 0	3
Science Elective—Biological or Physical Science 116	3	2	3 ,
*Electives	6	0	6
21		_	
	14	17	18
*Suggested Electives: Bus 101, Bus 102, Bus 131, Bus	231, Bus	233, N	lth 130,
DP 135, Spe. 105.	•	2 1	

Police Science

This program is 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.

Fall Semester	Loc. Hrs.	Lab. Hrs.	Credit Hrs.
*COM 131-—Applied Composition and Speech	. 3	.0	· 3
*SS 131—American Civilization	3	0	3
POL 130-Introduction to Criminology	3	, o	. 3
POL 131—Police Administration	. 3	` o ,	3
Elective	3	0	3
	_	_	_
	15	0	45 2
Spring Semester			
*COM 132—Applied Composition and Speech	. 3	0 -	3
*SS 132—American Civilization	. 3.	0	3
POL 133—Police Operations	3	. 0	3
POL 136—Patrol and Traffic Functions	3	. 0	3
POL 238—Police Role in Crime and Delinquency	3	0	3
		_	_
	15	0	15
Fail Semester			
*GVT 231—Municipal and County Government	3	., 0	3
*PSY 231—Applied Psychology	3	. 0	3
*SOC 231—Urban Social Problems	. 3	0 .	3
POL 132—Criminal Law	3	. 0	3
POL 231—Criminal Investigation		0	3
•	_	-	·
	15	0	15
Spring Semester .			
*PSY 236—Group Psychology	3	. 0	, з
*HUM 101—Introduction to Humanities	. 3,,	0	3
POL 134—Criminal Evidence and Procedure	3.,	0,	3.
POL 233—Introduction to Criminalistics	, 3	. 0	3
Elective	. 3	0.	3
Section 2	· —		— :
	15	0	15

^{*}Substitution will be accepted upon the advice of the police science program liaison counselor.

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 Pattern	Lec.	Lab.	Credit
Fall Semester	Hrs.	Hrs.	Hrs.
Bio 131Anatomy 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 132American 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
		36	6
Fall Semester			
Psy 231—Applied Psychology	3	0	3
RT 230—Advanced Principles of Radiography	3	3	4
Hum 101-—Introduction to Humanities	3	0	3
RT 231—Radiologic Practicum II	0	25	6
	9	28	16
Spring Semester		_	_
Bus 235—Advanced Administrative Procedures	3	0	3
RT 232—Advanced Techniques of Radiography	3	Ó	3
RT 233—Radiologic Practicum IV	0	3 9 —	6
	6	39	12
Summer Session	0	42	6
RT 234—Radiologic Practicum V	2	0	2
RT 235-General Review & Journal Club		_	_
	_		

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Respiratory Therapy Technician

This program is designed to train skilled respiratory therapy technicians. After successful completion of this one year program the student will be awarded a certificate of achievement.

Curriculum Pattern

First Year			
Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
*Com 131—Applied Communication & Speech :	3	0	3
*55 131—American Civilization	3	0	3
Bio 131—Human Anatomy, Physiology & Microbiology	3	3	4
**GSM 090—Basic Mathematics	3	0	3
RS 130—Respiratory Therapy Orientation	3	0	3
·	_	_	_
	15	3	16
Spring Semester			
*Com 132—Applied Communication & Speech	3	O	3
*SS 132—American Civilization	3	0	3
Phy Sc 115—Physical Science	3	2	4
RS 131—Clinical Lab I	0	4	•
RS 132—Basic Technology	3	3	1
	3	3	4.
	_	_	_
	12	9	15
Summer Semester			
RS 133—Clinical Practice I	0	20	5
RS 134—Therapy Related to Disease (10 weeks)	7.	, 0	4
,		:	_
	7	20	9
· · · · · · · · · · · · · · · · · · ·	-		•

^{*}Substitution will be accepted upon the advice of the Respiratory Therapy Program liaison counselor.

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^{**}Students will be placed according to Math ability level.

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 needs for professionally oriented personnel at the level of a registered therapist, instructor or department supervisor. Upon successful completion of the two-year program an Applied Science Degree in Respiratory Therapy will be granted, with eligibility to take national registry examination.

First Year			
Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
*Com 131—Applied Communication & Speech	3	0	3
*SS 131—American Civilization	3	0	3
Bio 131—Human Anatomy, physiology & Microbiology	3	3	4
**GSM 090—Basic Mathematics	3	0	· 3
RS 130—Respiratory Therapy Orientation	3	0	3
		_	_
	15	3	16
Spring Semester .			
*Com 132Applied Communication & Speech	3	0	. 3
*55 132—American Civilization	3	0	3.
Phy Sc 115—Physical Science	3	2	4
RS 131—Clinical Lab 1	0	4	1
RS 132—Basic Technology	3	3	4
		_	_
	12	9	15
Summer Semester			
RS 133—Clinical Practice 1	0	20	5
RS 134—Therapy Related to Disease (10 weeks)	7	0	4
	_	_	_
	7	20	9

Curriculum Pattern

Second Year

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Bus 236—Supervisory Management	3	0	3
Hum 101—Humanities	3	3	4
Bio 215—Human Anatomy & Physiology	3	3	4
RS 230—Technical Correlation	3	0	3
RS 231—Clinical Practice II	0	12	3
	_	_	
	12	15	16
Spring Semester			
Psy 231—Applied Psychology	3	0	3
RS 232—Seminar	3	0	3
RS 233—Advanced Technology	3	Ö	3
RS 234—Clinical Lab II	0	4	1
RS 235—Clinical Practice III	o	20	5
			_
	9	24	15

^{*}Substitution will be accepted upon the advice of the Respiratory Therapy Program liaison counselor.

^{**}Students will be placed according to Math ability level.

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 Pattern	Lec.	Lab.	Credit
Fall Semester	Hrs.	Hrs.	Hrs.
CA 131—Basic Cooking, Baking, Salad and			
Sandwich Preparation	3	9	5
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	9.	17
Spring Semester			
CA 132—Quantity and Convenience Food Production	3	9	5
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	9	17
Fail 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
*Elective	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.

Fail 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
OM 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	Ò	3
*SD 132—Intermediate Shorthand	3	2	3
*Typ 131Intermediate Typing	1	2	2
ST 131—Secretarial Training	3	0	3
BMT 131—Machine Transcription	3	0	3
	<u>·</u>		
	13	4	14

^{*}Students with previous training will be placed according to ability.

[†]Suggested Electives: Bus 105, Bus 231, DP 130, DP 135, 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. Suggested electives are such that student may take courses which will allow specialties in secretarial areas as law, selling, advertising, and accounting.

E 4 12

Carrenam Tunem	Lec.	Lab. Hrs.	Credit Hrs.
Fail Semester .	Hrs. 3	nrs. 2	3
*SD 131—Beginning Shorthand	-	_	_
*Typ 131—Intermediate Typing	1	2	2 3,
Bus 105—Introduction to Business	3	0	
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
OM 131—Office Machines	1	2	2
SS 132—American Civilization	3	. 0 .	13
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
ST 131—Secretarial Training	3	0	3
DP 135—Introduction to Data Processing	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
BMT 131—Machine Transcription	3	2	3
†Elective	3	0	3
. 61061170	_		_
	15	4	15

^{*}Students with previous training will be placed according to ability.

[†]Suggested Electives: Bus 101, Bus 131, Bus 230, Bus 233, Bus 234, DP 130, Mth 130.

Television and Radio Servicing

This 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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Cradit Hrs.
TRS 130—Fundamentals of Television & Radio	6	12	10
GSW 090—Basic Writing	3	0	3
Bus 135Customer Relations	3	0	3
	_	_	
	12	12	16
Spring Semester			
TRS 131—Television and Radio Servicing	6	18	12

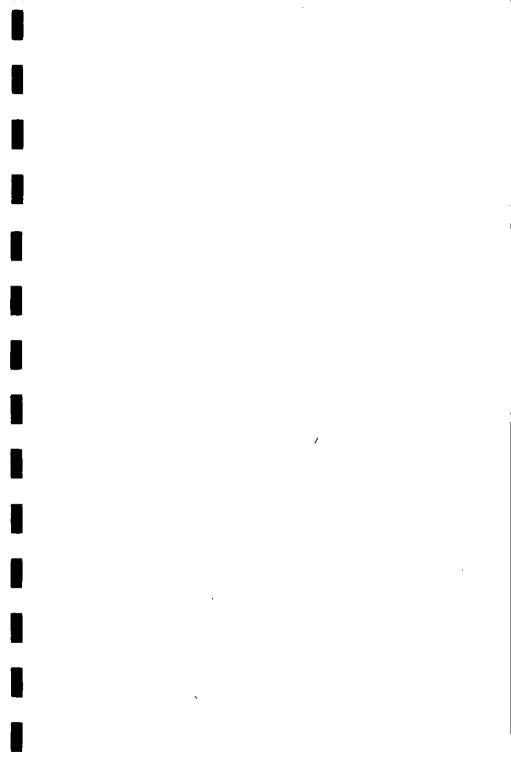
Vocational Nursing

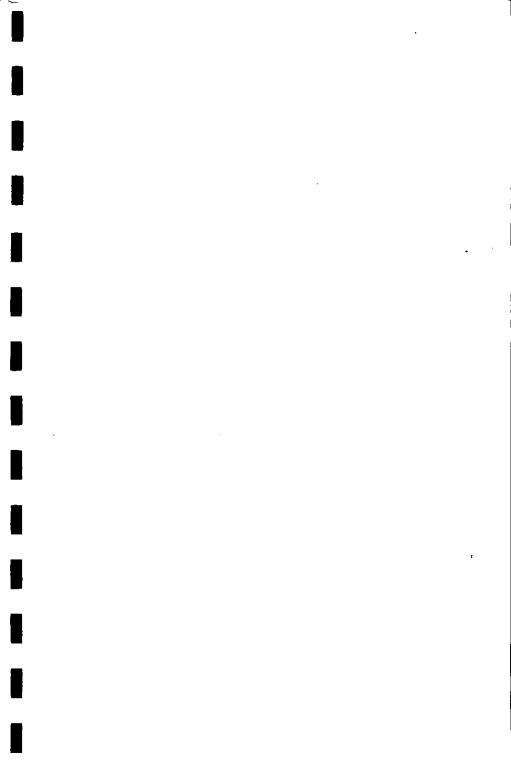
The Vocational Nursing program is a 1-year course of study which meets accreditation requirements of the State Board of Licensed Vocational Nurse Examiners. In addition to classroom and laboratory work at the college, clinical experience at various hospitals is part of the program.

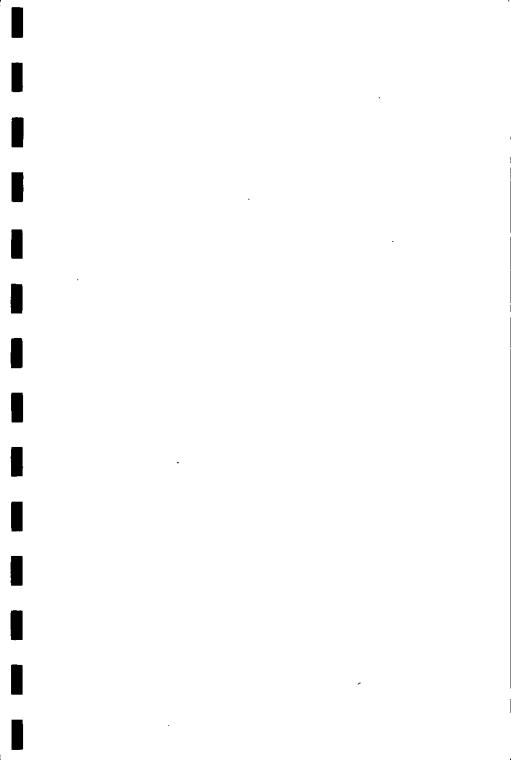
First Session21 Weeks	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
VN 130—Physical Foundations	4	0	4
VN 131—Vocational Foundations	2	0	2
VN 132—Fundamentals of Nursing	2	12	3
VN 133—Basic Concepts of Patient Care	7	0 .	5
VN 134Introduction to Hospital	0	8	3
	15	20	17
Second Session—31 Weeks			
VN 135—Related Theory—4 Hrs. Weekly	4	0	6
VN 136—Clinical Practice—36 Hrs. Weekly	o	36	10
	<u> </u>	— 36	— 16
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